

City of Norman



Monthly Departmental Report

March 2024

MONTHLY PROGRESS

TABLE OF CONTENTS
MONTHLY PROGRESS REPORTS

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

CITY CLERK 1

CITY CLERK

MONTHLY PROGRESS REPORT
March 2024

ACTION CENTER

DEPARTMENT	CALLS	CALLS YTD	ADDITIONAL CONTACTS	ADDITIONAL CONTACTS YTD
Animal Welfare	12	120	2	14
Bus Service	0	0	0	0
CDBG	1	1	0	2
City Clerk	77	491	4	14
City Manager/Mayor	4	26	1	11
City Wide Garage Sale	0	0	0	0
Code Enforcement	31	380	1	16
Finance	5	24	0	0
Fire/Civil Defense	2	13	0	1
Human Resources	14	75	2	6
I.T.	7	28	0	0
Legal	8	41	1	4
Line Maintenance	16	231	0	6
Municipal Court	5	33	1	3
Noise Complaint	0	0	0	0
Norman Forward Questions	0	0	0	0
Outreach	2	29	0	3
Parks & Recreation	14	199	1	10
Permits/Inspections	58	432	2	5
Planning	20	123	0	4
Police/Parking	68	795	5	19
Public Works	8	125	1	8
Recycling	0	0	1	1
Sanitation	52	440	4	19
Sidewalks	0	0	0	1
Storm Debris	0	0	0	0
Storm Water	10	69	4	16
Streets	24	255	8	24
Streets Lights	0	74	7	24
Traffic	30	177	1	9
Utilities	33	475	5	8
WC Questions	0	0	0	0
WC Violations	0	0	0	0
March Total: 729	501	4656	177	228

LICENSES

Three New licenses and 706 Renewals were issued during the month of March. 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	3	3	Retail Beer	38	39
Brewer	3	3	Retail Spirits Store	2	2
Coin-Operated Devices	202	204	Retail Wine	33	34
Distiller	0	0	Salvage Yard	0	0
Food	220	247	Sidewalk Dining	5	6
Game Machines	79	79	Solicitor/Peddler (30 day)	1	5
Impoundment Yard	2	2	Solicitor/Peddler (60 day)	1	4
Kenel	13	13	Solicitor/Peddler (one day)	0	0
Medical Marijuana Dispensary	17	19	Special Event	0	7
Medical Marijuana Grower	7	8	Strong Beer & Wine/Winem613aker	10	11
Medical Marijuana Processor	10	11	Taxi/Motorbus/Limousine	2	3
Medical Marijuana Testing Laboratory	0	0		0	0
Mixed Beverage	29	32	Temp Food (one day)	0	9
Mixed Beverage/Caterer	25	27	Temp Food (30 day)	0	11
Pawnbroker	3	3	Temp Food (180 day)	1	17
Pedicab	0	0	Transient Amusement	0	0
YTD License Total: 799	613	651		93	148

NEW ESTABLISHMENT LICENSES		
NAME	ADDRESS	LICENSE TYPE(S)
NONE		

SOLICITOR/PEDDLER LICENSE		
60 DAY	30 DAY	1 DAY
777 Roofing & Construction, LLC	WeedMan	

TEMPORARY FOOD PERMITS		
180 DAY	30 DAY	1 DAY
Ted's Café Escondido		

LAW SUITS FILED

DATE FILED	NAME	JUSTIFICATION	AMOUNT
03-15-24	Raven Investments, LLC	Plaintiff vs. the Board of Adjustment for the City of Norman. Plaintiff alleges, NextEra sought to condemn several properties including properties owned by Raven Investments, LLC. NextEra submitted floodplain application permits. The Plaintiff claims consideration of permits 684 and 685 violated the Norman Municipal Code and the Oklahoma Open Meeting Act. As NextEra did not possess an ownership interest in all properties and the agenda did not identify that the Committee would consider issuance of permit No. 685. Which did not adequately inform the public of all items to be considered, therefor requesting all actions taken at the January 2, 2024 meeting should be consider invalid. Wherefore, Plaintiff/Appellant, Raven Investments, LLC respectfully request an order from the Court reversing the Defendant/Appellee, Board of Adjustment for the City of Norman, that the BOA reverse the Committee’s approval of Floodplain Permit Nos. 684 and 685 and all further relief this Court may deem just and proper.	

CLAIMS FILED

DATE CLAIMS FILED	NAME	JUSTIFICATION	AMOUNT
03-06-24	John Miller	Claimant alleges on November 22, 2023, at 4500 Greystone Lane, that city police officers broke his front door while serving a search warrant. Doorjamb, doorknob, paint and stain all in need of repair.	\$ 500.00
03-12-24	Julie Picek	Claimant alleges on February 09, 2024, at 508 Piney Oak Drive that City workers opened up manhole located in her backyard for repair and did not clean up after themselves, which lead to her dogs eyes being inflamed and infected.	\$ 469.99
03-12-24	Marilou Bento	Claimant alleges on January 31, 2024, at intersection of S. Bryant and Broadway Ave. while stopped at a sign behind a City of Norman truck, the city driver backed into his vehicle and caused damage to the front of his vehicle. Report taken at the collision by City Safety Manager and Street Supervisor.	\$1,506.00
03-12-24	Lauren Schueler	Claimant alleges on February 19, 2024, at 1719 Rowena Lane that city employees, replaced water meter at her residence then turned water back on, which caused faucets and stems to clog. Claimant had to call plumber to replace shower valve and clean out 16 stems.	\$ 550.00

CLAIM FILED continued

<u>DATE CLAIMS FILED</u>	<u>NAME</u>	<u>JUSTIFICATION</u>	<u>AMOUNT</u>
03-19-24	Sally Gunn	Claimant alleges on December 20, 2023, at 3620 Joseph Circle that a police officer took her phone and put it in the wrong property bag and that the named owner of the property bag threw it away. Wants reimbursement for phone.	\$ 379.00
03-20-24	Debra Poore	Claimant alleges on September 28, 2023, at 3309 Bright Street that city employees told her that the pipe breakage at her home was claimant's responsibility. Plumber came out uncovered pipe breakage and determined that it was the responsibility of the City of Norman to repair as it was on the city side of the line. City workers came back out and repaired the water main. Claimant received bill from the plumber for \$2,422.00 for the work they did. She paid \$250.00 and is asking for the City to pay the balance of invoice, as she was misinformed by the city and should not have had to call a plumber.	\$2,172.00
03-29-2024	Alexander Beguhn	Claimant alleges on January 14, 2024, at the intersection of Andover Dr. and Alameda St. due to a burst water main, poor visibility and lack of warning signs of hazardous road conditions his vehicle became stuck in the slush and ice. Causing damage to front end of his vehicle and the undercarriage. Photos available.	\$3,743.08

STUDY SESSION

On March 19, 2024, City Council met in a Study Session with Red Rock Behavioral Health Services representative who gave a presentation on the New Red Rock Crisis Center. Additionally, discussed the Water Reuse Pilot Program.

SPECIAL SESSION

On March 05, 2024, City Council met in a Special Session and discussed the Norman Nature Park design.

On March 12, 2024, City Council met in a Special Session and discussed the Lindsey Street Water Tower. Then adjourned into an Executive Session to discuss the possible purchase of real property located at 601 South Carter Ave.

On March 26, 2024, City Council met in a Special Session and discussed Summit Lakes Participation Agreement Amendment 2 and MOU and Grant application for Misty Lake Dam. Then adjourned into an Executive Session to discuss pending litigation in the City of Norman vs. The Uplands Development Co., LLC Case No. CJ-2021-227 and City of Norman vs. Hallbrooke Development Group One, LLC Case No. CJ-2021-228

FINANCE COMMITTEE

On March 21, 2024, the Finance Committee met and discussed the FYE 2024-2025 City of Norman Budget, monthly revenue and expenditure reports and internal audit program status.

BUSINESS AND COMMUNITY AFFAIRS COMMITTEE

On March 7, 2024, the Business & Community Affairs Committee met and discussed accessory commercial units and a Weather Museum request to hold a general obligation bond election for the construction of a New Weather Museum.

COMMUNITY PLANNING & TRANSPORTATION COMMITTEE

On March 28, 2024, the Community Planning & Transportation Committee met and discussed the public transit report and given a presentation on the location of the highest number of accident and fatality collisions.

OVERSIGHT COMMITTEE

On March 14, 2024, the Oversight Committee met and discussed Emergency Shelter, Cleveland County Health Department “Shred the Stigma” program and parking requirements for accessory dwelling units.

CITY MANAGER 2

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

FINANCE 3

CITY OF NORMAN

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

Treasury Division:

In the month of March, the Treasury Division processed 37,355 payments in person and over the phone, a decrease of -6% from last month. Paymentus (the City’s 3rd party processor of online and automated telephone payments) processed 13,279 payments in March, a decrease of -1.3% from last month.

General Fund Revenues & Expenditures:

When comparing General Fund revenue sources versus budgeted levels, revenues are below target for the month of March by -1.7%. Revenues from the City’s largest single source of revenue, sales tax, are above target by 0.1% 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	\$41,384,741	\$41,447,282	\$41,596,461	\$41,054,789
General Fund Revenue	\$78,996,552	\$77,599,500	\$75,363,204	\$70,945,921
General Fund Expenses	\$85,975,925	\$82,155,645	\$71,859,475	\$63,781,569

Administration Division

	FYE 24		FYE 23	
	March	YTD	March	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	480.00	3,200.00	480.00	2,600.00
Total Comp Time Available	2.00	13.00	2.75	38.50
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	1.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	482.00	3,214.00	482.75	2,638.50
Benefit Hours Taken	35.00	489.00	27.25	345.00
TOTAL ACCOUNTABLE STAFF HOURS	447.00	2,725.00	455.50	2,293.50
 PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
 TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

ACCOUNTING 3A

Accounting Division

	FYE 24		FYE 23	
	March	YTD	March	YTD
Total Regular Hours Available	1,680.00	11,200.00	1,680.00	11,200.00
Total Comp Time Available	3.75	19.25	1.50	21.50
Total Overtime Hours	7.50	29.50	5.25	82.75
Total Bonus Hours	0.00	4.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	1,691.25	11,252.75	1,686.75	11,304.25
Benefit Hours Taken	245.25	2,027.50	187.00	2,667.50
TOTAL ACCOUNTABLE STAFF HOURS	1,446.00	9,225.25	1,499.75	8,636.75
 PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
 TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

CITY REVENUE REPORTS

3B

Treasury Division

	FYE 24		FYE 23	
	March	YTD	March	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	1,141.00	7,853.00	1,200.00	8,000.00
Total Comp Time Available	13.00	81.25	8.25	24.50
Total Overtime Hours	48.25	307.50	46.00	405.75
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	1,202.25	8,241.75	1,254.25	8,430.25
Benefit Hours Taken	203.75	1,685.75	324.50	1,891.75
TOTAL ACCOUNTABLE STAFF HOURS	998.50	6,556.00	929.75	6,538.50
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

Budget Services Division

	FYE 24		FYE 23	
	March	YTD	March	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	480.00	2,880.00	480.00	3,200.00
Total Comp Time Available	0.00	1.25	0.00	1.25
Total Overtime Hours	0.00	0.25	1.50	3.25
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	480.00	2,881.50	481.50	3,204.50
Benefit Hours Taken	38.00	555.00	25.00	540.00
TOTAL ACCOUNTABLE STAFF HOURS	442.00	2,326.50	456.50	2,664.50
PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

City Revenue Report

	FYE 24 February	FYE 24 March	Plus/Minus
Total Revenue Received (\$)	\$4,610,762	\$4,295,897	(\$314,865)
Utility Payments - Office (#)	39,697	37,355	(2,342)
Utility Payments - Office (\$)	\$4,174,232	\$4,089,467	(\$84,765)
Paymentus (#)	13,460	13,279	(181)
Paymentus (\$)	\$1,302,964	\$1,243,948	(\$59,016)
Lockbox (#)	8,004	7,920	(84)
Lockbox (\$)	\$1,252,342	\$1,134,773	(\$117,569)
E-Lockbox (#)	3,492	3,400	-92
E-Lockbox (\$)	264,145	289,385	\$25,240
Bank Draft Payments (#)	11902	10333	(1,569)
Bank Draft Payments (\$)	\$1,125,550	\$987,531	(\$138,019)
Utility Deposits (#)			\$0
Utility Deposits (\$)			\$0
Fix Payments (#)			\$0
Fix Payments (\$)			\$0
Processed Return Checks (#)	77	96	19
Processed Return Checks (\$)	(\$10,164)	(\$8,001)	\$2,163
Other Revenue Transactions (#)			\$0
Other Revenue Received (\$)			\$0
Accounts Receivable Payments (\$)	0	0	\$0
Municipal Court - Fines/Bonds (\$)	247,530	198,233	(\$49,297)
Municipal Court - Credit Card (#)	558	454	(104)
Municipal Court - Credit Card (\$)	129,850	97,786	(32,064)
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.

UTILITY 3C

Utility Division Activity Report - FYE 2024

	FYE 24		FYE 23	
	March	YTD	March	YTD
STATUS REPORT				
Regular Utility Accounts Billed	46,605	398,940	43,755	399,972
New Deposit Ons Billed	700	5,915	752	6,529
Final Accounts Billed	636	5,862	715	5,952
TOTAL METERS READ	47,941	410,717	45,222	412,453

Drive-up Window and Mail Payments - FYE 2024

	24-Feb	24-Mar
Mail Payments - Lockbox	8,004	7,920
Mail Payments - E-Lockbox	3,492	3,400
Mail Payments - Office	93	321
Total Mail Payments - Subtotal	11,589	11,641
Night Deposits	147	127
Paymentus Payments	13,460	13,279
Without assistance paymnts - Subtotal	13,607	13,406
Office Payments	1,932	1,872
With assistance payments - Subtotal	1,932	1,872
Total Payments Processed - Subtotal	27,128	26,919
Bank Draft (ACH) Payments	11902	10333
Total Payments (Utility)	39,030	37,252
Total Payments	54,256	53,838

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

	FYE 24		FYE 23	
	March	YTD	March	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	1,460.00	9,860.00	1,680.00	11,200.00
Total Comp Time Available	82.50	214.75	45.25	105.70
Total Overtime Hours	92.50	443.00	98.25	590.50
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	1,635.00	10,517.75	1,823.50	11,896.20
Benefit Hours Taken	181.50	1,952.00	171.75	1,848.00
TOTAL ACCOUNTABLE STAFF HOURS	1,453.50	8,565.75	1,651.75	10,048.20
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

FIRE DEPARTMENT

4



NFD Monthly Progress Report March 2024

Incident Response Type Summary

Incident Type	Total	% of Total
1 - Fire	25	1.61%
2 - Overpressure Rupture, explosion, Overheat - No Fire	0	0.00%
3 - Rescue & emergency	905	58.27%
4 - Hazardous Conditions (No Fire)	31	2.00%
5 - Service Call	145	9.34%
6 - Good Intent Call	344	22.15%
7 - False Alarm & False Call	74	4.76%
8 - Severe Weather & Natural Disaster	1	0.06%
9 - Special Incident Type	0	0.00%
Incomplete Reports	28	1.80%
Total Incident Count (Unique Calls)	1553	100.00%
Number of Total Unit Responses	1936	

Total Fire Loss **\$655,400.00**

	Number of First-In Calls	Average Time/Seconds	Average Time/Minutes
Station #1	327	296	0:04:56
Station #2	222	350	0:05:50
Station #3	260	367	0:06:07
Station #4	169	339	0:05:39
Station #5	61	649	0:10:49
Station #6	51	528	0:08:48
Station #7	165	339	0:05:39
Station #8	109	346	0:05:46
Station #9	183	374	0:06:14

Community Outreach

Tours and Special Events	9	Wildfire Evac. Drill Support (NPS), Easter Egg Hunt, Tomorrow's Leaders, Tours, Ride Alongs
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Burn Permits

Burn Permits Issued	213	Conditions were favorable for burning 9 days in March
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Training

Total Personnel Training Hours	2370	Mgmt/Supvrsr, Hazmat, Wildland, Special Healthcare, Swiftwater, Peer Support
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NFD Monthly Progress Report

March 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*	9	1		2	2			4		
Chief 301	13	1	3	2				5	2	
Chief 302	12	2	1	2	1			6		
Chief 304	20	5	3	2	1			7	2	
Chief 401	12	1	1	2		3	2	3		
Chief 402	15	1		1	1	2	3	3	1	3
Chief 404	9	2	1	1	1	1	1	1		1
Engine 1	324	302	4	5			2	9		2
Brush 1	8	4	2				1			1
Ladder 1	46	33	1	3	2			6		1
Engine 2	229	1	215	3	4			6		
Brush 2	2		2							
Ladder 2	17	2	7	2	2			4		
Engine 3	268	4	1	257			1	4		1
Brush 3	1						1			
Engine 4	178	1	3		168			6		
Engine 5	21					19	2			
Brush 5	67					65	2			
Engine 6	32					7	21	1		3
Brush 6	60					6	51	1		2
Rescue Boat 6	1						1			
Rescue 7	3	1						2		
Squad 7	191	8	6	4	3			163	4	3
Brush 7	2	1	1							
Engine 8	121		2		6			5	108	
Brush 8	4	1	2						1	
Tanker 8	1							1		
Engine 9	205	5	1	6		1	6	3		183
Brush 9	8	1				1	3			3
Tanker 9	10	1				2	3			4
HAZMAT	1		1							
EM1*	7			2	2			3		
EMS1*	10	1		3	2			4		
Fire Marshal 1	5	1			1		2			1
Fire Marshal 2	6	2	1	1						2
Fire Marshal 3	8		1	4		2		1		
Fire Marshal 4	8	1	1		1		1	2	1	1
Fire Marshal 6	2				1				1	
	1936	383	260	302	198	109	103	250	120	211

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

March 2024 Fire Prevention Activity Summary

Prevention Department Update and Activities

Training	280 hours	Berchtold CLEET Academy, Fire and Arson, Inspections, Photography, Crew Resource Management
Inspection/Re-Inspection Activities	102 hours	Certificate of Occupancy, Occupancy Loads, Daycare, Fire Alarm, Fire Suppression System, General, Food Trucks, Schools
Smoke Detectors	20	Check/Install Smoke Detectors/Replace Batteries/Bed Shakers
Investigations	11	1 Joint, 8 Closed, 1 Complete, 1 Pending
Investigative Activities	93 hours	Fire Scene Investigation, reports, OSBI, Court Appearances, interviews/Interrogation, Obtain Warrant, File Charges
Department Meetings	20 (16 hours)	Shift Change Meetings, Staff Meeting
Station & Equipment Maintenance	41 hours	Daily checks, supplies replenishing, cleaning & organization
Public Service/Education & Special Events	8	New homeowners workshop at the well, school contacts, Forest Pointe rescuers setup

Planning Officer Activities

Fire Planning Activities	Number	Staff Hours
Building Plan Reviews	17	26
Fire Protection System Plan Reviews	4	13
Building Inspections/Re-inspections	17	20
Meetings	11	15
Training (NFD Required/ IT/ Fire Sprinkler/ IEBC)	10	22
Communication	N/A	15
Totals		111
Time Off (VAC, SICK, Holiday)	N/A	17

<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	
<p>Planning Meeting for Upcoming Events each first Friday of the month</p>	<p>2024 is a busy year for supporting events. EM Division will conduct a planning meeting with CCHD and NERVT to plan support for a 30/60/90/ day schedule</p>
Local Response	
<p>Red Cross Coordination for burnouts. February resulted in 2 call out for assistance. One was a Family burn out in Norman and one was a mutual request to the Little Axe FD, a mobile home burn out. This was responded to by NERVT</p>	<p>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.</p>
<p>The annual OEMA\OEM Conference was held in Durant during the week of 3 Mar 24 to 7 Mar 24.</p>	<p>This conference was the most attended in conference history with 581 paid participants and 61 partner vendors displaying their products.</p>
<p>NERVT will support the Bicycle Safety Round up planned for April 12, 2024 at the Well.</p>	<p>NERV will provide traffic management and a first aid station</p>
<p>Norman EM along with other EM's from various counties will support the NSU-Broken Arrow second Preparedness Day camp in June 2024. The first draft of the course was submitted in Mar 2024.</p>	<p>Norman EM was chosen as the lead instructor and coordinator for the Camp. 30 participants will attend and go through different preparedness skills</p>
<p>Norman EM was asked to confer on the room design for the new EOC. Discussions were made regarding furniture and communications room needs. A budget request was submitted for the FY25 and with approval the EOC will have the ability to communication all levels of response organizations, local, state and Federal. To include high frequency and the ability to go long range.</p>	<p>A legal opinion was rendered regarding the PSST funds and the use of for Emergency Management. With a positive opinion, Norman EM can move forward to be a part of future project considerations.</p>

Community Preparedness Events	
Demand for the Medical Reserve CORPS\Norman Response Volunteers continues to increase.	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 monthly volunteer meeting was conducted at the County Wellness Center. The Well has committed to providing a meeting space and this will allow for the expansion of the volunteer program. Over 30 volunteers enjoyed the presentation.	The organization Wildcare provide information regarding the care and treatment of wild animals during disaster.
Norman EM continues to work with Homeland Security on youth preparedness camps.	The Northeastern State University-Broken Arrow preparedness Day Camp will be held June 4-7, 2024 at the NSU Broken Arrow Campus
	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.
A long Term Recovery Committee has formed to those affected by the February 2024 tornado.	This storm was not a declared storm and the LTRC can coordinate assistance for those residents that still have unmet needs.

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	
No significant events for weather occurred in March	
National Weather Service Storm Spotter Training	NWS Norman Spotter Schedule (weather.gov)

HUMAN RESOURCES

5

HUMAN RESOURCES
Monthly Report
March 2024

HUMAN RESOURCES

Total number of Employees: 960

Orientations: 3 – 6 new hires

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

Terminations: 11

ADMINISTRATION

- FMLA cases – 5 new cases
- Processed invoices and reconciled expense accounts
- Coordinated Birthday/Anniversary post card mail outs
 - 70 birthday and 71 anniversary

BENEFITS

New Enrollments: 2

Benefit Participation		
	#	%
Medical	783	92%
Dental	788	92%
Vision	585	69%
Disability	433	51%
Supplemental Life	448	52%

** Total Benefit Eligible Population: 854*

Claims		
Rx Claims		
	ACTIVE	\$207,754.13
	RETIREE	\$ 19,505.51
	COBRA	\$ -
Medical Claims		\$ 1,232,620.00
Dental Claims		\$ 82,239.69
Death Claims		0

PERSONNEL ACTIONS

NEW HIRES – 6

Dept./Div.	Position	Number of Employees
Planning & Community Development	Permit Manager	1
Parks & Rec/Golf Course	Golf Course Attendant	1
Parks & Rec/Westwood Pool	Aquatic Manager	1
Parks & Rec/YFAC	Recreation Center Specialist	1
Parks & Rec/YFAC	Lifeguard Leader	1
Utilities/SLM	Utility Collection Worker I	1

PROMOTIONS – 3

Dept./Div.	Position	Number of Employees
Parks & Rec/Recreation	Field Operations Supervisor	1
Police/Emergency Communications	Communications Officer II	1
Utilities/Water Reclamation Facility	Crew Chief	1

SEPARATIONS – 11

Dept./Div.	Position	Number of Employees
Human Resources/Admin	Human Resources Recruiter	1
Information Technology	Systems Support Technician	1
Parks & Rec/Golf Course	Golf Course Attendant	1
Planning & Community Development	Planner I	1
Police Department/Investigations	Police Sergeant	1
Public Works/Fleet	Mechanic II	1
Public Works/Streets	Maintenance Worker I	1
Public Works/Traffic	Traffic Engineer	1
Public Works/Traffic	Traffic Sign Fabricator	1
Utilities/Water Line Maintenance	Utility Distribution Worker I	1
Utilities/Water Treatment Plant	Maintenance Worker I	1

TURNOVER STATS

Department	No. of Employees	No. of Terminated Employees	Turnover Rate
City Manager	15		0.00%
City Clerk	6		0.00%
Finance	23		0.00%
Fire	164		0.00%
Human Resources	10	1	1.00%
Information Technology	17	1	5.90%
Legal Department	9		0.00%
Municipal Court	12		0.00%
Parks & Recreation-Total	81	1	1.24%
Planning & Comm Dev.	38	1	2.63%
Police	256	1	0.39%
Public Works	125	4	3.20%
Utilities	159	2	1.26%

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 Lifeguard Leader – YFAC (1)	PT All Locations – Recreation Center Specialist
PT Recreation Specialist – YFAC (1)	PT Golf Course Attendant (2)

PT Tennis Shop Attendant - (1)	PT Recreation Leader – YFAC (1)
PT Recreation Technician – Westwood (1)	PT* Swim Instructor - Westwood (11)
PT* Admission Clerk I - Westwood (20)	PT* Admission Clerk II - Westwood (4)
PT* Shallow Lifeguard - Westwood (9)	PT* Assistant Aquatic Manager - Westwood (1)
PT* Aquatic Facility Maintenance I - Westwood (8)	PT* Aquatic Facility Maintenance II - Westwood (3)
PT* Lifeguard - Westwood (53)	PT* Food & Beverage Tech I (1)
PT* Laborer (1)	Maintenance Worker I (1)
Police	
Police Officer (2)	Animal Welfare Technician (1)
Communications Officer I (1)	Communications Officer II (6)
	Police Records Clerk (1)
Parking Services Officer (1)	PT Parking Service Officer (1)
Public Works	
Engineering - City Surveyor (1)	Traffic Management Center Engineer (1)
Maintenance Worker II – Streets (1)	Traffic Sign Fabricator (1)
Utilities	
Sanitation - Sanitation Worker I (4)	Utility Supervisor (1)
Utility Distribution Worker II (1)	Utility Distribution Worker I (2)
Plant Operator D (1)	
City Clerk & City Manager	
Assistant City Manager – offer pending	
Planning & IT	
Systems Support Technician (1)	Municipal Planner II (1)
Legal & Human Resources	
Assistant City Attorney (1)	Recruiter (1)

6 - New Hires

Full Time Position	Hire Date	Date Posted	Days to fill
Utility Collection Worker I	03/08/2024	01/09/2024	59
Lifeguard Leader	03/14/2024	11/07/2023	108
Permit Manager	03/15/2024	02/07/2024	37

PT/Seasonal Position	Hire Date	Date Posted	Days to fill
Recreation Center Specialist	03/04/2024	11/7/2023	118
Golf Course Attendant	03/14/2024	02/29/2024	14
Aquatic Manager	03/04/2024	01/02/2024	62

SUMMER HIRES: 47 Westwood hires complete, 30 Westwood hires in process as well

SAFETY

Fitness for Duty Meetings

Department	Number Held
Police	1

Return to Work Meetings

Department	Number Held
Fire	1
Utilities	1

Recordable Injuries – OSHA

Department/Division	Nature of Injury	How Sustained	Prognosis	Prevention Method
Police/Animal Welfare	Strained left shoulder	Strained left shoulder picking up dog	Work restrictions	Use proper lifting method or ask for help
Fire/Suppression	Strained lower back	Strained lower back working out on duty	Work restrictions	Do not lift heavy weights during shift
Parks & Rec/Development	Contusion on top of head	T-post hit head area while planting tree	Released to work	Wear hard hat

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

2024*	2023	2022
2	11	7

**CY2024 is current YTD*

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

2024	2023	2022
9	7	3

Recordable Injuries per calendar year:

2024*	2023	2022
12	78	60

**CY2024 is current YTD*

Recordable Injuries per fiscal year:

2024	2023	2022
50	67	54

Adult First Aid/CPR/AED - certified 9 employees (Municipal Court)

Forklift Driving Safety – certified 8 employees

CULTURE AND SOCIAL RESPONSIBILITY (CSR)

ADA Complaints and Resolutions

Complaints	Resolution
3/15/2024-3/21/2024: Received multiple calls and emails with concerns about the accessibility of the bathroom entry doors in City Hall and the Development Center being too heavy to open.	3/22/24: Spoke with the ADA Citizens Advisory Committee Chair and discussed that 5lbs complied with ADA standards for bathroom entry doors. Facility Maintenance will check the doors monthly for compliance.

ADA:

- Completed ADA Awareness for Title II Entities & Agencies training presented by BlueDAG.
- Received ADA Coordinator Certificate from the Great Plains ADA Center.
- Created and completed a diversely inclusive ADA coloring book and handed it out at the 2nd Annual Cleveland County Disability Resource Fair on March 12, 2024, at The Well.
- Placed assistive listening systems in Municipal Court.

CSR:

Employee Resource Groups (ERGs) – LGBTQ+ Alliance held a meeting and discussed the upcoming participation in Norman Pride Festival & Parade for 2024.

- Presented ‘Basic Sign Language Sessions’ for CoN employees to learn basic sign language in 4, 30 minute sessions over the course of Deaf History Month (March 13th-April 15th).
- Presented all of the women employed by the CoN a flower (carnation) in appreciation for Women’s History Month, which is March of every year.
- Completed first class in the Diversity, Equity, and Inclusion certification program from Cornell University.

Committees:

Human Rights Commission (HRC) – The monthly meeting was scheduled to take place on Monday, March 25, 2024, but was cancelled as a quorum was not going to be present. The next meeting will be held on Monday, April 22, 2024, at City Hall.

ADA Citizen’s Advisory Committee – The quarterly meeting took place on Monday, March 11, 2024. Updates on the Micro Transit (Norman On-Demand), ADA Transit Transition Plan, Transit Center, FY24 Concrete Projects, and Bus Stops were given. A motion passed for \$125,000 to be used to pay ODOT for the design on 12th Ave NE, Robinson to Rock Creek. Accessibility of the bathrooms doors in City Hall and the Development Center were discussed and tested. The next meeting will held be on Monday, June 10, 2024, at City Hall.

Cleveland County disABILITY Coalition – In lieu of the monthly meeting, the 2nd Annual Cleveland County Disability Resource Fair was held on March 12, 2024, at The Well from 4:00 PM-7:00 PM. Over 30 agencies, including schools, were present to provide members of the community with pertinent disability and accessibility resources. The next meeting will be held on Tuesday April 2, 2024, at United Way of Norman.

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

Gender	Total Population	% of Total Population
Female	230	24.0%
Male	730	76.0%
	960	100.00%

Job Classification by Gender		
Job Classification	Female	Male
Full-Time	175	663
Part-Time	48	43
Permanent Part-Time	2	7
Temporary	5	17
	230	730

Ethnicity by Race		
Ethnicity	Total #	Total %
American Indian/Alaskan Native	37	3.9%
Asian	13	1.4%
Black/African American	45	4.7%
Hispanic/Latino	32	3.3%
Native Hawaiian	1	0.1%
Two or More Races	44	4.6%
White	788	82.0%
	960	100.00%

Diversity by Gender		
Ethnicity	Female	Male
American Indian/Alaskan Native	12	25
Asian	3	10
Black/African American	8	37
Hispanic/Latino	7	25
Native Hawaiian	0	1
Two or More Races	13	31
White	187	601
	230	730

Diversity % by Gender		
Ethnicity	Female	Male
American Indian/Alaskan Native	1.3%	2.6%
Asian	0.3%	1.0%
Black/African American	0.8%	3.9%
Hispanic/Latino	0.7%	2.6%
Pacific Islander	0%	0.1%
Two or More Races	1.4%	3.2%
White	19.5%	62.6%
	24.0%	76.0%

CITY OF NORMANInformation Technology Department
Monthly Report – March 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.	Implementation Complete – Project refinement ongoing: The CoN team has completed implementation work on all major core software. However work continues in Finance, HR, Planning, and Parks to refine these new systems.
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 replace the old and increase security and speed requirements.	Ongoing: IT Network staff are in implementation and testing of major 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 Utilites Department will be using capital funds to connect a microwave antenna from Fire station 9 to the Water treatment plant and connect to the Emergency Operations Center once that building is complete. This will create a redundant loop for the WTP and EOC incase of lost service from the main connection.	Awaiting Approval, Working with Utilities Department, land acquisition complete, right of way in negotiation possible launch in 2024
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 – ECOC, HR/IT Building, Building Maintenance, PD Moves, and Mary Abbot House expansion. Complete – YFAC, 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 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 frequent training continues as well as various types of PEN testing of the city network.
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 estimated full completion in 2027

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 April 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: The IT Department has been awarded 5% of the annual capital funds for business critical software and infrastructure needs.

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 March 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 8 emails from the groups shown were sent from city servers using city resources – of those 21,936 were delivered to outside mailboxes for the month of March 2024. The city servers generated mass communications to Norman citizens of 21,936 messages from only 8 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 322,745 attempted incoming and 111,264 outgoing messages for the month of March 2024. Incoming messages totaling 137,534 were considered Spam or hazardous e-mails by our email-filtering appliance, and were quarantined or filtered (see **IT Table 3**). This number represents 42% of our inbound mail. This percentage is up from previous months for malicious email/spam and continues a trend of more scam attempts throughout the year. 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 March 2024, the City of Norman's web site had 112,409 individual web sessions access the web site for 208,716 total page views. Of those sessions, 69,507 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:

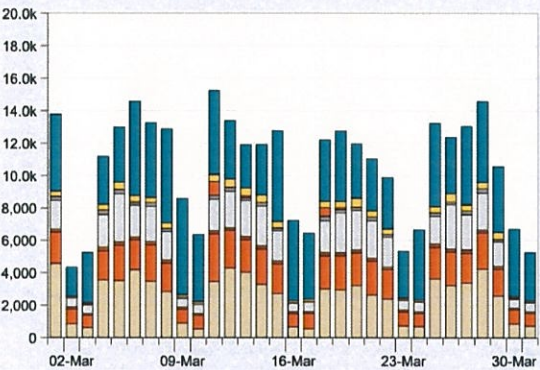
This project began in January of 2018 and was delayed for multiple reasons by the 2020 pandemic. The projects final implementations are complete as of March 2024. The City Council approved approximately \$6 Million to replace the outdated software systems that run our daily business operations. Once 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 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 software, an upgraded Parks and Rec software package to help with golf management, concessions, and food carts. We Are also preparing for AMI (Automatic Meter Infrastructure), and integration with a customer portal for Utility Billing Systems software as well as a review of the current time and attendance software.

Executive Summary

ironport.example.com

01 Mar 2024 00:00 to 31 Mar 2024 23:59 (GMT -05:00)
Data in time range: 100.0 % complete

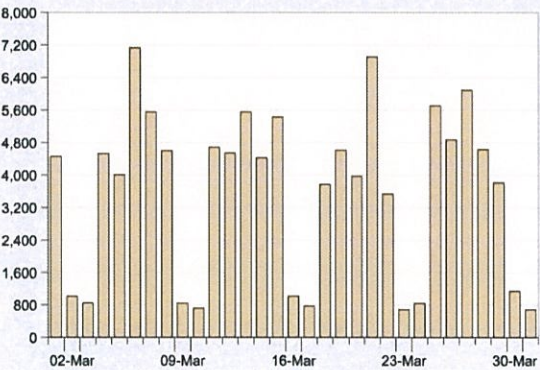
Incoming Mail Graph



Incoming Mail Summary

Message Category	%	Messages
Stopped by IP Reputation Filtering	38.9%	125,408
Stopped by Domain Reputation Filtering	0.1%	289
Stopped as Invalid Recipients	0.0%	6
Spam Detected	3.0%	9,679
Virus Detected	0.0%	40
Detected by Advanced Malware Protection	0.0%	0
Messages with Malicious URLs	0.5%	1,528
Stopped by Content Filter	0.2%	584
Stopped by DMARC	1.4%	4,664
S/MIME Verification/Decryption Failed	0.0%	0
Total Threat Messages:	42.6%	137,534
Marketing Messages	15.7%	50,574
Social Networking Messages	1.6%	5,186
Bulk Messages	15.8%	50,886
Total Graymails:	33.0%	106,646
S/MIME Verification/Decryption Successful	0.0%	0
Clean Messages	24.3%	78,565
Total Attempted Messages:		322,745

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%	111,263
Total Messages Processed:		111,263

Message Delivery	%	Messages
Hard Bounces	1.5%	1,626
Delivered	98.5%	109,638
Total Messages Delivered:		111,264

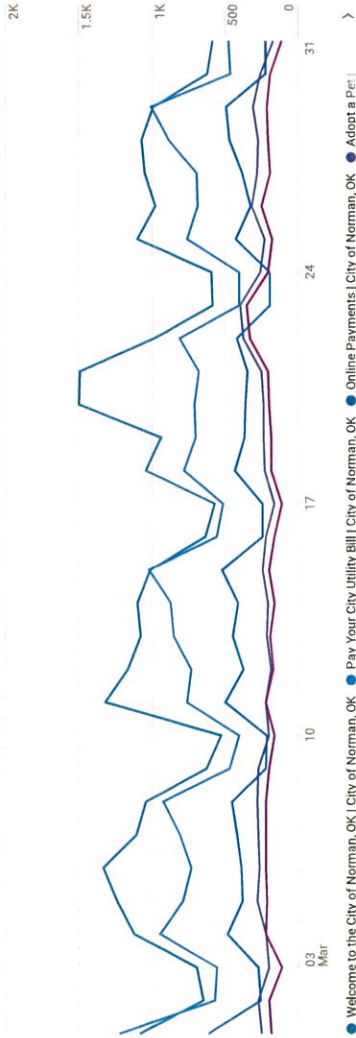
All Users Add comparison

Custom Mar 1 - Mar 31, 2024

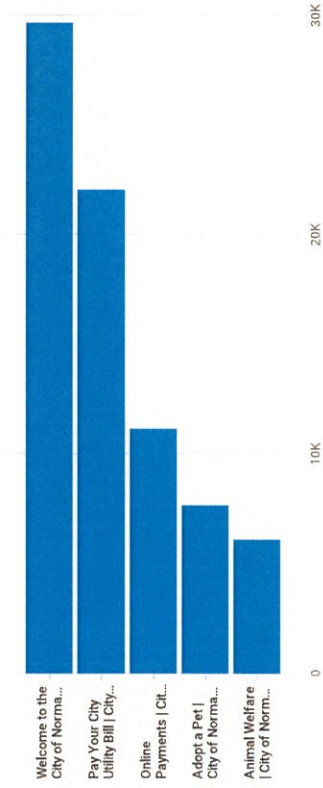
Monthly Page Views

Add filter

Views by Page title and screen class over time



Views by Page title and screen class



Search...

Page title and screen class

Views

208,716
100% of total

Users

69,507
100% of total

Average engagement time

1m 00s
Avg 0%

Event count

631,326
100% of total

1 Welcome to the City of Norman, OK | City of Norman, OK

29,667
100% of total

16,687

23s

81,898

2 Pay Your City Utility Bill | City of Norman, OK

22,048

13,193

15s

78,159

3 Online Payments | City of Norman, OK

11,141

6,959

13s

28,608

4 Adopt a Pet | City of Norman, OK

7,654

4,026

21s

25,488

5 Animal Welfare | City of Norman, OK

6,095

3,767

14s

19,303

6 Job Opportunities | City of Norman, OK

5,493

3,199

1m 20s

16,552

7 City of Norman's 2024 Residential Spring Clean-Up Information | City of Norman, OK

4,505

3,021

31s

11,348

8 Westwood Golf Course | City of Norman, OK

3,554

2,073

36s

12,630

9 Search Results | City of Norman, OK

3,330

1,629

43s

8,017

10 Burning Information | City of Norman, OK

3,023

867

54s

8,001

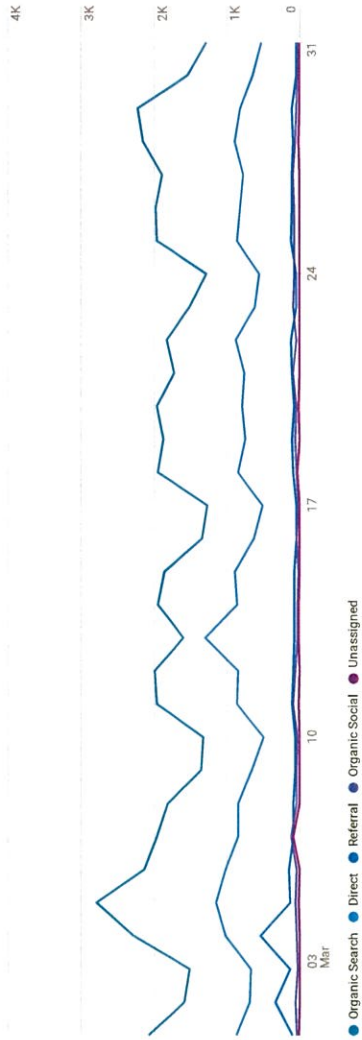
All Users Add comparison

Custom Mar 1 - Mar 31, 2024

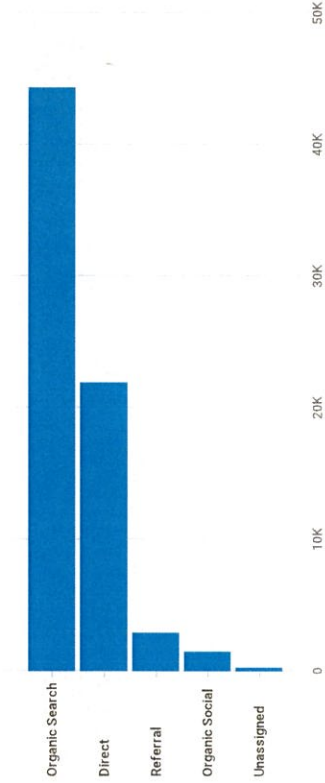
Monthly Site Traffic

Add filter

Users by Session primary channel group (Default Channel Group) over time



Users by Session primary channel group (Default Channel Group)



Search...

	Users	Sessions	Engaged sessions	Average engagement time per session	Engaged sessions per user	Events per session	Engagement rate	Event count
	↓ Users							All events
	69,507 100% of total	112,409 100% of total	67,880 100% of total	37s Avg 0%	0.98 Avg 0%	5.62 Avg 0%	60.39% Avg 0%	631,326
1 Organic Search	44,346	77,545	50,390	42s	1.14	5.68	64.98%	440,781
2 Direct	21,893	30,061	14,761	23s	0.67	5.18	49.1%	155,645
3 Referral	2,910	4,078	1,970	29s	0.68	5.14	48.31%	20,972
4 Organic Social	1,453	1,859	912	20s	0.63	5.04	49.06%	9,373
5 Unassigned	259	207	2	4m 41s	<0.01	22.00	0.97%	4,555

Table 1

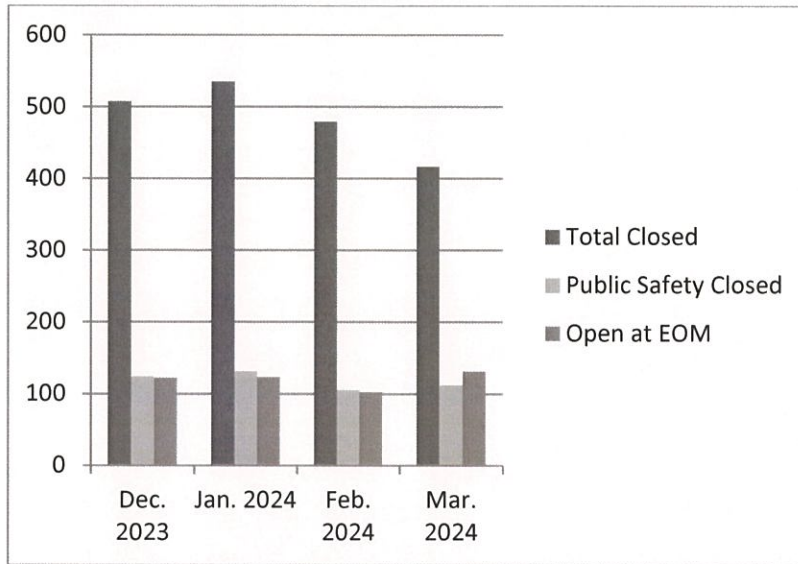


Table 2

March 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	2742	8	21936
Totals	4078	8	21936

MONTHLY REPORT - LEGAL DEPARTMENT
March 2024 Report
(Submitted April 12, 2024)

MONTHLY HIGHLIGHTS:

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

This case arises out of the Plaintiff's arrest for resisting arrest and assault and battery on a police officer. The defendants include law enforcement officers from the Oklahoma Highway Patrol, Oklahoma Park Rangers, Cleveland County Sheriff's Department, and the City. The City moved the Court to dismiss the City's police officers. On March 29, 2024, the district court granted in part and denied in part the City Defendant's motion to dismiss. The Motion was granted in part because Plaintiff failed to allege how the City Defendants violated Plaintiff's civil rights. Instead of dismissing the case, however, the Court granted Plaintiff twenty (20) days to file an amended complaint that either omits the municipal defendants or alleges what each of them did the violate Plaintiff's civil Rights. Plaintiff's amended complaint is due April 30, 2024. If Plaintiff fails to file an amended complaint that complies with the court's order, the case will be dismissed.

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

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)

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

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)

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)

Oklahoma Natural Gas v. Gene Methvin et al, CV-2024-841

The petition in this case was filed on March 15, 2024. It alleges a condemnation action against a number of defendant. The Legal staff's investigation indicates that the City does not have a property interest in the area ONG is seeking to condemn.

Raven Investments, LLC v. Board of Adjustment for the City of Norman, OK, CV-2024-839

This case is an appeal from a Board of Adjustment decision granting a variance to NextEra Energy Transmission Southwest, LLC to construct an overhead electric transmission line in West Norman. The appeal was filed on March 15, 2024.

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. Tietsort Revocable Trust, et al., CJ-2013-775 (M)

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

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

City of Norman v. Hallbrooke Development Group One, LLC, et al., CJ-2021-228 (M)

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

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

City of Norman v. Legacy Property Partners, LLC, CV-2018-249 (K, S)

Mortgage Clearing Corporation v. Ricky Joe Butler, et al., CJ-2016-219 (M)

Mortgage Clearing Corporation v. Doiron, et al., CJ-2014-1459 (M)

D. *Municipal Court Appeals*

None

E. *Small Claims Court*

None

F. *Board of Adjustment Appeals*

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 24-06 – (Ross – Discipline)

- IAFF Grievance FYE 21 – Carl Shanon Smith – Improper Compensation
- IAFF Grievance FYE 23 – Matt Ferris – Discipline
- IAFF Grievance FYE 23 – Carl Shanon Smith Termination/Forced Retirement Grievance
- IAFF Grievance FYE-23 - Mass Casualty /Active Shooter Response
- IAFF Grievance FYE-24 – Non-Emergency Call Back
- IAFF Grievance FYE-24 – Failure to Staff Personnel

FOP Grievance FYE-24 – Lowell Wilcoxon Termination

B. *Equal Employment Opportunity Commission (EEOC)*

None

C. *Contested Unemployment Claims (OESC)*

MUNICIPAL COURT PROSECUTIONS

This chart represents the cases prosecuted by the City Attorney’s Office in the Municipal Criminal Court through March 2024. 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

	<u>ADULT CASES</u>			<u>JUVENILE CASES</u>			<u>COURT SESSIONS</u>		
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	338	8	17	20	8	10	12
MAR	282	272	466	13	13	8	9	12	10
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	2,985	114	156	100	95	118	86

WORKERS' COMPENSATION COURT

The total number cases pending as of March 2024 are 16. There were no new workers compensation cases received during the month of March 2024. 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	7	1	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	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		14	2	11	14	6

List of Pending Cases

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

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

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

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

Bussell, Michael v. City of Norman, CM-2024-00740 K

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

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

(Fire, suppression, Firefighter, BAW, Cancer)

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)

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 March 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		1		2	1
Legal					2
Other		4	5	6	11
Parks		1	1	2	4
Planning			1	2	
Police	2	8	8	8	3
Public Works – other		2	5	2	2
Public Works – Stormwater				1	
Public Works – Engineering					1
Public Works – Streets	1	11	8	10	9
Utilities – other		2			
Utilities – Water	2	5	16	6	11
Utilities – Sanitation		9	7	6	12
Utilities – Sewer	2	6	3	4	5
TOTAL CLAIMS	7	49	56	51	63

CURRENT CLAIM STATUS	FYE 24 TO DATE	FYE 23	FYE 22	FYE 21
Claims Filed	49	56	51	63
Claims Open and Under Consideration	7	0	0	0
Claims Not Accepted Under Statute/Other	1	4	3	10
Claims Paid Administratively	16	25	15	11
Claims Paid Through Council Approval	3	2	2	7
Claims Resulting in a Lawsuit for FY	1	0	5	3
Claims Barred by Statute (No Further Action Allowed)	2	25	26	32
Claims in Denied Status (Still Subject to Lawsuit)	19	0	0	0

MUNICIPAL COURT

8

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

CASES FILED

	<u>MARCH</u>	<u>FY24</u>	<u>Y-T-D</u>	<u>MARCH</u>	<u>FY23</u>	<u>Y-T-D</u>
Traffic	957		7,139	867		4,005
Non-Traffic	258		2,461	210		1,823
SUB TOTAL	1,215		9,600	1,077		5,828
Parking	942		7,089	639		6,290
GRAND TOTAL	2,157		16,689	1,716		12,118

CASES DISPOSED

	<u>MARCH</u>	<u>FY24</u>	<u>Y-T-D</u>	<u>MARCH</u>	<u>FY23</u>	<u>Y-T-D</u>
Traffic	1,056		6,407	744		3,516
Non-Traffic	187		1,922	256		1,967
SUB TOTAL	1,243		8,329	1,000		5,483
Parking	758		5,832	598		5,071
GRAND TOTAL	2,001		14,161	1,598		10,554

REVENUE

	<u>MARCH</u>	<u>FY24</u>	<u>Y-T-D</u>	<u>MARCH</u>	<u>FY23</u>	<u>Y-T-D</u>
Traffic	\$ 113,959.97		\$ 747,168.96	\$ 85,666.04		\$ 399,430.95
Non-Traffic	\$ 22,378.45		\$ 176,145.67	\$ 22,344.60		\$ 175,784.81
SUB TOTAL	\$ 136,338.42		\$ 923,314.63	\$ 108,010.64		\$ 575,215.76
Parking	\$ 20,871.00		\$ 183,136.75	\$ 20,840.00		\$ 185,650.00
GRAND TOTAL	\$ 157,209.42		\$ 1,106,451.38	\$ 128,850.64		\$ 760,865.76

MUNICIPAL COURT - MONTHLY REPORT
March 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 32 new cases and closed 27 cases during the month of March 2024. 3 Mediations were held.

PARKS AND RECREATION

9

Park Development Activities March 2024

Westwood Park

We are receiving bids to re-surface several of the outdoor courts and upgrade the lighting at the courts this year, as part of a multi-year program of upgrades to the existing USTA facilities, aimed at keeping us certified to host sanctioned events throughout the year. We are also working to get all the current windscreens around the courts re-secured or replaced for the upcoming season; and we are working to replace the banner sign on the indoor facility after receiving damage last year during several hail events.

We also reviewed proposals from design teams to work on a master plan at the Westwood Golf and Tennis clubhouse and service areas. We have selected a firm and have begun negotiations on a service contract for the process of gathering input and producing a design program to help us plan for a major project to modernize and expand the facilities. Our goal is to bring those areas up to the standard set by the new Westwood Family Aquatics Center and Indoor Tennis Facility built in the early phases of Norman Forward, similar to the plan recently adopted by Council for an Andrews Park Master Plan.

Forestry



We have started planting trees (40 total) in the parking lot areas of Griffin and Saxon Parks and at the Development Center. Park Maintenance crews are digging the holes; and our forester is installing the various elms and oaks, which will provide much needed shade in these areas over the years as we continue to grow our urban forest.

We worked with OG&E to host a Tree Giveaway on Friday, April 5th at Griffin Park. Residents signed up through the OG&E website, and Staff assisted with distribution and handing out information on tree care that day. There will also be 10 trees planted in Griffin Park that are being donated by OG&E as part of their partnership with the City. We will continue to plant trees in Griffin Park as we plan for the continued improvements to our soccer facility.

Young Family Athletic Center

We held a pre-bid meeting on-site early in the month to answer questions from contractors who will be bidding on our proposed project to build 6 lighted outdoor Pickleball courts on the east side (back) of the YFAC. Proposals were originally due on the March 22nd, however we extended the deadline to April 5th after additional bid documents were deemed necessary. The work will likely proceed this summer, while other projects are being reviewed to plan for other outdoor recreation opportunities, like sand volleyball, outdoor sports courts for futsal and basketball and possibly more seating and parking areas. We will continue to review and update our recreational offerings at all of our facilities, new and old.

Norman Forward Neighborhood Parks

We are continuing the work at Bentley Park to get it ready for a grand opening this spring. The walking trails, playground, site furniture and basketball areas are all in-progress. The park sign and memorial plaque for Lionel Bentley (former director of Norman Parks and Recreation) is being prepared for the park; and the tennis and pickleball courts will be ready for play when the park opens. We will also be adding some split rail fence segments to help separate the un-mowed natural landscape areas from the more manicured areas and highlight our evolving approach to park development that includes more native areas alongside the man-made features. This type of park is a highly-requested item according to recent survey data from the AIM Norman Comp Plan process, where there were questions posted for a month about parks and recreation (including a preference survey for items to include in neighborhood parks).

John Saxon Memorial Community Park

We have scheduled our first Ad-hoc Committee meeting for the Saxon Park Project included in the NORMAN FORWARD Program. The Committee will meet on April 5th with the design team from Wallace Engineering, who have acquired the services of Howell & VanCuren, Landscape Architects (the firm who produced the existing Master Plan for Saxon Park a few years ago). Once we have refined the design details for the project, we will proceed with construction documents and bid this project in 2024. This phase of park development will include another inclusive playground area, restrooms, additional parking and road segment, trail enhancements, park signs and improved fences and lighting in the parking and play areas.

Disc Golf Projects

We have purchased 27 new baskets for the disc golf course at Griffin Park, which will replace the old 18 baskets, plus 9 additional targets, to help provide more options for pro/am tournaments in this most heavily used disc golf course. We have worked with the Sooner Disc Golf representatives to coordinate this work, as well as producing new tee signs for the course at Colonial Estates Park. Other projects will include replacement of the creek crossing at NE Lions Park course after the old crossing was removed due to the erosion of the stream bank making the crossing unsafe. Additional trash cans will also be bought to help keep the courses clean and safe.

March 2024 PARK MAINTENANCE DIVISION

	FY24 MTD	FY24 YTD		FY23 MTD	FY23 YTD
SAFETY REPORT					
On-The-Job Injuries	0	4		0	6
Vehicle Accidents	0	1		0	0
Employee responsible	0	0		0	0
	Total Man Hours			Total Man Hours	
ROUTINE ACTIVITIES					
Big Mowing	42	565.25		40	944.50
Trim Mowing	175.5	3412.75		174	5376.00
Chemical Spraying	453.25	1511.25		267	1027.00
Fertilization	12	22.00		0	18.00
Park Tree Work	48.25	789.25		92	735.00
Street Tree Work	0	8.00		0	91.00
Trash Maintenance	270	3556.00		429.75	2447.75
Sprinkler Maintenance	224	1123.75		221	1052.75
Watering	40	52.00		0	279.00
Painting	55	129.00		0	415.00
Landscape Maintenance	233	2517.25		384	1708.75
Seeding/Sodding	4.5	45.50		0	613.00
Ballfield Maintenance	0	57.00		121	341.00
Fence Repairs	24	306.75		56	319.50
Equipment Repairs/Maintenance	182	1724.75		305	1374.50
Material Hauling	159.25	522.75		14	497.25
Snow/Ice Removal	0	297.00		3	520.27
Christmas Setup	2	1146.00		0	264.75
Vector Control	0	99.00		0	114.00
Events	24	392.00		0	201.00
Vandalism Repair	27	328.25		38	210.50
Trail Maintenance	64	150.00		0	8.00
Playground Maintenance	161.5	964.75		228.25	891.75
Restroom Maintenance	236.5	694.00		0	622.50
Carpentry/Welding	361.5	1402.00		150	441.00
Shop Time	47	483.25		201	493.00
Special Projects	34.5	1280.75		264	2481.00
Miscellaneous	57.5	909.25		224.75	1881.25

**MARCH 2024
RECREATION DIVISION
MONTHLY REPORT**

Little Axe Community Center: The Center served 704 Meals to the Little Axe community with our meals on wheels. This month, the Little Axe After School Program continued with 69 children. The children celebrated Easter with an ice cream party and an egg hunt. The Center partnered with Pioneer Library System to have a librarian on hand twice a week.

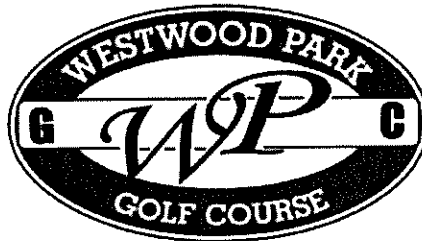
12th Avenue Recreation Center: The 12th Avenue Recreation Center averaged 33 students for the month of February. Students have begun learning about different variations of art with a guest that comes in each Friday. For the month of February, students learned more about color schemes, shapes, and painting textures! The 12th Avenue staff worked hard in preparation of the annual Daddy Daughter Dance held at Embassy Suites. Our staff handmade over 200 VIP friendship bracelets as well as 150 VIP gift bags!

Irving Recreation Center: This month at Irving, the After School Program continued with 29 children. The average daily attendance was 21 children. This month CASP has continued to tutor five of our children at the request of their parents. New toys, coloring books, and other books were also acquired for the children's use. This month we were the host site for the Granny Games as well as an additional weekly basketball rental each Monday.

Whittier Recreation Center: The 12th Avenue Recreation Center averaged 34 students for the month of March. The Center had a Spring Break camp March 15th through 25th and averaged 17 campers per day. During the camp, everyone got to learn new environmental lessons and help plant potatoes, onions, and other fun foods in the Community Garden behind the Recreation Center which officially opened on March 22nd. This was all made possible by the amazing work the Oklahoma State University Extension Master Gardener Program and leader, Courtney Dekalb-Meyers. Staff helped at both the Andrews Park Egg Hunt and Ruby Grant 5K and Fun Run Hunt! These events took place on Friday, March 29th and Saturday, March 30th. The 12th Avenue held its last day for indoor pickleball on Friday, March 8th. The facility is now open Monday and Friday evenings for open gym basketball in its place.

FACILITY ATTENDANCE:	Month	Year to Date
Norman Senior Center	0	3,253
Little Axe Community Center	1,571	16,438
12th Avenue Recreation Center	1,277	11,001
Irving Recreation Center	325	3,488
Whittier Recreation Center	424	4,124
Reaves Center	300	2,700
Tennis Center	3,520	30,290

WESTWOOD/NORMAN MUNICIPAL AUTHORITY 9A



MARCH 2024

Westwood Golf Course Division Monthly Progress Report

ACTIVITY	MAR FYE'24	MAR FYE'23
Regular Green Fees	797	514
Senior Green Fees	339	290
Junior Fees	358	531
School Fees (high school golf team players)	145	45
Advanced Fees (high school golf team pre-pay)	0	0
Annual Fees (Regular, Senior & Junior Members)	1042	768
Employee Comp Rounds	383	284
Golf Passport Rounds	0	0
9-Hole Green Fee	278	192
2:00 Fees	216	171
4:00 Fees	0	0
Dusk Fees or 5:00 Fees	45	51
PGA Comp Rounds	1	11
*Rainchecks (not counted in total round count)	9	20
Misc Promo Fees (birthday, players cards, OU student)	63	68
Green Fee Adjustments (fee difference on rainchecks)	7	9
Total Rounds (*not included in total round count)	3674	2934
% change from FY '23	25.22%	
Range Tokens	3774	3150
% change from FY '23	19.81%	
18 - Hole Carts	208	192
9 - Hole Carts	103	84
½ / 18 - Hole Carts	1006	666
½ / 9 - Hole Carts	255	191
Total Carts	1572	1133
% change from FY '23	38.75%	
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	\$125,526.22	\$96,857.23
% change from FY '23	29.60%	

**MARCH 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	\$51,122.39	\$380,592.66	\$43,656.67	\$383,370.87
Driving Range	\$13,207.50	\$92,587.59	\$12,590.27	\$100,636.90
Cart Rental	\$24,950.92	\$196,746.80	\$23,958.71	\$202,577.87
Golf Classes	\$0.00	\$0.00	\$0.00	\$720.00
Golf Shop Rentals	\$338.94	\$2,191.49	\$202.80	\$459.52
USGA Handicap Fees	\$0.00	\$0.00	\$183.90	\$459.76
Golf Cart Capital	\$1,847.28	\$12,008.34	\$0.00	\$0.00
Golf Merchandise	\$16,770.90	\$135,733.84	\$0.00	\$0.00
Restaurant	\$16,488.74	\$119,430.79	\$10,222.71	\$135,112.05
Insufficient Check Charge	\$0.00	\$0.00	\$0.00	\$0.00
Interest Earnings	\$799.55	\$129,298.25	\$6,042.17	\$26,932.78
TOTAL INCOME	\$125,526.22	\$1,068,589.76	\$96,857.23	\$850,269.75
Expenditures	\$113,095.23	\$1,044,596.60	\$131,784.88	\$1,098,440.05
Income vs Expenditures	\$12,430.99	\$23,993.16	(\$34,927.65)	-\$248,170.30
Rounds of Golf	3674	26516	2934	25939

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

The greens are growing and responding to the soil sample recommendations. Many applications have been made including N,P,K,Ca,Mg, Mn and pre-emergent for Poa Annuua. Greens quality rating of a 96%. Repairs were done to #16 pond bridge to replace rotted wood. Drainage between #1 and #2 are ready for sodding repairs. The removal of tree logs from last years storm remains a priority as weather allows. We started the construction of a Back Tee for #2 hole with the material being removed from #7 greenside bunker and pond perimeter. The Golf Course, Tennis and Westwood Pool grounds are sprayed with pre and post emergent herbicides.

MARCH 2024
WESTWOOD POOL
MONTHLY REPORT

FINANCIAL INFORMATION

	FYE 2024 MTD	FYE 2024 YTD	FYE 2023 YTD	FYE 2022 TOTAL
Swim Pool Passes	\$15,560.00	\$21,410.00	\$2,425.00	\$410,413.50
Swim Pool Gate Admission	\$0.00	\$186,635.00	\$0.00	\$269,113.00
Swim Lesson Fees	\$12,888.00	\$21,013.15	\$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	\$3,625.00	\$6,682.00	\$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	\$32,073.00	\$388,154.70	\$2,425.00	\$998,237.60
Expenditures	\$12,445.20	\$721,238.05	\$11,907.94	\$406,410.58
Income verses Expenditures	\$19,627.80	-\$333,083.35	-\$9,482.94	\$591,827.02

ATTENDANCE INFORMATION

	FYE 2024 MTD Mar-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
CUSTODIAL	\$	296.00	\$	7,205.60	\$ 11,086.62
DOORS	\$	16.50	\$	637.42	\$ 15,840.44
ELECTRICAL	\$	211.00	\$	8,034.66	\$ 3,927.83
ELEVATORS	\$	-	\$	-	\$ -
HVAC	\$	113.50	\$	4,059.43	\$ 33,377.23
MISC	\$	84.50	\$	3,197.84	\$ 8,739.47
PEST	\$	-	\$	-	\$ -
PLUMBING	\$	137.50	\$	5,195.94	\$ 19,990.55
ROOFS	\$	3.50	\$	130.34	\$ 5,600.00
INDIRECT	\$	196.00	\$	7,338.82	\$ 1,703.69
MISC	\$	-	\$	-	\$ -
TOTAL	\$	1,058.50	\$	35,800.04	\$ 100,265.83

TOTAL COST	
\$	18,292.22
\$	16,477.86
\$	11,962.49
\$	-
\$	37,436.66
\$	11,937.31
\$	-
\$	25,186.49
\$	5,730.34
\$	9,042.51
\$	-
\$	136,065.87

	Labor hours	Labor cost	Material Cost	TOTAL COST
Indirect	498	14767.86	13524.75	28292.61
12th Ave Rec	7.5	281.925	0	281.925
718 Porter	0	0	0	0
Adult Wellness	8	290.38	5.29	295.67
Andrews Park	3	116.64	175	291.64
Animal Welfare	3	113.47	7588.27	7701.74
Bldg A - Courts	24.5	892.93	67.19	960.12
Bldg B - Police	43.5	1623.55	3027.71	4651.26
Bldg C - HR/IT	5	188.06	0	188.06
Bldg D - Development Center	39.5	1449.565	18946.9	20396.465
Bus Turnaround	4	155.52	71.97	227.49
Central Library	13	478	20.88	498.88
City Hall	16.5	611.73	1435.18	2046.91
CNG Station	0	0	0	0
Compactors	0	0	0	0
Compost	2	77.76	0	77.76
Container Maintenance	0	0	0	0
Dumpster Barn	0	0	0	0
East Library	14	515.35	5528.12	6043.47
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	2	76.12	0	76.12
Fire Station 2	1.5	55.86	430	485.86
Fire Station 3	11.5	443.95	1763.06	2207.01
Fire Station 4	0	0	86.89	86.89
Fire Station 5	1	35.71	0	35.71
Fire Station 6	5.5	204.82	13760	13964.82
Fire Station 7	5	194.4	1867.76	2062.16
Fire Station 8	3.5	127.28	0	127.28

Fire Station 9	0	0	0	0
Firehouse Art	1.5	55.86	0	55.86
Fleet	5.5	203.29	0	203.29
Griffin Park	3	116.64	196.66	313.3
Historical House	0	0	0	0
Household Hazardous Waste	6	220.6	37.4	258
Irving Rec	4.5	164.52	0	164.52
Legacy Park	4	152.24	380.68	532.92
Legacy Trail	1	38.88	0	38.88
Lift Stations	0	0	0	0
Line Maintenance	0	0	0	0
Lions Memorial Park	0	0	0	0
Lions NE Park	8	301.2	207.63	508.83
Lions Park	4	150.6	0	150.6
Little Axe Rec	11.5	423.89	37.05	460.94
Moore-Lindsay Historical				
House Museum	1	35.71	0	35.71
Neighborhood Parks	4	148.96	0	148.96
NIC - Norman Investigation				
Center	6	217.32	0	217.32
Normandy Park	0	0	0	0
Park Maintenance	1	37.24	0	37.24
Parks	0	0	0	0
Radio Towers	2	74.48	0	74.48
Reaves Garden Center	0	0	0	0
Reaves Park	17	656.04	816.02	1472.06
Rotary Park	30	1117.2	536.49	1653.69
Ruby Grant Park	28.5	1084.3	953.9	2038.2
Sanitation	1	38.88	73.66	112.54
Santa Fe Depot	3	116.64	0	116.64
Senior Center	48.5	1885.68	17962.4	19848.08
Shooting Range	3	107.13	2800	2907.13
Sooner Theater	7	254.56	103.33	357.89

Special Ops	0	0	0	0	0
Stormwater	2	71.42	0	0	71.42
Streets	0	0	3785.25	0	3785.25
Traffic Controls	6	225.08	76.99	0	302.07
Transfer Station	0	0	0	0	0
Transit	0	0	0	0	0
Transit/EVT	2.5	93.1	0	0	93.1
Warming Shelter	0	0	0	0	0
Water Reclamation Facility	17	644.56	308.64	0	953.2
Water Towers	0	0	0	0	0
Water Treatment Plant	7	249.97	225.52	0	475.49
Water Wells	0	0	0	0	0
Westwood Golf	22.5	869.06	685.04	0	1554.1
Westwood Pools	8	311.04	10.39	0	321.43
Westwood Tennis	1.5	55.86	0	0	55.86
Whittier Rec	36.5	1349.535	120.63	0	1470.165
YFAC	43	1627.675	2649.18	0	4276.855
TOTAL	1058.5	35800.04	100265.83	0	136065.87

PLANNING AND COMMUNITY DEVELOPMENT 10



CITY OF NORMAN
DEVELOPMENT SERVICES DIVISION PERMIT ACTIVITY
MARCH 2024 REPORT - DATE ISSUED

Permit Number	Date Issued	Valuation	Address	Area (Sq Ft)	Zoning	Ward	Subdivision	Contractor / Tenant
104		\$14,843,261.68						
28		\$9,973,678.00						
PRSF202400755	03/01/24	\$181,300.00	3625 CASSIDY DR	1905	PUD	8	FLINT HILLS SEC. #1	IDEAL HOMES OF NORMAN, LP
PRSF202400813	03/04/24	\$218,120.00	3912 LYNFORD LN	2018	R-1	5	BELLATONA SEC 4	HOME CREATIONS, INC
PRSF202400776	03/05/24	\$640,000.00	3916 YELLOWSTONE DR	3928	PUD	6	PINE CREEK ADDITION	LANDMARK FINE HOMES, LP
PRSF202400811	03/05/24	\$360,000.00	1222 FLINT HILLS ST	2832	PUD	8	SPRINGS AT FLINT HILLS #1	LANDMARK FINE HOMES, LP
PRSF202400829	03/05/24	\$510,000.00	409 YARMOUTH RD	3840	R-1	6	THE VINEYARD PHASE III	LANDMARK FINE HOMES, LP
PRSF202400864	03/06/24	\$426,216.00	1102 MUIR FOREST WAY	3260	PUD	6	RED CANYON RANCH SEC 8	IDEAL HOMES OF NORMAN, LP
PRSF202304824	03/07/24	\$264,040.00	3608 HAVENBROOK ST	2404	RM6	3	BROOKHAVEN, VILLAGE AT #1	SHERIDAN HOMES LLC
PRSF202400879	03/07/24	\$377,020.00	3904 YELLOWSTONE DR	3845	PUD	6	PINE CREEK ADDITION	IDEAL HOMES OF NORMAN, LP
PRSF202400807	03/07/24	\$291,760.00	2502 BIRMINGHAM DR	2965	R-1	5	ST JAMES PARK 5	R HOMES, LLC
PRSF202400893	03/08/24	\$193,900.00	1518 FLINT HILLS ST	2103	PUD	8	FLINT HILLS SEC. #1	IDEAL HOMES OF NORMAN, LP
PRSF202400820	03/08/24	\$238,140.00	3916 LYNFORD LN	2239	R-1	5	BELLATONA SEC 4	HOME CREATIONS, INC
PRSF202400939	03/12/24	\$380,000.00	2909 KINGSWOOD DR	2940	R-1	1	SUMMIT LAKES ADD SEC 12	RIVERSTONE HOMES
PRSF202400952	03/12/24	\$208,320.00	3710 CASSIDY DR	2119	PUD	8	FLINT HILLS SEC. #1	IDEAL HOMES OF NORMAN, LP
PRSF202400936	03/12/24	\$395,000.00	2814 DUNHAM DR	3154	R-1	1	SUMMIT LAKES ADD SEC 12	RIVERSTONE HOMES

**Residential,
New
Construction**



CITY OF NORMAN
DEVELOPMENT SERVICES DIVISION PERMIT ACTIVITY
MARCH 2024 REPORT - DATE ISSUED

PRSF202400938	03/12/24	\$380,000.00	2906 SUMMIT HOLLOW CIR	2940	R-1	1	SUMMIT LAKES ADD SEC 12	RIVERSTONE HOMES
PRSF202400869	03/13/24	\$308,500.00	4011 LYNFORD LN	2203	R-1	5	BELLATONA SEC 4	HOME CREATIONS, INC
PRSF202400855	03/13/24	\$367,000.00	4006 LYNFORD LN	2621	R-1	5	BELLATONA SEC 4	HOME CREATIONS, INC
PRSF202400911	03/13/24	\$360,360.00	4003 LYNFORD LN	2574	R-1	5	BELLATONA SEC 4	HOME CREATIONS, INC
PRSF202400848	03/13/24	\$318,220.00	4002 LYNFORD LN	2273	R-1	5	BELLATONA SEC 4	HOME CREATIONS, INC
PRSF202400983	03/15/24	\$600,000.00	1102 S FLOOD AVE	8275	R-1	4	OAK RIDGE ADD - AMENDED	LAW CONSTRUCTION
PRSF202305727	03/15/24	\$248,222.00	1716 142ND AVE SE	1502	RE	5	NOT SUBDIVIDED	JACKSON, AUSTIN
PRSF202401016	03/19/24	\$330,820.00	2503 RED BUD DR	2363	R-1	5	WHISPERING HILLS	STAVEK, JAREK
PRSF202401012	03/19/24	\$222,740.00	3801 CASSIDY DR	2283	PUD	8	FLINT HILLS SEC. #1	IDEAL HOMES OF NORMAN, LP
PRSF202401032	03/19/24	\$393,400.00	417 BASIN WAY	3720	PUD	6	PINE CREEK ADDITION	IDEAL HOMES OF NORMAN, LP
PRSF202400328 Demo Units: 1	03/25/24	\$405,600.00	465 ELM AVE	2805	SPUD	4	ELMWOOD	LAW CONSTRUCTION
PRSF202401052	03/27/24	\$500,000.00	1903 BURNING TREE	4136	R-1	6	HALLBROOKE 6	C.A. MCCARTY CONSTRUCTION LLC
PRSF202401183	03/28/24	\$460,000.00	4027 EVANS CT	3425	R-1	7	CEDAR LANE 3	TABER BUILT HOMES, LLC
PRSF202401077	03/28/24	\$395,000.00	3308 WAUWINET WAY	3888	R-1	6	THE VINEYARD PHASE III	GENESIS FINE HOMES, LLC.
	0	\$0.00						
Residential Duplex								
Residential, New	1	\$5,000.00						
Manufactured Home								
PRMF202400954	03/27/24	\$5,000.00	12200 E POST OAK RD	1140	RE	5	NOT SUBDIVIDED	MARQUEZ, RICARDO



CITY OF NORMAN
DEVELOPMENT SERVICES DIVISION PERMIT ACTIVITY
MARCH 2024 REPORT - DATE ISSUED

Residential,
Storm Shelter

24	\$99,385.00									
PRSS202400833	03/01/24	\$2,645.00	2004 MARYMOUNT RD	35	R-1	6	HALLBROOKE SEC 2			GROUND ZERO SHELTERS
PRSS202400865	03/05/24	\$2,500.00	1102 MUIR FOREST WAY	26	PUD	6	RED CANYON RANCH SEC 8			STORM SAFE SHELTER, LLC
PRSS202400872	03/06/24	\$3,000.00	2021 OLD CENTRAL DR	32	R-1	5	EAST RIDGE 11			GROUND ZERO SHELTERS
PRSS202400723	03/07/24	\$5,000.00	1010 N BERRY RD	29	R-1	2	WOODSLAWN 2			RED DIRT SEPTIC
PRSS202400930	03/07/24	\$3,700.00	1018 CLINGMANS DOME RD	21	PUD	8	GREENLEAF TRAILS 3			FLAT SAFE TORNADO SHELTERS
PRSS202400931	03/11/24	\$2,995.00	1525 CINDERELLA AVE	31	R-1	2	WESTLAND			GROUND ZERO SHELTERS
PRSS202400513	03/11/24	\$4,495.00	1401 PETER PAN ST	32	R-1	3	WESTLAND			GROUND ZERO SHELTERS
PRSS202400989	03/12/24	\$5,000.00	4311 DUSTY TRL	24	PUD	3	GLENRIDGE 2			STORM SAFE SHELTER, LLC
PRSS202400987	03/14/24	\$3,800.00	4513 ASHTON CIR	28	PUD	8	ASHTON GROVE SEC. 3			GROUND ZERO SHELTERS
PRSS202401024	03/14/24	\$3,300.00	1342 CONCORD CT	21	R-1	1	WOODCREEK ADD #3			OKLAHOMA SHELTERS
PRSS202401003	03/14/24	\$13,575.00	4400 SPOTTED OWL CIR	45	R-1	7	EAGLE CLIFF SOUTH 1			OZ SAFEROOMS TECHNOLOGIES, INC
PRSS202401062	03/15/24	\$4,495.00	504 PERTH CT	24	R-1	8	HIGHLAND VILLAGE 8			GROUND ZERO SHELTERS
PRSS202401071	03/15/24	\$3,000.00	1420 CHARLES ST	35	R-1	2	WOODSLAWN 3 REPLAT			STORM SAFE SHELTER, LLC
PRSS202401100	03/19/24	\$2,645.00	1708 ATTICUS AVE	24	R-1	7	CEDAR LANE 3			GROUND ZERO SHELTERS
PRSS202401114	03/19/24	\$2,800.00	5518 WINDSTONE LN	24	PUD	3	GLENRIDGE 3			STORM SAFE SHELTER, LLC



CITY OF NORMAN
DEVELOPMENT SERVICES DIVISION PERMIT ACTIVITY
MARCH 2024 REPORT - DATE ISSUED

PRSS202401082	03/19/24	\$4,595.00	4801 WELLMAN WAY	35	R-1	3	ARBOR LAKE 5	GROUND ZERO SHELTERS	
PRSS202401141	03/20/24	\$3,300.00	2501 SUMMIT CROSSING PKWY	21	R-1	1	SUMMIT LAKES SEC. 11	OKLAHOMA SHELTERS	
PRSS202401035	03/21/24	\$4,950.00	3305 120TH AVE NE	35	A-2	5	NOT SUBDIVIDED	SUPERIOR SAFE ROOMS	
PRSS202401184	03/22/24	\$2,500.00	4027 EVANS CT	35	R-1	7	CEDAR LANE 3	STORM SAFE SHELTER, LLC	
PRSS202401228	03/25/24	\$5,400.00	3336 MOUNT MITCHELL LN	15	PUD	8	SPRINGS AT GREENLEAF TRAILS 2	FAMILY SAFE SAFE ROOMS	
PRSS202401249	03/25/24	\$5,000.00	1309 WILMOT ST	24	PUD	8	SPRINGS AT FLINT HILLS SEC. #1	LANDMARK FINE HOMES, LP	
PRSS202401271	03/27/24	\$3,695.00	4201 HACKNEY WICK RD	24	R-1	8	CARRINGTON PLACE ADD #7	GROUND ZERO SHELTERS	
PRSS202401265	03/28/24	\$4,495.00	304 SUMMIT BEND	32	R-1	1	SUMMIT LAKES 9	GROUND ZERO SHELTERS	
PRSS202401310	03/29/24	\$2,500.00	3713 ALTA VISTA DR	23	PUD	8	FLINT HILLS SEC. #1	IDEAL HOMES OF NORMAN, LP	
2		\$16,000.00							
PRAD202401025	03/19/24	\$15,000.00	1902 KIAMICHI RD	600	RE	5	INDIAN HILLS ESTATES	POWELL, RONALD D	
PRAD202401296	03/28/24	\$1,000.00	4601 HIGHLAND LAKE DR	100	RE	5	HIGHLAND HILLS 3	SAVANNAH BUILDERS	
5		\$62,934.51							
PRCP202400536	03/04/24	\$2,934.51	1914 MELROSE DR	432	R-1	2	PLUMWOOD HEIGHTS	INFINITY CARPORTS INC- MIKE ADAMS	
PRAB202400597	03/05/24	\$15,000.00	2000 156TH AVE NE	900	A-2	5	NOT SUBDIVIDED	WETHERELL, KEVIN EARL	
PRCP202400541	03/07/24	\$15,000.00	1204 WESTLAWN DR	430	R-1	2	EDGEMERE 2ND ADD	HARALSON RENOVATION- SAM HARALSON	

Residential,
Addition/
Alteration

Residential,
Carport

RESIDENTIAL



CITY OF NORMAN
DEVELOPMENT SERVICES DIVISION PERMIT ACTIVITY
MARCH 2024 REPORT - DATE ISSUED

PRCP202400968	03/22/24	\$15,000.00	463 ELM AVE	360	R-1	4	ELMWOOD REPLAT	LAW CONSTRUCTION
PRCP202400971	03/22/24	\$15,000.00	465 ELM AVE	360	R-1	4	ELMWOOD REPLAT	LAW CONSTRUCTION
18		\$1,194,874.00						
PRAB202400783	03/01/24	\$15,000.00	4250 48TH AVE NW	240	PUD	3	RED SKY RANCH 1	APOLLO BUILDING SYSTEMS INC
PRAD202400417	03/01/24	\$35,000.00	1241 HONEYBEE CT	189	PUD	6	FROST CREEK	TUCKER, DAVID/TUCKER HOUSE
PRAD202400627	03/01/24	\$80,000.00	1212 WINDSOR WAY	1344	R-1	2	EDGEMERE 3RD ADD	MURRELL, JT
PRAD202400830	03/04/24	\$42,000.00	1512 CRUCE ST	177	R-1	2	HETHERINGTON HEIGHTS 3	DELAROSA BROTHERS CONSTRUCTION, LLC
PRPV202400601	03/07/24	\$8,000.00	12326 RED BUD DR	684	R-1	5	WHISPERING HILLS	BARRY, DONNA J
PRAB202400817	03/11/24	\$60,000.00	1450 36TH AVE SE	2400	A-2	5	LINDSEY HEIGHTS	ETM INVESTMENT LLC
PRAD202400620	03/12/24	\$400,000.00	2607 LYNNWOOD CIR	3254	R-1	2	ROLLING HILLS 2	FORM GENERAL CONTRACTING LLC
PRAD202400769	03/12/24	\$35,000.00	933 HEATHER GLEN DR	600	PUD	2	FIDDLERS GRN @ TRLS	FORM GENERAL CONTRACTING LLC
PRAB202400153	03/15/24	\$50,000.00	1716 142ND AVE SE	1600	RE	5	THUNDERBIRD HILLS	JACKSON, AUSTIN
PRAD202400862	03/19/24	\$60,000.00	817 MCCALL DR	2000	R-1	4	WILLOW BROOK ADD	LAW, BARRY ANGELA
PRAB202401113	03/21/24	\$7,000.00	828 E EUFAULA ST	288	R-2	4	RUCKERS 1	LOVE, BETTY
PRAB202400941	03/21/24	\$45,000.00	1019 VILLAVERDE CIR	528	PUD	6	MONTORO RIDGE 2	MELOTT, DANIEL AARON & JANESSA
PRAB202401097	03/22/24	\$8,000.00	807 NANCY LYNN TER	384	R-1	2	UNIVERSAL HEIGHTS 2ND	RAND, VINCENT

Residential,
Storage
Building



CITY OF NORMAN
DEVELOPMENT SERVICES DIVISION PERMIT ACTIVITY
MARCH 2024 REPORT - DATE ISSUED

PRPO202400967	03/14/24	\$95,000.00	113 HALIFAX WAY	670	R-1	8	HAWTHORNE PLACE	AQUATIC DESIGNS POOL & SPA
PRPO202401018	03/20/24	\$70,000.00	3003 ISABELLA RD	810	R-1	8	LAS COLINAS 1	SIGNATURE CUSTOM POOLS
PRPO202401031	03/21/24	\$99,066.00	5543 PIONEER CIR NW	1415	R-1	3	MARLATT	BLUE HAVEN POOLS OF OK
PRPO202401111	03/25/24	\$80,000.00	404 GREENS PKWY	950	R-1	8	HIGHLAND VILLAGE 10	AQUATIC DESIGNS POOL & SPA
PRPO202401029	03/26/24	\$75,000.00	4311 DUSTY TRL	1438	PUD	3	GLENRIDGE 3	ACE POOLS
0		\$0.00						
6		\$233,565.17						
PRSO202400937 KW: 10.25	03/14/24	\$74,793.00	2601 132ND AVE SE		A-2	5	PRIDE 5	GREEN LIGHT SOLAR
PRSO202401015 KW: 7.6	03/15/24	\$38,249.00	3301 ENTERPRISE DR		A-2	5	NOT SUBDIVIDED	SHINE SOLAR DBA SHINE AIR
PRSO202401046 KW: 6.15	03/25/24	\$11,685.00	626 RED CEDAR WAY		PUD	8	GREENLEAF TRAILS ADD 12	NIVO SOLAR
PRSO202401216 KW: 8.47	03/27/24	\$48,160.12	620 TALON DR		R-1	7	EAGLE CLIFF SOUTH 5	FREEDOM FOREVER OKLAHOMA, LLC
PRSO202401260 KW: 6.3	03/27/24	\$40,678.05	1718 CAMBRIDGE DR		R-1	2	WOODSLAWN 2	SUNTRIA (CONTRACTOR PORTAL)
PRSO202400990 KW: 3.84	03/27/24	\$20,000.00	2200 LAFAYETTE DR		R-1	1	COLONIAL ESTATES 9	OKIE SOLAR
4		\$29,692.00						
PRPV202400837	03/05/24	\$10,000.00	1826 WESTBROOKE TER	1502	R-1	2	HILLTOP	R.A.M. CONCRETE LLC
PRPV202400784	03/19/24	\$6,000.00	1104 W APACHE ST	2333	R-1	4	ELM HEIGHTS ADD SEC	AMERICAN CONSTRUCTION PRO, LLC

**Residential,
 Manufactured
 Home
 Replacement**

**Residential,
 Solar**

**Residential,
 Paving**



CITY OF NORMAN
DEVELOPMENT SERVICES DIVISION PERMIT ACTIVITY
MARCH 2024 REPORT - DATE ISSUED

PRPV202401112	03/25/24	\$2,000.00	401 WATERFRONT DR	270	R-1	6	BONNIE BRAE- REPL PT ROY PK	JACKSON, JAMES ROBERT
PRPV202400988	03/26/24	\$11,692.00	1224 CHAUTAUQUA AVE	870	R-1	4	BRADBURY'S ADD #2	TMC CONSTRUCTION
<hr/>								
Multi-Family, New Construction 3+ Family	1	\$2,000,000.00						
PR3FMN202304847	03/07/24	\$2,000,000.00	1727 JENKINS AVE	17361	R-3	7	NOT SUBDIVIDED	MCCOWN, TAMMY
Demo Units: 1								
<hr/>								
Multi-Family, Addition/Alteration	1	\$100,000.00						
PRAD202400747	03/05/24	\$100,000.00	700 CHAUTAUQUA AVE	3846	R-2	4	NOT SUBDIVIDED	HENSHAW, DANIEL
<hr/>								
Multi-Family, Multi-Family,	0	\$0.00						
	0	\$0.00						



CITY OF NORMAN
DEVELOPMENT SERVICES DIVISION PERMIT ACTIVITY
MARCH 2024 REPORT - DATE ISSUED

Category/Description	Count	Valuation
TOTAL	104	\$14,843,261.68
Residential, New Construction	28	\$9,973,678.00
Residential Duplex, New Construction	0	\$0.00
Residential, New Manufactured Home	1	\$5,000.00
Residential, Storm Shelter	24	\$99,385.00
Residential, Addition/Alteration	2	\$16,000.00
Residential, Carport	5	\$62,934.51
Residential, Storage Building	18	\$1,194,874.00
Residential, Fire Repair	3	\$182,274.00
Residential, Swimming Pool	11	\$945,859.00
Residential, Manufactured Home	0	\$0.00
Residential, Solar	6	\$233,565.17
Residential, Paving	4	\$29,692.00
Multi-Family, New Construction 3+	1	\$2,000,000.00
Multi-Family, Addition/Alteration	1	\$100,000.00
Multi-Family, Foundation	0	\$0.00
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

RESIDENTIAL



CITY OF NORMAN
DEVELOPMENT SERVICES DIVISION PERMIT ACTIVITY
MARCH 2024 REPORT - DATE ISSUED

Permit Number	Date	Valuation	Address	Area	Zoning	Ward	Subdivision	Contractor / Tenant
16		\$6,985,309.00						
Commercial, New Construction								
1	03/28/24	\$900,000.00	1350 E IMHOFF RD	4520	C-2	1	CAREY ADD	EYE CARE CENTER
0		\$0.00						
Commercial, Parking Lot								
0		\$0.00						
Commercial, New Shell								
10		\$2,522,000.00						
Commercial, Addition / Alteration								
PRAD202400507	03/04/24	\$25,000.00	598 24TH AVE SE	100	A-2	1	NOT SUBDIVIDED	AT&T WIRELESS
PRAD202400152	03/04/24	\$30,000.00	4712 N PORTER AVE	1200	SPUD	6	NOT SUBDIVIDED	HOLLYWOOD CORNERS BAR
PRAD202400788	03/06/24	\$10,000.00	1274 N INTERSTATE DR	300	C-2	8	TOWN WEST VILLAGE	MASSAGE RELAX DAY SPA
PRAD202400287	03/07/24	\$6,000.00	728 RESEARCH PARK BLVD	320	I-1	8	NORMAN RESEARCH PARK	PURE PRESSURE EXTRACTION
PRAD202400815	03/14/24	\$31,000.00	3400 W MAIN ST	131	C-2	3	STRAWBERRY LAKE 1	SAM'S CLUB SUSHI KIOSK
PRAD202400890	03/15/24	\$20,000.00	2824 CLASSEN BLVD	100	C-2	7	MOOSE LODGE CHAPTER 1799	CLASSEN URGENT CARE
PRAD202400574	03/21/24	\$50,000.00	1150 E CEDAR LANE RD	1700	C-2	7	EAGLE CLIFF 14	OPULUCK CAFE/BAKERY SHOP



CITY OF NORMAN
 DEVELOPMENT SERVICES DIVISION PERMIT ACTIVITY
 MARCH 2024 REPORT - DATE ISSUED

PRAD202305659	03/28/24	\$2,200,000.00	2437 W MAIN ST	6639	C-2	2	NORMAN CENTER NORTH	CHICK-FIL-A-RESTAURANT
PRAD202401001	03/28/24	\$50,000.00	730 ASP AVE 100	856	C-1	4	LARSH'S UNIVERSITY	FIVE STAR PUBLISHING LLC. DBA SOONER SCOOP.COM
PRAD202400975	03/29/24	\$100,000.00	1631 24TH AVE NW	1778	PUD	8	UNIVERSITY NORTH PARK SEC V	RED WING SHOES

3 \$3,551,798.00

**Commercial,
Fire Repair**

PRDB202400088	03/04/24	\$1,821,435.00	2100 24TH AVE SE	7515	C-2	1	WILLOW GROVE 4 REPLAT	EXTRA SPACE STORAGE
PRDB202400091	03/04/24	\$637,502.00	2100 24TH AVE SE	7500	C-2	1	WILLOW GROVE 4 REPLAT	EXTRA SPACE STORAGE
PRDB202400175	03/04/24	\$1,092,861.00	2100 24TH AVE SE	7425	C-2	1	WILLOW GROVE 2	EXTRA SPACE STORAGE

0 \$0.00

**Commercial,
New
Foundation
Commercial,
Temporary
Bldg./Const
Trailer**

PRTN202400532	03/04/24	\$10,000.00	615 E ROBINSON ST	2500	R-1	6	HARDIE FIELD	GREAT BENJAMINS CIRCUS
PRTN202400914	03/14/24	\$1,511.00	3301 W MAIN ST	2500	C-2	8	SOONER FASHION MALL	SOONER BLOOMERS



CITY OF NORMAN
DEVELOPMENT SERVICES DIVISION PERMIT ACTIVITY
MARCH 2024 REPORT - DATE ISSUED

Category/Description		Valuation
	16	\$6,985,309.00
Commercial, New Construction	1	\$900,000.00
Commercial, Parking Lot	0	\$0.00
Commercial, New Shell Building	0	\$0.00
Commercial, Addition / Alteration	10	\$2,522,000.00
Commercial, Fire Repair	3	\$3,551,798.00
Commercial, New Foundation	0	\$0.00
Commercial, Temporary Bldg./Const Trailer	2	\$11,511.00

NON-RESIDENTIAL



CITY OF NORMAN
DEVELOPMENT SERVICES DIVISION PERMIT ACTIVITY
March 2024 (to-date)

	CATEGORY	2024		2023	
		No of Permits	Valuation	No of Permits	Valuation
RESIDENTIAL	Residential, New Construction	86	\$35,769,826.00	364	\$142,749,195.00
	Residential Duplex, New Construction	1	\$725,000.00	8	\$1,334,512.00
	Residential, New Manufactured Home	3	\$50,000.00	10	\$1,488,826.00
	Residential, Storm Shelter	59	\$230,535.00	340	\$1,369,648.00
	Residential, Addition/Alteration	3	\$233,000.00	107	\$7,422,804.00
	Residential, Carport	11	\$123,429.51	32	\$226,425.57
	Residential, Storage Building	48	\$2,715,151.20	139	\$5,695,401.96
	Residential, Fire Repair	6	\$325,607.00	46	\$4,417,476.00
	Residential, Swimming Pool	21	\$2,219,112.00	97	\$8,675,680.00
	Residential, Manufactured Home Replacement		-	5	\$464,900.00
	Residential, Solar	30	\$1,451,608.77	238	\$7,860,681.83
	Residential, Paving	15	\$79,492.00	92	\$945,375.00
	Multi-Family, New Construction 3+ Family	1	\$2,000,000.00	4	\$8,940,000.00
	Multi-Family, Addition/Alteration	2	\$108,900.00	33	\$448,916.00
	Multi-Family, Foundation	1	\$680,000.00	1	\$50,000.00
	Multi-Family, Fire Repair	1	\$685,792.00	1	\$619,021.00
	Residential, Roll off		-	0	-
	Other, Roll off		-	0	-
	Seasonal Storage Container		-	0	-
Storage Container		-	0	-	
Sub Total for: RESIDENTIAL		288	\$47,397,453.48	1517	\$192,708,862.36
NON-RESIDENTIAL		No of Permits	Valuation	No of Permits	Valuation
	Commercial, New Construction	12	\$5,298,000.00	33	\$110,625,200.00
	Commercial, Parking Lot	4	\$4,595.00	5	\$438,700.00
	Commercial, New Shell Building	2	\$4,000,000.00	3	\$1,965,000.00
	Commercial, Addition / Alteration	28	\$4,582,000.00	125	\$60,201,370.00
	Commercial, Fire Repair	14	\$8,912,349.00	4	\$2,375,000.00
	Commercial, New Foundation		-	3	\$1,930,000.00
	Commercial, Temporary Bldg./Const Trailer	2	\$11,511.00	25	\$326,580.00
Sub Total for: NON-RESIDENTIAL	62	\$22,808,455.00	198	\$177,861,850.00	
OTHER ACTIVITY		No of Permits	Valuation	No of Permits	Valuation
	Electrical Permits	341	-	1730	-
	Heat/Air/Refrigeration Permits	260	-	1716	-
	Plumbing and Gas Permits	368	-	1837	-
	Sign Permits	142	-	503	-
	Water Well Permits	4	-	29	-
	Garage Sale Permits	202	-	683	-
	Structure Moving Permits	2	-	23	-
	Demo-Residential Permits	7	-	31	-
	Demo-Non-Residential Permits	2	-	7	-
	Certificate of Occupancy (CO)		-	1116	-
	All Field Inspections		-	25516	-
Sub Total for: OTHER ACTIVITY	1338		33191		
Total	1688	\$70,205,908.48	34906	\$370,570,712.36	

POLICE 11



NORMAN POLICE DEPARTMENT

MONTHLY DEPARTMENT OVERVIEW



@normanokpd

MARCH | 2024

MONTHLY ACTIVITY OVERVIEW

SUMMARY OF REPORTED OFFENSES	2024	5-YEAR AVERAGE	2023
MURDER	0	0	0
SEXUAL ASSAULTS	10	17	13
ROBBERY	2	3	0
AGGRAVATED ASSAULTS	19	28	24
BURGLARY OF BUILDING	27	52	50
LARCENY/THEFT	168	263	208
MOTOR VEHICLE THEFT	18	45	35
ARSON	0	1	1
KIDNAPPING	1	3	4
FRAUD/FORGERY	71	88	77
DUI/APC	31	40	35
PUBLIC INTOXICATION	51	52	53
RUNAWAYS	35	29	28
DRUG VIOLATIONS	84	79	56
THREATS/HARASSMENT	30	46	40
VANDALISM	68	89	81
OTHER	594	743	610
TOTAL REPORTED OFFENSES	1,208	1,579	1,315
TOTAL ARRESTS:	722	843	687
PROTECTIVE CUSTODY:	85	112	92
TOTAL CASE REPORTS*	976	1,260	1,052
COLLISIONS	231	216	191
FATALITY	0	1	1
INJURY	59	63	68
NON-INJURY	172	152	122
NUMBER OF PEOPLE INJURED	87	96	114
CITATIONS & WARNINGS	3,210	3,630	2,824
TRAFFIC CITATIONS	923	1,108	840
TRAFFIC WARNINGS	1,346	1,677	1,375
PARKING CITATIONS & WARNINGS	941	845	609

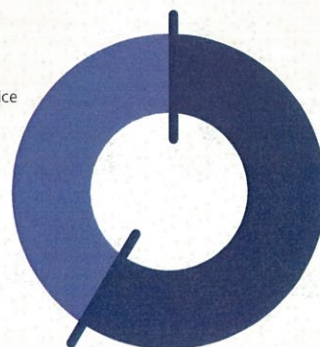
COMMUNICATIONS CENTER ACTIVITY OVERVIEW

911 CALLS TAKEN: 5,978
NON-EMERGENCY CALLS TAKEN: 14,988
TOTAL INCOMING CALLS: 24,053
TOTAL CALLS FOR SERVICE GENERATED: 11,352

POLICE CALLS FOR SERVICE: 7,681
OFFICER INITIATED: 3,087
CITIZEN INITIATED: 4,594

OTHER CAD ACTIVITY:
NORMAN FIRE: 1,554
EMSSTAT: 2,117

Officer Initiated Calls for Service
3,087



Citizen Initiated Calls for Service
4,594

INVESTIGATIONS ACTIVITY

CASES OPEN DURING REPORTING PERIOD: 234
CASES ASSIGNED DURING THE CURRENT REPORTING PERIOD: 78
CASES CLOSED DURING REPORTING PERIOD: 442
CLEARED BY ARREST / WARRANT: 15
CLEARED BY EXCEPTION: 24
COP FOLLOW-UP: 20
DEACTIVATED: 282
DEACTIVATED DUE TO STAFFING: 41
MISSING PERSONS RECOVERED: 21
REFERRED INTERNALLY: 37
UNFOUNDED: 2

ANIMAL WELFARE

INTAKES: 264
LIVE RELEASES: 266
LIVE OUTCOME RATE: 94%
ANIMALS FOSTERED: 38
ANIMALS LICENSED: 69
VOLUNTEER HOURS: 186

RECORDS

CUSTOMER SERVICE CONTACTS: 2,065
IN-PERSON CONTACTS: 818
PHONE CONTACTS: 678
EMAIL CONTACTS: 569

DEPARTMENT STAFFING

AUTHORIZED COMMISSIONED: 184
ACTUAL EMPLOYED: 170
AVAILABLE FOR ASSIGNMENT: 141**

AUTHORIZED NON-COMMISSIONED: 76
ACTUAL NON-COMMISSIONED: 69
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 March 2024



IN SHELTER ANIMAL COUNTS

	2023			2024			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Beginning	72	27	99	93	27	120	21	21%
Ending	79	51	130	84	51	135	5	4%

ANIMAL INTAKES

	2023			2024			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Stray at Large	128	78	206	129	73	202	(4)	-2%
Owner Relinquish	12	26	38	6	39	45	7	18%
Owner Intended Euth	1	0	1	3	0	3	2	200%
Transfer In	0	0	0	0	0	0	0	#DIV/0!
Other Intakes*	8	2	10	4	1	5	(5)	-50%
Returned Animal	3	5	8	3	6	9	1	13%
TOTAL LIVE INTAKES	152	111	263	145	119	264	1	0%

*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)	3	3	1	1	(2)	-67%
Dog Collected (DOA)	6	6	0	0	(6)	-100%
Cat Collected (DOA)	1	1	2	2	1	100%
Wildlife Transferred	0	0	0	0	0	#DIV/0!
Intake Horses	0	0	0	0	0	#DIV/0!
Intake Cows	0	0	0	0	0	#DIV/0!
Intake Goats	0	0	0	0	0	#DIV/0!
Intake Sheep	0	0	0	0	0	#DIV/0!
Intake Rabbits	2	2	1	1	(1)	-50%
Intake Pigs	0	0	0	0	0	#DIV/0!
Intake Other	0	0	0	0	0	#DIV/0!
TOTAL OTHER ITEMS	12	12	4	4	(8)	-67%

LENGTH OF STAY (DAYS)

	2023	2024
Dog	19.6	19.3
Puppy	8.4	15.8
Cat	10.9	7.1
Kitten	2.6	9.7

OWNER SURRENDER PENDING INTAKE

	Canine	Feline	Other	Total
Animals	143	4	0	147

Norman Animal Welfare Monthly Statistical Report March 2024



LIVE ANIMAL OUTCOMES

	2023			2024			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Adoption	62	62	124	78	50	128	4	3%
Return To Owner	61	3	64	48	1	49	(15)	-23%
Transferred Out	11	6	17	12	30	42	25	147%
Returned to Field	0	16	16	0	13	13	(3)	-19%
Returned to Owner in Field	N/A	N/A	N/A	34	0	34		
TOTAL LIVE OUTCOMES	134	87	221	172	94	266	45	20%

OTHER ANIMAL OUTCOMES

	2023			2024			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Died in Care	0	0	0	0	1	1	1	#DIV/0!
Lost in Care	0	0	0	0	0	0	0	#DIV/0!
Shelter Euth	10	0	10	14	0	14	4	40%
Owner Intended Euth	1	0	1	2	0	2	1	100%
TOTAL OTHER OUTCOMES	11	0	11	16	1	17	6	55%

TOTAL OUTCOMES

	2023			2024			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Total Live Outcomes	134	87	221	172	94	266	45	20%
Total Other Outcomes	11	0	11	16	1	17	6	55%
TOTAL OUTCOMES	145	87	232	188	95	283	51	22%

SHELTER EUTHANASIA DATA

	Canine	Feline	Other	Total	Percentage
	Medical - Sick	3	0	0	3
Medical - Injured	1	0	0	1	6%
Behavior - Aggressive	7	0	0	7	44%
Behavior - Other	5	0	0	5	31%
TOTAL EUTHANASIA	16	0	0	16	

MONTHLY LIVE RELEASE RATE

2023	2024
95.7%	94.7%

Live Outcomes / (Total Outcomes - Owner Int Euth)

PUBLIC WORKS

12

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

ENGINEERING DIVISION

DEVELOPMENT

The Development Manager processed one (1) Right-of-Way closure and two (2) Preliminary Plats for Planning Commission; one (1) Final Plat for the Development Committee; three (3) Preliminary Plats and one (1) Final Plat to City Council. The Development Engineer reviewed 24 sets of construction plans and 4 punch lists. There were 139 permits reviewed and/or issued. Fees were collected in the amount of \$7059.00.

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 3/15/2024, 71% of the total contract amount has been expended. Through 3/15/24, 63% of the contract time had expired.

The contractor's activities this month were as follows:

- Completed bridge parapet walls
- Completed paving on the east side of roundabout at Flood Avenue
- Continued installing light poles along James Garner Avenue
- Continued landscaping along James Garner Avenue south of Robinson Street
- Began landscaping terraces at Bridge abutments
- Completed restoration of Robinson median under bridge and decorative median paving.

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. *The project is expected to be complete in April 2024.* The Oklahoma Department of Transportation is administering the construction of this project, with the assistance of Atkins.

*Monthly Progress Report
Public Works (March 2024)*

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 3/15/2024, 87% of the total contract amount has been expended. Through 3/15/2024, 130% 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 lighting, traffic signals, 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. Now that the signal and lighting poles have been delivered, it is expected that over the next month multiple major cost items will be completed bringing the completion percentage more in line with the construction time.

The contractor's activities this month were as follows:

- Completed installation of light pole bases, irrigation and electrical conduit
- Signal installation completed at Johnson Street
- Installed custom bus stop at Johnson Street
- Completed all paving mill and overlay
- Completed striping of pavement
- Installed decorative planters along entire project

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 through June of 2024. This project has been updated to include 54 bus stop installations and/or modifications. As of 2/28/2024, 86% of the total contract amount has been expended and 60% of the contract time has been expended.

Rock Creek and Ward 7 Sidewalks. This project was awarded to Arroyo's Concrete LLC and is scheduled to be under construction in late April or early May of 2024. This contract includes sidewalk repairs and installation along W Rock Creek, College Avenue, George Street and US 77/Classen Boulevard. Construction is expected to be on going through June of 2024.

Lindsey Street Sidewalk Repair Project. This project is 80% funded through an ACOG grant and is currently in design with EST, 30% plans have been completed and a Plan In Hand meeting has been scheduled to review the plans. This project will include removal and replacement of sidewalks, ramps, driveways and pedestrian push button actuators along Lindsey Street from 12th Avenue SE to 24th Avenue SE on the north and south sides of Lindsey Street. Construction is anticipated to start in the fall of 2024.

12th Ave NE and W Brooks Street Sidewalk Project. This project is 80% funded through an ACOG grant and is currently in design with Garver, 30% plans are expected in April of 2024 which will be turned over to ODOT for review and to move the project along to the next phase. This project will include placement of sidewalks, ramps, and driveways along 12th Avenue NE from E Robinson Street to E Rock Creek Road and W Brooks Street from S Pickard Avenue to Wylie Road. Construction is anticipated to start in the fall of 2024.

FYE 2024 Horizontal Saw Cutting. This project has been completed. This contract included sidewalk trip hazard removal by horizontal saw cutting along Berry Road starting at W Imhoff Road and going north on the east and west sides of Berry Road to Robinson Street, then on Alameda from 12th Avenue SE to the library and fire station east of 24th Avenue SE.

Street Maintenance Bond Programs:

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. The contractor mobilized on October 12, 2023. During March, the contractor continued work on 24th Ave NE between Robinson and Rock Creek and the intersection of Rock Creek and 24th Ave NE which required a detour. The second crew worked on Drake Drive, Louise Street, and Highland Parkway.

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 13, 2023. During March, the contractor worked on concrete panel replacement along Camden Way.

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

- 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. The remaining three vehicles were delivered in February 2024, however are still undergoing additional warranty repairs and have not yet been accepted. 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, 2022 transferring an additional \$149,454 (for a total cost of \$584,655) to cover the cost increase. FTA grant OK-2020-026 was amended to \$496,157 leaving a local match of \$88,508 (a reduction in the local matching funds of \$34,304.)
- The City is currently in the early stages of purchasing 6 CNG cutaway transit buses for the paratransit fleet. Staff are currently working on developing specifications for these vehicles and anticipate bringing a request to Council this spring for acceptance of the grant and procurement of these vehicles. Below is background on this purchase:
 - On April 11, 2023, Council approved Resolution R-2223-117 authorizing an application to the FTA's Bus and Bus Facilities (5339b) and Low- or No-Emissions Grants program to purchase 6 CNG cutaway transit buses for the paratransit fleet. The proposed cost share per bus is \$146,173 federal (75%) and \$25,890 local match (25%), resulting in \$172,603 total per bus. Thus the proposed cost share for 6 cutaway buses is \$776,713 federal (75%) and \$258,905 local (25%), resulting in a \$1,035,618 total cost for 6 units. On June 26, 2023, the FTA awarded the City's grant application to purchase 6 CNG cutaway buses for fleet replacement without any changes.

Transit Professionals Appreciation Day – March 18, 2024

- City Council passed and approved proclamation P-2324-26 on March 12, 2024 proclaiming Monday, March 18, 2024 as Public Transit Professional Appreciation Day in the City of Norman. This follows a national trend of recognizing the work of transit professionals and the positive impact transit service provides for the community.
- As part of the proclamation, Transit and Parking Program Manager Taylor Johnson recognized staff from operations, maintenance, and administration.
- An appreciation lunch was hosted for staff at the Transit Maintenance Facility on March 18, 2024.
- Transit & Parking staff delivered 'thank you' cookies to staff in other departments that assist with accomplishing the goals of the Transit & Parking Division.



OK Transit Day – March 26, 2024

- On March 26, the Oklahoma State Capitol hosted "OK Transit Day," an event dedicated to promoting public transportation and increasing awareness of its benefits.
- Transit and Parking Program Manager Taylor Johnson attended on behalf of City of Norman Transit and as a board member for the Oklahoma Transit Association (OkTA).
- The event highlighted public transit's role in enhancing mobility, mitigating traffic congestion, and improving the quality of life for citizens who relied on transit to get to shopping, medical appointments, and activities.
- Participants were also encouraged to arrange meetings with their legislators to discuss the significance of transit funding in their regions and the utilization of state-revolving funds within their communities.



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,

*Monthly Progress Report
Public Works (March 2024)*

launched as planned on August 21, 2023.

- Staff presented an overview of the program with options for expansion and continuation to Councilmembers at the City Council Conference held on February 27, 2024. Following guidance from Council, staff are now working to prepare agenda items for expansion of the existing program for the remainder of the current contract, through August 21, 2024. Staff are also beginning the preliminary work to continue and possibly expand the program for the 2025 fiscal year. More details can be found in the monthly performance report for this service, which is attached.

Transit Monthly Performance Reports

Attached are both the EMBARK Norman Performance Report and the Norman On-Demand Performance Report for February 2024.

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 that required 2,123.83 tons of asphalt for the repair.

CASTLE ROCK ADDITION – BRIDGE PORT LANE

Streets crews replaced damaged concrete panels in Castle Rock Addition on Bridge Port Lane. This repair required 99 cubic yards of concrete and resulted in over 448 square yards repaired.

ASPHALT PROJECTS:

HIGHLAND HILLS DRIVE – DEEP PATCH

Streets crews worked a deep patch at Highland Hills Drive that required 28.50 tons of asphalt for the repair.

THOMPSON DRIVE AND MAIN STREET – DEEP PATCH

Streets crews worked a deep patch at Thompson Drive and Main Street that required 40.84 tons of asphalt for the repair.

DUSTIN DRIVE – DEEP PATCH

Streets crews worked a deep patch at Dustin Drive that required 177.47 tons of asphalt for the repair.

ROBINSON STREET AT PETERS AVENUE INTERSECTION – DEEP PATCH

Streets crews worked a deep patch at Robinson Street at Peters Avenue Intersection that required 7.23 tons of asphalt for the repair.

CONCRETE PROJECTS:

1720 CHAMBLEE DRIVE

Streets crews replaced curb & gutter at Dustin Drive. This repair required 47.50 cubic yards of concrete and resulted in over 315 square yards repaired.

ROADSIDE OPERATIONS:

ROUTINE POTHOLE PATCHING OPERATIONS

This month approximately 32.38 tons of asphalt was utilized in routine pothole patching operations.

MOWING OF ROADSIDE RIGHTS-OF-WAY

Streets Roadside Mowing crew continued their summer mowing schedule. During March, 2024, 3,500,141 sq. ft. of urban rights-of-way were mowed.

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

*Monthly Progress Report
Public Works (March 2024)*

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 March, the contractor completed this project. Final acceptance of the Vineyards Drainage Improvement Project will go before City Council on April 23, 2024.

WORK ORDER RESPONSE

Stormwater Division received 25 work order requests and closed 25 work orders.

INFRASTRUCTURE MAINTENANCE

The Infrastructure Maintenance Crew repaired a washout at Palomino Way. The Infrastructure Maintenance Crew repaired a hole in a pipe causing a sinkhole on Hemphill Drive. They also helped the Street Division pour 60 feet of curb at 1720 Chamblee Drive. The crew day lighted a pipe at the intersection of 164th Ave and Carson Drive. The Infrastructure Maintenance Crew poured a floor slab for the Household Hazardous Waste Facility.

CHANNEL MAINTENANCE

The Channel Maintenance Crew installed grass mat on the small bridge structure in the Vineyard Addition for erosion control. The crew removed debris from Berry, Hollywood, and Armory channels totaling 5 tons of debris. The Channel Maintenance Crew cleaned flumes at Nantucket Blvd, Rivera Dr., Acres St, and Wheaton Drive. They also removed a mattress from 24th and Franklin, a shopping cart from Anitol, and an r/c car in a grate on Osprey Drive.

URBAN STREET SWEEPING/CAMERA VAN OPERATIONS

A total of 452 lane miles were swept in March resulting in the removal of approximately 152 tons of debris from various curb-lined streets throughout the city. The Camera Crew completed 4,704 linear feet of pipe inspection.

INLET CLEARING OPERATIONS

Stormwater crews checked 833 inlets and cleaned 167 inlets totaling 1.75 tons of debris removed in Wards 2, 3, 4 and 7.

STORMWATER OKIE LOCATES

During the month of March 2,769 Call 811 Okie Spots were received. Of those requests, 167 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.

*Monthly Progress Report
Public Works (March 2024)*

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.

March 2024
DEVELOPMENT COORDINATION, ENGINEERING
AND PERMIT REVIEW

Subdivision Development:

FYE 2024 Associated Fees

Planning Commission/Dev Comm Review:	This Month	Last Month	FY Total
*Norman Rural Cert of Survey... 0	↓	↓	↓
*Final Plats..... 0			
*Preliminary Plats..... 2			
*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..... 1			
Release of Deferral..... 0			
\$ 4,625.00			
Development Committee:			
Final Plats..... 1			
Fee-In-Lieu of Detention..... 0	\$0.00	\$475.00	\$40,730.00
Subtotal:	\$4,625.00	\$475.00	\$40,730.00

Permits Reviewed/Issued:

(includes Offsite Construction fees)

**Single Family..... 42	↓	↓	↓			
***Commercial..... 9						
Multi-Family..... 1						
Addition/Alteration..... 17						
House Moving..... 0						
Paving Only..... 13						
Storage Building..... 8						
Swimming Pool..... 11						
Storm Shelters..... 24						
Public Improvements..... 0						
Temporary Encroachments..... 0						
Fire Line Pits/Misc..... 0						
Franchise Utilities 14						
Other revenue 0						
Flood Plain (@\$100.00 each)..... 2						
Total Permits.....				\$0.00	\$0.00	\$2,200.00
Grand Total.....				\$2,234.00	\$3,723.16	\$63,172.58
****Construction Plan Review Occurrences	24	43	232			
****Punch Lists Prepared.....	4	5	44			

- * 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

March 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	4	100%
<i>PI #10</i> SINGLE FAMILY BLDG PERMIT REVIEW W/I 3 DAYS	42	100%
<i>PI #11</i> COMMERCIAL BLDG PERMIT REVIEW W/I 7 DAYS	9	100%
<i>PI #12</i> CONSTRUCTION PLAN REVIEW W/I 10 DAYS	24	100%
<i>PI #13</i> FINAL PLAT REVIEW COMPLETED WITHIN 10 DAYS	3	100%



PERFORMANCE REPORT

Summary of Services Table: February 2024

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 Feb FY24	FY24 YTD	FY23 YTD	Service Profile	Feb FY24	Feb FY23
Fixed Routes (M-F)	1,474	230,410	175,482	Weekdays	21	20
Fixed Routes (Sat)	667	23,375	16,466	Saturdays	4	4
PLUS (M-F)	82	14,671	14,452	Gamedays	0	0
-Zone 1*	58	10,846	12,172	Holidays	0	0
-Zone 2**	25	3,825	2,280	Weather	1	2
PLUS (Sat)***	20	711	799	Fiscal YTD Days	204	203
				Cal. YTD Days	51	49

*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	253,785	251,881	■
# of Norman paratransit trips provided	15,382	21,000	■
% of on-time Norman paratransit pick-ups	97.20%	98.58%	●
# of Norman bus passengers per service hour, cumulative	18.79	13.04	■
# of Norman bus passengers per day, average	1,203	800*	●
% of Norman required paratransit pick-ups denied due to capacity	0.00%**	0.00%*	●
% of on-time fixed-route arrivals	65.50%	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

February 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		
<i>ADA/Wheelchair Accessible Vehicles available upon request.</i>			

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	February	Service to Date (8/21/23 – 2/29/24)
Average Walking Distance	<0.10 miles	0.06 miles	0.07 miles
Maximum Walking Distance	0.25 miles	0.32 miles	0.32 miles
Average Rider Wait Time*	<15 min	28.7 min	22.3 min
Maximum Rider Wait Time*	20 min	70.8 min*	70.8 min*
Percentage of Ride Requests Completed Within 20min. Wait Time	>80%	33.93%**	54.83%**

*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 2,619 rides in February 2024, which is a 5.3% increase from the January 2024 total of 2,481. There were a total of 19 completed trips that requested a wheelchair accessible vehicle (WAV) in the month of December.

Ridership	February	Service to Date (8/21/23 – 2/29/24)
Total number of passengers	2,619	15,870
Total number of Trips Completed	1,721	9,844
# of Completed Trips Requesting WAV	19	117

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 to Via in the month of February. One complaint from a citizen was brought to City of Norman staff which led to an investigation of a near-miss accident.

Rider Experience	February	Service to Date (8/21/23 – 2/29/24)
Average Ride Duration	8.9 min	9 min
Average Ride Distance	2.9 miles	2.9 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, 4,268 individual accounts have been created, which is a 10.1% increase over the January 2024 service to date total of 3,835. Of these accounts a little more than two in five, or 45.5%, have utilized the service at least once. Approximately 21.3% or 908 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 – 2/29/24)		
App Accounts Created Since Launch	4,268	
OU Accounts	N/A	N/A
Active Accounts*	2,741	64.2%
Rider Accounts**	1,943	45.5%
Repeat Rider Accounts***	1,490	34.9%
*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

Two near miss incidents were classified as accidents that occurred in February 2024. No property damage or injury were associated with these accidents. All incidents are reported to City of Norman Transit staff in a timely manner by our provider Via.

Three of five vehicles were in active service during the month of February, which is below the target fleet availability of four active vehicles. The minor maintenance issues have since been resolved and the vehicles have all returned to active service.

SERVICE EFFORTS AND ACCOMPLISHMENTS FYE 2024

STREET DIVISION					
	FYE 2024	FYE 2024	Year to Date	Year to Date	FYE 2024
	March 2024	March 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%
	32.38		78.82		
Overlay/pave 10 miles per year.	1.00	10%	3.00	30%	100%
Replace 2,000 square yards of concrete pavement panels	653.00	33%	2,885.88	144%	100%
Grade all unpaved alleys two (2) times per year. (approximately 210 blocks)	5.00	1%	23.00	5%	100%
Mow 15 ROW-miles (1,584,000 sf) of Urban right-of-way, eight times per year	3,500,141.00	28%	19,158,184.00	151%	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 March, 2024	FYE 2024 March, 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)	452.00	90%	3,254.87	54%	85%
Inspect and clean 100% of the urban drainage inlets three times per year. (approximately 5,000 locations)	914.00	9%	11,876.00	119%	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	0%				
Permit all floodplain activities as appropriate.	-	0%	12.00		100%

**PUBLIC WORKS
FLEET DIVISION
ACTIVITY REPORT**

March 2024

IN GALLONS	FYE 2024	FUEL REPORT	
	<u>UNLEADED PURCHASED</u>	<u>DIESEL PURCHASED</u>	<u>CNG PURCHASED</u>
Internal pumps	20,102.00	20,093.00	24,830.01
Outside - sublet	767.00	370.00	2,731.57
TOTAL	20,869.00	20,463.00	27,561.58
TOTAL	<u>UNLEADED CONSUMED</u>	<u>DIESEL CONSUMED</u>	<u>CITY CNG CONSUMED</u>
Consumption	18,276.80	16,995.60	24,830.01
			<u>PUBLIC CNG CONSUMED</u>
			2,731.57

FYE 2024 TO DATE CONSUMPTION			
TOTAL	<u>UNLEADED CONSUMED</u>	<u>DIESEL CONSUMED</u>	<u>CITY CNG CONSUMED</u>
Consumption	174,335.02	173,536.44	278,935.09
			<u>PUBLIC CNG CONSUMED</u>
			31,987.68

INTERNAL PRICE PER GALLON:				EXTERNAL PRICE PER GALLON:			
UNLEADED	High	\$2.70	Low	\$2.55	UNLEADED	High	\$2.75
						Low	\$2.61
DIESEL	High	\$2.76	Low	\$2.62	DIESEL	High	\$2.78
						Low	\$2.67
CNG	High	\$1.28	Low	\$0.51	CNG	High	\$2.10
						Low	\$2.10

CONSUMABLE PARTS PURCHASED		PUBLIC CNG SALES	
REPAIR PARTS	\$75,965.27	Month Total Public CNG Sales	\$5,719
OILS/FLUIDS	\$10,284.80	FYE 2024 To Date Public Sales	\$67,297
TIRES	\$11,032.67	LIFE TO DATE CNG GAS GALLON EQUIVALENT	
SUBLET REPAIRS	\$12,031.43	Total Sold Gallons Life To Date	1,115,471
		Total Gross Sales Life To Date	\$1,665,926
TOTAL SPENT ALL Parts/Sublet	\$109,314.17	Life To Date CNG Gas Gallon Equivalent	
		Total Public/City Through-Put CNG Gallons @ Station:	3,491,854

Light Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	2	7	5	78
EMERGENCY ROAD CALLS	5	10	11	137
PM SERVICES	81	76	92	1,914
INCLEMENT WEATHER	0	0	0	9
WORK ORDERS	170	162	172	4,776
SCHEDULED REPAIRS	81	76	92	2,116
NON SCHEDULED REPAIRS	89	86	80	1,708

Heavy Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	7	1	0	54
EMERGENCY ROAD CALLS	6	12	18	376
PM SERVICES	46	30	43	780
INCLEMENT WEATHER	0	0	0	4
WORK ORDERS	134	130	140	3,319
SCHEDULED REPAIRS	46	30	43	833
NON SCHEDULED REPAIRS	88	100	97	1,672

Transit Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	1	1	0	18
EMERGENCY ROAD CALLS	0	0	0	16
PM SERVICES	16	23	5	250
INCLEMENT WEATHER	0	0	0	1
WORK ORDERS	87	88	82	1,604
SCHEDULED REPAIRS	16	23	5	304
NON SCHEDULED REPAIRS	71	65	77	944

EVT Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	0	2	3	159
EMERGENCY ROAD CALLS	0	1	1	18
PM SERVICES	3	2	1	99
INCLEMENT WEATHER	0	0	0	1
WORK ORDERS	17	21	17	585
SCHEDULED REPAIRS	3	2	1	195
NON SCHEDULED REPAIRS	14	19	16	148

COMBINED SHOPS	CURRENT MONTH	LAST MONTH	TWO MONTHS AGO	YEAR TO DATE
ROAD SERVICE	10	11	8	294
EMERGENCY ROAD CALLS	11	23	30	541
PM SERVICES	146	131	141	2925
INCLEMENT WEATHER	0	0	0	19
WORK ORDERS	408	401	411	9994
SCHEDULED REPAIRS	146	131	141	3381
NON SCHEDULED REPAIRS	262	270	270	4070

**FLEET DIVISION
INVENTORY
March 2024**

FUEL

WESTWOOD GOLF	295.6	gallons	DIESEL	@	3.140	\$	928.18
WESTWOOD GOLF	230.4	gallons	UNLEADED	@	2.430	\$	559.87
NORTH BASE	9,876.4	gallons	UNLEADED	@	2.640	\$	26,073.62
NORTH BASE	7,852.4	gallons	DIESEL	@	2.680	\$	21,044.43
FIRE STATION #5	384.6	gallons	UNLEADED	@	2.610	\$	1,003.81
FIRE STATION #5	361.8	gallons	DIESEL	@	2.740	\$	991.33
FIRE STATION #6	390.3	gallons	UNLEADED	@	2.690	\$	1,049.91
FIRE STATION #6	343.2	gallons	DIESEL	@	2.740	\$	940.37
BULK TANKS	1,200.0	gallons	DIESEL	@	2.680	\$	3,216.00

TOTAL	GALLONS:	DOLLAR:
UNLEADED	10,881.7	\$ 28,687.20
DIESEL	10,053.0	\$ 27,120.32

**PUBLIC WORKS FLEET DIVISION
PM COMPLIANCE REPORT
March FYE 2024**

Industry Standard Compliance: Not To Exceed 5%

Department/Division	Number of PMs Scheduled	Number of PMs Completed On Time	Number of PMs Completed LATE	Number of PMs Missed	Current % PENDING	YearToDate Non-Compliance Trend
CITY CLERK						
CITY COUNCIL					0%	0%
BUILDING ADMINISTRATION					0%	0%
MUNICIPAL COURT						
MUNICIPAL COURT	1	1			0%	40%
INFORMATION TECHNOLOGY						
INFORMATION TECHNOLOGY					0%	2%
HUMAN RESOURCES						
HUMAN RESOURCES					0%	0%
PLANNING						
PLANNING	1	1			0%	100%
BUILDING INSPECTIONS					0%	0%
CODE COMPLIANCE					0%	140%
PUBLIC WORKS						
ENGINEERING					0%	83%
STREETS	7	4	2	3	43%	93%
STORMWATER	16	16			0%	68%
TRAFFIC					0%	107%
STORMWATER QUALITY					0%	100%
FLEET	7	7			0%	86%
TRANSIT					0%	0%
POLICE						
ANIMAL CONTROL	4	3	1	1	25%	84%
POLICE ADMINISTRATION					0%	71%
POLICE STAFF SERVICES	3	3			0%	71%
POLICE CRIMINAL INVESTIGATIONS	6	6			0%	88%
POLICE PATROL	22	17	5	6	27%	30%
POLICE SPECIAL INVESTIGATIONS	3	2		1	33%	86%
POLICE EMERGENCY COMMUNICATIONS					0%	100%
FIRE						
FIRE ADMINISTRATION					0%	0%
FIRE TRAINING	2	2			0%	100%
FIRE PREVENTION					0%	88%
FIRE SUPPRESSION	1	1			0%	115%
FIRE DISASTER PREPAREDNESS					0%	150%
PARKS & RECREATION						
PARK MAINTENANCE	14	14			0%	84%
PARKS & RECREATION					0%	100%
CUSTODIAL					0%	100%
FACILITY MAINTENANCE	1		1	1	100%	75%
PARKS FORESTRY					0%	100%
PUBLIC SAFETY SALES TAX (PSST)						
PSST POLICE PATROL	7	5	1	2	29%	83%
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	2	2			0%	88%
WATER PLANT					0%	63%
WATER PLANT WELLS	2	2			0%	71%
WATER PLANT LAB					0%	0%
LINE MAINTENANCE ADMIN.					0%	100%
WATER LINE MAINTENANCE	17	14	3	2	12%	82%
UTILITIES INSPECTOR					0%	0%
METER SERVICES					0%	0%
UTILITIES WRF						
WRF ADMIN					0%	100%
WRF INDUSTRIAL	2	2			0%	67%
WRF BIOSOLIDS	2	2			0%	83%
WRF OPERATIONS	1		1	1	100%	100%
SEWER LINE MAINTENANCE	8	8			0%	92%
UTILITIES SANITATION						
SANITATION ADMINISTRATION					0%	0%
SANITATION RESIDENTIAL	15	14		1	7%	80%
SANITATION COMMERCIAL	4	4			0%	77%
SANITATION TRANSFER	5	5			0%	87%
SANITATION COMPOST	1	1			0%	100%
SANITATION RECYCLE	2	2			0%	85%
SANITATION YARD WASTE	3	2		1	33%	71%
UTILITIES EVIROMENTAL						
ENVIRONMENTAL & SUSTAINABILITY					0%	3900%
CITYWIDE TOTAL	159	140	14	19	12%	59%

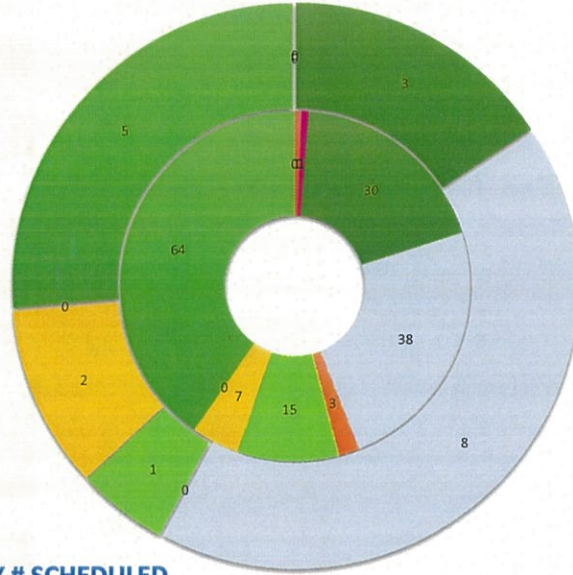
PUBLIC WORKS FLEET DIVISION PM COMPLIANCE REPORT

March 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
Public Works										
21106T	2021 Holt Trailer	Streets	4/1/2024	3/1/2024	-31	Days	3/8/2024	Light Repair	PM-A	
Police										
1225	2011 Ford Crown Vic	PSST Patrol	156394	156000	-394	Miles	3/7/2024	Light Repair	PM-C	
1070	2000 Ford E250	PD Special Investigations	16473	16000	-473	Miles	3/22/2024	Light Repair	PM-C	
Utilities										
0253	2014 Peterbilt 365	Sanitation Yard Waste	4/1/2024	1/10/2024	-82	Days	3/15/2024	Heavy Repair	PM-C	
0257	2015 Peterbilt 320 Sideload	Sanitation Residential	16727	11500	-5227	Hours	2/9/2024	Light Repair	PM-C	

PM Compliance Report March FYE 2024



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

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

Department	Scheduled	Missed/Late	% Late
City Clerk	0	0	0.0%
Municipal Court	1	0	0.0%
Information Technology	0	0	0.0%
Human Resources	0	0	0.0%
Planning	1	0	0.0%
Public Works	30	3	10.0%
Police	38	8	21.1%
Fire	3	0	0.0%
Parks & Rec.	15	1	6.7%
PSST	7	2	28.6%
CDBG	0	0	0.0%
Utilities	64	5	7.8%
Citywide Total	158	19	12.0%

**PUBLIC WORKS
FLEET DIVISION**
Technician Productivity
Report

FYE 2024

March 2024

MECHANIC	DIRECT LABOR HOURS	PRODUCTIVITY		INDIVIDUAL PRODUCTIVITY	
		GOAL	ACTUAL	ACTUAL	DIFFERENCE
497	125.08	72%	85.2%	13.2%	
642	138.66	72%	85.2%	13.2%	
1554	93.35	72%	56.0%	-16.0%	
1676	127.33	72%	87.8%	15.8%	
2098	132.85	72%	81.8%	9.8%	
2300	128.52	72%	91.5%	19.5%	
2495	111.57	72%	80.3%	8.3%	
2745	135.43	72%	99.3%	27.3%	
3001	85.40	72%	61.7%	-10.3%	
3134	0.00	72%	#DIV/0!	#DIV/0!	
3151	100.85	72%	86.7%	14.7%	
3167	126.84	72%	87.4%	15.4%	
3470	167.58	72%	82.9%	10.9%	
3487	155.21	72%	89.4%	17.4%	
3502	121.03	72%	86.6%	14.6%	
3572	142.45	72%	87.4%	15.4%	
3800	107.89	72%	62.7%	-9.3%	
3843	106.75	72%	88.2%	16.2%	
3968	105.91	72%	90.0%	18.0%	
4033	217.76	72%	93.0%	21.0%	

DIRECT LABOR HOURS

2430.44

TOTAL AVAILABLE HOURS

2922.68

PRODUCTIVITY GOAL

72.0%

ACTUAL PRODUCTIVITY

83.2%

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

	PROJECTED GOAL	THIS MONTH			YEAR TO DATE			
		Percentage Met	Number of Requests	Goal Met	Percentage Met	Number of Requests	Goal Met	Percentage Met
MARCH 2024								
Provide initial response to citizen inquiries within 2 days	100%	81	81	81	799	799	100%	
Provide information requested by citizens within 7 days	95%	81	81	81	793	793	100%	
Complete traffic engineering studies within 45 days.	99%	11	11	11	26	27	100%	
Review subdivision plats, construction traffic control plans, traffic impact statements, and other transportation improvement plans within 7 days.	95%	23	23	23	186	186	100%	
Worker Hours Per Gallon of Paint Installed.	0.80	Gallons	Worker Hours	Percentage	Gallons	Worker Hours	Percentage	
		0	0	1.77	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		Crew Work Days	Total Installations	Average	
		3.86	33	8.55	16.15	130	8.05	
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%	131	131	100%	
Response to reports on traffic signal malfunctions within one hour.	99%	Number of Reports	Goal Met	Percentage Met	Number of Reports	Goal Met	Percentage Met	
		14	14	100%	159	159	100%	
Response to reports of sign damage:	Percentage							
High Priority Stop or Yield Signs within one hour	99%	25	25	100%	97	97	100%	
Lower Priority all other signs within one day	90%	48	48	100%	403	403	100%	
Street Name Signs within two weeks	90%	48	48	100%	174	174	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	
		3264	0	0.00	28744	0	0.00	

UTILITIES

13

Monthly Report

March 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 generator was installed and project closed out. Sutton Place project generator was installed pending scada completion.

Water Line Breaks Total – 11 in March

Water Lines Hit by Contractors – 2

Sewer Line Data

- Total obstruction service requests - 23
- Private Plumbing: 22
- City Infrastructure: 1
- Sanitary Sewer Overflows: 1 on private side, 0 on city side

Lift Station D Flows:

- Days - 31
- Average daily flow: 1.405 MGD
- Total Monthly flow: 43.570 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. A claim for retainage was received in March, but staff is waiting on the final word regarding whether the light shields should be installed or not. In addition, final as-built documents are still needed from the architect. All warranties and O&M manuals (both physical and electronic have been received).

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 in June 2024.

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. Completion of the Baseline Technical Memoranda is expected in March 2024. The Water/Wastewater Subcommittee is expected to meet again April 12, 2024.

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 scheduled to be completed by June 2024.

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 are ongoing. 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 elected 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 FYE26. Assuming the project is not deferred again, bidding documents will be finalized in time to advertise in May 2025. Bids would then be opened in June 2025, and Contracts Awarded at the first Council Meeting in July 2025. Construction would then take one calendar year to June 2026.

In June 2023, Greely 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. Staff began initial evaluation March 2024.

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. Line Maintenance staff requested 4 small areas be added to the scope of work. Final plans including additional areas will be complete by April 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 January 2024. After an extended procurement process, KRCC mobilized to the project in late March 2024. Sanitary sewer replacement and manhole rehabilitation in the project area should commence by April 1, 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). Staff is finalizing scope and contract with Garver and will bring it forward for NUA consideration April 2024.

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. ROW issues have now been resolved.

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. 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. An additional sum of \$49,286 was added to the contract this week for work needed to improve the design following public comments.

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 Cabbiness Engineering, LLC (Garver Engineering) in February 2021 in the amount of \$58,100. Staff received final design plans and sent an invitation to bid to the *Norman Transcript* for publication on December 23, 2021 and December 30, 2021. A mandatory pre-bid was held on January 4, 2022 and the bid opening will be held on January 20, 2022. Bids were opened on February 3, 2022 and four contractors submitted bids. Cimarron Construction Company, LLC submitted the lowest and best bid for the Base Bid and Alternate B at \$2,039,328. The Contract and Bonds were signed and approved by Council on February 22, 2022. A kick-off meeting was held on March 4, 2022. City staff and the Engineer are in the process of reviewing submittals provided by the Contractor. The Engineer is also working on getting a final conformed set of plans together showing the alternate bid that was awarded. Construction start date for the Notice-to-Proceed was March 14, 2022. Rather than a number of days for construction completion, this project has an end date for construction of July 15, 2022. This is to ensure the waterline work is finished prior to the streetscape work. Work began on March 14, 2022. A final change order and pay app was approved by Council on November 22, 2022. As-builts were recently received from the Engineer who noticed the new waterline conflicted with a few future light poles and future storm drain that will be constructed by Public Works. Adjustments will be made to the light pole design by Public Works. Line Maintenance potholed and took accurate elevations of the waterline in these areas. Utilities staff attended the pre-work meeting for the streetscape project, which has a start date of April 3, 2023. Their contractors will start on the south end and move their way north. They will let us know when they have the far west lane close at Himes so that we can contact Cimarron to install the missing bends needed for a new storm drain. The light poles that will be in conflict with our waterline will be moved a few feet in the field to accommodate these conflicts. 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 Cabbiness/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. All punch list items have been completed at the apartment complex. Contractors have pulled off for another project but will be back in May to start work on the Southlake addition. 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 final determination was made to proceed with this project in Spring of 2024. As a result, Phase II was advertised on March 7, 2024 and bids were opened on March 28, 2024. Southwest Water Works (SWWW) of Oklahoma City, Oklahoma was the apparent low bidder with a base bid of \$3,250,256. Approval of Contract Award is on the City Council Agenda for April 9, 2024. Immediately after Contract Award, Notice to Proceed with shop drawings and material procurement will be issued. Then, as per Contract, Notice to Proceed with Construction will be issued as of 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 11, 2024, which is the day before the start of OU sorority and fraternity rush for 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 24thAve NE to 12thAve 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 continue through Spring 2024 with Bidding and Contract Award to follow in Summer 2024. Construction would then continue until Summer 2025.

Engineer: Jacobs Engineering (Arun Srinivasan)

Robinson Water Tower Resurfacing (WA0382), Lindsey Water Tower Resurfacing or Demolition (WA0182), and Non-Potable Water Expansion Study: Lindsey Tower was decommissioned approximately 10 years ago because it is not tall enough to act as viable potable water system storage at current system operating pressures. However, before receiving bids to demolish the tank, 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 has decided to 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 scope and fee proposal 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 this new non-potable water 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 the fall of 2024, there were multiple meetings and conference calls between Plummer and NUA to clarify details of report. Final conclusion was that neither the repurposing of Lindsey Tower for a future Non-Potable Recycled Water System nor returning Lindsey Tower to service as potable water storage were financially viable. As a result, the only option left to NUA was the demolition of Lindsey Tower. .

The conclusions of Plummer's report were presented to City Council in the March 12, 2024 Executive Session. In response, City Council indicated that, because of its visibility and proximity to OU's stadium, the tower may have value to the City as a landmark with City of Norman logo (and possibly an OU logo paid for by OU). For this reason, City Council indicated that, depending on costs and possible contributions by others, they may be interested in City of Norman taking possession of Lindsey Tower and using General Funds (and other contributions) to paint just the exterior of the tank so it could serve as a landmark. After further discussion, NUA noted that, unrelated to Lindsey Water Tower, funding has been budgeted in FY 2025 for Project WA0382, Robinson Tower Resurfacing. Consequently, NUA could prepare a single bid package that would include both Robinson Tower Resurfacing and two alternates for Lindsey Tower: (1). Demolition of Lindsey Tower; and (2). Resurfacing of Exterior of Lindsey Tower (so it could serve as a landmark). By combining the work on two water towers, NUA could expect to receive the most competitive bids. After bids are received, City Council could determine, based on actual costs, if they want to proceed with funding the exterior resurfacing of Lindsey Tower from the General Fund with a contribution from NUA equal to the cost of the demolition alternative or if they will simply direct NUA to accept the demolition alternative and demolish Lindsey Tower. City Council directed that NUA proceed with this option.

Based on this direction, a proposal was requested from Coastal Windforce, Inc. (formerly Dunham Engineering) to prepare a single set of Bidding Documents covering Robinson Tower Resurfacing and the two alternates for Lindsey Tower (Demolition or Exterior Resurfacing Only) and to perform construction administration and management services for the Work at both towers. This Engineering Contract has been negotiated and will be submitted to City Council for approval during April 2024.

On March 21, 2024, the combined bid package for Robinson Tower Resurfacing and the two alternates for Lindsey Tower were advertised. These bids are currently scheduled to be opened on April 18, 2024. Once the lowest and best bidder is

known, the cost data will be presented to City Council, who will make a determination on which Lindsey Tower alternative will be pursued. A single contract should then be awarded for Robinson Tower Resurfacing and for the selected alternative for Lindsey Tower in May 2024. The construction schedule will be driven by which alternate is selected by City Council and by weather and market conditions at time of Contract Award. Based on best available information, either alternate for Lindsey Tower is expected to be completed during late spring and early summer of 2024. However, by the time Contract is awarded, it may be too close to the summer peak-demand period to take Robinson Tower out of service for the resurfacing work so it is reasonably likely that Work on Robinson Tower will not commence until Fall 2024.

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. A waiver from the BOR was received and the project is now moving forward with contracts awarded on April 9, 2024.

Consultant: E Source (Alyssa Pourciau)

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. This project will also replace several ductile iron laterals along this corridor. Contract was executed

on February 27, 2024. A project site walkthrough was completed with consultant March 2024. Project will enter design phase in May 2024.

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. As of the first week in March 2024, design is underway. Design phase completion is expected in late April 2024.

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.

Water Line Desktop Condition Assessment (WA0337): This contract provides for our consultant, Voda.AI, to complete a desktop condition assessment of the water lines within the distribution system. Each segment of water line within the City's database will be evaluated and scored for both likelihood and consequence of failure using information from GIS databases such as pipe age, material, soil conditions, and other factors relevant to pipe reliability. To prove their model's validity for our system, the model will be set up using historical data and will the analysis will then be performed and compared against actual results for a test year.

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. Staff expects preliminary results in May 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. City of Norman comments on the plans and specifications are currently being addressed by TriCore prior to entering the bidding phase of this project. TriCore is still in the process of addressing comments as of the first week in April 2024.

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. Council will consider the contract in March 2024.

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.

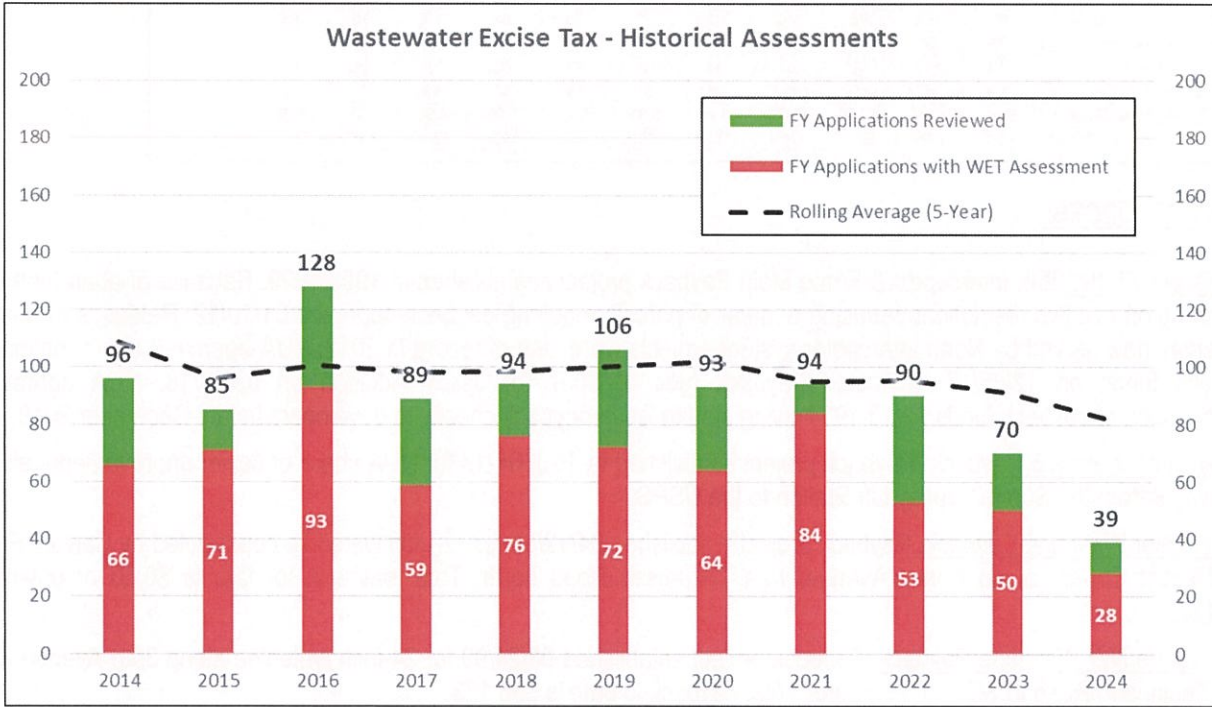
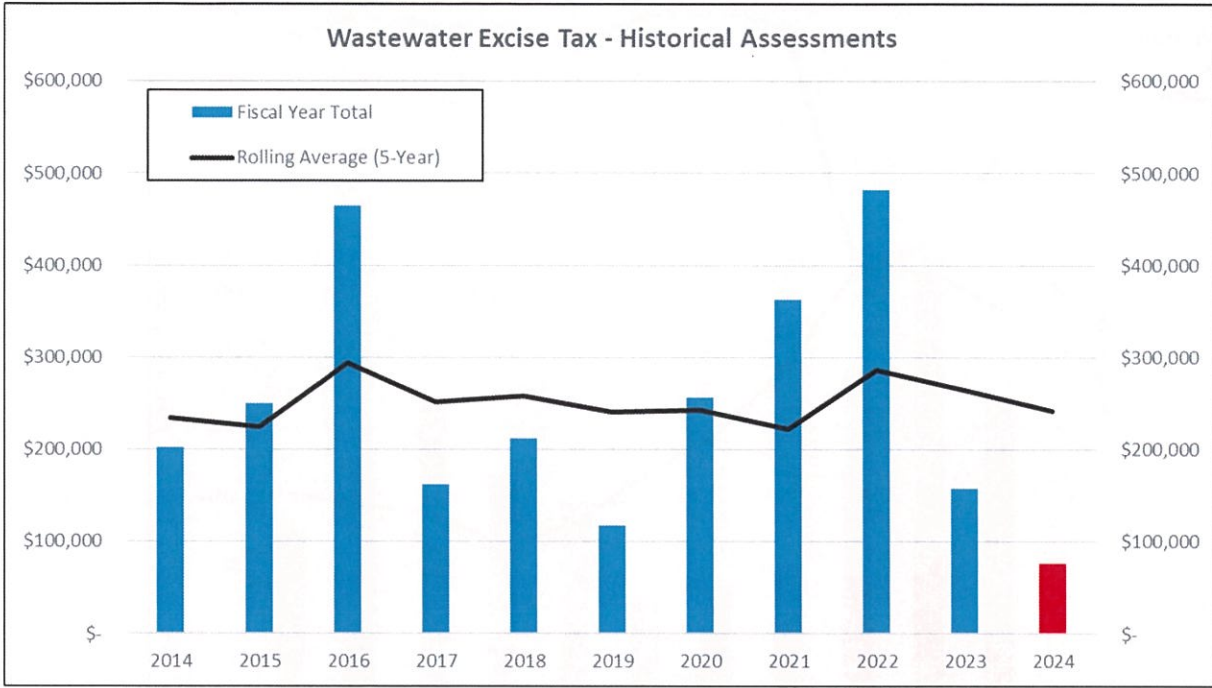
Preliminary design efforts have identified potential improvements to the final product that warrant modifications to the project scope that required a contract amendment with the Architect. Amendment No. 1 was approved by City Council in February 2020 and included changes to the site for the Household 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 final plans 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)

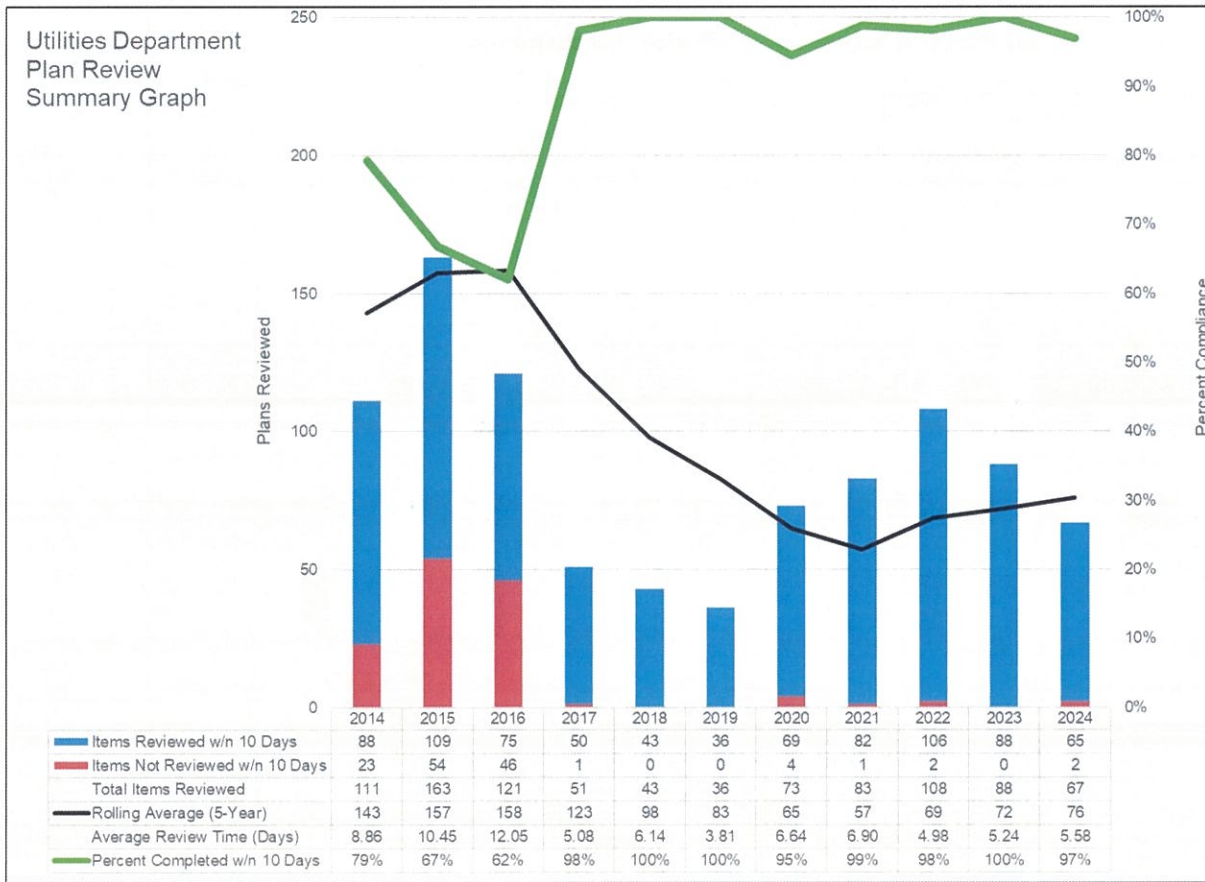
Wastewater Excise Tax – Non-Residential:

WRF Investment Fee/Wastewater Excise Tax: Staff evaluated the Wastewater Excise Tax on 2 commercial entities last month. Of the 2 applications, both applications were assessed since they were determined to increase wastewater flows over the previous use of the site. For the fiscal year, 34 commercial properties have been reviewed and a total of \$71,959.44 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:

Six plan sets were reviewed this past month. Staff has reviewed 58 plans for the current fiscal year with an average review time of 5.58 days and with 97 percent of plans reviewed within 10 days. *Graph below shows current reviews as of the date of this report.*



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

No permits were issued for March.

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

	MONTHLY	YEAR-TO-DATE
STORMWATER CONSTRUCTION SW		
INSPECTIONS	85	774
ACTIVE SITES	80	806
CITATIONS	0	0
NOVS	0	0
CDOS	0	1
SWOS	0	0
ECPS	1	6

STORMWATER MS4 OPERATIONS		
ACTION CENTER	2	44
PWSTORMWATER	0	8
CALLS	8	82
OTHER	6	98
TOTAL INQUIRIES	16	222
OUTFALL INSPECTIONS	0	16
MCM 5 INSPECTIONS	0	147
MCM 6/P2 INSPECTIONS	0	12

PRETREATMENT/FATS, OILS, AND GREASE (FOG) PROGRAM		
FOG INSPECTIONS	16	185
FOOD LICENSE APPROVAL	2	17
SIU INSPECTIONS	0	8
SIU SITES SAMPLED	1	3
TABLE II MONITORING (%)	100%	100%
TABLE III MONITORING (%)	25%	25%

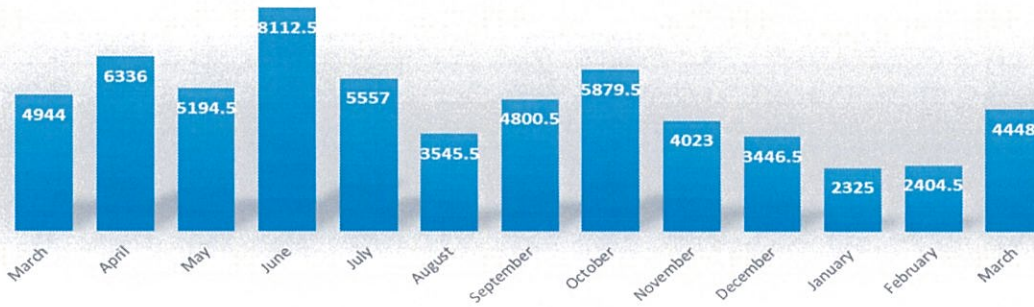
HOUSEHOLD HAZARDOUS WASTE		
HHWF: CARS SERVED	69	556
SWAP SHOP VISITS	9	91
OIL DISPOSED	7077	19358
ANTIFREEZE DISPOSED	540	1394
TIRES DISPOSED	408	2571
HHW MATERIAL COLLECTED	4448	36429.5
E-WASTE: CARS SERVED	0	300
E-WASTE COLLECTED	0	20570
TOTAL CARS SERVED	69	856
TOTAL MATERIAL COLLECTED	4448	56999.5

REVENUE		
FOG PROGRAM	\$ 7,900.00	\$ 27,500.00
SURCHARGE	\$ 4,416.66	\$ 66,274.36
LAB ANALYSIS RECOVERY	\$ -	\$ -
IND. Dischg. Permit fee	\$ 1,000.00	\$ 5,500.00
TOTAL	\$ 13,316.66	\$ 99,274.36

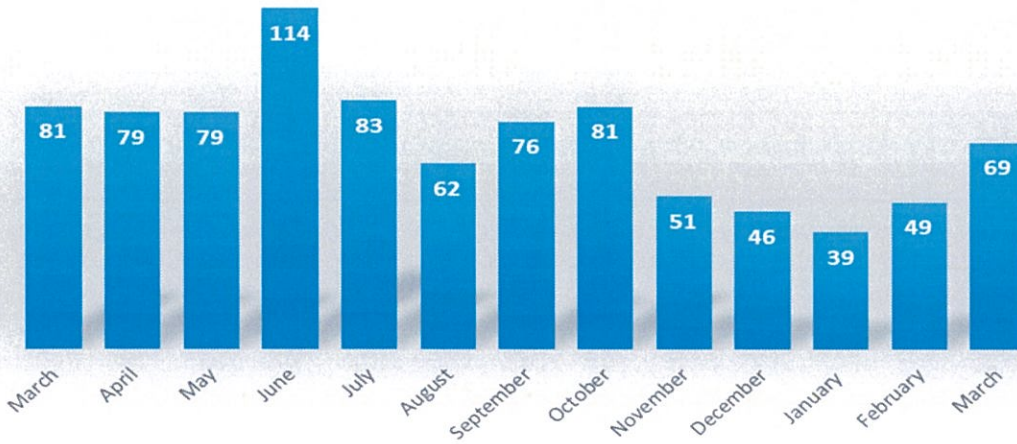
Upcoming Events:

- 4/2/2024 OKR video at Compost Facility
- 4/3/2024 Solar Initiative Kickoff
- 4/4/2024 Pretreatment Meeting in Sand Springs
- 4/5-4/6 Rain Barrel distribution
- 4/9/2024 OFMA in Tulsa
- 4/11-4/12 Artful Inlets installation
- 4/14/24 Reaves Park Cleanup
- 4/15/24 Artul Inlets Walk-through
- 4/21/24 Earth Day Festival
- 4/22/24 Earth Day Festival
- 4/25/24 PCI - Pretreatment

Amount Collected in Pounds at Facility (lbs)



Number of Facility Appointments



CITY OF NORMAN				
DEPARTMENT OF UTILITIES				
LINE MAINTENANCE DIVISION				
MONTHLY PROGRESS REPORT				
SEWER MAINTENANCE				
	FYE 2024		FYE 2023	
March 2024	MONTH	YTD	MONTH	YTD
Obstructions:				
City Responsibility	1	13	5	19
Property Owner Responsibility	22	179	13	187
TOTAL	23	192	18	206
Number of Feet of Sewer Cleaned:				
Cleaned	73,888	742,948	121,270	837,676
Rodded	5,200	26,913	7,440	36,545
Foamed	33,366	101,572	0	77,694
SL-RAT	10,606	10,606	0	0
TOTAL	123,060	882,039	128,710	951,915
Sewer Overflows:				
Rainwater	0	0	0	0
Grease/Paper/Roots	0	1	3	6
Obstruction	0	0	1	3
Private	1	10	1	6
Other (Lift Station, Line Break, etc.)	0	0	0	1
Total Overflows	1	11	5	16
Feet of Sewer Lines Televised	31,603	222,710	29,768	193,577
Locates Completed	295	2,762	327	3,244
Manholes:				
Inspected	1,272	10,194	1,268	10,649
New	0	0	0	3
Raised	6	15	2	13
Repaired	2	13	3	19
Feet of Sewer Lines Replaced/Repaired	15.50	73.50	9	71
Hours Worked at Lift Station	56.79	373.12	36	627
Hours Worked for Other Departments	3.50	37.96	3.04	25.04
OJI's	0	0	0	2
Square Feet of Concrete	0	0	0	81
Average Response Time (Minutes)	26.00	27.01	25.00	27.64
Number of Claims	1.00	3.00	0.00	2.00

CITY OF NORMAN				
DEPARTMENT OF UTILITIES				
LINE MAINTENANCE DIVISION				
MONTHLY PROGRESS REPORT				
WATER MAINTENANCE				
	FYE 2024		FYE 2023	
March 2024	MONTH	YTD	MONTH	YTD
New Meter Sets:	28	276	41	241
Number Short Sets	24	268	40	236
Number Long Sets	4	8	1	5
Average Meter Set Time	6.45	6.01	6.52	5.69
Number of Work Orders:				
Service Calls	541	4,249	530	4,540
Meter Resets	0	4	0	8
Meter Removals	3	35	4	47
Meter Changes	100	523	49	272
Locates Completed	416	3,633	344	3,436
Number of Water Main Breaks	11	116	24	171
Average Time Water Off	1.40	1.63	1.79	1.76
Number of Water Leaks	45	437	59	463
Fire Hydrants:				
New	0	0	0	5
Replaced	0	4	0	3
Maintained	14	438	43	957
Number of Valves Exercised	57	796	162	2,140
Feet of Main Construction	0	500	723	4,638
Hours of Main Construction	0	1,631	625	2,514
Meter Changeovers	0	5	0	3
OJI's	0	1	0	4
Hours Flushing/Testing New Mains	0.23	139	32	498
Hours Worked Outside of Division	0.00	0.00	0	0

City of Norman, Oklahoma
Department of Utilities

Monthly Progress Report
Water Reclamation Facility
March 1-31, 2024

Flow Statistics

	FYE 2024		FYE 2023	
	This Month	YTD	This Month	YTD
Total Influent Flow (M.G.)	358.0	3102.8	356.4	2830.5
Total Effluent Flow (M.G.)	342.4	2905.1	339.4	2664.0
Influent Peak Flow (MGD)	16.2	28.3	14.5	16.9
Effluent Peak Flow (MGD)	15.9	27.7	13.9	15.9
Daily Avg. Influent Flow (MGD)	11.5	11.3	11.5	10.4
Daily Avg. Effluent Flow (MGD)	11.0	10.5	10.9	9.8
Precipitation (inches)	3.4	31.2	4.6	19.3

Discharge Monitoring Report Stats

EPA minimum percentage removal 85%

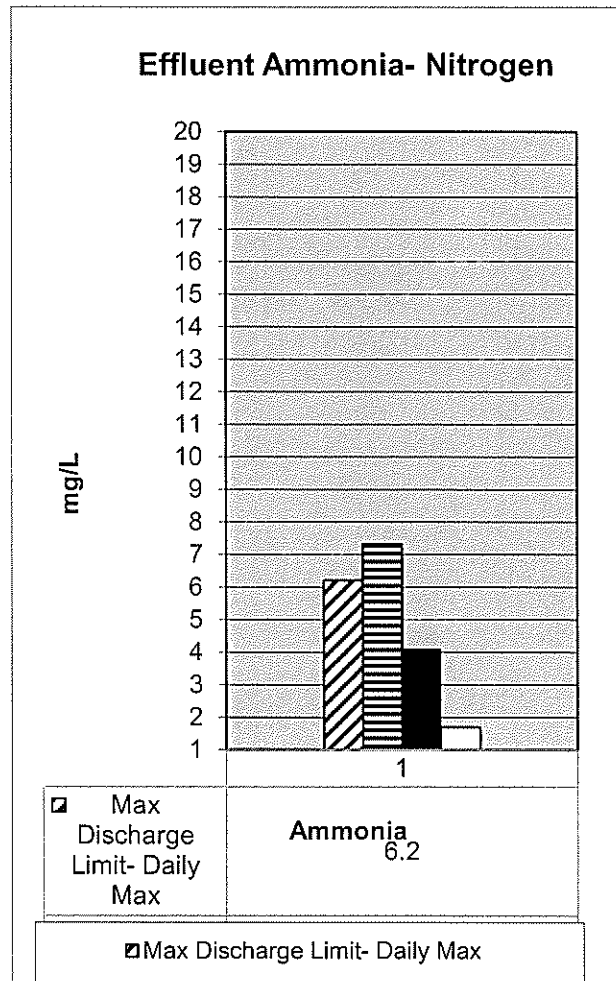
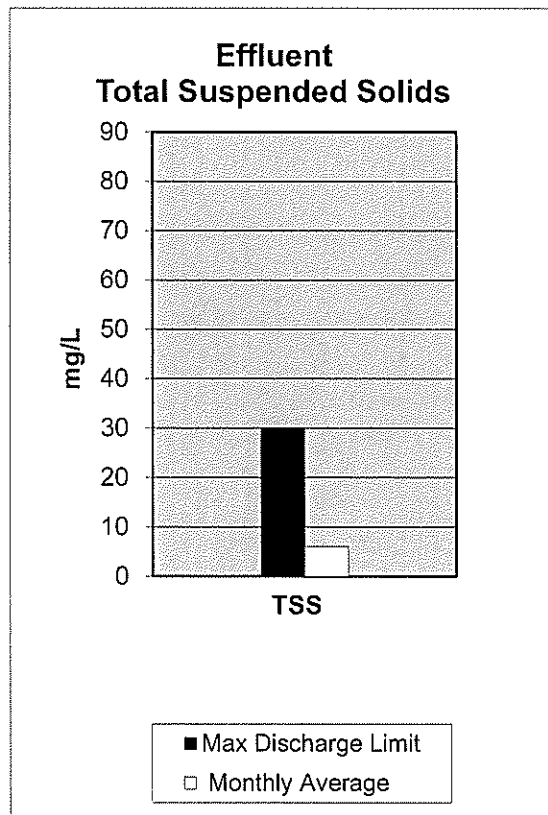
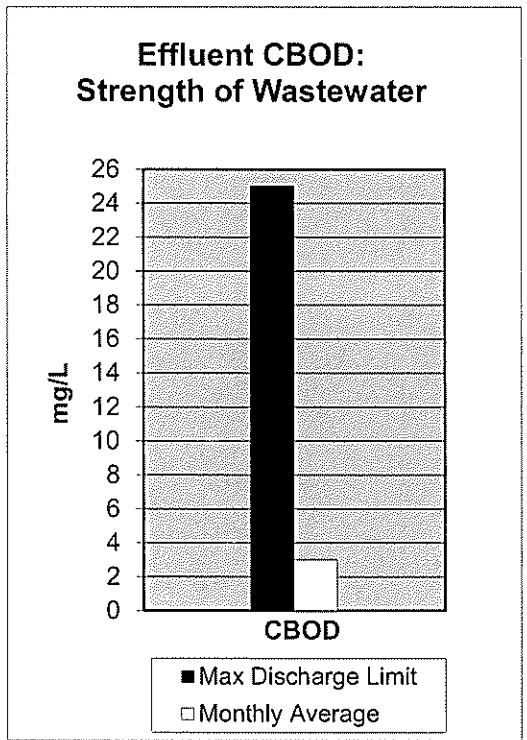
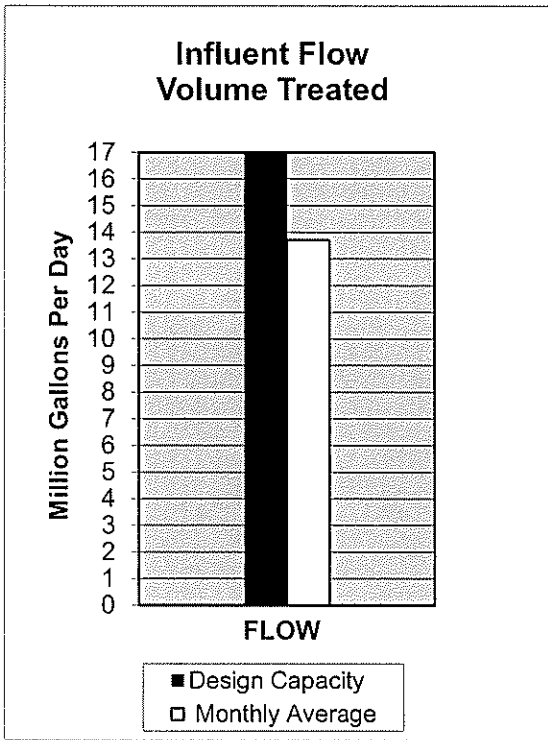
	Avg.	Avg.
5 day BOD:		
Influent Total (mg/l)	148.0	198.0
Effluent Carbonaceous Total	3.0	4.0
Percent Removal	98.0	98.0
Total Suspended Solids:		
Influent (mg/L)	230.0	314.0
Effluent (mg/L)	6.0	15.0
Percent Removal	97.4	95.5
Dissolved Oxygen:		
Influent (min)	0.9	0.5
Effluent (min)	6.3	5.4
pH		
Influent (Low)	6.9	7.6
(High)	7.5	7.2
Effluent (Low)	6.6	7.4
(High)	7.1	7.0
Ammonia Nitrogen		
Influent (mg/L)	29.3	29.0
Effluent (mg/L)	1.7	0.2
Percent Removal	98.6	99.3

Utilities

Electrical				
Total kWh Used (Plant wide)	461,940	4,049,200	455,740	4,404,840
Aeration Blowers	117,500	1,116,300	144,200	1,465,000
UV Facility	81,000	575,200	23,800	406,000
Natural Gas				
Total cubic feet/day (plant wide)	381,000	2,689,000	408,000	3,046,000
Public Education (Tours)	2	48	1	24
Total Attendees for FYE 24	202		101	
OU Golf Course	2.1	80.2	0.9	52.2
E. coli average for March 2024 222 (Limit is 630)				

**CITY OF NORMAN
WATER RECLAMATION FACILITY**

March 2024



Comments here

Max Discharge Limit- Daily Max

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

WATER TREATMENT DIVISION

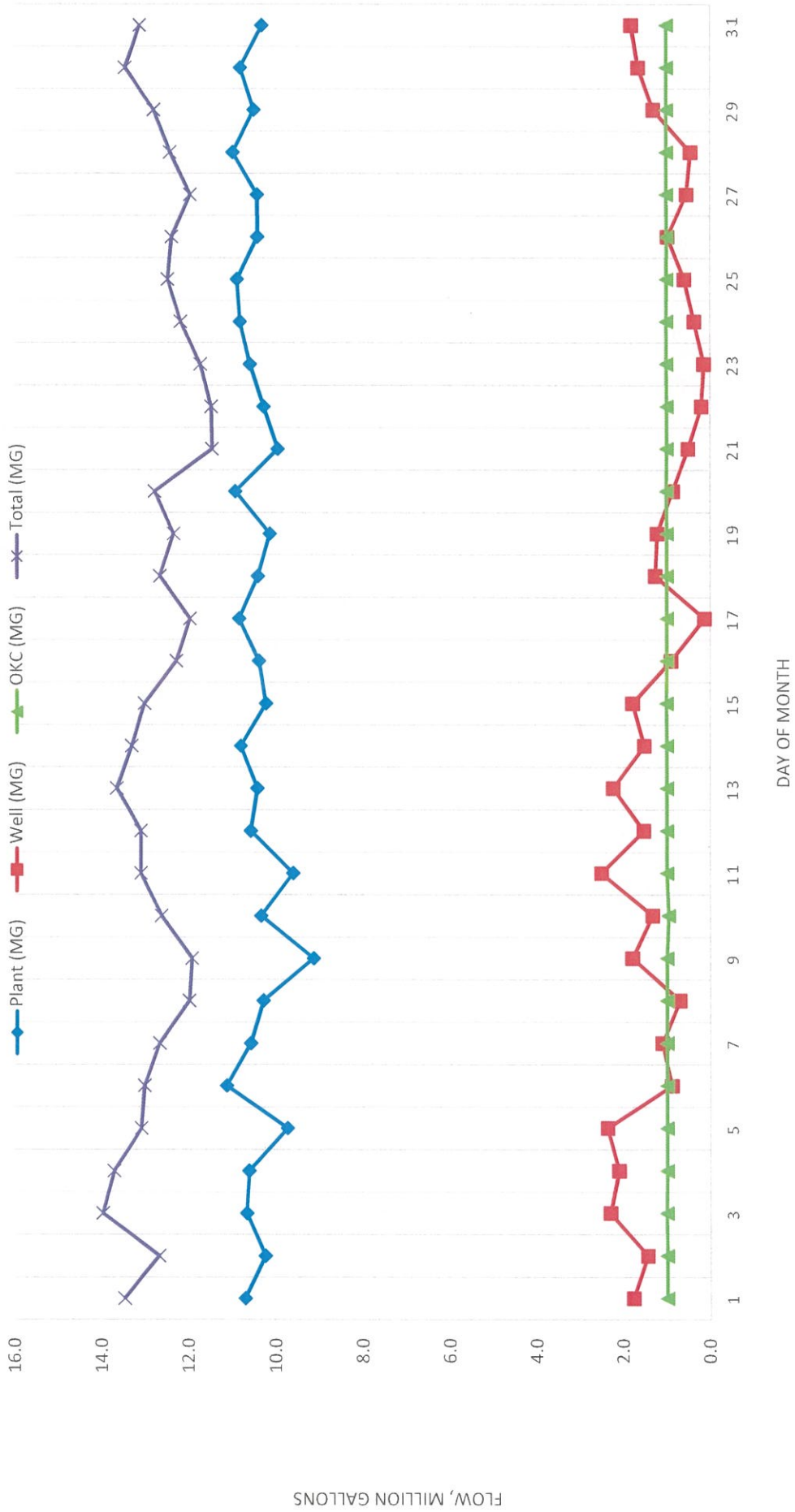
MONTH: March-2024

	<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)	323.83	2774.87	200.55	2640.50
Well Production (MG)	38.31	1067.93	133.72	1231.45
Oklahoma City Water Used (MG)	30.96	274.08	31.11	271.35
Total Water Produced (MG)	393.10	4116.87	365.38	4143.30
Average Daily Production	12.68	14.97	11.79	15.18
Peak Day Demand				
Million Gallons	13.98	23.32	12.99	25.52
Date	3/3/2024	9/4/2023	3/6/2023	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	\$728,916.06	\$6,181,403.01	\$661,998.77	\$6,043,947.19
Wells	\$216,704.71	\$2,251,881.57	\$236,035.91	\$2,283,552.53
OKC	\$91,203.14	\$860,311.05	\$86,774.67	\$822,926.35
Total	\$1,036,823.91	\$9,293,595.63	\$984,809.35	\$9,150,426.07
Cost per Million Gallons				
Plant	\$2,250.92	\$2,227.64	\$3,300.97	\$2,288.94
Wells	\$5,657.20	\$2,108.65	\$1,765.11	\$1,854.37
OKC	\$2,945.74	\$3,138.94	\$2,789.73	\$3,032.75
Total	\$2,637.58	\$2,257.44	\$2,695.34	\$2,208.49
Water Quality				
Bacterial Samples in Compliance	100	908	100	896
Bacterial Samples out of Compliance	0	2	0	4
Total number of inquiries (Note 2)	1	19	1	27
Total number of complaints (Note 2)	4	48	3	55
Number of complaints per 1000 service connections	0.10	1.17	0.08	1.43
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	8	1	2
Public Education				
Number of tours conducted	2	12	2	6
Number of people on tours	4	165	8	118

Notes:

Replaced slurry loop pump liner and impeller. Replaced one ambeint ozone analyzer in ozone generation room. Intermediate pump 2 has been repaired and reinstalled by Rush pump. Repaired bad connection on IMPS pump 3 motor. Staff tested Raw water tank bypass for two days with no problems. Staff replaced lime slaker inlet valves on slaker 2. Staff replace breaker at well 68 due to failure. Staff replaced pinch tube on SCC 4 slurry valve.

WATER PRODUCTION FOR MARCH 2024



MONTHLY TRANSFER STATION REPORT

March

	TONS PER MONTH	REVENUE PER MONTH
O.U.	294.31	\$16,165.36
STANDARD GATE	1,710.12	\$145,557.92
RESIDENTIAL	533.99	\$21,780.20
TOTALS:	2,538.42	\$183,503.48

	MONTH
# OF LOADS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	496.00

# OF TONS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	9373.71
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# OF LOADS TRANSPORTED TO OKC LANDFILL BY INDIVIDUAL SANITATION TRUCKS.	0.00
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# OF TONS TRANSPORTED TO OKC LANDFILL BY INDIVIDUAL SANITATION TRUCKS:	0.00
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TOTAL LOADS BROUGHT TO LANDFILLS:	496.00
GRAND TOTAL TONS TO LANDFILLS	9,373.71

DISPOSAL COST PER TON (OKC)	\$22.91
TIPPING FEE'S FOR DUMPING AT OKC:	\$214,751.70
GRAND TOTAL TIPPING FEE'S	\$214,751.70

# OF LOADS BROUGHT TO TRANSFER STATION COMMERCIAL SANITATION TRUCKS:	637.00
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# OF TONS BROUGHT TO TRANSFER STATION COMMERCIAL SANITATION TRUCKS:	3642.12
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# OF LOADS BROUGHT TO TRANSFER STATION RESIDENTIAL SANITATION TRUCKS:	426.00
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# OF TONS BROUGHT TO TRANSFER STATION RESIDENTIAL SANITATION TRUCKS:	2735.94
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TOTAL LOADS BROUGHT TO TRANSFER STATION:	1063.00
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TOTAL TONS BROUGHT TO TRANSFER STATION:	6378.06
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MISCELLANEOUS TONS BROUGHT BY OTHER DEPTS.:	185.38
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TOTAL TONS RECEIVED AT TRANSFER STATION	9101.86
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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	23	3	10
<u>On The Job Injuries</u>	0	6	0	0
<u>Bulk Pickups</u>	35	206	52	270
<u>Refuse Complaints</u>	86	553	97	527
<u>New Polycarts Requests</u>	65	441	66	251
<u>Polycarts Exchanges</u>	9	84	4	25
<u>Additional Polycart Requests</u>	72	499	70	286
<u>Replaced Stolen Polycarts</u>	94	178	12	88
<u>Replaced Damaged Polycarts</u>	84	794	59	250
<u>Polycarts Repaired</u>	34	355	26	148

COMPOST MONTHLY REPORT

March

MONTH

TONS BROUGHT IN BY COMPOST CREWS:	341.21
LANDFILL TIPPING FEE'S	\$ 22.91
SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 7,817.12

TONS BROUGHT IN BY PUBLIC:	2,200.00
TONS BROUGHT IN BY CONTRACTORS :	2,800.00
TONS BROUGHT IN BY OTHER CITY DEPARTMENTS:	300.00
LANDFILL TIPPING FEE'S	\$ 22.91
SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 121,423.00

TOTAL SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 129,240.12
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REVENUE COLLECTED FROM COMPOST SALES:	\$1,350.00
REVENUE COLLECTED FROM GATE SALES:	\$11,300.00

TOTAL TONS COLLECTED	5,641.21
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MULCH CUBIC YDS
MONTH

COMPOST CUBIC YDS
MONTH

PARKS DEPT.	
ROAD & CHANNEL	
LINE MAINTENANCE	
STREET DEPT.	
WATER TREATMENT	
MURPHY PRODUCTS OKC	
SELF LOADING BIN	45
DRYING BEDS	5,000
COMPOST SOLD BY CUBIC YARDS	
MULCH SOLD BY CUBIC YARDS	260
TOTAL:	5,305

405
405

CURBSIDE MONTHLY RECYCLING REPORT**MARCH****PROGRAM STATISTICS**

	AVERAGE
	MONTH
SET OUT/PARTICIPATION RATE:	85%
AVERAGE TONS PER DAY :	10.30
POUNDS PER HOME:	8.79

COMMODITY BY TON

	% of Total	TONS
ALUMINUM BEVERAGE CAN	2.10%	6.49
#1 PET	5.50%	16.99
NEWS	0.00%	0
GLASS CONTAINERS	5.72%	17.67
MIX PAPER	33.40%	103.18
PLASTIC FILM	0.57%	1.76
#2 NATURAL	0.90%	2.78
#2 COLOR	1.10%	3.4
#3-#7	0.00%	0
METAL	0.82%	2.53
RIGIDS	0.89%	2.75
TIN-STEEL SCRAP	3.30%	10.19
TRASH	28.30%	87.42
OCC	17.40%	53.75
TOTAL	100.00%	308.91

MONTH

	MONTH
SERVICE CALLS (MISSES)	24
HOUSESIDE	4
REMINDER	3
SCATTERED	0
MISC.	0
REPAIR	31
NEW	33
ADD	2
MISSING	11
EXCHANGE	0
REPLACE	8
PICK UP	25
TOTAL CALLS	141.00

MONTH

LANDFILL COST AVOIDANCE	\$6,100.97
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Drop Center Report March

MONTHLY UNIT PRICES	Revenue per ton	Proc. Fee	LBSs Rejected	% Tons Rejected	LNDFL Fee	Tons Diverted	\$ Diverted
ALUMINIUM:	\$1,050.00	\$0.00	0	0	\$22.91	232.98	\$5,337.57
PLASTICS:	\$5.00	\$0.00			0%		
STEEL CANS:	\$0.00	\$0.00					
MIXED OFFICE PAPER:	\$0.00	\$0.00					
CARDBOARD:	\$90.00	\$0.00					

RECYCLING CENTER DATA:	#9	Westwood	Hollywood	Transfer
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	TONS	TONS	TONS	TONS	Total Tons	PRO/FEE	Revenues	Net
ALUMINIUM:	0.21	0.07	0.31	0.02	0.61		\$640.50	\$640.50
PLASTICS:	3.72	2.33	5.01	0.43	11.49		\$57.45	\$57.45
STEEL CANS:	0.21	0.07	0.31	0.02	0.61		\$0.00	\$0.00
MIXED OFFICE PAPER:	3.57	1.39	5.32	0	10.28		\$0.00	\$0.00
CARDBOARD:	19.87	11.32	34.01	2.13	67.33		\$6,059.70	\$6,059.70
RECYCLING CENTER TOTALS:	27.58	15.18	44.96	2.6	90.32		\$6,757.65	\$6,757.65

Commercial Cardboard Containers	Compactors	Wood	Glass	Metal
TONS	48.4	19.66	0	3.27
Revenues	\$4,356.00	\$1,769.40	\$0.00	\$320.50
			0	\$0.00
				\$320.50
				Cost
				Profit
				\$320.50

Expenses

Average hrly+ benefits \$26.78

	Cage Rolloff	Cardboard	Occ Compact	MXD Office	Total
Hours	50	193.75	12	20	275.75
Labor \$	\$1,339.00	\$5,188.63	\$321.36	\$535.60	\$7,384.59
Vehicle cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Customer Revenue	\$12,264.09
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Total All Recycle and Cardboard	Total Recycle Only	Total Cardboard
TONS	161.65	135.39
Revenues	\$13,203.55	\$12,185.10

Revenue	Income	Expense	Net
	\$25,467.64	\$7,384.59	\$18,083.06