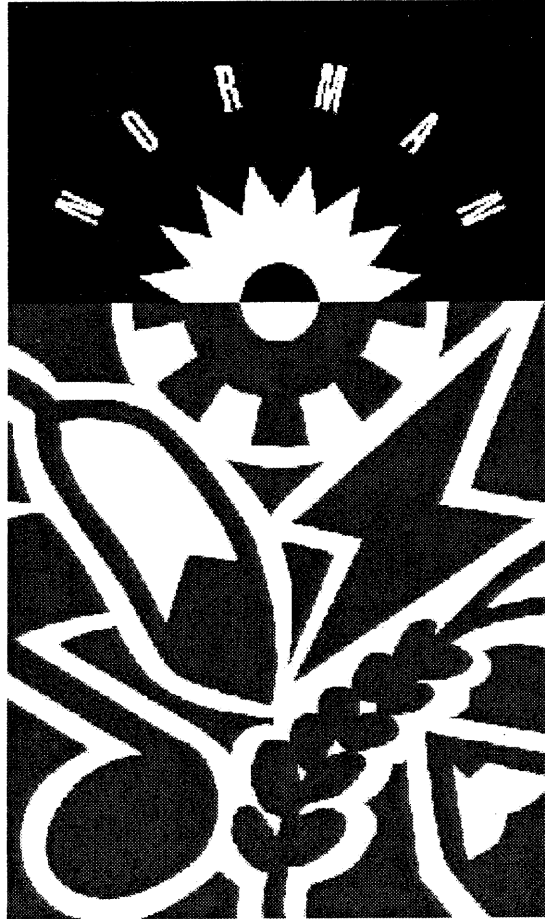


# City of Norman



## Monthly Departmental Report

**October 2023**

## **MONTHLY PROGRESS**

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**CITY CLERK            1**



# CITY CLERK

## MONTHLY PROGRESS REPORT October 2023

ACTION CENTER				
DEPARTMENT	CALLS	CALLS YTD	ADDITIONAL CONTACTS	ADDITIONAL CONTACTS YTD
Animal Welfare	16	60	1	8
Bus Service	0	0	0	0
CDBG	0	0	0	0
City Clerk	43	240	0	5
City Manager/Mayor	3	9	1	8
City Wide Garage Sale	0	0	0	0
Code Enforcement	43	248	0	7
Finance	5	7	0	0
Fire/Civil Defense	4	8	0	0
Human Resources	14	37	0	1
I.T.	4	14	0	0
Legal	3	20	0	3
Line Maintenance	29	132	0	4
Municipal Court	0	7	0	0
Noise Complaint	0	0	0	0
Norman Forward Questions	0	0	0	0
Outreach	5	11	0	3
Parks & Recreation	21	115	2	9
Permits/Inspections	52	175	0	3
Planning	1	53	0	2
Police/Parking	93	422	2	7
Public Works	9	65	1	5
Recycling	0	0	0	0
Sanitation	49	202	1	7
Sidewalks	0	0	0	0
Storm Debris	0	0	0	0
Storm Water	5	44	3	8
Streets	42	178	2	6
Streets Lights	0	0	0	0
Traffic	24	86	1	6
Utilities	53	246	0	1
WC Questions	0	0	0	0
WC Violations	0	0	0	0
<b>October Total: 532</b>	<b>518</b>	<b>2401</b>	<b>14</b>	<b>92</b>

## LICENSES

Seventeen new licenses and zero renewals were issued during the month of October. 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			Retail Beer	1	1
Brewer			Retail Spirits Store		
Coin-Operated Devices		2	Retail Wine	1	1
Distiller			Salvage Yard		
Food	6	14	Sidewalk Dining		1
Game Machines			Solicitor/Peddler (30 day)		3
Impoundment Yard			Solicitor/Peddler (60 day)		3
Kennel		1	Solicitor/Peddler (one day)		
Medical Marijuana Dispensary		1	Special Event		6
Medical Marijuana Grower			Strong Beer & Wine/Winemaker		
Medical Marijuana Processor			Taxi/Motorbus/Limousine		
Medical Marijuana Testing Laboratory					
Mixed Beverage	2	3	Temp Food (one day)	1	6
Mixed Beverage/Caterer		1	Temp Food (30 day)	2	9
Pawnbroker			Temp Food (180 day)	4	11
Pedicab			Transient Amusement		1
<b>YTD License Total: 64</b>	<b>8</b>	<b>22</b>		<b>9</b>	<b>42</b>

NEW ESTABLISHMENT LICENSES		
NAME	ADDRESS	LICENSE TYPE(S)
April Café	3750 W. Main St. 6A	Food Service
BBQ Sandwiches	328 E. Robinson Street	Food Service
Burlington #1489	620 Ed Noble Pkwy	Food Service
The Deli	309 White Street	Food Service
The Deli	309 White Street	Occupational Tax/Mixed Beverage
Midway Grocery & Market	601 W. Eufaula Street	Occupational Tax/Mixed Beverage
Sharetea Norman	2401 W. Main Street 100	Food Service
Sooner Super Mart	1226 Classen Blvd	Retail Beer
Sooner Super Mart	1226 Classen Blvd	Retail Wine
Sooner Super Mart	1226 Classen Blvd	Food Service

TEMPORARY FOOD PERMITS		
180 DAY	30 DAY	1 DAY
The Golden Burrito	Phooie's BBQ	On the Hook Fish & Chips
The Golden Burrito	Prime House Direct	
OK Sandwich		
Taqueria El Mexicano #2		

### **CLAIMS FILED**

<b>DATE FILED</b>	<b>NAME</b>	<b>JUSTIFICATION</b>	<b>AMOUNT</b>
10/05/2023	Alberto Olguin	On October 4, 2023, at 1728 24 <sup>th</sup> Ave. SW, claimant alleges a city mower hit a rock that then hit the windshield of his car causing damage.	\$390.63
10/06/2023	OG&E	On December 21, 2022, at the intersection of Lincoln Avenue and Stinson Street, allegedly the City was digging and hit an OG&E cable. Claim #1875931	\$4,311.34
10/06/2023	OG&E	On September 27, 2023, at 136 Mount Vernon, allegedly the City was repairing a water line and damaged OG&E facilities'.	\$19,419.96
10/10/2023	Derrick Biggs	On September 10, 2023, at 317 Wewoka Drive, it is alleged that city subcontractors caused 2 breaks in the sewer line.	\$12,257.50
10/23/2023	Isac Valenciano	On October 4, 2023, at 1720 W. Lindsey Street, claimant alleges a City of Norman vehicle backed into the front passenger side of his car causing damage to sensors and the wheel well.	\$16,021.44
10/26/2023	Hoyt Hallford Jr.	On October 19, 2023, on Hwy. 9, claimant alleges and officer started a U-turn without checking traffic.	\$9,701.11
10/30/2023	Cox	On September 29, 2023, at 3309 Bright Street, claimant alleges, coax cable was damaged during sewer utilities excavation work by the City. Claim #2MN183315	\$5,939.04

### **STUDY SESSION**

On October 3, 2023, City Council met in Study Session to discuss improvements to Max Westheimer Airport and the impact on Westwood Golf Course. As well as City Council meeting procedures for the Council handbook was discussed.

### **SPECIAL SESSION**

On October 17, 2023, City Council met in Special Session to give an update on ARPA Affordable Housing Project and discuss Council priority framework, committee process, and structure for AIM Norman Comprehensive Plan. Then adjourned into an Executive Session to discuss the hiring of the City Internal Auditor.

On October 24, 2023, City Council met in Special Session then adjourned into an Executive Session to discuss the case of Thompson vs. Norman Regional Hospital, Case CIV-19-113, and the pending Class Action Litigation against 3M Company, E.I. Dupont, and other defendants for PFAS contamination, MDL No. 2:18-MN-2873.

On October 31, 2023, City Council met in Special Session then adjourned into an Executive Session to discuss the pending Class Action Litigation against 3M Company, E.I. Dupont, and other defendants for PFAS contamination, MDL No. 2:18-MN-2873.

### **FINANCE COMMITTEE**

On October 19, 2023, Finance Committee met to discuss the monthly revenue and expenditure reports.

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

On October 5, 2023, Business and Community Affairs Committee met to discuss council priority framework for AIM Norman Comprehensive Plan.

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

On October 26, 2023, Community Planning & Transportation Committee met to discuss the Public Transit Report, the Flood Warning System Report, the Porter Avenue Corridor Project and the James Garner Widening Project.

### **OVERSIGHT COMMITTEE**

On October 12, 2023, Oversight Committee met to discuss the City of Norman Boards, Commissions and Committees and an Emergency Shelter update was given.

## **CITY MANAGER 2**

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



CITY OF NORMAN

Department of Finance  
Monthly Report – October 2023

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

Treasury Division:

In the month of October, the Treasury Division processed 59,591 payments in person and over the phone, an increase of 54.5% from last month. Paymentus (the City's 3<sup>rd</sup> party processor of online and automated telephone payments) processed 14,266 payments in October, an increase of 10.1% from last month.

General Fund Revenues & Expenditures:

When comparing General Fund revenue sources versus budgeted levels, revenues are below target for the month of October by -6.9%. Revenues from the City's largest single source of revenue, sales tax, are above target by 0.3% for the year to date and -0.07% 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	\$18,393,218	\$18,442,548	\$18,581,376	\$18,627,957
General Fund Revenue	\$35,019,795	\$32,612,015	\$32,810,799	\$30,585,213
General Fund Expenses	\$37,929,158	\$34,862,048	\$31,310,119	\$27,293,246

## Administration Division

	FYE 24		FYE 23	
	October	YTD	October	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	320.00	1,440.00	168.00	1,288.00
Total Comp Time Available	1.25	6.50	0.00	13.75
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	321.25	1,446.50	168.00	1,301.75
Benefit Hours Taken	54.50	186.00	16.00	221.75
TOTAL ACCOUNTABLE STAFF HOURS	266.75	1,260.50	152.00	1,080.00
PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00



**ACCOUNTING      3A**

## Accounting Division

	FYE 24		FYE 23	
	October	YTD	October	YTD
Total Regular Hours Available	1,120.00	5,040.00	1,120.00	5,040.00
Total Comp Time Available	0.25	14.00	3.75	10.75
Total Overtime Hours	6.00	41.00	11.00	28.50
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	 1,126.25	 5,095.00	 1,134.75	 5,079.25
Benefit Hours Taken	168.50	889.00	122.50	857.25
 TOTAL ACCOUNTABLE STAFF HOURS	 957.75	 4,206.00	 1,012.25	 4,222.00
 PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 0.00	 0.00	 0.00	 0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
 TOTAL ACCOUNTABLE STAFF HOURS	 0.00	 0.00	 0.00	 0.00
 TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 0.00	 0.00	 0.00	 0.00

## **CITY REVENUE REPORTS**

**3B**

## City Revenue Report

	FYE 24 September	FYE 24 October	Plus/Minus
Total Revenue Received (\$)	\$5,326,637	\$6,613,426	\$1,286,789
Utility Payments - Office (#)	38,560	59,591	21,031
Utility Payments - Office (\$)	\$4,884,939	\$6,081,224	\$1,196,285
Paymentus (#)	12,953	14,266	1,313
Paymentus (\$)	\$1,328,685	\$1,530,458	\$201,773
Lockbox (#)	8,199	9,559	1,360
Lockbox (\$)	\$1,387,959	\$1,943,144	\$555,185
E-Lockbox (#)	3,453	3,715	262
E-Lockbox (\$)	400,834	498,170	\$97,336
Bank Draft Payments (#)	11092	12511	1,419
Bank Draft Payments (\$)	\$1,250,752	\$1,645,467	\$394,715
Utility Deposits (#)			\$0
Utility Deposits (\$)			\$0
Fix Payments (#)			\$0
Fix Payments (\$)			\$0
Processed Return Checks (#)	86	93	7
Processed Return Checks (\$)	(\$10,133)	(\$13,957)	(\$3,824)
Other Revenue Transactions (#)			\$0
Other Revenue Received (\$)			\$0
Accounts Receivable Payments (\$)	17,293	66,594	\$49,301
Municipal Court - Fines/Bonds (\$)	167,980	198,275	\$30,295
Municipal Court - Credit Card (#)	434	470	36
Municipal Court - Credit Card (\$)	84,927	103,631	18,704
Building Permits Cash Report (\$)	268,909	327,629	\$58,720
Building Permits Credit Card (#)	331	398	67
Building Permits Credit Card (\$)	\$214,825	\$235,818	\$20,993
Occupational License - Bldg Insp. (\$)	\$2,839	\$2,298	(\$541)
Occupational License - Bldg Insp. CC (#)	16	23	7
Occupational License - Bldg Insp. CC (\$)	\$2,639	\$1,998	(\$641)
Business License - City Clerk (\$)	1,970	5,065	\$3,095
Accounts Receivable Billed (\$)	\$68,984	\$0	(\$68,984)

## Budget Services Division

	FYE 24		FYE 23	
	October	YTD	October	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	320.00	1,440.00	320.00	1,440.00
Total Comp Time Available	0.00	0.50	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.25
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	320.00	1,440.50	320.00	1,440.25
Benefit Hours Taken	38.00	256.50	28.00	159.00
TOTAL ACCOUNTABLE STAFF HOURS	282.00	1,184.00	292.00	1,281.25
PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

## Treasury Division

	FYE 24		FYE 23	
	October	YTD	October	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	800.00	3,512.00	800.00	3,600.00
Total Comp Time Available	0.75	22.75	0.00	16.25
Total Overtime Hours	33.50	152.00	44.25	193.00
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	834.25	3,686.75	844.25	3,809.25
Benefit Hours Taken	124.75	614.50	193.50	706.50
TOTAL ACCOUNTABLE STAFF HOURS	709.50	3,072.25	650.75	3,102.75
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

**UTILITY      3C**

## Utility Division

	FYE 24		FYE 23	
	October	YTD	October	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	1,120.00	5,040.00	1,120.00	5,040.00
Total Comp Time Available	18.50	69.25	7.50	50.00
Total Overtime Hours	54.50	166.00	33.50	253.75
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	1,193.00	5,275.25	1,161.00	5,343.75
Benefit Hours Taken	145.00	758.75	137.50	773.50
TOTAL ACCOUNTABLE STAFF HOURS	1,048.00	4,516.50	1,023.50	4,570.25
PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00



## Drive-up Window and Mail Payments - FYE 2024

	23-Sep	23-Oct
Mail Payments - Lockbox	8,199	9,559
Mail Payments - E-Lockbox	3,453	3,715
Mail Payments - Office	292	198
<b>Total Mail Payments - Subtotal</b>	<b>11,944</b>	<b>13,472</b>
Night Deposits	157	185
Paymentus Payments	12,953	14,266
<b>Without assistance paymnts - Subtotal</b>	<b>13,110</b>	<b>14,451</b>
Office Payments	2,060	2,135
<b>With assistance payments - Subtotal</b>	<b>2,060</b>	<b>2,135</b>
<b>Total Payments Processed - Subtotal</b>	<b>27,114</b>	<b>30,058</b>
Bank Draft (ACH) Payments	11092	12511
<b>Total Payments (Utility)</b>	<b>38,206</b>	<b>42,569</b>
<b>Total Payments</b>	<b>54,228</b>	<b>60,116</b>

## Traffic Counter at Drive-up Facility

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

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

## Utility Division Activity Report

	FYE 24		FYE 23	
	October	YTD	October	YTD
STATUS REPORT				
Regular Utility Accounts Billed	44,801	178,321	44,493	177,291
New Deposit Ons Billed	651	3,008	699	3,537
Final Accounts Billed	705	3,094	522	2,959
TOTAL METERS READ	46,157	184,423	45,714	183,787

## **FIRE DEPARTMENT**

**4**



## NFD Monthly Progress Report October 2023

### Incident Response Type Summary

Incident Type	Total	% of Total
1 - Fire	18	1.08%
2 - Overpressure Rupture, explosion, Overheat - No Fire	0	0.00%
3 - Rescue & emergency	983	59.00%
4 - Hazardous Conditions (No Fire)	33	1.98%
5 - Service Call	145	8.70%
6 - Good Intent Call	367	22.03%
7 - False Alarm & False Call	95	5.70%
8 - Severe Weather & Natural Disaster	0	0.00%
9 - Special Incident Type	1	0.06%
Incomplete Reports	24	1.44%
<b>Total Incident Count (Unique Calls)</b>	<b>1666</b>	<b>100.00%</b>
<b>Number of Total Unit Responses</b>	<b>2091</b>	

Total Fire Loss    \$37,500.00

	Number of First-In Calls	Average Time/Seconds	Average Time/Minutes
<b>Station #1</b>	328	276	0:04:36
<b>Station #2</b>	206	323	0:05:23
<b>Station #3</b>	282	334	0:05:34
<b>Station #4</b>	224	320	0:05:20
<b>Station #5</b>	55	586	0:09:46
<b>Station #6</b>	56	484	0:08:04
<b>Station #7</b>	179	354	0:05:54
<b>Station #8</b>	118	354	0:05:54
<b>Station #9</b>	216	357	0:05:57

### Community Outreach

Tours and Special Events	32	Fire Prevention Month Tours, Homecoming Parades, Fall Festivals, Misc Event Support
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### Burn Permits

Burn Permits Issued	60	Conditions were favorable for burning 9 days in September
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### Training

Total Personnel Training Hours	1635	Mgmt/Supvrs, Hazmat, Wildland, Special Healthcare, Swiftwater, Peer Support
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# NFD Monthly Progress Report

October 2023

## Total Calls By Unit

	Total Number of Responses	District 1	District 2	District 3	District 4	District 5	District 6	District 7	District 8	District 9
NFD3*	18	4	3	5	0	0	0	3	1	2
Chief 301	11	1	0	3	0	0	0	6	1	0
Chief 302	19	4	1	2	4	0	0	5	2	1
Chief 303	18	6	1	2	1	0	1	1	3	3
Chief 304	10	1	3	1	1	0	0	3	1	0
Chief 401	3	0	0	1	0	1	0	0	0	1
Chief 402	8	3	0	3	0	1	0	1	0	0
Chief 403	15	2	3	2	0	0	3	1	1	3
Chief 404	7	0	1	2	0	1	0	3	0	0
Engine 1	338	309	3	11	0	0	1	8	0	6
Brush 1	11	9	0	1	0	0	0	0	0	1
Ladder 1	42	27	3	6	0	0	0	3	1	2
Engine 2	219	1	203	3	4	0	0	6	2	0
Brush 2	1	0	1	0	0	0	0	0	0	0
Ladder 2	21	4	6	5	0	0	0	3	1	2
Engine 3	297	4	2	283	0	0	0	1	1	6
Brush 3	3	0	0	3	0	0	0	0	0	0
Engine 4	239	3	4	0	223	0	0	4	5	0
Brush 4	2	0	0	0	2	0	0	0	0	0
Engine 5	18	0	0	0	0	15	3	0	0	0
Brush 5	57	0	0	0	0	56	1	0	0	0
Engine 6	17	0	0	1	0	1	13	0	0	2
Brush 6	60	0	0	2	0	2	54	0	0	2
Rescue 7	1	0	1	0	0	0	0	0	0	0
Squad 7	218	9	4	9	7	0	1	172	11	5
Brush 7	2	1	0	0	0	0	0	1	0	0
Engine 8	123	1	0	0	1	0	0	6	115	0
Brush 8	1	1	0	0	0	0	0	0	0	0
Tanker 8	1	1	0	0	0	0	0	0	0	0
Engine 9	235	10	0	6	0	1	2	2	0	214
Brush 9	2	0	0	0	0	0	0	0	0	2
Tanker 9	2	0	0	0	0	1	0	0	0	1
HAZMAT	1	0	0	0	1	0	0	0	0	0
EM1*	19	5	3	5	0	0	0	3	1	2
EMS1*	19	5	3	5	0	0	0	3	1	2
Fire Marshal 1	3	1	1	1	0	0	0	0	0	0
Fire Marshal 2	3	0	2	1	0	0	0	0	0	0
Fire Marshal 3	6	0	1	2	0	1	0	1	0	1
Fire Marshal 4	9	3	2	2	0	0	0	2	0	0
Fire Marshal 5	12	3	3	1	1	0	0	0	1	3
	2091	418	254	368	245	80	79	238	148	261

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

## October 2023 Fire Prevention Activity Summary

### Prevention Department Update and Activities

Training	77 hours	IAAI Training - Fire & Arson, Heating & Cooking Equipment, Legal Aspects, Insurance & Fire and Arson Investigator
Inspections/Re-Inspections	118 hours	Certificate of Occupancy, Occupancy Loads, Daycare, Fire Alarm, Fire Suppression System, General, Food Trucks, Schools
Smoke Detectors	14	Check/Install Smoke Detectors/Replace Batteries/Bed Shaker
Investigations	9	0 Joint, 7 Closed, 0 Complete, 2 Pending, 0 Arrest
Investigative Activities	31 hours	Fire Scene Investigation, reports, OSBI, interviews/Interrogation, Obtain Warrant, File Charges
Department Meetings	22 (17 hours)	Shift Change Meetings, Staff Meeting
Station & Equipment Maintenance	25 hours	Daily checks, supplies replenishing, cleaning & organization
Public Service/Education & Special Events	24 hours	Fire Prevention Month, Bait and Badges, Fire Safety education, OU Ball Run

### Planning Officer Activities

Fire Planning Activities	Number	Staff Hours
Building Plan Reviews	26	51
Fire Protection System Plan Reviews	4	16
Building Inspections/Re-inspections	41	21
License Inspections/Re-inspections	4	3
Meetings	8	12
Training	2	2
Communication	N/A	10
<b>Totals</b>		<b>115</b>

## EMERGENCY MANAGEMENT DIVISION ACTIVITIES

Emergency Management Division

October 2023

Regular Monthly Scheduled Activities	Unless otherwise noted all meetings are held at the Norman Fire Training Center 2207 Goddard Ave, Norman, OK
<p>Each morning at 7:00 am, a silent test of the outdoor warning system is conducted</p> <p>Each Monday morning at 10:00 am, the National Weather Service conducts a video call regarding the upcoming weekly weather.</p> <p>Each Tuesday evening at 6:30 pm, ELMER night with the Amateur radio club (SCARS, <a href="http://www.w5nor.org">www.w5nor.org</a>) at the Fire Training Center (South Canadian Amateur Radio Society)</p> <p>Each Wednesday Morning 9:15 am</p> <p>Each first Thursday evening of the month is amateur radio testing night at 6:00 pm</p>	<p>The test provides an operational snapshot of the status of the system. This information provides information if a unit needs maintenance and if it is operating properly</p> <p>This call has the option for video participation and telephone call in. It is primarily for the Emergency Management of jurisdictions, school, State offices involved in EM, Tribes and other entities tasked with severe weather operations. It is not intended for the general public nor is this just a weather forecast. This time allows for interaction with the NWS about concerns that directly affect the local jurisdiction so they may better prepare for incoming weather.</p> <p>The club mentors other HAMS, works on projects and equipment, provides general support to the City and Public on Amateur operations</p> <p>Radio test with State Emergency Management. This tests the local and statewide capability for voice communication to the State</p>



<p>Each Saturday 12:00 Outdoor Warning audible test. This test is supported by the Amateur radio club to assist in identifying and verifying units needing maintenance. Residents can assist by “Adopting a Pole” and reporting the siren status they adopt at the website <a href="http://www.w5nor.org">www.w5nor.org</a></p>	<p>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</p>



	is part of the oversight for the Citizens CORPS Council of Norman. A report on activities is provided each meeting.
<b>Other Emergency Management Activities</b>	
<b>Local Response</b>	
Red Cross Coordination for burnouts. October resulted in 1 call out for assistance	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.
<b>Community Preparedness Events</b>	
Conducted a class for the City of Nichols Hills CERT Course	October 2 <sup>nd</sup> a meeting was conducted with the leadership of the City of Nichols Hills on conducting a CERT Class. Coordination with Homeland Security, the class was held on October 16-18, 2023. Participants included the Mayor, Vice Mayor, City Manager, Public Works Manager, IT Director, FD Chief, PD Chief, FD Training Officer and Deputy PD Chief and others. This is the first class attended by a city leadership in the program history.

The Norman Emergency Response Volunteers supported the National Weather Festival.



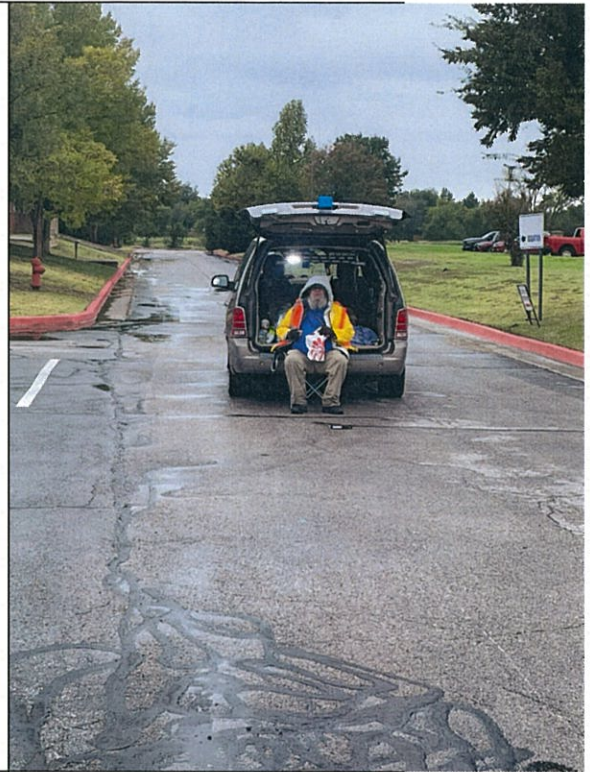
On November 14<sup>th</sup>, the annual National Weather Festival was conducted at the National Weather Center. The Norman Response Volunteers provided outreach for preparedness and fire safety. The SCARS organization provided demonstrations of amateur radio operations and allowed the public to “GET ON THE AIR” (GOTO), which is a special station let the unlicensed public to broadcast on amateur radio. The SCARS group also provided a safety team to assist the landing zone for the local news station helicopters to safely land and takeoff.

Cleveland County Medical Reserve CORPS supported the County Health Dept with traffic control assistance in support of the Take back Prescription Medicine event on October 28, 2023.



By providing assistance to CCHD, the volunteers were able to ensure traffic flowed through the event in a safe manner.





<b>Disaster Reimbursement Status</b>	
FEMA has instituted a new process for reimbursement claims. As with any new process there are many issues to be worked through.	It is vital for Volunteers to ensure their time has been recorded. Volunteer hours are dollars for a jurisdiction. The hours go to meeting cost share and having a value added impact for the local jurisdictions.
<b>Mitigation Grant Status</b>	
Many Divisions are applying for mitigation funds for various projects	Norman EM has the role of oversight in the Mitigation grant efforts of the city and will continue to support applications
<b>Severe Weather Issues</b>	
National Weather Service Storm Spotter Training	<a href="https://www.weather.gov/norm/spotter-schedule">NWS Norman Spotter Schedule (weather.gov)</a>

**HUMAN RESOURCES 5**

## HUMAN RESOURCES

### Monthly Report

October 2023

#### HUMAN RESOURCES

Total number of Employees: 936

Orientations: 3 – 6 new hires

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

#### ADMINISTRATION

- Worked FMLA cases – 3 new cases
- Processed invoices and reconciled expense accounts
- Coordinated Birthday/Anniversary post card mail outs
  - 82 birthday and 86 anniversary
- Labor Relations:
  - One in person Union negotiation meetings held FOP - 10/23/23
  - AFSCME contract completed in October, IAFF is still pending, FOP planning on Arbitration.

#### BENEFITS

New Enrollments: 2

COBRA/Retiree participants: 42

Benefit Participation		
	#	%
Medical	802	94%
Dental	798	93%
Vision	595	69%
Disability	429	50%
Supplemental Life	847	99%

\* Total Benefit Eligible Population: 857

Claims		
Rx Claims		
	ACTIVE	\$210,020.84
	RETIREE	\$ 13,652.88
	COBRA	\$ (1,042.65)
Medical Claims		\$ 715,971.32
Dental Claims		\$ 80,851.44
Death Claims		1

**PERSONNEL ACTIONS****New Hires – 6**

<b>Dept./Div.</b>	<b>Position</b>	<b>Number of Employees</b>
Information Technology	Business Systems Analyst	1
Parks & Rec/Golf	Golf Shop Attendant	1
Parks & Rec/Recreation	Recreation Center Specialist/12 <sup>th</sup> Ave	1
Parks & Rec/Recreation	Recreation Center Specialist/Irving	1
Police/PST Patrol	Police Officer	1
Utilities/WLM	Utility Distribution Worker I	1

**Promotions – 7**

<b>Dept./Div.</b>	<b>Position</b>	<b>Number of Employees</b>
Fire/Suppression	Fire Driver Engineer	1
Parks & Rec/Recreation	Recreation Leader I	1
Public Works/Streets	Maintenance Worker II	3
Utilities/Sanitation	Sanitation Worker II	2

**Separations – 9**

<b>Dept./Div.</b>	<b>Position</b>	<b>Number of Employees</b>
Human Resources	Human Resources Coordinator	1
Parks & Rec/WW Aquatic Center	Assistant Aquatic Manager	1
Parks & Rec/WW Aquatic Center	Concession Cashier I	1
Parks & Rec/WW Aquatic Center	Lifeguard	1
Parks & Rec/Recreation	Recreation Center Specialist	1
Parks & Rec/Recreation	Recreation Leader I	1
Police/PST Patrol	Police Officer	1
Police/Staff Services	Parking Service Officer (PT)	1
Utilities/WRF	Plant Operator B	1

**Turnover Stats**

<b>Department</b>	<b>No. of Employees</b>	<b>No. of Terminated Employees</b>	<b>Turnover Rate</b>
City Manager	15		0.0%
City Clerk	6		0.0%
Finance	23		0.0%
Fire	164		0.0%
Human Resources	10	1	0.1%
Information Technology	17		0.0%
Legal Department	9		0.0%
Municipal Court	12		0.0%
Parks & Recreation-Total	81	11	13.58%
Planning & Comm Dev.	38		0.0%
Police	256	2	0.8%
Public Works	125		0.0%
Utilities	159	1	0.6%

## RECRUITMENT

<b>Positions Requisitioned for Refill by Department/Division (# of vacancies)</b> *included positions are Full Time unless otherwise indicated as Part Time (PT) or Seasonal PT*	
<b>Parks &amp; Recreation</b>	
Recreation Leader – Whittier (1)	PT All Locations – Recreation Center Specialist
<b>Planning and Community Development</b>	
Planner I (1)	
<b>Police</b>	
Police Officer (9)	Animal Welfare Technician
Communications Officer I (5)	Communications Officer II (4)
Communications Officer III (1)	
<b>Public Works</b>	
Engineering – City Surveyor (1)	Maintenance Worker I – Traffic – offer pending
Maintenance Worker I – Fleet (1)	
Maintenance Worker I – Streets (3)	
<b>Utilities</b>	
Sanitation - Sanitation Worker I (3)	Sanitation - Sanitation Worker II (1)
Water Line Maintenance – Utility Distribution Worker II (1)	Plant Operator (1)
Capital Projects Engineer (1)	
<b>City Council &amp; City Manager</b>	
Assistant City Manager – Start 12/18	
<b>Human Resources</b>	
Human Resources Recruiter – (1)	Human Resources Coordinator (1)

### New hires – 6

- Golf Shop Attendant – Seasonal/PT – Days to fill 50
  - Job posted – 8/14/23
  - Start 10/3/23
- Utility Distribution Worker I – Days to fill 76
  - Job posted 7/223
  - Start 10/3/23
- Police Officer - rehire
  - Job posted - perpetual
  - Start 10/06/23
- Business Systems Analyst – Days to fill 108
  - Job posted 7/14/22
  - Start 10/30/23
- Recreation Center Specialist
  - Job posted - perpetual
  - Start 10/23/23
- Recreation Center Specialist
  - Job posted - perpetual
  - Start 10/24/23

3 – Terminations of full time employees

2 – Terminations of AFSCME Part-time

4 – Terminations for Westwood (temp)

**SAFETY**

**Fitness for Duty Meetings**

Department	Number Held
	0

**Return to Work Meetings**

Department	Number Held
Public Works/Streets	2

**Recordable Injuries – OSHA**

Department/Division	Nature of Injury	How Sustained	Prognosis
Police/Cadet	Strained both elbows	Strained elbows during defensive tactics training	Released to work
Fire/Suppression	Strained right calf	Felt sharp pain in calf area while working out	Off work
Utilities/Water Line Maintenance	Strained neck and right shoulder	Strained neck and shoulder picking up 5 gallon bucket of sand	Off work
Utilities/Sewer Line Maintenance	Strained right ankle	Foot slipped from mower deck and twisted right ankle	Released to work
Utilities/Sanitation	Contusion to head	Metal bar on hopper hit head area causing contusion	Released to work
Utilities/Sanitation	Puncture to right foot	Stepped on sign and punctured foot	Work restrictions

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

2023*	2022	2021
9	7	5

*\*CY2023 is current YTD*

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

2024	2023	2022
4	7	3

**Recordable Injuries per calendar year:**

2023*	2022	2021
62	60	64

*\*CY2023 is current YTD*

**Recordable Injuries per fiscal year:**

2024	2023	2022
22	67	54

**Complaints/Resolutions**

Complaint	Resolution
0	



**ADA Complaints and Resolutions**

<b>Complaint</b>	<b>Resolution</b>
08/21/23 The sidewalks on Robinson street between Flood and Porter are out of compliance and need repair. Sidewalks are broken, cracked, uneven and missing in some sections.	Public Works put up cones/barriers around the broken sections of the sidewalk. A work order to repair the deficiencies was created. PW has applied for a federal grant to fund project. Will use funds to repair sidewalk. I will continue to monitor the progress of the work order to ensure repairs are completed. The complaint is open. (Open)

**Committees:**

**Human Rights Commission (HRC)** – Human Rights Commission meeting was canceled.

**ADA Citizen’s Advisory Committee** – The ADA Citizen’s Advisory Committee next meeting will be Monday, December 11, 2023, at the Municipal Building, located at 201 Gray Street, Norman, Oklahoma 73069.

**Diversity Roundtable** – The Diversity Roundtable did not meet in October.

**Cleveland County disABILITY Coalition** – The monthly meeting took place Tuesday, October 3, 2023 at 12:00 P.M. Maggie Bond, Lead Program Manager for Best Buddies was the guest speaker. Best Buddies is the world’s largest organization dedicated to ending the social, physical and economic isolation of the 200 million people with intellectual and developmental disabilities (IDD). The programs empower the special abilities of people with IDD by helping them form meaningful friendships with their peers, secure successful jobs, live independently, improve public speaking, self-advocacy and communication skills, and feel valued by society. You can read more about Best Buddies at <https://www.bestbuddies.org/>.

**Employee Resource Groups (ERG)** – The Alliance of Black Employees lunch and learn event, *Slavery and Suffering: History of Africa with Zeinab Badawi*, originally scheduled for October 27, 2023, was rescheduled to take place on November 3, 2023.

**City of Norman Employee Demographics (full-time, part-time, and temp/seasonal employees)**

Gender	Total Population	% of Total Population
Female	212	23.11%
Male	712	76.89%
Total	926	100.00%

Diversity Total by Gender			
Ethnicity	Female	Male	
Asian	4	10	
Black	5	34	
Hispanic	7	25	
Native American	9	23	
Pacific Islander	0	1	
Two or more	11	26	
White	178	593	
Total	214	712	926

Ethnicity by Race	Total # by Race	% of Total
Asian	14	1.51%
Black	39	4.21%
Hispanic	32	3.46%
Native American	32	3.46%
Pacific Islander	1	0.11%
Two or more	37	4.00%
White	771	83.26%
Total	926	100.00%

Diversity % by Gender		
Ethnicity	Female	Male
Asian	0.43%	1.08%
Black	0.54%	3.67%
Hispanic	0.76%	2.70%
Native American	0.97%	2.48%
Pacific Islander	0.00%	0.11%
Two or more	1.19%	2.81%
White	19.70%	64.04%
Total	23.11%	76.89%



**CITY OF NORMAN**

Information Technology Department  
Monthly Report – October 2023.

Working projects for the IT Department are as follows:

Project	Description/improvement anticipated	Status
ERP Replacement Project	Process improvements for finance, purchasing, AR/AP, Courts, HR, Payroll, Personnel, and Permits Management through newer technology, software, and business review processes.	In Progress –Project team has completed implementation work on Incode for Municipal Court, Munis for Financials, Advanced Utilities for utility billing, Tyler EAM for Work Orders, as well as Intellitime for Time and Attendance. Munis for HR Module is being updated. CityView for Planning and Permits began May 2022 and will continue into December 2023.
Main Site data center upgrades	Necessary upgrades to current infrastructure are needed to enhance capabilities and continue with power saving and cooling efforts by reducing the amount of physical servers through virtualization. New equipment is being implemented to increase security and speed requirements.	Ongoing. New core switching is implemented and speed enhanced at main campus. IT Network staff are in implementation and testing of networking and security appliances, as well as virtual upgrades. This includes expansion of equipment for new buildings 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 FYE24
New Building construction/renovation support.	The IT Department is involved in all new building construction planning and will be responsible to map our networking infrastructure, building air for network closets, power for equipment and battery backups, network drops, wireless network coverage, hardware installation, and physical moves of staffs computer systems in all building projects (Norman Forward Driven)	In Progress – Sanitation, Line Maintenance, Sr. Center, YFAC, EOC, Development Center, Municipal Court, HR/IT Building, Bus Station, Building Maint.
Jenkins Street Fiber Move	Move the city's fiber optics out of the way of construction during the Jenkins Street widening project.	In Progress – Finance Dept. has made funds available. Work to be complete by end of 2023.
IT Security training efforts for all network and email users at the City of Norman.	Increase awareness and stay current on all new and rapidly changing cyber-attack methods so that the CoN network is protected by every employee who utilizes the network for business.	Ongoing

Endpoint Security Review	Review current endpoint security appliances and software and make upgrades as necessary.	In Progress
Print consolidation	Work with outside vendor to consolidate all print, fax, copy machines in CoN facilities.	In Progress
Automated Meter Infrastructure	Implement and integrate AMI for meter reading and utility billing.	In Planning
Print Shop Move to IT	Transition the Print Shop from the Finance Department in to the IT Department.	In Progress, full completion in July/August of 2023. Renovation of new space should be complete by January 2024.
Network Infrastructure Improvements	Utilize our new Network Engineer who will work closely with the Network and Infrastructure Manager, to review and improve our cabling, switching, and network configuration.	In Progress

### Support Tickets:

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



## Mass Communications:

The following statistics represent email space and resource savings. In the attached table, you will see that 13 emails from the groups shown were sent from city servers using city resources – of those 25,570 were delivered to outside mailboxes for the month of October 2023. The city servers generated mass communications to Norman citizens of 25,570 messages from only 13 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 290,022 attempted incoming and 103,704 outgoing messages for the month of October 2023. Incoming messages totaling 106,936 were considered Spam or hazardous e-mails by our email-filtering appliance, and were quarantined or filtered (see **IT Table 3**). This number represents 36% of our inbound mail. This percentage is down from previous months for malicious email/spam. 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 October 2023, the City of Norman's web site had 108,992 individual web sessions access the web site for 195,875 total page views. Of those sessions, 64,826 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 reduced and more relevant information as well as the ability to function seamlessly from mobile devices and tablets.

## ERP Project Implementation Progress:

The chart below shows the path that we have followed through our ERP Implementation Project with most operations finalized by 2022. The project began in January of 2018 and was delayed for multiple reasons by the 2020 pandemic. The final implementations are expected to run through FYE24. The City Council approved approximately \$6 Million to replace the outdated software systems that run our daily business operations. Once fully complete the city will have enhanced automated services and web services for our citizen base as well as the employees who conduct business and track their daily work

with these systems. The IT Department has completed implementation of Parks and Rec software (Vermont Systems), Municipal Court software (Incode), Finance software (Munis), Utility Billing software (CIS Infinity), Payroll (Munis), Human Resource Management (Munis), and Work Orders (Tyler EAM). Daily work continues on these systems as well as additional training, enhancements, and configuration. Server installation and configuration for Planning and Community Services (CityView) application began in May of 2021. The COVID-19 pandemic had an adverse effect on the completion of CIS Infinity and the starting of CityView because of vendor resource availability and travel restrictions in Canada (both companies are Harris owned and based in Canada). The final phase of our software upgrades, City View, is expected to complete during the latter part of calendar year 2023. We will continue to evaluate each of these systems moving forward starting with a review of the HR Systems in FYE24. We will also begin preparing for AMI (Automatic Meter Infrastructure) integration with a customer portal and our Advanced Utility Systems software.

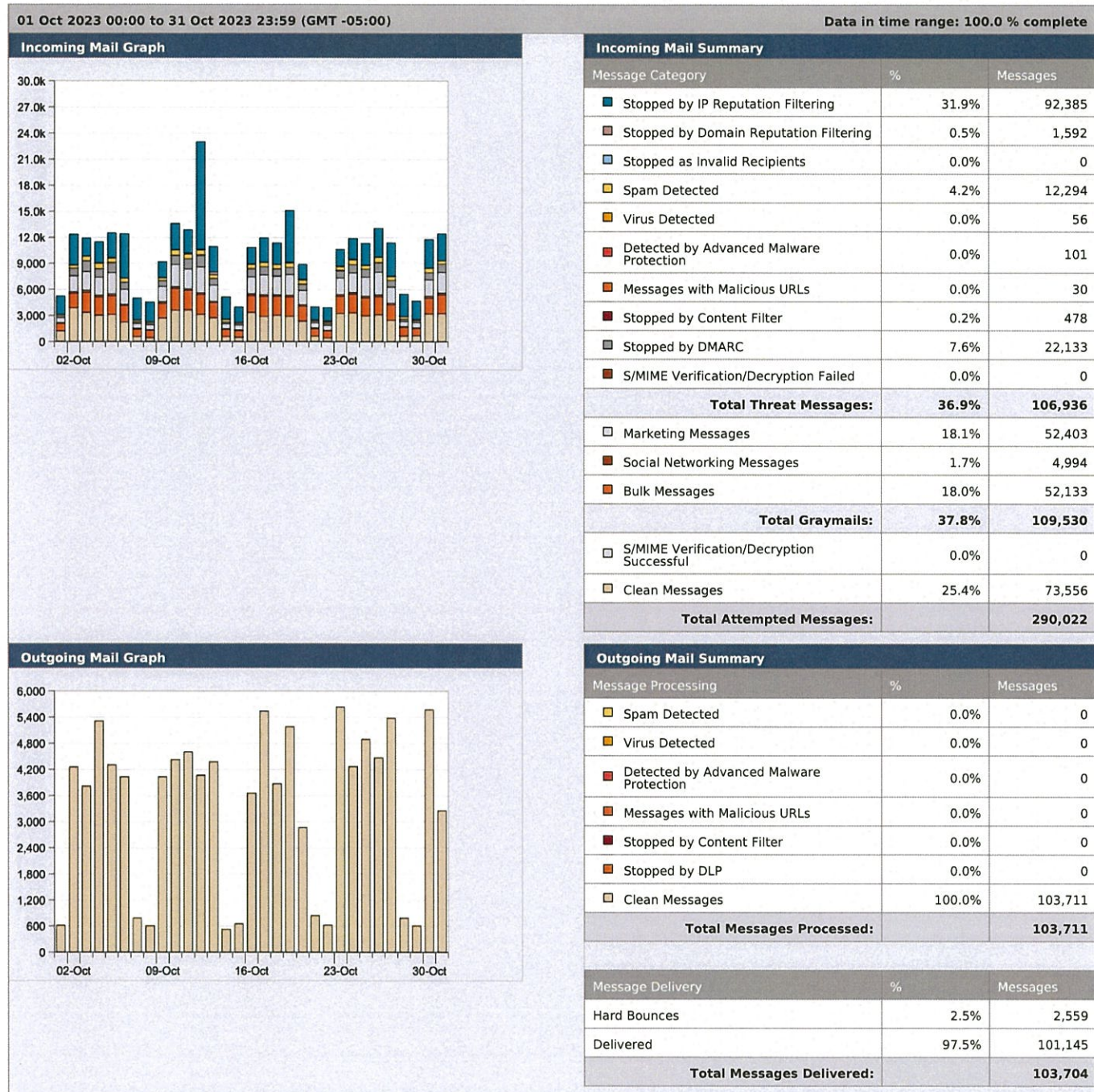
		2018												2019												2020												2021											
Community / Phase	Legacy	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	
City of Norman Implementation Plan																																																	
Parks & Rec: Vermont	Manual																																																
Municipal Court: Tyler Incode	Custom																																																
Phase 1: Financial Management	HTE																																																
Utility Billing: Advanced Utilities	HTE																																																
Phase 2: EAM: Facilities, Line Maint, Storm water	HTE																																																
Planning and Community Dev.: Cityview	HTE																																																
Phase 3: Human Resource Management	HTE																																																
Time & Attendance: IntelliTime	Manual																																																
Website Re-Design	Custom																																																
Phase Months:		0	1	2	2	1	3	3	3	2	2	2	2	2	3	2	2	3	3	4	4	4	4	4	4	4	5	5	6	6	5	7	7	5	5	4	4	3	2	2	0	0	1	0	1	0	0	1	1



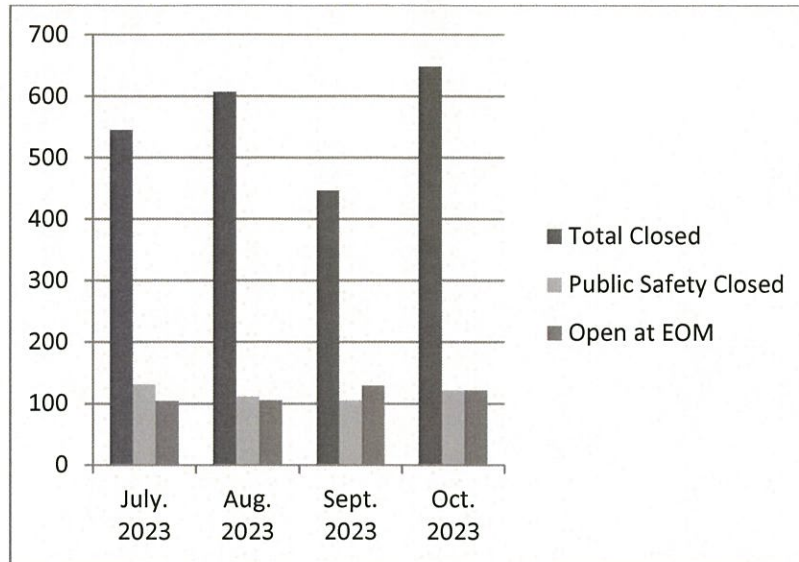


## Executive Summary

ironport.example.com



**Table 1**



**Table 2**

October 2023 LIST SERVER REPORT			
Group	Active Members	Mailings	Total Delivered
Affirmative Action Group	12	0	0
Job Posting	1324	0	0
Norman News	2557	10	25570
Totals	3893	13	25570



Custom

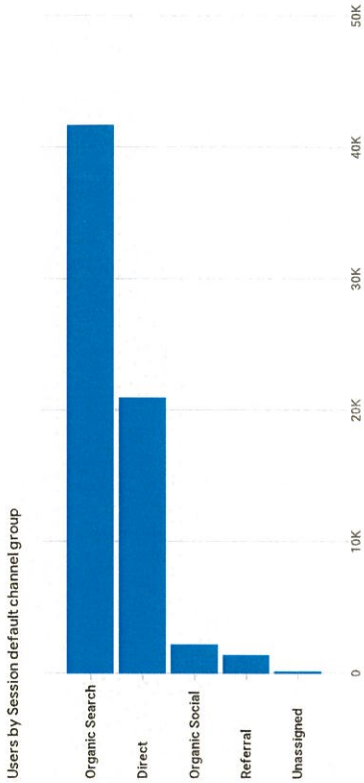
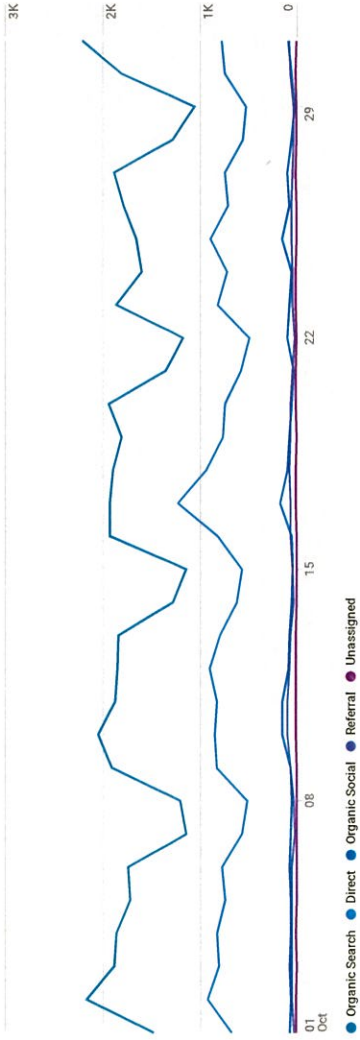
Oct 1 - Oct 31, 2023

Monthly Site Traffic

Add companion

Add filter

Users by Session default channel group over time



Session default channel group		↓ Users	Sessions	Engaged sessions	Average engagement time per session	Engaged sessions per user	Events per session	Engagement rate	Event count
		100% of total	100% of total	100% of total		Avg 0%	Avg 0%	Avg 0%	All events
1	Organic Search	64,826	108,992	60,151	0m 33s	0.93	5.53	55.19%	602,566
2	Direct	41,709	73,418	44,259	0m 38s	1.06	5.75	60.28%	422,057
3	Organic Social	20,967	29,238	13,479	0m 20s	0.64	5.16	46.1%	150,789
4	Referral	2,202	2,940	1,237	0m 17s	0.56	4.69	42.07%	13,784
5	Unassigned	1,396	2,388	1,322	0m 46s	0.95	6.00	55.36%	14,335
6	Email	158	195	0	0m 50s	0.00	6.25	0%	1,219
7	Organic Video	11	58	32	0m 25s	2.91	5.47	55.17%	317
		1	12	6	1m 11s	6.00	5.42	50%	65

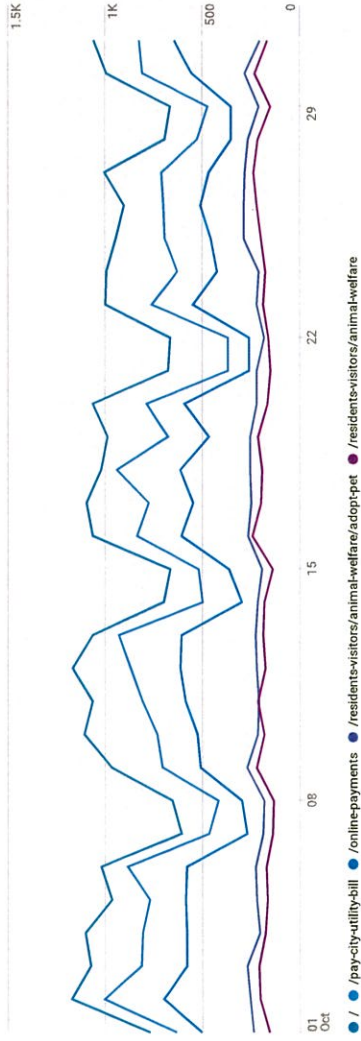
All Users Add comparison

Custom Oct 1 - Oct 31, 2023

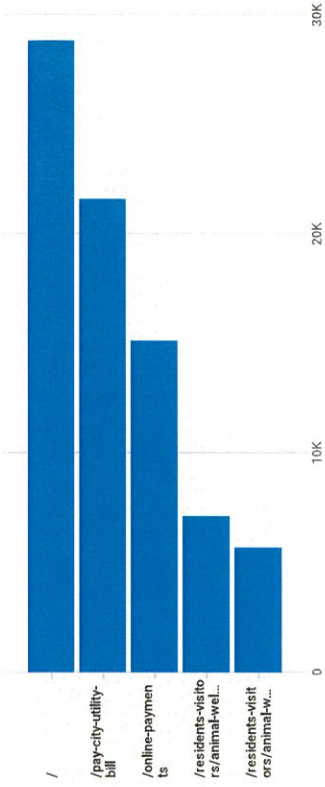
## Monthly Page Views

Add filter

Views by Page path and screen class over time



Views by Page path and screen class



Search...

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Page path and screen class		Views	Users	Views per user	Average engagement time	Event count
		↓ Views	-----	-----	-----	All events
1	/	195,875	64,826	3.02	0m 55s	602,566
		100% of total	100% of total	Avg 0%		100% of total
2	/pay-city-utility-bill	28,814	16,757	1.72	0m 14s	79,085
3	/online-payments	21,590	12,842	1.68	0m 15s	77,282
4	/residents-visitors/animal-welfare/adopt-pet	15,127	9,654	1.57	0m 10s	38,952
5	/residents-visitors/animal-welfare	7,122	3,914	1.82	0m 19s	23,428
6	/public-safety/police-department/crime-prevention-data/departments-activity-reports	5,679	3,750	1.51	0m 14s	18,334
7	/search	4,221	2,370	1.78	0m 42s	31,464
8	/your-government/departments/human-resources/job-opportunities	4,101	2,091	1.96	0m 39s	9,524
9	/news/2023-residential-fall-clean	3,691	2,314	1.60	1m 13s	11,338
10	/residents-visitors/trash-recycling	3,578	2,160	1.66	0m 30s	10,100
		3,444	2,135	1.61	0m 45s	10,675



## **MONTHLY REPORT - LEGAL DEPARTMENT**

**October 2023 Report**  
**(Submitted November 9, 2023)**

### **MONTHLY HIGHLIGHTS:**

City v. Kelly Lynn, Case No. SD-121276; CV-2023-516 (K)

The Councilmember did not petition the Oklahoma Supreme Court for review on or before October 27, 2023. Thus, the mandate was issued on October 26, 2023. This case will no longer appear on the Monthly Report.

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

This case alleges a claim for pregnancy discrimination under state and federal law. On October 5, 2023, the court granted the City's motion to dismiss Plaintiff's state law claim for failure to comply with the Oklahoma Governmental Tort Claims Act. Plaintiff's federal law claim is pending.

### **LIST OF PENDING CASES:**

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

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

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

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

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

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

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

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

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

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

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

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

#### **COURT OF CRIMINAL APPEALS**

None

#### **CLEVELAND COUNTY DISTRICT COURT**

##### **A. *General Lawsuits***

Armstrong v. City of Norman, CJ-2012-1638 (K)

City v. Haddock, CV-2010-357 TS (K, S)

City v. IAFF, CV-2011-48 L; DF-109447 (K)  
City v. Korniske, Cobblestone Creek Management Company, et al., CV-2012-748 (K, W)  
City v. Aaron Stachmus and Bryson Anglin, CJ-2021-445 (S)  
City v. Aaron Stachmus and Bryson Anglin, CJ-2022-424 (S)  
City v. Aaron Stachmus and Bryson Anglin, CJ-2022-647 (S)  
Etter v. City of Norman, CJ-2021-731 (K)  
FOP/IAFF/AFSCME v. Okla. Dept. of Labor and City of Norman, CJ-2005-1170 L (K)  
FOP v. City of Norman, CV-2011-876 L (K)  
Martin Flores v. City of Norman & John Doe, CJ-2021-1051  
Caleb Fulton v. City of Norman et al., CJ-2020-797 (K)  
Kevin Hahn v. Norman Police Department, City of Norman, CJ-2021-210 (K)  
Jaclyn Jacobs v. City of Norman and Norman Utilities Authority, CJ-2022-794 (K)  
Jane Doe v. S. Carter, Norman Regional Hospital Authority, and John and Jane Does, and or DBA Doe Medical Entity, CJ-2022-1348, CJ-2020-606 (K)  
City v. Loeffler & Ashford Investments, LLC, CV-2022-1182 (M)  
City v. Lonnie Hodges, CV-2020-2922  
The Norman Petition Initiative No. 2021-1, Case No. CV-2020-2384 (K)  
McCarver v. City of Norman, CJ-2013-128 TS (K)  
Petersen and Lester E.R. Dotty v. City of Norman, CV-2023-766 (K)  
Remy v. Hall, et al., Case No. CV-2017-1853 (K, S)  
Shaz Investment Group, LLC v. City of Norman, CJ-2021-1044 (K)  
West Lindsey Center Investors, LLC v. City of Norman, et al., CJ-2022-693 (K)

**B. *Condemnation Proceedings***

City of Norman v. Chastain Oil Company, a Corporation, et al., CV-2015-677 (M)  
City of Norman v. West Lindsey Center Investors, LLC, et al., CV-2015-671 (M)  
City of Norman v. 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).  
Discovery is completing and this matter will present for Status Conference on December 15, 2023.  
City of Norman v. Hallbrooke Development Group One, LLC, et al., CJ-2021-228 (M).  
Discovery is completing and this matter will present for Status Conference on December 15, 2023.  
City of Norman v. D&J Land, LLC, et al., CJ-2022-251 (M).

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

City of Norman v. Legacy Property Partners, LLC, CV-2018-249 (K, S)  
Mortgage Clearing Corporation v. Ricky Joe Butler, et al., CJ-2016-219 (M)  
Mortgage Clearing Corporation v. Doiron, et al., CJ-2014-1459 (M)



D. ***Municipal Court Appeals***

None

E. ***Small Claims Court***

None

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

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

**LABOR / ADMINISTRATIVE PROCEEDINGS**

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

This office has assisted with the following grievances:

AFSCME Grievance FYE 21-02 – (COVID-19 Leave)  
AFSCME Grievance FYE 22-02 – (Jerry Younts and Bennie Gilmore – COVID-19 Leave)  
AFSCME Grievance FYE 22-02 – (Tara Klepper – COVID-19 Leave)  
AFSCME Grievance FYE 23-03 – (Parks Employees)  
AFSCME Grievance FYE 23-08 – (AFSCME Group Grievance)  
AFSCME Grievance FYE 23-09 – (Brian Jones)  
AFSCME Grievance FYE 24-01 – (April Waggoner)  
AFSCME Grievance FYE 24-02 – (Hemsley, Boggs, Garner)  
AFSCME Grievance FYE 24-03 – (Boggs, Whiteside, Cole)  
AFSCME Grievance FYE 24-04 – (Jeremy Boggs)

IAFF Grievance FYE 21 – Carl Shanon Smith – Improper Compensation  
IAFF Grievance FYE 22 – Source Documents  
IAFF Grievance FYE 23 – Matt Ferris – Discipline  
IAFF Grievance FYE 23 – Carl Shanon Smith Termination/Forced Retirement Grievance  
IAFF Grievance FYE 23 – Battalion Chief Source Document Grievance  
IAFF Grievance FYE 23 – Change in Medical Benefits  
IAFF Grievance FYE 23 – Change in Conditions of Employment  
IAFF Grievance FYE-23 - Selective Progressive Discipline Grievance  
IAFF Grievance FYE-23 - Failure to Compensate for Working Out of Classification  
IAFF Grievance FYE-23 - Wellness Program  
IAFF Grievance FYE-23 - Mass Casualty /Active Shooter Response

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



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

None

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

None

**MUNICIPAL COURT PROSECUTIONS**

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

	<b><u>ADULT CASES</u></b>			<b><u>JUVENILE CASES</u></b>			<b><u>COURT SESSIONS</u></b>		
Month	<b>FYE 22</b>	<b>FYE 23</b>	<b>FYE 24</b>	<b>FYE 22</b>	<b>FYE 23</b>	<b>FYE 24</b>	<b>FYE 22</b>	<b>FYE 23</b>	<b>FYE 24</b>
JULY	275	165	464	11	7	11	7	9	10
AUG	236	241	341	9	10	7	5	13	16
SEPT	263	245	295	9	15	18	5	10	8
OCT	269	244	346	12	13	7	6	9	11
NOV	228	205		2	10		6	6	
DEC	162	165		1	5		3	8	
JAN	185	205		9	9		6	10	
FEB	787	256		8	17		8	10	
MAR	282	272		13	13		9	12	
APR	323	322		12	9		10	9	
MAY	582	395		21	17		12	13	
JUNE	268	344		7	31		11	9	
TOTALS / YTD	3,860	3,059	1,446	114	156	43	95	118	45

**WORKERS' COMPENSATION COURT**

The total number cases pending as of October 2023 are 18. There were no new Oklahoma Workers Compensation claims received during the month. In October, two Court Orders were received. The City Council approved one Court Order in October 2023 and one Court Order and one Settlement are scheduled for consideration in November 2023. One Court Order was received in September 2023 dismissing a claim without prejudice. 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	10		9	4	2
Fire	Prevention				1	
Parks/Rec.	Park Maintenance	1				
Parks/Rec	Westwood Pool				1	
Planning	Development Services					
Police	Animal Welfare					2
Police	Criminal Investigation	1			1	
Police	Patrol	3		1	4	1
Police	Administration	0			2	
Public Works	Street Maintenance				1	1
Public Works	Vehicle Maintenance					
Public Works	Storm Water					
Public Works	Traffic Control	1		1		
Utilities	Line Maintenance	1		1		
Utilities	Sanitation	1		1		
<b>TOTALS</b>		<b>18</b>		<b>11</b>	<b>14</b>	<b>6</b>

***List of Pending Cases***

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

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

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

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

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

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

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

(Fire, Suppression, Firefighter, Binaural Hearing Loss)

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

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

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

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

***A court order in the above claim was received and will be considered by the City Council November 14, 2023.***

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

(Fire, suppression, Firefighter)

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

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

Kizzia, Derrald v. City of Norman, WCC 2014-06995 K

(Parks & Rec, Park Maintenance, HEO, R. Knee/Reopen Request)

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

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

Lewis, Brian K. V. City of Norman, CM-2022-02245 H

(Fire/Suppression/Fire Driver Engineer, Neck, Back UNS, L Knee, L. Leg)

**Mosley, Kent v. City of Norman, CM-2020-00585 X**

***(Police, Patrol, Sergeant, Mid & Low Back, Radicular Pain Down L. & R. Leg, R. Big Toe, R. & L. Buttocks + Neck, Headaches + Consequential Erectile Dysfunction) + Disfigurement to Stomach***

***An order was received dismissing this claim without prejudice and will no longer appear on the monthly report.***

**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)***

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

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

***A settlement by Joint Petition in the above claim is scheduled to be considered by Council November 14, 2023.***

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

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

**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 October 2023.

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

<b>CURRENT CLAIM STATUS</b>	<b>FYE 24 TO DATE</b>	<b>FYE 23</b>	<b>FYE 22</b>	<b>FYE 21</b>
Claims Filed	20	56	51	63
Claims Open and Under Consideration	10	0	0	0
Claims Not Accepted Under Statute/Other	1	4	3	10
Claims Paid Administratively	7	25	15	11
Claims Paid Through Council Approval	0	2	2	7
Claims Resulting in a Lawsuit for FY	0	0	5	3
Claims Barred by Statute (No Further Action Allowed)	0	22	26	32
Claims in Denied Status (Still Subject to Lawsuit)	2	3	0	0

**MUNICIPAL COURT**

**8**

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

**CASES FILED**

	<b><u>OCTOBER</u></b>	<b><u>FY24</u></b>	<b><u>Y-T-D</u></b>	<b><u>OCTOBER</u></b>	<b><u>FY23</u></b>	<b><u>Y-T-D</u></b>
Traffic	692		2,708	419		1,304
Non-Traffic	248		1,139	179		864
SUB TOTAL	940		3,847	598		2,168
Parking	535		3,242	818		3,135
<b>GRAND TOTAL</b>	<b>1,475</b>		<b>7,089</b>	<b>1,416</b>		<b>5,303</b>

**CASES DISPOSED**

	<b><u>OCTOBER</u></b>	<b><u>FY24</u></b>	<b><u>Y-T-D</u></b>	<b><u>OCTOBER</u></b>	<b><u>FY23</u></b>	<b><u>Y-T-D</u></b>
Traffic	737		2,559	352		1,322
Non-Traffic	248		960	223		947
SUB TOTAL	985		3,519	575		2,269
Parking	717		2,656	809		2,382
<b>GRAND TOTAL</b>	<b>1,702</b>		<b>6,175</b>	<b>1,384</b>		<b>4,651</b>

**REVENUE**

	<b><u>OCTOBER</u></b>	<b><u>FY24</u></b>	<b><u>Y-T-D</u></b>	<b><u>OCTOBER</u></b>	<b><u>FY23</u></b>	<b><u>Y-T-D</u></b>
Traffic	\$ 82,477.79		\$ 311,297.18	\$ 33,863.25		\$ 147,809.28
Non-Traffic	\$ 26,049.81		\$ 87,995.25	\$ 18,024.59		\$ 86,778.81
SUB TOTAL	\$ 108,527.60		\$ 399,292.43	\$ 51,887.84		\$ 234,588.09
Parking	\$ 23,456.00		\$ 86,892.00	\$ 28,660.00		\$ 81,625.00
<b>GRAND TOTAL</b>	<b>\$ 131,983.60</b>		<b>\$ 486,184.43</b>	<b>\$ 80,547.84</b>		<b>\$ 316,213.09</b>

MUNICIPAL COURT - MONTHLY REPORT  
October 2023

JUVENILE COMMUNITY SERVICE PROGRAM

Due to a vacancy in program staff, juveniles located and worked community service projects on their own.

MEDIATION PROGRAM

The Early Settlement – Norman Mediation Program accepted 52 new cases and closed 52 cases during the month of October 2023. 7 Mediations were held.

**PARKS AND RECREATION 9**



## **Park Development Activities October 2023**

### **Neighborhood Parks**

Staff met with a group of residents last month who live out by Falls-Lakeview Park in far east Norman, to go over the playground needs and several other issues in the park, which will be addressed in future years of NORMAN FORWARD funding. We work each fiscal year to determine what each year's budget will allow, and try to work in as many parks as possible to make some impact prior to a larger renovation under the Norman Forward Neighborhood Park Project. Based on the condition of the playground at Falls-Lakeview, we are now moving ahead with an RFP for its replacement, along with the playground at Sunrise Park. We will continue to replace obsolete and damaged playgrounds first, as we work through the remaining years of the funded renovations. Staff also received new park signs to replace the broken ones in Lions, Eagle Cliff, and Oakhurst Parks. We will continue to evaluate and replace park signs whenever they become damaged or destroyed for whatever reason.

### **Reaves Park**



A contractor worked last month to install additional Post and Cable barriers along Reaves Park Road, to keep cars from parking in areas where they could cause severe damage to park utilities and trees recently installed as part of the phase 1 park improvements. A separate contractor worked to construct a drive-entry for the large open field in the southwest corner of the park, where the majority of the Medieval Fair and other events occur throughout the year. We will have this new entry ready for the classic car show that will be held next month in conjunction with our annual Veteran's Day Parade and Celebration at Reaves Park. Staff is also working with the artist chosen for the public art piece being made for this park as part of the 1% For Art project that was part of the NORMAN FORWARD program. The piece will be delivered and dedicated in early December. It will be placed along the Reaves Park Road inside the far eastern curve of the road, between the playground/picnicking area and the park pond.

### **Forestry**



We worked in early October with a crew from Lane's Tree Service to remove several dead trees along Hal Muldrow Drive, in front of the IHOP restaurant that posed a danger of falling into the street. The trees had been in decline for several years in this public road easement. The outside driving lane of the street was closed all day while crews safely removed the trees and ground the stumps to help future maintenance of the area. This is one of several areas where we are working on a plan to make sure all publicly owned street trees are safe and planning removal of parts or all of those that are not. This does not include trees on public property, in front of houses. Those trees belong to the homeowner, and are their responsibility. The city only removes limbs from residential street trees after

weather or other emergency events that require keeping the streets clear of debris or damaged limbs. Staff is working with the Norman Fire Department and the Emergency Management Coordinator to apply for a grant from Oklahoma Department of Forestry to help us write a wildfire prevention plan for Norman. This is the first step in becoming a FireWise Community, which will help us plan and manage those parts of the urban forest where there are potential risks in case of a wildfire event. The plan will include identification of underbrush and dead plant material that need clearing and other situations where contractors, private property owners and the city can work together to mitigate items that could fuel a wildfire.

#### **Sutton Wilderness**

The contractor has continued working to improve the southern trail spur in the park that connects down to Griffin Park along its western edge by fixing low/washed out areas, adding drainage structures and topping the trail with decomposed granite (like the rest of the Sutton Wilderness trail). They will also be constructing a 12-car addition to the trailhead parking lot off of 12<sup>th</sup> Avenue in the coming months, using project funds attained from the Recreational Trails Grant program operated by the State of Oklahoma Department of Tourism and Recreation (80% of the project costs).

OCTOBER 2023  
RECREATION DIVISION  
MONTHLY REPORT

**Norman Senior Center:** The Norman Senior Center saw a monthly attendance of 606. S.A.L.T. (Seniors and Law Enforcement Together) held their monthly meeting on Wednesday, October 4. Tech Sesh with Mac was offered on Friday, October 13 and 27 for those interested in assistance with their technological devices. The Mystery Dinner took patrons to 405 Burger Bar on Tuesday, October 24. Bingo, normally scheduled for Wednesday, October 25, was moved to Wednesday, November 1 due to a scheduling conflict with Archwell Health.

**Little Axe Community Center** We had a very busy October and served 640 meals on wheels meals to the Little Axe Community. The after-school program has been busy with party's and pumpkin carving. We had a total of 194 kids that attended this month. The library made some changes to our movies and gave us new choices. The library had 954 books checked out to community members this month.

**12th Avenue Recreation Center:** The 12th Avenue Recreation Center averaged 30 students for the month of October. We held an Out of School Camp on the 27<sup>th</sup> for Parent-Teacher Conferences and had 26 campers in attendance. The Center held rentals each Sunday in October. The rentals ranged from basketball play to birthday parties and a church group coming together for fellowship. Staff ran October's Outdoor Movie Series showing of Hocus Pocus on the 13<sup>th</sup>, our biggest and most popular Outdoor Movie event of the year! Indoor renovations were completed with the gym walls repainted, the front hallway and multi-purpose room retiled with vinyl tiles, and a new wall installed in the office to create two office spaces. Silver Spurs Square Dancing held their 75<sup>th</sup> anniversary on the 16<sup>th</sup> with about 300 patrons in attendance!

**Irving Recreation Center:** The After School Program continued at Irving this month. We have 29 students enrolled, and the average daily attendance is 19 students. Earlier this month Maintenance Staff installed new LED lights in the gymnasium and it drastically improved the overall look of the gym. Also, at the latter end of the month we hired a new Recreation Specialist named Abigail Woodcock.

**Whittier Recreation Center:** The After School Program continued at Whittier this month and we currently have 31 kids enrolled with an average attendance of 23 students. Towards the end of the month we hired a new Recreation Specialist named Payton Lufafet. She previously worked at Westwood during the summer and plans on going back this upcoming summer.

**FACILITY ATTENDANCE:**

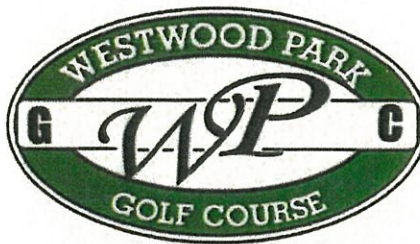
	Month	Year to Date
Norman Senior Center	606	2,757
Little Axe Community Center	2,035	7,412
12th Avenue Recreation Center	1,182	5,339
Irving Recreation Center	378	1,654
Whittier Recreation Center	443	2,077
Reaves Center	300	1,200
Tennis Center	3,439	14,550

# October 2024 PARK MAINTENANCE DIVISION

	FY24 MTD	FY24 YTD		FY23 MTD	FY23 YTD
<b>SAFETY REPORT</b>					
On-The-Job Injuries	0	2		0	6
Vehicle Accidents	0	0		0	0
Employee responsible	0	0		0	0
<b>ROUTINE ACTIVITIES</b>	<b>Total Man Hours</b>			<b>Total Man Hours</b>	
Big Mowing	72	470.25		70.5	944.50
Trim Mowing	387.5	2937.25		410	5376.00
Chemical Spraying	10.5	431.00		4	1027.00
Fertilization	10	10.00		0	18.00
Park Tree Work	221	506.00		0	735.00
Street Tree Work	0	0.00		0	91.00
Trash Maintenance	423.5	1750.25		84	2447.75
Sprinkler Maintenance	92	539.75		0	1052.75
Watering	0	0.00		0	279.00
Painting	0	0.00		78	415.00
Landscape Maintenance	246.5	1108.25		0	1708.75
Seeding/Sodding	10	41.00		278	613.00
Ballfield Maintenance	8	28.00		52	341.00
Fence Repairs	123	149.00		0	263.50
Equipment Repairs/Maintenance	218.5	1001.50		0	1374.50
Material Hauling	0	131.50		54.5	497.25
Snow/Ice Removal	0	0.00		19.01	520.27
Christmas Setup	137.5	137.50		0	264.75
Vector Control	0	99.00		0	114.00
Events	118.5	213.00		21	201.00
Vandalism Repair	13	167.00		0	210.50
Trail Maintenance	0	31.00		0	8.00
Playground Maintenance	239.75	458.00		13	891.75
Restroom Maintenance	0	19.00		77	622.50
Carpentry/Welding	121	183.00		0	441.00
Shop Time	33	180.75		0	493.00
Special Projects	170	560.25		62	2481.00
Miscellaneous	206	490.25		129	1881.25

**WESTWOOD/NORMAN MUNICIPAL AUTHORITY 9A**





OCTOBER 2023

Westwood Golf Course Division Monthly Progress Report

ACTIVITY	OCT FYE'24	OCT FYE'23
Regular Green Fees	572	755
Senior Green Fees	425	421
Junior Fees	162	153
School Fees ( high school golf team players)	0	17
Advanced Fees (high school golf team pre-pay)	0	0
Annual Fees (Regular, Senior & Junior Members)	777	800
Employee Comp Rounds	288	302
Golf Passport Rounds	0	0
9-Hole Green Fee	168	254
2:00 Fees	101	304
4:00 Fees	0	0
Dusk Fees or 5:00 Fees	59	90
PGA Comp Rounds	3	0
*Rainchecks (not counted in total round count)	25	10
Misc Promo Fees (birthday, players cards, OU student)	93	116
Green Fee Adjustments (fee difference on rainchecks)	6	10
<b>Total Rounds</b> (*not included in total round count)	<b>2654</b>	<b>3222</b>
% change from FY '23	-17.63%	
<b>Range Tokens</b>	<b>2257</b>	<b>3152</b>
% change from FY '23	-28.39%	
18 - Hole Carts	101	169
9 - Hole Carts	40	32
½ / 18 - Hole Carts	736	1009
½ / 9 - Hole Carts	200	308
<b>Total Carts</b>	<b>1077</b>	<b>1518</b>
% change from FY '23	-29.05%	
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
<b>Total Trail Fees</b>	<b>0</b>	<b>0</b>
% change from FY '23	0.00%	
<b>TOTAL REVENUE</b>	<b>\$114,194.13</b>	<b>\$103,065.82</b>
% change from FY '23	10.80%	

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

<b>SAFETY REPORT</b>	<b>FY 2024</b>	<b>FY 2024</b>	<b>FY 2023</b>	<b>FY 2023</b>
	<b>MTD</b>	<b>YTD</b>	<b>MTD</b>	<b>YTD</b>
Injuries On The Job	0	0	0	0
City Vehicles Damaged	0	0	0	0
Vehicle Accidents Reviewed	0	0	0	0

**FINANCIAL INFORMATION**

	<b>FYE 2024</b>	<b>FYE 2024</b>	<b>FY 2023</b>	<b>FYE 2023</b>
	<b>MTD</b>	<b>YTD</b>	<b>MTD</b>	<b>YTD</b>
Green Fees	\$37,047.94	\$212,645.17	\$48,467.11	\$234,888.02
Driving Range	\$9,010.63	\$52,390.45	\$11,846.43	\$60,552.53
Cart Rental	\$19,244.87	\$113,933.51	\$25,546.76	\$128,103.83
Golf Classes	\$0.00	\$0.00	\$0.00	\$0.00
Golf Shop Rentals	\$272.58	\$1,393.74	\$0.00	\$0.00
USGA Handicap Fees	\$0.00	\$1,848.50	\$0.00	\$0.00
Golf Cart Capital	\$1,119.71	\$7,000.71	\$0.00	\$0.00
Golf Merchandise	\$12,430.66	\$70,351.78	\$0.00	\$0.00
Restaurant	\$9,346.20	\$78,687.49	\$15,142.31	\$94,062.68
Insufficient Check Charge	\$0.00	\$0.00	\$0.00	\$0.00
Interest Earnings	\$25,721.54	\$98,417.47	\$2,063.21	\$2,855.26
<b>TOTAL INCOME</b>	<b>\$114,194.13</b>	<b>\$636,668.82</b>	<b>\$103,065.82</b>	<b>\$520,462.32</b>
Expenditures	\$107,686.58	\$532,017.52	\$95,371.17	\$393,844.27
Income vs Expenditures	<b>\$6,507.55</b>	<b>\$104,651.30</b>	<b>\$7,694.65</b>	<b>\$126,618.05</b>
Rounds of Golf	2654	14238	3222	15909

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

A Greens quality rating is presently at 94%. Our greens are coming along nicely. We have some very small blemishes, easily grown in by spring. We continue to tree trim the lower branches to allow for mowing and golfer pace of play continues. The off season will be our time to clean out some of the dead wood around the course. The pump station is mostly operational with the exception of the PM (pressure maintenance) pump. It will need replacement in the off season (Jan./Feb.) Drainage on holes 1 and 2 is in progress to correct pipe sizing and capacity issues. This will take a few weeks to complete, weather permitting.



OCTOBER 2023  
WESTWOOD POOL  
MONTHLY REPORT

FINANCIAL INFORMATION

	FYE 2024 MTD	FYE 2024 YTD	FYE 2023 YTD	FYE 2022 TOTAL
Swim Pool Passes	\$0.00	\$1,030.00	\$317,070.00	\$410,413.50
Swim Pool Gate Admission	\$0.00	\$186,635.00	\$312,306.00	\$269,113.00
Swim Lesson Fees	\$0.00	\$5,810.15	\$83,169.82	\$82,874.00
Pool Rental	\$3,189.38	\$47,927.56	\$70,236.00	\$41,515.00
Locker Fees	\$0.00	\$0.00	\$0.00	\$0.00
Pool Classes	\$0.00	\$677.00	\$48,805.00	\$27,333.00
Pool Merchandise Sales	\$0.00	\$236.44	\$349.55	\$0.00
Concessions	\$10.12	\$104,245.49	\$131,337.52	166,989.10
<b>TOTAL INCOME</b>	<b>\$3,199.50</b>	<b>\$346,561.64</b>	<b>\$963,273.89</b>	<b>\$998,237.60</b>
Expenditures	\$27,010.43	\$641,042.28	\$854,906.87	\$406,410.58
<b>Income verses Expenditures</b>	<b>(\$23,810.93)</b>	<b>(\$294,480.64)</b>	<b>\$108,367.02</b>	<b>\$591,827.02</b>

ATTENDANCE INFORMATION

	FYE 2024 MTD Oct-23	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
<b>TOTAL ATTENDANCE</b>	<b>0</b>	<b>129,875</b>	<b>66,275</b>	<b>98,179</b>



**FACILITY MAINTENANCE      9B**  
**SEPTEMBER 2023**

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

### Comprehensive Costs

Grand Total Cost: \$181,139.02

Total Misc. Cost (Materials/Contract Labor): \$125,542.78

Total Labor Cost: \$55,596.24

Total Labor Hours: 1,837.25

### Total Cost by Request Type

Administrative: \$4.9K – 5%

Custodial: \$26.92K – 15%

Electrical: \$10.05K – 6%

General Maintenance: \$59.04K – 33%

HVAC: \$35.09K – 19%

Pest Control: \$1.1K – 1%

Plumbing: \$34.24K – 19%

Roofs: \$4.9K – 2%

### Total Cost by Location (Trade)

HVAC:: \$35.02K

Plumbing: \$31.86K

General Maintenance: \$31.32K

Indirect Maintenance: \$26.48K

Elevators: \$26.28K

Admin: \$9.86K

Electrical: \$9.6K

Roofs: \$4.9K

Custodial: \$2.39K

Doors/Locks: \$1.41K

Pest Control: \$1.1K

#### Top Buildings by Cost

Indirect: \$36.28K

Central Library: \$31.57K

Fire Station #3: \$28.2K

201B (NPD – Complex): \$22.72K

Norman Investigations Center: \$8.97K

Reaves Park: \$7.52K

Griffin Park: \$4.96K

Radio Towers: \$3.63K

Development Center: \$3.51K

East Library: \$3.09K

Water Reclamation Facility: \$2.8K

Animal Welfare: \$2.43K

Compost Facility: \$2.37K

Neighborhood Parks: \$1.73K

Fire Station #9: \$1.62K

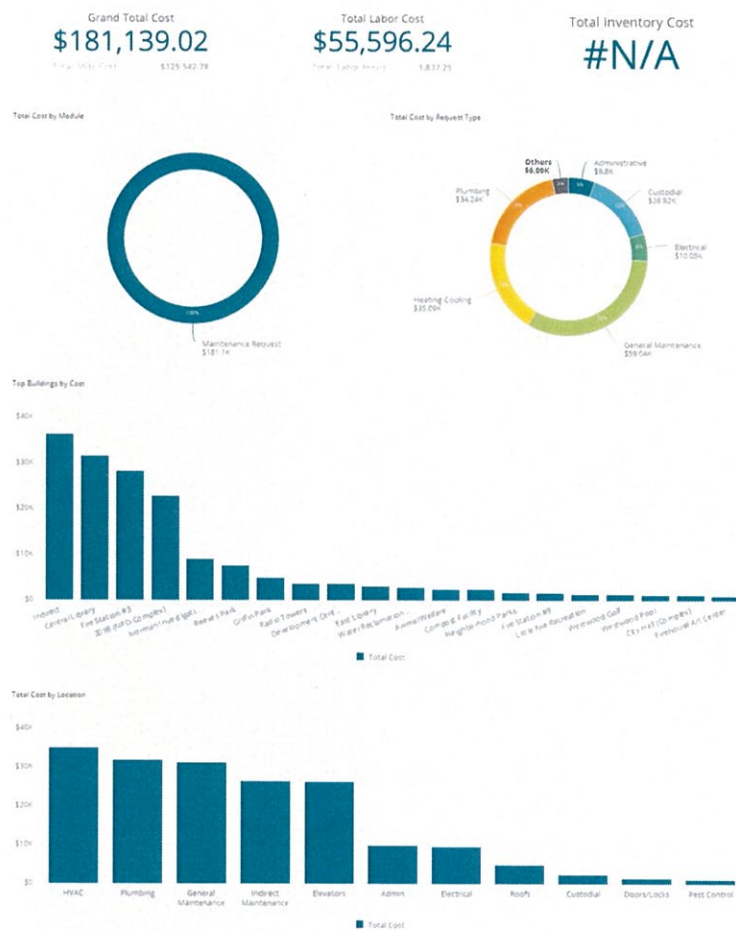
Little Axe Recreation Center: \$1.33K

Westwood Golf: \$1.31K

Westwood Pool: \$1.16K

City Hall (Complex): \$1.14K

Firehouse Art Center: \$981.55



## Comprehensive Operations

Maintenance Requests – Total: 451

Administrative: 9

Custodial: 3

Electrical: 48

General Maintenance: 49

HVAC: 197

Plumbing: 139

Pest Control: 3

Roofs: 3

Finalized Requests – Total: 451

#### Number of Requests by Building

Central Library: 52

201B (NPD – Complex): 39

Norman Investigation Center: 33

Development Center (Complex): 31

Water Reclamation Facility: 16

Indirect: 16

City Hall (Complex): 15

Reaves Park: 14

Radio Towers: 12

Lions Park: 12

East Library: 10

Animal Welfare: 10

Irving Recreation Center: 10

Shooting Range (NPD): 9

12<sup>th</sup> Avenue Recreation: 9

Westwood Golf: 9

Westwood Tennis: 8

Fire Station #9: 7

Little Axe Recreation Center: 7

Sanitation: 6

Sooner Theater: 6

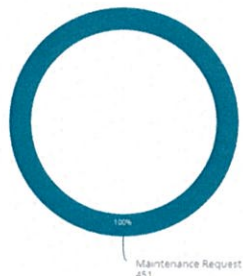
Senior Center: 6

Fire Station #8: 6

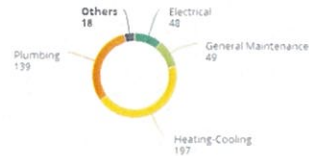
Firehouse Art Center: 6

Fire Station #2: 6

Requests by Module



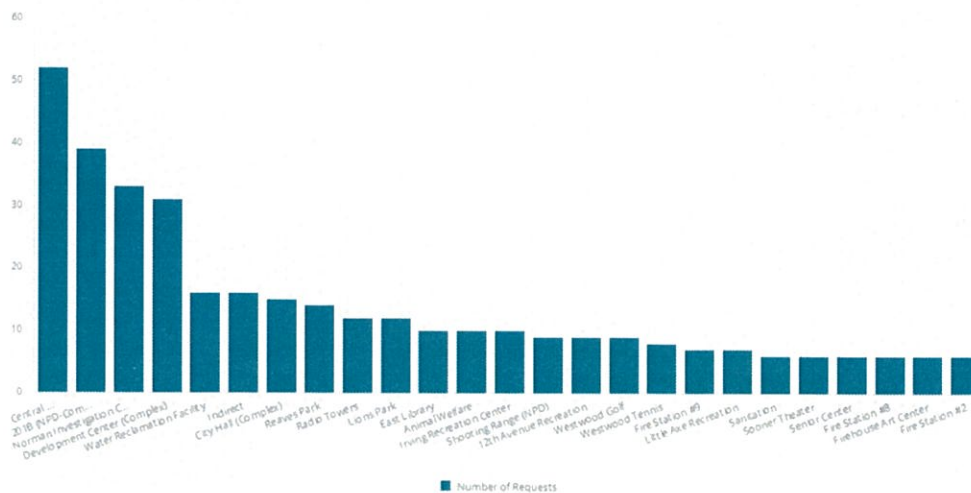
Requests by Type



Requests by Current Status



Requests by Building



## Work Summary

### PM & Work Requests by Current State

Completed: 235

### PM & Work Requests Assigned by User

Bill S.: 13 – 5%

Brian J.: 33 – 14%

Don A.: 33 – 14%

Jeff L.: 57 – 24%

Jerry W.: 44 – 18%

Robert B.: 53 – 22%

Jason M.: 1

Kathy L.: 1

Tara K.: 2

Blake M.: 1

### PM & Work Requests by Type

Administrative: 2 – 1%

Custodial: 2 – 1%

Electrical: 44 – 19%

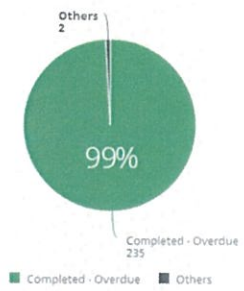
General Maintenance: 22 – 9%

HVAC: 98 – 41%

Plumbing: 67 – 28%

Roofs: 2 – 1%

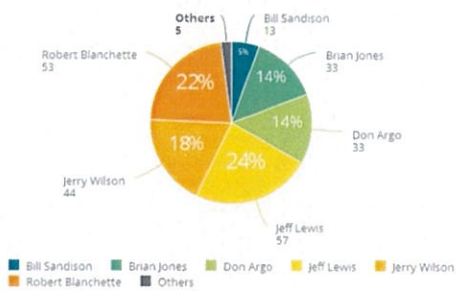
PM and Work Requests By Current State



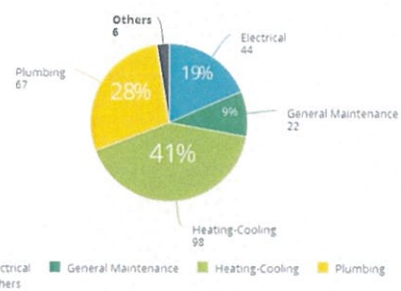
Requests By Module



PM and Work Requests Assigned By User



PM and Work Requests By Type



## Team Performance

### Assigned Requests by User

Bill S.: 13 – 5%

Brian J.: 33 – 14%

Don A.: 34 – 14%

Jeff L.: 57 – 24%

Jerry W.: 44 – 18%

Robert B.: 53 – 22%

Jason M.: 1

Kathy L.: 1

Tara K.: 3



Blake M.: 1

#### Labor Hours by User

Bill S.: 91

Brian J.: 146

Don A.: 140

Jason M.: 149.5

Jeff L.: 138

Jerry W.: 128

Kathy L.: 143

Robert B.: 107.5

Blake M.: 2

#### Labor Hours by Building

12<sup>th</sup> Ave Recreation Center: 10

201A (Complex): 1

201B (NPD – Complex): 165.5

201C (Complex): 7

718 N. Porter: 0

Andrews Park: 1

Animal Welfare: 21

Central Library: 84

City Hall (Complex): 13

Compactors: 0

Compost Facility: 32.5

Container Maintenance: 0

Development Center: 0

East Library: 5

Environmental Services: 0

Facility Maintenance: 0

Fire Administration: 2

Fire Station #1: 4.5

Fire Station #2: 3.5

Fire Station #3: 2

Fire Station #4: 0

Fire Station #5: 1

Fire Station #6: 6

Fire Station #7: 5

Fire Station #8: 7

Fire Station #9: 8

Firehouse Art: 2

Fleet: 1.5

Griffin Park: 4

Household Hazardous Waste: 11

\*Indirect: 86.5

Irving Recreation: 12.5

Legacy Park: 8

Lift Stations: 0

Line Maintenance: 2

Lions Memorial Park: 0

Lions Park: 5.5

Little Axe Rec Center: 9.5

Moore-Lindsay Historic House Museum: 6

N. E. Lions Park: 3

Neighborhood Parks: 3

Norman Investigation Center: 39

Parks Maintenance: 2

Radio Towers: 20

Reaves Garden Center: 2

Reaves Park: 16.5

Rotary Park: 1

Ruby Grant Park: 4.5

Sanitation: 5

Santa Fe Depot: 1

Senior Center: 0

Shooting Range (NPD): 8.5

Sooner Theater: 3.5

Special Operations (NPD): 2

Stormwater: 0

Streets: 0

Traffic Control: 3

Transfer Station: 8

Transit/EVT: 7

Warming Shelter: 0

Water Reclamation Facility: 23

Water Treatment Plant: 2

Westwood Golf: 23

Westwood Pool: 2

Westwood Tennis: 9

Whittier Recreation Center: 7

## YFAC: 1

Total Labor Hours

752.5

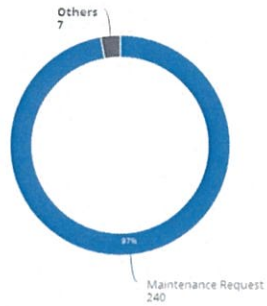
Total Labor Cost: \$24,360.63

Average Response Time (Days)

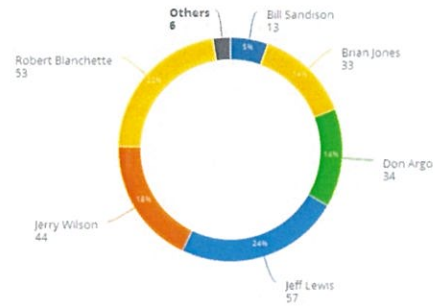
0

Average Resolution Time (Days): 1.23

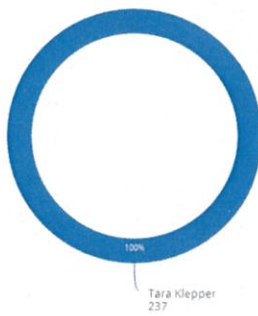
Requests by Module



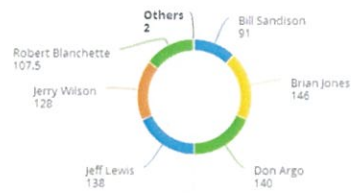
Assigned Requests by User



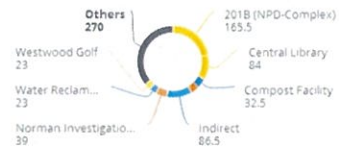
Resolutions by User



Labor Hours by User



Labor Hours by Building



**FACILITY MAINTENANCE      9B**  
**OCTOBER 2023**

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

### Comprehensive Costs

Grand Total Cost: \$188,573.67

Total Misc. Cost (Materials/Contract Labor): \$154,795.03

Total Labor Cost: \$33,778.64

Total Labor Hours: 1,284.5

### Total Cost by Request Type

Administrative: \$5.75K – 3%

Custodial: \$51.06K – 27%

Electrical: \$10.06K – 5%

General Maintenance: \$52.44K – 28%

HVAC: \$43.52K – 23%

Plumbing: \$20.88K – 11%

Roofs: \$4.86K – 3%

### Total Cost by Location (Trade)

Indirect Maintenance: \$49.31K

HVAC:: \$43.58K

General Maintenance: \$28.29K

Elevators: \$22.98K

Plumbing: \$20.47K

Electrical: \$9.61K

Admin: \$5.75K

Roofs: \$4.86K

Custodial: \$2.39K

Doors/Locks: \$543.04

### Top Buildings by Cost

Indirect: \$55.07K

Fire Station #3: \$39.13K

Central Library: \$25.27K

201B (NPD – Complex): \$18.7K

Fire Station #2: \$13.24K

Reaves Park: \$7.12K

Norman Investigations Center: \$6.77K

Griffin Park: \$4.93K

East Library: \$2.54K

Compost Facility: \$2.37K

Animal Welfare: \$1.93K

Westwood Tennis: \$902.84

Radio Towers: \$836.16

Westwood Golf: \$825.58

Development Center: \$753.77

Water Reclamation Facility: \$701.72

Westwood Pool: \$586.32

Neighborhood Parks: \$533.15



City Hall (Complex): \$445.09



Administrative: 7

Custodial: 5

Electrical: 45

General Maintenance: 18

HVAC: 79

Plumbing: 50

Roofs: 2

Finalized Requests – Total: 206

#### Number of Requests by Building

Central Library: 20

201B (NPD – Complex): 19

Indirect: 14

Development Center (Complex): 12

Norman Investigation Center: 11

Water Reclamation Facility: 10

Reaves Park: 8

City Hall (Complex): 6

Shooting Range (NPD): 6

Irving Recreation Center: 6

Westwood Tennis: 5

Radio Towers: 4

Transit/EVT: 4

East Library: 4

Westwood Golf: 4

Little Axe Recreation Center: 3

12<sup>th</sup> Avenue Recreation: 3

Lions Park: 3

Fire Station #3: 3

Fire Station #2: 3

Fire Station #7: 3

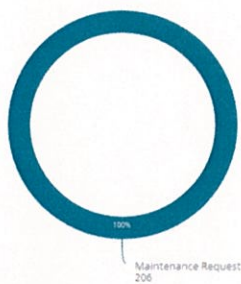
Fire Station #8: 3

Animal Welfare: 3

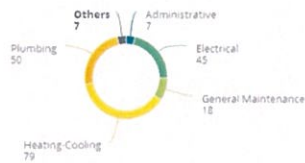
201C (Complex): 3

N. E. Lions Park: 3

Requests by Module



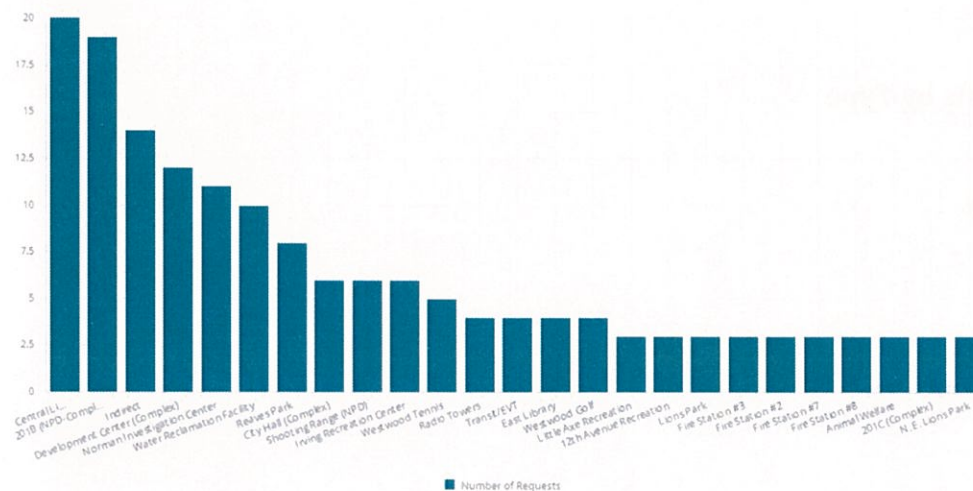
Requests by Type



Requests by Current Status



Requests by Building



## Work Summary

### PM & Work Requests by Current State

Completed: 197

#### PM & Work Requests Assigned by User

Bill S.: 12 – 6%

Brian J.: 24 – 12%

Don A.: 33 – 18%

Jeff L.: 39 – 20%

Jerry W.: 33 – 17%

Robert B.: 43 – 22%

Jason M.: 1 – 1 %

Kathy L.: 1 – 1%

Tara K.: 8 – 3%

Blake M: 2 – 2%

#### PM & Work Requests by Type

Administrative: 6 – 3%

Custodial: 2 – 1%

Electrical: 44 – 22%

General Maintenance: 16 – 8%

HVAC: 77 – 39%

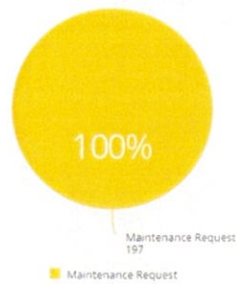
Plumbing: 50 – 25%

Roofs: 2 – 1%

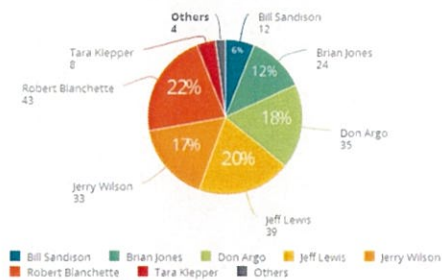
PM and Work Requests By Current State



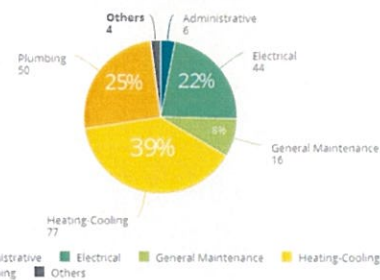
Requests By Module



PM and Work Requests Assigned By User



PM and Work Requests By Type



## Team Performance

### Assigned Requests by User

Bill S.: 12 – 6%

Brian J.: 24 – 12%

Don A.: 35 – 18%

Jeff L.: 37 – 20%

Jerry W.: 33 – 17%

Robert B.: 43 – 22%

Jason M.: 1 – 1%

Kathy L.: 1 – 1%

Tara K.: 8 – 3%

Blake M.: 2 – 1%

## Labor Hours by User

Bill S.: 91

Brian J.: 82.5

Don A.: 170

Jason M.: 174

Jeff L.: 82

Jerry W.: 86

Kathy L.: 160

Robert B.: 85.5

Blake M.: 5

Tara K.: 4

## Labor Hours by Building

12<sup>th</sup> Ave Recreation Center: 8

201A (Complex): 1

201B (NPD – Complex): 121.5

201C (Complex): 7

718 N. Porter: 0

Andrews Park: 1

Animal Welfare: 11

Central Library: 72

City Hall (Complex): 11

Compactors: 0

Compost Facility: 32.5

Container Maintenance: 0



Development Center: 23  
East Library: 5  
Environmental Services: 0  
Facility Maintenance: 0  
Fire Administration: 2  
Fire Station #1: 2  
Fire Station #2: 3.5  
Fire Station #3: 2  
Fire Station #4: 0  
Fire Station #5: 1  
Fire Station #6: 6  
Fire Station #7: 5  
Fire Station #8: 7  
Fire Station #9: 5  
Firehouse Art: 2  
Fleet: 1.5  
Griffin Park: 4  
Household Hazardous Waste: 11  
\*Indirect: 404  
Irving Recreation: 10  
Legacy Park: 8  
Lift Stations: 0  
Line Maintenance: 2  
Lions Memorial Park: 0  
Lions Park: 4.5  
Little Axe Rec Center: 5.5  
Moore-Lindsay Historic House Museum: 4

N. E. Lions Park: 3  
Neighborhood Parks: 1  
Norman Investigation Center: 29  
Parks Maintenance: 2  
Radio Towers: 8  
Reaves Garden Center: 4  
Reaves Park: 14  
Rotary Park: 1  
Ruby Grant Park: 2  
Sanitation: 1  
Santa Fe Depot: 0  
Senior Center: 3  
Shooting Range (NPD): 10.5  
Sooner Theater: 3.5  
Special Operations (NPD): 2  
Stormwater: 0  
Streets: 0  
Traffic Control: 3  
Transfer Station: 2  
Transit/EVT: 6  
Warming Shelter: 0  
Water Reclamation Facility: 21  
Water Treatment Plant: 2  
Westwood Golf: 22  
Westwood Pool: 2  
Westwood Tennis: 13  
Whittier Recreation Center: 4

## YFAC: 1

Total Labor Hours

940

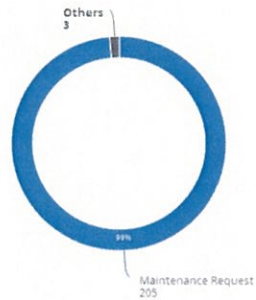
Total Labor Cost: \$26,233.08

Average Response Time (Days)

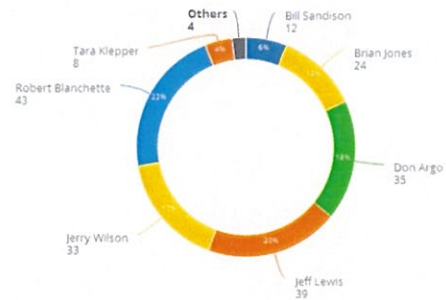
1.28

Average Resolution Time (Days): 1.28

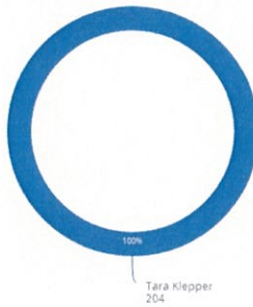
Requests by Module



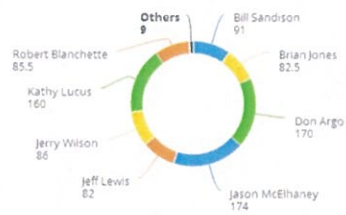
Assigned Requests by User



Resolutions by User



Labor Hours by User



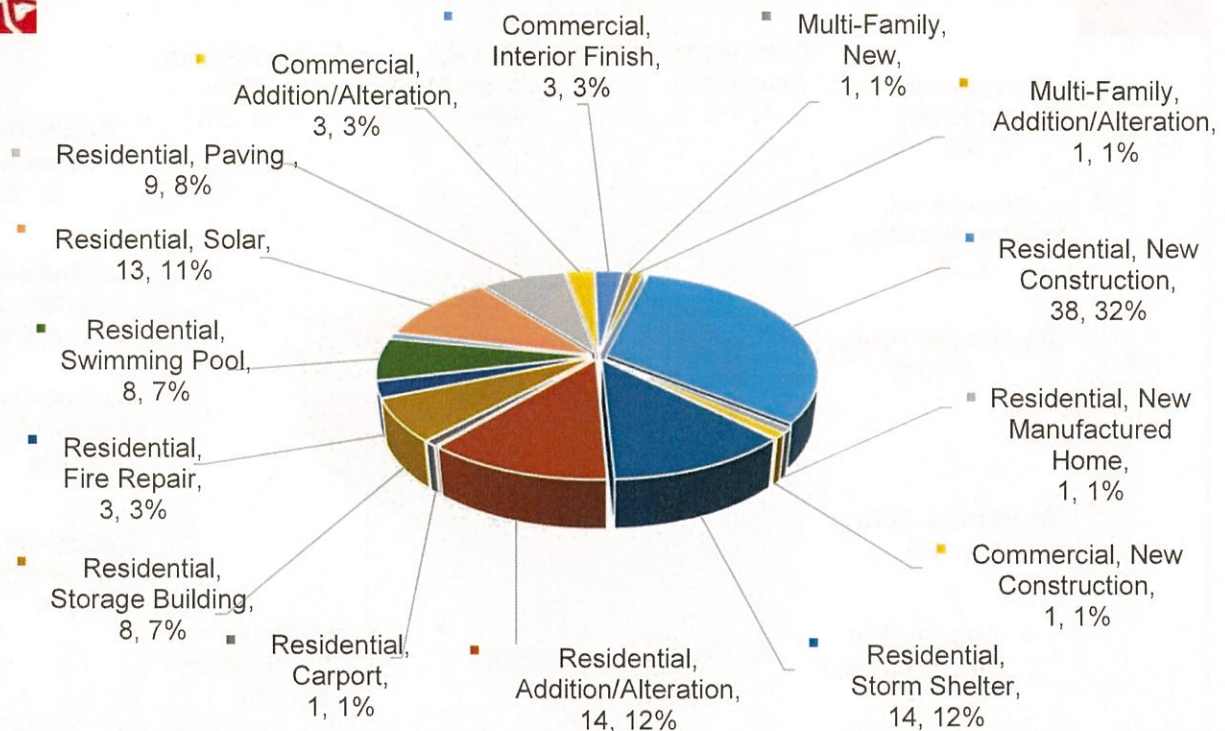
Labor Hours by Building



**PLANNING AND COMMUNITY DEVELOPMENT 10**



# CITY OF NORMAN DEVELOPMENT SERVICES DIVISION PERMIT ACTIVITY OCTOBER 2023 REPORT



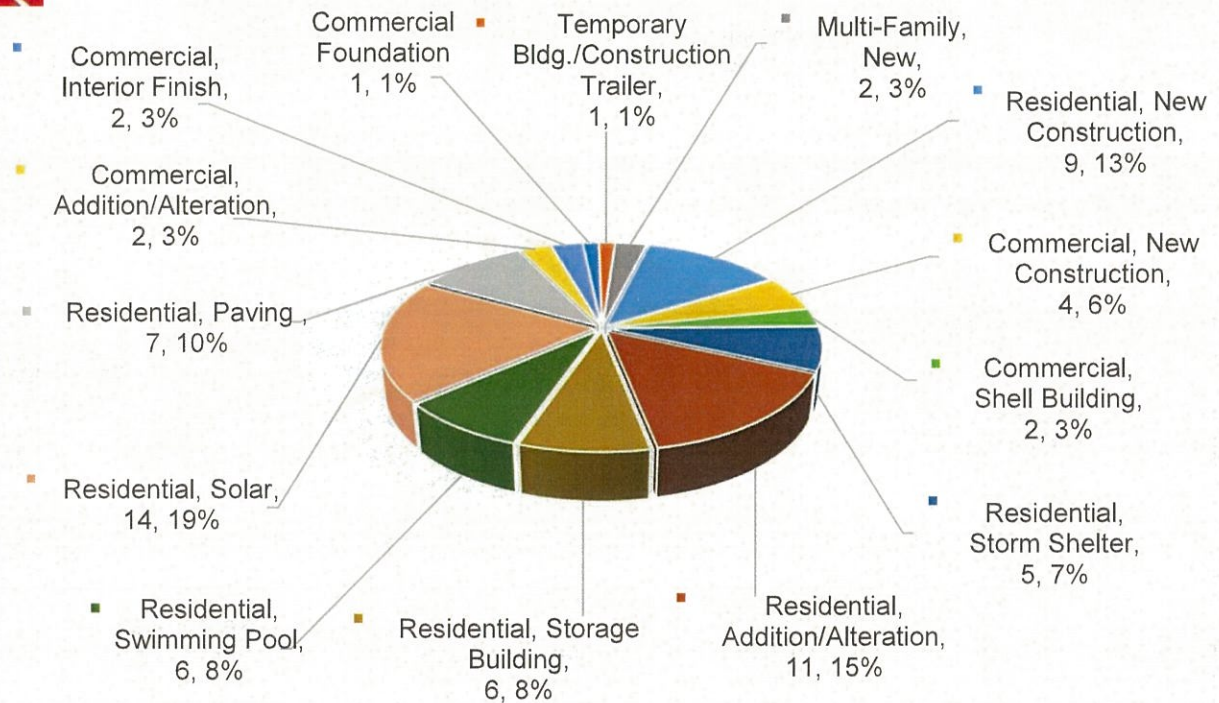
Permit Type			Valuation
Residential, New Construction	38		\$ 16,121,882
Residential Duplex, New Construction	0		\$ -
Residential, New Manufactured Home	1		\$ 142,306
Commercial, New Construction	1		\$ 225,000
Commercial, Parking Lot	0		\$ -
Commercial, Shell Building	0		\$ -
Residential, Storm Shelter	14		\$ 59,340
Residential, Addition/AAlteration	14		\$ 549,839
Residential, Carport	1		\$ 3,300
Residential, Storage Building	8		\$ 448,197
Residential, Fire Repair	3		\$ 440,000
Residential, Swimming Pool	8		\$ 738,428
Residential, Manufactured Home Repl	1		\$ 140,910
Residential, Solar	13		\$ 466,090
Residential, Paving	9		\$ 132,590
Commercial, Addition/AAlteration	3		\$ 55,000
Commercial, Interior Finish	3		\$ 225,000
Commercial, Fire Repair	0		\$ -
Commercial, Foundation	0		\$ -
Temporary Bldg./Construction Trailer	0		\$ -
Multi-Family, New	1		\$ 3,000,000
Multi-Family, Addition/AAlteration	1		\$ 8,900
Multi-Family, Foundation	0		\$ -
Multi-Family, Fire Repair	0		\$ -
Group Quarters	0		\$ -
	119		\$ 22,756,782

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





# **CITY OF NORMAN** **DEVELOPMENT SERVICES DIVISION PERMIT ACTIVITY** **OCTOBER 2022 REPORT**



Permit Type			Valuation
Residential, New Construction	9		\$ 3,220,343
Residential Duplex, New Construction	0		\$ -
Residential, New Manufactured Home	0		\$ -
Commercial, New Construction	4		\$ 40,475,000
Commercial, Parking Lot	0		\$ -
Commercial, Shell Building	2		\$ 1,050,000
Residential, Storm Shelter	5		\$ 25,252
Residential, Addition/Alteration	11		\$ 956,702
Residential, Carport	0		\$ -
Residential, Storage Building	6		\$ 145,761
Residential, Fire Repair	0		\$ -
Residential, Swimming Pool	6		\$ 514,000
Residential, Manufactured Home Repl	0		\$ -
Residential, Solar	14		\$ 614,029
Residential, Paving	7		\$ 55,570
Commercial, Addition/Alteration	2		\$ 338,000
Commercial, Interior Finish	2		\$ 260,000
Commercial, Fire Repair	0		\$ -
Commercial, Foundation	1		\$ 550,000
Temporary Bldg./Construction Trailer	1		\$ 3,500
Multi-Family, New	2		\$ 2,500,000
Multi-Family, Addition/Alteration	0		\$ -
Multi-Family, Foundation	0		\$ -
Multi-Family, Fire Repair	0		\$ -
Group Quarters	0		\$ -
	72		\$ 50,708,157





## DEVELOPMENT SERVICES DIVISION PERMIT ACTIVITY

### Building Permit Activity-OCTOBER 2023

	DESCRIPTION	2023 YEAR TO-DATE	VALUATION	2022 TOTALS	2022 TOTAL VALUATION	
RESIDENTIAL	Residential, New Construction.....	315	\$ 120,830,245	559	\$ 171,447,259	RESIDENTIAL
	Residential Duplex, New Construction.....	6	\$ 1,118,912	2	\$ 400,000	
	Residential, New Manufactured Home.....	9	\$ 1,483,826	2	\$ 65,000	
	Residential, Storm Shelter.....	316	\$ 1,275,853	307	\$ 1,174,221	
	Residential, Addition/Alteration.....	101	\$ 6,843,804	185	\$ 11,219,201	
	Residential, Carport.....	26	\$ 144,393	4	\$ 73,710	
	Residential, Storage Building.....	112	\$ 4,198,937	141	\$ 4,708,996	
	Residential, Fire Repair.....	41	\$ 3,972,476	31	\$ 1,558,116	
	Residential, Swimming Pool.....	87	\$ 7,836,353	145	\$ 9,332,054	
	Residential, Manufactured Home Replacement	5	\$ 464,900	7	\$ 582,151	
	Residential, Solar.....	203	\$ 7,040,831	16	\$ 461,303	
	Residential, Paving.....	80	\$ 877,923	111	\$ 1,737,557	
	Multi-Family, New Construction 3+ Family.....	4	\$ 8,940,000	1	\$ 750,000	
	Multi-Family, Addition/Alteration.....	33	\$ 448,916	2	\$ 16,000	
	Multi-Family, Foundation.....	1	\$ 50,000	3	\$ 170,000	
	Multi-Family, Fire Repair.....	0	\$ 619,021	13	\$ 284,798	
	Group Quarters.....	0	\$ -	0	\$ -	
	<b>TOTAL</b>	<b>1339</b>	<b>\$ 166,146,390</b>	<b>1538</b>	<b>\$ 226,210,366</b>	
NON-RESIDENTIAL	Commercial, New Construction.....	29	98,010,000	51	\$ 263,453,985	NON-RESIDENTIAL
	Commercial, Parking Lot.....	5	438,700	7	\$ 682,640	
	Commercial, New Shell Building.....	3	1,965,000	11	\$ 9,242,000	
	Commercial, Addition/Alteration.....	99	53,959,052	143	\$ 45,783,076	
	Commercial, Interior Finish.....	18	3,291,750	40	\$ 3,374,700	
	Commercial, Fire Repair.....	4	2,375,000	8	\$ 888,000	
	Commercial, New Foundation.....	2	1,805,000	7	\$ 10,740,000	
	Commercial, Temporary Bldg./Const Trailer....	23	323,480	29	\$ 351,391	
	<b>TOTAL</b>	<b>183</b>	<b>\$ 162,167,982</b>		<b>\$ 334,515,792</b>	
OTHER ACTIVITY	Electrical Permits.....	1,587		1663		OTHER ACTIVITY
	Heat/Air/Refrigeration Permits.....	1,572		1405		
	Plumbing and Gas Permits.....	1,662		1891		
	Sign Permits.....	464		475		
	Water Well Permits.....	26		44		
	Garage Sale Permits.....	672		782		
	Structure Moving Permits.....	22		16		
	Demo-Residential Permits.....	29		31		
	Demo-Non-Residential Permits.....	6		10		
	Temp. Const. Bldgs. & Roll-off Permits.....	136		173		
	Lot Line Adjustments Filed.....	14		25		
	Certificate of Occupancy (CO).....	1116		1070		
	All Field Inspections.....	25,516		27583		
	Net Residential Demos & Removals.....	-47				
<b>TOTAL VALUATION</b>			<b>\$ 328,314,372</b>		<b>\$ 560,726,158</b>	
Development Services Division   225 N. Webster Ave.   Norman, OK 73069   (405) 366-5339						





City of Norman  
BUILDING PERMITS AND INSPECTIONS

RESIDENTIAL BUILDING PERMITS  
Issued October 2023 - Sorted by Permit Type

Permit Type	Contractor	Permit	Date Issued	Address	Lot	Block	Subdivision	Zoning	Valuation	Project Area	KW
1 & 2 FAMILY STORM SHELTER	HAUSNERS PRECAST CONCRETE	4245	10/20/2023	EUFALUA	519 E	ST	NORMAN ORIGINAL TOWNSHIP	R2	\$ 4,950.00	48	
1 & 2 FAMILY STORM SHELTER	TABER BUILT HOMES, LLC.	4393	10/20/2023	TAINES TURN	1806	DR	CEDAR LAKE SEC #3	R1	\$ 2,500.00	21	
1 & 2 FAMILY STORM SHELTER	STORM SAFE SHELTERS, LLC	4539	10/20/2023	SANDALWOOD	1611	DR	HIGH MEADOWS #3	R1	\$ 2,650.00	21	
1 & 2 FAMILY STORM SHELTER	OKLAHOMA SHELTERS	4543	10/20/2023	CAMBRIDGE	1718	DR	WOODSLAWN ADD #2	R1	\$ 3,900.00	35	
1 & 2 FAMILY STORM SHELTER	FLAT SAFE TORNADO SHELTERS	4588	10/19/2023	RED CEDAR	3109	WAY	GREENLEAF TRAILS ADD 10	PUD	\$ 3,900.00	18	
1 & 2 FAMILY STORM SHELTER	OKLAHOMA SHELTERS	4659	10/30/2023	WARRINGTON	4308	DR	PRIDE #25	R1	\$ 3,900.00	35	
1 & 2 FAMILY STORM SHELTER	OKLAHOMA SHELTERS	4659	10/30/2023	DIAMOND	16799	DR	CARRINGTON PLACE ADD	A2	\$ 4,300.00	24	
1 & 2 FAMILY STORM SHELTER	STORM SAFE SHELTERS, LLC	4694	10/18/2023	EVERTON	2516	LN	ST JAMES PARK ADD 5	R1	\$ 2,650.00	21	
1 & 2 FAMILY STORM SHELTER	STORM SAFE TORNADO SHELTERS	4827	10/18/2023	SONORA	409	LN	LITTLE RIVER TRAILS SEC #3	RE	\$ 4,600.00	42	
1 & 2 FAMILY STORM SHELTER	STORM SAFE TORNADO SHELTERS	4836	10/18/2023	SPRING VIEW	7437	LN	VISTA SPRINGS ESTATES ADD 2	RE	\$ 4,600.00	42	
1 & 2 FAMILY STORM SHELTER	PREFERRED SHELTERS	4836	10/30/2023	ALAMEDA	5410	ST	NOT SUBDIVIDED	A2	\$ 4,950.00	32	
1 & 2 FAMILY STORM SHELTER	GROUND ZERO STORM SHELTERS	4866	10/30/2023	BEVERLY HILLS	1933	ST	HILLTOP ADD	R1	\$ 4,000.00	35	
1 & 2 FAMILY STORM SHELTER	FLAT SAFE TORNADO SHELTERS	4888	10/30/2023	HIGHLAND	1304 N	DR	WHISPERING HILLS	R1	\$ 3,995.00	24	
1 & 2 FAMILY, ADD OR ALTER	HALL, GERALD	4146	10/30/2023	BLUESTEM	4020	CIR	QUAILBROOK ADD #2	R1	\$ 3,400.00	24	
1 & 2 FAMILY, ADD OR ALTER	KELCO CONSTRUCTION	4409	10/30/2023	MILLER	696	AVE	CLASSEN-MILLER ADDITION	R1	\$ 2,500.00	462	
1 & 2 FAMILY, ADD OR ALTER	ROMERO'S CONSTRUCTION	4437	10/30/2023	FLOOD	1035 S	AVE	OAK RIDGE ADD - AMENDED	R1	\$ 75,000.00	1955	
1 & 2 FAMILY, ADD OR ALTER	J.W. DESIGNS, LLC.	4453	10/30/2023	CECAREST	1028	ST	SHADOWLAKE ADD #2	R1	\$ 13,000.00	162	
1 & 2 FAMILY, ADD OR ALTER	J.W. DESIGNS, LLC.	4454	10/30/2023	SYMMES	329 W	ST	WAGGONER'S T.R. FIRST ADD	CCFB	\$ 120,000.00	1999	
1 & 2 FAMILY, ADD OR ALTER	OWNER	4467	10/30/2023	BOB WHITE	803	AVE	WAGGONER'S T.R. FIRST ADD	RE	\$ 500.00	200	
1 & 2 FAMILY, ADD OR ALTER	AMERICAN CONSTRUCTION	4513	10/13/2023	BOB WHITE	812	AVE	THUNDERBIRD EST ADD	R1	\$ 3,500.00	309	
1 & 2 FAMILY, ADD OR ALTER	SUNROOMS & MORE	4534	10/30/2023	APACHE	1104 W	ST	ELM HEIGHTS ADD SEC	R1	\$ 60,000.00	1195	
1 & 2 FAMILY, ADD OR ALTER	OWNER	4576	10/30/2023	MAIN	807 E	ST	NOT SUBDIVIDED	A2	\$ 59,789.00	220	
1 & 2 FAMILY, ADD OR ALTER	BLACKBIRD RENOVATIONS	4589	10/30/2023	HAWKS NEST	829	DR	NORMAN, ORIGINAL TOWNSHIP	R2	\$ 3,000.00	254	
1 & 2 FAMILY, ADD OR ALTER	SWIFTCO DEVELOPMENT	4738	10/30/2023	SHERRY	640	AVE	EAGLE CLIFF ADD #1	R1	\$ 1,250.00	260	
1 & 2 FAMILY, ADD OR ALTER	OWNER	4851	10/30/2023	GERONIMO	9912	DR	TOWN & COUNTRY ESTATES	R1	\$ 47,000.00	209	
1 & 2 FAMILY, CARPORT	405 STEEL LLC	4795	10/30/2023	HIGH TRAIL	1599	RD	SOUTHRIDGE ADD	R1	\$ 125,000.00	1000	
1 & 2 FAMILY, PAVING	BISON CONCRETE	3520	10/30/2023	BALMORAL	409	CT	INDIAN HILLS ESTATES	RE	\$ 300.00	20	
1 & 2 FAMILY, PAVING	SHEPPARD CONCRETE	3799	10/19/2023	CHAUTAUQUA	634	AVE	BROOKHAVEN #3	R1	\$ 24,000.00	2850	
1 & 2 FAMILY, PAVING	SWIFTCO DEVELOPMENT	4338	10/19/2023	MORNINGSIDE	815	DR	LANDT ADD	R1	\$ 5,000.00	192	
1 & 2 FAMILY, PAVING	SHEPPARD CONCRETE	4387	10/12/2023	OKMULGEE	633	ST	LINCOLN TERRACE ADD	R1	\$ 30,000.00	198	
1 & 2 FAMILY, PAVING	SHEPPARD CONCRETE	4527	10/12/2023	CHERRY LAUREL	1430	DR	SOUTHRIDGE ADD	R1	\$ 18,527.00	480	
1 & 2 FAMILY, PAVING	SHEPPARD CONCRETE	4528	10/3/2023	CRUCE	1223	DR	COLLEGE MANOR	R1	\$ 13,000.00	1200	
1 & 2 FAMILY, PAVING	OWNER	4598	10/2/2023	MARGARET	410	ST	HETHERINGTON HEIGHTS #2	R1	\$ 9,500.00	1118	
1 & 2 FAMILY, PAVING	WHITE BUFFALO CONCRETE & CONST	4713	10/2/2023	LAHOMA	423 S	AVE	MEADOW PARK ADD	R1	\$ 7,000.00	475	
1 & 2 FAMILY, REPAIR	ALL SEASONS ROOFING AND CONST	4496	10/9/2023	EAST LAKE	2916	DR	ROSS ADDITION	R1	\$ 20,563.00	1884	
1 & 2 FAMILY, REPAIR	OWNER	4822	10/9/2023	BROOKS	2521 W	ST	EAST RIDGE ADD #05	R1	\$ 180,000.00	2100	
1 & 2 FAMILY, REPAIR	OWNER	4870	10/10/2023	EDGEEMERE	2816	DR	EAST RIDGE ADD #19	R1	\$ 60,000.00	1200	
1 & 2 FAMILY, SOLAR	SOLAR POWER OF OKLAHOMA	4433	10/10/2023	DRIFTWOOD	303	DR	NORMANDY ESTATES	RE	\$ 81,600.00	17	
1 & 2 FAMILY, SOLAR	DELTA ENERGY SOLAR	4465	10/3/2023	LADBROOK	5113	ST	CAMBRIDGE ADD	R1	\$ 15,000.00	6	
1 & 2 FAMILY, SOLAR	PAIC SOLAR	4520	10/3/2023	SEQUOYAH	2809	TRL	WOODCREST EST #3	R1	\$ 37,130.00	6	
1 & 2 FAMILY, SOLAR	SOLAR POWER OF OKLAHOMA	4678	10/3/2023	TERRACE	500	PL	NORMANDY PARK	R1	\$ 14,851.00	5	
1 & 2 FAMILY, SOLAR	NIVO SOLAR	4692	10/3/2023	FOREST GLENN	1432	CIR	SONOMA PARK #2	R1	\$ 36,384.00	9	
1 & 2 FAMILY, SOLAR	SOLAR POWER OF OKLAHOMA	4718	10/23/2023	VALLEY HOLLOW	2129	DR	SUMMIT VALLEY	R1	\$ 27,027.00	8	
1 & 2 FAMILY, SOLAR	GREEN LIGHT SOLAR	4736	10/23/2023	TAYPORT	3813	ST	CADCADE ESTATES	R1	\$ 40,769.00	8	
1 & 2 FAMILY, SOLAR	SUNTRIA	4759	10/9/2023	MISTY RIDGE	3016	DR	SUMMIT LAKES ADD #4	R1	\$ 37,744.00	7	
1 & 2 FAMILY, SOLAR	OKIE SOLAR	4801	10/9/2023	CHATHAM	3611	CT	BROOKHAVEN #1	R1	\$ 50,000.00	7	
1 & 2 FAMILY, SOLAR	GREEN LIGHT SOLAR	4801	10/10/2023	MIDWAY	212	DR	CAMBRIDGE#2	RM6	\$ 30,780.00	15	
1 & 2 FAMILY, SOLAR	MY ROOF SOLAR	4840	10/10/2023	MARGOLD	3113	TRL	TRAILS ADD #3	R1	\$ 22,027.00	6	
1 & 2 FAMILY, SOLAR	SOLAR POWER OF OKLAHOMA	4844	10/3/2023	OSBORNE	617	ST	SHADOWLAKE ADD #4	R1	\$ 22,978.00	9	
1 & 2 FAMILY, SOLAR	ADT SOLAR	4862	10/3/2023	TATTON	2433	DR	NORMANDY ACRES FIRST	R1	\$ 49,800.00	14	
1 & 2 FAMILY, STORAGE BLDG	OWNER	4353	10/13/2023	TRENTON	13325	CIR	INDIAN MERIDIAN EST	RE	\$ 9,000.00	875	
1 & 2 FAMILY, STORAGE BLDG	TUFF SHED INC	4408	10/13/2023	TRAILS END	2851	RD	NORMANDY PARK	R1	\$ 18,000.00	~480	
1 & 2 FAMILY, STORAGE BLDG	KREMY, PATRICK	4581	10/13/2023	LAWNS	3000	DR	LAKESIDE ESTATES (SURVEY)	A2	\$ 10,897.00	240	
1 & 2 FAMILY, STORAGE BLDG	BRENT SWIFT DESIGN BUILD	4605	10/4/2023	CROWN POINT	408	AVE	CAMBRIDGE ADD #3	R1	\$ 9,300.00	160	
1 & 2 FAMILY, STORAGE BLDG	OWNER	4739	10/4/2023	156TH	5525 E	ST	HILLTOP ADD	R1	\$ 40,000.00	200	
1 & 2 FAMILY, STORAGE BLDG	T.B.C. BUILDINGS & CONCRETE	4751	10/4/2023	LINDSEY	5525 E	ST	PEEBLY ESTATES COS 2021-1	A2	\$ 43,000.00	3360	





Permit Type	Permit Counts	Unit Count	Valuation	Permit Type	Permit Counts
Residential, New Construction	38		\$ 16,121,882	ROLOFF PERMITS	Count=13
Residential Duplex, New Construction	0		\$ -		
Residential, New Manufactured Home	1		\$ 142,306		
Residential, Storm Shelter	14		\$ 59,340		
Residential, Addition/Alteration	14		\$ 549,839	DEMOS-RESIDENTIAL	
Residential, Carport	1		\$ 3,300	None	
Residential, Storage Building	8		\$ 448,197		
Residential, Fire Repair	3		\$ 440,000		
Residential, Swimming Pool	8		\$ 738,428		
Residential, Manufactured Home Repl	1		\$ 140,910		
Residential, Solar	13		\$ 465,090		
Residential, Paving	9		\$ 132,590		
Multi-Family, New (3+ Family)	1		\$ 3,000,000	TOTAL DEMO	
Multi-Family, Addition/Alteration (3+ Family)	1		\$ 8,900	NET UNITS	
Multi-Family, Foundation (3+ Family)	0		\$ -	None	
Multi-Family, Fire Repair (3+ Family)	0		\$ -		
Group Quarters	0		\$ -		
Roll Off, Residential	9		\$ -		
Roll Off, Other	3		\$ -		
Seasonal Storage Container	1		\$ -		
Storage Container	0		\$ -		
<b>TOTAL</b>	<b>125</b>		<b>\$ 22,251,782</b>	<b>TOTAL DEMO-NET DWELLING</b>	

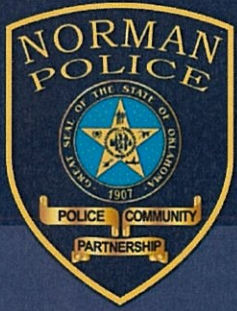




**Issued October 2023- Sorted by Permit Type**

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# NORMAN POLICE DEPARTMENT

## MONTHLY DEPARTMENT OVERVIEW



OCTOBER | 2023

### MONTHLY ACTIVITY OVERVIEW

SUMMARY OF REPORTED OFFENSES	2023	5-YEAR AVERAGE	2022
MURDER	0	1	0
SEXUAL ASSAULTS	12	18	17
ROBBERY	3	5	2
AGGRAVATED ASSAULTS	25	24	30
BURGLARY OF BUILDING	24	39	43
LARCENY/THEFT	220	253	222
MOTOR VEHICLE THEFT	22	38	30
ARSON	1	0	0
KIDNAPPING	2	2	3
FRAUD/FORGERY	61	69	69
DUI/APC	28	36	32
PUBLIC INTOXICATION	59	49	59
RUNAWAYS	22	22	14
DRUG VIOLATIONS	39	59	43
THREATS/HARASSMENT	33	34	38
VANDALISM	107	84	90
OTHER	766	930	981
<b>TOTAL REPORTED OFFENSES</b>	<b>1,167</b>	<b>1,337</b>	<b>1,335</b>
<b>TOTAL ARRESTS:</b>	<b>476</b>	<b>524</b>	<b>536</b>
PROTECTIVE CUSTODY:	95	99	98
<b>TOTAL CASE REPORTS*</b>	<b>1,002</b>	<b>1,077</b>	<b>1,076</b>
<b>COLLISIONS</b>	<b>248</b>	<b>281</b>	<b>261</b>
FATALITY	2	2	2
INJURY	62	50	40
NON-INJURY	184	230	219
NUMBER OF PEOPLE INJURED	83	107	93
<b>CITATIONS &amp; WARNINGS</b>	<b>2,097</b>	<b>2,538</b>	<b>1,951</b>
TRAFFIC CITATIONS	654	621	389
TRAFFIC WARNINGS	924	1,127	756
PARKING CITATIONS & WARNINGS	519	790	806



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## COMMUNICATIONS CENTER ACTIVITY OVERVIEW

911 CALLS TAKEN: 6,001

NON-EMERGENCY CALLS TAKEN: 15,813

**TOTAL INCOMING CALLS: 24,632**

**TOTAL CALLS FOR SERVICE GENERATED: 11,866**

POLICE CALLS FOR SERVICE: 7,955

OFFICER INITIATED: 2,818

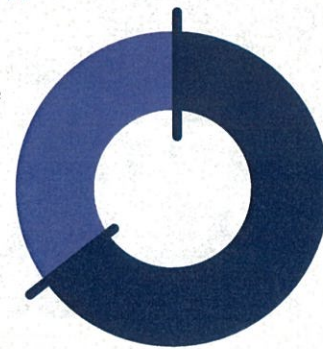
CITIZEN INITIATED: 5,137

OTHER CAD ACTIVITY:

NORMAN FIRE: 1,666

EMSSTAT: 2,226

Officer Initiated Calls for Service  
2,818



Citizen Initiated Calls for Service  
5,137

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## INVESTIGATIONS ACTIVITY

CASES CURRENTLY OPEN (2020 TO PRESENT): 400

CASES ASSIGNED DURING THE CURRENT REPORTING PERIOD: 182

CASES CLOSED DURING REPORTING PERIOD: 595

CLEARED BY ARREST / WARRANT: 14

CLEARED BY EXCEPTION: 16

COP FOLLOW-UP: 12

DEACTIVATED: 515

REFERRED TO PATROL: 18

DEACTIVATED DUE TO STAFFING: 19

UNFOUNDED: 1

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## ANIMAL WELFARE

INTAKES: 226

LIVE RELEASES: 223

LIVE OUTCOME RATE: 91%

ANIMALS FOSTERED: 124

ANIMALS LICENSED: 80

VOLUNTEER HOURS: 249

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## RECORDS

CUSTOMER SERVICE CONTACTS: 1,778

IN-PERSON CONTACTS: 715

PHONE CONTACTS: 669

EMAIL CONTACTS: 394

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## DEPARTMENT STAFFING

AUTHORIZED COMMISSIONED: 180

ACTUAL EMPLOYED: 166

AVAILABLE FOR ASSIGNMENT: 136\*\*

AUTHORIZED NON-COMMISSIONED: 76

ACTUAL NON-COMMISSIONED: 68

AVAILABLE FOR ASSIGNMENT: 67\*\*

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

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

**ANIMAL CONTROL      11A**



# Norman Animal Welfare Monthly Statistical Report September 2023



## IN SHELTER ANIMAL COUNTS

	2022			2023			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Beginning	92	96	188	97	109	206	18	10%
Ending	102	128	230	80	149	229	(1)	0%

## ANIMAL INTAKES

	2022			2023			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Stray at Large	105	96	201	99	107	206	5	2%
Owner Relinquish	15	25	40	10	21	31	(9)	-23%
Owner Intended Euth	1	0	1	0	0	0	(1)	-100%
Transfer In	0	0	0	1	0	1	1	#DIV/0!
Other Intakes*	6	6	12	2	1	3	(9)	-75%
Returned Animal	6	9	15	11	6	17	2	13%
<b>TOTAL LIVE INTAKES</b>	<b>133</b>	<b>136</b>	<b>269</b>	<b>123</b>	<b>135</b>	<b>258</b>	<b>(11)</b>	<b>-4%</b>

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

## OTHER STATISTICS

	2022		2023		Comparisons	
	Total		Total		Difference	Percent
Wildlife Collected (DOA)	0	0	0	0	0	#DIV/0!
Dog Collected (DOA)	1	1	0	0	(1)	-100%
Cat Collected (DOA)	0	0	1	1	1	#DIV/0!
Wildlife Transferred	0	0	0	0	0	#DIV/0!
Intake Horses	1	1	1	1	0	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	1	1	0	0	(1)	-100%
Intake Pigs	0	0	0	0	0	#DIV/0!
Intake Other	1	1	8	8	7	700%
<b>TOTAL OTHER ITEMS</b>	<b>4</b>	<b>4</b>	<b>10</b>	<b>10</b>	<b>6</b>	<b>150%</b>

## LENGTH OF STAY (DAYS)

	2022	2023
Dog	19.1	18.2
Puppy	17.6	8.5
Cat	16.8	18.5
Kitten	11.4	14.1

## OWNER SURRENDER PENDING INTAKE

	Canine	Feline	Other	Total
Animals	258	65	0	323

# Norman Animal Welfare Monthly Statistical Report

## September 2023



### LIVE ANIMAL OUTCOMES

	2022			2023			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Adoption	57	81	138	72	79	151	13	9%
Return To Owner	34	1	35	41	2	43	8	23%
Transferred Out	19	24	43	21	0	21	(22)	-51%
Returned to Field	0	1	1	0	7	7	6	600%
Other Outcome	0	0	0	0	0	0	0	#DIV/0!
<b>TOTAL LIVE OUTCOMES</b>	<b>110</b>	<b>107</b>	<b>217</b>	<b>134</b>	<b>88</b>	<b>222</b>	<b>5</b>	<b>2%</b>

### OTHER ANIMAL OUTCOMES

	2022			2023			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Died in Care	0	14	14	0	6	6	(8)	-57%
Lost in Care	1	0	1	0	0	0	(1)	-100%
Shelter Euth	12	7	19	6	1	7	(12)	-63%
Owner Intended Euth	0	0	0	0	0	0	0	#DIV/0!
<b>TOTAL OTHER OUTCOMES</b>	<b>13</b>	<b>21</b>	<b>34</b>	<b>6</b>	<b>7</b>	<b>13</b>	<b>(21)</b>	<b>-62%</b>

### TOTAL OUTCOMES

	2022			2023			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Total Live Outcomes	110	107	217	134	88	222	5	2%
Total Other Outcomes	13	21	34	6	7	13	(21)	-62%
<b>TOTAL OUTCOMES</b>	<b>123</b>	<b>128</b>	<b>251</b>	<b>140</b>	<b>95</b>	<b>235</b>	<b>(16)</b>	<b>-6%</b>

### SHELTER EUTHANASIA DATA

	Canine	Feline	Other	Total	Percentage
Medical - Sick	1	0		1	14%
Medical - Injured	1	1		2	29%
Behavior - Aggressive	2	0		2	29%
Behavior - Other	2	0		2	29%
<b>TOTAL EUTHANASIA</b>	<b>6</b>	<b>1</b>	<b>0</b>	<b>7</b>	

### MONTHLY LIVE RELEASE RATE

2022	2023
86.5%	94.5%

Live Outcomes / (Total Outcomes - Owner Int Euth)





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

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**ENGINEERING DIVISION**

**DEVELOPMENT**

The Development Manager processed three (3) Final Plats for the Development Committee; five (5) Preliminary Plats, one (1) Short Form Plat and one (1) Center City Form Based Code for Planning Commission; two (2) Rural Certificates of Survey, two (2) Preliminary Plats, one (1) Certificate of Plat Correction and one (1) Encroachment for City Council. The Development Engineer reviewed 29 sets of construction plans and seven (7) punch lists. There were 97 permits reviewed and/or issued. Fees were collected in the amount of \$16,898.57.

**CAPITAL PROJECTS:**

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

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

The project involves the following items:

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

As of the current pay application on 9/20/2023, 84% of the total contract amount has been expended. The total construction period per the contract is currently 202 calendar days. As of July 26, 2023, the contract time has expired; however, there have been a large number of weather delays in June and July that have yet to be formally claimed by the contractor. In addition, a supply chain delay outside of the contractor's control has occurred that will likely be compensated for with a future change order. It is anticipated that these additional delay days will be claimed on the final change order at project completion, and the approved construction period will be extended. The delayed control pedestals were to be shipped on 11/3/23, the contractor is checking to make sure that they were shipped as planned. With that in mind, the new completion date is expected to be sometime at the end of November.

The contractor's activities this month were as follows:

- Completed installation of wash equipment
- Continued electrical and plumbing work
- Installed landscaping
- Installed wash floor epoxy coating
- Fuel master control pedestals shipped

**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

*Monthly Progress Report*

*Public Works (October 2023)*

- 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 10/3/2023, 33% of the total contract amount has been expended. Through 9/30/23, 34% of the contract time had expired.

The contractor's activities this month were as follows:

- Completed storm sewer relocation on Robinson St.
- Mainline paving south of Robinson St. is complete
- Continued installation of electrical conduit and lighting bases south of Robinson St.
- Installation of ditch liners north of Robinson St. is complete
- Installed all bridge piers
- Began installation of bridge abutments and pier columns
- Continued construction of Legacy Trail
- Installed permanent sod South of Robinson St.

**Porter Avenue Streetscape – Alameda Street to Robinson Street:**

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

The Oklahoma Department of Transportation conducted a bid opening on October 20, 2022, for the Porter Avenue Streetscape 2019 Bond Project. The low bidder was SAC Services, Inc. of Oklahoma City, Oklahoma. ODOT awarded the project on November 7, 2022. This project has a 210-calendar day construction schedule, which will likely result in a fall 2023 completion. The Oklahoma Department of Transportation is administering the construction of this project, with the assistance of Atkins.

Proposed improvements include:

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

As of the last pay application on 10/15/2023, 34% of the total contract amount has been expended. Through 8/31/23, 79% of the contract time has been expended.

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



### *Monthly Progress Report*

#### *Public Works (October 2023)*

scheduled to be completed until the very end of the project. This too, helps to account for a portion of the lag between amount spent and time spent.

The contractor's activities this month were as follows:

- Completed sidewalks and Drives from Gray St. south (both sides)
- Installed irrigation service and meter at Alameda St.
- Began construction of driveways and sidewalks between Frank Street and Robinson St. on east side
- Began installation of light pole bases and conduit North of Frank Street on east side
- Completed all storm sewer on south half of the 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 thru June of 2024. This project has been updated to include 54 bus stop installations and/or modifications.

As of 10/30/2023, 26% of the total contract amount has been expended and 21% of the contract time has been expended.

#### **Street Maintenance Bond Programs:**

##### **FYE 2023 Street Maintenance Bond – Urban Reconstruct**

Urban Reconstruct (Juniper and Fairfield) were opened January 12, 2023. Six bids were received and the contract was awarded on February 28, 2023 to Arroyo's Concrete, LLC in the amount of \$508,568.25. The project consists of removal of existing degraded pavement, subgrade stabilization, new concrete pavement, and some sidewalk additions and repairs.

The contractor mobilized on April 17, 2023 and began removals. A leaking city water main was discovered during removals and NUA opted to replace the main and all service lines. This delayed the street project approximately three weeks. A period of heavy rain following the water main delay further delayed the remaining removals and subgrade stabilization. Weather conditions were not favorable for subgrade stabilization until June 23<sup>rd</sup>. Stabilization was completed and concrete placement began on June 29<sup>th</sup>. The project made significant progress during July and Early August reaching substantial completion on August 22, 2023. Work on Fairfield Drive location began in Mid-August 2023 and proceeded in phases of removal, subgrade stabilization, and concrete placement. Fairfield was fully completed in October. A small punch list was developed and the contractor completed those items. This project is scheduled for final acceptance at the November 28<sup>th</sup> Council meeting.

##### **FYE 2023 - Miller Avenue Curb and Gutter Maintenance Project**

Bids for the Miller Avenue Curb and Gutter Maintenance Project were opened on May 18, 2023. The bid was awarded at the June 27, 2023 Council Meeting. The contractor mobilized on July 6, 2023 and completed the west half of the project in July. The project was paused at the end of August to accommodate a community event. The contractor returned in October to complete additional ADA ramps, sidewalk, and storm inlets. Work was nearly completed in October, however an extremely shallow street light conduit caused a delay on the last ADA ramp. That ramp will be completed as soon as OG+E repairs the electrical conduit.

##### **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 and began work on Montgomery Circle.

##### **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<sup>th</sup> and began work on Cruce Drive.

## 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. Staff are continuing to move forward on the next steps as recommended in the plan. Recent work includes:

#### Go Norman Transit Plan: Transit Center Remodel

- On February 14, 2023, Council approved contract K-2223-72 with Stronghold Construction to complete the renovation of the 320 E. Comanche St. property into a City Transit Center. A pre-construction meeting was conducted on February 21, 2023 to organize the start of the project, and a Notice to Proceed was issued on February 28, 2023. Construction commenced on March 1, 2023. It was estimated that the project would be completed and open in August 2023, however, due to delays attributed to asbestos remediation the project reached substantial completion and obtained its certificate of occupancy on October 6, 2023. The ribbon cutting ceremony was held Thursday, October 12, 2023, and new bus routes began service from the completed Transit Center on Monday, October 16, 2023. Staff are now finalizing paperwork to prepare an agenda item for Council to review for final acceptance and payment of the project. Please see below for more information.
- As of the last pay application on October 31, 2023, 97.5% of the total contract amount has been expended, representing the entire contract amount less 2.5% retainage. Through October 6, 2023, 100% of the contract time has been expended.
- The initial Punch List walk through was conducted on Tuesday, September 26, 2023.
- The final approval for Building and Occupancy was received on Friday, October 6, 2023.
- Final work on the project completed in October 2023 includes:
  - Final MEP inspection
  - Flooring installation completion
  - 3" line boring (for landscaping irrigation)
  - Window sills, countertops, and stairway ledge installation
  - Doors and hardware
  - Landscaping
  - Convergint technology/camera installation and testing
  - Final clean, inspection, and final punch list items
  - Furniture and vending machine installation
- The Ribbon Cutting Ceremony was held Oct. 12, 2023 with approximately 50-60 people, including media, in attendance. Speeches were given by Taylor Johnson, Transit & Parking Program Manager; Darrel Pyle, City Manager; and Steven Tyler Holman, Ward 7 Councilmember and Council Community Planning & Transportation Committee Chair. These speeches were followed by a group ribbon cutting and a bus driving through a ribbon.



*Attendees Preparing to Hear Speeches*





*Group Ribbon Cutting*



*Driving a Bus Through the Ribbon*

#### 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 staff currently anticipates receiving three of these vehicles in November 2023, and the other two by the end of the calendar year. Staff visited the manufacturer to complete inspections on three of these vehicles during the month of October. Below is background on this purchase:
  - On December 14, 2021 the City Council passed and adopted resolution R-2122-72 transferring \$346,703 from the Capital Fund Balance to be matched with \$122,812 available in the Public Transit and Parking Fund to be used to replace 5 paratransit vehicles in the Transit Fleet for a total of \$469,515. Due to ongoing supply chain issues the price of the vehicles had increased, however staff were able to identify additional FTA grant funding allocated to Norman to supplement the cost increase and decrease the amount of local match that was provided from the Public Transit and Parking Fund. Resolution R-2122-98 was approved by Council on March 8 transferring an additional \$149,454 (for a total cost of \$584,655) to cover the cost increase. FTA grant OK-2020-026 will be amended to \$496,157 leaving a local match of \$88,508 (a reduction in the local matching funds of \$34,304.)
- The City is currently in the process of purchasing 3 paratransit ADA compliant minivans for revenue service as well as 2 non-revenue support vehicles. Below is background on this purchase:
  - Council provided funding in the budget sufficient to outright purchase a single large transit bus and a single paratransit vehicle. Because of effective use of grant funding and only using a small percentage of budgeted money as a local match against grant funds, staff proposed to use \$355,692.55 of the remaining funding (\$357,810) for the outright purchase of 3 additional ADA minivans for the paratransit fleet and replacement of two support vehicles which was approved by the City Manager on April 6, 2023 utilizing an Oklahoma State Contract.
  - Both of the non-revenue support vehicles, units 5-2341 and 5-2348 have been received and put into service.
  - The three paratransit ADA compliant minivans for revenue service were delivered in the last week of August. Staff have worked to complete final inspections, warranty repairs, and paperwork, and expect to put these replacement vehicles into service during the month of November.

#### Transit Center Plumbing

Upon completion of the new Transit Center on October 6, 2023, plumbing systems were tested and working properly. Since the start of service on October 16, 2023, some progressive clogging and draining issues were noted culminating in the system being completely backed up to the point of overflow on October 27, 2023. Diagnostic measures indicate that pre-existing cast iron pipes are in a deteriorated state with rust and decay causing blockages and need to be replaced by more modern PVC piping. Transit staff are collaborating with the Facilities Maintenance staff to correct the issue. Contractors have begun work by removing the basement level plumbing fixtures and taking up the flooring where new PVC pipes need to be installed. Temporary portable restroom facilities are now available on site and will remain until the issue is resolved.

#### 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

*Monthly Progress Report*

*Public Works (October 2023)*

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 launched as planned on August 21, 2023. More details can be found in the monthly performance report for this service, which is attached.

**Transit Monthly Performance Reports**

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

**STREETS DIVISION**

**CAPITAL PROJECTS:**

**60<sup>th</sup> AVENUE SE: ALAMEDA STREET TO LINDSEY STREET**

Streets crews worked a deep patch at 60<sup>th</sup> Avenue SE: Alameda Street to Lindsey Street and required 5.06 tons of asphalt for the repair.

**NUTMEG: 72<sup>ND</sup> AVENUE SE TO ALLSPICE RUN**

Streets crews worked a deep patch at Nutmeg: 72<sup>nd</sup> Avenue SE to Allspice Run and required 456.34 tons of asphalt for the repair.

**CASTLE ROCK ADDITION**

Streets crews replaced damaged concrete panels at in Castle Rock Addition. This repair required 52 cubic yards of concrete and resulted in over 163 square yards repaired.

**ASPHALT OPERATIONS:**

**CARRINGTON LAKES – DEEP PATCH**

Streets crews worked a deep patch at Carrington Lakes and required 34.67 tons of asphalt for the repair.

**120<sup>TH</sup> AVENUE NE AND INDIAN HILLS ROAD**

Streets crews worked a deep patch at 120<sup>th</sup> Avenue NE and Indian Hills Road and required 40.25 tons of asphalt for the repair.

**ROADSIDE OPERATIONS:**

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

Streets Roadside Mowing crew continued their summer mowing schedule. During October, 2023, 389 miles of rural rights-of way and 2,890,808 sq. ft. of urban rights-of-way were mowed.

**ROUTINE POTHOLE PATCHING OPERATIONS**

This month approximately 4.75 tons of asphalt was utilized in routine pothole patching operations.

**STORMWATER DIVISION**

**CAPITAL PROJECTS:**

**THE VINEYARDS DRAINAGE IMPROVEMENT PROJECT (Brandon Brooks)**

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

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

#### *Monthly Progress Report*

#### *Public Works (October 2023)*

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 October, the contractor completed the first section of flume walls, the second section of flume floor, and the second section of flume walls.

#### **WORK ORDER RESPONSE**

Stormwater Division received 26 work order requests and closed 25 work orders.

#### **INFRASTRUCTURE MAINTENANCE**

The Infrastructure Maintenance crew finished a double box replacement at 113 S Ponca. The Crew sealed behind leaking curb hoods at 3900 Irvine Drive. The Infrastructure Maintenance crew sealed the floor in a leaking pipe at 36<sup>th</sup> and Brookford Drive. The crew back filled around a driveway they poured at the pistol range for Norman Police Department. The Infrastructure Maintenance crew checked 2,127 inlets and cleaned 447 inlets totaling 4.25 tons of debris removed in Wards 1-4, 6, and 8.

#### **CHANNEL MAINTENANCE**

The Channel Maintenance Crew mowed 1,095,844 square feet of stormwater channels during the month of October. The crew removed debris from Hollywood, Willow Grove, Midway, and Berkley Channels totaling 14.5 tons of debris. The Maintenance crew removed shopping carts from Griffin Dog Park. They removed litter scattered by the homeless along Brookhaven Creek at Interstate Batteries. The crew checked 246 inlets and cleaned 29 inlets totaling 1 ton of debris removed in Ward 3.

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

A total of 234 lane miles were swept in October resulting in the removal of approximately 99.95 tons of debris from various curb-lined streets throughout the city. The crew was able to flush 400 linear feet of stormwater pipe using 2400 gallons of water at Ridge Line Circle and at Main and Porter. The camera truck is still down for repairs. The crew checked 360 inlets and cleaned 140 inlets totaling 1 ton of debris removed in Ward 7 and 1 and checked 358 inlets and cleaned 140 inlets totaling 1 ton of debris removed in Ward 4 and 2.

#### **STORMWATER OKIE LOCATES**

During the month of October, 3084 Call 811 Okie Spots were received. Of those requests, 143 were stormwater pipe locates, 125 were marked, and 2263 were referred to other departments.

#### **FLEET DIVISION**

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

#### **FUEL REPORT**

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

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

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

#### **MAINTENANCE REPORT**

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

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

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

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

*Monthly Progress Report*

*Public Works (October 2023)*

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.



**October 2023**  
**DEVELOPMENT COORDINATION, ENGINEERING**  
**AND PERMIT REVIEW**

**Subdivision Development:**

FYE 2023 Associated Fees

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

\*Norman Rural Cert of Survey... 0  
 \*Final Plats..... 3  
 \*Preliminary Plats..... 5  
 \*Short Form Plat..... 1  
 \*Center City Form Based Code.. 1  
 \*Concurrent Constr. Request..... 0

**City Council Review:**

Certificate of Survey..... 2  
 Preliminary Plat..... 2  
 Final Plats ..... 0  
 Certificate of Plat Correction.... 1  
 Encroachment..... 1  
 Easements..... 0  
 Closure..... 0  
 Release of Deferral..... 0

**\$ 14,620.00**

**Development Committee:**

Final Plats..... 3

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

**\$0.00**

**Subtotal:**

**\$14,620.00**

**\$3,460.00**

**\$26,210.00**

**Permits Reviewed/Issued:**

(includes Offsite Construction fees)

\*\*Single Family..... 24  
 \*\*\*Commercial..... 3  
 Multi-Family..... 0  
 Addition/Alteration..... 18  
 House Moving..... 3  
 Paving Only..... 6  
 Storage Building..... 8  
 Swimming Pool..... 5  
 Storm Shelters..... 11  
 Public Improvements..... 1  
 Temporary Encroachments..... 0  
 Fire Line Pits/Misc..... 0  
 Franchise Utilities ..... 19

Other revenue ..... 0

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

**Total Permits.....**

**Grand Total.....**

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

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

\$0.00	\$0.00	
\$0.00	\$200.00	\$400.00
\$2,278.57	\$15,913.51	\$50,477.49
\$16,898.57	\$19,573.51	\$77,107.49
29	22	94
7	4	18

\* 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

**October 2023**

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

**KEN DANNER/TODD McLELLAN/JACK BURDETT**

	NUMBER OF INSTANCES	PERCENTAGE ACHIEVED
<i>PI #8</i> PREPARE DEVELOPMENT PUNCH LIST WITHIN 1 DAY OF FINAL INSPECTION	7	100%
<i>PI #10</i> SINGLE FAMILY BLDG PERMIT REVIEW W/I 3 DAYS	24	100%
<i>PI #11</i> COMMERCIAL BLDG PERMIT REVIEW W/I 7 DAYS	3	100%
<i>PI #12</i> CONSTRUCTION PLAN REVIEW W/I 10 DAYS	29	100%
<i>PI #13</i> FINAL PLAT REVIEW COMPLETED WITHIN 10 DAYS	3	100%

# PERFORMANCE REPORT

## Summary of Services Table: September 2023

The table below provides daily averages for the number of passengers carried by many of the services offered by EMBARK Norman. The year-to-date (YTD) figures are cumulative totals.

EMBARK Norman Service Summary	ADP Sep FY24	FY24 YTD	FY23 YTD	Service Profile	Sep FY24	Sep FY23
Fixed Routes (M-F)	1,548	88,642	58,222	Weekdays	20	21
Fixed Routes (Sat)	607	9,658	4,735	Saturdays	5	4
PLUS (M-F)	93	5,679	5,710	Gamedays	3	3
-Zone 1*	66	4,344	4,764	Holidays	1	1
-Zone 2**	22	1,335	946	Weather	1	0
PLUS (Sat)***	21	306	281	Fiscal YTD Days	77	77
				Cal. YTD Days	282	282

\*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	98,300	251,881	■
# of Norman paratransit trips provided	5,985	21,000	■
% of on-time Norman paratransit pick-ups	97.41%	98.58%	●
# of Norman bus passengers per service hour, cumulative	20.60	13.04	■
# of Norman bus passengers per day, average	1,281	800*	●
% of Norman required paratransit pick-ups denied due to capacity	0.00%**	0.00%*	●
% of on-time fixed-route arrivals	66.70%	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

September 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 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.

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

#### Key Performance Indicator Measures

MEASURE	Target	September	Service to Date (8/21/23 – 9/30/23)
Average Walking Distance	<0.10 miles	0.08 miles	0.08 miles
Maximum Walking Distance	0.25 miles	0.32 miles	0.32 miles
Average Rider Wait Time	<15 min	18.1 min	17.4 min
Maximum Rider Wait Time	20 min	N/A*	N/A*
Percentage of Ride Requests Completed Within 20min. Wait Time	>80%	63.22%**	68.39%**
*OU has requested longer available wait times for OU students during SafeRide hours (up to a 2 hour max). Because we are not yet able to filter these rides from the remaining data, we cannot confidently report this statistic at this time			
**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 may also be skewed by longer available wait times for OU students during SafeRide hours.			



## Additional Performance Measures

### Ridership

Norman On-Demand completed 2,223 rides in September 2023, which is a 307% increase over the August 2023 total of 546. Please note that August 2023 only includes days from launch, August 21, to the end of the month. There were a total of 9 wheelchair accessible vehicle (WAV) requests in the month of September.

Ridership	September	Service to Date (8/21/23 – 9/30/23)
Total number of passengers	2223	2769
Total # of Trips Completed	1278	1563
# of Trips Requesting WAV	9	12

### Rider Experience

The system includes an automated feedback process where all ride ratings with 4 stars or fewer that have actual written feedback attached are reviewed by customer support agents. Poor ride ratings alone are not categorized as complaints. A single complaint was received in the month of September, in which there was a dispute of the driver falsely changing the ride status to no-show. That dispute was resolved by customer service who was able to confirm the correct pick-up location.

Rider Experience	September	Service to Date (8/21/23 – 9/30/23)
Average Ride Duration	10.3 min	10 min
Average Ride Distance	3.1 miles	3 miles
Average Ride Rating	4.9 (out of 5 stars)	4.9 (out of 5 stars)

### Program Engagement and Rider Growth

Since the Norman On-Demand App launched on August 21, 2023, 2023 individual accounts have been created, an increase of 390 (or 23.88%) over the course of the month of September. Of these accounts nearly one in three, or 31.98%, have utilized the service at least once. We are not yet able to differentiate between OU student accounts and others, but look forward to being able to do so in the future. Riders are also able to call 405-643-8638 to schedule rides without using the App.

Engagement – Service to Date (8/21/23 – 9/30/23)		
App Accounts Created Since Launch	2023	
OU Student Accounts	N/A	N/A
Active Accounts*	1055	52.15%
Rider Accounts**	647	31.98%
Repeat Rider Accounts***	420	20.76%
*accounts where user has engaged with ride requests at least once		
**accounts with at least 1 completed ride		
***accounts with at least 2 completed rides		

### Accidents and Vehicles

There was one minor collision that occurred on September 23 between a Norman On-Demand vehicle and another vehicle. No physical injuries to the driver or riders, with minor damage to the front bumper of the Norman On-Demand vehicle. All incidents are reported to Norman Transit staff in a timely manner by our provider Via.

One complication for the new service was located by the Field Manager when conducting wheelchair accessible vehicle (WAV) trainings prior to the service start. Due to an issue with the seatbelt, one of the two WAV vehicles is currently at a maintenance shop in Oklahoma City waiting on a new seat belt part to arrive in order to fix the issue. This issue has had minimal impact on the service because the other WAV vehicle is still in active use.

# SERVICE EFFORTS AND ACCOMPLISHMENTS FYE 2024

STREET DIVISION					
	FYE 2024 October 2023	FYE 2024 October 2023	Year to Date	Year to Date	FYE 2024
PERFORMANCE INDICATORS	ACTUAL	PERCENT	ACTUAL	PERCENT	PROJECTED
Distribute work order requests to field personnel within one day.	99%	99%	99%	100%	100%
Patch potholes smaller than one cubic foot within 24 hours	100%	100%	100%	100%	95%
(tons of material used)	4.75		17.37		
Overlay/pave 10 miles per year.	-	0%	-	0%	100%
Replace 2,000 square yards of concrete pavement panels	163.00	8%	857.00	43%	100%
Grade all unpaved alleys two (2) times per year. (approximately 210 blocks)	-	0%	8.00	2%	100%
Mow 15 ROW-miles (1,584,000 sf) of Urban right-of-way, eight times per year	2,890,808.00	23%	14,034,396.00	111%	100%
Mow 148 miles of Rural Right-of-way three times per year	389.00	88%	1,283.00	289%	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 October, 2023	FYE 2024 October, 2023	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)	234.00	47%	1,487.00	25%	85%
Inspect and clean 100% of the urban drainage inlets three times per year. (approximately 5,000 locations)	3,147.00	31%	5,443.00	54%	65%
Mow 2,271,548 sq.feet of open drainage ways, six times per year	1,095,844.00	8%	4,487,430.00	33%	70%
Collect 60 tons of litter annually from drainage channels and R-O-W in Urban and Rural areas	-	0%	-	0%	100%
*Program was transferred to Utilities 7/23					
Permit all floodplain activities as appropriate.	-	0%	6.00		100%

**PUBLIC WORKS  
FLEET DIVISION  
ACTIVITY REPORT**

October 2023

IN GALLONS	FYE 2024	FUEL REPORT		
	<u>UNLEADED PURCHASED</u>	<u>DIESEL PURCHASED</u>	<u>CNG PURCHASED</u>	
Internal pumps	18,820.00	21,943.00	24,689.26	
Outside - sublet	1,489.00	596.00	3,990.39	
<b>TOTAL</b>	<b>20,309.00</b>	<b>22,539.00</b>	<b>28,679.65</b>	
	<u>UNLEADED CONSUMED</u>	<u>DIESEL CONSUMED</u>	<u>CITY CNG CONSUMED</u>	<u>PUBLIC CNG CONSUMED</u>
Consumption	21,339.30	22,056.80	34,689.26	3,990.39

FYE 2024 TO DATE CONSUMPTION				
<b>TOTAL</b>	<u>UNLEADED CONSUMED</u>	<u>DIESEL CONSUMED</u>	<u>CITY CNG CONSUMED</u>	<u>PUBLIC CNG CONSUMED</u>
Consumption	78,136.12	81,856.34	118,493.21	15,641.41

INTERNAL PRICE PER GALLON:					EXTERNAL PRICE PER GALLON:				
UNLEADED	High	\$2.84	Low	\$2.40	UNLEADED	High	\$2.86	Low	\$2.43
DIESEL	High	\$4.30	Low	\$3.09	DIESEL	High	\$3.99	Low	\$3.14
CNG	High	\$1.28	Low	\$1.28	CNG	High	\$2.10	Low	\$2.10

CONSUMABLE PARTS PURCHASED			PUBLIC CNG SALES	
REPAIR PARTS	\$120,100.18		Month Total Public CNG Sales	\$8,398
OILS/FLUIDS	\$12,796.11		FYE 2024 To Date Public Sales	\$32,931
TIRES	\$34,837.44		<b>LIFE TO DATE CNG GAS GALLON EQUIVALENT</b>	
SUBLET REPAIRS	<b>\$13,891.43</b>		Total Sold Gallons Life To Date	1,099,125
			Total Gross Sales Life To Date	\$1,631,560
			Life To Date CNG Gas Gallon Equivalent	
<b>TOTAL SPENT ALL parts/sublet</b>	<b>\$181,625.16</b>		Total Public/City Through-Put CNG Gallons @ Station:	3,318,555

Light Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	4	5	6	60
EMERGENCY ROAD CALLS	6	6	6	93
PM SERVICES	83	88	75	1,502
INCLEMENT WEATHER	0	0	2	9
WORK ORDERS	192	205	245	3,970
SCHEDULED REPAIRS	83	88	84	1,704
NON SCHEDULED REPAIRS	51	38	37	1,316

Heavy Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	1	6	8	43
EMERGENCY ROAD CALLS	23	14	15	307
PM SERVICES	35	38	40	587
INCLEMENT WEATHER	0	0	2	4
WORK ORDERS	186	152	216	2,663
SCHEDULED REPAIRS	35	38	45	640
NON SCHEDULED REPAIRS	12	10	60	1,357

Transit Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	0	3	3	14
EMERGENCY ROAD CALLS	0	3	0	14
PM SERVICES	9	20	18	187
INCLEMENT WEATHER	0	0	1	1
WORK ORDERS	81	86	95	1,189
SCHEDULED REPAIRS	9	20	29	241
NON SCHEDULED REPAIRS	0	5	29	723

EVT Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	5	4	6	152
EMERGENCY ROAD CALLS	1	1	0	16
PM SERVICES	2	1	5	89
INCLEMENT WEATHER	0	0	1	1
WORK ORDERS	25	29	35	500
SCHEDULED REPAIRS	2	1	9	185
NON SCHEDULED REPAIRS	1	2	6	97

COMBINED SHOPS	CURRENT MONTH	LAST MONTH	TWO MONTHS AGO	YEAR TO DATE
ROAD SERVICE	10	18	23	254
EMERGENCY ROAD CALLS	30	24	21	424
PM SERVICES	129	147	138	2247
INCLEMENT WEATHER	0	0	6	19
WORK ORDERS	484	472	561	8032
SCHEDULED REPAIRS	129	147	167	2703
NON SCHEDULED REPAIRS	64	55	132	3361

**FLEET DIVISION  
INVENTORY  
October 2023**

**FUEL**

WESTWOOD GOLF	497.3	gallons	DIESEL	@	3.140	\$ 1,561.52
WESTWOOD GOLF	468.0	gallons	UNLEADED	@	2.430	\$ 1,137.24
NORTH BASE	3,814.0	gallons	UNLEADED	@	2.660	\$ 10,145.32
NORTH BASE	4,667.0	gallons	DIESEL	@	3.480	\$ 16,241.16
FIRE STATION #5	427.5	gallons	UNLEADED	@	2.520	\$ 1,077.30
FIRE STATION #5	413.0	gallons	DIESEL	@	3.210	\$ 1,325.73
FIRE STATION #6	411.1	gallons	UNLEADED	@	2.630	\$ 1,081.19
FIRE STATION #6	599.2	gallons	DIESEL	@	3.400	\$ 2,037.28
BULK TANKS	1,200.0	gallons	DIESEL	@	3.480	\$ 4,176.00

TOTAL	GALLONS:	DOLLAR:
UNLEADED	5,120.6	\$ 13,441.05
DIESEL	7,376.5	\$ 25,341.69

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**PUBLIC WORKS FLEET DIVISION  
PM COMPLIANCE REPORT**

**October 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
<b>CITY CLERK</b>						
CITY COUNCIL					0%	0%
BUILDING ADMINISTRATION					0%	0%
<b>MUNICIPAL COURT</b>						
MUNICIPAL COURT					0%	0%
<b>INFORMATION TECHNOLOGY</b>						
INFORMATION TECHNOLOGY	1	1			0%	2%
<b>HUMAN RESOURCES</b>						
HUMAN RESOURCES					0%	0%
<b>PLANNING</b>						
PLANNING	4	3	1	1	25%	89%
BUILDING INSPECTIONS					0%	0%
CODE COMPLIANCE	1	1			0%	150%
<b>PUBLIC WORKS</b>						
ENGINEERING	1		1	1	100%	75%
STREETS	21	21			0%	74%
STORMWATER	5	5			0%	50%
TRAFFIC	7	6	1	1	14%	83%
STORMWATER QUALITY					0%	100%
FLEET	5	5			0%	72%
TRANSIT					0%	0%
<b>POLICE</b>						
ANIMAL CONTROL	5	5			0%	67%
POLICE ADMINISTRATION					0%	33%
POLICE STAFF SERVICES	4	2		2	50%	63%
POLICE CRIMINAL INVESTIGATIONS	4	2	2	2	50%	138%
POLICE PATROL	16	14	1	2	13%	13%
POLICE SPECIAL INVESTIGATIONS	5	5			0%	73%
POLICE EMERGENCY COMMUNICATIONS					0%	0%
<b>FIRE</b>						
FIRE ADMINISTRATION					0%	0%
FIRE TRAINING					0%	0%
FIRE PREVENTION					0%	0%
FIRE SUPPRESSION	2	2			0%	160%
FIRE DISASTER PREPAREDNESS					0%	0%
<b>PARKS &amp; RECREATION</b>						
PARK MAINTENANCE	12	12			0%	74%
PARKS & RECREATION					0%	100%
CUSTODIAL					0%	100%
FACILITY MAINTENANCE	1	1			0%	50%
PARKS FORESTRY	1	1			0%	100%
<b>PUBLIC SAFETY SALES TAX (PSST)</b>						
PSST POLICE PATROL	3	3			0%	69%
PSST POLICE CRIMINAL INVESTIGATIONS					0%	100%
PSST FIRE SUPPRESSION					0%	0%
<b>CDBG</b>						
PLANNING CDBG					0%	0%
<b>UTILITIES WATER</b>						
UTILITIES ADMINISTRATION					0%	0%
WATER TREATMENT PLANT					0%	0%
WATER PLANT					0%	25%
WATER PLANT WELLS	1	1			0%	50%
WATER PLANT LAB					0%	0%
LINE MAINTENANCE ADMIN.					0%	100%
WATER LINE MAINTENANCE	9	7	1	2	22%	110%
UTILITIES INSPECTOR					0%	0%
METER SERVICES					0%	0%
<b>UTILITIES WRF</b>						
WRF ADMIN	1	1			0%	67%
WRF INDUSTRIAL					0%	0%
WRF BIOSOLIDS					0%	0%
WRF OPERATIONS	1	1			0%	50%
SEWER LINE MAINTENANCE	5	5			0%	107%
<b>UTILITIES SANITATION</b>						
SANITATION ADMINISTRATION					0%	0%
SANITATION RESIDENTIAL	6	2	1	4	67%	100%
SANITATION COMMERCIAL	8	5		3	38%	71%
SANITATION TRANSFER	5	5			0%	75%
SANITATION COMPOST	1	1			0%	100%
SANITATION RECYCLE					0%	200%
SANITATION YARD WASTE	3	3			0%	78%
<b>UTILITIES EVIROMENTAL</b>						
ENVIROMENTAL & SUSTAINABILITY	2	2			0%	5800%
<b>CITYWIDE TOTAL</b>	<b>138</b>	<b>120</b>	<b>8</b>	<b>18</b>	<b>13%</b>	<b>37%</b>

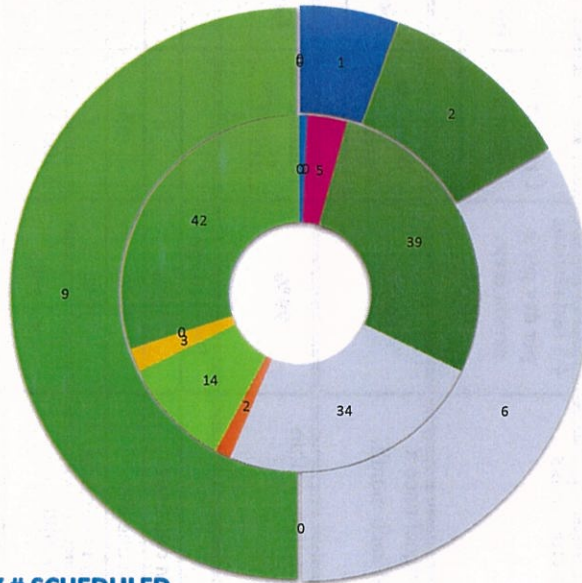


**PUBLIC WORKS FLEET DIVISION  
PM COMPLIANCE REPORT  
October FYE 2024**

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
<b>POLICE</b>										
1166	2013 Ford Interceptor	PD Patrol	131900	129643	-2257	Miles	8/30/2023	Light Repair	PM-C	3/15/2023
1116	2017 Ford Interceptor	PD Patrol	41701	40000	-1701	Miles	10/1/2023	Light Repair		
1142	2016 Ford Interceptor	PD Staff Services	57378	56000	-1378	Miles	10/19/2023	Light Repair	PM-D & PM-G	
<b>PSST</b>										
1005	2009 Chevy Impala	PSST Criminal Investigations	64530	64516	-14	Miles	8/28/2023	Light Repair	PM-C	11/5/2021
1211	2016 Ford Interceptor	PSST Patrol	155337	153000	-2337	Miles		Light Repair	PM-A	
<b>Parks</b>										
402F	2022 Bulk Tank	Park Maintenance	11/1/2023	9/1/2023	-61	Days	9/22/2023	Light Repair	PM-M & PM-C	
<b>Public Works</b>										
0161	2000 Bartel Wacky	Streets	11/1/2023	8/2/2023	-91	Days	8/21/2023	Light Repair	PM-C	8/2/2022
0638	2019 Graco Stripe Machines	Traffic	11/1/2023	9/1/2023	-61	Days	9/14/2023	Light Repair	PM-C	
<b>Utilities</b>										
5627T	2022 Holt Trailer	Water Wells	11/1/2023	7/11/2023	-113	Days	8/16/2023	Light Repair	PM-A	
298T	2016 Titan Trailer	Waste	11/1/2023	8/21/2023	-72	Days	8/28/2023	Heavy Repair	PM-A	2/21/2023
0223	2016 Peterbilt 320 Frontloader	Sanitation Commercial	12261	12000	-261	Hours	10/3/2023	Heavy Repair	PM-D & PM-T	
281T	2019 Holt Trailer	Sanitation Commercial	11/1/2023	10/1/2023	-31	Days	10/10/2023	Heavy Repair	PM-A	
0281	2020 Ford F150	Sanitation Residential	27942	27000	-942	Miles	10/12/2023	Light Repair	PM-C	
0319	2018 Ford F250	Water Line Maintenance	39599	35000	-4599	Miles	10/17/2023	Light Repair	PM-C	
22254	2022 Peterbilt 520	Sanitation Residential	3692	3000	-692	Hours	10/18/2023	Heavy Repair	PM-D & PM-T	
21324T	2021 Belshe Trailer	Water Line Maintenance	45231	45200	-31	Days	10/20/2023	Heavy Repair	PM-A	

**PM Compliance Report October FYE 2024**



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

Department	Scheduled	Missed/Late	% Late
City Clerk	0	0	0.0%
Municipal Court	0	0	0.0%
Information Technology	1	0	0.0%
Human Resources	0	0	0.0%
Planning	5	1	20.0%
Public Works	39	2	5.1%
Police	34	6	17.6%
Fire	2	0	0.0%
Parks & Rec.	14	0	0.0%
PSST	3	0	0.0%
CDBG	0	0	0.0%
Utilities	42	9	21.4%
<b>Citywide Total</b>	<b>139</b>	<b>18</b>	<b>12.9%</b>



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

October 2023		PROJECTED GOAL	THIS MONTH			YEAR TO DATE		
		Percentage	Number of Requests	Goal Met	Percentage Met	Number of Requests	Goal Met	Percentage Met
		100%	106	106	100%	384	384	100%
	Provide initial response to citizen inquiries within 2 days	95%	106	106	100%	384	384	100%
	Provide information requested by citizens within 7 days	99%	0	0	100%	6	7	100%
	Complete traffic engineering studies within 45 days.							
	Review subdivision plats, construction traffic control plans, traffic impact statements, and other transportation improvement plans within 7 days.	95%	25	25	100%	88	88	100%
	Worker Hours Per Gallon of Paint Installed.	0.80	Gallons	Worker Hours	Percentage	Gallons	Worker Hours	Percentage
			23	17	0.74	1200	361	0.30
	Thermoplastic legend, arrows, stop bars & crosswalks installed.	4-6 Installations per day per 2 person crew. 100%	Crew Work Days	Total Installations	Average	Crew Work Days	Total Installations	Average
			0	0	6.67	6.04	42	13.59
	Preventative Maintenance on each traffic signal once a year. Approximately 11 will be performed each month.	100%	Number Performed	Goal Met	Percentage Met	Number Performed	Goal Met	Percentage Met
			14	14	100%	59	59	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
			25	25	100%	85	85	100%
	Response to reports of sign damage:	Percentage						
	High Priority Stop or Yield Signs within one hour	99%	2	2	100%	12	12	100%
	Lower Priority all other signs within one day	90%	55	55	100%	130	130	100%
	Street Name Signs within two weeks	90%	4	4	100%	50	50	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
			3344	0	0.00	12840	0	0.00



## Monthly Report

October 2023

### **LINE MAINTENANCE:**

#### Waterline Capital Projects

- Beaumont Drive – 100%
- 1357 12<sup>th</sup> 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 12<sup>th</sup> 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 is pending delivery of standby generator – scheduled for November arrival. Sutton Place project in process - pending delivery of standby generator.

Water Line Breaks Total – 15 in October

Water Lines Hit by Contractors – 2 total; 2 – 3/4"

#### Sewer Line Data

- Total obstruction service requests - 11
- Private Plumbing: 11
- City Infrastructure: 0
- Sanitary Sewer Overflows: 1 on private side, 0 on city side

#### Lift Station D Flows:

- Days - 31
- Average daily flow: 1.225 MGD
- Total Monthly flow: 37.975 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. Multiple change orders have recently come in as the project is wrapping up. The large fans in the water and sewer bays had to be shifted as they could not turn due to the proximity to the garage door motor, and a heater for the fire riser, and subsequently power for the heater, was missed on the plans so these are now being incorporated. Additionally, rip rap was missed by the subcontractor in charge of the added concrete flumes for Addendum 2, and an additional quote was needed from both TransTel and

Converging for added work. Construction end date is still scheduled for December. This is dependent on final inspection and fire panel monitoring completion.

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.

**WASTEWATER PROJECTS:**

Sanitary Sewer Stream Crossing Replacement (WW0178) During January 2023, Utilities Department discovered that a 24" sanitary sewer aerial stream crossing in "Oliver's Woods" on the south side of Highway 9 was damaged and in danger of imminent collapse. NUA prepared Bidding Documents to replace the aerial crossing and project was Advertised on February 9, 2023. Bids were opened on March 9, 2023. Krapff-Reynolds Construction Company was the low bidder with a bid in the amount of \$593,630.00, and a contract in this amount was awarded on March 28, 2023. During the month of October 2023, KRCC worked on restoration. Project should be complete and ready for Final Acceptance in November 2023.

Also during June 2023, an unrelated sanitary sewer collapse occurred at 340 Windbrook. The sewer line was 16 feet deep and located in a narrow backyard. Due to these constraints, Norman Line Maintenance Staff did not have the equipment necessary to complete the repair. Consequently, proposals were solicited from several local contractors to perform this repair, including from KRCC, since they were mobilized nearby working on the Sanitary Sewer Stream Crossing Replacement project. KRCC's proposal was deemed lowest and best and they were issued Notice to Proceed on June 9, 2023. KRCC briefly demobilized from the stream crossing job site, completed the repair at 340 Windbrook, and then remobilized to the stream crossing job site. Rather than issue a separate P.O., it was decided to add this emergency repair to KRCC's Contract for the Sanitary Sewer Stream Crossing Replacement project, and, thus, a change order to project in the amount of \$55,714 has been approved by City Council and executed.

- |    |  |                  |
|----|--|------------------|
| 1. | Discovery of Damaged Aerial Stream Crossing: | December 2022    |
| 2. | Bidding Documents Prepared by NUA:           | January 2023     |
| 3. | Project Advertised:                          | February 9, 2023 |
| 4. | Bid Opening:                                 | March 9, 2023    |
| 5. | Contract Award:                              | March 28, 2023   |
| 6. | Emergency Repair at 340 Windbrook Drive      | June 2023        |
| 7. | Construction Complete:                       | November 2023    |

WRF Reuse Pilot Study (WW0317) – Project is a pilot study designed to consider treatment alternatives to produce highly treated effluent at the WRF suitable for Indirect Potable Reuse (IPR) by discharging it into Lake Thunderbird to supplement Norman's available raw water supply. NUA approved a contract with Garver LLC on February 11, 2020 to design the pilot project for various alternative treatment processes to determine if reuse is feasible and, if so, to recommend the best and most economic treatment technologies for the implementation of a reuse program. In July 2020, NUA approved Amendment No. 1 to Garver's contract which 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. Since then, Garver has been convening regular meetings with ODEQ to review the draft report in detail. The report is lengthy, and it is expected to require several months and multiple iterations before the report is considered final and ready for formal submission to, and approval by, ODEQ. This process is ongoing and is expected to be completed with a final report approved by the end of December 2023.

In December 2019, NUA learned that Bureau of Reclamation (BOR) had approved a grant of up to \$700,000 that would pay up to 25% of all costs incurred on this project. Grant contract was approved by NUA and BOR and fully executed in September 2021. As of March 2023, all funds authorized by this Grant have been required and received by City of Norman.

In October 2021, NUA learned that it has been awarded a second grant from BOR, a green infrastructure grant to evaluate what role a constructed wetland could play in further improving quality of stormwater and/or effluent water entering Lake Thunderbird as part of the future reuse program that is the subject of the pilot study. This grant includes \$209,824 worth of in-kind funds from various federal agency resources to be expended in (Federal) Fiscal Years 2022 and 2023 for research and investigations and can be extended with additional funds added in future years as conclusions are reached and recommendations made based on the work done during the initial years' funding. A kick-off meeting for the Green Infrastructure grant convened in early November 2021 and work (research and data gathering) is ongoing. Initial conclusions and recommendations are expected to be reached by June 2024. If, based on initial conclusions and recommendations, additional funds are authorized, work will continue through the remainder of 2024 and possibly beyond.

In April 2022, NUA learned that a third grant associated with possible IPR from BOR had been authorized. The third grant was an applied science grant for \$148,339 to create a Predictive Lake Optimization Tool (PLOT) for Lake Thunderbird. The PLOT will use weather and climatological data, weather and seasonal weather forecasts, and data specific to Lake Thunderbird and its watershed to create a preliminary model that will furnish predictions on the theoretical best times, quantities, and manner for adding supplemental IPR flows to the lake. This would allow both for the best possible economic evaluation of infrastructure alternatives for a future IPR program but also for the efficient management of such a future IPR program if/when one is implemented. A resolution authorizing acceptance of the grant was approved by City Council in September 2022, and a Contract with Garver in the amount of \$196,190 (of which \$148,339.00 would be reimbursable from BOR Applied Science Grant) was approved by City Council on March 14, 2023. Project is ongoing and should require approximately one year to complete.

Engineer: Garver LLC (Michael "Cole" Niblett)

WRF Dewatering Centrifuge Replacement (WW0326) – Project will replace dewatering centrifuges at WRF. Existing centrifuges are approaching the end of their useful lives, and, consequently, they need excessive maintenance, regular major repairs and increasing polymer feed rates to achieve necessary sludge quality. Moreover, poor service provided by manufacturer often results in extended downtime before necessary repairs are completed. NUA approved a Contract with Garver, LLC on December 8, 2020 to prepare a design to replace centrifuges, and design for this project commenced immediately thereafter. Throughout 2021, manufacturers of several different dewatering technologies ran demonstration tests that were observed by Garver, WRF and NUA Engineering staff, and WRF and NUA Engineering staff also made several site visits to wastewater treatment plants in the region to observe equipment by other manufacturers/technologies



in operation. Based on these demonstrations and site visits, Garver issued a Final Version of the Preliminary Engineering Report in November 2021 recommending hydraulic drive centrifuges as the technology for this project. During winter and spring 2022, Garver and NUA met with representatives from most of the reputable centrifuge manufacturers in the industry to learn more about their equipment and, just as importantly, to learn about their manufacturing and service infrastructure. Based on these meetings, three (3) manufacturers have been 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 Raffetis report for upcoming wastewater capital spending.

Based on the above-described Community Grant process and timing, the ongoing CWSRF loan process, and the critical nature of this project, NUA has chosen 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 Construction has been deemed the lowest and best Bidder with a base bid in the amount of \$3,320,000. Contract should be awarded at the November 28, 2023 Council Meeting and Notice to Proceed should be issued in December 2023. Based on current lead times for dewatering equipment, construction should be complete in December 2024.

Engineer: Garver LLC (Michael "Cole" Niblett)

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

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

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

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

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

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. Several meetings to review this request convened in July and August 2023 and a preliminary cost for a contract amendment has been agreed upon. This amendment should be finalized and submitted for City Council approval in November/December 2023.

Engineer: Greely and Hansen LLC (Ana Stagg)

Lift Station D Force Main Replacement (WW0091): Another portion of the Lift Station D 16" ductile iron force main along 12th Ave N.E. is severely deteriorated and in need of replacement. Approximately 3,500 feet of this force main to just south of Rock Creek Road was replaced with 20-inch PVC in 2009. The area needing replacement because of continued breaks is on the west side of 12th from the end of the previous project to the point where it begins to gravity flow near the 12th Avenue Recreation Center. The project is expected to require 2,300 feet of new 20-inch piping, three air release vaults, and a new receiving manhole. After discussions with the Parks Department, the City of Norman will continue to lease the property needed for this project and will not purchase the property outright. Therefore, the project was kicked back off to identify the best alignment and then move forward to final design, easement acquisition (as necessary), bidding and construction. The pipe has been completely installed and is currently in service. The remainder of the contract is restoration and will be completed this month.

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.

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. Krapff-Reynolds Construction Co. has been deemed the lowest and best bidder with a base bid plus bid alternate cost of \$5,468,900.50. Contract has been sent to City Council for approval and award on November 14, 2023. Construction is expected to start in January 2024 and continue for 18 months.

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).

## **WATER PROJECTS:**

Blending of Wells 5, 6, and 52 at the Water Treatment Plant (WA0369): This project will blend wells 5, 6, and 52, at the Water Treatment Plant (WTP) before entering the distribution system. Blending these wells will only require samples be taken at the blending site as opposed to each well, which will minimize time and money spent on sampling each month. This project will require approximately 2,200 feet of 8-inch waterline to bring well 52 to the 36<sup>th</sup> Avenue NE and Robinson Street intersection where it will combine with the line coming from well 5. An existing 12-inch waterline will then be converted to a non-potable line as it moves west on Robinson Street before it combines with well 6 and the distribution system at the WTP. In addition, two bores consisting of approximately 260 linear feet of 8-inch and 6-inch waterline under Robinson Street will be required to connect the neighborhoods on the north side of Robinson Street with the existing high pressure line on the south side of Robinson Street. An existing 10-inch waterline and old 24-inch concrete line at the WTP will be abandoned as part of this project. As part of a previous project, Freese and Nichols, Inc. recently designed the project to extend water transmission lines from the WTP to 24<sup>th</sup> Avenue NE. Since they are familiar with the lines in the area and the interconnection requirements at the WTP and would be able to provide design services for this project, staff determined that it would be in the best interest of the NUA to contract with Freese and Nichols, Inc. for this project as well. City Council approved the contract with Freese and Nichols, Inc. on May 11, 2021 for \$47,850. Staff had a project kick-off meeting with engineers on May 27, 2021. An Invitation to Bid was Published in the Norman Transcript on November 3, 2022 with a Pre-Bid Meeting held on November 18, 2022. A Bid Opening was held on December 1, 2022. Three contractors submitted bids ranging from \$584,950.00-\$748,235.00. The low bidder was Cimarron Construction Co. at \$584,950.00, which is over the Engineer's Estimate of \$548,939.00. The contract with Cimarron Construction Co. was approved by Council on January 10, 2023. A pre-Construction meeting was held on January 24, 2023. The final change order and project acceptance was approved by Council on September 12. As-builts have been received from the Engineer and are being reviewed. .

Engineer: Freese and Nichols, Inc. (Clay Herndon)

Jenkins Avenue Waterline Replacement (WA0353): This project will replace approximately 2,500 feet of existing 6-inch waterline with new 12-inch waterline in concert with the planned widening of Jenkins Avenue through the City of Norman Public Works Department. This project will also design a 1,000-foot extension of the Segment D transmission line recommended by the 2003 water mater plan. In addition, this project will install a non-potable reuse line from Imhoff Road to Constitution Street. Freese and Nichols, Inc. is currently under contract with Public Works to design the widening on Jenkins Avenue and also the intersection improvements at Jenkins Avenue/Constitution Street/Imhoff Street, so staff determined that it would be in the best interest of the NUA to contract with Freese and Nichols, Inc. for this waterline project in order to ensure a cohesive design for both street improvements and the new water lines in this area. The contract with Freese and Nichols was approved by council on April 27, 2021 in the amount of \$95,740. Staff had a project kick-off meeting with engineers on May 27, 2021. Public Works will be combining the waterline work into the ODOT streetscape project. This will save money in restoration costs and allow for a shorter construction period for the entire project. Public Works is reviewing the current waterline plans before sending to engineers for revisions. Final plans, bidding, and construction dates will be determined based on the schedule for the rest of the project. Staff was notified that Public Works is unable to acquire the necessary ROW south of Constitution so the extension of the 16-inch and 24-inch lines are on hold for now.

Flood Avenue Waterline Replacement (WA0328):

Project will replace approximately 12,700 feet of 16-inch water line from Robinson Street to Tecumseh Road, and about 2,900 feet of 12-inch from Tecumseh to Venture Drive with 16-inch C900 PVC pipe. The existing ductile iron pipe is not compatible with the corrosive clay soils. It is failing, causing service disruptions to customers and damage to driveways, streets, and yards. In combination with this project, the potential for using existing wells along Flood for blending back into the water system using the existing pipe after rehabilitation will be evaluated. Total bids for construction ranged from \$2.9 million to \$3.8 million. Southwest Waterworks was determined to be the lowest responsible bidder at \$2,854,724.50. City Council approved the contract with Southwest Water Works on September 14, 2021 in the amount of \$2,854,724.50.

A pre-construction meeting was held on October 6, 2021. Construction began November 3, 2021 and will continue for 330 calendar days. The James Garner waterline between Acres and Robinson was added onto the contract for this project in February, with an additional 75 days added onto the project and a revised contract amount of \$3,325,518.50. A final claim and change order was approved by City Council on August 22, 2023. Contractors started replacement on the concrete panel at the well house on Flood and Franklin that shifted. This was the last punch list item that needed to be fixed.

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

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

This project will determine the best location, layout, and treatment processes for blending and treating the 41 active groundwater wells utilized by the City of Norman. All active wells are currently in compliance with the standards set forth in the Safe Drinking Water Act and Public Water Supply Operations are not required to provide treatment and residual disinfectant under Oklahoma Administrative Code 252:631. However, the NUA also treats and distributes surface water from Lake Thunderbird. Since the water from the surface water source and the groundwater wells is blended in the distribution system piping, ODEQ has indicated that the system will need to be modified such that a minimum disinfectant residual of 1.0 mg/L of total chloramines (NHCL<sub>2</sub>) should be found throughout all parts of the system in the future. In addition, maximum contaminant levels (MCLs) of total chromium and arsenic may be lowered by EPA, and a new MCL for hexavalent chromium may be established in the future, thus requiring additional treatment for the groundwater wells. NUA entered into a contract with Carollo Engineering, Inc. on June 22, 2021 in the amount of \$95,090 to develop preliminary layouts for the future build-out of the facility including immediate needs and future treatment processes. The Notice to Proceed date was set for June 29, 2021 and a kick-off meeting and site field investigations are scheduled to be held on July 21, 2021. Staff met with SRB, LLC this month to obtain assistance for acquiring the land needed for the blending location which includes review of property records, survey and map, and negotiation assistance. A Purchase Order was created for \$16,200 for these services, and a 28-acre parcel of land was approved to be purchased by Council on February 22, 2022 in the amount of \$800,000. This 28-acres, which became for sale in 2021, is located near a potential site that was evaluated as being in a more favorable location based on the layout of our wellfield, as indicated by a hydraulic model conducted by Plummer Associates, LLC. A final Technical Memo was received from Carollo in August 2022 and was sent to Plummer. This memo will be utilized by Plummer to determine the layout and modeling needed for the preliminary disinfection system. The engineering contract with Plummer for design of the disinfection system was approved by Council on October 11, 2022 in the amount of \$528,900. Staff had a kick-off meeting on November 1, 2022 with engineers. Staff held the chlorine demand and disinfection byproducts testing on December 19, 2022 at the WTP. No DBPs were detected and demand was very low, as expected. 60% plans were received from Engineers this month and a review meeting is scheduled for November 20, 2023.

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.

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. Cimarron started construction at 1932 E Lindsey St this month. A quote was obtained from the contractor for removing and reinstallation of bricks surrounding the apartment buildings due to proximity of the existing meter boxes. This will be added to a change order along with additional items that might come up. Further, additional bends were needed for the waterline at this location due to the ground slope. Staff is still working with property owners to acquire easements on the northwest and southeast sides of the addition before construction begins in the Southlake neighborhood.

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

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

In March 2020, 2021, and 2022, Phase II was delayed until the following Spring each year, and determination has now been made to proceed with this project in Spring of 2024. NUA will commence coordination discussions with OU, and OU Sororities and Fraternities, homeowners and landlords in the area in preparation for the Spring 2024 work. It is expected that this coordination will confirm limiting construction to the period between OU's Spring 2024 graduation and the start of OU's Fall 2024 semester, in other words, between May 13 and August 18, 2024. In order to ensure a contract has been awarded to the lowest and best bidder and that the selected bidder has ample time to order and receive construction materials, project will be bid well in advance, possibly as early as November 2023.

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

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

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 in June 2023. 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 late Summer or early Autumn 2023 and the Amendment submitted for City Council approval in late Autumn 2023.

Assuming project is not deferred again for budgetary reasons, project is expected to advertise as soon as easements can be completed and Permits issued. Finalizing easements and master meter agreements and obtaining permits is likely to continue through Autumn 2023 with Bidding and Contract Award to follow in the Winter of 2024. Construction would then commence in Spring 2024. Project completion is then projected for late Fall 2024.

Engineer: Jacobs Engineering (Arun Srinivasan)

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

In October 2021, NUA requested that Plummer Engineering furnish a proposed scope and fee to analyze the possibility of

extending a non-potable water system from the Norman Water Reclamation Facility (WRF) to Reaves Park on the University of Oklahoma (OU) campus and to 10 to 15 other potential customers to the east of the WRF and Reaves Park, generally on or near Highway 9, as described Norman's 2060 Strategic Water Supply Plan. This reuse system would necessarily run in close proximity to Lindsey Tower so, as part of their analysis, Plummer has also been directed to assess the possibility of repurposing Lindsey Tower as dedicated storage for the new non-potable system. Plummer's scope and fee was finalized in November 2021 and their Contract was approved by City Council on December 14, 2021. In March 2023, City of Norman furnished additional requested data to Plummer to assist in finalizing their analysis, and on September 29, 2023, a draft report was submitted for City of Norman review. Staff has completed preliminary review of draft report and preliminary comments have been forwarded to Plummer in order for them to update alternatives comparisons and graphics for NUA use in presenting alternatives to other City of Norman staff.

It is now likely that Lindsey Tank will be rehabilitated regardless of which alternative is recommended by the final version of the Plummer report, but the details of the rehabilitation will vary depending on the alternative selected. Consequently, in October 2023, updated cost proposals were requested of Dunham Engineering to prepare bidding documents and inspect ongoing rehabilitation work at Lindsey Tower for various possible alternative uses. As soon as an alternative is confirmed, Dunham's contract (with pricing based on the selected alternative) will be submitted to City Council for approval. Upon approval, Bidding Documents would then be completed and project advertised, bids opened and contracts awarded in Winter and early Spring of 2024. Construction would then commence as soon as weather conditions allowed in spring and would continue for approximately 1 to 3 months (depending on alternative).

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

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

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 24<sup>th</sup> NE to 12<sup>th</sup> NE have

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

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.

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.

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

## **SANITATION CAPITAL PROJECTS:**

### 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. Comments will be sent to the engineer for revisions.

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.

New Sanitation Office Building: The Sanitation Department had outgrown their former office space. Due to its location and age, their existing facility could not be easily expanded nor could renovations be undertaken that would create a more efficient workspace. For those reasons, construction of a new facility was deemed necessary. On January 12, 2021, Norman Municipal Utilities Authority (NMUA) approved a design contract with The McKinney Partnership Architects PC (TMP) to design this new facility, and work commenced immediately thereafter. TMP completed Design Development level plans and specifications in April 2021 and final plans and specifications in January 2022. Project was advertised on February 10, 2022 and bids were opened on March 3, 2022. Crossland Construction Company (Crossland) was the deemed the lowest and best responsible bidder, and a contract was awarded to them on April 26, 2022. Construction work commenced on April 29, 2022. Project is now complete. Final acceptance and final payment were submitted to City Council and they were approved on July 11, 2023. Final Payment has been issued.

Delivery of remaining office furniture has been completed, and Sanitation Department staff has relocated to the new facility. No further updates are anticipated on this project.

Architect: The McKinney Partnership Architects PC (Toni Bragg)

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

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

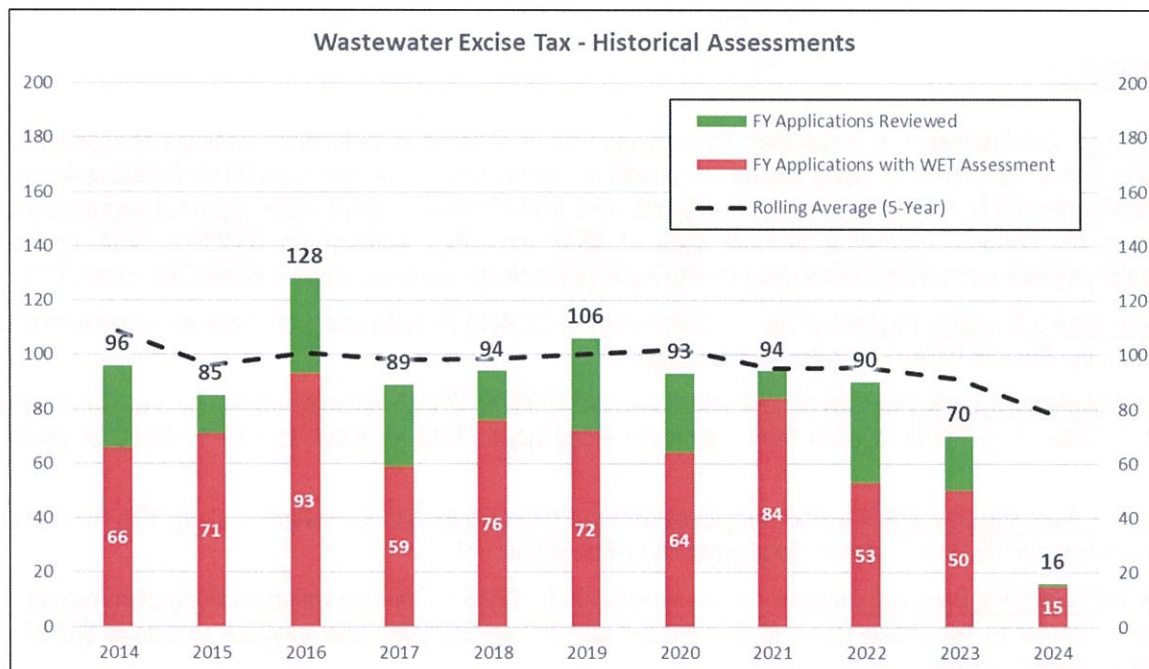
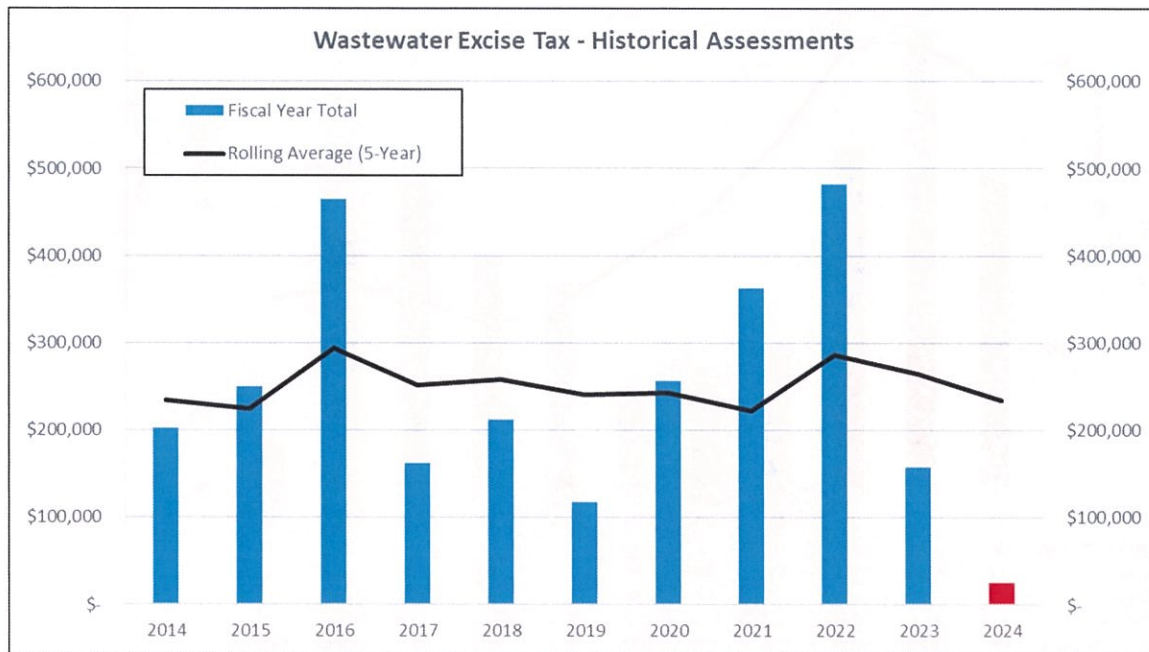
Preliminary design efforts have identified potential improvements to the final product that warrant modifications to the project scope that required a contract amendment with the Architect. Amendment No. 1 was approved by City Council in February 2020 and included changes to the site for the Household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

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

Architect: Studio Architects, LLC (George Winters)

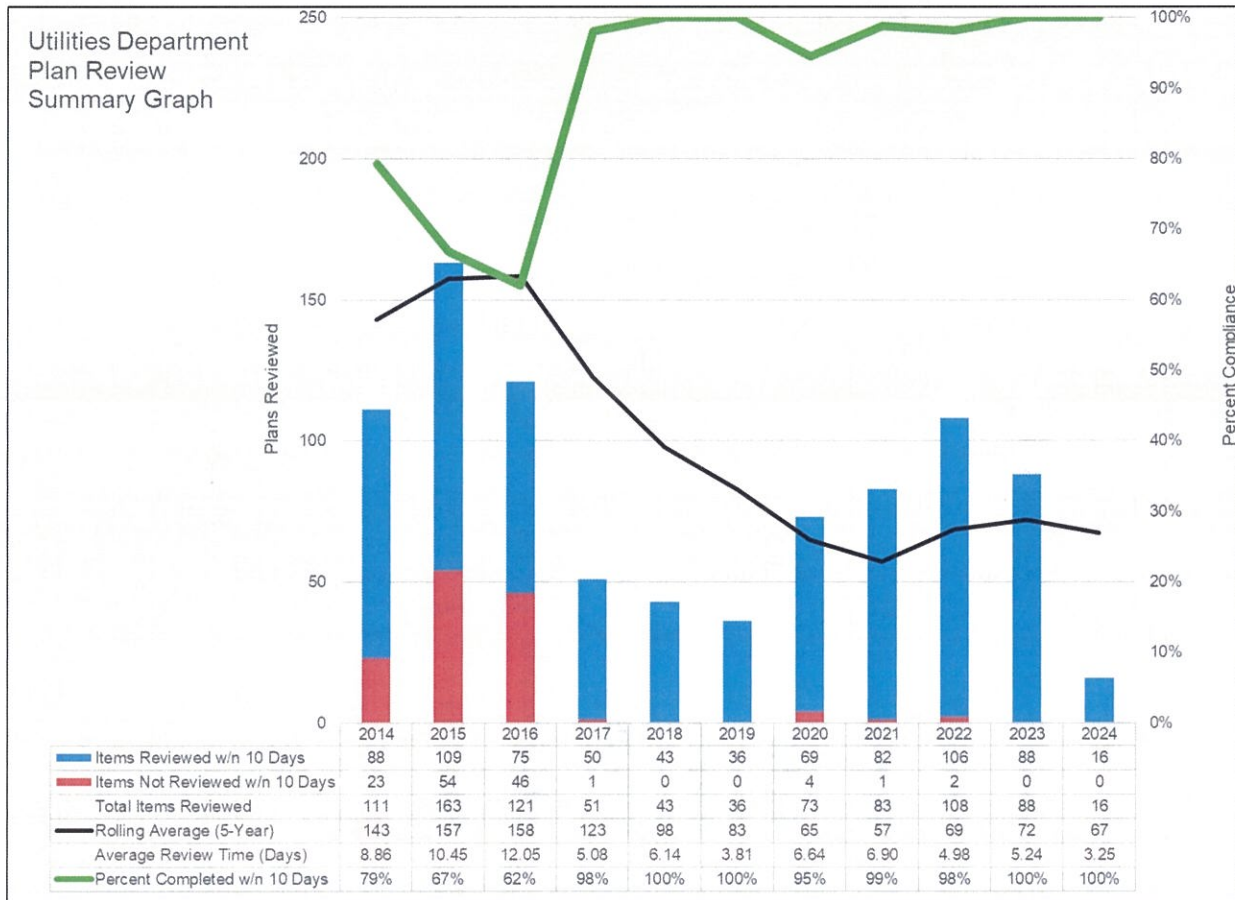
#### **Wastewater Excise Tax – Non-Residential:**

WRF Investment Fee/Wastewater Excise Tax: Staff evaluated the Wastewater Excise Tax on 4 commercial entities last month. Of the 4 applications, 4 were assessed since these applications were determined to increase wastewater flows over the previous use of the site. For the fiscal year, 16 commercial properties were reviewed and a total of \$25,413.94 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:

Three plan sets were reviewed this past month. Staff has reviewed 16 plans for the current fiscal year with an average review time of 3.25 days and with 100 percent of plans reviewed within 10 days.



## RECOUPMENT PROJECTS:

1. NW Sewer Study: 36th Interceptor & Force Main Payback projects established in 1998/1999: Because of abandonment of Carrington LS, two resolutions reducing number of parcels requiring payback approved 01/10/12. Releases for many properties now served by North interceptor system projects were filed of record in 2012. NUA approved appropriation of payback funds on 12/05/17. Collected payback fees of \$697 for Jolley Addition on 03/23/18. NUA approved appropriation of payback funds 12/10/19 allowing staff to issue payback checks to developers in late December 2019.
2. Sewer Service Area 5 Payback: Payback project established by R-0304-13 for NUA share of sewer improvements along Highway 9 from the Summit Valley Lift Station to the USPS.
3. North Porter Waterline Payback: Payback project established 04/12/05 for 12-inch waterline constructed by Calvary Free Will Baptist Church along Porter Avenue from Tecumseh Road north. Total payback to date is \$0.00 of potential \$61,177.
4. 36th Avenue NW Waterline Payback: Payback project established 08/24/99 for 24-inch waterline along 36th Avenue NW from Tecumseh Road to SE 34th in Moore. Total payback to date is \$65,123.
5. 24th Avenue NW Waterline Payback: Payback project established 04/22/08 for 24-inch waterline along 24th Avenue NW from convention center to Tecumseh Road. Medcore billed \$27,212 on 04/15/20; total payback to date is \$87,074 of original project cost of \$346,134.
6. Post Oak Lift Station Payback: Payback project approved 04/14/09 for sewer and lift station improvements to serve the Links development and other properties in SE Norman. Construction complete and final payback costs approved 01/25/11. Parcel 5 payback of \$15,717.09 paid 12/15/15; total of \$15,717.09 paid to date and will be returned to Links at end of fiscal year. Payback funds returned to Links in January 2018. Links check reissued in July 2019 as previous check was never cashed.

7. Interstate Drive Waterline Payback: NUA approved payback project on 04/22/14 for waterline improvements in University North Park in conjunction with the extension of Interstate Drive. Construction was complete in late 2015. Staff has finalized project costs, payback amounts and the Final Payback resolution approved 12/10/19. Hudiburg Subaru billed \$28,540 on 04/24/20 and UNP was billed \$32,963 for detention pond on 04/24/20.
8. Ruby Grant Waterline Payback: NUA will soon consider a new waterline payback project for waterline improvements along Franklin Road in conjunction with the Ruby Grant Park Improvements. Norman Forward through the Parks Department will fund 50% and the NUA will fund the remaining costs to be paid back over 20 years as property to the north develops. Design plans are complete and project will bid 07/25/19. Ruby Grant Waterline Payback project approved by Council 12/10/19; construction of 12-inch waterline is nearing completion. Battison Honda is considering new development along Interstate Drive north of Franklin Road that will connect to the Ruby Grant Waterline.

#### **Private Water Well Permits Issued**

0 Water Well Permits were issued for the month of October.

<b>DIVISION OF ENVIRONMENTAL RESILIENCE AND SUSTAINABILITY October 2023 SUMMARY</b>
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	MONTHLY	YEAR-TO-DATE
<b>STORMWATER CONSTRUCTION SW</b>		
INSPECTIONS	94	411
ACTIVE SITES	94	382
CITATIONS	0	0
NOVS	0	0
CDOS	1	1
SWOS	0	0
ECPS	1	4

<b>STORMWATER MS4 OPERATIONS</b>		
ACTION CENTER	2	25
PWSTORMWATER	2	6
CALLS	12	39
OTHER	11	60
TOTAL INQUIRIES	27	130
OUTFALL INSPECTIONS	0	0
MCM 5 INSPECTIONS	0	147
MCM 6/P2 INSPECTIONS	0	0

<b>PRETREATMENT/FATS, OILS, AND GREASE (FOG) PROGRAM</b>		
FOG INSPECTIONS	21	101
FOOD LICENSE APPROVAL	0	7
SIU INSPECTIONS	3	4
SIU SITES SAMPLED	0	0
TABLE II MONITORING (%)	0	100
TABLE III MONITORING (%)	0	75

<b>HOUSEHOLD HAZARDOUS WASTE</b>		
HHWF: CARS SERVED	81	302
SWAP SHOP VISITS	11	42
OIL DISPOSED	771	3176
ANTIFREEZE DISPOSED	100	200
TIRES DISPOSED	525	1355
HHW MATERIAL COLLECTED	5879.5	19782.5
E-WASTE: CARS SERVED	300	300
E-WASTE COLLECTED		0
TOTAL CARS SERVED	381	602
TOTAL MATERIAL COLLECTED	5879.5	19782.5

<b>REVENUE</b>		
FOG PROGRAM	\$ -	\$ 550.00
SURCHARGE	\$ 12,430.71	\$ 38,657.19
LAB ANALYSIS RECOVERY	\$ -	\$ -
INDUSTRIAL DISCAHRGE PERMIT	\$ -	\$ -
TOTAL	\$ 12,430.71	\$ 39,207.19



ACTIVITIES
<i>ECAB</i>
Provided staff liaison support including attending meetings, preparation of minutes, speaker scheduling and issue research.
Facilitated Yard by Yard, Composting and Recycling Education Information
Continued work on updating the US MCPA.
Scheduling Tour of Gas Plant
<i>DoERS</i>
Monarchs in the Park Festival was held in Andrews Park on October 1.
DoERS hosted Citizens Academy (with Sanitation) at the HHWF on October 9
The Spooky Stormwater Scramble was held at Westwood on October 13
The Brookhaven garden maintenance event was October 14.
Loudenback assisted MWC with their Super Recycler auditing program on October 12
Gates and Loudonback attended the SWAWWA Conference in Lafayette La on October 18-20
Electronics waste collection event served 300 cars on October 28/
The team participated in Cityview training
Collaborating with Public Works, Planning and Parks on several grant opportunities
Developing RFPs for the litter crew and solar initiative
Blue neighborhood deadline was October 15.
Working on RFPs for litter crew and solar initiative
Bishop Creek Watershed Group is up and running.

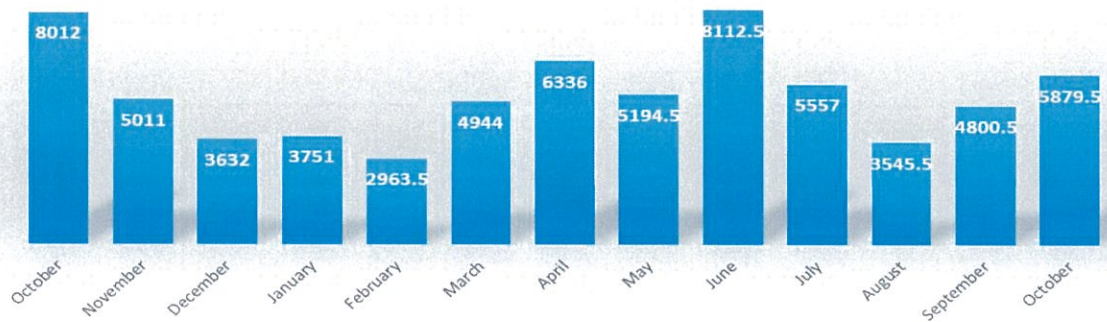
**Upcoming Events:**

12-Nov Compost Workshop -Field  
17-Nov Environmental Excellence Celebration  
18-Nov OU Green Week Cleanup  
19-Nov Compost Workshop - Classroom

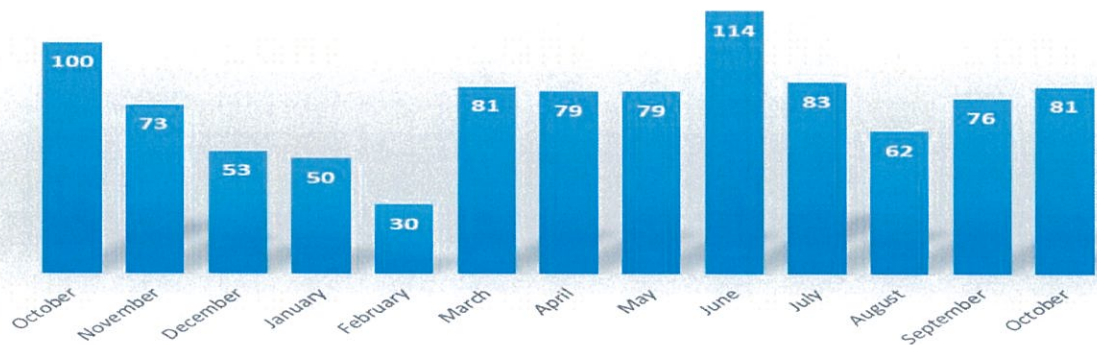
**Upcoming Projects:**

December 5-8	Blue Neighborhood Visits
Dec-Jan	Solar Initiative
Nov-Dec	Litter Crew RFP
Nov-Dec	CPRG grant
Nov-Dec	EECBG Allocation project
Soon	ACOG EV Charger grant
Soon	LEAF-Phase II

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	
October 2023	MONTH	YTD	MONTH	YTD
Obstructions:				
City Responsibility	0	4	1	2
Property Owner Responsibility	11	57	22	61
<b>TOTAL</b>	<b>11</b>	<b>61</b>	<b>23</b>	<b>63</b>
Number of Feet of Sewer Cleaned:				
Cleaned	94,296	331,816	97,997	327,436
Rodded	2,575	8,525	2,165	16,690
Foamed	0	68,206	0	77,694
SL-RAT	0	0	0	0
<b>TOTAL</b>	<b>96,871</b>	<b>408,547</b>	<b>100,162</b>	<b>421,820</b>
Sewer Overflows:				
Rainwater	0	0	0	0
Grease/Paper/Roots	0	0	0	0
Obstruction	0	0	1	0
Private	1	3	0	2
Other (Lift Station, Line Break, etc.)	0	0	0	0
<b>Total Overflows</b>	<b>1</b>	<b>3</b>	<b>1</b>	<b>2</b>
Feet of Sewer Lines Televised	25,058	67,396	19,386	71,886
Locates Completed	340	936	360	1,298
Manholes:				
Inspected	1,183	3,946	1,169	4,319
New	0	0	0	0
Raised	0	5	1	5
Repaired	4	4	2	10
Feet of Sewer Lines Replaced/Repaired	4.00	18.00	6	13
Hours Worked at Lift Station	45.81	94.02	104	333
Hours Worked for Other Departments	5.75	10.33	3.92	8.98
OJI's	0	0	0	2
Square Feet of Concrete	0	0	0	54
Average Response Time (Minutes)	20.00	29.80	21.00	29.65
Number of Claims	1.00	0.00	0.00	0.00

CITY OF NORMAN				
DEPARTMENT OF UTILITIES				
LINE MAINTENANCE DIVISION				
MONTHLY PROGRESS REPORT				
WATER MAINTENANCE				
	FYE 2024		FYE 2023	
October 2023	MONTH	YTD	MONTH	YTD
<b>New Meter Sets:</b>	<b>37</b>	<b>91</b>	<b>36</b>	<b>92</b>
Number Short Sets	34	90	36	90
Number Long Sets	3	1	0	2
Average Meter Set Time	6.64	6.15	4.17	5.03
Number of Work Orders:				
Service Calls	484	1,173	467	1,530
Meter Resets	0	1	1	3
Meter Removals	0	4	9	23
Meter Changes	43	124	31	105
Locates Completed	423	1,240	376	1,304
Number of Water Main Breaks	15	42	17	57
Average Time Water Off	1.79	1.65	1.43	1.87
Number of Water Leaks	52	180	47	156
Fire Hydrants:				
New	0	0	1	2
Replaced	0	4	1	2
Maintained	58	255	104	342
Number of Valves Exercised	122	353	247	882
Feet of Main Construction	0	500	0	2,225
Hours of Main Construction	0	1,631	0	894
Meter Changeovers	0	5	0	1
OJl's	0	0	0	4
Hours Flushing/Testing New Mains	54.50	55	71	184
Hours Worked Outside of Division	0.00	0.00	0	0

City of Norman, Oklahoma  
Department of Utilities

Monthly Progress Report  
Water Reclamation Facility  
October 1-31 2023

**Flow Statistics**

	<b>FYE 2024</b>		<b>FYE 2023</b>	
	<u>This Month</u>	<u>YTD</u>	<u>This Month</u>	<u>YTD</u>
Total Influent Flow (M.G.)	334.8	1393.0	306.5	1245.5
Total Effluent Flow (M.G.)	309.7	1270.9	279.9	1156.1
Influent Peak Flow (MGD)	14.2	28.3	11.9	13.0
Effluent Peak Flow (MGD)	13.9	27.7	11.1	12.7
Daily Avg. Influent Flow (MGD)	10.8	11.7	9.9	10.2
Daily Avg. Effluent Flow (MGD)	10.0	10.3	9.0	9.7
Precipitation (inches)	4.2	13.2	1.5	6.4

**Discharge Monitoring Report Stats**

EPA minimum percentage removal 85%

5 day BOD:	Avg.	Avg.
Influent Total (mg/l)	179	213
Effluent Carbonaceous Total	3	2
Percent Removal	98.3	99.0
Total Suspended Solids:		
Influent (mg/L)	217	305
Effluent (mg/L)	10	6
Percent Removal	95.4	98.0
Dissolved Oxygen:		
Influent (min)	0.4	0.1
Effluent (min)	7.5	7.5
pH		
Influent (Low)	7.5	7.0
(High)	6.8	7.7
Effluent (Low)	7.6	7.3
(High)	7.0	7.5
Ammonia Nitrogen		
Influent (mg/L)	30.2	33.3
Effluent (mg/L)	3.0	0.2
Percent Removal	90.1	99.4

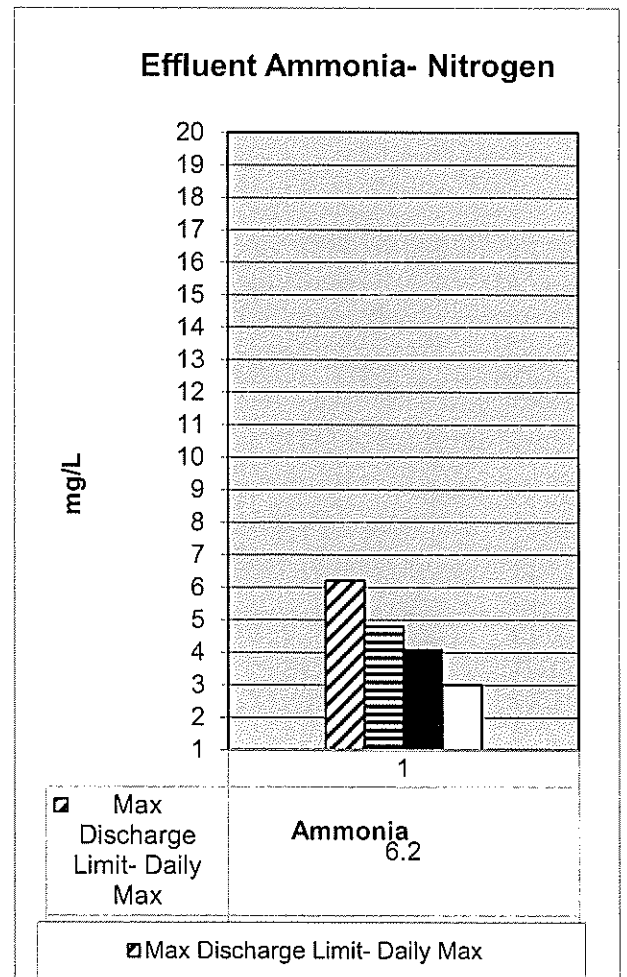
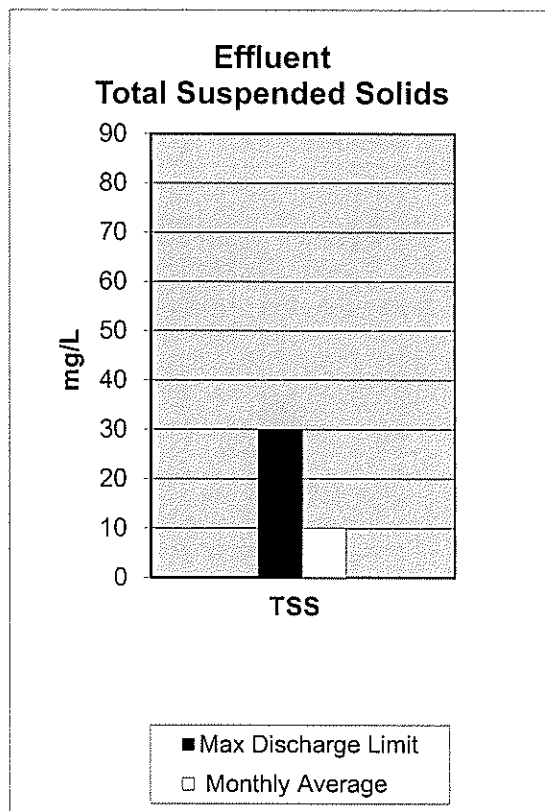
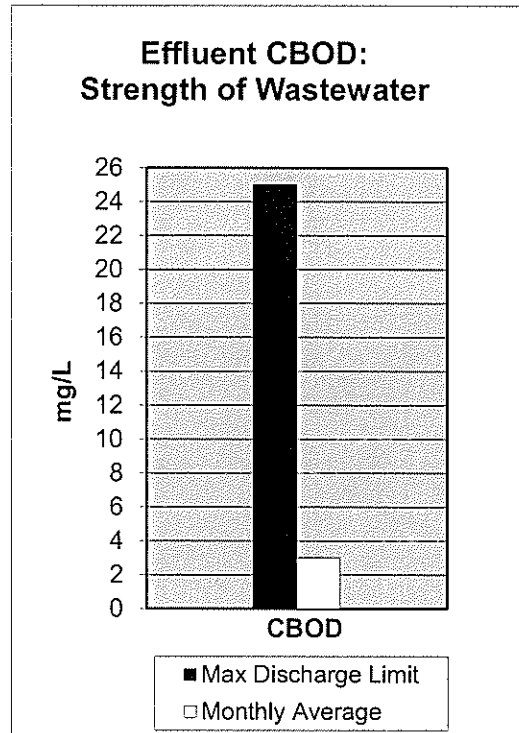
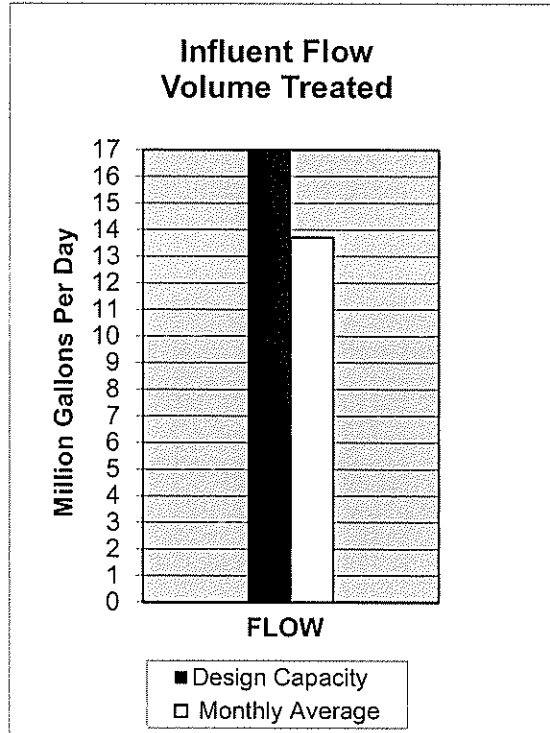
**Utilities**

Electrical				
Total kWh Used (Plant wide)	440,980	1,617,700	456,160	2,012,040
Aeration Blowers	127,300	468,900	174,100	689,900
UV Facility	91,200	765,900	54,400	278,600
Natural Gas				
Total cubic feet/day (plant wide)	214,000	550,000	289,000	798,000
Public Education (Tours)	1	17	1	2
Total Attendees for FYE 24	131		20	
OU Golf Course	16.1	72.1	2.3	48.8

E.coli Geometric Mean for October 2023 **158 MPN** (Limit is 630)



**CITY OF NORMAN**  
**WATER RECLAMATION FACILITY**  
 October 2023



Comments here

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

**WATER TREATMENT DIVISION**

**MONTH: October-2023**

	<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>
<b>Water Supply</b>				
Plant Production (MG)	293.61	1618.32	304.02	1699.64
Well Production (MG)	156.69	501.39	156.36	558.09
Oklahoma City Water Used (MG)	30.91	122.11	30.44	121.23
Total Water Produced (MG)	481.21	2241.82	490.82	2378.97
Average Daily Production	15.52	18.23	15.83	19.34

**Peak Day Demand**

Million Gallons	21.94	23.32	19.78	25.52
Date	10/11/2023	9/4/2023	10/5/2022	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	\$668,861.12	\$2,802,780.35	\$675,342.39	\$2,811,822.64
Wells	\$268,638.64	\$1,029,330.27	\$256,790.73	\$1,059,535.73
OKC	\$88,990.51	\$378,186.68	\$81,124.84	\$364,078.96
Total	\$1,026,490.27	\$4,210,297.30	\$1,013,257.96	\$4,235,437.33

**Cost per Million Gallons**

Plant	\$2,278.08	\$1,731.90	\$2,221.37	\$1,654.36
Wells	\$1,714.45	\$2,052.96	\$1,642.26	\$1,898.49
OKC	\$2,879.30	\$3,097.07	\$2,665.16	\$3,003.16
Total	\$2,133.17	\$1,878.07	\$2,064.40	\$1,780.37

**Water Quality**

Bacterial Samples in Compliance	108	408	99	399
Bacterial Samples out of Compliance	2	2	1	1
Total number of inquiries (Note 2)	0	7	1	15
Total number of complaints (Note 2)	1	29	8	23
Number of complaints per 1000 service connections	0.02	0.71	0.21	0.60

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

**Safety**

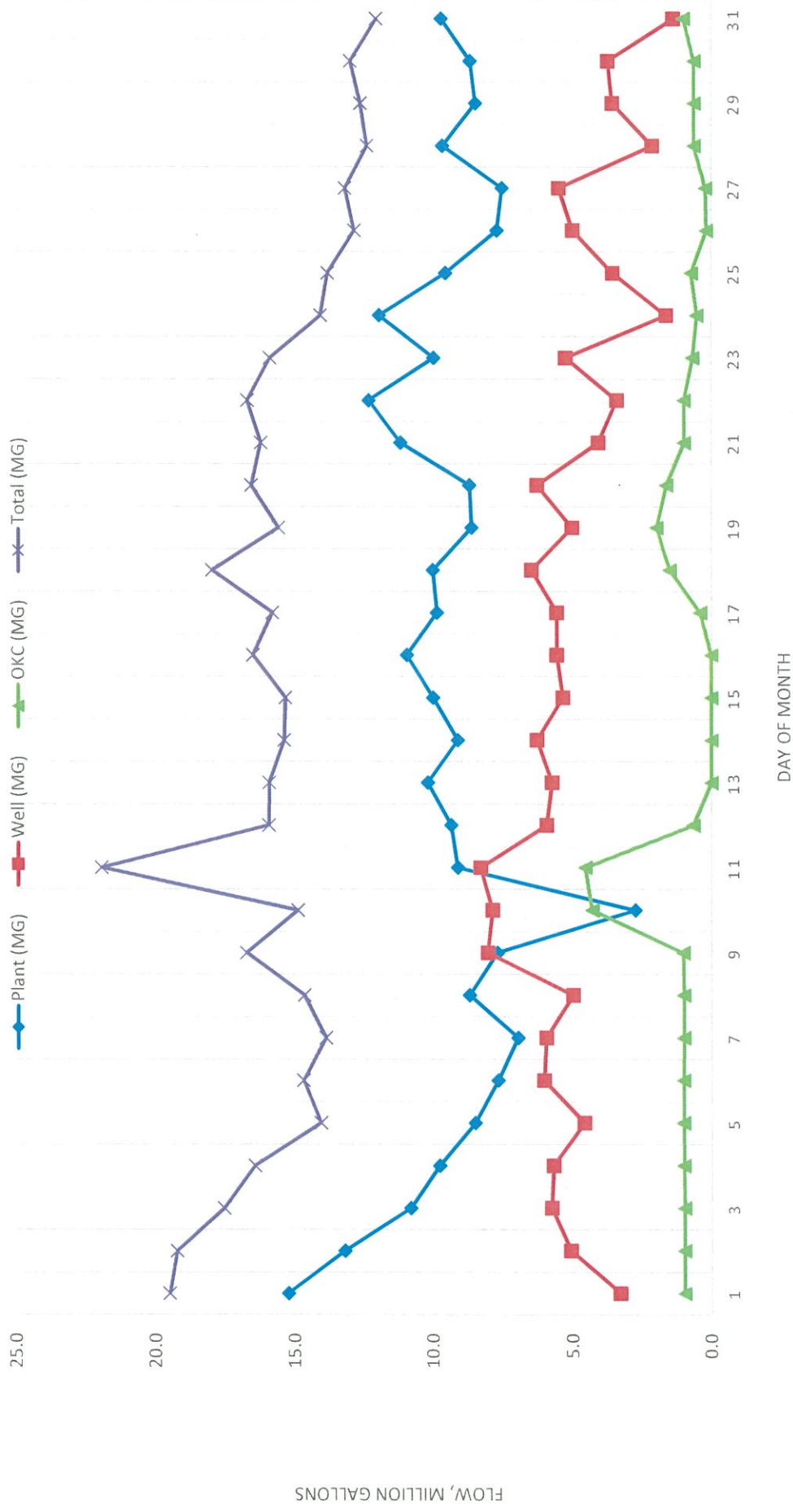
Hours lost to OJI	0	0	0	0
Hours lost to TTD	0	0	0	0
Total Hours Lost	0	0	0	0
Safety Training Sessions Held	1	4	1	3

**Public Education**

Number of tours conducted	1	5	2	5
Number of people on tours	14	123	18	43

**Notes:**

# WATER PRODUCTION FOR OCTOBER 2023



# MONTHLY TRANSFER STATION REPORT

## October 2023

	TONS PER MONTH	REVENUE PER MONTH
O.U.	394.32	\$21,634.44
STANDARD GATE	1,743.00	\$142,671.63
RESIDENTIAL	615.39	\$18,614.40
TOTALS:	2,752.71	\$182,920.47

	MONTH
# OF LOADS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	563.00

# OF TONS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	10259.95
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# OF LOADS TRANSPORTED TO OKC LANDFILL BY INDIVIDUAL SANITATION TRUCKS.	
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# OF TONS TRANSPORTED TO OKC LANDFILL BY INDIVIDUAL SANITATION TRUCKS:	
---	--

TOTAL LOADS BROUGHT TO LANDFILLS:	563.00
GRAND TOTAL TONS TO LANDFILLS	10,259.95

DISPOSAL COST PER TON (OKC)	\$22.91
TIPPING FEE'S FOR DUMPING AT OKC:	\$235,055.45
GRAND TOTAL TIPPING FEE'S	\$235,055.45

# OF LOADS BROUGHT TO TRANSFER STATION COMMERCIAL SANITATION TRUCKS:	624.00
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# OF TONS BROUGHT TO TRANSFER STATION COMMERCIAL SANITATION TRUCKS:	4201.47
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# OF LOADS BROUGHT TO TRANSFER STATION RESIDENTIAL SANITATION TRUCKS:	785.00
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# OF TONS BROUGHT TO TRANSFER STATION RESIDENTIAL SANITATION TRUCKS:	3439.32
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TOTAL LOADS BROUGHT TO TRANSFER STATION:	1409.00
--	---------

TOTAL TONS BROUGHT TO TRANSFER STATION:	7640.79
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MISCELLANEOUS TONS BROUGHT BY OTHER DEPTS.:	257.00
---	--------

TOTAL TONS RECEIVED AT TRANSFER STATION	10650.50
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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	10	4	5
<u>On The Job Injuries</u>	2	1	2	2
<u>Bulk Pickups</u>	0	89	0	43
<u>Refuse Complaints</u>	103	226	160	258
<u>New Polycarts Requests</u>	45	175	45	100
<u>Polycarts Exchanges</u>	4	51	6	20
<u>Additional Polycart Requests</u>	56	206	54	171
<u>Replaced Stolen Polycarts</u>	17	85	29	61
<u>Replaced Damaged Polycarts</u>	68	425	56	191
<u>Polycarts Repaired</u>	30	177	35	121



# COMPOST MONTHLY REPORT

OCTOBER

MONTH

TONS BROUGHT IN BY COMPOST CREWS:	94.28
LANDFILL TIPPING FEE'S	\$ 22.91
SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 2,159.95

TONS BROUGHT IN BY PUBLIC:	2,000.00
TONS BROUGHT IN BY CONTRACTORS :	3,000.00
TONS BROUGHT IN BY OTHER CITY DEPARTMENTS:	550.00
LANDFILL TIPPING FEE'S	\$ 22.91
SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 127,150.50

TOTAL SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 129,310.45
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REVENUE COLLECTED FROM COMPOST SALES:	\$350.00
REVENUE COLLECTED FROM GATE SALES:	\$9,060.00

TOTAL TONS COLLECTED	5,644.28
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MULCH CUBIC YDS

MONTH

PARKS DEPT.	
ROAD & CHANNEL	
LINE MAINTENANCE	
STREET DEPT.	
WATER TREATMENT	
MURPHY PRODUCTS OKC	
SELF LOADING BIN	10
DRYING BEDS	0
COMPOST SOLD BY CUBIC YARDS	
MULCH SOLD BY CUBIC YARDS	9,000
TOTAL:	9,010

COMPOST CUBIC YDS

MONTH

105
105

**CURBSIDE MONTHLY RECYCLING REPORT****OCTOBER****PROGRAM STATISTICS**

	<b>AVERAGE</b>
	<b>MONTH</b>
SET OUT/PARTICIPATION RATE:	80%
AVERAGE TONS PER DAY :	0.98
POUNDS PER HOME:	8.31

**COMMODITY BY TON**

	<b>% of Total</b>	<b>TONS</b>
ALUMINUM BEVERAGE CAN	1.96%	5.71
#1 PET	4.08%	11.88
NEWS	0.00%	0
GLASS CONTAINERS	10.07%	29.33
MIX PAPER	29.67%	86.42
PLASTIC FILM	0.60%	1.75
#2 NATURAL	1.11%	3.23
#2 COLOR	1.66%	4.84
#3-#7	0.00%	0
METAL	0.30%	0.87
RIGIDS	0.26%	0.76
TIN-STEEL SCRAP	2.14%	6.23
TRASH	27.91%	81.3
OCC	20.24%	59.96
<b>TOTAL</b>	<b>100.00%</b>	<b>292.28</b>

	<b>MONTH</b>
SERVICE CALLS (MISSES)	89
HOUSESIDE	5
REMINDER	5
SCATTERED	0
MISC.	2
REPAIR	14
NEW	30
ADD	6
MISSING	9
EXCHANGE	1
REPLACE	11
PICK UP	14
<b>TOTAL CALLS</b>	<b>186.00</b>

	<b>MONTH</b>
<b>LANDFILL COST AVOIDANCE</b>	<b>\$5,772.53</b>

