

City of Norman



Monthly Departmental Report

November 2023

MONTHLY PROGRESS

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CITY CLERK 1

CITY CLERK

**MONTHLY PROGRESS REPORT
November 2023**

ACTION CENTER				
DEPARTMENT	CALLS	CALLS YTD	ADDITIONAL CONTACTS	ADDITIONAL CONTACTS YTD
Animal Welfare	11	71	1	9
Bus Service	0	0	0	0
CDBG	0	0	0	0
City Clerk	17	257	2	7
City Manager/Mayor	1	10	0	8
City Wide Garage Sale	0	0	0	0
Code Enforcement	24	272	0	7
Finance	1	8	0	0
Fire/Civil Defense	2	10	1	1
Human Resources	6	43	0	1
I.T.	1	15	0	0
Legal	0	20	0	3
Line Maintenance	19	151	0	4
Municipal Court	1	8	0	0
Noise Complaint	0	0	0	0
Norman Forward Questions	0	0	0	0
Outreach	2	13	0	3
Parks & Recreation	12	127	0	9
Permits/Inspections	51	226	0	3
Planning	16	69	1	3
Police/Parking	100	522	0	7
Public Works	8	73	2	7
Recycling	0	0	0	0
Sanitation	46	248	0	7
Sidewalks	0	0	1	1
Storm Debris	0	0	0	0
Storm Water	2	46	1	9
Streets	30	208	1	7
Streets Lights	0	0	0	0
Traffic	18	104	0	6
Utilities	57	303	0	1
WC Questions	0	0	0	0
WC Violations	0	0	0	0
January Total: 435	425	2804	10	103

LICENSES

Nine new licenses and Zero renewals were issued during the month of December. 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
Brewer			Retail Spirits Store		
Coin-Operated Devices		2	Retail Wine		1
Distiller			Salvage Yard		
Food	5	19	Sidewalk Dining		1
Game Machines			Solicitor/Peddler (30 day)	1	4
Impoundment Yard			Solicitor/Peddler (60 day)		3
Kennel			Solicitor/Peddler (one day)		
Medical Marijuana Dispensary		1	Special Event	1	7
Medical Marijuana Grower		1	Strong Beer & Wine/Winemaker		
Medical Marijuana Processor			Taxi/Motorbus/Limousine		
Medical Marijuana Testing Laboratory					
Mixed Beverage		3	Temp Food (one day)		6
Mixed Beverage/Caterer		1	Temp Food (30 day)	2	11
Pawnbroker			Temp Food (180 day)		11
Pedicab			Transient Amusement		1
YTD License Total: 73	5	27		4	46

NEW ESTABLISHMENT LICENSES		
NAME	ADDRESS	LICENSE TYPE(S)
Domino's #6439	1262 Interstate Drive	Food Service
Domino's #6440	1236 Alameda	Food Service
Inkfire	121 E. Main	Food Service
Krave Teriyaki	1808 W. Lindsey #400	Food Service
Beanstalk Coffee and Sno	207 E. Main	Food Service
Stash	412 D. Main	Special Event

SOLICITOR/PEDDLER LICENSE		
60 DAY	30 DAY	1 DAY
	Jon Wiggins	

TEMPORARY FOOD PERMITS		
180 DAY	30 DAY	1 DAY
	Judy's Food Trailer	
	Star Steak	

CLAIMS FILED

DATE FILED	NAME	JUSTIFICATION	AMOUNT
11/2/2023	Tammy Powell	On August 4, 2023, at Hwy 9 and Hwy 77, it was alleged that a city vehicle hit a streetlight causing it to fall on claimant's vehicle.	\$6,203.36
11/6/2023	Shannon R. Sharperson	On November 6, 2023, at Hights Park located at Lindsey and Virginia St., allegedly a city employee hit her electric scooter while doing lawn care causing it to be damaged beyond repair.	\$899.99
11/13/2023	Mandy Beller	On October 28, 2023, at 113 Great Oaks Drive, it was alleged that her son's basketball goal was picked up during big trash day by mistake.	\$868.91
11/13/2023	OG&E	On August 21, 2022, at 701 Reed Ave., it was alleged that while doing work on a sidewalk, the City damaged an OG&E cable.	\$6,474.06

SPECIAL SESSION

On November 14, 2023, City Council met in Special Session to discuss Tax Increment Financing under the Local Development Act and then adjourned into an Executive Session to discuss the pending litigation in the case of Flores V. City of Norman, Case No. CJ-2021-1051.

On November 21, 2023, City Council met in Special Session to discuss the FYE 2024 Capital Improvements Program Budget and the preparation of the FYE 2025 Capital Improvements Program Budget, and then adjourned into an Executive Session to discuss the purchase of 5451 Huetner Drive and property located in the vicinity of Tecumseh Road and Flood Avenue, Hwy 9 and Classen Avenue, and Post Oak Road and U.S. Hwy 77 as possible station hubs for Regional Transportation Authority.

On November 28, 2023, City Council met in Special Session and adjourned into 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 U.S. District Court.

FINANCE COMMITTEE

On November 16, 2023, Finance Committee met to discuss the preliminary FYE 2023 Audit, the release of the Center City Tax Increment Finance Funds, and the monthly revenue and expenditure reports.

COMMUNITY PLANNING & TRANSPORTATION COMMITTEE

On November 30, 2023, Community Planning & Transportation Committee met to discuss the Public Transit report, the Lindsey Street at Elm Avenue project, and the recent intersection traffic control changes.

OVERSIGHT COMMITTEE

On November 9, 2023, the Oversight Committee met to discuss the emergency shelter, the use of the two new vans Council authorized in the FYE 2023 Budget Process, and the update on the Public Pantry Policy.

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 – November 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 November are discussed below:

Treasury Division:

In the month of November, the Treasury Division processed 41,019 payments in person and over the phone, a decrease of -31.2% from last month. Paymentus (the City's 3rd party processor of online and automated telephone payments) processed 14,161 payments in November, a decrease of -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 November by -5.5%. Revenues from the City's largest single source of revenue, sales tax, are above target by 0.8% for the year to date and -1% 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	\$22,991,523	\$23,185,756	\$23,417,938	\$23,069,751
General Fund Revenue	\$43,776,150	\$41,347,298	\$41,312,569	\$38,836,899
General Fund Expenses	\$47,483,067	\$44,219,059	\$40,078,713	\$34,284,763

Administration Division

	FYE 24		FYE 23	
	November	YTD	November	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	320.00	1,760.00	160.00	1,448.00
Total Comp Time Available	1.25	7.75	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	1,767.75	160.00	1,461.75
Benefit Hours Taken	28.00	214.00	8.00	229.75
TOTAL ACCOUNTABLE STAFF HOURS	293.25	1,553.75	152.00	1,232.00
 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	
	November	YTD	November	YTD
Total Regular Hours Available	1,120.00	6,160.00	1,120.00	6,160.00
Total Comp Time Available	0.75	14.75	3.50	14.25
Total Overtime Hours	1.25	42.25	3.00	31.50
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	1,122.00	6,217.00	1,126.50	6,205.75
Benefit Hours Taken	128.50	1,017.50	140.75	998.00
TOTAL ACCOUNTABLE STAFF HOURS	993.50	5,199.50	985.75	5,207.75
 PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
 TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

CITY REVENUE REPORTS

3B

City Revenue Report

	FYE 24 October	FYE 24 November	Plus/Minus
Total Revenue Received (\$)	\$6,613,426	\$5,833,460	(\$779,966)
Utility Payments - Office (#)	59,591	41,019	(18,572)
Utility Payments - Office (\$)	\$6,081,224	\$5,677,186	(\$404,038)
Paymentus (#)	14,266	14,161	(105)
Paymentus (\$)	\$1,530,458	\$1,539,969	\$9,511
Lockbox (#)	9,559	8,833	(726)
Lockbox (\$)	\$1,943,144	\$1,438,431	(\$504,713)
E-Lockbox (#)	3,715	3,542	-173
E-Lockbox (\$)	498,170	356,201	(\$141,969)
Bank Draft Payments (#)	12511	11954	(557)
Bank Draft Payments (\$)	\$1,645,467	\$1,554,324	(\$91,143)
Utility Deposits (#)			\$0
Utility Deposits (\$)			\$0
Fix Payments (#)			\$0
Fix Payments (\$)			\$0
Processed Return Checks (#)	93	177	84
Processed Return Checks (\$)	(\$13,957)	(\$37,209)	(\$23,252)
Other Revenue Transactions (#)			\$0
Other Revenue Received (\$)			\$0
Accounts Receivable Payments (\$)	66,594	60,905	(\$5,689)
Municipal Court - Fines/Bonds (\$)	198,275	156,274	(\$42,001)
Municipal Court - Credit Card (#)	470	401	(69)
Municipal Court - Credit Card (\$)	103,631	76,973	(26,658)
Building Permits Cash Report (\$)	327,629	0	(\$327,629)
Building Permits Credit Card (#)	398	0	-398
Building Permits Credit Card (\$)	\$235,818	\$0	(\$235,818)
Occupational License - Bldg Insp. (\$)	\$2,298	\$0	(\$2,298)
Occupational License - Bldg Insp. CC (#)	23	0	-23
Occupational License - Bldg Insp. CC (\$)	\$1,998	\$0	(\$1,998)
Business License - City Clerk (\$)	5,065	0	(\$5,065)
Accounts Receivable Billed (\$)	\$0	\$0	\$0

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

This affects the Total Revenue Received as well.

Budget Services Division

	FYE 24		FYE 23	
	November	YTD	November	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	320.00	1,440.00	320.00	1,760.00
Total Comp Time Available	0.00	0.50	1.25	1.25
Total Overtime Hours	0.00	0.00	0.75	1.00
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	320.00	1,440.50	322.00	1,762.25
Benefit Hours Taken	38.00	256.50	36.50	195.50
TOTAL ACCOUNTABLE STAFF HOURS	282.00	1,184.00	285.50	1,566.75
PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

Treasury Division

	FYE 24		FYE 23	
	November	YTD	November	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	800.00	4,312.00	800.00	4,400.00
Total Comp Time Available	11.75	34.50	0.00	16.25
Total Overtime Hours	24.75	176.75	38.75	231.75
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	836.50	4,523.25	838.75	4,648.00
Benefit Hours Taken	138.50	753.00	203.50	910.00
TOTAL ACCOUNTABLE STAFF HOURS	698.00	3,770.25	635.25	3,738.00
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

UTILITY 3C

Utility Division

	FYE 24		FYE 23	
	November	YTD	November	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	1,120.00	6,160.00	1,120.00	6,160.00
Total Comp Time Available	20.50	89.75	4.75	54.75
Total Overtime Hours	46.75	212.75	48.75	302.50
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	1,187.25	6,462.50	1,173.50	6,517.25
Benefit Hours Taken	190.00	948.75	183.25	956.75
TOTAL ACCOUNTABLE STAFF HOURS	997.25	5,513.75	990.25	5,560.50
PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

Drive-up Window and Mail Payments - FYE 2024

	23-Oct	23-Nov
Mail Payments - Lockbox	9,559	8,833
Mail Payments - E-Lockbox	3,715	3,542
Mail Payments - Office	198	198
Total Mail Payments - Subtotal	13,472	12,573
Night Deposits	185	189
Paymentus Payments	14,266	14,161
Without assistance paymnts - Subtotal	14,451	14,350
Office Payments	2,135	2,038
With assistance payments - Subtotal	2,135	2,038
Total Payments Processed - Subtotal	30,058	28,961
Bank Draft (ACH) Payments	12511	11954
Total Payments (Utility)	42,569	40,915
Total Payments	60,116	57,922

Traffic Counter at Drive-up Facility

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

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

Utility Division Activity Report - FYE 2024

	FYE 24		FYE 23	
	November	YTD	November	YTD
STATUS REPORT				
Regular Utility Accounts Billed	44,971	223,292	44,681	221,972
New Deposit Ons Billed	553	3,561	636	4,173
Final Accounts Billed	534	3,628	632	3,591
TOTAL METERS READ	46,058	230,481	45,949	229,736

FIRE DEPARTMENT

4



NFD Monthly Progress Report November 2023

Incident Response Type Summary

Incident Type	Total	% of Total
1 - Fire	20	1.28%
2 - Overpressure Rupture, explosion, Overheat - No Fire	2	0.13%
3 - Rescue & emergency	941	60.36%
4 - Hazardous Conditions (No Fire)	28	1.80%
5 - Service Call	159	10.20%
6 - Good Intent Call	309	19.82%
7 - False Alarm & False Call	80	5.13%
8 - Severe Weather & Natural Disaster	0	0.00%
9 - Special Incident Type	1	0.06%
Incomplete Reports	19	1.22%
Total Incident Count (Unique Calls)	1559	100.00%
Number of Total Unit Responses	1981	

Total Fire Loss \$178,302.00

	Number of First-In Calls	Average Time/Seconds	Average Time/Minutes
Station #1	339	289	0:04:49
Station #2	193	321	0:05:21
Station #3	241	349	0:05:49
Station #4	194	318	0:05:18
Station #5	53	631	0:10:31
Station #6	52	530	0:08:50
Station #7	164	348	0:05:48
Station #8	118	349	0:05:49
Station #9	200	341	0:05:41

Community Outreach

Tours and Special Events	16	Veteran's Day Parade, Norman Youth Council, Station Tours, United Way Winners, Ride Alongs
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Burn Permits

Burn Permits Issued	160	Conditions were favorable for burning 12 days in November
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Training

Total Personnel Training Hours	1901	Mgmt/Supvsr, Hazmat, Wildland, Special Healthcare, Swiftwater, Peer Support
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**NFD Monthly Progress Report
November 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*	14	0	3	2	2	0	3	3	0	1
Chief 301	13	1	4	1	1	0	0	3	2	1
Chief 302	14	2	3	0	1	0	0	5	3	0
Chief 303	3	0	0	0	3	0	0	0	0	0
Chief 304	23	4	5	2	3	2	0	6	1	0
Chief 401	8	1	2	1	1	2	0	1	0	0
Chief 402	19	0	0	2	0	3	3	8	0	3
Chief 403	12	2	1	3	2	2	1	0	0	1
Chief 404	3	1	0	0	0	0	0	1	0	1
Engine 1	335	308	2	6	1	0	0	12	0	6
Brush 1	3	2	0	0	0	0	0	0	0	1
Ladder 1	58	39	3	3	2	0	0	7	0	4
Engine 2	207	2	189	3	7	0	0	5	0	1
Brush 2	3	0	3	0	0	0	0	0	0	0
Ladder 2	21	2	9	2	3	0	0	4	0	1
Engine 3	259	1	3	242	1	0	2	6	0	4
Brush 3	3	0	1	1	0	0	0	0	0	1
Engine 4	203	2	3	0	193	0	0	0	5	0
Brush 4	2	0	1	0	0	0	0	0	1	0
Tanker 4	2	0	1	0	0	0	1	0	0	0
Engine 5	17	0	0	0	0	12	5	0	0	0
Brush 5	61	0	0	0	0	55	6	0	0	0
Engine 6	18	0	0	0	0	2	15	0	0	1
Brush 6	55	0	0	0	0	2	51	0	0	2
Rescue 7	1	0	0	0	0	0	0	1	0	0
Squad 7	196	13	7	5	7	0	0	157	6	1
Brush 7	1	0	0	0	0	0	0	1	0	0
Engine 8	128	2	3	0	3	0	1	2	117	0
Brush 8	3	1	1	0	0	0	0	0	1	0
Tanker 8	5	0	1	0	0	1	2	1	0	0
Engine 9	211	2	0	6	0	0	3	6	0	194
Brush 9	5	1	0	0	0	0	1	0	0	3
Tanker 9	8	0	1	0	0	2	4	0	0	1
HAZMAT	1	0	0	0	0	0	0	1	0	0
EM1*	17	2	3	2	2	0	3	4	0	1
EMS1*	17	2	3	2	2	0	3	4	0	1
Fire Marshal 1	1	1	0	0	0	0	0	0	0	0
Fire Marshal 2	6	1	0	1	0	0	0	3	1	0
Fire Marshal 3	9	1	3	1	1	1	0	2	0	0
Fire Marshal 4	8	1	0	1	0	0	4	1	0	1
Fire Marshal 5	8	0	2	1	2	0	0	1	1	1
	1981	394	257	287	237	84	108	245	138	231

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

November 2023 Fire Prevention Activity Summary

Prevention Department Update and Activities

Training	54 hours	Behavior of Fire, Street Study, Joint medical training with Suppression personnel at Fire Station 9
Inspections/Re-Inspections	122 hours	Certificate of Occupancy, Occupancy Loads, Daycare, Fire Alarm, Fire Suppression System, General, Food Trucks, Schools
Smoke Detectors	26	Check/Install Smoke Detectors/Replace Batteries/Bed Shaker
Investigations	9	0 Joint, 8 Closed, 0 Complete, 1 Pending, 0 Arrest
Investigative Activities	67 hours	Fire Scene Investigation, reports, OSBI, interviews/Interrogation, Obtain Warrant, File Charges
Department Meetings	36 (48 hours)	Shift Change Meetings, Staff Meeting
Station & Equipment Maintenance	39 hours	Daily checks, supplies replenishing, cleaning & organization
Public Service/Education & Special Events	19 hours	Homeowner series at The Well, United Way ride to school in a fire engine, NFD Honor Guard

Planning Officer Activities

Fire Planning Activities	Number	Staff Hours
Building Plan Reviews	23	48
Fire Protection System Plan Reviews	3	11
Building Inspections/Re-inspections	39	25
License Inspections/Re-inspections	6	8
Meetings	8	15
Training	2	4
Communication	N/A	10
Totals		121

EMERGENCY MANAGEMENT DIVISION ACTIVITIES

Emergency Management Division

November 2023

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

<p>Each Saturday 12:00 Outdoor Warning audible test. This test is supported by the Amateur radio club to assist in identifying and verifying units needing maintenance. Residents can assist by "Adopting a Pole" and reporting the siren status they adopt at the website www.w5nor.org</p>	<p>office and to other jurisdictions.</p> <p>Open to the public, the club provides the opportunity for the community to test for their Amateur license or upgrade a license. Note: the FCC has been directed to start charging for testing. Effective date is TBD</p> <p>Audible test of the outdoor warning system is conducted for 60 seconds. Three units are sounded for 20 seconds due to being a public park venue.</p>
<p>Second Thursday of each month is the Norman Emergency Response Team Volunteers and the Medical Reserve CORPS members to meet, network and discuss preparedness support and collaboration with the Cleveland County Health Department on use of the Medical Reserve Corps</p>	<p>The Volunteer meeting at 6:30 pm. At 6 pm we meet for social time before the meeting. Usually we have snacks and drinks. This networking allows for camaraderie and building relationships during different organizations. City staff is always welcome.</p>
<p>Each Third Thursday of the month is reserved for Division Staff duties and collaboration with the Disaster Assistance Teams (DAT) of the American Red Cross</p>	<p>Meetings are conducted at the Fire Training Center and usually held on an as needed basis.</p>
<p>Local Emergency Preparedness Committee</p>	<p>Meets quarterly (Meets at the Well) under the management of the Cleveland County Emergency Management office. The public is welcome to address any concerns regarding emergency planning or SARA Title III information. Also, the LEPC</p>

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

HUMAN RESOURCES

5

HUMAN RESOURCES

Monthly Report

November 2023

HUMAN RESOURCES

Total number of Employees: 922

Orientations: 2 – 3 new hires

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

Terminations: 7

ADMINISTRATION

- Worked FMLA cases – 9 new cases
- Processed invoices and reconciled expense accounts
- Coordinated Birthday/Anniversary post card mail outs
 - 80 birthday and 37 anniversary
- Labor Relations:
 - One in person Union negotiation meetings held FOP – 11/30/23
 - FOP reached tentative agreement. IAFF still pending.

BENEFITS

New Enrollments: 2

COBRA/Retiree participants: 42

Benefit Participation

	#	%
Medical	798	91%
Dental	794	91%
Vision	590	67%
Disability	430	49%
Supplemental Life	839	96%

** Total Benefit Eligible Population: 875*

Claims

Rx Claims		
	ACTIVE	\$218,295.89
	RETIREE	\$ 8,804.59
Medical Claims		\$ 657,870.00
Dental Claims		\$ 76,899.48
Death Claims		0

PERSONNEL ACTIONS

NEW HIRES – 3

Dept./Div.	Position	Number of Employees
City Council	Internal Auditor	1
Park & Rec/Park Maint.	Maintenance Worker I	1
Public Works/Traffic	Maintenance Worker I	1

SEPARATIONS – 7

Dept./Div.	Position	Number of Employees
Parks & Rec/WW Aquatic Center	Aquatic Manager	1
Parks & Rec/WW Aquatic Center	Concession Cashier I	1
Parks & Rec/Park Maintenance	Maintenance Worker I	1
Planning & Comm Dev/Planning	Planner II	1
Police/Emergency Communications	Communication Officer II	1
Police/Patrol	Police Officer	1
Utilities/WLM	Utility Distribution Worker I	1

TURNOVER STATS

Department	No. of Employees	No. of Terminated Employees	Turnover Rate
City Manager	15		0.00%
City Clerk	6		0.00%
Finance	23		0.00%
Fire	164		0.00%
Human Resources	10		0.00%
Information Technology	17		0.00%
Legal Department	9		0.00%
Municipal Court	12		0.00%
Parks & Recreation-Total	81	3	3.7%
Planning & Comm Dev.	38	1	2.6%
Police	256	2	0.8%
Public Works	125		0.00%
Utilities	159	1	0.6%

RECRUITMENT

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

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

Parks & Recreation

PT Recreation Leader – Whittier (1)	PT All Locations – Recreation Center Specialist
Administrative Technician II – YFAC	PT Lifeguard Leader – YFAC (12)
Program Coordinator – YFAC Pool (1)	PT Lifeguard Technician – YFAC (3)
Program Coordinator – YFAC (1)	PT Recreation Technician – YFAC (3)
PT Recreation Leader – YFAC (6)	PT Recreation Specialist – YFAC (12)

PLANNING AND COMMUNITY DEVELOPMENT

Planner I (2)	
---------------	--

POLICE

Police Officer (9)	Animal Welfare Technician (1)
Communications Officer I (5)	Communications Officer II (4)
Communications Officer III (1)	Police Records Clerk (1)

<u>PUBLIC WORKS</u>	
Engineering - City Surveyor (1)	Maintenance Worker I – Streets (1)
Utilities	
Sanitation - Sanitation Worker I (3)	Sanitation - Sanitation Worker II (1)
Water Line Maintenance – Utility Distribution Worker II (1)	
Capital Projects Engineer – Start 12/27	
City Council & City Manager	
Assistant City Manager – Start 12/18	
Human Resources	
Human Resources Recruiter (1)	Human Resources Coordinator (1)

New Hires - 3

- Internal Auditor – Days to fill 136
 - Job posted 6/23

Start 11/6

- Maintenance Worker I Parks – Days to fill 104
 - Job posted 7/25

Start 11/6

- Maintenance Worker I Traffic – Days to fill 33
 - Job posted 10/11

Start 11/13

Terminations during the month of November

- 5 – Terminations of full time employees
- 2 – Terminations for Seasonal/Temp

SAFETY**Fitness for Duty Meetings**

Department	Number Held
	0

Return to Work Meetings

Department	Number Held
	0

Recordable Injuries – OSHA

Department/Division	Nature of Injury	How Sustained	Prognosis
Police/Cadet	Strained both elbows and ribs	Strained areas during defensive tactics training	Released to work
Police/Cadet	Strained lower right side	Strained lower right side during defensive tactics training	Released to work
Police/Patrol	Strained back, hip, and left ankle	Injured during arrest of suspect	Work restrictions
Fire/Suppression	Right shoulder strain	Felt sharp pain reaching on top shelf for bunker gear	Off work
Fire/Suppression	Strained left back and hip area	Injured while lifting heavy patient	Work Restrictions
Fire/Suppression	Strained pectoral muscle	Working out and felt sharp pain	Work restrictions
Utilities/Meters	Injured back and ribs	Fell from truck landing on curb	Work Restrictions
Utilities/Water Line Maintenance	Strained left upper torso area	Injured after suction tube kicked while holding it	Off work

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

2023*	2022	2021
11	7	5

CY2023 is current YTD*Current number of “at fault” Vehicle Collisions per fiscal year:**

2024	2023	2022
6	7	3

Recordable Injuries per calendar year:

2023*	2022	2021
71	60	64

CY2023 is current YTD*Recordable Injuries per fiscal year:**

2024	2023	2022
30	67	54

Complaints/Resolutions

Complaint	Resolution
0	

CULTURE AND SOCIAL RESPONSIBILITY

ADA Complaints and Resolutions

Complaints	Resolution
0	

ADA:

- Department personnel completed in person Autism Training for Professionals presented by The Autism Foundation of Oklahoma.
- Completed ADA Compliance workshop for Parks and Recreation personnel presented by BlueDAG.
- Found possible software to host living transition plan, building evaluations, and grievance and reasonable accommodations.

Committees:

Human Rights Commission (HRC) – The Human Rights Commission meeting was held on Monday, November 27, 2023. Plans for the upcoming Interfaith Breakfast (scheduled for Saturday, January 15, 2023) were discussed. City Council member Helen Grant was in attendance.

ADA Citizen’s Advisory Committee – The ADA Citizen’s Advisory Committee’s next quarterly meeting will held be on Monday, December 11, 2023, at the Municipal Building.

Cleveland County disABILITY Coalition –The monthly meeting took place on Tuesday, November 7, 2023. Cofounders Lorelei Gann and Melissa Collyar presented information about their non-profit, SunHive Collective, Inc. SunHive is a day program that creates a safe and inviting space for young adults with disabilities to grown in their daily living, social and transitional skills. More information can be found at www.sunhivecollective.com. The next meeting will be held on Monday, December 11, 2023, at United Way.

Employee Resource Groups (ERG) – The Employee Resource Group Leadership next quarterly meeting will be held on Thursday, December 21, 2023, at the Development Center.

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

Gender	Total Population	% of Total Population
Female	213	23.1%
Male	709	76.9%
	922	100.00%

Ethnicity by Race		
Ethnicity	Total #	Total %
American Indian/Alaskan Native	32	3.5%
Asian	14	1.5%
Black/African American	40	4.3%

Hispanic/Latino	33	3.6%
Native Hawaiian	1	0.1%
Two or More Races	37	4.0%
White	765	83.0%
	922	100.00%

Diversity by Gender		
Ethnicity	Female	Male
American Indian/Alaskan Native	9	23
Asian	4	10
Black/African American	7	33
Hispanic/Latino	7	26
Native Hawaiian	0	1
Two or More Races	11	26
White	175	590
	213	709

Diversity % by Gender		
Ethnicity	Female	Male
American Indian/Alaskan Native	1.0%	2.5%
Asian	0.4%	1.1%
Black/African American	0.8%	3.6%
Hispanic/Latino	1.0%	2.5%
Pacific Islander	0%	0.1%
Two or More Races	1.2%	2.8%
White	19.0%	64.0%
	23.4%	76.6%

INFORMATION TECHNOLOGY

6

CITY OF NORMAN

Information Technology Department
Monthly Report – November 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 launch was complete 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: 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 Q1 of 2024.
IT Security training efforts for all network and email users at the City of Norman.	Increase awareness and stay current on all new and rapidly changing cyber-attack methods so that the CoN network is protected by every employee who utilizes the network for business.	Ongoing

Endpoint Security Review	Review current endpoint security appliances and software and make upgrades as necessary.	In Progress
Print consolidation	Work with outside vendor to consolidate all print, fax, copy machines in CoN facilities.	In Progress
Automated Meter Infrastructure	Implement and integrate AMI for meter reading and utility billing.	In Planning
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 November 2023. The ticket count remains high due to various departmental moves and opening of new city facilities. IT support continues to assist with connections and configuration.

Mass Communications:

The following statistics represent email space and resource savings. In the attached table, you will see that 16 emails from the groups shown were sent from city servers using city resources – of those 41,168 were delivered to outside mailboxes for the month of November 2023. The city servers generated mass communications to Norman citizens of 41,168 messages from only 16 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 304,623 attempted incoming and 105,909 outgoing messages for the month of November 2023. Incoming messages totaling 119,400 were considered Spam or hazardous e-mails by our email-filtering appliance, and were quarantined or filtered (see **IT Table 3**). This number represents 40% of our inbound mail. This percentage is up 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 November 2023, the City of Norman's web site had 100,334 individual web sessions access the web site for 188,051 total page views. Of those sessions, 61,419 were identified as Users to view content on the City web site (see **IT Table 4**). In July of 2019, the IT Department kicked off a project with Interpersonal Frequency to overhaul the City website. Since its completion in June 2020, the site has had a few major upgrades including a new search feature and this has contributed to more relevant search results. The site boasts a build in engine that allows it to function as an app on mobile devices and tablets.

ERP Project Implementation Progress:

The chart below shows the path that we have followed through our ERP Implementation Project with most operations finalized by 2023. The project began in January of 2018 and was delayed for multiple reasons by the 2020 pandemic. The final implementations are expected to run through FYE24. The City Council approved approximately \$6 Million to replace the outdated software systems that run our daily business operations. Once fully complete the city will have enhanced automated services and web

Table 1

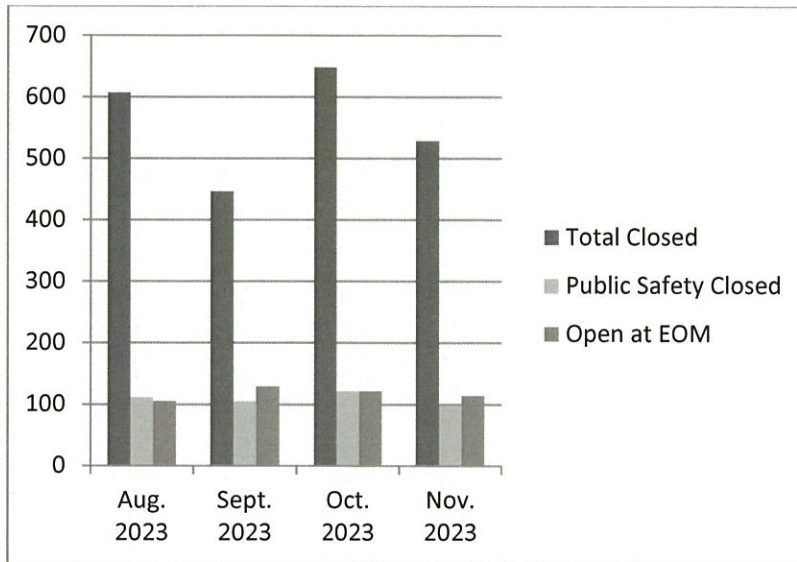


Table 2

November 2023 LIST SERVER REPORT			
<i>Group</i>	<i>Active Members</i>	<i>Mailings</i>	<i>Total Delivered</i>
Affirmative Action Group	12	0	0
Job Posting	1324	0	0
Norman News	2573	16	41168
Totals	3909	16	41168



Executive Summary

ironport.example.com

01 Nov 2023 00:00 to 30 Nov 2023 23:59 (GMT -06:00)
Data in time range: 100.0 % complete

Incoming Mail Graph

Incoming Mail Summary

Message Category	%	Messages
Stopped by IP Reputation Filtering	33.9%	103,356
Stopped by Domain Reputation Filtering	1.1%	3,397
Stopped as Invalid Recipients	0.0%	5
Spam Detected	3.9%	11,962
Virus Detected	0.0%	49
Detected by Advanced Malware Protection	0.0%	21
Messages with Malicious URLs	0.0%	91
Stopped by Content Filter	0.2%	519
Stopped by DMARC	6.9%	21,149
S/MIME Verification/Decryption Failed	0.0%	0
Total Threat Messages:	39.2%	119,400
Marketing Messages	17.8%	54,175
Social Networking Messages	1.6%	4,927
Bulk Messages	18.8%	57,311
Total Graymails:	38.2%	116,413
S/MIME Verification/Decryption Successful	0.0%	0
Clean Messages	22.6%	68,810
Total Attempted Messages:		304,623

Outgoing Mail Graph

Outgoing Mail Summary

Message Processing	%	Messages
Spam Detected	0.0%	0
Virus Detected	0.0%	0
Detected by Advanced Malware Protection	0.0%	0
Messages with Malicious URLs	0.0%	0
Stopped by Content Filter	0.0%	0
Stopped by DLP	0.0%	0
Clean Messages	100.0%	105,900
Total Messages Processed:		105,900

Message Delivery	%	Messages
Hard Bounces	2.4%	2,529
Delivered	97.6%	103,380
Total Messages Delivered:		105,909

ironport.example.com - 01 Dec 2023 01:00 (GMT -06:00)

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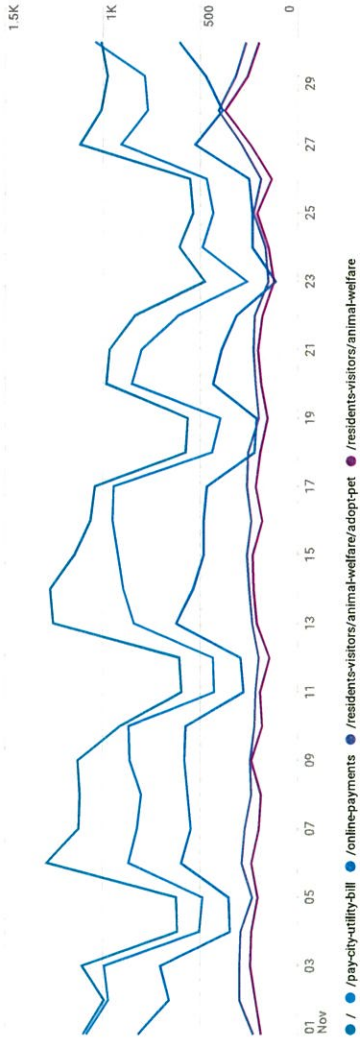
1

Monthly Page Views [\[icon\]](#)

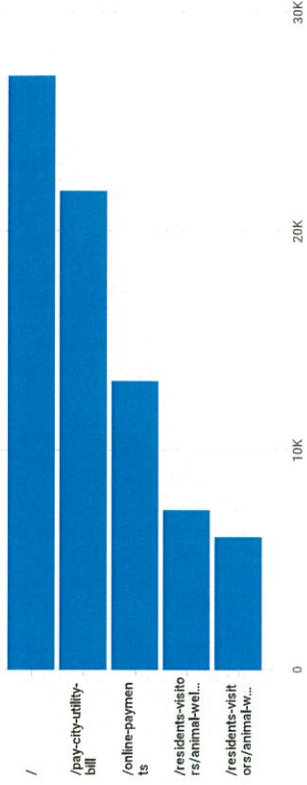
[Add filter](#) +

[All Users](#) [Add comparison](#) +

Views by Page path and screen class over time



Views by Page path and screen class



Search...

Page path and screen class

+

↓ Views

Users

Views per user

Average engagement time

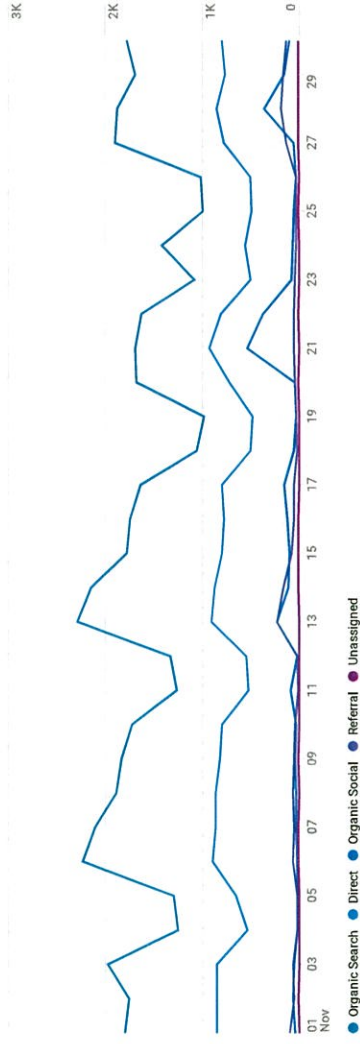
Event count

Page path and screen class	Views	Users	Views per user	Average engagement time	Event count
/	188,051 100% of total	61,419 100% of total	3.06 Avg 0%	57s Avg 0%	574,865 100% of total
/pay-city-utility-bill	27,089	15,558	1.74	17s	75,042
/online-payments	21,830	12,915	1.69	16s	78,381
/residents-visitors/animal-welfare/adopt-pet	13,159	8,507	1.55	11s	33,932
/residents-visitors/animal-welfare	7,267	4,152	1.75	20s	24,214
/public-safety/police-department/crime-prevention-data/departments-activity-reports	6,047	3,985	1.52	14s	19,392
/your-government/departments/human-resources/job-opportunities	3,491	2,125	1.64	1m 16s	10,674
/news/norman-public-library-central-close-remediation	3,430	2,467	1.39	20s	9,828
/search	3,371	1,646	2.05	43s	8,104
/403.html	2,725	281	9.70	21s	3,426

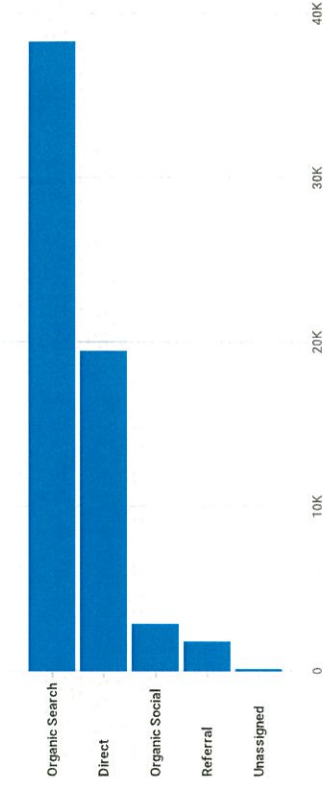
Monthly Site Traffic

Add filter +

Users by Session default channel group over time



Users by Session default channel group



Search...

Rows per page: 10 1-7 of 7

	↓ Users	Sessions	Engaged sessions	Average engagement time per session	Engaged sessions per user	Events per session	Engagement rate	Event count
	100% of total	100% of total	100% of total	Avg 0%	Avg 0%	Avg 0%	Avg 0%	All events
1 Organic Search	61,419	100,334	60,590	35s	0.99	5.73	60.39%	574,865
2 Direct	38,291	66,790	43,968	41s	1.15	5.94	65.83%	396,798
3 Organic Social	19,470	28,060	13,188	21s	0.68	5.13	47%	144,068
4 Referral	2,873	3,381	1,229	11s	0.43	4.32	36.35%	14,592
5 Unassigned	1,797	2,908	1,558	39s	0.87	6.09	53.58%	17,721
6 Organic Video	130	174	0	1m 19s	0.00	8.73	0%	1,519
7 Email	3	3	2	30s	0.67	8.00	66.67%	24
	2	23	14	1m 13s	7.00	6.22	60.87%	143

MONTHLY REPORT - LEGAL DEPARTMENT
November 2023 Report
(Submitted December 8, 2023)

MONTHLY HIGHLIGHTS:

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

This case arises out of a high speed police pursuit that resulted in injury to an innocent bystander when the person being perused ran a red light. The district court granted judgment in favor of the Defendants and the Court of Appeals for the Tenth Circuit affirmed the district court's ruling. The Plaintiff then filed a motion asking the Court to vacate its ruling regarding the Plaintiff's state law claims. The district court denied the Plaintiff's request. On November 9, 2023, the Tenth Circuit affirmed the district court's ruling. The Plaintiff has until February 7, 2024, the file a petition for certiorari with the U.S. Supreme Court.

Petersen and Lester E.R. Dotty v. City of Norman, CV-2023-766 (K)

This case arises out of a dispute regarding the property between the Transit Center and 314 E. Comanche. It has been dismissed and will no longer appear on the Monthly Report.

LIST OF PENDING CASES:

UNITED STATES COURT OF APPEALS FOR THE TENTH CIRCUIT

UNITED STATES DISTRICT COURT, EASTERN DISTRICT OF NEW YORK

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

UNITED STATES DISTRICT COURT, WESTERN DISTRICT OF OKLAHOMA

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

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. Komiske, Cobblestone Creek Management Company, et al., CV-2012-748 (K, W)
City v. Aaron Stachmus and Bryson Anglin, CJ-2021-445 (S)
City v. Aaron Stachmus and Bryson Anglin, CJ-2022-424 (S)
City v. Aaron Stachmus and Bryson Anglin, CJ-2022-647 (S)
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)
Jaelyn Jacobs v. City of Norman and Norman Utilities Authority, CJ-2022-794 (K)
Jane Doe v. S. Carter, Norman Regional Hospital Authority, and John and Jane Does, and or DBA Doe Medical Entity, CJ-2022-1348, CJ-2020-606 (K)
City v. Loeffler & Ashford Investments, LLC, CV-2022-1182 (M)
City v. Lonnie Hodges, CV-2020-2922
The Norman Petition Initiative No. 2021-1, Case No. CV-2020-2384 (K)
McCarver v. City of Norman, CJ-2013-128 TS (K)
Remy v. Hall, et al., Case No. CV-2017-1853 (K, S)
Shaz Investment Group, LLC v. City of Norman, CJ-2021-1044 (K)
West Lindsey Center Investors, LLC v. City of Norman, et al., CJ-2022-693 (K)

B. *Condemnation Proceedings*

City of Norman v. Chastain Oil Company, a Corporation, et al., CV-2015-677 (M)
City of Norman v. West Lindsey Center Investors, LLC, et al., CV-2015-671 (M)
City of Norman v. 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).
Depositions are complete, mediation is scheduled for December 14 and the parties' Status Conference with the Court is scheduled for December 15.
City of Norman v. Hallbrooke Development Group One, LLC, et al., CJ-2021-228 (M).
Depositions are complete, mediation is scheduled for December 14 and the parties' Status Conference with the Court is scheduled for December 15.
City of Norman v. D&J Land, LLC, et al., CJ-2022-251 (M).

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

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

D. ***Municipal Court Appeals***

None

E. ***Small Claims Court***

None

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

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

LABOR / ADMINISTRATIVE PROCEEDINGS

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

This office has assisted with the following grievances:

AFSCME Grievance FYE 21-02 – (COVID-19 Leave)
AFSCME Grievance FYE 22-02 – (Jerry Younts and Bennie Gilmore – COVID-19 Leave)
AFSCME Grievance FYE 22-02 – (Tara Klepper – COVID-19 Leave)
AFSCME Grievance FYE 23-03 – (Parks Employees)
AFSCME Grievance FYE 23-08 – (AFSCME Group Grievance)
AFSCME Grievance FYE 23-09 – (Brian Jones)
AFSCME Grievance FYE 24-01 – (April Waggoner)
AFSCME Grievance FYE 24-02 – (Hemsley, Boggs, Garner)
AFSCME Grievance FYE 24-03 – (Boggs, Whiteside, Cole)
AFSCME Grievance FYE 24-04 – (Jeremy Boggs)
AFSCME Grievance FYE 24-05 – (Ross – Discipline)

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)

Ashlee Richards (Police Officer Cadet) – Not Qualified/Inadequate Performance

MUNICIPAL COURT PROSECUTIONS

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

Month	<u>ADULT CASES</u>			<u>JUVENILE CASES</u>			<u>COURT SESSIONS</u>		
	<u>FYE 22</u>	<u>FYE 23</u>	<u>FYE 24</u>	<u>FYE 22</u>	<u>FYE 23</u>	<u>FYE 24</u>	<u>FYE 22</u>	<u>FYE 23</u>	<u>FYE 24</u>
JULY	275	165	464	11	7	11	7	9	10
AUG	236	241	341	9	10	7	5	13	16
SEPT	263	245	295	9	15	18	5	10	8
OCT	269	244	346	12	13	7	6	9	11
NOV	228	205	292	2	10	11	6	6	10
DEC	162	165		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	1,738	114	156	54	95	118	55

WORKERS' COMPENSATION COURT

The total number cases pending as of November 2023 are 17. There were no new Oklahoma Workers Compensation claims received during the month. In November, the City Council approved a Court Order and Settlement. 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	2		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		
TOTALS		17		11	14	6

List of Pending Cases

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

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

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

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

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 was approved by the City Council on November 14, 2023 and will no longer appear on the monthly report.

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)

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 was received and approved by City Council on November 14, 2023 and will no longer appear on the monthly report.

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 November 2023.

DEPARTMENT	FYE 24 Month	FYE 24 YTD	FYE 23 YTD	FYE 22 YTD	FYE 21
Animal Control			2	2	1
Finance – IT					1
Fire				2	1
Legal					2
Other		4	5	6	11
Parks	1	1	1	2	4
Planning			1	2	
Police		2	8	8	3
Public Works – other		2	5	2	2
Public Works – Stormwater				1	
Public Works – Engineering					1
Public Works – Streets	2	4	8	10	9
Utilities – other	1	2			
Utilities – Water		2	16	6	11
Utilities – Sanitation	2	6	7	6	12
Utilities – Sewer		3	3	4	5
TOTAL CLAIMS	6	26	56	51	63

CURRENT CLAIM STATUS	FYE 24 TO DATE	FYE 23	FYE 22	FYE 21
Claims Filed	26	56	51	63
Claims Open and Under Consideration	13	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)	5	3	0	0

MUNICIPAL COURT

8

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

CASES FILED

	<u>NOVEMBER</u>	<u>FY24</u>	<u>Y-T-D</u>	<u>NOVEMBER</u>	<u>FY23</u>	<u>Y-T-D</u>
Traffic	752		3,460	350		1,654
Non-Traffic	298		1,437	178		1,042
SUB TOTAL	1,050		4,897	528		2,696
Parking	690		3,932	671		3,806
GRAND TOTAL	1,740		8,829	1,199		6,502

CASES DISPOSED

	<u>NOVEMBER</u>	<u>FY24</u>	<u>Y-T-D</u>	<u>NOVEMBER</u>	<u>FY23</u>	<u>Y-T-D</u>
Traffic	738		3,297	349		1,671
Non-Traffic	235		1,195	174		1,121
SUB TOTAL	973		4,492	523		2,792
Parking	555		3,211	524		2,906
GRAND TOTAL	1,528		7,703	1,047		5,698

REVENUE

	<u>NOVEMBER</u>	<u>FY24</u>	<u>Y-T-D</u>	<u>NOVEMBER</u>	<u>FY23</u>	<u>Y-T-D</u>
Traffic	\$ 65,427.13		\$ 376,724.31	\$ 40,933.14		\$ 188,742.42
Non-Traffic	\$ 17,352.43		\$ 105,347.68	\$ 16,937.52		\$ 103,716.33
SUB TOTAL	\$ 82,779.56		\$ 482,071.99	\$ 57,870.66		\$ 292,458.75
Parking	\$ 18,765.00		\$ 105,657.00	\$ 21,900.00		\$ 103,525.00
GRAND TOTAL	\$ 101,544.56		\$ 587,728.99	\$ 79,770.66		\$ 395,983.75

MUNICIPAL COURT - MONTHLY REPORT
November 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 28 new cases and closed 38 cases during the month of November 2023. 5 Mediations were held.

PARKS AND RECREATION

9

Park Development Activities November 2023

Sutton Urban Wilderness

Work continues on the trail improvements and parking expansion at Sutton Wilderness. The southern trail spur grading and drainage improvements are nearing completion. The final trail surface will be placed next month, now that the new drainage pipes and erosion control have been installed, including erosion mats at all pipe entry/exit flow locations and sod cover on the side-of-trail ditches and drainage paths. The contractor has also begun clearing the grass and staging the area next



to the main park entry parking lot off 12th Avenue NE, where we will build an additional 12 parking spaces. This is a much-needed addition, approved by the Sutton Wilderness Advisory Committee, and funded by an 80% reimbursable grant from the Oklahoma Recreational Trails Grant Program. Work will continue through the winter, as weather permits.

Neighborhood Parks



Crews from PCC were on-site in November at Bentley Park, working on construction of the tennis and pickleball courts in this new neighborhood park. Final court surfacing will be done in the spring, when temperatures are appropriate for proper curing. Other contractors will be on-site throughout the fall and winter

installing a shaded playground, picnic pavilion, half-court basketball court, walking trail and all park furnishings. Work was done earlier this year to install park trees and irrigation and establish areas of the site which will be left as native prairie land. The park is named for the former director of the Parks and Recreation Department, Lionel Bentley, whose family made a substantial financial contribution to the parks department upon his unexpected death in 2020. The park will be officially dedicated next spring.

Also, we are out to bid for new playgrounds for Sunrise and Falls-Lakeview Parks. These will be our next park renovation projects, and will include equipment replacement, along with improvements to park trails, furnishings, signage and landscaping, as needed at each location. We will continue to do other smaller park improvements at other parks throughout the city, while we plan for the next major renovations that will occur next fiscal year.

Reaves Park:

We finished preparation for the installation of the art piece chosen for the Norman Forward Public Art piece for this project. Artist Tyler Fuqua has produced a new "Mechan" (Mechan #14) in his series of giant robot pieces located



throughout the country over the past several years. The Norman Mechan will be a 15-foot tall robot with interchangeable pieces that convert its theme from the usual "Home Run Mechan" (baseball robot), into the "Bold Knight Mechan" (Medieval robot) during the Medieval Fair time each year. 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. Work was also done to replace lights on all of the old fields (baseball & softball) as the field use is reduced in the winter to just the adult leagues. Spring ball registration will start after New Year; with the new season starting in March, 2024. We will also continue working with our design team from Halff Associates to design a monument and way-finding sign package for this park and use it as a template for other community parks going forward.

Forestry



The City gave away trees to Norman residents on Friday, November 3rd, at Griffin Park, where we had a drive-up area set up for distribution. The trees were paid for through a combination of gifts from OEC electric company and First United Bank, along with funds available through the Parks and Recreation Department and the Utilities Division of Environmental Resilience and Sustainability. The event ran from 9am to 4pm; and all residents had to bring some form of identification of them as a

Norman Resident, so they could choose from 4 different species (shumard oak, little gem magnolia, brandywine maple and prairie fire crabapple).

Also, trees were planted along the eastern border of Faculty Heights Park, to replace several over-grown trees that were removed to clear the area around the power lines running through the park. The new trees are following our "Right Tree/Right Place" program, and will not grow large enough to cause a threat to the lines at maturity.

November 2023 PARK MAINTENANCE DIVISION

	FY24 MTD	FY24 YTD		FY23 MTD	FY23 YTD
SAFETY REPORT					
On-The-Job Injuries	2	4		0	6
Vehicle Accidents	1	1		0	0
Employee responsible	0	0		0	0
ROUTINE ACTIVITIES	Total Man Hours			Total Man Hours	
Big Mowing	52	522.25		70.5	944.50
Trim Mowing	290	3227.25		410	5376.00
Chemical Spraying	0	431.00		4	1027.00
Fertilization	0	10.00		0	18.00
Park Tree Work	87	593.00		0	735.00
Street Tree Work	8	8.00		0	91.00
Trash Maintenance	390.75	2141.00		84	2447.75
Sprinkler Maintenance	32	571.75		0	1052.75
Watering	6	6.00		0	279.00
Painting	0	0.00		78	415.00
Landscape Maintenance	129	1237.25		0	1708.75
Seeding/Sodding	0	41.00		278	613.00
Ballfield Maintenance	0	28.00		52	341.00
Fence Repairs	17	166.00		0	263.50
Equipment Repairs/Maintenance	116.5	1118.00		0	1374.50
Material Hauling	8	139.50		54.5	497.25
Snow/Ice Removal	0	0.00		19.01	520.27
Christmas Setup	739.5	877.00		0	264.75
Vector Control	0	99.00		0	114.00
Events	5	218.00		21	201.00
Vandalism Repair	64	231.00		0	210.50
Trail Maintenance	23	54.00		0	8.00
Playground Maintenance	11	469.00		13	891.75
Restroom Maintenance	12	31.00		77	622.50
Carpentry/Welding	66	249.00		0	441.00
Shop Time	102	282.75		0	493.00
Special Projects	176	736.25		62	2481.00
Miscellaneous	64	554.25		129	1881.25

NOVEMBER 2023
RECREATION DIVISION
MONTHLY REPORT

Norman Senior Center: Programming at the Norman Senior Center was reduced as most of the recreation activities transitioned to the new Adult Wellness Education (AWE) Center, which opened on Monday, November 13th. Tech Sesh with Mac was offered on Friday, November 17th for those interested in assistance with their technological devices. 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: The Little Axe Community Center had a very busy November. We served 640 meals on wheels meals and gave out 26 Thanksgiving Baskets to the Little Axe Community. The after-school program has been busy with Thanksgiving activities and each child went home with a thanksgiving basket. We had a total of 132 kids that attended this month. The library made some changes to our movies and gave us new choices. The library had 754 books checked out to community members this month.

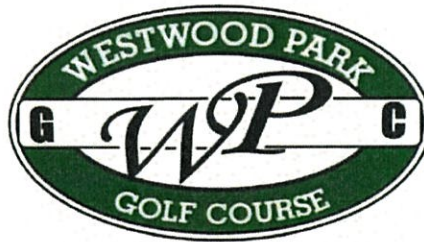
12th Avenue Recreation Center: The 12th Avenue Recreation Center averaged 35 students for the month of November. Norman Public Schools were out from November 20th through 22nd for Thanksgiving Break and during that time, 12th Avenue held an out of school camp. A couple basketball rentals took place in November and a church group used the facility to gather at after Thanksgiving.

Irving Recreation Center: The After School Program continued at Irving this month with 29 students. We had an average daily attendance of 21 students. The bulletin board was replace by the middle school and we have begun painting the hallways.

Whittier Recreation Center: The After School Program continued at Whittier with 30 students. The average daily attendance was 23 students. Towards the end of the month I-9 Sports began using the gym for games on Saturdays. They will continue renting the space throughout the winter season.

FACILITY ATTENDANCE:	Month	Year to Date
Norman Senior Center	296	3,053
Little Axe Community Center	1,779	9,191
12th Avenue Recreation Center	1,270	6,609
Irving Recreation Center	354	2,008
Whittier Recreation Center	394	2,471
Reaves Center	300	1,500
Tennis Center	3,267	17,817

WESTWOOD/NORMAN MUNICIPAL AUTHORITY 9A



NOVEMBER 2023

Westwood Golf Course Division Monthly Progress Report

ACTIVITY	NOV FYE'24	NOV FYE'23
Regular Green Fees	629	422
Senior Green Fees	324	265
Junior Fees	74	37
School Fees (high school golf team players)	0	0
Advanced Fees (high school golf team pre-pay)	0	0
Annual Fees (Regular, Senior & Junior Members)	746	502
Employee Comp Rounds	321	202
Golf Passport Rounds	0	0
9-Hole Green Fee	126	86
2:00 Fees	90	64
4:00 Fees	0	0
Dusk Fees or 5:00 Fees	35	45
PGA Comp Rounds	4	2
*Rainchecks (not counted in total round count)	10	8
Misc Promo Fees (birthday, players cards, OU student)	92	112
Green Fee Adjustments (fee difference on rainchecks)	6	6
Total Rounds (*not included in total round count)	2447	1743
% change from FY '23	40.39%	
Range Tokens	1772	1376
% change from FY '23	28.78%	
18 - Hole Carts	91	53
9 - Hole Carts	22	19
½ / 18 - Hole Carts	746	559
½ / 9 - Hole Carts	114	116
Total Carts	973	747
% change from FY '23	30.25%	
18 - Hole Trail Fees	0	0
9 - Hole Trail Fees	0	0
18 - Hole Senior Trail Fees	0	0
9-Hole Senior Trail Fees	0	0
Total Trail Fees	0	0
% change from FY '23	0.00%	-1
TOTAL REVENUE	\$102,473.73	\$54,306.90
% change from FY '23	88.69%	

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

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

FINANCIAL INFORMATION

	FYE 2024	FYE 2024	FY 2023	FYE 2023
	MTD	YTD	MTD	YTD
Green Fees	\$29,373.25	\$242,018.42	\$26,097.31	\$260,985.33
Driving Range	\$6,439.00	\$58,829.45	\$5,664.60	\$66,217.13
Cart Rental	\$14,930.39	\$128,863.90	\$13,690.93	\$141,794.76
Golf Classes	\$0.00	\$0.00	\$0.00	\$0.00
Golf Shop Rentals	\$120.00	\$1,513.74	\$0.00	\$0.00
USGA Handicap Fees	\$0.00	\$1,848.50	\$0.00	\$0.00
Golf Cart Capital	\$1,119.71	\$8,120.42	\$0.00	\$0.00
Golf Merchandise	\$15,114.78	\$85,466.56	\$0.00	\$0.00
Restaurant	\$10,181.46	\$88,868.95	\$6,623.11	\$100,685.79
Insufficient Check Charge	\$0.00	\$0.00	\$0.00	\$0.00
Interest Earnings	\$25,195.14	\$123,612.61	\$2,230.95	\$5,086.21
TOTAL INCOME	\$102,473.73	\$739,142.55	\$54,306.90	\$574,769.22
Expenditures	\$106,995.55	\$639,013.07	\$99,708.26	\$493,552.53
Income vs Expenditures	(\$4,521.82)	\$100,129.48	(\$45,401.36)	\$81,216.69
Rounds of Golf	2447	16685	1743	17652

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

A Greens quality rating is presently at 95%. The greens are entering dormancy with very good recovery going into the winter season. The Drainage project on #1 hole continues to progress with 12' and 8" pipe and catch basins. As we reach the connection from #2 green and bunker drainage, we will be renovating #2 green side bunker. We are in the process of moving the pile of soil from 17 right rough to the back of the range. This is the material that we mounded from the creek dredging. Equipment maintenance and sharpening is being completed as the weather keeps us from our above listed projects.

NOVEMBER 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		\$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	\$5.06	\$104,250.55	\$131,337.52	166,989.10
TOTAL INCOME	\$5.06	\$346,566.70	\$963,273.89	\$998,237.60
Expenditures	\$30,512.11	\$671,554.39	\$854,906.87	\$406,410.58
Income versus Expenditures	(\$30,507.05)	(\$324,987.69)	\$108,367.02	\$591,827.02

ATTENDANCE INFORMATION

	FYE 2024 MTD Nov-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
TOTAL ATTENDANCE	0	129,875	66,275	98,179

FACILITY MAINTENANCE

9B

City of Norman Facility Maintenance
December 2023 Monthly Hourly Materials Cost Report

Location	Labor Hrs	Labor Cost	Materials Cost	Total
Indirect	108.00	\$4,413.15	\$924.44	\$5,337.59
Doors				
Animal Welfare	2.00	\$77.76	\$0.00	\$77.76
Bldg B	2.00	\$77.76	\$0.00	\$77.76
Central Library	4.50	\$172.50	\$120.13	\$292.63
Senior Center	1.00	\$38.88	\$361.50	\$400.38
Whittier Rec	6.00	\$223.44	\$0.00	\$223.44
Total	15.50	\$590.34	\$481.63	\$1,071.97
Misc				
Adult Wellness	5.00	\$187.84	\$130.98	\$318.82
Animal Welfare	2.00	\$77.76	\$0.00	\$77.76
Bldg B	7.00	\$260.68	\$0.00	\$77.76
East Library	7.00	\$260.68	\$37.96	\$298.64
Fire Station 2	0.00	\$0.00	\$28,792.00	\$28,792.00
Irving Rec	1.00	\$38.88	\$368.00	\$406.88
Whittier Rec	1.00	\$38.88	\$0.00	\$38.88
Total	23.00	\$864.72	\$29,328.94	\$30,193.66
Roofs				
City Hall	0.00	\$0.00	\$1,316.94	\$1,316.94
Central Library	3.00	\$116.64	\$0.00	\$116.64
Fleet	0.00	\$0.00	\$15,843.56	\$15,843.56
NIC	0.00	\$0.00	\$691.70	\$691.70
Transit	0.00	\$0.00	\$590.42	\$590.42
WTP	0.00	\$0.00	\$868.57	\$868.57
Total	3.00	\$116.64	\$19,311.19	\$19,427.83
Elevators				
Firehouse Art	0.00	\$0.00	\$2,549.65	\$2,549.65
Custodial				
Indirect	260.00	\$6,578.80	\$10,639.82	\$17,218.62
Adult Wellness	0.00	\$0.00	\$11,588.97	\$11,588.97
Bldg B	0.00	\$0.00	\$3,172.63	\$3,172.63

City of Norman Facility Maintenance
December 2023 Monthly Hourly Materials Cost Report

City Hall	0.00	\$0.00	\$3,490.15	\$3,490.15
Development Center	0.00	\$0.00	\$3,395.75	\$3,395.75
Total	260.00	\$6,578.80	\$32,287.32	\$38,866.12
Pest				
Bldg B	0.00	\$0.00	\$185.00	\$185.00
Central Library	0.00	\$0.00	\$275.00	\$275.00
City Hall	0.00	\$0.00	\$165.00	\$165.00
Development Center	0.00	\$0.00	\$235.00	\$235.00
East Library	0.00	\$0.00	\$145.00	\$145.00
Total	0.00	\$0.00	\$1,005.00	\$1,005.00
HVAC				
Adult Wellness	6.00	\$214.26	\$0.00	\$214.26
Animal Welfare	0.00	\$0.00	\$885.08	\$885.08
Bldg A	1.00	\$35.71	\$0.00	\$35.71
Bldg B	13.00	\$489.59	\$956.25	\$1,445.84
Bldg C	1.00	\$35.71	\$0.00	\$35.71
Central Library	15.00	\$535.65	\$0.00	\$535.65
City Hall	9.50	\$345.59	\$267.83	\$613.42
Development Center	11.00	\$418.17	\$5,015.45	\$5,433.62
Dumpster Barn	2.00	\$71.42	\$0.00	\$71.42
East Library	4.00	\$149.18	\$0.00	\$149.18
Fire Admin	1.00	\$38.88	\$15.13	\$54.01
Fire Station 1	1.00	\$38.88	\$30.31	\$69.19
Fire Station 2	7.00	\$249.97	\$13,125.00	\$13,374.97
Fire Station 3	1.00	\$35.71	\$11,100.00	\$11,135.71
Fire Station 5	0.00	\$0.00	\$14,900.00	\$14,900.00
Fire Station 7	1.00	\$38.88	\$0.00	\$38.88
Fleet	1.00	\$38.88	\$9.82	\$48.70
Historical House	4.00	\$155.52	\$20.38	\$175.90
Irving Rec	2.00	\$77.76	\$0.00	\$77.76
Little Axe Rec	3.50	\$124.99	\$112.92	\$237.91
Line Maintenance	2.00	\$74.59	\$14.48	\$89.07
Lions Park	1.00	\$35.71	\$0.00	\$35.71

**City of Norman Facility Maintenance
December 2023 Monthly Hourly Materials Cost Report**

NIC	17.00	\$622.92	\$0.00	\$622.92
Park Maintenance	1.00	\$35.71	\$0.00	\$35.71
Sanitation	1.00	\$38.88	\$21.04	\$59.92
Santa Fe Depot	4.00	\$155.52	\$0.00	\$155.52
Senior Center	6.00	\$226.94	\$110.41	\$337.35
Shooting Range	8.00	\$298.36	\$50.91	\$349.27
Sooner Theater	4.00	\$155.52	\$59.54	\$215.06
Special Ops	4.00	\$142.84	\$0.00	\$142.84
Streets	2.00	\$74.59	\$224.54	\$99.13
Stormwater	1.00	\$38.88	\$24.54	\$63.42
Traffic	2.00	\$74.59	\$26.62	\$101.21
Warming Shelter	4.00	\$142.84	\$0.00	\$142.84
Whittier Rec	3.00	\$107.13	\$0.00	\$107.13
WRF	2.00	\$77.76	\$4,434.00	\$4,511.76
WTP	16.00	\$622.08	\$13,772.97	\$14,395.05
Total	162.00	\$5,837.61	\$64,977.22	\$70,814.83

Electrical	Indirect	8.00	\$311.04	\$172.03	\$483.07
	12th Ave Rec	4.00	\$155.52	\$0.00	\$155.52
	Adult Wellness	16.00	\$595.84	\$2,450.39	\$3,046.23
	Bldg A	1.00	\$37.24	\$0.00	\$37.24
	Bldg B	10.00	\$378.96	\$0.00	\$378.96
	Central Library	27.00	\$1,033.36	\$0.00	\$1,033.36
	City Hall	12.00	\$453.44	\$0.00	\$453.44
	CNG Station	2.00	\$74.48	\$0.00	\$74.48
	Compactors	3.00	\$116.64	\$0.00	\$116.64
	Compost	5.00	\$194.40	\$0.00	\$194.40
	Development Center	2.00	\$74.48	\$0.00	\$74.48
	Firehouse Art	3.00	\$116.64	\$33.64	\$150.28
	Fire Station 2	1.00	\$37.24	\$0.00	\$37.24
	Fire Station 4	6.00	\$223.44	\$24.17	\$247.61
	Fire Station 7	1.00	\$37.24	\$0.00	\$37.24
	Fleet	2.00	\$74.48	\$0.00	\$74.48

**City of Norman Facility Maintenance
December 2023 Monthly Hourly Materials Cost Report**

Griffin Park	3.00	\$111.72	\$0.00	\$111.72
Household Hazardous Waste	2.00	\$74.48	\$0.00	\$74.48
Irving rec	8.00	\$297.92	\$141.06	\$438.98
Legacy Park	1.00	\$38.88	\$0.00	\$38.88
Legacy Trail	5.00	\$194.40	\$359.57	\$553.97
Lions Park	4.00	\$150.60	\$0.00	\$150.60
NIC	3.00	\$111.72	\$132.24	\$243.96
Normandy Park	1.00	\$37.24	\$0.00	\$37.24
Parks	37.00	\$1,438.56	\$381.94	\$1,820.50
Reaves Park	12.00	\$466.56	\$155.14	\$621.70
Ruby Grant Park	7.00	\$268.88	\$135.01	\$403.89
Santa Fe Depot	1.00	\$37.24	\$0.00	\$37.24
Senior Center	3.00	\$116.64	\$0.00	\$116.64
Shooting Range	3.00	\$116.64	\$67.75	\$184.39
Streets	2.00	\$77.76	\$0.00	\$77.76
Transfer Station	3.00	\$111.72	\$0.00	\$111.72
Transit/EVT	4.00	\$150.60	\$0.00	\$150.60
WRF	1.00	\$37.24	\$0.00	\$37.24
Total	203.00	\$7,753.24	\$4,052.94	\$11,806.18

Plumbing				
12th Ave Rec	1.00	\$37.24	\$0.00	\$37.24
Adult Wellness	28.00	\$1,085.36	\$3,883.73	\$4,969.09
Animal Welfare	1.00	\$38.88	\$343.95	\$382.83
Bldg B	10.50	\$392.66	\$34.49	\$427.17
Bus Turnaround	3.00	\$116.64	\$0.00	\$116.64
Central Library	5.00	\$186.20	\$0.00	\$186.20
City Hall	7.00	\$263.96	\$30.00	\$293.96
Compost	14.00	\$544.32	\$1,089.03	\$1,633.35
Development Center	3.50	\$131.98	\$30.93	\$162.91
East Library	11.00	\$409.64	\$75.54	\$485.18
Firehouse Art	2.00	\$74.48	\$0.00	\$74.48
Fire Station 1	6.50	\$243.70	\$0.00	\$243.70
Fire Station 3	1.50	\$55.86	\$0.00	\$55.86

**City of Norman Facility Maintenance
December 2023 Monthly Hourly Materials Cost Report**

Fire Station 4	7.00	\$260.68	\$35.00	\$295.68
Fire Station 6	1.50	\$55.86	\$0.00	\$55.86
Fire Station 7	2.00	\$74.48	\$0.00	\$74.48
Fire Station 8	5.50	\$208.10	\$55.23	\$263.33
Fire Station 9	8.00	\$307.76	\$55.23	\$362.99
Fleet	4.00	\$155.52	\$0.00	\$155.52
Griffin Park	3.50	\$130.34	\$19.50	\$149.84
Irving Rec	9.50	\$357.06	\$99.13	\$456.19
Lions Park	1.00	\$38.88	\$350.00	\$388.88
Little Axe Rec	7.00	\$267.24	\$32.34	\$299.58
Reaves Park	3.00	\$111.72	\$0.00	\$111.72
Reaves Garden Center	1.00	\$38.88	\$0.00	\$38.88
Ruby Grant Park	1.50	\$55.86	\$0.00	\$55.86
Senior Center	4.00	\$155.52	\$0.00	\$155.52
Shooting Range	3.50	\$130.34	\$0.00	\$130.34
Transfer Station	11.50	\$428.26	\$371.88	\$800.14
WRF	6.50	\$245.34	\$60.03	\$305.37
WTP	2.00	\$77.76	\$520.50	\$598.26
WW Golf	5.00	\$191.12	\$0.00	\$191.12
Total	181.00	\$6,871.64	\$7,086.51	\$13,958.15

Total	955.50	\$33,026.14	\$162,004.84	\$195,030.98
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PLANNING AND COMMUNITY DEVELOPMENT 10



**CITY OF NORMAN - DATE ISSUED
DEVELOPMENT SERVICES DIVISION PERMIT ACTIVITY
NOVEMBER 2023 REPORT**

Description	Permit Number	Date Issued	Valuation	Address	Area (Sq Ft)	Zoning	Ward	Subdivision	Contractor / Tenant
		43	\$6,445,140.00						
Residential, New Construction		13	\$5,286,650.00						
	PRSF202304814	11/07/23	\$400,000.00	820 75TH AVE SE	5468	RE	WARD 5	NOT SUBDIVIDED	OVERSTREET, ALEXANDER & KALEY
	PRSF202304942	11/13/23	\$570,000.00	509 CAMPFIRE LN.	3577	PUD	WARD 6	PINE CREEK ADDITION	LANDMARK FINE HOMES, LP.
	PRSF202304898	11/13/23	\$356,650.00	407 CAMPFIRE LN.	3711	PUD	WARD 6	PINE CREEK ADDITION	IDEAL HOMES OF NORMAN
	PRSF202304573	11/14/23	\$600,000.00	2023 ITHACA DR.	3711	R-1	WARD 6	HALLBROOKE SEC 4	C.A. MCCARTY CONSTRUCTION LLC.
	PRSF202303898	11/14/23	\$263,760.00	1918 OAKVILLE CT.	2877	R-1	WARD 3	SUMMIT VALLEY 3	REMINGTON ENTERPRISES, LLC
	PRSF202304714	11/15/23	\$290,640.00	125 W HIMES ST.	2182	R2	WARD 6	HIGHLAND (NORMAN)	1151 LLC
	PRSF202305042	11/21/23	\$490,560.00	1140 72ND AVE NE	6029	A-2	WARD 5	KIRBY RANCH COS 1819-2	DP GAMBLE HOMES, INC.
	PRSF202305144	11/27/23	\$278,460.00	3005 RED CEDAR WAY	2776	PUD	WARD 6	GREENLEAF TRAILS ADD 12	IDEAL HOMES OF NORMAN
	PRSF202304900	11/28/23	\$250,000.00	622 RED CEDAR WAY	2351	PUD	WARD 6	GREENLEAF TRAILS ADD 12	LANDMARK FINE HOMES, LP.
	PRSF202304899	11/28/23	\$250,000.00	3622 CASSIDY DR.	1934	PUD	WARD 6	FLINT HILLS SEC. #1	LANDMARK FINE HOMES, LP.
	PRSF202305057	11/28/23	\$310,800.00	5401 ALAMEDA ST.	2220	A-2	WARD 5	NOT SUBDIVIDED	HARLESS, WILLIAM DWAYNE
	PRSF202305001	11/29/23	\$700,000.00	4000 HACKNEY WICK CT.	4344	R-1	WARD 8	CARRINGTON PLACE ADD #12	CA MCCARTY CONSTRUCTION LLC
	PRSF202305273	11/30/23	\$325,780.00	3762 MUIR FOREST WAY	3260	PUD	WARD 6	RED CANYON RANCH SEC 7	IDEAL HOMES OF NORMAN
Residential Duplex,		0	\$0.00						
Residential, New		0	\$0.00						
Residential, Storm Shelter		8	\$29,350.00						
	PRSS202304948	11/06/23	\$5,900.00	2129 MEMPHIS DR.	89	R-1	WARD 1	COLONIAL ESTATES 9	OKLAHOMA SHELTERS
	PRSS202305039	11/13/23	\$2,550.00	9710 BRUSH CREEK RD.	28	RE	WARD 5	OAK RIDGE ESTATES 1	MAPLE HILL DESIGNS, LLC
	PRSS202305203	11/20/23	\$2,500.00	619 RED CEDAR WAY.	35	PUD	WARD 6	GREENLEAF TRAILS ADD 12	IDEAL HOMES OF NORMAN
	PRSS202305237	11/22/23	\$6,600.00	8001 E POST OAK RD.	35	A-2	WARD 5	CARPENTER	SPRAGUE'S BACKHOE
	PRSS202305430	11/30/23	\$3,500.00	906 IMOUNT IRVING WAY	28	PUD	WARD 6	RED CANYON RANCH SEC 7	GROUND ZERO SHELTERS
	PRSS202305418	11/30/23	\$2,500.00	631 RED CEDAR WAY	28	PUD	WARD 6	GREENLEAF TRAILS ADD 12	IDEAL HOMES OF NORMAN .LP
	PRSS202305454	11/30/23	\$2,500.00	3825 MUIR FOREST WAY, NORMAN,	30	PUD	WARD 6	PINE CREEK ADDITION	IDEAL HOMES OF NORMAN .LP
	PRSS202305444	11/30/23	\$3,300.00	OKC73071 3412 MADRA ST.	31	RM-2	WARD 5	SOUTH LAKE 2	FLAT SAFE TORNADO SHELTERS



**CITY OF NORMAN - DATE ISSUED
DEVELOPMENT SERVICES DIVISION PERMIT ACTIVITY
NOVEMBER 2023 REPORT**

Permit Type	Permit Number	Issue Date	Amount	Address	Lot	Zone	Ward	Staff
Residential, Paving	PREN202306359-RW1	11/28/23	\$2,000.00	318 S COLLEGE AVE	105	R-1	WARD 4	WAGONER'S FIRST
Multi-Family, New			\$0.00					
Multi-Family,			\$0.00					
Multi-Family,			\$0.00					
Multi-Family, Fire			\$0.00					
Residential, Roll off			\$0.00					
Other, Roll off			\$0.00					
Seasonal Storage			\$0.00					
Storage Container			\$0.00					

HORTON, ANDREW STEELE & ODETTE COOPER



CITY OF NORMAN
DEVELOPMENT SERVICES DIVISION PERMIT ACTIVITY
NOVEMBER 2023 REPORT - DATE ISSUED

Description	Permit Number	Date	Valuation	Address	Area	Zoning	Ward	Subdivision	Contractor / Tenant
	7		\$5,272,300.00						
Commercial, New Construction	1		\$3,595,200.00						
	PRNONR202303763	11/22/23	\$3,595,200.00	551 INTERSTATE DR.	25680	C-2	WARD 2	PARK CENTRAL	GENESIS OF NORMAN
Commercial, Parking Lot	0		\$0.00						
Commercial, New Shell	0		\$0.00						
Commercial, Addition / Alteration	4		\$1,674,000.00						
	PRNALT202304652	11/14/23	\$60,000.00	1100 E CONSTITUTION ST. 110	2268	C-2	WARD 7	NAVEL AIR TECH TR CT	HEIGHTS GALLERY INC.
	PRNALT202304909	11/20/23	\$100,000.00	2501 CONFERENCE DR.	35	PUD	WARD 8	UNIVERSITY NORTH PARK SEC II PUD	DISH WIRELESS
	Demo Units: 0.12								
	PRAD202305035	11/21/23	\$14,000.00	4212 CLASSEN CIR SUITE 112	2759	I-1	WARD 7	SOUTH CLASSEN INDUSTRIAL PARK	K & M COATINGS
Commercial, Fire Repair	0		\$0.00						
Commercial, New	0		\$0.00						
Commercial, Temporary Bldg./Const Trailer	2		\$3,100.00						
	PRTCTL202304810	11/14/23	\$2,600.00	1221 ED NOBLE PKWY.	3200	C-2	WARD 8	NORMAN AUTOMOTIVE BUSINESS PARK	LANDERS CHEVROLET
	PRTN202305191	11/29/23	\$500.00	4343 N FLOOD AVE.	1800	I-1 & SU	WARD 8	VICTORY FAMILY CHURCH	VICTORY FAMILY CHURCH
Total	7		\$5,272,300.00						



CITY OF NORMAN
DEVELOPMENT SERVICES DIVISION PERMIT ACTIVITY
Building Permit Activity Year to Date - November 2023

	TYPE	2023		2022	
		No of Permits YTD	Valuation	No of Permits	Valuation
RESIDENTIAL	Residential, New Construction	328	\$126,116,895.00	377	\$129,686,849.00
	Residential Duplex, New Construction	6	\$1,118,912.00	14	\$3,112,640.00
	Residential, New Manufactured Home	9	\$1,483,826.00	7	\$727,004.00
	Residential, Storm Shelter	324	\$1,305,203.00	203	\$885,764.00
	Residential, Addition/Alteration	104	\$7,175,804.00	149	\$10,537,515.00
	Residential, Carport	29	\$219,193.00	3	\$9,045.00
	Residential, Storage Building	117	\$4,445,237.00	142	\$6,882,423.00
	Residential, Fire Repair	44	\$4,162,476.00	50	\$650,270.00
	Residential, Swimming Pool	88	\$7,926,353.00	106	\$8,534,028.00
	Residential, Manufactured Home Replacement	5	\$464,900.00	4	\$355,535.00
	Residential, Solar	210	\$7,262,271.00	176	\$6,284,099.00
	Residential, Paving	81	\$877,923.00	104	\$1,241,236.00
	Multi-Family, New Construction 3+ Family	4	\$8,940,000.00	5	\$5,650,000.00
	Multi-Family, Addition/Alteration	33	\$448,916.00	4	\$91,490.00
	Multi-Family, Foundation	1	\$50,000.00	5	\$205,500.00
	Multi-Family, Fire Repair	1	\$619,021.00	16	\$1,184,780.00
	Residential, Roll off	0	-	0	-
	Other, Roll off	0	-	0	-
	Seasonal Storage Container	0	-	0	-
Storage Container	0	-	0	-	
	Sub Total for: RESIDENTIAL	1384	\$172,616,930.00	1365	\$176,038,178.00
NON-RESIDENTIAL		No of Permits YTD	Valuation	No of Permits	Valuation
	Commercial, New Construction	30	\$101,605,200.00	38	\$106,017,286.00
	Commercial, Parking Lot	5	\$438,700.00	6	\$314,941.00
	Commercial, New Shell Building	3	\$1,965,000.00	12	\$11,187,000.00
	Commercial, Addition / Alteration	121	\$58,924,802.00	187	\$129,958,667.00
	Commercial, Fire Repair	4	\$2,375,000.00	2	\$302,814.00
	Commercial, New Foundation	2	\$1,805,000.00	7	\$2,200,200.00
	Commercial, Temporary Bldg./Const Trailer	25	\$326,580.00	37	\$359,904.00
	Sub Total for: NON-RESIDENTIAL	190	\$167,440,282.00	289	\$250,340,812.00
OTHER ACTIVITY		No of Permits YTD	Valuation	No of Permits	Valuation
	Electrical Permits	1639	-	1652	-
	Heat/Air/Refrigeration Permits	1622	-	1719	-
	Plumbing and Gas Permits	1726	-	1812	-
	Sign Permits	488	-	506	-
	Water Well Permits	26	-	33	-
	Garage Sale Permits	672	-	577	-
	Structure Moving Permits	22	-	20	-
	Demo-Residential Permits	29	-	38	-
	Demo-Non-Residential Permits	7	-	8	-
	Certificate of Occupancy (CO)	1116	-	1159	-
	All Field Inspections	25516	-	27637	-
		Sub Total for: OTHER ACTIVITY	32863		35161
	Total	34437	\$340,057,212.00	36815	\$426,378,990.00

POLICE 11



NORMAN POLICE DEPARTMENT

MONTHLY DEPARTMENT OVERVIEW



NOVEMBER | 2023

MONTHLY ACTIVITY OVERVIEW

SUMMARY OF REPORTED OFFENSES	2023	5-YEAR AVERAGE	2022
MURDER	0	0	0
SEXUAL ASSAULTS	10	13	16
ROBBERY	2	3	2
AGGRAVATED ASSAULTS	23	20	22
BURGLARY OF BUILDING	25	51	46
LARCENY/THEFT	167	220	232
MOTOR VEHICLE THEFT	35	39	35
ARSON	0	1	0
KIDNAPPING	1	1	1
FRAUD/FORGERY	62	73	83
DUI/APC	39	32	28
PUBLIC INTOXICATION	48	47	47
RUNAWAYS	26	23	12
DRUG VIOLATIONS	28	52	52
THREATS/HARASSMENT	32	35	40
VANDALISM	85	88	82
OTHER	751	831	750
TOTAL REPORTED OFFENSES	1,089	1,233	1,191
TOTAL ARRESTS:	477	477	423
PROTECTIVE CUSTODY:	102	100	88
TOTAL CASE REPORTS*	906	1,002	950
COLLISIONS	255	278	290
FATALITY	0	1	2
INJURY	55	45	43
NON-INJURY	200	232	245
NUMBER OF PEOPLE INJURED	70	86	87
CITATIONS & WARNINGS	2,331	2,586	1,715
TRAFFIC CITATIONS	722	735	332
TRAFFIC WARNINGS	922	1,229	719
PARKING CITATIONS & WARNINGS	687	622	664

COMMUNICATIONS CENTER ACTIVITY OVERVIEW

911 CALLS TAKEN: 5,828

NON-EMERGENCY CALLS TAKEN: 14,949

TOTAL INCOMING CALLS: 23,329

TOTAL CALLS FOR SERVICE GENERATED: 11,021

POLICE CALLS FOR SERVICE: 7,341

OFFICER INITIATED: 2,552

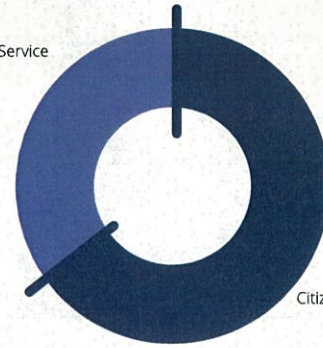
CITIZEN INITIATED: 4,789

OTHER CAD ACTIVITY:

NORMAN FIRE: 1,563

EMSSTAT: 2,096

Officer Initiated Calls for Service
2,552



Citizen Initiated Calls for Service
4,789

INVESTIGATIONS ACTIVITY

CASES CURRENTLY OPEN (2020 TO PRESENT): 442

CASES ASSIGNED DURING THE CURRENT REPORTING PERIOD: 223

CASES CLOSED DURING REPORTING PERIOD: 465

CLEARED BY ARREST / WARRANT: 8

CLEARED BY EXCEPTION: 25

COP FOLLOW-UP: 12

DEACTIVATED: 389

REFERRED TO PATROL: 12

DEACTIVATED DUE TO STAFFING: 16

UNFOUNDED: 3

ANIMAL WELFARE

INTAKES: 184

LIVE RELEASES: 187

LIVE OUTCOME RATE: 89%

ANIMALS FOSTERED: 97

ANIMALS LICENSED: 81

VOLUNTEER HOURS: 447

RECORDS

CUSTOMER SERVICE CONTACTS: 2,013

IN-PERSON CONTACTS: 832

PHONE CONTACTS: 829

EMAIL CONTACTS: 352

DEPARTMENT STAFFING

AUTHORIZED COMMISSIONED: 180

ACTUAL EMPLOYED: 165

AVAILABLE FOR ASSIGNMENT: 134**

AUTHORIZED NON-COMMISSIONED: 76

ACTUAL NON-COMMISSIONED: 68

AVAILABLE FOR ASSIGNMENT: 64**

*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 November 2023



IN SHELTER ANIMAL COUNTS

	2022			2023			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Beginning	87	81	168	89	121	210	42	25%
Ending	89	43	132	92	89	181	49	37%

ANIMAL INTAKES

	2022			2023			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Stray at Large	92	52	144	96	48	144	0	0%
Owner Relinquish	13	10	23	5	4	9	(14)	-61%
Owner Intended Euth	3	0	3	3	0	3	0	0%
Transfer In	0	16	16	0	7	7	(9)	-56%
Other Intakes*	5	0	5	3	3	6	1	20%
Returned Animal	13	4	17	7	8	15	(2)	-12%
TOTAL LIVE INTAKES	126	82	208	114	70	184	(24)	-12%

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

OTHER STATISTICS

	2022		2023		Comparisons	
	Total	Total	Total	Total	Difference	Percent
Wildlife Collected (DOA)	0	0	0	0	0	#DIV/0!
Dog Collected (DOA)	1	1	4	4	3	300%
Cat Collected (DOA)	0	0	3	3	3	#DIV/0!
Wildlife Transferred	0	0	0	0	0	#DIV/0!
Intake Horses	0	0	0	0	0	#DIV/0!
Intake Cows	0	0	0	0	0	#DIV/0!
Intake Goats	1	1	0	0	(1)	-100%
Intake Sheep	0	0	0	0	0	#DIV/0!
Intake Rabbits	2	2	0	0	(2)	-100%
Intake Pigs	0	0	0	0	0	#DIV/0!
Intake Other	4	4	6	6	2	50%
TOTAL OTHER ITEMS	8	8	13	13	5	63%

LENGTH OF STAY (DAYS)

	2022	2023
Dog	17.7	18
Puppy	13.9	12.8
Cat	12.7	21.6
Kitten	12.6	14.7

OWNER SURRENDER PENDING INTAKE

	Canine	Feline	Other	Total
Animals	259	44	0	303

Norman Animal Welfare Monthly Statistical Report November 2023



LIVE ANIMAL OUTCOMES

	2022			2023			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Adoption	71	92	163	53	87	140	(23)	-14%
Return To Owner	30	2	32	37	3	40	8	25%
Transferred Out	12	1	13	4	1	5	(8)	-62%
Returned to Field	0	17	17	0	2	2	(15)	-88%
Other Outcome	0	0	0	0	0	0	0	#DIV/0!
TOTAL LIVE OUTCOMES	113	112	225	94	93	187	(38)	-17%

OTHER ANIMAL OUTCOMES

	2022			2023			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Died in Care	0	4	4	1	3	4	0	0%
Lost in Care	0	0	0	1	0	1	1	#DIV/0!
Shelter Euth	8	4	12	12	6	18	6	50%
Owner Intended Euth	3	0	3	0	0	0	(3)	-100%
TOTAL OTHER OUTCOMES	11	8	19	14	9	23	4	21%

TOTAL OUTCOMES

	2022			2023			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Total Live Outcomes	113	112	225	94	93	187	(38)	-17%
Total Other Outcomes	11	8	19	14	9	23	4	21%
TOTAL OUTCOMES	124	120	244	108	102	210	(34)	-14%

SHELTER EUTHANASIA DATA

	Canine	Feline	Other	Total	Percentage
	Medical - Sick	5	2	0	7
Medical - Injured	2	2	0	4	25%
Behavior - Aggressive	3	0	0	3	19%
Behavior - Other	2	0	0	2	13%
TOTAL EUTHANASIA	12	4	0	16	

MONTHLY LIVE RELEASE RATE

2022	2023
93.4%	89.0%

Live Outcomes / (Total Outcomes - Owner Int Euth)

PUBLIC WORKS

12

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

ENGINEERING DIVISION

DEVELOPMENT

The Development Manager processed no Plats for the Development Committee; four (4) Preliminary Plats and two (2) Short Form Plats for Planning Commission; three (3) Final Plats and three (3) Preliminary Plats items for City Council. The Development Engineer reviewed 22 sets of construction plans and 7 punch lists. There were 90 permits reviewed and/or issued. Fees were collected in the amount of \$6,488.25.

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 by the end of December.

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
- A new vehicular and pedestrian bridge over Robinson Street with aesthetics honoring James Garner as the roadway's namesake.

Monthly Progress Report

Public Works (November 2023)

- 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 11/15/23, 44% of the total contract amount has been expended. Through 11/15/23, 43% of the contract time had expired.

The contractor's activities this month were as follows:

- 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.
- Continued construction of bridge abutments and pier columns
- Continued construction of Legacy Trail

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 10/31/2023, 37% of the total contract amount has been expended. Through 10/31/23, 84% of the contract time has been expended.

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

The contractor's activities this month were as follows:

- Completed construction of driveways and sidewalks between Frank Street and Robinson St. on east side

Monthly Progress Report

Public Works (November 2023)

- Began installation of light pole bases and conduit North of Frank Street on east side
- Began construction of driveways and sidewalks between Robinson Street and Mosier Street on west side
- Completed construction of curb ramps and sidewalks on the southeast, northeast, and northwest corners of the Robinson Street Intersection with Porter Avenue

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 11/27/2023, 60% of the total contract amount has been expended and 30% 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 23rd. Stabilization was completed and concrete placement began on June 29th. 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 was accepted, and final payment authorized, at the November 28th 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. In November, OG+E repaired the damaged electrical conduit and the contractor completed the ADA ramp. This project will be closed out in January 2024.

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. During November, the contractor completed Montgomery Circle and began work on Raleigh Circle. Some work on Montgomery was damaged and the contractor replaced that work at no cost.

FYE 2024 Street Maintenance Bond – Urban Concrete 2

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

The contractor Mobilized on October 13th and began work on Cruce Drive. During November, the contractor completed work on Cruce Drive and moved to Leslie Lane.

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: 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 these vehicles 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.
 - All of these vehicles have been received and put into service, completing this purchase.

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 indicated that pre-existing cast iron pipes in a deteriorated state with rust and decay were the root cause of these blockages and needed to be replaced by more modern PVC piping. Transit staff collaborated with the Facilities Maintenance staff to correct the issue. The project was completed and handed back during the final week of November. Temporary portable restroom facilities were made available on site but were removed once the issue was resolved since the facility plumbing is now operational.

Microtransit Pilot Program with Via Transportation – Norman On-Demand

Following a study to determine the best plan for establishing a microtransit pilot program in the City of Norman, staff conducted a competitive bid process for a turnkey pilot program. The proposal from Via Transportation was determined to be the best suited to the needs of Norman. Contract K-2223-164 with Via Transportation was approved unanimously by council on June 27, 2023. After discovering the University of Oklahoma was interested in collaborating on microtransit services with the renewal of their SafeRide program, staff worked to amend the agreement with Via to include that collaboration. On August 8, 2023 Council approved both Amendment 1 to contract K-2223-164, and Contract K-2324-50 with the University of Oklahoma for microtransit services. Website updates and the end user app both went live on August 16, 2023 and the microtransit service 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 October 2023.

PARKING

Ongoing Pay Station "Burglary Mode" Errors

On October 27, staff received a "Breaking-In" error on pay station #19 located just north of Boyd St. at approximately 588 Buchanan Ave. After speaking with the software provider, this error is caused by possible tampering, or possibly forceful impact, with the machine. Following this error the internal card reader goes into "Burglary Mode" which causes a physical pin to drop into the card reader and force it to be inoperable as a security measure. While this security measure prevents any fraud, it does unfortunately require that the entire card reader be replaced or refurbished. As this is a core component of the pay station, the new replacement parts are just more than \$1,600 each, or approximately half that price for the refurbished option. A few days later on November 3, the same error occurred at pay station #9 which is located at approximately 217 W Boyd St. in front of New York Pizza. As staff worked to repair these errors, notification was also made to Norman PD to be aware of the issue and possibly pass the information along to OUPD due to the proximity to the university's campus. Both of these stations had replacement parts and were fully operational again before the Thanksgiving holiday.

Following the Thanksgiving holiday weekend, on November 26, staff had a report of pay station #23 not accepting card payments near the County Courthouse (at approximately 130 E Comanche St.). While this was a different error, it drew attention to pay station #17 located at approximately 434 Buchanan Ave in front of Othello's which had entered "Burglary Mode" on November 23. And before staff could repair the benign error on pay station #23, it also registered a "Breaking-In" error and entered "Burglary Mode" on November 26. Staff are working to procure refurbished parts to correct these errors now.

The cause of these errors is suspected to be attempted burglary, however it is difficult to determine the cause with any certainty since there are not any know surveillance cameras on the pay stations as they are built into the public right of way.

STREETS DIVISION

CAPITAL PROJECTS:

60th AVENUE SE: ALAMEDA STREET TO LINDSEY STREET

Streets crews worked a deep patch at 60th Avenue SE: Alameda Street to Lindsey Street and required 2,554.50 tons of asphalt for the repair.

CASTLE ROCK ADDITION

Streets crews replaced damaged concrete panels in Castle Rock Addition. This repair required 76 cubic yards of concrete and resulted in over 346 square yards repaired.

CONCRETE OPERATIONS:

1627 HAWTHORNE COURT

Streets crews replaced damaged concrete panels at 1627 Hawthorne Court. This repair required 17 cubic yards of concrete and resulted in over 60 square yards repaired.

ASPHALT OPERATIONS:

CARRINGTON LAKES – DEEP PATCH

Streets crews worked a deep patch at Carrington Lakes and required 19.08 tons of asphalt for the repair.

ROADSIDE OPERATIONS:

MOWING OF ROADSIDE RIGHTS-OF-WAY

Streets Roadside Mowing crew continued their summer mowing schedule. During November, 2023, 78 miles of rural rights-of way and 192,680 sq. ft. of urban rights-of-way were mowed.

ROUTINE POTHOLE PATCHING OPERATIONS

This month approximately 5.50 tons of asphalt was utilized in routine pothole patching operations.

STORMWATER DIVISION

CAPITAL PROJECTS:

THE VINEYARDS DRAINAGE IMPROVEMENT PROJECT

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

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

During the month of November, the contractor completed the flume walls, the flume floor, and began work on the spillway structure.

WORK ORDER RESPONSE

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

INFRASTRUCTURE MAINTENANCE

The Infrastructure Maintenance crew finished a double box replacement at 116 N Ponca. The Crew finished a single box replacement at 619 Chautauqua. The Infrastructure Maintenance started a pipe replacement project at Saxon Park for the Parks Department.

CHANNEL MAINTENANCE

The Channel Maintenance Crew mowed 378,096 square feet of stormwater channels during the month of November. The crew removed debris from Hollywood, Bishop, and Industrial Channels totaling 41.1 tons of debris. The Maintenance crew cleaned flumes at Murphy, Armory, Canadian Shores, and Shoreridge totaling 28.25 tons of debris. They removed tree limbs from the city owned lot at 218 S Lahoma. The crew also started the Vineyard bridge cleaning project.

URBAN STREET SWEEPING/CAMERA VAN OPERATIONS

A total of 351 lane miles were swept in November resulting in the removal of approximately 116 tons of debris from various curb-lined streets throughout the city. The crew was able to camera part of Findley and the collapsing pipe at Boyd and Lahoma totaling 1652 linear feet. The crew checked 282 inlets and cleaned 82 inlets totaling 1 ton of debris removed in Wards 7, 2, and 3.

STORMWATER OKIE LOCATES

During the month of November, 3925 Call 811 Okie Spots were received. Of those requests, 141 were stormwater pipe locates, and 122 were marked.

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

Monthly Progress Report

Public Works (November 2023)

decides on a price-per-gallon for that purchase. The monthly high and the monthly low price-per-gallon for unleaded gasoline and diesel fuel are shown.

MAINTENANCE REPORT

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

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

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

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

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

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

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

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

PRODUCTIVITY REPORT

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

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

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

November 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..... 4
- *Short Form Plat..... 2
- *Center City Form Based Code.. 0
- *Concurrent Constr. Request..... 0

City Council Review:

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

	↓	↓	↓
\$ 5,890.00	↓	↓	↓

Development Committee:

- Final Plats..... 3
- Fee-In-Lieu of Detention..... 0

	↓	↓	↓
\$0.00	↓	↓	↓

Subtotal: **\$5,890.00** **\$14,620.00** **\$32,100.00**

Permits Reviewed/Issued:

(includes Offsite Construction fees)

- **Single Family..... 14
- ***Commercial..... 8
- Multi-Family..... 0
- Addition/Alteration..... 17
- House Moving..... 2
- Paving Only..... 8
- Storage Building..... 13
- Swimming Pool..... 4
- Storm Shelters..... 12
- Public Improvements..... 1
- Temporary Encroachments..... 0
- Fire Line Pits/Misc..... 1
- Franchise Utilities 8
- Other revenue 0
- Flood Plain (@\$100.00 each)..... 0

	↓	↓	↓
\$0.00	↓	↓	↓

Total Permits..... **\$598.25** **\$2,278.57** **\$51,075.74**

Grand Total..... **\$6,488.25** **\$16,898.57** **\$83,595.74**

***Construction Plan Review Occurrences

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

	\$0.00	\$0.00	
	\$0.00	\$0.00	\$400.00
	\$598.25	\$2,278.57	\$51,075.74
	\$6,488.25	\$16,898.57	\$83,595.74
***Construction Plan Review Occurrences	22	29	116
*****Punch Lists Prepared.....	7	7	25

* 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

November 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	14	100%
<i>PI #11</i> COMMERCIAL BLDG PERMIT REVIEW W/I 7 DAYS	8	100%
<i>PI #12</i> CONSTRUCTION PLAN REVIEW W/I 10 DAYS	22	100%
<i>PI #13</i> FINAL PLAT REVIEW COMPLETED WITHIN 10 DAYS	2	100%



PERFORMANCE REPORT

Transit System Report – Summary Tables

October 2023

Summary of Services Table: October 1-15

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

EMBARCK Norman Service Summary	ADP Oct FY24	ADP Oct FY23	Service Profile	Oct FY24	Oct FY23
Fixed Routes (M-F)	1,490	1,078	Weekdays	10	10
Fixed Routes (Sat)	735	382	Saturdays	2	3
PLUS (M-F)	95	92	Gamedays	0	1
-Zone 1*	70	78	Holidays	0	0
-Zone 2**	26	14	Weather	1	0
PLUS (Sat)***	20	28	Fiscal YTD Days	90	90
			Cal. YTD Days	295	295

*Requires ¾ mile

**Operates only on Weekdays until 7:00 pm

***Operates only in Zone 1

Summary of Services Table: October 16-31

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

EMBARCK Norman Service Summary	ADP Oct FY24	ADP Oct FY23	Service Profile	Oct FY24	Oct FY23
Fixed Routes (M-F)	1,260	1,170	Weekdays	12	11
Fixed Routes (Sat)	542	574	Saturdays	2	2
PLUS (M-F)	88	93	Gamedays	0	0
-Zone 1*	65	78	Holidays	0	0
-Zone 2**	23	15	Weather	1	1
PLUS (Sat)***	16	27	Fiscal YTD Days	103	103
			Cal. YTD Days	308	308

*Requires ¾ mile

**Operates only on Weekdays until 7:00 pm

***Operates only in Zone 1



Transit System Report – Summary Tables

October 2023

Summary of Services Table: October 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 Oct FY24	FY24 YTD	FY23 YTD	Service Profile	Oct FY24	Oct FY23
Fixed Routes (M-F)	1,364	119,681	81,810	Weekdays	22	21
Fixed Routes (Sat)	638	12,211	6,548	Saturdays	4	5
PLUS (M-F)	91	7,688	7,651	Gamedays	1	2
-Zone 1*	67	5,821	6,397	Holidays	0	0
-Zone 2**	24	1,867	1,254	Weather	2	1
PLUS (Sat)***	18	376	419	Fiscal YTD Days	103	103
				Cal. YTD Days	308	308

*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	131,892	251,881	■
# of Norman paratransit trips provided	7,747	21,000	■
% of on-time Norman paratransit pick-ups	97.12%	98.58%	●
# of Norman bus passengers per service hour, cumulative	20.27	13.04	■
# of Norman bus passengers per day, average	1,273	800*	●
% of Norman required paratransit pick-ups denied due to capacity	0.00%**	0.00%*	●
% of on-time fixed-route arrivals	65.80%	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

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

Key Performance Indicator Measures

Measure	Target	October	Service to Date (8/21/23 – 10/31/23)
Average Walking Distance	<0.10 miles	0.07 miles	0.07 miles
Maximum Walking Distance	0.25 miles	0.25 miles	0.32 miles
Average Rider Wait Time	<15 min	19 min	18.2 min
Maximum Rider Wait Time	20 min	N/A*	N/A*
Percentage of Ride Requests Completed Within 20min. Wait Time	>80%	63.57%**	67.46%**

*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 is skewed by longer available wait times for OU students during SafeRide hours.

Additional Performance Measures

Ridership

Norman On-Demand completed 2,546 rides in October 2023, which is a 14.5% increase over the September 2023 total of 2,223. There were a total of 19 wheelchair accessible vehicle (WAV) requests for completed trips in the month of October.

Ridership	October	Service to Date (8/21/23 – 10/31/23)
Total number of passengers	2,546	5,321
Total number of Trips Completed	1,584	3,147
# of Completed Trips Requesting WAV	19	31

Rider Experience

The system includes an automated feedback process where all ride ratings with four stars or fewer that have actual written feedback attached are reviewed by customer support agents. Poor ride ratings alone are not categorized as complaints. Three rider complaints were received in the month of October.

Rider Experience	October	Service to Date (8/21/23 – 10/31/23)
Average Ride Duration	9.8 min	9.9 min
Average Ride Distance	3 miles	3 miles
Average Ride Rating	4.9 (out of 5 stars)	4.9 (out of 5 stars)

Program Engagement and Rider Growth

Since the Norman On-Demand App launched on August 21, 2023, 2,580 individual accounts have been created, which is a 1.5% increase over the September 2023 total of 2,542. Of these accounts over one in three, or 37.0%, have utilized the service at least once. Approximately 12.7% or 328 active accounts have completed more than five rides. Riders are also able to call 405-643-8638 to schedule rides without using the App.

Engagement – Service to Date (8/21/23 – 10/31/23)		
App Accounts Created Since Launch	2,580	
OU Accounts	N/A	N/A
Active Accounts*	1,453	56.3%
Rider Accounts**	955	37.0%
Repeat Rider Accounts***	697	27.0%
*accounts where user has engaged with ride requests at least once		
**accounts with at least 1 completed ride		
***accounts with at least 2 completed rides		

Accidents and Vehicles

There were no accidents that occurred in October 23. All incidents are reported to City of Norman Transit staff in a timely manner by our provider Via.

Both wheelchair accessible vehicle (WAV) vehicles are back in service after having a new seatbelt installed.

SERVICE EFFORTS AND ACCOMPLISHMENTS FYE 2024

STREET DIVISION					
	FYE 2024 November 2023	FYE 2024 November 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)	5.50		22.87		
Overlay/pave 10 miles per year.	1.00	10%	1.00	10%	100%
Replace 2,000 square yards of concrete pavement panels	406.00	20%	1,263.00	63%	100%
Grade all unpaved alleys two (2) times per year. (approximately 210 blocks)	1.00	0%	9.00	2%	100%
Mow 15 ROW-miles (1,584,000 sf) of Urban right-of-way, eight times per year	192,620.00	2%	14,227,016.00	112%	100%
Mow 148 miles of Rural Right-of-way three times per year	78.00	18%	1,361.00	307%	100%
Debris Removal – pre-positioned contractor on notice 24 hours prior to storm event	-	0%	-	100%	0%
Debris Removal - Issue Notice to Proceed/Task Order with 48 hours of storm event	-	0%	-	100%	0%
Bridge - Maintain 5 non-deficient bridges in a year	-	0%	-	0%	0%
Bridge - Rehab 7 structurally deficient bridges per year through outside contract	-	0%	-	0%	0%
Bridge - Replace one functionally obsolete bridge per year	-	0%	-	0%	0%
Bond Program - Contract all selected projects for the bond year within the same fiscal year		0%	-	100%	0%
Capital Program – Complete all selected projects within the same fiscal year		0%	-	95%	0%

SERVICE EFFORTS AND ACCOMPLISHMENTS FYE 2024

STORMWATER DIVISION					
	FYE 2024 November, 2023	FYE 2024 November, 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)	351.00	70%	1,838.00	31%	85%
Inspect and clean 100% of the urban drainage inlets three times per year. (approximately 5,000 locations)	282.00	3%	5,725.00	57%	65%
Mow 2,271,548 sq. feet of open drainage ways, six times per year	378,096.00	3%	4,865,526.00	36%	70%
Collect 60 tons of litter annually from drainage channels and R-O-W in Urban and Rural areas	-	0%	-	0%	100%
*Program was transferred to Utilities 7/23					
Permit all floodplain activities as appropriate.	1.00	1%	7.00		100%

**PUBLIC WORKS
FLEET DIVISION
ACTIVITY REPORT**

November 2023

IN GALLONS	FYE 2024	FUEL REPORT		
	UNLEADED PURCHASED	DIESEL PURCHASED	CNG PURCHASED	
Internal pumps	20,257.00	20,448.00	26,702.61	
Outside - sublet	938.00	499.00	3,244.71	
TOTAL	21,195.00	20,947.00	29,947.32	
	UNLEADED CONSUMED	DIESEL CONSUMED	CITY CNG CONSUMED	PUBLIC CNG CONSUMED
Consumption	21,339.30	22,056.80	26,702.61	3,244.71

FYE 2024 TO DATE CONSUMPTION				
TOTAL	UNLEADED CONSUMED	DIESEL CONSUMED	CITY CNG CONSUMED	PUBLIC CNG CONSUMED
Consumption	99,475.42	103,913.14	145,195.82	18,886.12

INTERNAL PRICE PER GALLON:				EXTERNAL PRICE PER GALLON:					
UNLEADED	High	\$2.31	Low	\$2.20	UNLEADED	High	\$2.35	Low	\$2.27
DIESEL	High	\$2.95	Low	\$2.70	DIESEL	High	\$3.01	Low	\$2.71
CNG	High	\$1.28	Low	\$1.28	CNG	High	\$2.10	Low	\$2.10

CONSUMABLE PARTS PURCHASED		PUBLIC CNG SALES	
REPAIR PARTS	\$84,004.57	Month Total Public CNG Sales	\$6,827
OILS/FLUIDS	\$13,678.49	FYE 2024 To Date Public Sales	\$39,759
TIRES	\$29,741.13	LIFE TO DATE CNG GAS GALLON EQUIVALENT	
SUBLET REPAIRS	\$19,036.81	Total Sold Gallons Life To Date	1,102,369
		Total Gross Sales Life To Date	\$1,638,388
TOTAL SPENT ALL parts/sublet	\$146,461.00	Life To Date CNG Gas Gallon Equivalent	
		Total Public/City Through-Put CNG Gallons @ Station:	3,348,502

Light Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	4	4	5	64
EMERGENCY ROAD CALLS	13	6	6	106
PM SERVICES	78	83	88	1,580
INCLEMENT WEATHER	0	0	0	9
WORK ORDERS	147	192	205	4,117
SCHEDULED REPAIRS	78	83	88	1,782
NON SCHEDULED REPAIRS	50	51	38	1,366

Heavy Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	3	1	6	46
EMERGENCY ROAD CALLS	10	23	14	317
PM SERVICES	29	35	38	616
INCLEMENT WEATHER	0	0	0	4
WORK ORDERS	130	186	152	2,793
SCHEDULED REPAIRS	29	35	38	669
NON SCHEDULED REPAIRS	9	12	10	1,366

Transit Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	1	0	3	15
EMERGENCY ROAD CALLS	0	0	3	14
PM SERVICES	10	9	20	197
INCLEMENT WEATHER	0	0	0	1
WORK ORDERS	88	81	86	1,277
SCHEDULED REPAIRS	10	9	20	251
NON SCHEDULED REPAIRS	2	0	5	725

EVT Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	2	5	4	154
EMERGENCY ROAD CALLS	0	1	1	16
PM SERVICES	3	2	1	92
INCLEMENT WEATHER	0	0	0	1
WORK ORDERS	19	25	29	519
SCHEDULED REPAIRS	3	2	1	188
NON SCHEDULED REPAIRS	0	1	2	97

COMBINED SHOPS	CURRENT MONTH	LAST MONTH	TWO MONTHS AGO	YEAR TO DATE
ROAD SERVICE	10	10	18	264
EMERGENCY ROAD CALLS	23	30	24	447
PM SERVICES	120	129	147	2367
INCLEMENT WEATHER	0	0	0	19
WORK ORDERS	384	484	472	8416
SCHEDULED REPAIRS	120	129	147	2823
NON SCHEDULED REPAIRS	61	64	55	3422

**FLEET DIVISION
INVENTORY
November 2023**

FUEL

WESTWOOD GOLF	457.3	gallons	DIESEL	@	3.140	\$ 1,435.92
WESTWOOD GOLF	416.7	gallons	UNLEADED	@	2.430	\$ 1,012.58
NORTH BASE	5,850.3	gallons	UNLEADED	@	2.260	\$ 13,221.59
NORTH BASE	3,840.2	gallons	DIESEL	@	2.810	\$ 10,790.96
FIRE STATION #5	410.7	gallons	UNLEADED	@	2.330	\$ 956.93
FIRE STATION #5	411.8	gallons	DIESEL	@	2.780	\$ 1,144.80
FIRE STATION #6	417.5	gallons	UNLEADED	@	2.320	\$ 968.60
FIRE STATION #6	384.1	gallons	DIESEL	@	2.860	\$ 1,098.53
BULK TANKS	1,200.0	gallons	DIESEL	@	2.810	\$ 3,372.00

TOTAL	GALLONS:	DOLLAR:
UNLEADED	7,095.2	\$ 16,159.70
DIESEL	6,293.4	\$ 17,842.21

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

Industry Standard Compliance: Not To Exceed 5%

Department/Division	Number of PMs		Number of PMs Completed LATE	Number of PMs Missed	Current % PENDING	YearToDate Non-Compliance Trend
	Scheduled	Completed On Time				
CITY CLERK						
CITY COUNCIL					0%	0%
BUILDING ADMINISTRATION					0%	0%
MUNICIPAL COURT						
MUNICIPAL COURT					0%	0%
INFORMATION TECHNOLOGY						
INFORMATION TECHNOLOGY					0%	1%
HUMAN RESOURCES						
HUMAN RESOURCES					0%	0%
HUMAN RESOURCES					0%	0%
PLANNING						
PLANNING	1	1			0%	133%
BUILDING INSPECTIONS					0%	0%
CODE COMPLIANCE					0%	0%
PUBLIC WORKS						
ENGINEERING	1	1			0%	50%
STREETS	6	6			0%	97%
STORMWATER	7	6	1	1	14%	56%
TRAFFIC	4	4			0%	92%
STORMWATER QUALITY					0%	100%
FLEET	5	5			0%	72%
TRANSIT					0%	0%
POLICE						
ANIMAL CONTROL					0%	100%
POLICE ADMINISTRATION	1	1			0%	40%
POLICE STAFF SERVICES	1	1			0%	100%
POLICE CRIMINAL INVESTIGATIONS	2	2			0%	156%
POLICE PATROL	13	10	3	2	15%	13%
POLICE SPECIAL INVESTIGATIONS	2	2			0%	100%
POLICE EMERGENCY COMMUNICATIONS	1	1			0%	50%
FIRE						
FIRE ADMINISTRATION					0%	0%
FIRE TRAINING	1	1			0%	150%
FIRE PREVENTION	4	4			0%	50%
FIRE SUPPRESSION					0%	600%
FIRE DISASTER PREPAREDNESS					0%	0%
PARKS & RECREATION						
PARK MAINTENANCE	10	10			0%	76%
PARKS & RECREATION	1	1			0%	67%
CUSTODIAL					0%	100%
FACILITY MAINTENANCE					0%	0%
PARKS FORESTRY					0%	0%
PUBLIC SAFETY SALES TAX (PSST)						
PSST POLICE PATROL	12	8	3	4	33%	68%
PSST POLICE CRIMINAL INVESTIGATIONS	3	2	1	1	33%	71%
PSST FIRE SUPPRESSION	1	1			0%	50%
CDBG						
PLANNING CDBG					0%	0%
UTILITIES WATER						
UTILITIES ADMINISTRATION	1	1			0%	50%
WATER TREATMENT PLANT	1		1		0%	150%
WATER PLANT	1	1			0%	33%
WATER PLANT WELLS					0%	0%
WATER PLANT LAB					0%	0%
LINE MAINTENANCE ADMIN.					0%	100%
WATER LINE MAINTENANCE	10	7	2	3	30%	110%
UTILITIES INSPECTOR					0%	0%
METER SERVICES					0%	0%
UTILITIES WRF						
WRF ADMIN	2	2			0%	60%
WRF INDUSTRIAL					0%	0%
WRF BIOSOLIDS					0%	0%
WRF OPERATIONS					0%	0%
SEWER LINE MAINTENANCE	9	9			0%	86%
UTILITIES SANITATION						
SANITATION ADMINISTRATION					0%	0%
SANITATION RESIDENTIAL	13	13			0%	79%
SANITATION COMMERCIAL	5	4	1	1	20%	87%
SANITATION TRANSFER	1	1			0%	125%
SANITATION COMPOST	6	6			0%	64%
SANITATION RECYCLE	2	2			0%	80%
SANITATION YARD WASTE	1	1			0%	100%
UTILITIES EVIROMENTAL						
ENVIRONMENTAL & SUSTAINABILITY					0%	0%
CITYWIDE TOTAL	128	114	12	12	9%	37%

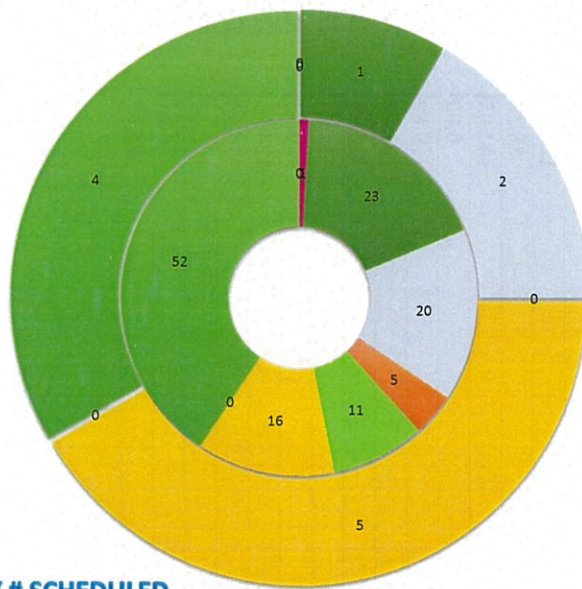
PUBLIC WORKS FLEET DIVISION PM COMPLIANCE REPORT

November FYE 2024

Currently Past Due:

Unit #	Unit Description	Department Division	Current Odometer Reading	Meter or scheduled date	Meter Past		ORIGINAL Scheduled DATE	SHOP	Type of SERVICE	LAST PM DONE
POLICE										
1166	2013 Ford Interceptor	PD Patrol	133548	129643	-3905	Miles	8/30/2023	Light Repair	PM-C	3/15/2023
1116	2017 Ford Interceptor	PD Patrol	41899	40000	-1899	Miles	10/1/2023	Light Repair		
1142	2016 Ford Interceptor	PD Staff Services	58250	56000	-2250	Miles	10/19/2023	Light Repair	PM-D & PM-G	
1144	2011 Ford Crown Vic	PD Patrol	139631	136000	-3631	Miles	11/2/2023	Light Repair	PM-C	
PSST										
1211	2016 Ford Interceptor	PSST Patrol	156806	153000	-3806	Miles		Light Repair	PM-A	
1221	2017 Ford Interceptor	PSST Patrol	155042	152000	-3042	Miles	11/14/2023	Light Repair	PM-C	
Parks										
402F	2022 Bulk Tank	Park Maintenance	12/1/2023	9/1/2023	-91	Days	9/22/2023	Light Repair	PM-M & PM-C	
Public Works										
0161	2000 Bartel Wacky	Streets	12/1/2023	8/2/2023	-121	Days	8/21/2023	Light Repair	PM-C	8/2/2022
0638	2019 Graco Stripe Machines	Traffic	12/1/2023	9/1/2023	-91	Days	9/14/2023	Light Repair	PM-C	
Utilities										
298T	2016 Titan Trailer	Waste	12/1/2023	8/21/2023	-102	Days	8/28/2023	Heavy Repair	PM-A	2/21/2023
0223	2016 Peterbilt 320 Frontloader	Sanitation Commercial	12395	12000	-395	Hours	10/3/2023	Heavy Repair	PM-D & PM-T	
281T	2019 Holt Trailer	Sanitation Commercial	12/1/2023	10/1/2023	-61	Days	10/10/2023	Heavy Repair	PM-A	
21324T	2021 Belshe Trailer	Water Line Maintenance	12/1/2023	10/1/2023	-31	Days	10/20/2023	Heavy Repair	PM-A	
0325	2017 Ford F250	Water Line Maintenance	64810	63000	-1810	Miles	11/3/2023	Light Repair	PM-D	

PM Compliance Report November FYE 2024



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

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

Department	Scheduled	Missed/Late	% Late
City Clerk	0	0	0.0%
Municipal Court	0	0	0.0%
Information Technology	0	0	0.0%
Human Resources	0	0	0.0%
Planning	1	0	0.0%
Public Works	23	1	4.3%
Police	20	2	10.0%
Fire	5	0	0.0%
Parks & Rec.	11	0	0.0%
PSST	16	5	31.3%
CDBG	0	0	0.0%
Utilities	52	4	7.7%
Citywide Total	128	12	9.4%

**PUBLIC WORKS
FLEET DIVISION**
Technician Productivity
Report

FYE 2024

November 2024

MECHANIC	DIRECT LABOR HOURS	INDIVIDUAL PRODUCTIVITY		
		GOAL	ACTUAL	DIFFERENCE
497	120.90	72%	97.9%	25.9%
531	141.46	72%	114.5%	42.5%
642	120.14	72%	90.0%	18.0%
1554	142.42	72%	106.7%	34.7%
1676	137.06	72%	111.0%	39.0%
2098	121.59	72%	98.5%	26.5%
2300	131.99	72%	106.9%	34.9%
2495	128.83	72%	104.3%	32.3%
2745	88.32	72%	71.5%	-0.5%
3001	144.08	72%	116.7%	44.7%
3134	0.00	72%	#DIV/0!	#DIV/0!
3151	130.89	72%	106.0%	34.0%
3167	101.74	72%	82.4%	10.4%
3470	118.76	72%	96.2%	24.2%
3487	111.44	72%	90.2%	18.2%
3502	120.33	72%	97.4%	25.4%
3572	124.13	72%	100.5%	28.5%
3800	76.24	72%	57.1%	-14.9%
3843	108.44	72%	82.5%	10.5%
3968	74.51	72%	60.3%	-11.7%
4033	93.59	72%	75.8%	3.8%

DIRECT LABOR HOURS

2336.86

TOTAL AVAILABLE HOURS

2508.00

PRODUCTIVITY GOAL

72.0%

ACTUAL PRODUCTIVITY

93.2%

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

	PROJECTED GOAL	THIS MONTH			YEAR TO DATE		
		Number of Requests	Goal Met	Percentage Met	Number of Requests	Goal Met	Percentage Met
NOVEMBER 2023							
Provide initial response to citizen inquiries within 2 days	100%	74	74	100%	458	458	100%
Provide information requested by citizens within 7 days	95%	68	68	100%	452	452	100%
Complete traffic engineering studies within 45 days.	99%	2	2	100%	8	9	100%
Review subdivision plats, construction traffic control plans, traffic impact statements, and other transportation improvement plans within 7 days.	95%	12	12	100%	100	100	100%
Worker Hours Per Gallon of Paint Installed.	0.80	Gallons	Worker Hours	Percentage	Gallons	Worker Hours	Percentage
		0	0	0.00	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
		1.09	8	7.34	7.13	50	7.01
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%	73	73	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
		16	16	100%	101	101	100%
Response to reports of sign damage:	Percentage						
High Priority Stop or Yield Signs within one hour	99%	13	13	100%	25	25	100%
Lower Priority all other signs within one day	90%	67	67	100%	197	197	100%
Street Name Signs within two weeks	90%	16	16	0%	66	66	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
		3040	0	0.00	15880	0	0.00

UTILITIES

13

Monthly Report

November 2023

LINE MAINTENANCE:

Waterline Capital Projects

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

Staff has completed the Crest Court project. Staff has completed the 12th AVE NE project. Staff has completed the Beaumont project. Staff has completed the Page Street project. Crail Project materials have been ordered – project on hold pending lead surveys. Ashton Grove project is pending delivery of standby generator – scheduled for November arrival. Sutton Place project in process - pending delivery of standby generator.

Water Line Breaks Total – 10 in November

Water Lines Hit by Contractors – 5 total; 1 – 3/4", 2 – 1", 2 – 8"

Sewer Line Data

- Total obstruction service requests - 22
- Private Plumbing: 18
- City Infrastructure: 4
- Sanitary Sewer Overflows: 4 on private side, 1 on city side

Lift Station D Flows:

- Days - 30
- Average daily flow: 1.208 MGD
- Total Monthly flow: 36.240 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. Four additional change orders were recently signed in November and four more were recently signed in December as we are wrapping up the project. So far, meetings have been held to walk through and point out punch list items for the Admin, Sewer, and Water buildings. The last building (outside storage) will have a walkthrough on December 11, 2023. Ongoing work includes access control and security cameras (Convergint) and shielding for light poles requested by Planning. Planning has already issued the CO,

but have asked we let them know when the shielding is completed. Line Maintenance is tentatively moving in next week (December 11, 2023).

As-Built Linking Project: Project is an engineering effort to develop a system for linking as-built records to a GIS interface to allow for staff to more efficiently find as-built records. Contract K-2021-72 was awarded to Meshek & Associates on December 1, 2020. The project will allow users to click on a water or sanitary sewer asset in a GIS viewer which will then provide the as-built record document in a new window for viewing or downloading. Additional internal staff discussion was required to determine naming conventions for the consultant to use that would create a standardized system that could be used for this project and any future projects. As such, the project deadlines were set back a couple of months. All existing as-built information was provided to the consultant for their use. Pilot area information has been received and reviewed by staff. The effort required to complete the remainder of the project is more than the current contract amount. Staff will bring Council a proposed amendment for approval to complete the entire City.

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 November, all punchlist work and final inspection was completed. Project will be submitted to City Council for Final Acceptance and approval of Final Payment on January 9, 2024.

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.

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|----|--|------------------|
| 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 Raftelis report for upcoming wastewater capital spending.

Based on the above-described EPA Community Grant process and timing, the ongoing CWSRF loan process, and the critical nature of this project, NUA chose to proceed with bidding and obtain reimbursement from EPA and/or CWSRF if/when those financial instruments are approved. As a result, project was advertised on Thursday, August 30, 2023 and bids were opened on Thursday, October 19, 2023. Crossland Heavy Contractors were deemed the lowest and best Bidder with a base bid in the amount of \$3,320,000, and Contract was awarded at the November 28, 2023 Council Meeting. Both a Pre-Work Meeting should convene 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. Final costs were negotiated in November 2023 and Amendment No. 1 should be presented to City Council for approval on December 12, 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. Cleanup was completed in November 2023 and final acceptance will occur in January 2024.

Engineer: PEC, Inc. (Chris Grizer)

Class A Sludge / Co-Composting (WW0312): This Project includes evaluation of biosolids co-composting via the windrow method to achieve Class A Biosolids for the Norman Utilities Authority (Owner) in Norman, Oklahoma. An evaluation of sites near the Water Reclamation Facility (WRF) will be evaluated as well. This scope of services also includes modification and update to Norman Water Reclamation Facility's existing Sludge Management Plan. Technologies were screened and Windrow Composting was determined by the Engineer to be the best alternative due to capital cost and operational familiarity considerations. The project was put on hold pending further discussions with landowners for land application of bio-solids that is a lower cost option than co-composting. Staff have located additional lands to allow for the continued land application of digested and dewatered biosolids which is more cost-efficient than co-composting. As such, this project will be closed out until a future need arises necessitating the project.

Engineer: Garver, Inc. (Steve Rice)

Septage Receiving Facility (WW0319): The Water Reclamation Facility (WRF) is often contacted regarding the possibility of taking trucked wastewater from hauling companies. Delivery of trucked wastes is not typically approved due to the undocumented quality of the trucked waste. Oklahoma City is currently the only municipal location in the metropolitan area for haulers to dispose of septage. The WRF could potentially generate revenue from companies hauling septage (septic tank clean-outs) and other acceptable wastes. Additionally, City of Norman residents utilizing a

private sewage system could benefit through their private haulers having a closer disposal solution. To allow for the new facility, the current WRF treatment processes must be protected which may require temporary storage of the trucked wastes delivered to the WRF while water quality testing is performed to verify its acceptability. Preparation of an engineering study and design is budgeted for FYE19 while construction is budgeted for FYE20. This project is not a high priority for service reliability and has been deferred due to funding availability. This project will be closed out until the project is moved forward.

Engineer: Olsson, Inc. (Kevin Rood)

Sewer Maintenance Project FYE18 (WW0316): Annual project will replace about 27,800 feet of deteriorated sewer lines with High Density Polyethylene (HDPE) pipe and rehabilitate or replace about 108 manholes. Project area is bounded by Westbrook Terrace to the north, McGee to the west, Highway 9 to the south and Berry Road to the east. Staff completed review of plans and final plans will be complete by January 2024.

Engineer: Staff with assistance from Lemke Surveying

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

On November 30, 2021, City Council approved the use of on-call Contracts of Parkhill and Lemke Land Surveying to prepare bidding documents for this project. During May 2023, a preliminary set of plans was submitted for City of Norman review and a review meeting convened and in July 2023, 95% plans were submitted and a review meeting convened. Final Plans and Bidding Documents were completed and project was advertised on September 14, 2023. Bids were opened on October 5, 2023, and Krapff-Reynolds Construction Co. has been deemed the lowest and best bidder with a base bid plus bid alternate cost of \$5,468,900.50. City Council approved Contract Award on November 14, 2023. A Pre-Work Meeting should convene during December 2023, and 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). Engineering contract will be brought for NUA approval January 2024.

Engineer: Garver

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 36th 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 24th 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 master 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 on to the contract for this project in February 2022, 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 completed 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 (NHCL₂) should be found throughout all parts of the system in the future. In addition, maximum contaminant levels (MCLs) of total chromium and arsenic may be lowered by EPA, and a new MCL for hexavalent chromium may be established in the future, thus requiring additional treatment for the groundwater wells. NUA entered into a contract with Carollo Engineering, Inc. on June 22, 2021 in the amount of \$95,090 to develop preliminary layouts for the future build-out of the facility including immediate needs and future treatment processes. The Notice to Proceed date was set for June 29, 2021 and a kick-off meeting and site field investigations are scheduled to be held on July 21, 2021. Staff met with SRB, LLC this month to obtain assistance for acquiring the land needed for the blending location which includes review of property records, survey and map, and negotiation assistance. A Purchase Order was created for \$16,200 for these services, and a 28-acre parcel of land was approved to be purchased by Council on February 22, 2022 in the amount of \$800,000. This 28-acres, which became for sale in 2021, is located near a potential site that was evaluated as being in a more favorable location based on the layout of our wellfield, as indicated by a hydraulic model conducted by Plummer Associates, LLC. A final Technical Memo was received from Carollo in August 2022 and was sent to Plummer. This memo will be utilized by Plummer to determine the layout and modeling needed for the preliminary disinfection system. The engineering contract with Plummer for design of the disinfection system was approved by Council on October 11, 2022 in the amount of \$528,900. Staff had a kick-off meeting on November 1, 2022 with engineers. Staff held the chlorine demand and disinfection byproducts testing on December 19, 2022 at the WTP. No DBPs were detected and demand was very low, as expected. A 60% review meeting was held on November 20, 2023. A few changes were made and engineers are working on getting them incorporated. Staff is working on getting them answers to technical questions they asked during the meeting as well. Tentative cost estimate is about \$9.5 million, but much of this is contingency and an increase for potential 2024 pricing. A public meeting will be held on December 11, 2023 at Franklin Baptist Church.

Site Evaluation Engineer: Carollo Engineering, Inc. (Tom Crowley & Rebecca Poole)

Land Acquisition: Smith Roberts Baldischwiler (Bryan Mitchell)

Disinfection System Engineer: Plummer Associates (Alan Swartz)

James Garner Ave Waterline Replacement from Main to Duffy (WA0338): This project will replace the aging 6, 8, 12, and 16-inch waterlines between Main Street and Duffy Street along James Garner Avenue in conjunction with the Public Works Department James Garner Avenue Streetscape project currently being designed by Cowan Group Engineering, LLC. The waterlines in this area are over 50 years old and have experienced failures that disrupt water service and traffic flows. Replacement of these waterlines prior to the surface improvements would ensure good infrastructure and reduce the likelihood that the surface improvements have to be removed and replaced for future water line replacements work. NUA entered into a contract with Cowan Group Engineering, LLC in the amount of \$93,800 on June 22, 2021. A contract transmittal was sent with a start date of June 29, 2021. A kick-off meeting was held February 15, 2022 after 60% streetscape plans were completed. Funding for the streetscape work has still not been determined. This funding will

determine when the waterline project needs to begin and end. The waterline will need to be completed before the roadway work begins.

Engineer: Cowan Group Engineering, LLC (Jeff Cowan)

Phase II – Porter Avenue Waterline Replacement (WA0354):

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

Engineer: Garver Engineering (Bret Cabiness/Sean Price)

Water Treatment Plant Carbon Dioxide Tank Replacement (WA0374):

The existing carbon dioxide tank at the City's Water Treatment Plant is aging and vendors are not able to supply replacement parts to the model any longer. Carbon Dioxide is used to adjust the pH of the drinking water which effects its scaling and corrosivity potential, so a new tank is necessary. This project will involve removal of the existing 30-ton carbon dioxide tank at the water treatment plant, complete installation of new tank 30-ton tank of correct make and model specified or approved equal, demonstrating correct operation and dosages both manually and remotely, and training water treatment staff on operation and maintenance. Staff awarded the removal and installation to Wynn Construction Co. for \$75,000. Staff awarded the purchase and delivery of the tank to Tomco Systems in the amount of \$228,975 in December 2021. The purchase authorization was approved by Council on January 18, 2022. Tomco moved forward with ordering the tank on April 25, 2022. The new tank was shipped on September 28, 2022 and it was delivered to the WTP on October 3, 2022. The apparatus on top of the tanks has been leaking since installation. It was installed for the tank and the threads did not fit properly. So, a new apparatus arrived to plant on January 24, 2023. Replacement and shut down of the plant occurred on January 26, 2023. Tomco informed staff that this new apparatus was quality control checked against the appropriate pressure. However, Tomco staff noticed one of the heating elements was not working properly during installation of the new apparatus. A 1-year mechanical warranty is required for this tank and Tomco was

notified that they need to provide replacement of this as well. The heating element was repaired on 3/10/2023 and all components of the tank are working properly. A final payment was made to Tomco on 3/13/2023.

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

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

Southlake Addition Waterline Replacement (WA0352):

This project will replace approximately 7,500 linear feet of aging waterlines within the Southlake Addition, which is located between Cedar Lane and State Highway 9, just east of Classen Blvd (SH 77). The existing lines are ductile iron pipe that were installed in the 1980s and have experienced a significant amount of corrosion, causing a significant number of breaks impacting water service to the neighborhood. This project will install replacement 8-inch mains to replace the existing lines, along with minimal amounts of 6-inch for small streets and short dead-end lines, and will then reconnect services for the residents. A Request for Proposals (RFP) for this project was published in the Norman Transcript on July 15, 2021. Staff received 18 proposals on August 5, 2021. Staff reviewed each proposal and selected a firm using the ranking criteria listed in the RFP. Smith Roberts Baldischwiler (SRB) ranked the highest and was selected for the project and a contract in the amount of \$59,000 was awarded on November 9, 2021. Line Maintenance potholed 27 locations (approximately 20%) in this neighborhood to determine if lead service line replacement will be necessary. All service lines potholed were found to be made of copper. Bids were opened on July 13, 2023 where Cimarron Construction Company was the low bidder at \$2,631,347.00. This number includes replacement of Southlake Addition waterlines as well as waterlines at 1932 E Lindsey Street that have had frequent breaks in the last fiscal year, for which Line Maintenance has had to temporarily repair. A contract with Cimarron Construction Co. was approved by City Council on August 8, 2023. A pre-construction meeting was held on August 29, 2023. Staff met at 1932 E Lindsey to discuss who much concrete to be removed and met again with the owner of the complex to see if he had any additional concerns. He was fine with our current plan for panel replacement. Contractors made their second hot tap this month and are working on excavating and replacing meters and service lines. Staff is still working on getting the easement documents for Southlake.

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, 2022, and 2023, Phase II was delayed until the following Spring each year, and determination has now been made to proceed with this project in Spring of 2024. NUA will commence coordination discussions with OU, and OU Sororities and Fraternities, homeowners and landlords in the area in December 2023 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 in January 2023.

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

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

During April 2022, the decision was made to defer construction on this project until Fiscal Year 2023/24. From that point, final design work and easement acquisition was scheduled at a pace intended to synchronize completion of final design, permit application/receipt, and all easement purchases with a scheduled advertisement date of early May 2023. However, while preparing easement documents during Summer 2022, Jacobs determined that there was a potential issue with a long segment of their alignment that was intended to be in easements on property owned by the United States Department of Veterans Affairs (VA) and J.D. McCarty (McCarty). There were existing easements owned by Oklahoma Gas & Electric (OG&E) on both properties (seemingly much larger than needed to accommodate OG&E's overhead power lines in the area) extending into the area Jacobs intended to use for their current alignment for this project. After consideration of several alternatives, it was agreed to determine if OG&E would allow encroachment in their easement as long as it was a reasonable distance from their overhead lines, and in December 2022, OG&E furnished authorization to encroach on their easements on the VA and McCarty properties. As a result, Jacobs is now able to proceed with final design and acquisition of easements so project may be readied for bid.

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

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

Assuming project is not deferred, project is expected to advertise as soon as easements can be completed and Permits issued. Finalizing easements and master meter agreements and obtaining permits is likely 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 November 2023, updated cost proposals were received from Dunham Engineering to prepare bidding documents and inspect ongoing rehabilitation work at Lindsey Tower for various possible alternative uses. As soon as an alternative is confirmed, 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 24th NE to 12th NE have begun discussion with OMES and Department of Mental health regarding easements for both water line and meter vaults. These two large property owners with whom easement agreements must be negotiated, are also customers with multiple meters with whom NUA intends to negotiate an agreement on master metering. The current intent is to negotiate both easement purchase and master metering agreement concurrently and to incorporate master meter installation for both into this project. Staff will continue to work on obtaining these agreements. In addition, staff is evaluating meter locations at the USPS with in-house forces.

Tecumseh Water Line Replacement (WA0380): The existing 24-inch water line along Tecumseh Road is a vital component of the Norman water distribution system. The crossing of Interstate 35 is a portion that is extremely deep and is not able to be worked on by City staff due to this depth. This project will replace the pipe generally from Flood Avenue to Journey Parkway to provide more reliable and maintainable water service to the area and for transmission of water under Interstate 35. A contract with design engineer will be brought to NUA for approval in February 2024.

Danfield Water Line Replacement (WA0379): This project will replace the existing 6 and 8-inch lines running along Danfield from where it intersects Brookhaven Blvd on the south the north to where it intersects the same street to the north. The existing lines are ductile iron pipe that are 40-50 years old and have experienced a significant amount of corrosion that have impacted water service to the development. The project is approximately 4,000 linear feet. Design is scheduled to be complete January 2024 and bidding is scheduled for March 2024.

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

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.

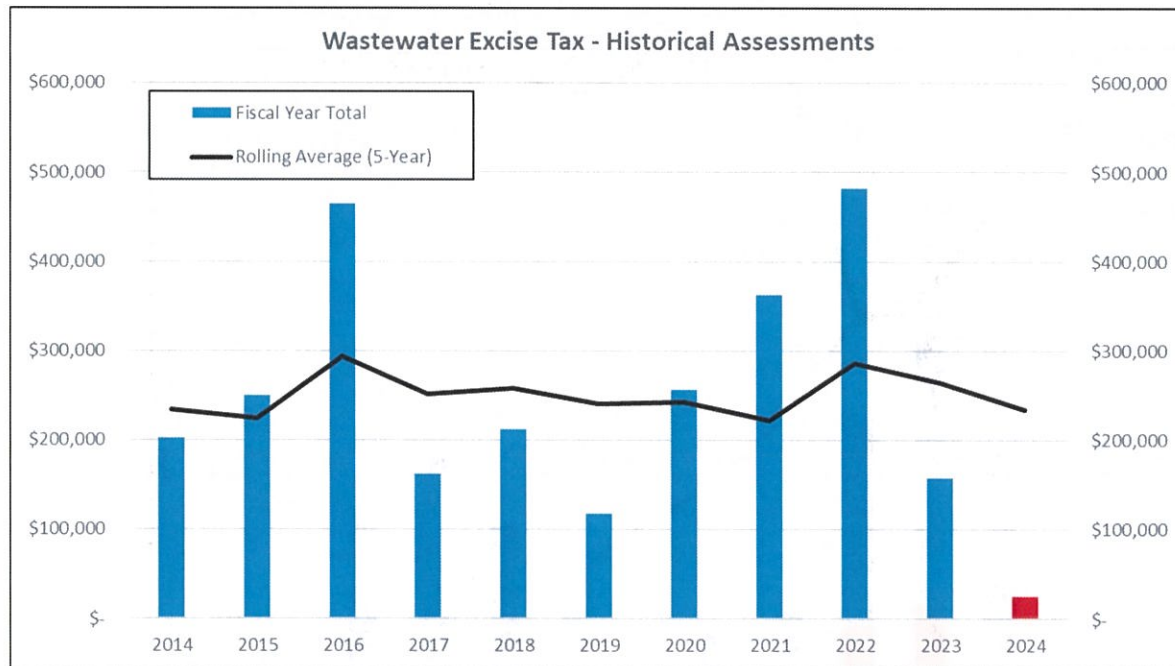
Preliminary design efforts have identified potential improvements to the final product that warrant modifications to the project scope that required a contract amendment with the Architect. Amendment No. 1 was approved by City Council in February 2020 and included changes to the site for the Household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

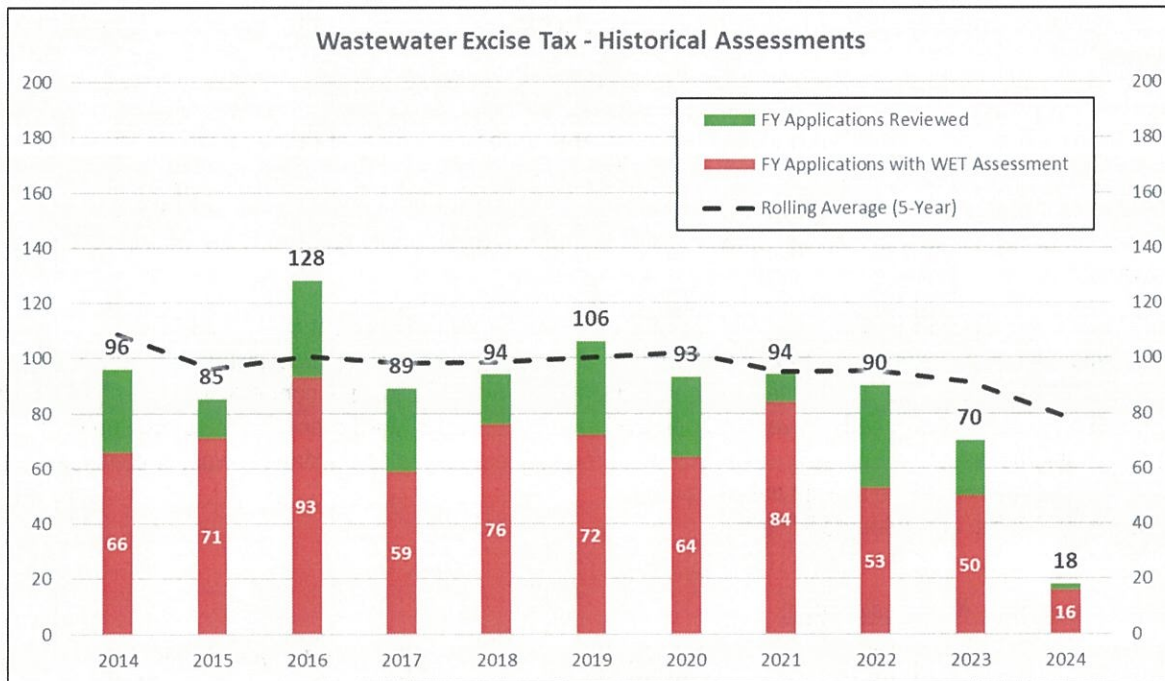
The property has been rezoned to add Municipal Use for the property to meet current code requirements. The final plans were completed and advertised. Bids were opened and contract K-2021-10 was awarded to the Landmark Construction Group on January 12, 2021. The Household Hazardous Waste building is complete 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:

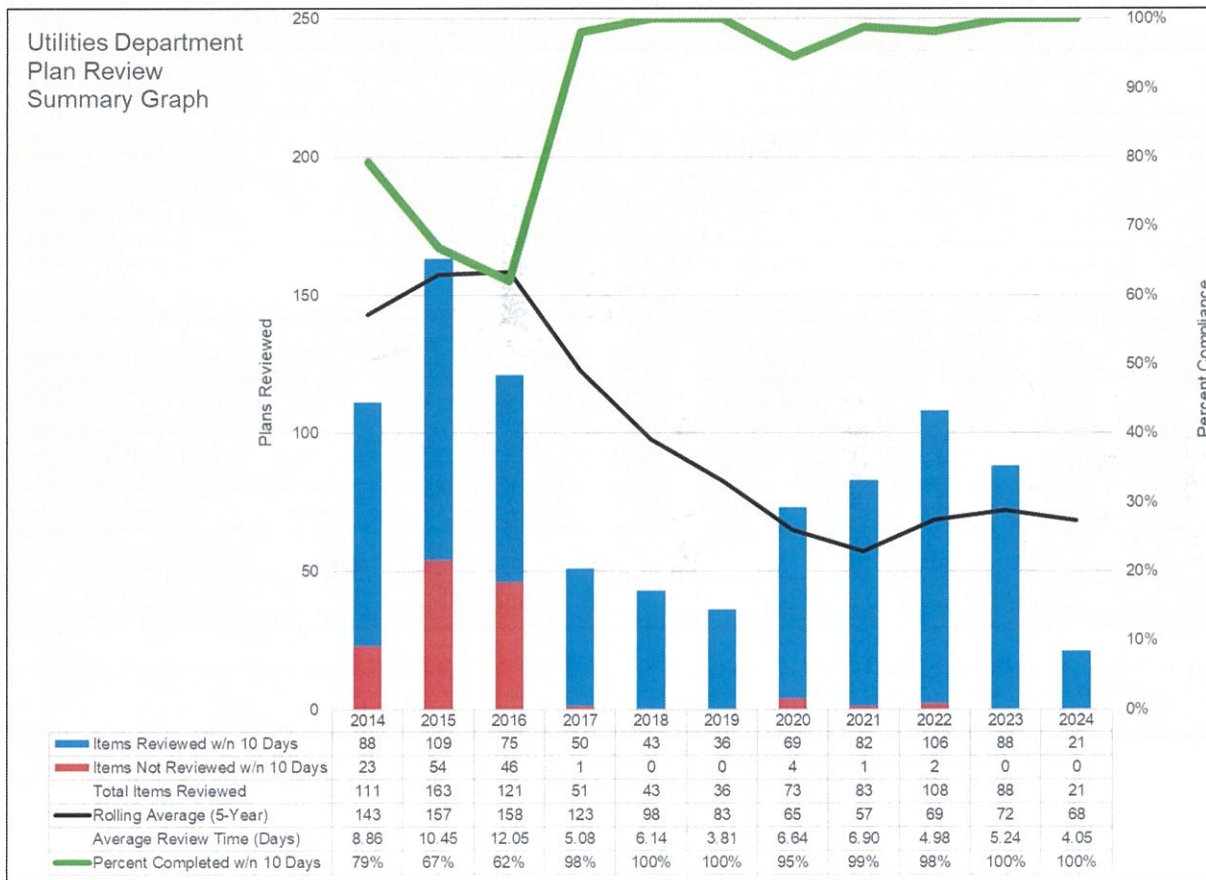
WRF Investment Fee/Wastewater Excise Tax: Staff evaluated the Wastewater Excise Tax on 1 commercial entity last month. The application was assessed since it was determined to increase wastewater flows over the previous use of the site. For the fiscal year, 18 commercial properties were reviewed and a total of \$25,723.76 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 21 plans for the current fiscal year with an average review time of 4.05 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

1 Water Well Permit (23-4950) was issued for the month of November.

DIVISION OF ENVIRONMENTAL RESILIENCE AND SUSTAINABILITY
November 2023 SUMMARY

STORMWATER CONSTRUCTION SW		
	MONTHLY	YEAR-TO-DATE
INSPECTIONS	104	515
ACTIVE SITES	87	469
CITATIONS	0	0
NOVS	0	0
CDOS	0	1
SWOS	0	0
ECPS		4

STORMWATER MS4 OPERATIONS		
ACTION CENTER	5	30
PWSTORMWATER	0	6
CALLS	3	42
OTHER	2	62
TOTAL INQUIRIES	10	140
OUTFALL INSPECTIONS	1	1
MCM 5 INSPECTIONS	0	147
MCM 6/P2 INSPECTIONS	10	10

PRETREATMENT/FATS, OILS, AND GREASE (FOG) PROGRAM		
FOG INSPECTIONS	14	115
FOOD LICENSE APPROVAL	3	10
SIU INSPECTIONS	4	8
SIU SITES SAMPLED	0	0
TABLE II MONITORING (%)	0	100
TABLE III MONITORING (%)	25	100

HOUSEHOLD HAZARDOUS WASTE		
HHWF: CARS SERVED	51	353
SWAP SHOP VISITS	6	48
OIL DISPOSED	600	3776
ANTIFREEZE DISPOSED	0	200
TIRES DISPOSED	125	1480
HHW MATERIAL COLLECTED	4023	23805.5
E-WASTE: CARS SERVED	0	300
E-WASTE COLLECTED	0	0
TOTAL CARS SERVED	51	653
TOTAL MATERIAL COLLECTED	4023	23805.5

REVENUE		
FOG PROGRAM	\$ 100.00	\$ 650.00
SURCHARGE	\$ 8,276.05	\$ 46,933.24
LAB ANALYSIS RECOVERY	\$ -	\$ -
INDUSTRIAL DISCAHRGE PERMIT	\$ 500.00	\$ 500.00
TOTAL	\$ 8,876.05	\$ 48,083.24

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.
Tour of Republic Landfill on November 2
Working on efforts to reduce contamination in recycling
<i>DoERS</i>
Bishop Creek Watershed Group Cleanup at Colonial Estates on November 5
Bishop Creek Watershed Group meeting on November 6
Lead with C. Mgr. intern on ACOG CPRG implementation grant program
Spoke to League of Women Voters on November 8
LTWA Board member.
Grant application work for BOR WaterSmart grant for LTWA project in Carrington Place
Developed RFP for Opportunity Knocks
Working on Solar Initiative RFP
Planning and implementing HHWF art and landscaping
Two-part Compost workshop series as part of our resiliency education on November 12 and 19
Coordinating and working with ENGR 1114 classes as part of a Capstone-light program
Tour of Batliner on November 16
Tour of Landfill on November 2
Working on EECBG allocation
Environmental Excellence Celebration on November 17
Bug picking from Bishop Creek with Blue Thumb on November 18
Good housekeeping inspections at facilities
Governor's Water Conference on November 29 and 30.

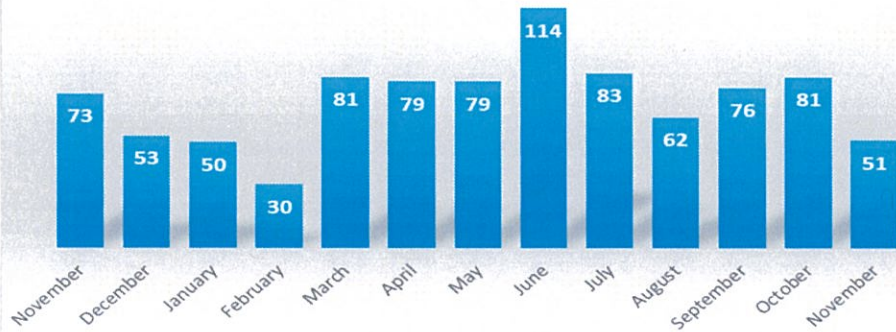
Upcoming Events:

- 10-Dec Norman and Norman North STUCO cleanup
- 12-Dec HHWF Disposal
- 13-Dec ECAB
- 22-Jan HAZWOPER 40-hour

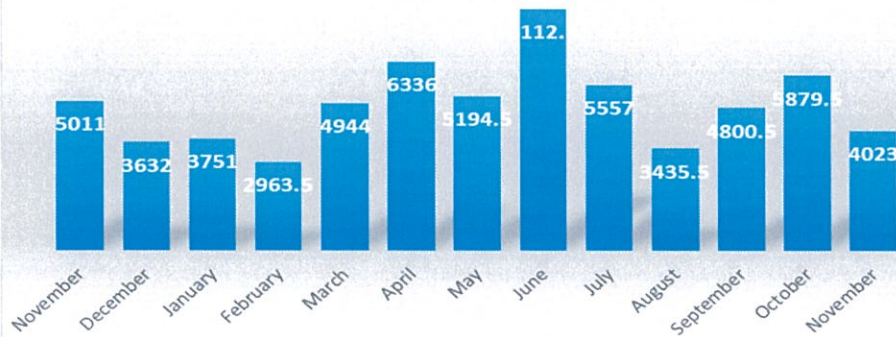
Upcoming Projects:

- Green Business Practice Recognition
- Opportunity Knocks
- Norman - A Solar Initiative
- CPRG Grant
- EECBG allocation
- Op Cert Class with SWQ module
- LEAF - Phase II
- EV Charging Station at City Hall and Ruby Grant

Number of Appointments



Amount Collected



CITY OF NORMAN
DEPARTMENT OF UTILITIES
LINE MAINTENANCE DIVISION

MONTHLY PROGRESS REPORT
SEWER MAINTENANCE

	FYE 2024		FYE 2023	
November 2023	MONTH	YTD	MONTH	YTD
Obstructions:				
City Responsibility	4	8	4	7
Property Owner Responsibility	18	86	20	103
TOTAL	22	94	24	110
Number of Feet of Sewer Cleaned:				
Cleaned	64,720	490,832	62,216	487,649
Rodded	4,065	15,165	2,665	21,520
Foamed	0	68,206	0	77,694
SL-RAT	0	0	0	0
TOTAL	68,785	574,203	64,881	586,863
Sewer Overflows:				
Rainwater	0	0	0	0
Grease/Paper/Roots	1	1	2	2
Obstruction	0	0	0	1
Private	3	7	1	3
Other (Lift Station, Line Break, etc.)	0	0	0	0
Total Overflows	0	4	3	6
Feet of Sewer Lines Televised	20,616	113,070	16,520	107,792
Locates Completed	297	1,573	357	2,015
Manholes:				
Inspected	1,056	6,185	1,021	6,509
New	0	0	0	0
Raised	0	5	2	8
Repaired	0	8	2	14
Feet of Sewer Lines Replaced/Repaired	24.00	46.00	7	26
Hours Worked at Lift Station	56.49	196.32	51	487
Hours Worked for Other Departments	2.68	18.76	2.02	14.92
OJI's	0	0	0	2
Square Feet of Concrete	0	0	0	54
Average Response Time (Minutes)	0.00	21.68	33.00	28.57
Number of Claims	0.00	0.00	0.00	0.00

CITY OF NORMAN
DEPARTMENT OF UTILITIES
LINE MAINTENANCE DIVISION

MONTHLY PROGRESS REPORT
WATER MAINTENANCE

	FYE 2024		FYE 2023	
November 2023	MONTH	YTD	MONTH	YTD
New Meter Sets:	30	158	14	142
Number Short Sets	30	154	14	140
Number Long Sets	0	4	0	2
Average Meter Set Time	6.23	6.28	2.86	4.60
Number of Work Orders:				
Service Calls	507	2,164	401	2,398
Meter Resets	2	3	1	5
Meter Removals	2	6	2	34
Meter Changes	47	214	22	158
Locates Completed	372	2,035	338	2,018
Number of Water Main Breaks	10	67	21	95
Average Time Water Off	1.73	1.69	1.95	1.81
Number of Water Leaks	29	261	43	246
Fire Hydrants:				
New	0	0	1	4
Replaced	0	4	0	3
Maintained	37	350	138	584
Number of Valves Exercised	76	551	262	1,391
Feet of Main Construction	0	500	0	2,225
Hours of Main Construction	0	1,631	0	894
Meter Changeovers	0	5	0	1
OJI's	0	0	0	4
Hours Flushing/Testing New Mains	21.60	131	62	317
Hours Worked Outside of Division	0.00	0.00	0	0

City of Norman, Oklahoma
Department of Utilities

Monthly Progress Report
Water Reclamation Facility
November 1-30 2023

Flow Statistics

	FYE 2024		FYE 2023	
	<u>This Month</u>	<u>YTD</u>	<u>This Month</u>	<u>YTD</u>
Total Influent Flow (M.G.)	310.1	1703.1	289.7	1535.2
Total Effluent Flow (M.G.)	304.6	1575.5	283.9	1440.0
Influent Peak Flow (MGD)	11.2	28.3	11.7	13.0
Effluent Peak Flow (MGD)	10.9	27.7	11.5	12.7
Daily Avg. Influent Flow (MGD)	10.3	11.1	10.0	10.2
Daily Avg. Effluent Flow (MGD)	10.2	10.3	9.5	9.7
Precipitation (inches)	4.5	17.7	2.0	8.4

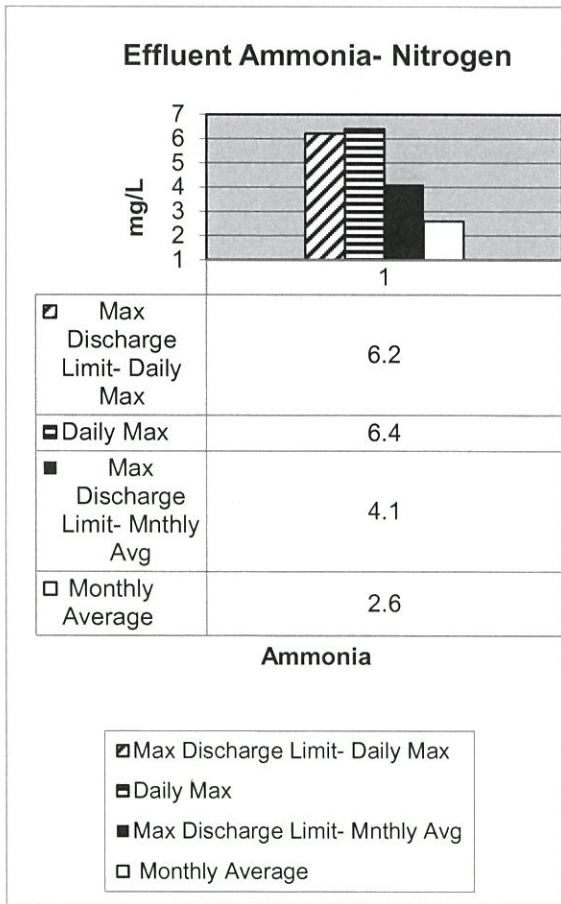
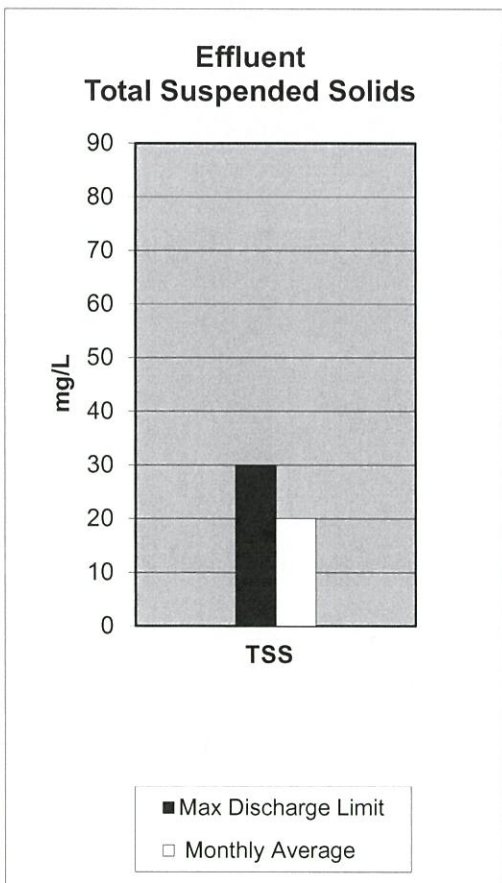
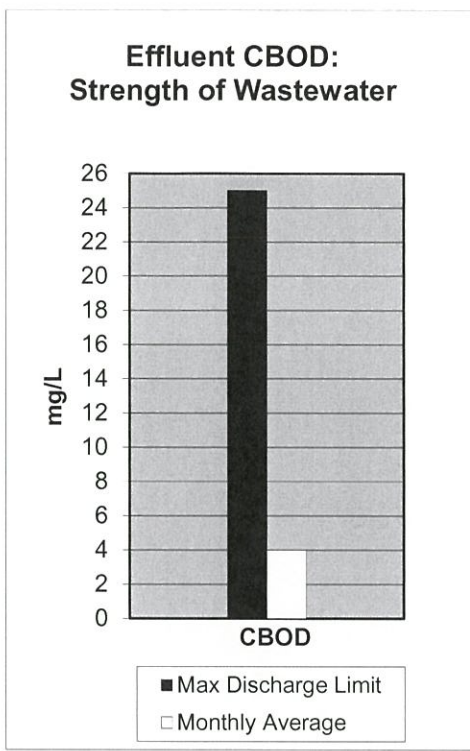
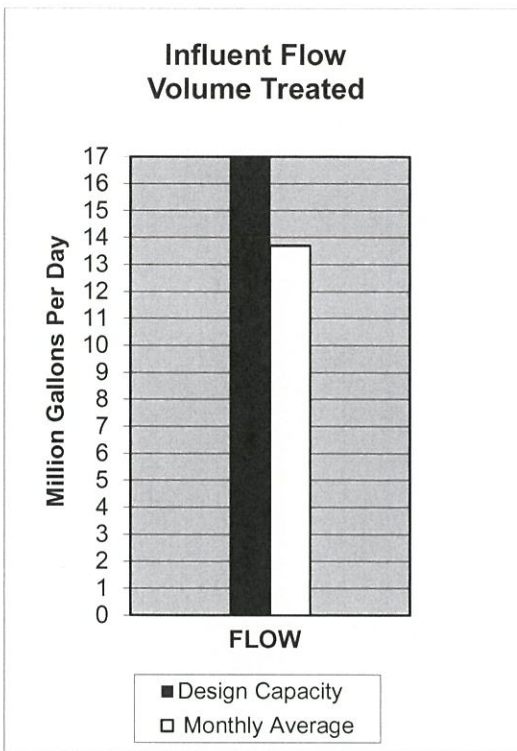
Discharge Monitoring Report Stats

	EPA minimum percentage removal 85%	
5 day BOD:	Avg.	Avg.
Influent Total (mg/l)	240	286
Effluent Carbonaceous Total	4	6
Percent Removal	98.3	97.9
Total Suspended Solids:		
Influent (mg/L)	236	205
Effluent (mg/L)	20	2
Percent Removal	91.5	99.0
Dissolved Oxygen:		
Influent (min)	0.7	0.2
Effluent (min)	5.0	5.6
pH		
Influent (Low)	6.9	7.0
(High)	7.8	7.3
Effluent (Low)	7.0	7.0
(High)	7.3	7.4
Ammonia Nitrogen		
Influent (mg/L)	38.6	34.5
Effluent (mg/L)	2.6	0.1
Percent Removal	93.3	99.6

Utilities

Electrical				
Total kWh Used (Plant wide)	433,540	2,051,240	441,420	2,453,460
Aeration Blowers	137,900	606,800	148,700	838,600
UV Facility	54,000	819,900	26,200	304,800
Natural Gas				
Total cubic feet/day (plant wide)	327,000	877,000	410,000	1,202,000
Public Education (Tours)	0	0	1	6
Total Attendees for FYE 23	131		26	
OU Golf Course	2.9	75.0	0.9	49.7
E.coli geometric mean average for November 2023 171 MPN (Limit is 630)				

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



Comments here

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

WATER TREATMENT DIVISION

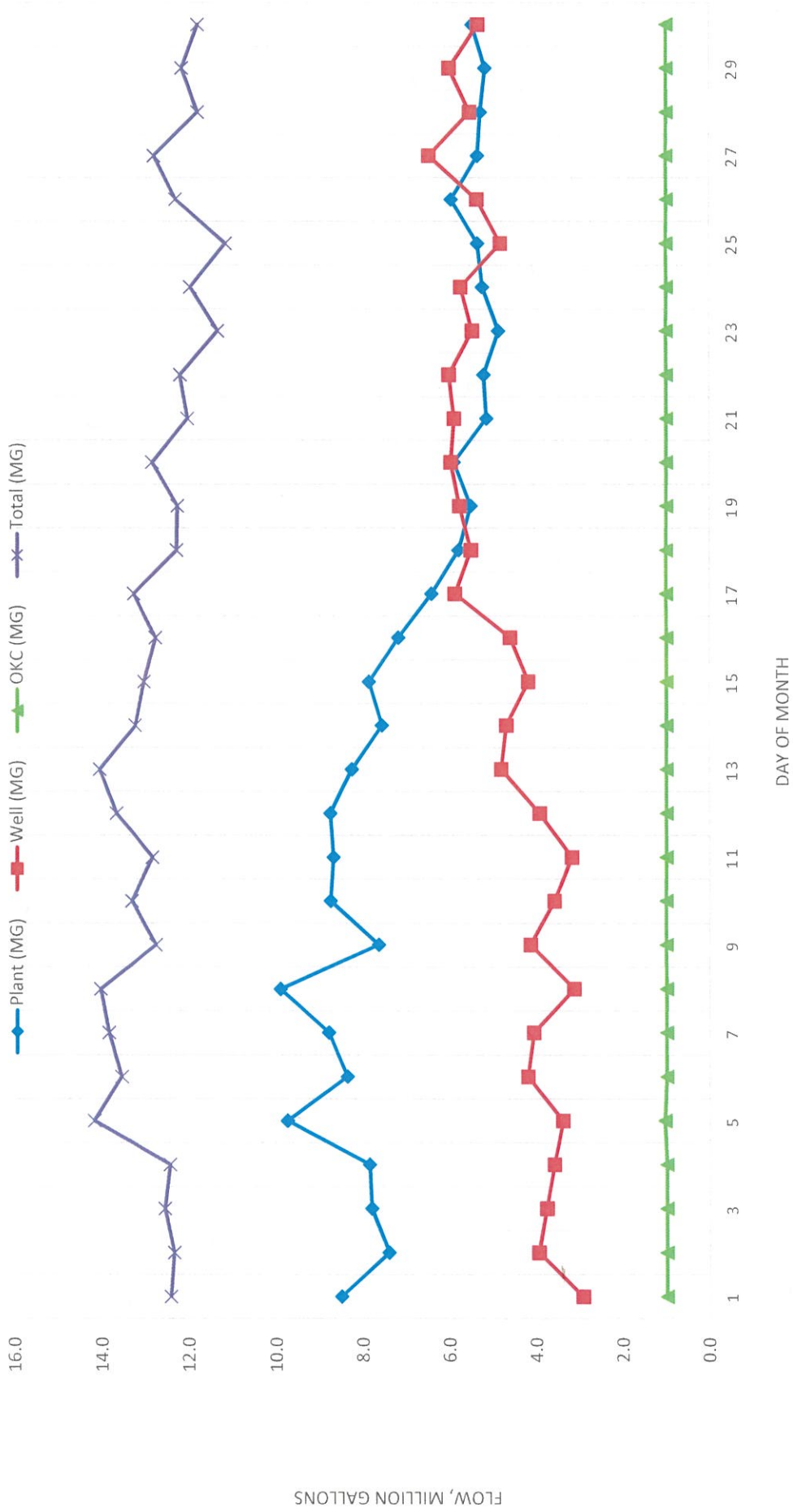
MONTH: November-2023

	<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>
Water Supply				
Plant Production (MG)	209.52	1827.84	208.02	1907.66
Well Production (MG)	141.90	643.28	124.01	682.10
Oklahoma City Water Used (MG)	30.05	152.16	30.21	151.44
Total Water Produced (MG)	381.46	2623.28	362.23	2741.20
Average Daily Production	12.72	17.15	12.49	18.03
Peak Day Demand				
Million Gallons	14.19	23.32	14.33	25.52
Date	11/5/2023	9/4/2023	11/3/2022	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	\$646,219.55	\$3,448,999.90	\$634,685.03	\$3,446,507.67
Wells	\$253,393.03	\$1,282,723.30	\$246,301.06	\$1,305,836.79
OKC	\$102,572.35	\$480,759.03	\$98,957.02	\$463,035.98
Total	\$1,002,184.93	\$5,212,482.23	\$979,943.11	\$5,215,380.44
Cost per Million Gallons				
Plant	\$3,084.32	\$1,886.93	\$3,051.11	\$1,806.67
Wells	\$1,785.78	\$1,994.03	\$1,986.19	\$1,914.43
OKC	\$3,413.96	\$3,159.65	\$3,276.07	\$3,057.59
Total	\$2,627.25	\$1,987.01	\$2,705.30	\$1,902.59
Water Quality				
Bacterial Samples in Compliance	100	508	99	498
Bacterial Samples out of Compliance	0	2	1	2
Total number of inquiries (Note 2)	4	11	0	15
Total number of complaints (Note 2)	2	31	1	24
Number of complaints per 1000 service connections	0.05	0.75	0.03	0.62
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	5	1	4
Public Education				
Number of tours conducted	1	6	1	6
Number of people on tours	2	125	2	45

Notes:

Replaced undersized breaker at well 68. Restarted SH Generator and usins generated SH.
 Installed secondary SH feed hose from chemical vuilding to feed point at UV.
 Staff replaced pump at sewer lift station. Restarted Fluorosilicic Acid skid.

WATER PRODUCTION FOR NOVEMBER 2023



MONTHLY TRANSFER STATION REPORT

November

	TONS PER MONTH	REVENUE PER MONTH
O.U.	380.50	\$20,840.65
STANDARD GATE	1,497.16	\$127,892.66
RESIDENTIAL	433.37	\$17,541.00
TOTALS:	2,311.03	\$166,274.31

	MONTH
# OF LOADS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	479.00

# OF TONS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	9255.04
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# OF LOADS TRANSPORTED TO OKC LANDFILL BY INDIVIDUAL SANITATION TRUCKS.	0.00
--	------

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

TOTAL LOADS BROUGHT TO LANDFILLS:	479.00
GRAND TOTAL TONS TO LANDFILLS	9,255.04

DISPOSAL COST PER TON (OKC)	\$22.91
TIPPING FEE'S FOR DUMPING AT OKC:	\$212,032.97
GRAND TOTAL TIPPING FEE'S	\$212,032.97

# OF LOADS BROUGHT TO TRANSFER STATION COMMERCIAL SANITATION TRUCKS:	644.00
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# OF TONS BROUGHT TO TRANSFER STATION COMMERCIAL SANITATION TRUCKS:	3816.97
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# OF LOADS BROUGHT TO TRANSFER STATION RESIDENTIAL SANITATION TRUCKS:	406.00
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# OF TONS BROUGHT TO TRANSFER STATION RESIDENTIAL SANITATION TRUCKS:	2782.74
---	---------

TOTAL LOADS BROUGHT TO TRANSFER STATION:	1050.00
--	---------

TOTAL TONS BROUGHT TO TRANSFER STATION:	6599.71
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MISCELLANEOUS TONS BROUGHT BY OTHER DEPTS.:	206.15
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TOTAL TONS RECEIVED AT TRANSFER STATION	9116.89
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SANITATION DIVISION PROGRESS REPORT

NOVEMBER SUMMARY 2024

	FYE 23		FYE 24	
	MONTH	YR-TO-DATE	MONTH	YR-TO-DATE
<u>Vehicle Accidents</u>	0	11	3	6
<u>On The Job Injuries</u>	0	1	0	0
<u>Bulk Pickups</u>	23	107	57	163
<u>Refuse Complaints</u>	80	293	120	340
<u>New Polycarts Requests</u>	45	258	24	136
<u>Polycarts Exchanges</u>	8	61	0	13
<u>Additional Polycart Requests</u>	54	275	3	143
<u>Replaced Stolen Polycarts</u>	13	102	10	57
<u>Replaced Damaged Polycarts</u>	41	556	15	134
<u>Polycarts Repaired</u>	38	232	15	103

COMPOST MONTHLY REPORT

NOVEMBER 2023

MONTH

TONS BROUGHT IN BY COMPOST CREWS:	340.76
LANDFILL TIPPING FEE'S	\$ 22.91
SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 7,806.81

TONS BROUGHT IN BY PUBLIC:	1,700.00
TONS BROUGHT IN BY CONTRACTORS :	2,200.00
TONS BROUGHT IN BY OTHER CITY DEPARTMENTS:	250.00
LANDFILL TIPPING FEE'S	\$ 22.91
SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 95,076.50

TOTAL SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 102,883.31
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REVENUE COLLECTED FROM COMPOST SALES:	\$450.00
REVENUE COLLECTED FROM GATE SALES:	\$8,080.00

TOTAL TONS COLLECTED	4,490.76
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MULCH CUBIC YDS

COMPOST CUBIC YDS

MONTH

MONTH

PARKS DEPT.	
ROAD & CHANNEL	
LINE MAINTENANCE	
STREET DEPT.	
WATER TREATMENT	
MURPHY PRODUCTS OKC	
SELF LOADING BIN	12
DRYING BEDS	0
COMPOST SOLD BY CUBIC YARDS	
MULCH SOLD BY CUBIC YARDS	7,500
TOTAL:	7,512

	135
	135

CURBSIDE MONTHLY RECYCLING REPORT

November 2023

PROGRAM STATISTICS

	AVERAGE
	MONTH
SET OUT/PARTICIPATION RATE:	80%
AVERAGE TONS PER DAY :	11.35
POUNDS PER HOME:	9.71

COMMODITY BY TON

	% of Total	TONS
ALUMINUM BEVERAGE CAN	2.10%	7.15
#1 PET	5.50%	18.73
NEWS	0.00%	0
GLASS CONTAINERS	5.72%	19.48
MIX PAPER	33.40%	113.73
PLASTIC FILM	0.57%	1.94
#2 NATURAL	0.90%	3.06
#2 COLOR	1.10%	3.75
#3-#7	0.00%	0
METAL	0.82%	2.79
RIGIDS	0.89%	3.03
TIN-STEEL SCRAP	3.30%	11.24
TRASH	28.30%	96.37
OCC	17.40%	59.25
TOTAL	100.00%	340.52

	MONTH
SERVICE CALLS (MISSES)	57
HOUSESIDE	2
REMINDER	4
SCATTERED	0
MISC.	1
REPAIR	15
NEW	24
ADD	3
MISSING	10
EXCHANGE	0
REPLACE	15
PICK UP	6
TOTAL CALLS	137.00

	MONTH
LANDFILL COST AVOIDANCE	\$6,725.27

Drop Center Report November

MONTHLY UNIT PRICES	Revenue per ton	Proc. Fee	LBSs Rejected	Tons Rejected	%	LNDFL Fee	Tons Diverted	\$ Diverted
ALUMINUM:	\$1,050.00	\$0.00		0	0	\$22.91	199.49	\$4,570.32
PLASTICS:	\$5.00	\$0.00				0%		
STEEL CANS:	\$0.00	\$0.00						
MIXED OFFICE PAPER:	\$0.00	\$0.00						
CARDBOARD:	\$55.00	\$0.00						

	#9		Westwood		Hollywood		Transfer		Total Tons	PRO/FEE	Revenues	Net
	TONS	TONS	TONS	TONS	TONS	TONS	TONS	TONS				
ALUMINUM:	0.24	0.08	0.29	0.04	0.65			0.00	\$682.50	\$682.50		
PLASTICS:	3.14	1.51	4.3	0.37	9.32			\$0.00	\$46.60	\$46.60		
STEEL CANS:	0.24	0.08	0.29	0.04	0.65			\$0.00	\$0.00	\$0.00		
MIXED OFFICE PAPER:	1.78	1.73	5.16	1.35	10.02			\$0.00	\$0.00	\$0.00		
CARDBOARD:	13.35	6.98	23.13	1.39	44.85			\$0.00	\$2,466.75	\$2,466.75		
RECYCLING CENTER TOTALS:	18.75	10.38	33.17	3.19	65.49			\$0.00	\$3,195.85	\$3,195.85		

	Compactors		Wood		Glass		Metal	
	Revenues	TONS	Revenues	TONS	Revenues	TONS	Revenues	TONS
Commercial Cardboard Containers	\$2,132.90	15.61	\$858.55	\$0.00	\$0.00	0	\$0.00	12.61
TONS								
							Cost	\$1,597.00
							Profit	\$1,597.00

Expenses

	Average hrly+ benefits		Cage Rolloff		Cardboard		Occ Compact		MXD Office		Total
	Hours	Labor \$	Vehicle cost	Hours	Labor \$	Vehicle cost	Hours	Labor \$	Vehicle cost	Hours	
Hours	50	\$1,339.00	\$0.00	165	\$4,418.70	\$0.00	10	\$267.80	\$0.00	12	\$321.36
Labor \$											\$6,346.86
Vehicle cost											\$0.00
											\$26.78

Total All Recycle and Cardboard

	Total Recycle Only		Total Cardboard	
	Revenues	TONS	Revenues	TONS
TONS	\$7,784.30	33.25	\$2,326.10	99.24

Revenue

		Income	Expense	Net
		\$20,275.81	\$6,346.86	\$13,928.95

11/24/2023