

City of Norman



Monthly Departmental Report

F G E G O D G T "4245

MONTHLY PROGRESS

**TABLE OF CONTENTS
MONTHLY PROGRESS REPORTS**

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

CITY CLERK 1

CITY CLERK

MONTHLY PROGRESS REPORT
December 2023

ACTION CENTER				
DEPARTMENT	CALLS	CALLS YTD	ADDITIONAL CONTACTS	ADDITIONAL CONTACTS YTD
Animal Welfare	7	78	1	10
Bus Service	0	0	0	0
CDBG	0	0	0	0
City Clerk	29	286	0	7
City Manager/Mayor	1	11	0	8
City Wide Garage Sale	0	0	0	0
Code Enforcement	17	289	2	9
Finance	0	8	0	0
Fire/Civil Defense	0	10	0	1
Human Resources	5	48	0	1
I.T.	2	17	0	0
Legal	4	24	0	3
Line Maintenance	15	166	0	4
Municipal Court	2	10	0	0
Noise Complaint	0	0	0	0
Norman Forward Questions	0	0	0	0
Outreach	6	19	0	3
Parks & Recreation	7	134	0	9
Permits/Inspections	42	268	0	3
Planning	8	77	0	3
Police/Parking	73	595	0	7
Public Works	5	78	0	7
Recycling	0	0	0	0
Sanitation	39	287	2	9
Sidewalks	0	0	0	1
Storm Debris	0	0	0	0
Storm Water	3	49	0	9
Streets	26	164	1	8
Streets Lights	4	74	0	0
Traffic	4	108	0	6
Utilities	40	343	0	1
WC Questions	0	0	0	0
WC Violations	0	0	0	0
January Total: 345	339	3213	6	109

LICENSES

Seven New licenses and One Renewal 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	3	22	Sidewalk Dining		1
Game Machines			Solicitor/Peddler (30 day)		4
Impoundment Yard			Solicitor/Peddler (60 day)		3
Kennel			Solicitor/Peddler (one day)		
Medical Marijuana Dispensary	1	2	Special Event		7
Medical Marijuana Grower		1	Strong Beer & Wine/Winemaker		
Medical Marijuana Processor	1	1	Taxi/Motorbus/Limousine	1	1
Medical Marijuana Testing Laboratory					
Mixed Beverage		3	Temp Food (one day)	1	7
Mixed Beverage/Caterer		1	Temp Food (30 day)		11
Pawnbroker			Temp Food (180 day)	1	12
Pedicab			Transient Amusement		
YTD License Total: 8	5	32		3	49

NEW ESTABLISHMENT LICENSES		
NAME	ADDRESS	LICENSE TYPE(S)
Grandy's	1839 W. Main Street	Food Service
Sooner Daiquiri	305 E. Main Street	Food Service
Eagle One	1951 Lindsey Street	Food Service
Lakehouse	416 George L. Cross Drive	Medical Marijuana Dispensary/Processor

TEMPORARY FOOD PERMITS		
180 DAY	30 DAY	1 DAY
Taqueria la Chiva		On the Hook

CLAIMS FILED

DATE FILED	NAME	JUSTIFICATION	AMOUNT
12/1/2023	Son T. Dang	On November 28, 2023, at 900 N. Porter, it was alleged that a pothole was left after road construction causing damage to 2 tires and dent in wheel.	\$2,331.42
12/11/2023	Robert Scott III	On December 10, 2023, at 900 N. Porter, it was alleged that a pothole was left after road construction causing damage to his tire.	\$271.90

12/18/2023	Kaylee Zimmer	On December 18, 2023, at 433 Waterfront Drive, it was alleged the Norman Police Department kicked in her door after receiving a false welfare check causing damage.	Claim filed before getting quotes
12/28/2023	Michael Dunbar	Every Monday at 3929 Sterling Street, allegedly the trash truck uses the driveway at this location to turn around causing damage to the driveway.	\$6,200.00
12/28/2023	Ned & Jena Thomas	On November 29, 2023, at 4320 Berry Farm Road, it was alleged that city employees were working in front of the home and all six of toilets in the home overflowed causing flooding cleaned by Servpro and damage to a bath mat.	\$420.43
12/28/2023	Ashley Evans	On December 10, 2023, at Robinson by the Water Treatment Plant, allegedly a screw punctured her tire due to construction at the Emergency Operations Center and could not be patched.	\$111.73

SPECIAL SESSION

On December 5, 2023, City Council met in Special Session to present the Andrews Park Master Plan and adjourned into Executive Session to discuss 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.

On December 12, 2023, City Council met in a Special Session and adjourned into Executive Session to discuss pending litigation against the City of Norman V. Uplands Development Company, LLC, Case No. CJ-2021-227, and the City of Norman V. Hallbrooke Development Group One, LLC, Case No. CJ-2021-228.

On December 19, 2023, City Council met in a Special Session and adjourned into Executive Session to discuss the purchase the property at 5451 Huetner Drive in Norman.

BUSINESS AND COMMUNITY AFFAIRS COMMITTEE

On December 7, 2023, Business and Community Affairs Committee met to discuss operating policies for the Young Family Athletic Center, accessory dwelling units, and a new signalized crosswalk on 36th Avenue N.W. at Ruby Grant Park.

OVERSIGHT COMMITTEE

On December 14, 2023, Oversight Committee met to review the Homebase Plan, and updates on the Emergency Shelter and interior improvements to 109 W. Gray Street.

FINANCE COMMITTEE

On December 21, 2023, Finance Committee met to discuss the Internal Audit Program and the monthly Revenue and Expenditure reports.

COMMUNITY PLANNING & TRANSPORTATION COMMITTEE

On December 28, 2023, Community Planning & Transportation Committee met to discuss the Public Transit Report, Road Diets, and sidewalks as they relate to the ADA sidewalk and gaps.

CITY MANAGER 2

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

FINANCE 3

CITY OF NORMAN

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

Treasury Division:

In the month of December, the Treasury Division processed 39,448 payments in person and over the phone, a decrease of -3.8% from last month. Paymentus (the City's 3rd party processor of online and automated telephone payments) processed 13,134 payments in December, a decrease of -7.3% from last month.

General Fund Revenues & Expenditures:

When comparing General Fund revenue sources versus budgeted levels, revenues are below target for the month of December by -6.4%. Revenues from the City's largest single source of revenue, sales tax, are above target by 0.6% for the year to date and -0.7% 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	\$27,589,827	\$27,765,554	\$27,958,822	\$27,635,417
General Fund Revenue	\$52,634,259	\$49,283,530	\$49,100,387	\$46,835,659
General Fund Expenses	\$57,065,209	\$52,679,375	\$47,378,457	\$40,741,533

Administration Division

	FYE 24		FYE 23	
	December	YTD	December	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	320.00	2,080.00	160.00	1,608.00
Total Comp Time Available	1.00	8.75	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	321.00	2,088.75	160.00	1,621.75
Benefit Hours Taken	73.00	287.00	16.00	245.75
TOTAL ACCOUNTABLE STAFF HOURS	248.00	1,801.75	144.00	1,376.00
 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	
	December	YTD	December	YTD
Total Regular Hours Available	1,120.00	7,280.00	1,120.00	7,280.00
Total Comp Time Available	0.00	14.75	1.75	16.00
Total Overtime Hours	9.50	9.50	16.75	48.25
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	1,129.50	7,304.25	1,138.50	7,344.25
Benefit Hours Taken	263.75	1,281.25	230.00	1,228.00
TOTAL ACCOUNTABLE STAFF HOURS	865.75	6,023.00	908.50	6,116.25
 PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
 TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

CITY REVENUE REPORTS

3B

City Revenue Report

	FYE 24 November	FYE 24 December	Plus/Minus
Total Revenue Received (\$)	\$5,833,460	\$4,903,566	(\$929,894)
Utility Payments - Office (#)	41,019	39,448	(1,571)
Utility Payments - Office (\$)	\$5,677,186	\$4,778,484	(\$898,702)
Paymentus (#)	14,161	13,134	(1,027)
Paymentus (\$)	\$1,539,969	\$1,333,197	(\$206,772)
Lockbox (#)	8,833	8,258	(575)
Lockbox (\$)	\$1,438,431	\$1,317,270	(\$121,161)
E-Lockbox (#)	3,542	3,653	111
E-Lockbox (\$)	356,201	346,640	(\$9,561)
Bank Draft Payments (#)	11954	11835	(119)
Bank Draft Payments (\$)	\$1,554,324	\$1,313,677	(\$240,647)
Utility Deposits (#)			\$0
Utility Deposits (\$)			\$0
Fix Payments (#)			\$0
Fix Payments (\$)			\$0
Processed Return Checks (#)	177	103	(74)
Processed Return Checks (\$)	(\$37,209)	(\$13,874)	\$23,335
Other Revenue Transactions (#)			\$0
Other Revenue Received (\$)			\$0
Accounts Receivable Payments (\$)	60,905	0	(\$60,905)
Municipal Court - Fines/Bonds (\$)	156,274	125,082	(\$31,192)
Municipal Court - Credit Card (#)	401	260	(141)
Municipal Court - Credit Card (\$)	76,973	58,901	(18,072)
Building Permits Cash Report (\$)	0	0	\$0
Building Permits Credit Card (#)	0	0	0
Building Permits Credit Card (\$)	\$0	\$0	\$0
Occupational License - Bldg Insp. (\$)	\$0	\$0	\$0
Occupational License - Bldg Insp. CC (#)	0	0	0
Occupational License - Bldg Insp. CC (\$)	\$0	\$0	\$0
Business License - City Clerk (\$)	0	0	\$0
Accounts Receivable Billed (\$)	\$0	\$0	\$0

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

This affects the Total Revenue Received as well.

Budget Services Division

	FYE 24		FYE 23	
	December	YTD	December	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	320.00	1,760.00	320.00	2,080.00
Total Comp Time Available	0.00	0.50	0.00	1.25
Total Overtime Hours	0.75	0.00	0.25	1.25
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	320.75	1,760.50	320.25	2,082.50
Benefit Hours Taken	50.25	306.75	51.75	247.25
TOTAL ACCOUNTABLE STAFF HOURS	270.50	1,453.75	268.50	1,835.25
PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

Treasury Division

	FYE 24		FYE 23	
	December	YTD	December	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	800.00	5,112.00	800.00	5,200.00
Total Comp Time Available	10.00	44.50	0.00	16.25
Total Overtime Hours	31.25	208.00	34.00	265.75
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	841.25	5,364.50	834.00	5,482.00
Benefit Hours Taken	219.50	972.50	238.00	1,148.00
TOTAL ACCOUNTABLE STAFF HOURS	621.75	4,392.00	596.00	4,334.00
 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	
	December	YTD	December	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	1,120.00	6,160.00	1,120.00	7,280.00
Total Comp Time Available	13.00	102.75	1.75	56.50
Total Overtime Hours	61.75	274.50	47.00	349.50
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	1,194.75	6,537.25	1,168.75	7,686.00
Benefit Hours Taken	277.25	1,226.00	271.00	1,227.75
TOTAL ACCOUNTABLE STAFF HOURS	917.50	5,311.25	897.75	6,458.25
PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

Drive-up Window and Mail Payments - FYE 2024

	23-Nov	23-Dec
Mail Payments - Lockbox	8,833	8,258
Mail Payments - E-Lockbox	3,542	3,253
Mail Payments - Office	198	111
Total Mail Payments - Subtotal	12,573	11,622
Night Deposits	189	156
Paymentus Payments	14,161	13,134
Without assistance paymnts - Subtotal	14,350	13,290
Office Payments	2,038	1,996
With assistance payments - Subtotal	2,038	1,996
Total Payments Processed - Subtotal	28,961	26,908
Bank Draft (ACH) Payments	11954	11835
Total Payments (Utility)	40,915	38,743
Total Payments	57,922	53,816

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	
	December	YTD	December	YTD
STATUS REPORT				
Regular Utility Accounts Billed	43,125	266,417	44,758	266,730
New Deposit Ons Billed	551	4,112	600	4,773
Final Accounts Billed	462	4,090	507	4,098
TOTAL METERS READ	44,138	274,619	45,865	275,601

FIRE DEPARTMENT

4



NFD Monthly Progress Report December 2023

Incident Response Type Summary

Incident Type	Total	% of Total
1 - Fire	20	1.24%
2 - Overpressure Rupture, explosion, Overheat - No Fire	0	0.00%
3 - Rescue & emergency	1001	62.29%
4 - Hazardous Conditions (No Fire)	19	1.18%
5 - Service Call	152	9.46%
6 - Good Intent Call	337	20.97%
7 - False Alarm & False Call	64	3.98%
8 - Severe Weather & Natural Disaster	0	0.00%
9 - Special Incident Type	2	0.12%
Incomplete Reports	12	0.75%
Total Incident Count (Unique Calls)	1607	100.00%
Number of Total Unit Responses	1962	

Total Fire Loss \$112,412.00

	Number of First-In Calls	Average Time/Seconds	Average Time/Minutes
Station #1	385	297	0:04:57
Station #2	213	341	0:05:41
Station #3	250	373	0:06:13
Station #4	191	328	0:05:28
Station #5	54	599	0:09:59
Station #6	60	517	0:08:37
Station #7	148	455	0:07:35
Station #8	118	360	0:06:00
Station #9	185	353	0:05:53

Community Outreach

Tours and Special Events	12	Raffle Winners Rides to School, Winterfest Support, Ride Alongs, Tours
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Burn Permits

Burn Permits Issued	102	Conditions were favorable for burning 9 days in December
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Training

Total Personnel Training Hours	2181	Mgmt/Supvsr, Hazmat, Wildland, Special Healthcare, Swiftwater, Peer Support
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NFD Monthly Progress Report

December 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*	10	2	2	2	1	0	1	1	0	1
Chief 301	5	0	1	0	0	0	0	2	2	0
Chief 302	14	9	0	1	1	0	0	2	1	0
Chief 304	15	2	2	2	5	0	0	2	1	1
Chief 401	6	0	0	0	0	1	2	2	0	1
Chief 402	11	2	1	3	1	1	3	0	0	0
Chief 403	7	0	1	1	1	0	3	0	0	1
Chief 404	6	0	1	1	2	2	0	0	0	0
Engine 1	363	348	1	4	1	0	1	4	0	4
Brush 1	2	2	0	0	0	0	0	0	0	0
Ladder 1	67	54	3	3	2	0	0	2	0	3
Engine 2	229	3	211	7	8	0	0	0	0	0
Brush 2	7	0	6	0	1	0	0	0	0	0
Ladder 2	12	2	4	2	2	0	0	1	0	1
Engine 3	270	7	4	249	0	0	0	2	0	8
Brush 3	1	0	0	0	0	0	0	0	0	1
Engine 4	194	2	1	0	188	0	0	3	0	0
Brush 4	4	1	0	0	3	0	0	0	0	0
Engine 5	15	0	0	0	0	12	3	0	0	0
Brush 5	58	0	0	0	0	55	3	0	0	0
Engine 6	27	0	0	0	0	3	24	0	0	0
Brush 6	62	0	0	0	0	3	59	0	0	0
Squad 7	179	14	4	3	5	0	1	145	6	1
Brush 7	4	2	0	0	1	0	0	1	0	0
Engine 8	119	0	0	0	2	0	0	0	117	0
Brush 8	2	0	0	0	1	0	0	0	1	0
Tanker 8	1	0	0	0	1	0	0	0	0	0
Engine 9	201	4	0	7	0	0	5	2	0	183
Brush 9	10	1	0	0	0	0	3	0	0	6
Tanker 9	7	0	0	0	0	2	3	0	0	2
HAZMAT	2	2	0	0	0	0	0	0	0	0
EM1*	10	2	2	2	1	0	1	1	0	1
EMS1*	10	2	2	2	1	0	1	1	0	1
Fire Marshal 1	3	0	0	1	0	0	0	1	0	1
Fire Marshal 2	10	1	1	2	3	1	1	0	1	0
Fire Marshal 3	6	0	1	0	0	0	0	1	1	3
Fire Marshal 4	7	2	1	1	0	0	0	1	1	1
Fire Marshal 5	6	1	1	2	0	0	2	0	0	0
	1962	465	250	295	231	80	116	174	131	220

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

December 2023 Fire Prevention Activity Summary

Prevention Department Update and Activities

Training	19 hours	General Fire Safety, Principals of Electricity, Building Construction and Fire Investigation, joint medical training with Suppression personnel at Fire Station 9
Inspections/Re-Inspections	120 hours	Certificate of Occupancy, Occupancy Loads, Daycare, Fire Alarm, Fire Suppression System, General, Food Trucks, Schools
Smoke Detectors	10	Check/Install Smoke Detectors/Replace Batteries/Bed Shaker
Investigations	13	1 Joint, 9 Closed, 0 Complete, 3 Pending, 0 Arrest
Investigative Activities	42 hours	Fire Scene Investigation, reports, OSBI, interviews/Interrogation, Obtain Warrant, File Charges
Department Meetings	34 (30 hours)	Shift Change Meetings, Staff Meeting
Station & Equipment Maintenance	42 hours	Daily checks, supplies replenishing, cleaning & organization
Public Service/Education & Special Events	10	Fire Extinguisher and Fire Watch Training at the Warming Shelter, Shop with a Sheriff

Planning Officer Activities

Fire Planning Activities	Number	Staff Hours
Building Plan Reviews	27	15
Fire Protection System Plan Reviews	7	16
Building Inspections/Re-inspections	38	20
Meetings	5	5
Training (OSU-FST 40hr training)	42	42
Communication	N/A	10
Totals		108
Time Off (VAC, SICK, Holiday)	N/A	40

EMERGENCY MANAGEMENT DIVISION ACTIVITIES

Emergency Management Division

December 2023

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

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

	activities is provided each meeting.
Other Emergency Management Activities	
Local Response	
Red Cross Coordination for burnouts. December resulted in 2 call out for assistance	With the reorganization in the Red Cross and the turmoil of having an in-home fire, the volunteers or I, when called, will respond to the scene, (physically or by phone and assist the family in coordination with the Red Cross to provide immediate assistance.
Community Preparedness Events	
Completed the National Association for City\County Health Officials grant	It is anticipated the grant for \$10,000 will be approved. This grant will support the collaboration between the County Health Dept and the Norman Emergency Response Volunteer program
Demand for the Medical Reserve CORPS\Norman Response Volunteers continues to increase.	Anticipation of supporting several community event venues increases the ability to enhance preparedness in the community. The addition of having a UAV pilot in the group expands the capability to the community.
Norman EM continues to work with Homeland Security on youth preparedness camps.	Initial planning for a camp at the Panhandle State University is underway. Anticipated dates will be the last week of June 2024
Disaster Reimbursement Status	

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

HUMAN RESOURCES

5

HUMAN RESOURCES
Monthly Report
December 2023

HUMAN RESOURCES

Total number of Employees: 916

Orientations: 2 – 5 new hires

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

Terminations: 2

ADMINISTRATION

- Worked FMLA cases – 6 new cases
- Processed invoices and reconciled expense accounts
- Coordinated Birthday/Anniversary post card mail outs
 - 65 birthday and 30 anniversary
- Labor Relations:
 - Reached Tentative Agreements with FOP and IAFF

BENEFITS

New Enrollments: 5

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 – 5

Dept./Div.	Position	Number of Employees
Park & Rec/YFAC	Program Coordinator	2
Public Works/Streets	Maintenance Worker I	1
Utilities/Admin	Staff Engineer	1
Utilities/WLM	Utility Distribution Worker I	1

PROMOTIONS – 1

Dept./Div.	Position	Number of Employees
Utilities/WRF	Plant Operator C	1

SEPARATIONS – 2

Dept./Div.	Position	Number of Employees
Police/Emergency Communications	Communication Officer II	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		0.00%
Planning & Comm Dev.	38		0.00%
Police	256	1	0.4%
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
Program Coordinator – YFAC (1)	PT Lifeguard Leader – YFAC (3)
PT Recreation Technician – Westwood (1)	PT Lifeguard Technician – YFAC (1)
PT Recreation Specialist – YFAC (12)	PT Recreation Technician – YFAC (2)
PT Recreation Leader – YFAC (3)	PT Tennis Shop Attendant - (1)
PT Food & Beverage Tech II – (1)	

Police

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

Public Works

Engineering - City Surveyor (1)	
---------------------------------	--

Utilities

Sanitation - Sanitation Worker I (3)	Sanitation - Sanitation Worker II (1)
Water Line Maintenance – Utility Distribution Worker II (1)	PT Custodian – Water Treatment (1)
Utility Distribution Worker I (1)	Utility Distribution Worker II (1)
Utility Collection Worker II (1)	
City Council & City Manager	
Assistant City Manager – Start 1/16	

4 - New Hires

- Program Coordinator – Days to fill 27
 - Job posted 11/17
Start 12/18
- Program Coordinator – Days to fill 27
 - Job posted 11/17
Start 12/19
- Maintenance Worker I – Streets – Days to fill 49
 - Job posted 10/26
Start 12/18
- Staff Engineer – Days to fill 48
 - Job posted 10/5
Start 12/27

1 – Terminations of full time employees

SAFETY

Fitness for Duty Meetings

Department	Number Held
	0

Return to Work Meetings

Department	Number Held
Public Works/Streets	1

Recordable Injuries – OSHA

Department/Division	Nature of Injury	How Sustained	Prognosis
Police/Patrol	Dog bite to left thigh area	While contacting subject, officer was bit by dog	Released to work
Fire/Suppression	Strained left arm	Strained left arm lifting 100 feet of 5 inch hose	Off work
Fire/Suppression	Strained right ankle	Strained right ankle after stepping from engine	Work restrictions
Fire/Suppression	Strained left knee	Strained left knee after stepping from boat trailer	Work restrictions
Utilities/Meters	Injured back and ribs	Fell from truck landing on curb	Work Restrictions
Utilities/Sewer Line Maintenance	Right wrist strain	Strained wrist lifting desks and cabinets	Released to 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
7	7	3

Recordable Injuries per calendar year:

2023*	2022	2021
78	60	64

**CY2023 is current YTD*

Recordable Injuries per fiscal year:

2024	2023	2022
38	67	54

Complaints/Resolutions

Complaint	Resolution
0	

CULTURE AND SOCIAL RESPONSIBILITY

ADA Complaints and Resolutions

Complaints	Resolution
12/13/23: The door pressure in City Hall's bathrooms being too heavy to open for someone in a wheelchair.	Working with Public Works to get pressure adjusted and soap dispensers moved forward.

ADA:

Completed ADA Year in Review workshop for ADA compliancy presented by BlueDAG.

Committees:

Human Rights Commission (HRC) – The Human Rights Commission did not meet. The Interfaith Breakfast is scheduled for Saturday, January 15, 2024. The next monthly meeting will be on Monday, February 26, 2024.

ADA Citizen's Advisory Committee – The quarterly meeting took place on Monday, December 11, 2023. Updates on the Micro Transit (Norman On-Demand), ADA Transit Transition Plan, and FYE Concrete Projects and Bus Stops were given. All buses are ADA accessible & compliant and all new bus stops are ADA compliant. The next quarterly meeting will held be on Monday, March 11, 2024, at City Hall.

Cleveland County disABILITY Coalition –The monthly meeting took place on Tuesday, December 5, 2023. Tiffany Garrett with Sooner Private Services/Preferred Pathways presented information about the organization. Sooner Private Services/Preferred

Pathways provide services under the Advantage Program which is a Medicaid-Funded program administered by the Oklahoma Department of Human Services Aging Division. The program serves seniors age 65 and older and adults with physical disabilities age 21 and older. To apply call 800-435-4711 or go to your local county Oklahoma Department of Human Services Center. The next meeting was held on Tuesday, January 9, 2024, at United Way.

Employee Resource Groups (ERGs) – The Employee Resource Groups’ next quarterly meeting will be held on Thursday, January 18, 2024, at the Development Center. Planning an upcoming membership drive for employees to sign to up for ERGs.

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

Gender	Total Population	% of Total Population
Female	212	23.1%
Male	704	76.9%
	916	100.00%

Job Classification by Gender		
Job Classification	Female	Male
Full-Time	174	656
Part-Time	34	36
Permanent Part-Time	3	6
Temporary	1	6
	212	704

Ethnicity by Race		
Ethnicity	Total #	Total %
American Indian/Alaskan Native	31	3.4%
Asian	13	1.4%
Black/African American	41	4.5%
Hispanic/Latino	33	3.6%
Native Hawaiian	1	0.1%
Two or More Races	38	4.1%
White	759	82.9%
	916	100.00%

Diversity by Gender		
Ethnicity	Female	Male
American Indian/Alaskan Native	9	22
Asian	3	10
Black/African American	7	34
Hispanic/Latino	7	26
Native Hawaiian	0	1
Two or More Races	11	27
White	175	584

	212	704
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Diversity % by Gender		
Ethnicity	Female	Male
American Indian/Alaskan Native	1.0%	2.4%
Asian	0.3%	1.1%
Black/African American	0.8%	3.7%
Hispanic/Latino	0.8%	2.8%
Pacific Islander	0%	0.1%
Two or More Races	1.2%	2.9%
White	19.1%	63.8%
	23.2%	76.8%

CITY OF NORMAN

Information Technology Department
Monthly Report – December 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 software for Municipal Court, Financials, Utility Billing, Work Orders, Time and Attendance, Human Resource Management, and Planning and Permits. IT now working on enhancements in HR, Finance, Planning, and Parks and Rec.
Main Site data center upgrades	Necessary upgrades to current infrastructure are needed to enhance capabilities and continue with power saving and cooling efforts by reducing the amount of physical servers through virtualization. New equipment is being implemented to increase security and speed requirements.	Ongoing; IT Network staff are in implementation and testing of networking and security appliances, as well as virtual upgrades. This includes expansion of equipment for new buildings and replacement of old switch infrastructure.
Water tower and mono-pole contract negotiations.	Increased Revenue and compliance for water tower/cellular mono-pole leases. Repair requirements.	Ongoing – taken over by Utilities Admin.

Fiber Optic Installation for redundant loop at WTP and EOC	IT and the 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 – YFAC, EOC, HR/IT Building, Building Maintenance, PD Moves, and Mary Abbot House expansion. Complete – Sanitation, Line Maintenance Sr. Center, Development Center, Municipal Court, Bus Station
Jenkins Street Fiber Move	Move the city's fiber optics out of the way of construction during the Jenkins Street widening project.	In Progress – Finance Dept. has made funds available. Work to be complete Q1 of 2024.
IT Security training efforts for all network and email users at the City of Norman.	Increase awareness and stay current on all new and rapidly changing cyber-attack methods so that the CoN network is protected by every employee who utilizes the network for business.	Ongoing
Endpoint Security Review	Review current endpoint security appliances and software and make upgrades as necessary.	In Progress
Print consolidation	Work with outside vendor to consolidate all print, fax, copy machines in CoN facilities.	In Progress

Automated Meter Infrastructure	Implement and integrate AMI for meter reading and utility billing.	In Planning – customer portal configuration in progress.
Print Shop Move to IT	Transition the Print Shop from the Finance Department in to the IT Department.	In Progress, full completion in July/August of 2023. Renovation of new space should be complete by January 2024.
Network Infrastructure Improvements	Utilize our new Network Engineer who will work closely with the Network and Infrastructure Manager, to review and improve our cabling, switching, and network configuration.	In Progress

Support Tickets:

The IT department tracks work requests with a software package called Spiceworks. **IT Table 1** below represents the number of support tickets closed by the IT Support Staff and those remaining open at the end of December 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 11 emails from the groups shown were sent from city servers using city resources – of those 28,490 were delivered to outside mailboxes for the month of December 2023. The city servers generated mass communications to Norman citizens of 28,490 messages from only 11 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 375,356 attempted incoming and 95,635 outgoing messages for the month of December 2023. Incoming messages totaling 210,782 were considered Spam or hazardous e-mails by our email-filtering appliance, and were quarantined or filtered (see **IT Table 3**). This number represents 56% of our inbound mail. This percentage is up from previous months for malicious email/spam and continues a trend of more scam attempts during the holiday season. Our security efforts are having a positive effect on reducing the total number of malicious email inbound. The IT Department has made the decision to block inbound traffic from specific sources with known malicious traffic that constantly try to affect our network. We continue to monitor and analyze the situation on a daily basis. Inbound email messages of this nature means increased vulnerabilities and attack vectors into the city. Without the email filter appliance, our email server would have received more mail, which increases the opportunity for entrance of a virus into the network. It also creates waste, reduces productivity, and decreases valuable storage space.

Web Site:

The City of Norman's web site is hosted, updated and maintained by the IT Department. In the month of December 2023, the City of Norman's web site had 91,694 individual web sessions access the web site for 181,225 total page views. Of those sessions, 57,335 were identified as Users to view content on the City web site (see **IT Table 4**). In July of 2019, the IT Department kicked off a project with Interpersonal Frequency to overhaul the City website. Since its completion in June 2020, the site has had a few major upgrades including a new search feature and this has contributed to more relevant search results. The site boasts a build in engine that allows it to function as an app on mobile devices and tablets.

ERP Project Implementation Progress:

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

Table 1

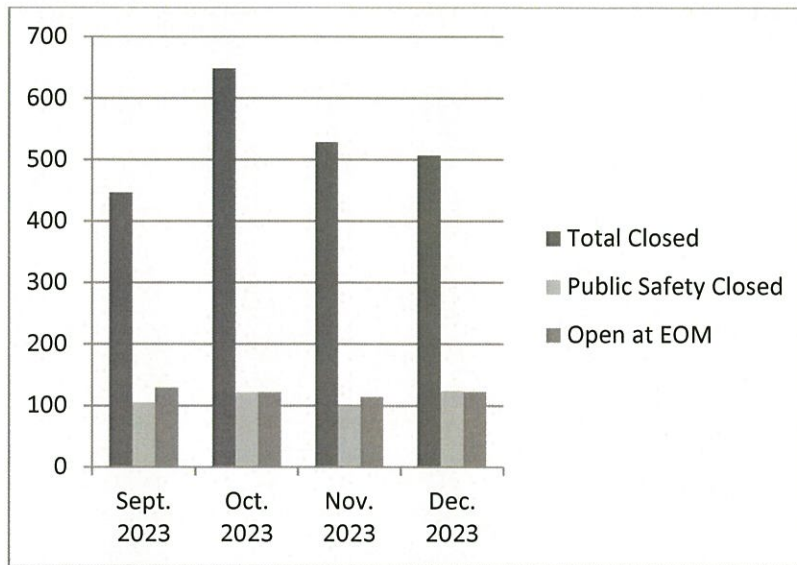


Table 2

December 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	2590	11	28490
Totals	3926	11	28490



Executive Summary

ironport.example.com

01 Dec 2023 00:00 to 31 Dec 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	52.7%	197,636
Stopped by Domain Reputation Filtering	1.0%	3,844
Stopped as Invalid Recipients	0.0%	2
Spam Detected	2.2%	8,442
Virus Detected	0.0%	24
Detected by Advanced Malware Protection	0.0%	123
Messages with Malicious URLs	0.0%	93
Stopped by Content Filter	0.2%	618
Stopped by DMARC	5.0%	18,611
S/MIME Verification/Decryption Failed	0.0%	0
Total Threat Messages:	56.2%	210,782
Marketing Messages	12.5%	46,922
Social Networking Messages	1.3%	4,728
Bulk Messages	13.7%	51,241
Total Graymails:	27.4%	102,891
S/MIME Verification/Decryption Successful	0.0%	0
Clean Messages	16.4%	61,683
Total Attempted Messages:		375,356

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%	95,635
Total Messages Processed:		95,635

Message Delivery	%	Messages
Hard Bounces	2.2%	2,087
Delivered	97.8%	93,552
Total Messages Delivered:		95,639

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

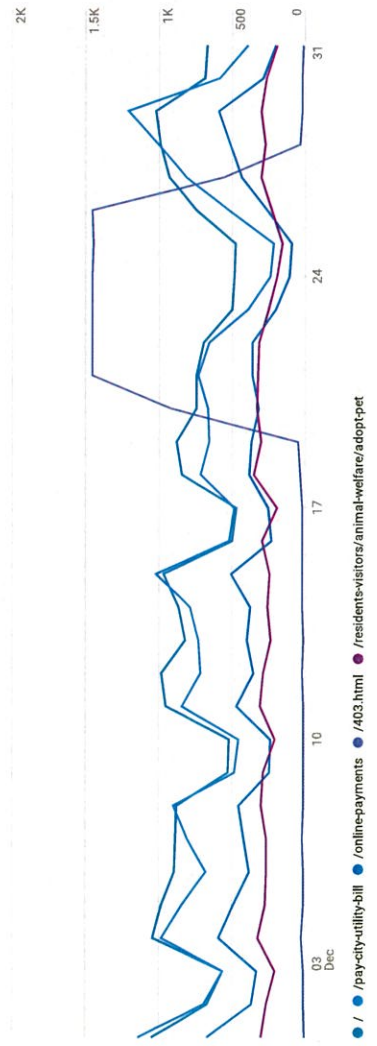
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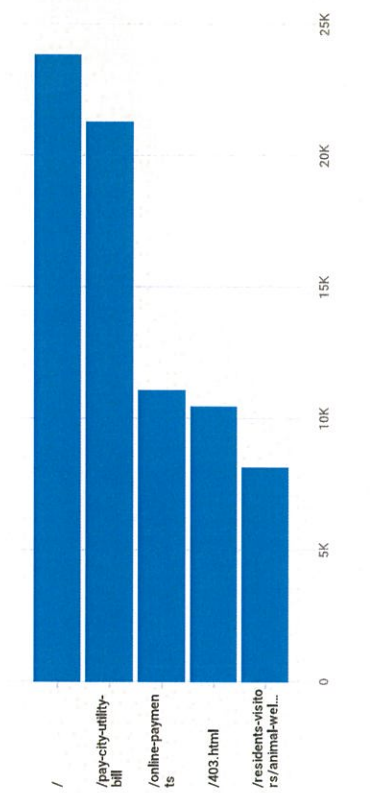
Custom Dec 1 - Dec 31, 2023

Monthly Page Views +

Views by Page path and screen class over time



Views by Page path and screen class

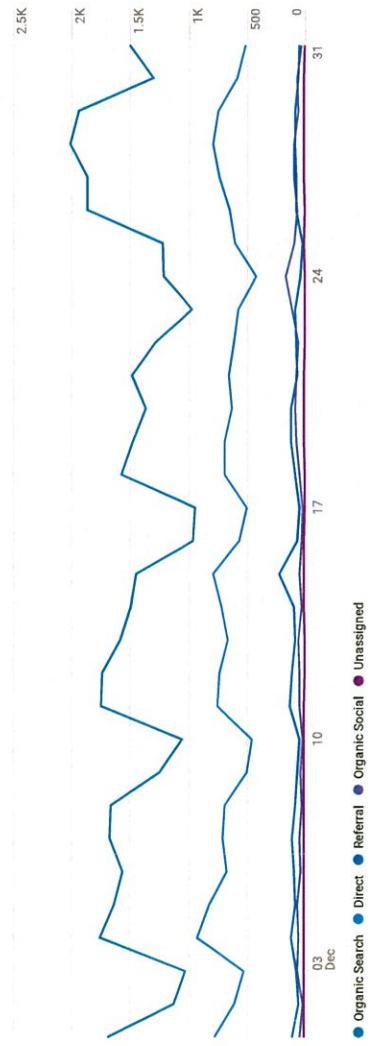


Page path and screen class	↓ Views	Users	Views per user	Average engagement time	Event count
1 /	181,225 100% of total	57,335 100% of total	3.16 Avg 0%	57s Avg 0%	539,459 100% of total
2 /pay-city-utility-bill	23,846	14,291	1.67	19s	66,815
3 /online-payments	21,297	12,942	1.65	16s	75,716
4 /403.html	11,080	7,104	1.56	12s	28,921
5 /residents-visitors/animal-welfare/adopt-pet	10,468	281	37.25	17s	11,130
6 /residents-visitors/animal-welfare	8,149	4,422	1.84	21s	27,243
7 /your-government/departments/utilities/sanitation/holiday-schedule	6,620	4,141	1.60	14s	21,221
8 /public-safety/police-department/crime-prevention-data/departments-activity-reports	5,203	3,757	1.38	20s	13,578
9 /residents-visitors/trash-recycling	3,640	1,851	1.97	41s	25,272
10 /your-government/departments/human-resources/job-opportunities	3,369	2,405	1.40	44s	11,303
	3,234	2,154	1.50	1m 11s	10,011

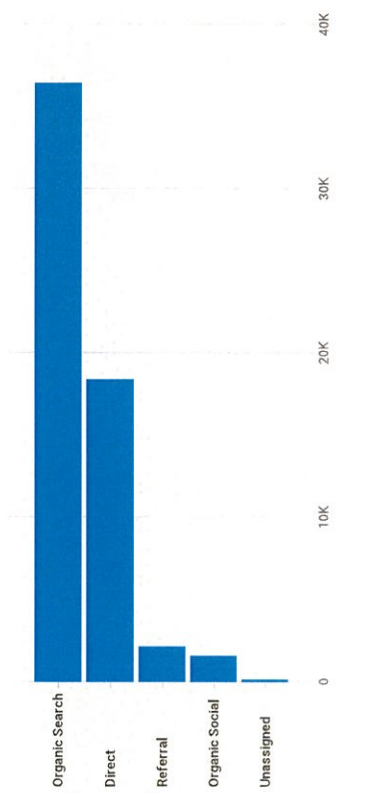
Custom Dec 1 - Dec 31, 2023

Monthly Site Traffic

Users by Session default channel group over time



Users by Session default channel group



Session default channel group	Users	Sessions	Engaged sessions	Average engagement time per session	Engaged sessions per user	Events per session	Engagement rate	Event count
1 Organic Search	57,335 100% of total	91,694 100% of total	55,170 100% of total	35s Avg 0%	0.96 Avg 0%	5.88 Avg 0%	60.17% Avg 0%	539,459 100% of total
2 Direct	36,431	61,860	40,533	40s	1.11	5.96	65.52%	368,778
3 Referral	18,405	24,036	11,779	23s	0.64	5.41	49.01%	130,023
4 Organic Social	2,154	3,385	1,826	43s	0.85	6.99	53.94%	23,667
5 Unassigned	1,583	1,941	909	18s	0.57	5.59	46.83%	10,847
6 Organic Video	131	162	0	1m 29s	0.00	37.67	0%	6,103
7 Email	6	9	3	15s	0.50	4.00	33.33%	36
	1	2	1	0s	1.00	2.50	50%	5

MONTHLY REPORT - LEGAL DEPARTMENT
December 2023 Report
(Submitted January 12, 2024)

MONTHLY HIGHLIGHTS:

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

This case was filed on December 29, 2023. It arises out of an automobile accident between a City sanitation truck and a bus driven by an Embark employee.

LIST OF PENDING CASES:

UNITED STATES COURT OF APPEALS FOR THE TENTH CIRCUIT

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

UNITED STATES DISTRICT COURT, EASTERN DISTRICT OF NEW YORK

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

UNITED STATES DISTRICT COURT, WESTERN DISTRICT OF OKLAHOMA

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

Reid 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. IAFE, 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)
Jaclyn Jacobs v. City of Norman and Norman Utilities Authority, CJ-2022-794 (K)
Jane Doe v. S. Carter, Norman Regional Hospital Authority, and John and Jane Does, and or DBA Doe Medical Entity, CJ-2022-1348, CJ-2020-606 (K)
City v. Loeffler & Ashford Investments, LLC, CV-2022-1182 (M)
City v. Lonnie Hodges, CV-2020-2922
The Norman Petition Initiative No. 2021-1, Case No. CV-2020-2384 (K)
McCarver v. City of Norman, CJ-2013-128 TS (K)
Remy v. Hall, et al., Case No. CV-2017-1853 (K, S)
Shaz Investment Group, LLC v. City of Norman, CJ-2021-1044 (K)
West Lindsey Center Investors, LLC v. City of Norman, et al., CJ-2022-693 (K)

B. *Condemnation Proceedings*

City of Norman v. Chastain Oil Company, a Corporation, et al., CV-2015-677 (M)
City of Norman v. West Lindsey Center Investors, LLC, et al., CV-2015-671 (M)
City of Norman v. 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). At the parties' December 15th Status Conference, the case was reset for an April 2024 trial so that the parties could further pursue settlement discussions.
City of Norman v. Hallbrooke Development Group One, LLC, et al., CJ-2021-228 (M). At the parties' December 15th Status Conference, the case was reset for an April 2024 trial so that the parties could further pursue settlement discussions.
City of Norman v. D&J Land, LLC, et al., CJ-2022-251 (M).

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

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

D. *Municipal Court Appeals*

None

E. *Small Claims Court*

None

F. *Board of Adjustment Appeals*

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

LABOR / ADMINISTRATIVE PROCEEDINGS

A. *Grievance & Arbitration Proceedings (K)*

This office has assisted with the following grievances:

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

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

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

AFSCME Grievance FYE 23-03 – (Parks Employees)

AFSCME Grievance FYE 23-08 – (AFSCME Group Grievance)

AFSCME Grievance FYE 23-09 – (Brian Jones)

AFSCME Grievance FYE 24-01 – (April Waggoner)

AFSCME Grievance FYE 24-02 – (Hemsley, Boggs, Garner)

AFSCME Grievance FYE 24-03 – (Boggs, Whiteside, Cole)

AFSCME Grievance FYE 24-04 – (Jeremy Boggs)

AFSCME Grievance FYE 24-06 – (Ross – Discipline)

AFSCME Grievance FYE 24-07 – (Whiteside – Oral Reprimand)

AFSCME Grievance FYE 24-08 – (Whiteside - Harassment)

IAFF Grievance FYE 21 – Carl Shanon Smith – Improper Compensation

IAFF Grievance FYE 22 – Source Documents

IAFF Grievance FYE 23 – Matt Ferris – Discipline

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

IAFF Grievance FYE 23 – Battalion Chief Source Document Grievance

IAFF Grievance FYE 23 – Change in Medical Benefits

IAFF Grievance FYE 23 – Change in Conditions of Employment

IAFF Grievance FYE-23 - Selective Progressive Discipline Grievance

IAFF Grievance FYE-23 - Failure to Compensate for Working Out of Classification

IAFF Grievance FYE-23 - Wellness Program

IAFF Grievance FYE-23 - Mass Casualty /Active Shooter Response

IAFF Grievance FYE-24 – Non-Emergency Call Back

FOP Grievance FYE-23 – Wellness Program

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

B. Equal Employment Opportunity Commission (EEOC)

None

C. Contested Unemployment Claims (OESC)

Julia K. Yoon (Planner) - Discharged

MUNICIPAL COURT PROSECUTIONS

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

Month	<u>ADULT CASES</u>			<u>JUVENILE CASES</u>			<u>COURT SESSIONS</u>		
	<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	163	1	5	9	3	8	4
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	1,901	114	156	63	95	118	59

WORKERS' COMPENSATION COURT

The total number cases pending as of December 2023 are 16. A request for reopen was received in December and the City Council approved a Settlement in January. The remaining cases are proceeding in active litigation in the Oklahoma Workers' Compensation Commission/Court of Existing Claims. The current breakdown of pending Workers' Compensation cases by work area have been reviewed and updated for accuracy is as follows:

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

List of Pending Cases

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

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

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

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

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

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

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

(Fire, Suppression, Firefighter, Binaural Hearing Loss)

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

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

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

(Fire, suppression, Firefighter)

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

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

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

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

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

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

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

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

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

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

(PD/Narcotics/MPO/Sergeant, Right Knee

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

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

Robertson, Kellee v. City of Norman, WCC 2010-13896 F

(Police, Narcotics, MPO, Respiratory System/Lungs, Circulatory System Organs of the Body and Whole Person)

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

(Fire, Suppression, Firefighter, Lower Back)

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

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

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 December 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	2	4
Planning			1	2	
Police	2	4	8	8	3
Public Works – other		2	5	2	2
Public Works – Stormwater				1	
Public Works – Engineering					1
Public Works – Streets	2	6	8	10	9
Utilities – other		2			
Utilities – Water		2	16	6	11
Utilities – Sanitation	2	8	7	6	12
Utilities – Sewer	1	4	3	4	5
TOTAL CLAIMS	7	33	56	51	63

CURRENT CLAIM STATUS	FYE 24 TO DATE	FYE 23	FYE 22	FYE 21
Claims Filed	33	56	51	63
Claims Open and Under Consideration	15	0	0	0
Claims Not Accepted Under Statute/Other	1	4	3	10
Claims Paid Administratively	8	25	15	11
Claims Paid Through Council Approval	2	2	2	7
Claims Resulting in a Lawsuit for FY	0	0	5	3
Claims Barred by Statute (No Further Action Allowed)	0	23	26	32
Claims in Denied Status (Still Subject to Lawsuit)	7	2	0	0

MUNICIPAL COURT

8

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

CASES FILED

	<u>FY24</u>		<u>FY23</u>	
	<u>DECEMBER</u>	<u>Y-T-D</u>	<u>DECEMBER</u>	<u>Y-T-D</u>
Traffic	546	4,006	287	1,941
Non-Traffic	269	1,706	229	1,271
SUB TOTAL	815	5,712	516	3,212
Parking	706	4,638	418	4,224
GRAND TOTAL	1,521	10,350	934	7,436

CASES DISPOSED

	<u>FY24</u>		<u>FY23</u>	
	<u>DECEMBER</u>	<u>Y-T-D</u>	<u>DECEMBER</u>	<u>Y-T-D</u>
Traffic	498	3,795	250	1,921
Non-Traffic	164	1,359	174	1,295
SUB TOTAL	662	5,154	424	3,216
Parking	582	3,793	414	3,320
GRAND TOTAL	1,244	8,947	838	6,536

REVENUE

	<u>FY24</u>		<u>FY23</u>	
	<u>DECEMBER</u>	<u>Y-T-D</u>	<u>DECEMBER</u>	<u>Y-T-D</u>
Traffic	\$ 49,739.59	\$ 426,463.90	\$ 27,492.45	\$ 216,234.87
Non-Traffic	\$ 11,360.21	\$ 116,707.89	\$ 13,702.26	\$ 117,418.59
SUB TOTAL	\$ 61,099.80	\$ 543,171.79	\$ 41,194.71	\$ 333,653.46
Parking	\$ 17,355.00	\$ 123,012.00	\$ 18,975.00	\$ 122,500.00
GRAND TOTAL	\$ 78,454.80	\$ 666,183.79	\$ 60,169.71	\$ 456,153.46

MUNICIPAL COURT - MONTHLY REPORT
December 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 30 new cases and closed 26 cases during the month of December 2023. 6 Mediations were held.

PARKS AND RECREATION

9

DECEMBER 2023
RECREATION DIVISION
MONTHLY REPORT

Norman Senior Center: The Norman Senior Center closed its doors on Friday, December 29, 2023. Many faithful Canasta players and a few domino players frequented the facility up until its closing. The new Adult Wellness Education Center will continue to offer Canasta, dominoes, and programming enjoyed by so many, plus much more!

Since 1968, the Norman Senior Center welcomed so many who participated in various art, physical, leisure activities, and special events, not to mention all the trips that were taken over the years, both domestic and international. The words of wisdom and hilarious tales will be missed, along with those who have passed on. On behalf of the City of Norman Parks and Recreation Department, goodbye Norman Senior Center! Thank you for the memories!

Little Axe Community Center: December was filled with Christmas events all month. The after-school program totaled 112 kids for December and the children had a visit from Santa while enjoying cookies and milk. The center served 768 meals on wheels to the Little Axe Community. The center partnered with a local church and delivered 56 Christmas food baskets to families in the community.

12th Avenue Recreation Center: The 12th Avenue Recreation Center averaged 30 students per day for the month of December. Norman Public Schools was out from December 21st – January 3rd and during that time, 12th Avenue held an out of school camp that had 41 children enrolled. Campers got to decorate their own holiday cookies with green icing and colorful sprinkles before Christmas and have a fun day in their pajamas! The Center was closed on the 25th and 26th in observance of Christmas and opened back up on the 27th. The City of Norman AFSCME held their December meetings at 12th Avenue on the 9th and 20th and three birthday rentals also took place in December.

Irving Recreation Center: The After School Program continued at Irving this month with 28 and we implemented a new way for patrons to sign in which helped us utilize the online feature we set up last year to better track attendance.

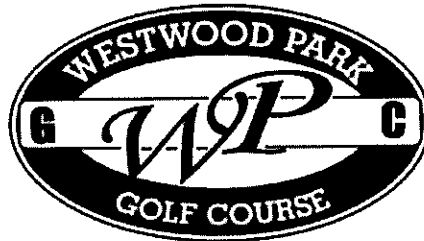
Whittier Recreation Center: The After School Program continued at Whittier with 31 children. The average daily attendance was about 21 children. At the top of the month, we implemented a new way for patrons to sign in which helped us utilize the online feature we set up last year to better track attendance.

FACILITY ATTENDANCE:	Month	Year to Date
Norman Senior Center	200	3,253
Little Axe Community Center	1,893	11,084
12th Avenue Recreation Center	987	7,596
Irving Recreation Center	378	2,386
Whittier Recreation Center	297	2,845
Reaves Center	300	1,500
Tennis Center	2,553	20,370

December 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	0	522.25		70.5	944.50
Trim Mowing	7	3234.25		410	5376.00
Chemical Spraying	0	431.00		4	1027.00
Fertilization	0	10.00		0	18.00
Park Tree Work	54	647.00		0	735.00
Street Tree Work	0	8.00		0	91.00
Trash Maintenance	417	2558.00		84	2447.75
Sprinkler Maintenance	93.25	665.00		0	1052.75
Watering	0	6.00		0	279.00
Painting	0	0.00		78	415.00
Landscape Maintenance	359.5	1596.75		0	1708.75
Seeding/Sodding	0	41.00		278	613.00
Ballfield Maintenance	0	28.00		52	341.00
Fence Repairs	24	190.00		0	263.50
Equipment Repairs/Maintenance	93.5	1211.50		0	1374.50
Material Hauling	14	153.50		54.5	497.25
Snow/Ice Removal	0	0.00		19.01	520.27
Christmas Setup	36	913.00		0	264.75
Vector Control	0	99.00		0	114.00
Events	86	304.00		21	201.00
Vandalism Repair	4	235.00		0	210.50
Trail Maintenance	0	54.00		0	8.00
Playground Maintenance	1	470.00		13	891.75
Restroom Maintenance	59.75	90.75		77	622.50
Carpentry/Welding	136	385.00		0	441.00
Shop Time	63	345.75		0	493.00
Special Projects	198.75	935.00		62	2481.00
Miscellaneous	170.5	724.75		129	1881.25

WESTWOOD/NORMAN MUNICIPAL AUTHORITY 9A



DECEMBER 2023

Westwood Golf Course Division Monthly Progress Report

ACTIVITY	DEC FYE'24	DEC FYE'23
Regular Green Fees	428	305
Senior Green Fees	251	194
Junior Fees	72	54
School Fees (high school golf team players)	21	28
Advanced Fees (high school golf team pre-pay)	0	0
Annual Fees (Regular, Senior & Junior Members)	685	454
Employee Comp Rounds	306	170
Golf Passport Rounds	0	0
9-Hole Green Fee	118	63
2:00 Fees	110	55
4:00 Fees	0	0
Dusk Fees or 5:00 Fees	29	15
PGA Comp Rounds	0	0
*Rainchecks (not counted in total round count)	6	15
Misc Promo Fees (birthday, players cards, OU student)	36	73
Green Fee Adjustments (fee difference on rainchecks)	2	3
Total Rounds (*not included in total round count)	2058	1414
% change from FY '23	45.54%	
Range Tokens	1255	884
% change from FY '23	41.97%	
18 - Hole Carts	79	58
9 - Hole Carts	14	13
½ / 18 - Hole Carts	496	348
½ / 9 - Hole Carts	124	56
Total Carts	713	475
% change from FY '23	50.11%	
18 - Hole Trail Fees	0	0
9 - Hole Trail Fees	0	0
18 - Hole Senior Trail Fees	0	0
9-Hole Senior Trail Fees	0	0
Total Trail Fees	0	0
% change from FY '23	0.00%	
TOTAL REVENUE	\$89,617.37	\$51,177.51
% change from FY '23	75.11%	

**DECEMBER 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	\$34,815.06	\$276,833.48	\$21,247.44	\$282,232.77
Driving Range	\$6,442.74	\$65,272.19	\$3,906.93	\$70,124.06
Cart Rental	\$16,741.10	\$145,605.00	\$10,065.13	\$151,859.89
Golf Classes	\$0.00	\$0.00	\$0.00	\$0.00
Golf Shop Rentals	\$149.88	\$1,663.62	\$0.00	\$0.00
USGA Handicap Fees	\$0.00	\$1,848.50	\$0.00	\$0.00
Golf Cart Capital	\$740.60	\$8,861.02	\$0.00	\$0.00
Golf Merchandise	\$21,222.63	\$106,689.19	\$0.00	\$0.00
Restaurant	\$5,216.52	\$94,085.47	\$11,384.74	\$112,070.53
Insufficient Check Charge	\$0.00	\$0.00	\$0.00	\$0.00
Interest Earnings	\$4,288.84	\$127,901.45	\$4,573.27	\$9,659.48
TOTAL INCOME	\$89,617.37	\$828,759.92	\$51,177.51	\$625,946.73
Expenditures	\$85,649.87	\$724,662.94	\$76,142.35	\$569,694.88
Income vs Expenditures	\$3,967.50	\$104,096.98	(\$24,964.84)	\$56,251.85
Rounds of Golf	2058	18743	1414	19066

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

The greens are presently dormant and there is a small amount of cool season brown patch on a few greens. The Drainage project on #1 hole is 80% installed. We have installed pipe from #7 greenside pond to south of #2 green. As weather allows, we will continue toward #1 fairway crossing and tie into the drainage pipe that originates from the swimming pool and parking lots. Our in-house bunker renovation project will continue with #2 green bunker next to be renovated. We have been doing many repairs to the driving range irrigation system. This is an important first step to improving the driving range facility. Tree work is also on our near future plans. This work requires soil conditions to be on the dry side to minimize impact to the course. Equipment maintenance and sharpening is being completed as the weather keeps us from our above listed projects.

DECEMBER 2023
WESTWOOD POOL
MONTHLY REPORT

FINANCIAL INFORMATION

	FYE 2024 MTD	FYE 2024 YTD	FYE 2023 YTD	FYE 2022 TOTAL
Swim Pool Passes	\$980.00	\$2,010.00	\$2,435.00	\$410,413.50
Swim Pool Gate Admission	\$0.00	\$186,635.00	\$0.00	\$269,113.00
Swim Lesson Fees	\$0.00	\$5,810.15	\$0.00	\$82,874.00
Pool Rental	\$0.00	\$47,927.56	\$0.00	\$41,515.00
Locker Fees	\$0.00	\$0.00	\$0.00	\$0.00
Pool Classes	\$0.00	\$677.00	\$0.00	\$27,333.00
Pool Merchandise Sales	\$0.00	\$236.44	\$0.00	\$0.00
Concessions	\$0.00	\$104,250.55	\$0.00	166,989.10
TOTAL INCOME	\$980.00	\$347,546.70	\$2,435.00	\$998,237.60
Expenditures	\$23,187.26	\$694,741.65	\$14,671.06	\$406,410.58
Income verses Expenditures	(\$22,207.26)	(\$347,194.95)	(\$12,236.06)	\$591,827.02

ATTENDANCE INFORMATION

	FYE 2024 MTD Dec-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

	Labor hours	Labor cost	MATERIAL	TOTAL COST
CUSTODIAL	254.00	\$ 6,141.80	\$ 26,613.76	\$ 32,755.56
DOORS	17.50	\$ 669.74	\$ 1.44	\$ 671.18
ELECTRICAL	179.00	\$ 6,821.76	\$ 2,479.03	\$ 9,300.79
ELEVATORS	4.00	\$ 148.96	\$ 60.00	\$ 208.96
HVAC	88.50	\$ 3,173.02	\$ 42,369.32	\$ 45,542.34
MISC	56.50	\$ 2,155.12	\$ 28,975.33	\$ 31,130.45
PEST	-	\$ -	\$ -	\$ -
PLUMBING	145.00	\$ 5,509.68	\$ 3,676.37	\$ 9,186.05
ROOFS	-	\$ -	\$ 1,995.30	\$ 1,995.30
INDIRECT	177.50	\$ 6,672.56	\$ 423.74	\$ 7,096.30
MISC	-	\$ -	\$ -	\$ -
TOTAL	922.00	\$ 31,292.63	\$ 106,594.29	\$ 137,886.92

	Labor hours			Labor cost		Material Cost	TOTAL COST
Indirect	448.5	13447.435	7270.11			20717.545	
12th Ave Rec	16.5	622.445	120			742.445	
718 Porter	4.5	170.86	0			170.86	
Adult Wellness	46	1729.77	1624.17			3353.94	
Andrews Park	1	37.24	0			37.24	
Animal Welfare	9	346.75	13346.33			13693.08	
Bldg A - Courts	15	575.22	2232.5			2807.72	
Bldg B - Police	29	1085.87	2301.87			3387.74	
Bldg C - HR/IT	1	35.71	1193.56			1229.27	
Bldg D - Development Center	31	1148.43	997.5			2145.93	
Bus Turnaround	0	0	0			0	
Central Library	20	718.79	11032.62			11751.41	
City Hall	14	520.27	0			520.27	
CNG Station	1	37.24	0			37.24	
Compactors	0	0	0			0	
Compost	3	116.64	10.78			127.42	
Container Maintenance	1	35.71	4.61			40.32	
Dumpster Barn	0	0	0			0	
East Library	11	416.42	124.42			540.84	
ECOC	2	74.48	0			74.48	
Environmental Services	0	0	0			0	
Facility Maintenance	1	38.88	0			38.88	
Fire Admin	0	0	0			0	
Fire Station 1	5.5	208.1	25.11			233.21	
Fire Station 2	6	214.26	318.65			532.91	
Fire Station 3	7	259.37	1260.6			1519.97	
Fire Station 4	4	152.24	41.33			193.57	
Fire Station 5	0	0	6275			6275	
Fire Station 6	2	74.48	0			74.48	
Fire Station 7	8	299.56	98.78			398.34	
Fire Station 8	12.5	472.06	60			532.06	

	Labor hours	Labor cost	Material Cost	TOTAL COST
Fire Station 9	7	267.24	17707.32	17974.56
Firehouse Art	0	0	0	0
Fleet	7	259.15	4.94	264.09
Griffin Park	4	148.96	388.59	537.55
Historical House	0	0	0	0
Household Hazardous Waste	0	0	0	0
Irving Rec	1	38.88	0	38.88
Legacy Park	0	0	0	0
Legacy Trail	1	37.24	0	37.24
Lift Stations	0	0	0	0
Line Maintenance	10	377.54	419.7	797.24
Lions Memorial Park	0	0	0	0
Lions NE Park	0	0	0	0
Lions Park	2	74.48	0	74.48
Little Axe Rec	19.5	746.08	152.6	898.68
Moore-Lindsay Historical				
House Museum	0	0	0	0
Neighborhood Parks	60	2332.8	391.26	2724.06
NIC - Norman Investigation				
Center	10.5	392.99	768.01	1161
Normandy Park	1	37.24	0	37.24
Park Maintenance	0	0	0	0
Parks	0	0	0	0
Radio Towers	0	0	0	0
Reaves Garden Center	0	0	0	0
Reaves Park	10	385.52	222.01	607.53
Rotary Park	0	0	0	0
Ruby Grant Park	9	333.74	0	333.74
Sanitation	0	0	0	0
Santa Fe Depot	5	181.72	212	393.72
Senior Center	7	272.16	0	272.16

	Labor hours	Labor cost	Material Cost	TOTAL COST
Shooting Range	3	113.47	0	113.47
Sooner Theater	3.5	127.28	64.6	191.88
Special Ops	0	0	0	0
Stormwater	0	0	0	0
Streets	2	77.76	14	91.76
Traffic Controls	0	0	642.4	642.4
Transfer Station	4	147.43	15	162.43
Transit	0	0	0	0
Transit/EVT	3.5	128.81	0	128.81
Warming Shelter	7	259.15	16115.29	16374.44
Water Reclamation Facility	18	669.01	1526.62	2195.63
Water Towers	0	0	0	0
Water Treatment Plant	0	0	0	0
Water Wells	1	38.88	0	38.88
Westwood Golf	8.5	319.93	1323.6	1643.53
Westwood Pools	0	0	0	0
Westwood Tennis	4	152.24	1.44	153.68
Whittier Rec	2	71.42	0	71.42
YFAC	12	463.28	18286.97	18750.25
TOTAL	922	31292.63	106594.29	137886.92

PLANNING AND COMMUNITY DEVELOPMENT 10



**CITY OF NORMAN
DEVELOPMENT SERVICES DIVISION PERMIT ACTIVITY
DECEMBER 2023 RESIDENTIAL TOTALS**

CATEGORY/DESCRIPTION	COUNT	VALUATION
TOTAL	111	\$18,011,527.36
Residential, New Construction	31	\$14,816,440.00
Residential Duplex, New Construction	2	\$215,600.00
Residential, New Manufactured Home	1	\$5,000.00
Residential, Storm Shelter	12	\$53,900.00
Residential, Addition/Alteration	1	\$70,000.00
Residential, Carport	2	\$7,232.57
Residential, Storage Building	19	\$1,248,164.96
Residential, Fire Repair	2	\$255,000.00
Residential, Swimming Pool	8	\$674,327.00
Residential, Manufactured Home Replacement	0	\$0.00
Residential, Solar	23	\$598,410.83
Residential, Paving	9	\$67,452.00
Multi-Family, New Construction 3+ Family	0	\$0.00
Multi-Family, Addition/Alteration	0	\$0.00
Multi-Family, Foundation	0	\$0.00
Multi-Family, Fire Repair	0	\$0.00
Residential, Roll off	0	\$0.00
Other, Roll off	0	\$0.00
Seasonal Storage Container	0	\$0.00
Storage Container	0	\$0.00

RESIDENTIAL



CITY OF NORMAN
DEVELOPMENT SERVICES DIVISION PERMIT ACTIVITY
DECEMBER 2023 NON RESIDENTIAL

Report Category	Permit Number	Date	Valuation	Address	Area	Zoning	Ward	Subdivision	Contractor / Tenant
		8	\$10,421,568.00						
Commercial, New Construction	PRNR202305360	12/01/23	\$9,020,000.00	3051 ALAMEDA ST	196	RM-6	6	CITY PROPERTY EAST	NORMAN PUBLIC LIBRARY
	PRNONR202304326	12/21/23	\$7,500,000.00	591 INTERSTATE DR	25079	C-2	2	WESTPORT PROF PARK	NORMAN HYUNDAI
	PRNR202305161	12/22/23	\$1,500,000.00	3002 BROCE DR	5809	I-1	8	BROCE INDUSTRIAL PK	COMM CHRISTIAN SCHOOL
Commercial, Parking		0	\$0.00						
Commercial, New Shell		0	\$0.00						
Commercial, Addition / Alteration	PRAD202305202	12/04/23	\$1,276,568.00	3780 108TH AVE SE	2400	A-2	5	NOT SUBDIVIDED	RILEY MM GROW
	PRAD202305365	12/11/23	\$50,000.00	3201 BROCE DR	908	I-1	8	BROCE INDUST TR 2	MCCOY TREE SURGERY
	PRAD202305282	12/12/23	\$80,000.00	3075 CLASSEN BLVD, UNIT:109	2091	C-2	5	SOUTH LAKE 11	AT&T
	PRAD202305396	12/19/23	\$978,568.00	313 N WEBSTER AVE C	2300	I-1	4	ORIGINAL TOWN	CITY OF NORMAN
Commercial, Fire Commercial, New Foundation		0	\$0.00						
		1	\$125,000.00						
	PRFO202305545	12/06/23	\$125,000.00	3101 36TH AVE NW	9817	I-1	8	PRINCE #1	OG&E
Commercial, Temporary Bldg./Const Trailer		0	\$0.00						
Total		8	\$10,421,568.00						

NON-RESIDENTIAL



**CITY OF NORMAN
DEVELOPMENT SERVICES DIVISION PERMIT ACTIVITY
DECEMBER 2023 NON-RESIDENTIAL TOTALS**

	CATEGORY/DESCRIPTION	COUNT	VALUATION
	TOTAL	8	\$10,421,568.00
NON-RESIDENTIAL	COMMERCIAL, NEW CONSTRUCTION	3	\$9,020,000.00
	COMMERCIAL, PARKING LOT	0	\$0.00
	COMMERCIAL, NEW SHELL BUILDING	0	\$0.00
	COMMERCIAL, ADDITION/ALTERATION	4	\$1,276,568.00
	COMMERCIAL, FIRE REPAIR	0	\$0.00
	COMMERCIAL, FIRE REPAIR	1	\$125,000.00
	COMMERCIAL, TEMP BLDG/CONST TRAILER	0	\$0.00



CITY OF NORMAN
DEVELOPMENT SERVICES DIVISION PERMIT ACTIVITY
DECEMBER 2023

GROUP	CATEGORY	2023		2022	
		No of Permits	Valuation	No of Permits	Valuation
RESIDENTIAL	Residential, New Construction	364	\$142,749,195.00	377	\$129,686,849.00
	Residential Duplex, New Construction	8	\$1,334,512.00	14	\$3,112,640.00
	Residential, New Manufactured Home	10	\$1,488,826.00	7	\$727,004.00
	Residential, Storm Shelter	340	\$1,369,648.00	203	\$885,764.00
	Residential, Addition/Alteration	107	\$7,422,804.00	149	\$10,537,515.00
	Residential, Carport	32	\$226,425.57	3	\$9,045.00
	Residential, Storage Building	139	\$5,695,401.96	142	\$6,882,423.00
	Residential, Fire Repair	46	\$4,417,476.00	50	\$650,270.00
	Residential, Swimming Pool	97	\$8,675,680.00	106	\$8,534,028.00
	Residential, Manufactured Home Replacement	5	\$464,900.00	4	\$355,535.00
	Residential, Solar	238	\$7,860,681.83	176	\$6,284,099.00
	Residential, Paving	92	\$945,375.00	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	1517	\$192,708,862.36	1365	\$176,038,178.00	
NON-RESIDENTIAL		No of Permits	Valuation	No of Permits	Valuation
	Commercial, New Construction	33	\$110,625,200.00	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	125	\$60,201,370.00	187	\$129,958,667.00
	Commercial, Fire Repair	4	\$2,375,000.00	2	\$302,814.00
	Commercial, New Foundation	3	\$1,930,000.00	7	\$2,200,200.00
	Commercial, Temporary Bldg./Const Trailer	25	\$326,580.00	37	\$359,904.00
Sub Total for: NON-RESIDENTIAL	198	\$177,861,850.00	289	\$250,340,812.00	
OTHER ACTIVITY		No of Permits	Valuation	No of Permits	Valuation
	Electrical Permits	1730	-	1652	-
	Heat/Air/Refrigeration Permits	1716	-	1719	-
	Plumbing and Gas Permits	1837	-	1812	-
	Sign Permits	503	-	506	-
	Water Well Permits	29	-	33	-
	Garage Sale Permits	683	-	577	-
	Structure Moving Permits	23	-	20	-
	Demo-Residential Permits	31	-	38	-
	Demo-Non-Residential Permits	7	-	8	-
	Certificate of Occupancy (CO)	1116	-	1159	-
	All Field Inspections	25516	-	27637	-
Sub Total for: OTHER ACTIVITY	33191	-	35161	-	
Total	34906	\$370,570,712.36	36815	\$426,378,990.00	



CITY OF NORMAN
DEVELOPMENT SERVICES DIVISION PERMIT ACTIVITY
DECEMBER 2023

Report Category Desc	Permit Number	Date Issued	Valuation	Address	Area (Sq Ft)	Zoning	Ward	Subdivision	Contractor / Tenant
		111							
		31	\$18,011,527.36						
Residential, New Construction	PRSF202305250	12/01/23	\$14,816,440.00	4605 NORTHERFIELDS LN	4223	R-1	8	CARRINGTON PLACE 14	LANDMARK FINE HOMES, LP.
	PRSF202305206	12/04/23	\$1,750,000.00	2610 HIGHBURY DR	6071	PUD	8	VILLAS AT ASHTON GROVE	BYRD BUILDING CONSULTING, LLC
	PRSF202305146	12/04/23	\$365,000.00	505 VINTAGE DR	2532	PUD	6	VINTAGE CREEK ADDITION	STONEWALL HOMES, LLC.
	PRSF202305383	12/05/23	\$1,000,000.00	6613 WESTERN SKY DR	8635	A-2	5	NOT SUBDIVIDED	STONEWALL HOMES, LLC.
	PRSF202304963	12/06/23	\$415,000.00	3907 ATTICUS AVE	3206	R-1	7	CEDAR LANE 3	HALOKA HOMES, LLC.
	PRSF202305266	12/07/23	\$379,820.00	1110 MUIR FOREST WAY	3688	PUD	6	RED CANYON RANCH SEC 8	IDEAL HOMES OF NORMAN
	PRSF202305337	12/08/23	\$400,000.00	1915 BURNING TREE	3772	R-1	6	HALLBROOKE 6	ARMSTRONG HOMES
	PRSF202305441	12/08/23	\$206,360.00	3613 CASSIDY DR	2070	PUD	8	FLINT HILLS SEC. #1	IDEAL HOMES OF NORMAN
	PRSF202305452	12/11/23	\$379,820.00	3825 MUIR FOREST WAY	3688	PUD	6	RED CANYON RANCH SEC 8	IDEAL HOMES OF NORMAN
	PRSF202305450	12/11/23	\$248,360.00	1112 MOUNT IRVING WAY	2534	PUD	6	RED CANYON RANCH SEC 8	IDEAL HOMES OF NORMAN
	PRSF202305443	12/11/23	\$262,080.00	3766 MUIR FOREST WAY	2627	PUD	6	RED CANYON RANCH SEC 8	IDEAL HOMES OF NORMAN
	PRSF202305449	12/11/23	\$306,320.00	3759 MUIR FOREST WAY	3016	PUD	6	RED CANYON RANCH SEC 8	IDEAL HOMES OF NORMAN
	PRSF202305390	12/11/23	\$297,640.00	1104 MOUNT IRVING WAY	2950	PUD	6	RED CANYON RANCH SEC 8	IDEAL HOMES OF NORMAN
	PRSF202305332	12/11/23	\$284,700.00	1108 MOUNT IRVING WAY	3020	PUD	6	RED CANYON RANCH SEC 8	IDEAL HOMES OF NORMAN
	PRSF202305384	12/11/23	\$294,700.00	3821 MUIR FOREST WAY	2984	PUD	6	RED CANYON RANCH SEC 8	IDEAL HOMES OF NORMAN
	PRSF202305291	12/11/23	\$266,980.00	3763 MUIR FOREST WAY	3055	PUD	6	RED CANYON RANCH SEC 8	IDEAL HOMES OF NORMAN
	PRSF202305330	12/11/23	\$308,700.00	3755 MUIR FOREST WAY	3290	PUD	6	RED CANYON RANCH SEC 8	IDEAL HOMES OF NORMAN
	PRSF202305413	12/11/23	\$1,800,000.00	4410 CRITTENDEN DR	7770	PUD	8	ASHTON GROVE 2	MAJESTIC FINE HOMES, LLC.
	PRSF202305487	12/14/23	\$420,000.00	1606 ZAYDEN LN	3175	R-1	7	CEDAR LANE 3	TABER BUILT HOMES, LLC.
	PRSF202305574	12/14/23	\$260,000.00	3617 CASSIDY DR.	2301	PUD	6	FLINT HILLS SEC. #1	LANDMARK FINE HOMES, LP.
	PRSF202305575	12/14/23	\$270,000.00	3621 CASSIDY DR	2331	PUD	6	FLINT HILLS SEC. #1	LANDMARK FINE HOMES, LP.
	PRSF202305500	12/14/23	\$525,000.00	4221 DUSTY TRL	3629	PUD	3	GLENRIDGE 3	STONEWALL HOMES, LLC.
	PRSF202305563	12/14/23	\$259,980.00	623 RED CEDAR WAY	2519	PUD	6	GREENLEAF TRAILS ADD 12	IDEAL HOMES OF NORMAN
	PRSF202305623	12/15/23	\$259,980.00	3021 RED CEDAR WAY	2519	PUD	6	GREENLEAF TRAILS ADD 12	IDEAL HOMES OF NORMAN
	PRSF202305680	12/19/23	\$383,000.00	1610 ZAYDEN LN	2845	R-1	7	CEDAR LANE 3	TABER BUILT HOMES, LLC.
	PRSF202305682	12/19/23	\$370,000.00	1702 ZAYDEN LN	2730	R-1	7	CEDAR LANE 3	TABER BUILT HOMES, LLC.
	PRSF202305630	12/19/23	\$254,000.00	3614 CASSIDY DR	2461	PUD	6	FLINT HILLS SEC. #1	Nicholas Lee Ashlock
	PRSF202305695	12/21/23	\$795,000.00	5525 E LINDSEY ST	4377	A-2	5	HALEY ESTATES NRCOS	DAVID CADDELL CONSTRUCTION
	PRSF202305537	12/21/23	\$499,000.00	704 FOX HOLLOW DR	3286	PUD	6	VINTAGE CREEK	BROOKFIELD CUSTOM HOMES, LLC.
	PRSF202305488	12/21/23	\$475,000.00	5803 JOHN DALTON RD	4106	A-2	5	JOHN DALTON RIDGE COS 2021-15	RIVERSTONE HOMES
	PRSF202305567	12/22/23	\$450,000.00	4629 KINGSLAND RD	4516	R-1	8	CARRINGTON PLACE 14	Baer Hall Homes Inc - Craig Hall
Residential Duplex, New Construction		2	\$215,600.00						
	PRDU202305475	12/01/23	\$46,200.00	109 N FINDLAY AVE	330	R-2	4	ORIGINAL TOWN	ERIC HAYS
	PRDU202305474	12/01/23	\$169,400.00	107 N FINDLAY AVE	1210	R-2	4	ORIGINAL TOWN	ERIC HAYS
Residential, New Manufactured Home		1	\$5,000.00						
	PRMIF202305168	12/05/23	\$5,000.00	6655 ALAMEDA ST	2280	A-2	5	NOT SUBDIVIDED	Mikal Eddlemon
Residential, Storm Shelter		13	\$56,400.00						
	PRSS202305442	12/01/23	\$3,500.00	2508 FAWN RUN XING	24	R-1	6	DEERFIELD 6	STORM SAFE SHELTER, LLC



CITY OF NORMAN
DEVELOPMENT SERVICES DIVISION PERMIT ACTIVITY
DECEMBER 2023

PRSS202305263	12/01/23	\$5,000.00	4605 NORTHERFIELDS LN	30	R-1	8	CARRINGTON PLACE 14	LANDMARK FINE HOMES, LP.
PRSS202305342	12/01/23	\$3,500.00	2000 BARRINGTON DR	40	R-1	6	HALL PARK 7	GROUND ZERO SHELTERS
PRSS202305219	12/04/23	\$3,800.00	1871 ROLLING HILLS DR	30	R-1	2	WEST ADD	STORM SAFE
PRSS202305502	12/04/23	\$10,000.00	2805 CRITTENDEN DR	128	PUD	8	ASHTON GROVE SEC. 3	HOME CREATIONS, INC.
PRSS202305518	12/05/23	\$3,500.00	316 PAXTON CT	31	R-1	8	HAWTHORNE PLACE 4	GROUND ZERO STORM SHELTERS
PRSS202305640	12/14/23	\$2,450.00	2221 ARCADY AVE	23	R-1	5	BELLATONA SEC 3	HOME CREATIONS, INC.
PRSS202305687	12/15/23	\$2,500.00	1702 ZAYDEN LN	24	R-1	7	CEDAR LANE 3	STORM SAFE
PRSS202305679	12/15/23	\$3,300.00	3604 CRAIL DR	30	R-1	8	BERKELEY 7	FLAT SAFE TORNADO SHELTERS
PRSS202305686	12/15/23	\$2,500.00	1610 ZAYDEN LN	28	R-1	7	CEDAR LANE 3	TABER BUILT HOMES, LLC.
PRSS202305801	12/20/23	\$2,500.00	1606 ZAYDEN LN	30	R-1	7	CEDAR LANE 3	STORM SAFE
PRSS202305883	12/28/23	\$2,500.00	3208 BIRMINGHAM DR	28				STORM SAFE
PRSS202305812	12/28/23	\$11,350.00	11011 E LINDSEY ST	30	A-2	5	NOT SUBDIVIDED	OZ SAFEROOMS TECHNOLOGIES, INC
1		\$70,000.00						
PRAD202305180	12/01/23	\$70,000.00	13200 E. CEDAR LANE RD	1165	A-2	5	NOT SUBDIVIDED	Jared Spear
2		\$7,232.57						
PRCP202305142	12/05/23	\$432.57	723 N FINDLAY AVE	150	R-1	4	ELLIOTT	Carol Anne Golden
PRCP202305520	12/12/23	\$6,800.00	2509 WILDWOOD LN NE	480	R-1	6	WILDWOOD ESTATES #3	MILIAN, LAZARO JULIAN & DELIA C
19		\$1,248,164.96						
PRAB202304976	12/4/2023	\$15,000.00	5803 FLOYD COX DR S	900	RE	5	PRIDE 130	STERLING PRICE WELDING
PRAD202305381	12/04/23	\$150,000.00	1425 BEVERLY HILLS ST	2271	R-1	2	BERRY ESTATES 1	LAW CONSTRUCTION
PRAB202305351	12/04/23	\$81,872.29	212 HOFFMAN DR	2400	RE	5	HOFFMAN HEIGHTS	GOTCHA COVERED INC.
PRAB202305091	12/04/23	\$60,000.00	3609 PIONEER ST NW	400	R-1	3	MARLATT	Lance Webb
PRDB202305309	12/05/23	\$87,620.67	740 DEANS ROW AVE	800	CCFB	4	LARSHS UNIVERSITY	TLC RENOVATION
PRAD202305423	12/08/23	\$125,000.00	512 W SYMMES ST	1862	R-1	4	WAGGONER'S FIRST	SWIFTCO DEVELOPMENT
PRAB202305486	12/11/23	\$10,000.00	11717 ALAMEDA DR	100	A-2	5	NOT SUBDIVIDED	BRENT CORNMAN CONSTRUCTION
PRAB202305392	12/11/23	\$15,000.00	3312 LOLA RD	840	RE	5	LITTLE AXE ACRES	MAXON, STEPHEN
PRAB202305542	12/14/23	\$50,000.00	2450 CREEDE RD	2400	A-2	3	NOT SUBDIVIDED	Jason Vincent
PRAB202305673	12/14/23	\$4,000.00	1622 WILSHIRE AVE	192	R-1	2	WESTLAND	Evelyn Preuss
PRAD202305676	12/15/23	\$200,000.00	725 W TIMBERDELL RD	3700	R-1	4	WETZLER ADD AMENDED PLAT	LEGENDARY FLIPS LLC
PRAD202305644	12/19/23	\$65,000.00	1402 CONCHO DR	2400	A-2	5	LAGO RANCHERO	David Shearer
PRDB202305677	12/19/23	\$242,280.00	1404 JAMI DR	1732	R-1	4	BOYD'S LANDING	Rudy Khouti
PRAD202305696	12/19/23	\$35,392.00	3520 CRAMPTON GAP WAY	192	PUD	8	GREENLEAF TRAILS 10	SUNROOMS & MORE
PRAD202305683	12/21/23	\$3,000.00	12501 APPLEWOOD LN	300	A-2	5	WHISPERING OAKS (SURVEY)	DURHAM, LARRY DEWAYNE-REV TRT
PRAD202305672	12/21/23	\$10,000.00	2508 TRAILWOOD DR	534	PUD	8	TRAILWOODS SEC 4	IDEAL HOMES OF NORMAN
PRAD202305704	12/21/23	\$32,000.00	1357 TARMAN CIR	240	R-1	4	LINCOLN TERRACE ADD	Alma Mendoza
PRAD202305614	12/29/23	\$20,000.00	1008 N SHERRY AVE	751	R-1	2	WOODSLAWN 2	SH RENOVATIONS
PRAB202305751	12/29/23	\$62,000.00	3020 TWIN ACRES DR	1500	R-1	6	TWIN ACRES	DWYER, STEPHEN P II & JULIE M
2		\$255,000.00						
PRDB202305793	12/22/23	\$250,000.00	2829 MARBEL DR	2298	R-1	8	HIGHLAND VILLAGE 4	POWER ROOFING & CONSTRUCTION
PRDB202305867	12/28/23	\$5,000.00	2551 CYPRESS AVE	100	R-1	2	COLLEGE MANOR B 1-4	LEECH, GARY
8		\$674,327.00						

Residential,
Addition/Alter
ation

Residential,
Camp

Residential,
Storage
Building

Residential,
Fire Repair

Residential,
Swimming



CITY OF NORMAN
DEVELOPMENT SERVICES DIVISION PERMIT ACTIVITY
DECEMBER 2023

Pool

PRPO202305338	12/06/23	\$111,447.00	2204 REGIS CT	1202	R-1	6	HALL PARK #6	BLUE HAVEN POOLS OF OK
PRPO202305252	12/07/23	\$150,000.00	4305 HACKNEY WICK RD	1667	R-1	8	CARRINGTON PLACE ADD #12	BE SAFE STORM SHELTERS LLC
PRPO202305314	12/08/23	\$75,000.00	2660 CARIBOU CT	1120	RE	6	DEERFIELD 6	ROSE HILL BUILDERS
PRPO202305494	12/08/23	\$98,000.00	4600 HIGHLAND LAKE DR	1108	RE	5	HIGHLAND HILLS 3	FOX POOLS OF CENTRAL OK
PRPO202305532	12/11/23	\$64,880.00	1516 KESTREL CT	541	R-1	6	SUTTON PLACE 7	SPARTAN POOLS & PATIO
PRPO202305548	12/14/23	\$75,000.00	628 SUMMIT CREST LN	431	R-1	1	SUMMIT LAKES 7	ROSE HILL BUILDERS
PRPO202305551	12/15/23	\$100,000.00	4800 E CEDAR LANE RD	1000	A-2	5	NOT SUBDIVIDED	Creative Pools LLC

Residential,
Manufactured
Home
Residential,
Solar

0		\$0.00						
23		\$598,410.83						
PRSO202305369	12/01/23	\$31,200.00	1415 OAKHURST AVE		R-1	1	OAKHURST ADD	OKIE SOLAR
KW: 10.4								
PRSO202305419	12/01/23	\$14,004.90	2108 NATCHEZ DR		R-1	1	COLONIAL EST #11	NIVO SOLAR
KW: 5.265								
PRSO202305247	12/01/23	\$18,400.00	4100 NIGHT HAWK DR		R-1	7	EAGLE CLIFF 8	GREEN LIGHT SOLAR
KW: 9.2								
PRSO202305308	12/01/23	\$53,430.00	5150 N BROADWAY		A-2	6	ROLLING MEADOWS (COS)	SOLAR POWER OF OKLAHOMA
KW: 17.8								
PRSO202305489	12/05/23	\$25,830.00	1810 LOGAN DR		R-1	2	WESTWOOD ESTATES	SUNTRIA
KW: 8.61								
PRSO202305541	12/06/23	\$22,140.00	509 CORONADO AVE		R-1	1	SUNRISE HEIGHTS SEC #2	SUNTRIA
KW: 7.38								
PRSO202305528	12/06/23	\$15,600.00	2701 SUMMIT CROSSING		R-1	1	SUMMIT LAKES SEC. 11	ANOVA HOMES, LLC
KW: 5.265								
PRSO202305371	12/08/23	\$20,400.00	1412 BARKLEY ST		R-1	4	UNIVERSITY HEIGHTS	MY ROOF SOLAR
KW: 6.8								
PRSO202305484	12/08/23	\$15,900.00	1809 BARON DR		R-1	6	ALAMEDA PARK 2	SUNTRIA
KW: 5.33								
PRSO202305576	12/08/23	\$21,420.00	2812 E EAST LAKE DR		R-1	5	EAST RIDGE 5	ION DEVELOPER LLC DBA ION SOLA
KW: 7.14								
PRSO202305497	12/12/23	\$19,440.00	1706 CRESTMONT AVE		R-1	2	TOWN & COUNTRY ESTATES	STARRY SOLAR
KW: 6.46								
PRSO202305674	12/15/23	\$51,940.82	4508 EAGLE OWL DR		R-1	7	EAGLE CLIFF SOUTH 2	NIVO SOLAR
KW: 9.315								
PRSO202305720	12/15/23	\$4,410.00	4220 BROWNWOOD LN		R-1	8	CARRINGTON PLACE ADD #2	ION DEVELOPER LLC DBA ION SOLA
KW: 6.3								
PRSO202305732	12/15/23	\$15,257.00	1425 HOLLYWOOD AVE		R-1	2	HOLLYWOOD	SHINE SOLAR DBA SHINE AIR
KW: 3.7								
PRSO202305721	12/15/23	\$2,940.00	2808 CREEKVIEW TER		R-1	5	EAST RIDGE 3	ION DEVELOPER LLC DBA ION SOLA
KW: 4.2								
PRSO202305731	12/15/23	\$39,576.18	2625 TRUFFULA CIR		PUD	8	TRAILWOODS SEC 3	AVVIO SERVICES LLC; Shawn Harmon
KW: 7.9								
PRSO202305498	12/18/23	\$77,278.00	8650 PAYTON LN		RE	5	STERLING HEIGHTS	STARRY SOLAR
KW: 12.96								
PRSO202305764	12/21/23	\$8,100.00	1800 CLEARWATER DR		R-1	5	EAST RIDGE ESTATES	ION DEVELOPER LLC DBA ION SOLA
KW: 2.94								
PRSO202305782	12/22/23	\$35,895.00	2917 LEANING ELM DR		R-1	6	WOODCREST EST #7	SOLAR POWER OF OKLAHOMA
KW: 8.88								
PRSO202305760	12/22/23	\$35,500.00	2713 WYANDOTTE WAY		R-1	6	WILDWOOD GREEN 2	SOLAR POWER OF OKLAHOMA
KW: 9.31								
PRSO202305863	12/28/23	\$29,100.91	2708 SUMMIT TERRACE DR		R-1	1	SUMMIT LAKES 8	AVVIO SERVICES LLC
KW: 5.135								
PRSO202305887	12/29/23	\$20,020.01	921 ACCIPITER ST		R-1	7	EAGLE CLIFF SOUTH 2	Freedom Forever Oklahoma, LLC
KW: 7.7								
PRSO202305888	12/29/23	\$20,628.01	2720 FOREST OAKS CIR		R-1	6	WOODCREST ESTATES 4	Freedom Forever Oklahoma, LLC
KW: 8.47								
9		\$67,452.00						
PRPV202305402	12/04/23	\$20,000.00	401 FARMER ST	600	R-1	7	HARDIE RUCKER	Joaquin Delbino
PRPV202305303	12/05/23	\$15,252.00	608 W FRANKLIN RD	270	A-2	6	NOT SUBDIVIDED	THIN LINE CONCRETE CONST.
PRPV202305024	12/05/23	\$7,000.00	1218 DAKOTA ST	1122	R-1	2	SUNSET (NORMAN)	L.T.S Construction & amp; Remodeling, LLC.
PREN202305319	12/08/23	\$2,200.00	1311 GLEN OAKS CT	238	RM-6	1	GLEN OAKS ADD	SILVIA ESPINO
PRPV202305632	12/14/23	\$9,000.00	1318 ANN ARBOR DR	656	R-1	2	FUZZELL'S 2	IDEAL HOMES OF NORMAN
PRPV202305240	12/19/23	\$3,000.00	1510 SUNSET DR	175	R-1	2	EDGEEMERE 4TH ADD	SHEPPARD CONCRETE
PRPV202305513	12/27/23	\$2,000.00	3808 HATTERLY LN	0	R-1	8	WARWICK 3	Bryon Haynes
PRPV202305750	12/28/23	\$8,000.00	1605 PEACH TREE LN	1786	R-1	5	EAST RIDGE 1	MARTINEZ MACIAS SERVICES, LLC

Residential,
Paving

CITY OF NORMAN
DEVELOPMENT SERVICES DIVISION PERMIT ACTIVITY
DECEMBER 2023

PREN202305875 12/28/23 \$1,000.00 601 MIMOSA DR 0 R-1 8 CRYSTAL HEIGHTS Renee Migliorino



POLICE 11



NORMAN POLICE DEPARTMENT

MONTHLY DEPARTMENT OVERVIEW



DECEMBER | 2023

MONTHLY ACTIVITY OVERVIEW

SUMMARY OF REPORTED OFFENSES	2023	5-YEAR AVERAGE	2022
MURDER	0	1	1
SEXUAL ASSAULTS	11	15	20
ROBBERY	3	3	4
AGGRAVATED ASSAULTS	19	21	25
BURGLARY OF BUILDING	27	40	31
LARCENY/THEFT	182	224	260
MOTOR VEHICLE THEFT	34	31	29
ARSON	0	0	1
KIDNAPPING	0	1	0
FRAUD/FORGERY	57	79	99
DUI/APC	34	29	15
PUBLIC INTOXICATION	58	35	40
RUNAWAYS	37	22	18
DRUG VIOLATIONS	46	52	22
THREATS/HARASSMENT	33	32	47
VANDALISM	84	75	77
OTHER	824	836	861
TOTAL REPORTED OFFENSES	1,191	1,199	1,256
TOTAL ARRESTS:	514	469	490
PROTECTIVE CUSTODY:	101	93	100
TOTAL CASE REPORTS*	990	968	1,049
COLLISIONS	221	247	287
FATALITY	0	1	2
INJURY	58	61	75
NON-INJURY	163	185	210
NUMBER OF PEOPLE INJURED	76	84	90
CITATIONS & WARNINGS	1,903	2,164	1,334
TRAFFIC CITATIONS	508	584	268
TRAFFIC WARNINGS	692	1,119	649
PARKING CITATIONS & WARNINGS	703	461	417

COMMUNICATIONS CENTER ACTIVITY OVERVIEW

911 CALLS TAKEN: 5,930

NON-EMERGENCY CALLS TAKEN: 14,650

TOTAL INCOMING CALLS: 22,840

TOTAL CALLS FOR SERVICE GENERATED: 10,830

POLICE CALLS FOR SERVICE: 6,975

OFFICER INITIATED: 2,260

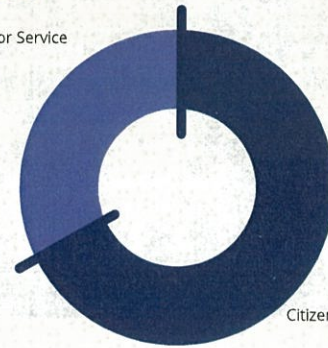
CITIZEN INITIATED: 4,715

OTHER CAD ACTIVITY:

NORMAN FIRE: 1,609

EMSSTAT: 2,215

Officer Initiated Calls for Service
2,260



Citizen Initiated Calls for Service
4,715

INVESTIGATIONS ACTIVITY

CASES CURRENTLY OPEN (2020 TO PRESENT): 417

CASES ASSIGNED DURING THE CURRENT REPORTING PERIOD: 198

CASES CLOSED DURING REPORTING PERIOD: 462

CLEARED BY ARREST / WARRANT: 11

CLEARED BY EXCEPTION: 11

COP FOLLOW-UP: 6

DEACTIVATED: 393

REFERRED TO PATROL: 21

DEACTIVATED DUE TO STAFFING: 19

UNFOUNDED: 1

ANIMAL WELFARE

INTAKES: 242

LIVE RELEASES: 254

LIVE OUTCOME RATE: 93%

ANIMALS FOSTERED: 97

ANIMALS LICENSED: 88

VOLUNTEER HOURS: 239

RECORDS

CUSTOMER SERVICE CONTACTS: 1,732

IN-PERSON CONTACTS: 654

PHONE CONTACTS: 687

EMAIL CONTACTS: 391

DEPARTMENT STAFFING

AUTHORIZED COMMISSIONED: 184

ACTUAL EMPLOYED: 165

AVAILABLE FOR ASSIGNMENT: 140**

AUTHORIZED NON-COMMISSIONED: 76

ACTUAL NON-COMMISSIONED: 66

AVAILABLE FOR ASSIGNMENT: 63**

*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 December 2023



IN SHELTER ANIMAL COUNTS

	2022			2023			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Beginning	89	43	132	92	89	181	49	37%
Ending	97	34	131	93	45	138	7	5%

ANIMAL INTAKES

	2022			2023			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Stray at Large	106	32	138	99	77	176	38	28%
Owner Relinquish	9	42	51	23	14	37	(14)	-27%
Owner Intended Euth	3	1	4	3	0	3	(1)	-25%
Transfer In	0	26	26	0	5	5	(21)	-81%
Other Intakes*	4	0	4	8	1	9	5	125%
Returned Animal	6	2	8	7	5	12	4	50%
TOTAL LIVE INTAKES	128	103	231	140	102	242	11	5%

*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)	3	3	1	1	(2)	-67%
Cat Collected (DOA)	1	1	2	2	1	100%
Wildlife Transferred	0	0	0	0	0	#DIV/0!
Intake Horses	0	0	0	0	0	#DIV/0!
Intake Cows	0	0	0	0	0	#DIV/0!
Intake Goats	0	0	0	0	0	#DIV/0!
Intake Sheep	0	0	0	0	0	#DIV/0!
Intake Rabbits	3	3	1	1	(2)	-67%
Intake Pigs	0	0	0	0	0	#DIV/0!
Intake Other	0	0	0	0	0	#DIV/0!
TOTAL OTHER ITEMS	7	7	4	4	(3)	-43%

LENGTH OF STAY (DAYS)

	2022	2023
	Dog	22.5
Puppy	13.4	17.6
Cat	8.1	19.9
Kitten	9.3	18

OWNER SURRENDER PENDING INTAKE

	Canine	Feline	Other	Total
Animals	220	54	0	274

Norman Animal Welfare Monthly Statistical Report December 2023



LIVE ANIMAL OUTCOMES

	2022			2023			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Adoption	63	75	138	81	108	189	51	37%
Return To Owner	35	5	40	32	6	38	(2)	-5%
Transferred Out	9	6	15	6	4	10	(5)	-33%
Returned to Field	0	24	24	0	17	17	(7)	-29%
Other Outcome	0	0	0	0	0	0	0	#DIV/0!
TOTAL LIVE OUTCOMES	107	110	217	119	135	254	37	17%

OTHER ANIMAL OUTCOMES

	2022			2023			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Died in Care	0	0	0	1	1	2	2	#DIV/0!
Lost in Care	0	0	0	0	0	0	0	#DIV/0!
Shelter Euth	11	1	12	15	1	16	4	33%
Owner Intended Euth	3	1	4	3	0	3	(1)	-25%
TOTAL OTHER OUTCOMES	14	2	16	19	2	21	5	31%

TOTAL OUTCOMES

	2022			2023			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Total Live Outcomes	107	110	217	119	135	254	37	17%
Total Other Outcomes	14	2	16	19	2	21	5	31%
TOTAL OUTCOMES	121	112	233	138	137	275	42	18%

SHELTER EUTHANASIA DATA

				Total	Percentage
	Canine	Feline	Other		
Medical - Sick	1	1	0	2	13%
Medical - Injured	0	0	0	0	0%
Behavior - Aggressive	11	0	0	11	69%
Behavior - Other	3	0	0	3	19%
TOTAL EUTHANASIA	15	1	0	16	

MONTHLY LIVE RELEASE RATE

2022	2023
94.8%	93.4%

Live Outcomes / (Total Outcomes - Owner Int Euth)

PUBLIC WORKS

12

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

ENGINEERING DIVISION

DEVELOPMENT

The Development Manager processed one (1) Final Plat for the Development Committee; one (1) Short Form Plat and three (3) Preliminary Plats for Planning Commission. The Development Engineer reviewed 27 sets of construction plans and 3 punch lists. There were 288 permits reviewed and/or issued. Development Fees were collected in the amount of \$3,818.53.

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 11/20/2023, 95% 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 shipped on 11/3/23, the contractor received the pedestals on 11/10/23. With that in mind, the new completion date is expected to be sometime at the end of January.

The contractor's activities this month were as follows:

- *Completed electrical and plumbing work*
- *Installed building security equipment*
- *Installed network equipment*
- *Began preliminary system testing*
- *Wash system troubleshooting*
- *Pre-final walkthrough to identify unfinished items prior final inspection*

James Garner Phase 2 – Acres Street to Flood Avenue:

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

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

The project involves the following items:

- Construction of a new roadway extension of James Garner Avenue beginning from just north of Acres Street adjacent to the Norman Municipal Library and extending north of Robinson Street to connect to Flood Avenue.
- New multilane roundabout intersection between the Flood Avenue and the new James Garner extension

Monthly Progress Report

Public Works (December 2023)

- A new vehicular and pedestrian bridge over Robinson Street with aesthetics honoring James Garner as the roadway's namesake.
- Reconstruction and extension of the Legacy Trail with improved pedestrian lighting.
- Low Impact Development such as plantings and landscaping in the roadway medians and at bridge abutments to filter runoff and help prevent erosion.
- Reconfigured connections between local streets from Johnson Street to Himes Street.
- Decorative roadway lighting and landscaping.

As of the last pay application on 12/15/2023, 51% of the total contract amount has been expended. Through 12/15/23, 49% of the contract time had expired.

The contractor's activities this month were as follows:

- *Mainline paving north of Robinson St. is complete*
- *Completed installation of ditch liners north of Robinson St.*
- *Completed construction of bridge abutments, slope walls and pier columns*
- *Continued construction of Legacy Trail*
- *Placed all sod south of Robinson St. and along drainage channels*

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.

Monthly Progress Report

Public Works (December 2023)

The contractor's activities this month were as follows:

- *Completed construction of ramps and sidewalks at Robinson St.*
- *Completed construction of sidewalks and Drives between Robinson Street and Johnson St. on west side.*
- *Completed sidewalk near Alameda intersection and installed electrical conduit.*

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 1/2/2024, 80% of the total contract amount has been expended and 41% of the contract time has been expended.

Street Maintenance Bond Programs:

FYE 2023 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 was scheduled to be closed out in January, however due to an extended staff member illness, closeout is now scheduled for February.

FYE 2024 Street Maintenance Bond – Urban Concrete 1

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

The contractor mobilized on October 12, 2023. During December, the contractor completed work on Raleigh Circle and began work on 24th Ave NE between Robinson and Rock Creek.

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 December, the contractor completed worked on 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. The route changes were effective October 16, 2023 after many months of implementation work, including the remodel of 320 E. Comanche into the Norman Transit Center. Staff are continuing to move forward on the next steps as recommended in the plan. Recent work includes:

Go Norman Transit Plan: Vehicle Procurement

- The City is currently in the process of purchasing 5 paratransit vans and due to supply chain and warranty delays, the first two of these vehicles were delivered on December 15, 2023. These vehicles will undergo final inspections and processing before being put into service to replace vehicles that have already been decommissioned. Staff currently anticipates receiving the remaining three vehicles in early 2024. Below is background on this purchase:
 - On December 14, 2021 the City Council passed and adopted resolution R-2122-72 transferring \$346,703 from the Capital Fund Balance to be matched with \$122,812 available in the Public Transit and Parking Fund to be used to replace 5 paratransit vehicles in the Transit Fleet for a total of \$469,515. Due to ongoing supply chain issues the price of the vehicles had increased, however staff were able to identify additional FTA grant funding allocated to Norman to supplement the cost increase and decrease the amount of local match that was provided from the Public Transit and Parking Fund. Resolution R-2122-98 was approved by Council on March 8 transferring an additional \$149,454 (for a total cost of \$584,655) to cover the cost increase. FTA grant OK-2020-026 will be amended to \$496,157 leaving a local match of \$88,508 (a reduction in the local matching funds of \$34,304.)

Microtransit Pilot Program with Via Transportation – Norman On-Demand

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

Transit Monthly Performance Reports

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

PARKING

Holiday Closure of Campus Corner On-Street Metered Parking

At the request of the Campus Corner Merchants Association, on-street parking pay stations in the Campus Corner area have been 'closed' for the holiday season allowing free parking in these areas from December 15, 2023 to January 15, 2024. This time period and request is similar to the past few years. Staff will reopen these parking pay stations following the Martin Luther King Jr. Day holiday.

STREETS DIVISION

CAPITAL PROJECTS:

60th AVENUE SE: POST OAK ROAD TO ETOWAH ROAD

Streets crews worked a deep patch at 60th Avenue SE: Post Oak Road to Etowah Road and required 1,775.67 tons of asphalt for the repair.

CASTLE ROCK ADDITION – CASTLE ROCK ROAD

Streets crews replaced damaged concrete panels at in Castle Rock Addition – Castle Rock Road. This repair required 32.50 cubic yards of concrete and resulted in over 140 square yards repaired.

CASTLE ROCK ADDITION – BROWNWOOD LANE

Streets crews replaced damaged concrete panels at in Castle Rock Addition – Brownwood Lane. This repair required 45 cubic yards of concrete and resulted in over 141 square yards repaired.

ASPHALT OPERATIONS:

CARRINGTON LAKES – DEEP PATCH

Streets crews worked a deep patch at Carrington Lakes and required 28.54 tons of asphalt for the repair.

ROBINSON AVENUE AND PETERS AVENUE – DEEP PATCH

Streets crews worked a deep patch at Robinson Avenue and Peters Avenue and required 12.43 tons of asphalt for the repair.

ROADSIDE OPERATIONS:

ROUTINE POTHOLE PATCHING OPERATIONS

This month approximately 5 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 December, the contractor completed the construction of the flume, the new spillway structure, the new berm, and began excavating the detention basin.

WORK ORDER RESPONSE

Stormwater Division received 17 work order requests and closed 17 work orders.

INFRASTRUCTURE MAINTENANCE

The Infrastructure Maintenance crew replaced a broken concrete apron on Tecumseh. They also assisted the Channel Maintenance crew repair a washout in front of a flume at Highland Village Park. The Infrastructure Maintenance crew finished a pipe replacement project at Saxon Park for the Parks Department. The crew checked 619 inlets and cleaned 268 inlets totaling 1 ton of debris removed in Ward 2.

BOYD STREET STORM SEWER REPAIR

Stormwater and Street Division crews collaborated to repair a stormwater pipe along Boyd Street near the intersection with Lahoma Avenue. The damaged pipe caused a void to develop under the roadway and resulted in a reoccurring pothole located in the inside west bound lane. Public Works crews accessed the pipe during the week of December 18th for repair. Although the temporary repair was completed and the road reopened, asphalt was unavailable to fully repair the road until the week of January 8th.

After further evaluation, it was identified a longer portion of the stormwater pipe will need replaced. Public Works has begun the process to identify and design a more permanent solution and stormwater pipe replacement on Boyd Street from Flood Avenue east to University Avenue.

Monthly Progress Report
Public Works (December 2023)

CHANNEL MAINTENANCE

The Channel Maintenance Crew flushed a stormwater pipe and reshaped ditches at 10116 E. Lindsey. The crew removed debris from Bishop and Merkle Channel totaling 13.5 tons of debris. The Maintenance crew cleaned a flume at 301 Nantucket Blvd. They also repaired a washout in front of a flume at Highland Village Park. The crew continued with the Vineyard bridge cleaning project.

URBAN STREET SWEEPING/CAMERA VAN OPERATIONS

A total of 322 lane miles were swept in December resulting in the removal of approximately 158 tons of debris from various curb-lined streets throughout the city. The crew finished a camera project on Findley Street and Madra Street totaling 1,312 linear feet. The crew checked 284 inlets and cleaned 108 inlets totaling .75 ton of debris removed in Wards 4, and 2.

STORMWATER OKIE LOCATES

During the month of December, 2,622 Call 811 Okie Spots were received. Of those requests, 179 were marked stormwater pipe locates.

FLEET DIVISION

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

FUEL REPORT

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

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

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

MAINTENANCE REPORT

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

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

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

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

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

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

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

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

PRODUCTIVITY REPORT

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

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

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

December 2023
DEVELOPMENT COORDINATION, ENGINEERING
AND PERMIT REVIEW

Subdivision Development:

FYE 2023 Associated Fees

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

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

City Council Review:

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

\$ 1,365.00

Development Committee:

- Final Plats..... 1
- Fee-In-Lieu of Detention..... 0**

\$0.00

Subtotal:

\$1,365.00

\$5,890.00

\$33,465.00

Permits Reviewed/Issued:

(includes Offsite Construction fees)

- **Single Family..... 124
- ***Commercial..... 12
- Multi-Family..... 6
- Addition/Alteration..... 61
- House Moving..... 0
- Paving Only..... 12
- Storage Building..... 0
- Swimming Pool..... 20
- Storm Shelters..... 32
- Public Improvements..... 1
- Temporary Encroachments..... 0
- Fire Line Pits/Misc..... 1
- Franchise Utilities 13
- Other revenue 0
- Flood Plain (@\$100.00 each)..... 4

Total Permits.....

Grand Total.....

***Construction Plan Review Occurrences

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

	\$0.00	\$0.00	
	\$400.00	\$0.00	\$800.00
Total Permits.....	\$2,053.53	\$598.25	\$53,129.27
Grand Total.....	\$3,818.53	\$6,488.25	\$87,414.27
***Construction Plan Review Occurrences	27	22	143
****Punch Lists Prepared.....	3	7	28

* 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

December 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	3	100%
<i>PI #10</i> SINGLE FAMILY BLDG PERMIT REVIEW W/I 3 DAYS	124	100%
<i>PI #11</i> COMMERCIAL BLDG PERMIT REVIEW W/I 7 DAYS	12	100%
<i>PI #12</i> CONSTRUCTION PLAN REVIEW W/I 10 DAYS	27	100%
<i>PI #13</i> FINAL PLAT REVIEW COMPLETED WITHIN 10 DAYS	2	100%



PERFORMANCE REPORT

Transit System Report

November 2023

Purpose

The Transit System Report provides a summary of both internal indicators and performance measures used to evaluate the performance of the EMBARK transportation system for the City of Norman. The internal indicators are mainly used by staff to compare performance to previous periods whereas, the performance measures having

specific targets are more outcome-based and are included in EMBARK's strategic business plan to help demonstrate accomplishments given the resources that are provided. The internal indicators and performance measures included in this report address ridership, dependability, safety and align with EMBARK's mission.

Total Ridership

Total ridership for EMBARK Norman in November 2023 was 32,374 compared to 27,220 in November 2022. The average total daily ridership was 1,295 for November 2023, an 18.92% increase from 1,089 in November 2022. Fiscal-year-to-date ridership is 172,330 passengers, a 38.68% increase from the November 2022 YTD total of 124,265.

The fixed-route service totaled 30,430 for November 2023 compared to 25,295 for November 2022. Average fixed-route daily ridership for November 2023 was 1,140 compared to 1,013 for November 2022, a 12.54% increase. Passengers with bicycles or similar means of travel totaled 683, compared to 720 for November 2022. Passengers with wheelchairs or other mobility devices totaled 426, compared to 359 for November 2022.

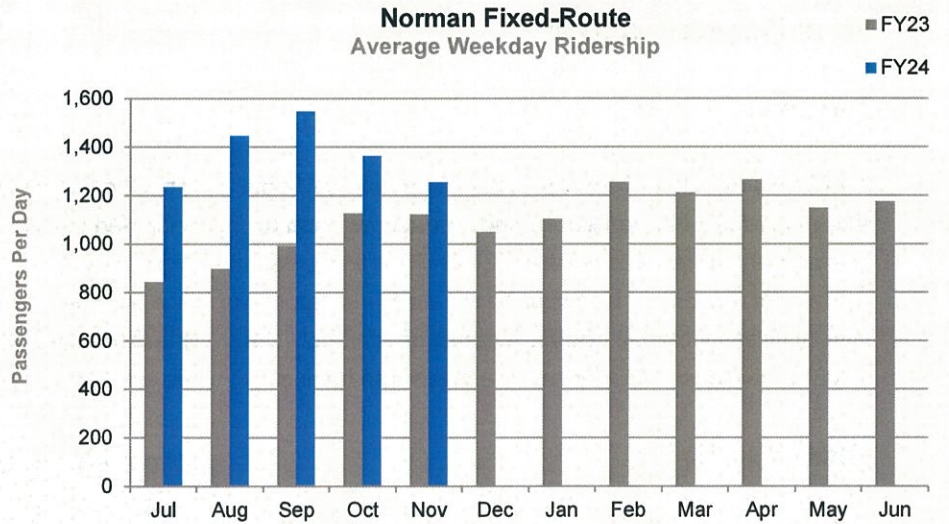
PLUS ridership totaled 1,944 for November 2023, compared to 1,925 for November 2022. The average total PLUS ridership was 78 for November 2023, compared to 77 for November 2022, a 1.30% increase. Passengers with wheelchairs or other mobility devices totaled 336 for November 2023, compared to 373 for November 2022, a 9.92% decrease.

Norman Transit Services	Nov FY24	Nov FY23	+/- Nov FY23
Fixed Routes (M-F)	28,154	23,525	19.68%
110 - Main Street	2,494	4,783	-47.86%
111 - Lindsey East	16,397	11,122	47.43%
112 - Lindsey West	5,369	2,996	79.21%
120 - West Norman*	N/A	238	N/A
121 - Alameda	2,020	4,367	-53.74%
122 - Rock Creek**	1,835	N/A	N/A
144 - Social Security	39	19	105.26%
Fixed Routes (Sat)	2,276	1,570	44.97%
110 - Main Street	268	363	-26.17%
111 - Lindsey East	953	528	80.49%
112 - Lindsey West	706	198	256.57%
121 - Alameda	167	481	-65.28%
122 - Rock Creek**	182	N/A	N/A
PLUS ADA Service	1,944	1,925	0.99%
PLUS (M-F)	1,883	1,859	1.29%
PLUS (Sat)	61	66	-7.58%
Bikes	683	720	-5.14%
Wheelchair	426	359	18.66%
PLUS Wheelchair	336	373	-9.92%
*Route 120 ended service on 10/14/2023			
**Route 122 began service on 10/16/2023			

Fixed Route Weekday Ridership

Total fixed-route weekday ridership for November 2023 was 28,154, a 19.68% increase from 23,525 in November 2022. Average weekday passenger ridership totaled 1,256 in November 2023; a 12.04% increase compared to 1,121 for November 2022. The average RPSH was 17.93.

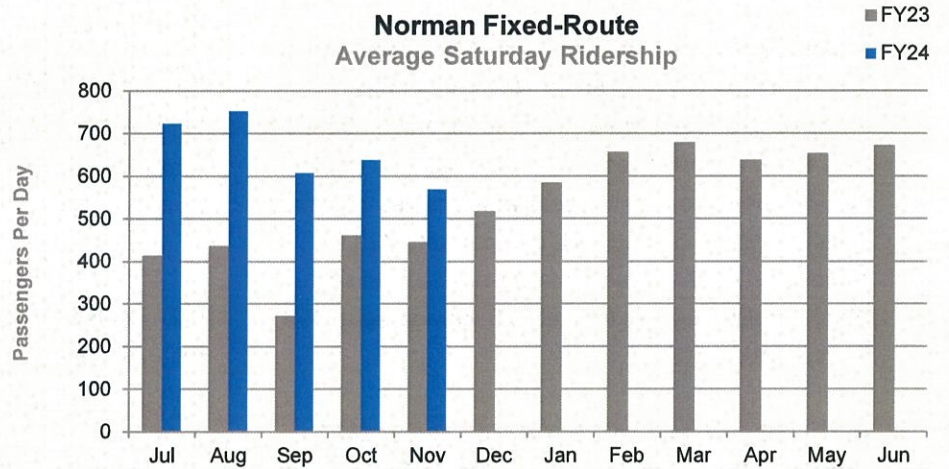
The University of Oklahoma hosted one Friday football game on 11/24.



Fixed Route Saturday Ridership

Total fixed-route Saturday ridership for November 2023 was 2,276, a 44.97% increase from 1,570 in November 2022. Average Saturday passenger ridership totaled 569 for November 2023, a 28.44% increase from 443 in November 2022. The average RPSH was 12.95.

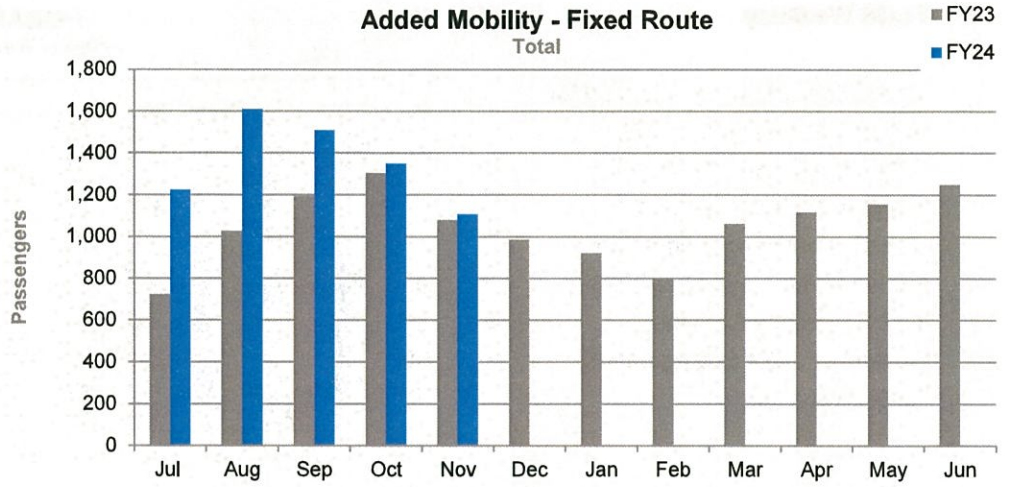
The University of Oklahoma hosted one Saturday football game on 11/11.



Added Mobility – Fixed Route

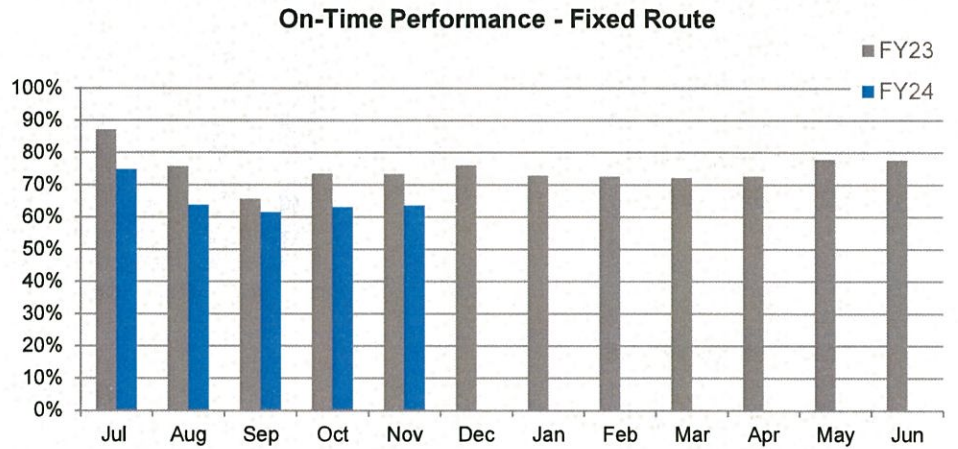
Total passengers with added mobility, such as bikes and wheelchairs, totaled 1,109 for November 2023, a 2.78% increase from 1,079 in November 2022.

Bike passengers totaled 683, a 5.14% decrease from 720 in November 2022. Wheelchair passengers totaled 426, a 18.66% increase from 359 in November 2022.



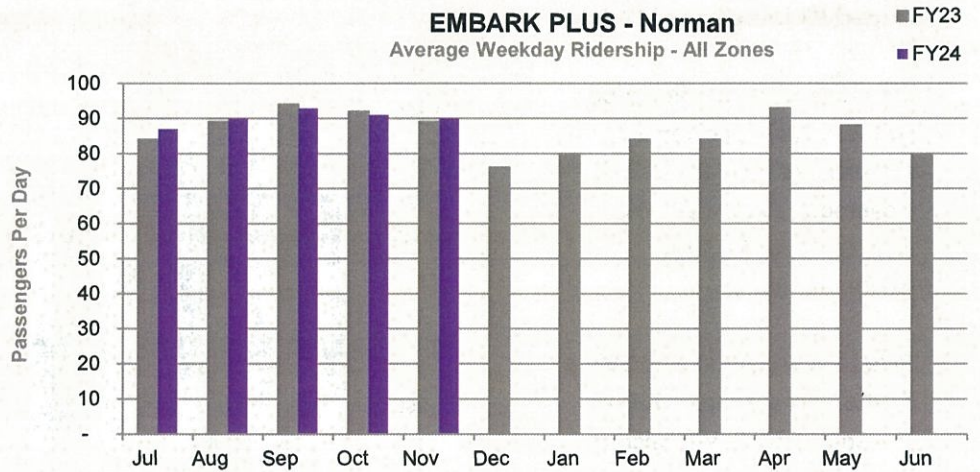
On-Time Performance – Fixed Route

Cumulative on-time performance for fixed-route buses was 63.6% in November 2023, a 9.80% decrease from 73.4% in November 2022.



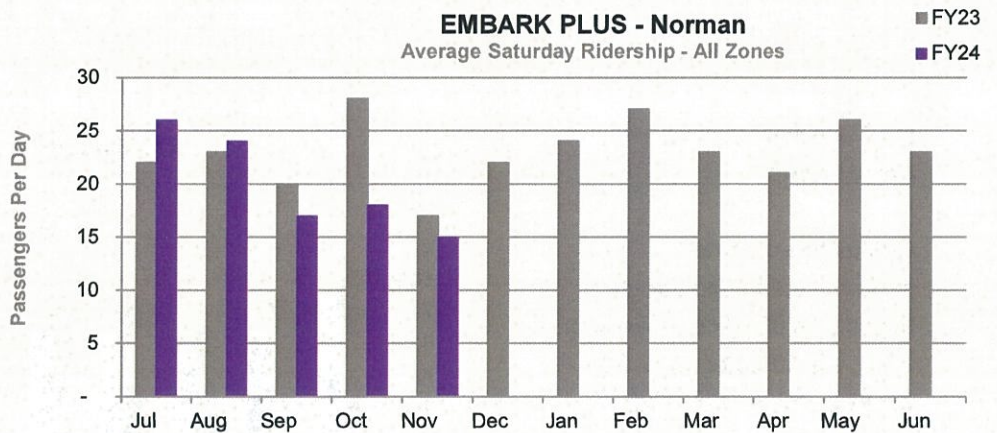
PLUS Weekday

Total PLUS weekday ridership for November 2023 was 1,883, a 1.29% increase from 1,859 in November 2022. Average weekday passenger ridership totaled 90 for November 2023, a 1.12% increase from the November 2022 average of 89. RPSH was 1.32.



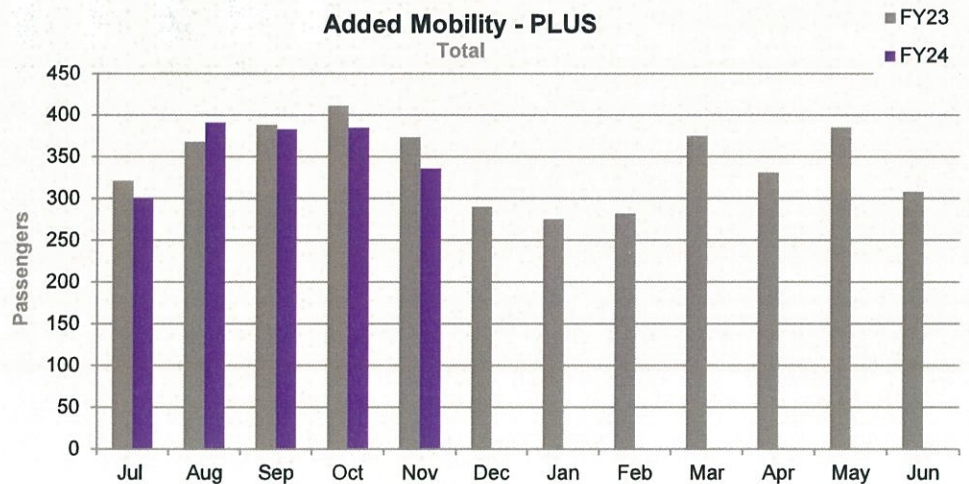
PLUS Saturday

Total PLUS Saturday ridership for November 2023 was 61, a 7.58% decrease from 66 in November 2022. Average Saturday passenger ridership totaled 15 for November 2023, a 9.09% decrease from 17 in November 2022. RPSH was 1.26.



Added Mobility - PLUS

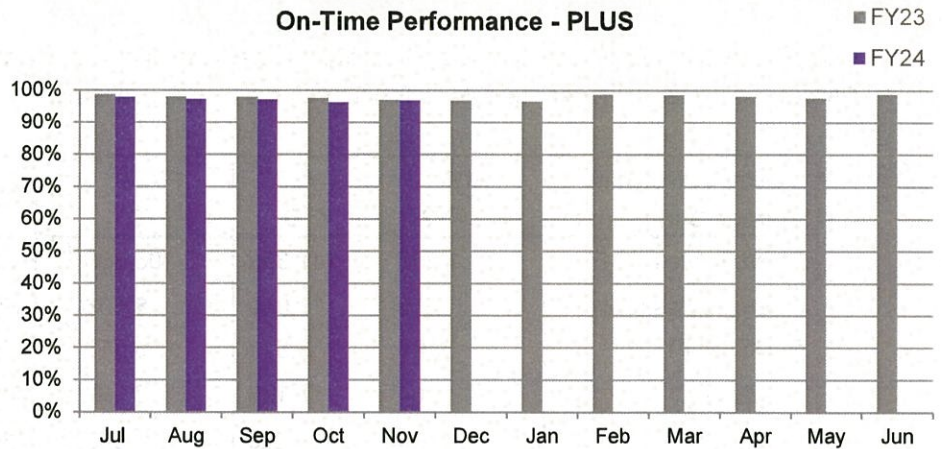
PLUS passengers with added mobility totaled 336 for November 2023, a 9.92% decrease from 373 in November 2022.



On-Time Performance - PLUS

Cumulative on-time performance for PLUS buses was 96.83%, a 0.18% decrease from 97.01% in November 2022.

Weekday on-time performance in the primary zone was 97.41%, a 0.45% increase from 96.96% in November 2022. Weekday on-time performance in the secondary zone was 95.15%, a 1.38% decrease from 96.53% in November 2022. Saturday on-time performance was 98.28%, a 1.72% decrease from 100.00% in November 2022.



PLUS Weekday Service Summary	Nov FY24	Nov FY23	+/- Nov FY23	PLUS Saturday Service Summary	Nov FY24	Nov FY23	+/- Nov FY23
Total Passengers	1,883	1,859	1.29%	Total Passengers	61	66	-7.58%
Total Trips	1,770	1,769	0.06%	Total Trips	58	69	-15.94%
Trips Daily Average	84	89	-5.62%	Trips Daily Average	15	17	-15.94%
Trips Requested	1,826	1,842	-0.87%	Trips Requested	58	71	-18.31%
Denied Trips	56	73	-23.29%	Denied Trips	0	2	-200.00%
Capacity Denials	0	0	0.00%	Capacity Denials	0	0	0.00%
No Show	24	30	-20.00%	No Show	0	3	-300.00%

PLUS Applications	Nov FY24	Nov FY23	+/- Nov FY23
New Applications	18	7	157.14%
Renewals Received	10	10	0.00%
Applications Approved	10	14	-28.57%
Applications Denied	0	0	0.00%

Summary of Services Table: November 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 Nov FY24	FY24 YTD	FY23 YTD	Service Profile	Nov FY24	Nov FY23
Fixed Routes (M-F)	1,256	147,385	105,335	Weekdays	21	21
Fixed Routes (Sat)	569	17,040	8,598	Saturdays	4	4
PLUS (M-F)	90	9,571	9,510	Gamedays	2	2
-Zone 1*	64	7,166	7,967	Holidays	1	1
-Zone 2**	26	2,405	1,543	Weather	1	1
PLUS (Sat)***	15	451	485	Fiscal YTD Days	128	128
				Cal. YTD Days	333	333

*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	162,322	251,881	■
# of Norman paratransit trips provided	10,008	21,000	■
% of on-time Norman paratransit pick-ups	97.07%	98.58%	●
# of Norman bus passengers per service hour, cumulative	19.67	13.04	■
# of Norman bus passengers per day, average	1,247	800*	●
% of Norman required paratransit pick-ups denied due to capacity	0.00%**	0.00%*	●
% of on-time fixed-route arrivals	65.36%	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

November 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	November	Service to Date (8/21/23 – 11/30/23)
Average Walking Distance	<0.10 miles	0.06 miles	0.07 miles
Maximum Walking Distance	0.25 miles	0.24 miles	0.32 miles
Average Rider Wait Time	<15 min	18.3 min	18.2 min
Maximum Rider Wait Time	20 min	58.7*	58.7*
Percentage of Ride Requests Completed Within 20min. Wait Time	>80%	67.53%**	65.99%**

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

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

Additional Performance Measures

Ridership

Norman On-Demand completed 2,850 rides in November 2023, which is a 12.0% increase over the October 2023 total of 2,546. There were a total of 29 completed trips that requested a wheelchair accessible vehicle (WAV) in the month of November.

Ridership	November	Service to Date (8/21/23 – 11/30/23)
Total number of passengers	2,850	8,165
Total number of Trips Completed	1,734	4,881
# of Completed Trips Requesting WAV	29	60

Rider Experience

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

Rider Experience	November	Service to Date (8/21/23 – 11/30/23)
Average Ride Duration	9.4 min	9.7 min
Average Ride Distance	3 miles	3 miles
Average Ride Rating	4.9 (out of 5 stars)	4.9 (out of 5 stars)

Program Engagement and Rider Growth

Since the Norman On-Demand App launched on August 21, 2023, 2,959 individual accounts have been created, which is a 14.7% increase over the October 2023 service to date total of 2,580. Of these accounts about two in five, or 40.3%, have utilized the service at least once. Approximately 16.4% or 485 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 – 11/30/23)		
App Accounts Created Since Launch	2,959	
OU Accounts	N/A	N/A
Active Accounts*	1,737	58.7%
Rider Accounts**	1,192	40.3%
Repeat Rider Accounts***	907	30.7%
*accounts where user has engaged with ride requests at least once		
**accounts with at least 1 completed ride		
***accounts with at least 2 completed rides		

Accidents and Vehicles

There were no accidents that occurred in November 2023. 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 December 2023	FYE 2024 December 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 (tons of material used)	100% 5.00	100%	100% 27.87	100%	95%
Overlay/pave 10 miles per year.	1.00	10%	2.00	20%	100%
Replace 2,000 square yards of concrete pavement panels	258.00	13%	1,521.00	76%	100%
Grade all unpaved alleys two (2) times per year. (approximately 210 blocks)	3.00	1%	12.00	3%	100%
Mow 15 ROW-miles (1,584,000 sf) of Urban right-of-way, eight times per year	-	0%	14,227,016.00	112%	100%
Mow 148 miles of Rural Right-of-way three times per year	-	0%	1,361.00	307%	100%
Debris Removal – pre-positioned contractor on notice 24 hours prior to storm event	-	0%	-	100%	0%
Debris Removal - Issue Notice to Proceed/Task Order with 48 hours of storm event	-	0%	-	100%	0%
Bridge - Maintain 5 non-deficient bridges in a year	-	0%	-	0%	0%
Bridge - Rehab 7 structurally deficient bridges per year through outside contract	-	0%	-	0%	0%
Bridge - Replace one functionally obsolete bridge per year	-	0%	-	0%	0%
Bond Program - Contract all selected projects for the bond year within the same fiscal year		0%	-	100%	0%
Capital Program – Complete all selected projects within the same fiscal year		0%	-	95%	0%

SERVICE EFFORTS AND ACCOMPLISHMENTS FYE 2024

STORMWATER DIVISION					
	FYE 2024 December, 2023	FYE 2024 December, 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)	322.00	64%	2,160.00	36%	85%
Inspect and clean 100% of the urban drainage inlets three times per year. (approximately 5,000 locations)	903.00	9%	6,628.00	66%	65%
Mow 2,271,548 sq.feet of open drainage ways, six times per year	-	0%	4,865,526.00	36%	70%
Collect 60 tons of litter annually from drainage channels and R-O-W in Urban and Rural areas	-	0%	-	0%	100%
*Program was transferred to Utilities 7/23					
Permit all floodplain activities as appropriate.	1.00	1%	8.00		100%

**PUBLIC WORKS
FLEET DIVISION
ACTIVITY REPORT**

December 2023

IN GALLONS	FYE 2024	FUEL REPORT		
	<u>UNLEADED PURCHASED</u>	<u>DIESEL PURCHASED</u>	<u>CNG PURCHASED</u>	
Internal pumps	15,751.00	16,696.00	26,981.13	
Outside - sublet	1,030.00	530.00	3,489.12	
TOTAL	16,781.00	17,226.00	30,470.25	
	<u>UNLEADED CONSUMED</u>	<u>DIESEL CONSUMED</u>	<u>CITY CNG CONSUMED</u>	<u>PUBLIC CNG CONSUMED</u>
Consumption	16,178.80	16,912.90	30,470.25	3,489.12

FYE 2024 TO DATE CONSUMPTION				
TOTAL	<u>UNLEADED CONSUMED</u>	<u>DIESEL CONSUMED</u>	<u>CITY CNG CONSUMED</u>	<u>PUBLIC CNG CONSUMED</u>
Consumption	115,654.22	120,826.04	175,666.07	22,375.24

INTERNAL PRICE PER GALLON:					EXTERNAL PRICE PER GALLON:				
UNLEADED	High	\$2.22	Low	\$2.08	UNLEADED	High	\$2.26	Low	\$2.07
DIESEL	High	\$2.63	Low	\$2.43	DIESEL	High	\$2.61	Low	\$2.41
CNG	High	\$1.28	Low	\$1.28	CNG	High	\$2.10	Low	\$2.10

CONSUMABLE PARTS PURCHASED			PUBLIC CNG SALES	
REPAIR PARTS		\$77,864.78	Month Total Public CNG Sales	\$7,364
OILS/FLUIDS		\$11,521.54	FYE 2024 To Date Public Sales	\$47,103
TIRES		\$26,255.27	LIFE TO DATE CNG GAS GALLON EQUIVALENT	
SUBLET REPAIRS		\$60,743.86	Total Sold Gallons Life To Date	1,105,859
			Total Gross Sales Life To Date	\$1,645,732
TOTAL SPENT ALL parts/sublet		\$176,385.45	Life To Date CNG Gas Gallon Equivalent	
			Total Public/City Through-Put CNG Gallons @ Station:	3,378,973

Light Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	0	4	4	64
EMERGENCY ROAD CALLS	5	13	6	111
PM SERVICES	85	78	83	1,665
INCLEMENT WEATHER	0	0	0	9
WORK ORDERS	155	147	192	4,272
SCHEDULED REPAIRS	85	78	83	1,867
NON SCHEDULED REPAIRS	45	50	51	1,411

Heavy Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	0	3	1	46
EMERGENCY ROAD CALLS	23	10	23	340
PM SERVICES	45	29	35	661
INCLEMENT WEATHER	0	0	0	4
WORK ORDERS	122	130	186	2,915
SCHEDULED REPAIRS	45	29	35	714
NON SCHEDULED REPAIRS	13	9	12	1,379

Transit Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	1	1	0	16
EMERGENCY ROAD CALLS	2	0	0	16
PM SERVICES	9	10	9	206
INCLEMENT WEATHER	0	0	0	1
WORK ORDERS	70	88	81	1,347
SCHEDULED REPAIRS	9	10	9	260
NON SCHEDULED REPAIRS	1	2	0	726

EVT Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	0	2	5	154
EMERGENCY ROAD CALLS	0	0	1	16
PM SERVICES	1	3	2	93
INCLEMENT WEATHER	0	0	0	1
WORK ORDERS	11	19	25	530
SCHEDULED REPAIRS	1	3	2	189
NON SCHEDULED REPAIRS	2	0	1	99

COMBINED SHOPS	CURRENT MONTH	LAST MONTH	TWO MONTHS AGO	YEAR TO DATE
ROAD SERVICE	1	10	10	265
EMERGENCY ROAD CALLS	30	23	30	477
PM SERVICES	140	120	129	2507
INCLEMENT WEATHER	0	0	0	19
WORK ORDERS	358	384	484	8774
SCHEDULED REPAIRS	140	120	129	2963
NON SCHEDULED REPAIRS	61	61	64	3483

**FLEET DIVISION
INVENTORY
December 2023**

FUEL

WESTWOOD GOLF	408.8	gallons	DIESEL	@	3.140	\$	1,283.63
WESTWOOD GOLF	376.2	gallons	UNLEADED	@	2.430	\$	914.17
NORTH BASE	4,508.9	gallons	UNLEADED	@	2.130	\$	9,603.88
NORTH BASE	3,448.0	gallons	DIESEL	@	2.500	\$	8,620.00
FIRE STATION #5	463.4	gallons	UNLEADED	@	2.430	\$	1,126.06
FIRE STATION #5	476.2	gallons	DIESEL	@	2.130	\$	1,014.31
FIRE STATION #6	289.2	gallons	UNLEADED	@	2.160	\$	624.67
FIRE STATION #6	349.9	gallons	DIESEL	@	2.490	\$	871.25
BULK TANKS	1,200.0	gallons	DIESEL	@	2.810	\$	3,372.00

TOTAL	GALLONS:	DOLLAR:
UNLEADED	5,637.7	\$ 12,268.78
DIESEL	5,882.9	\$ 15,161.19

**PUBLIC WORKS FLEET DIVISION
PM COMPLIANCE REPORT**

December FYE 2024

Industry Standard Compliance: Not To Exceed 5%

Department/Division	Number of PMs		Number of PMs Completed LATE	Number of PMs Missed	Current % PENDING	YearToDate Non-Compliance Trend
	Number of PMs Scheduled	Completed On Time				
CITY CLERK						
CITY COUNCIL					0%	0%
BUILDING ADMINISTRATION					0%	0%
MUNICIPAL COURT						
MUNICIPAL COURT					0%	0%
INFORMATION TECHNOLOGY						
INFORMATION TECHNOLOGY					0%	2%
HUMAN RESOURCES						
HUMAN RESOURCES					0%	0%
HUMAN RESOURCES					0%	0%
PLANNING						
PLANNING	2	2			0%	90%
BUILDING INSPECTIONS					0%	0%
CODE COMPLIANCE	2	2			0%	100%
PUBLIC WORKS						
ENGINEERING	1	1			0%	50%
STREETS	25	19	6		0%	79%
STORMWATER	3	3			0%	75%
TRAFFIC	7	7			0%	83%
STORMWATER QUALITY					0%	100%
FLEET	6	6			0%	78%
TRANSIT					0%	0%
POLICE						
ANIMAL CONTROL	1	1			0%	92%
POLICE ADMINISTRATION					0%	50%
POLICE STAFF SERVICES	1	1			0%	71%
POLICE CRIMINAL INVESTIGATIONS	5	5			0%	100%
POLICE PATROL	15	12	1	2	13%	19%
POLICE SPECIAL INVESTIGATIONS	2	1		1	50%	100%
POLICE EMERGENCY COMMUNICATIONS					0%	100%
FIRE						
FIRE ADMINISTRATION					0%	0%
FIRE TRAINING					0%	300%
FIRE PREVENTION					0%	100%
FIRE SUPPRESSION	3	2		1	33%	122%
FIRE DISASTER PREPAREDNESS	1	1			0%	100%
PARKS & RECREATION						
PARK MAINTENANCE	10	8	1	1	10%	85%
PARKS & RECREATION					0%	100%
CUSTODIAL					0%	100%
FACILITY MAINTENANCE					0%	100%
PARKS FORESTRY					0%	100%
PUBLIC SAFETY SALES TAX (PSST)						
PSST POLICE PATROL	6	6			0%	68%
PSST POLICE CRIMINAL INVESTIGATIONS					0%	75%
PSST FIRE SUPPRESSION					0%	100%
CDBG						
PLANNING CDBG					0%	0%
UTILITIES WATER						
UTILITIES ADMINISTRATION					0%	100%
WATER TREATMENT PLANT	2	2			0%	80%
WATER PLANT	2	2			0%	44%
WATER PLANT WELLS	1	1			0%	67%
WATER PLANT LAB					0%	0%
LINE MAINTENANCE ADMIN.					0%	100%
WATER LINE MAINTENANCE	6	3	2	1	17%	100%
UTILITIES INSPECTOR					0%	0%
METER SERVICES					0%	0%
UTILITIES WRF						
WRF ADMIN					0%	100%
WRF INDUSTRIAL					0%	0%
WRF BIOSOLIDS	1	1			0%	50%
WRF OPERATIONS	9	9			0%	53%
SEWER LINE MAINTENANCE	18	16	2		0%	78%
UTILITIES SANITATION						
SANITATION ADMINISTRATION					0%	0%
SANITATION RESIDENTIAL	5	4		1	20%	90%
SANITATION COMMERCIAL	3	1	2	2	67%	88%
SANITATION TRANSFER	3	3			0%	93%
SANITATION COMPOST					0%	111%
SANITATION RECYCLE	1	1			0%	100%
SANITATION YARD WASTE	3	2		1	33%	85%
					0%	0%
UTILITIES EVIROMENTAL						
ENVIROMENTAL & SUSTAINABILITY	1	1			0%	3900%
CITYWIDE TOTAL	144	122	14	10	7%	48%

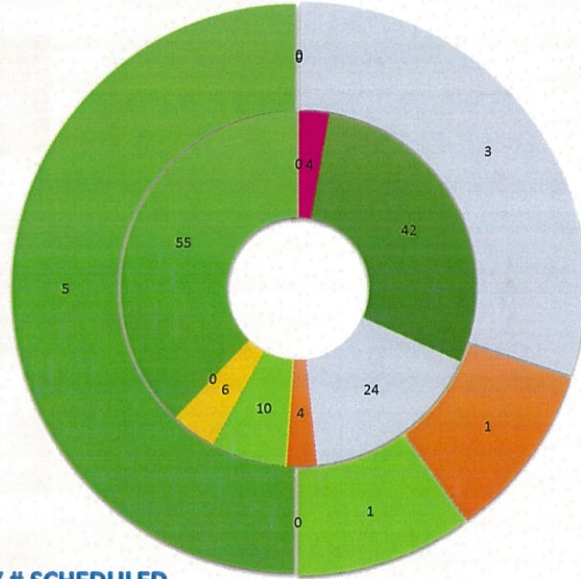
PUBLIC WORKS FLEET DIVISION PM COMPLIANCE REPORT

December FYE 2024

Currently Past Due:

Unit #	Unit Description	Department Division	Current Odometer Reading	Meter or scheduled	Meter Past		ORIGINAL Scheduled DATE	SHOP	Type of SERVICE	LAST PM DONE
PSST										
1211	2016 Ford Interceptor	PSST Patrol	156806	153000	-3806	Miles		Light Repair	PM-A	
Police										
1067	2014 Chevy Tahoe	PD Special Investigations	142013	140000	-2013	Miles	12/13/2023	Light Repair	PM-C	
Utilities										
0223	2016 Peterbilt 320 Frontloader	Sanitation Commercial	12395	12000	-395	Hours	10/3/2023	Heavy Repair	PM-D & PM-T	
0263	2021 Peterbilt 348 Rearloader	Sanitation Yard Waste	3833	3500	-333	Hours	12/28/2023	Heavy Repair	PM-C	
0323	2015 Bomag BW55E Roller	Waterline Maintenance	1/1/2024	12/1/2023	-31	Days	12/12/2023	Light Repair	PM-C	

PM Compliance Report December 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	4	0	0.0%
Public Works	42	0	0.0%
Police	24	3	12.5%
Fire	4	1	25.0%
Parks & Rec.	10	1	10.0%
PSST	6	0	0.0%
CDBG	0	0	0.0%
Utilities	55	5	9.1%
Citywide Total	145	10	6.9%

**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
DECEMBER 2023						
Provide initial response to citizen inquiries within 2 days	82	82	100%	540	540	100%
Provide information requested by citizens within 7 days	82	82	100%	534	534	100%
Complete traffic engineering studies within 45 days.	3	3	100%	11	12	100%
Review subdivision plats, construction traffic control plans, traffic impact statements, and other transportation improvement plans within 7 days.	14	14	100%	114	114	100%
Worker Hours Per Gallon of Paint Installed.	Gallons	Worker Hours	Percentage	Gallons	Worker Hours	Percentage
	8	7.75	97%	1208	368.75	0.31
Thermoplastic legend, arrows, stop bars & crosswalks installed.	Crew Work Days	Total Installations	Average	Crew Work Days	Total Installations	Average
	0.94	9	9.57	8.07	59	7.31
Preventative Maintenance on each traffic signal once a year. Approximately 11 will be performed each month.	Number Performed	Goal Met	Percentage Met	Number Performed	Goal Met	Percentage Met
	15	15	100%	88	88	100%
Response to reports on traffic signal malfunctions within one hour.	Number of Reports	Goal Met	Percentage Met	Number of Reports	Goal Met	Percentage Met
	14	14	100%	115	115	100%
Response to reports of sign damage:						
High Priority Stop or Yield Signs within one hour	14	14	100%	39	39	100%
Lower Priority all other signs within one day	74	74	100%	271	271	100%
Street Name Signs within two weeks	12	12	100%	78	78	100%
Percent of work hours lost due to on the job injuries.	Total Work Hours	Work Hours Lost	Percentage Met	Total Work Hours	Work Hours Lost	Percentage Met
	2880	0	0.00	18760	0	0.00

**PUBLIC WORKS
FLEET DIVISION**
Technician Productivity
Report

FYE 2024

December 2023

MECHANIC	DIRECT LABOR HOURS	INDIVIDUAL PRODUCTIVITY		
		GOAL	ACTUAL	DIFFERENCE
497	114.94	72%	85.8%	13.8%
531	77.84	72%	73.4%	1.4%
642	125.14	72%	84.6%	12.6%
1554	92.84	72%	66.3%	-5.7%
1676	139.06	72%	89.1%	17.1%
2098	82.86	72%	82.9%	10.9%
2300	144.76	72%	92.2%	20.2%
2495	123.29	72%	81.6%	9.6%
2745	153.13	72%	99.4%	27.4%
3001	104.00	72%	72.7%	0.7%
3134	0.00	72%	#DIV/0!	#DIV/0!
3151	134.13	72%	79.8%	7.8%
3167	101.33	72%	85.9%	13.9%
3470	122.43	72%	86.8%	14.8%
3487	87.97	72%	96.7%	24.7%
3502	125.59	72%	86.0%	14.0%
3572	108.66	72%	93.7%	21.7%
3800	114.66	72%	66.3%	-5.7%
3843	113.71	72%	83.6%	11.6%
3968	104.83	72%	89.6%	17.6%
4033	160.86	72%	94.6%	22.6%

DIRECT LABOR HOURS	2332.03
TOTAL AVAILABLE HOURS	2765.00
PRODUCTIVITY GOAL	72.0%
ACTUAL PRODUCTIVITY	84.3%

UTILITIES

13

Monthly Report

December 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 **January** arrival. Sutton Place project in process - pending delivery of standby generator.

Water Line Breaks Total – 15 in December

Water Lines Hit by Contractors – 3 total; 1”

Sewer Line Data

- Total obstruction service requests - 27
- Private Plumbing: 26
- City Infrastructure: 1
- Sanitary Sewer Overflows: 0 on private side, 0 on city side

Lift Station D Flows:

- Days - 31
- Average daily flow: 1.193 MGD
- Total Monthly flow: 36.983 MG

UTILITIES ENGINEERING:

Line Maintenance Building: Project will construct new building for Line Maintenance Division consisting of 60 staff; the existing 11,000 SF building is currently located on North Base property adjacent to the Fleet offices and vehicle servicing areas. This project assumes construction of a new 20,000 SF facility NW of the water treatment plant to house administrative offices, the employee breakroom, fire hydrant/meter repair area as well as areas for numerous water and sewer line repair parts, pump repair parts and a work area for pump repairs and testing. A preliminary meeting was held with City staff to discuss the project and what variances may be required. Additional funding will also be necessary due to the increased cost for the project to meet actual division needs now and into the future. Due to other department priorities, funding for the project was pushed back to FYE 23 so the project has essentially been pushed back one year. Contract K-2122-115 was approved by Council and the Architect and Contractor are working through the process with GMP expected in September 2022. Bid Opening was held on September 7, 2022. 61 bidders submitted bids across the 30 categories of construction work. The total of the Base Bid was approximately \$7.7 Million, including contingencies, insurance, allowances, and other project requirements. Special-use permits were approved by Council on September 27, 2022. Approval of the GMP was held on the October 11, 2022 Council docket. Line Maintenance staff officially moved into the new building on January 4, 2024. Final punchlist items are still being completed, in addition to inspection for the overall Certificate of Occupancy. A meeting was held on January 11, 2024 to discuss repairs and design changes to the road as a lot of the drainage is not being captured by the stormwater controls. We are nearing the end of contract totals for most of the subcontractors work. The pay application for November was revised and received on January 11, 2024, but staff will still need to talk with Crossland about their non-reimbursable numbers. They have been taking them out of

Project Requirements and are now taking them from General Conditions. Additionally, another PO was created with Convergent in order to pay for the card reader needed for the gate access. Gay is in the process of moving design money over to pay for incoming invoices received from Line Maintenance for furniture and other supplies. A request to transfer approximately \$10,000 from another project account will be needed and is in the process of being created.

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

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

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

WASTEWATER PROJECTS:

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 23, 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.

WRF Reuse Pilot Study (WW0317) – Project is a pilot study designed to consider treatment alternatives to produce highly treated effluent at the WRF suitable for Indirect Potable Reuse (IPR) by discharging it into Lake Thunderbird to supplement Norman's available raw water supply. NUA approved a contract with Garver LLC on February 11, 2020 to design the pilot project for various alternative treatment processes to determine if reuse is feasible and, if so, to

recommend the best and most economic treatment technologies for the implementation of a reuse program. In July 2020, NUA approved Amendment No. 1 to Garver's contract which consolidated all pilot study tasks, including procurement/rental of treatment equipment for alternative treatment trains, temporary construction/installation of pilot study equipment and eventual removal of all pilot study equipment, into Garver's contract. During the remainder of 2020, Garver completed pilot study design, and during winter 2020/2021 and spring 2021, temporary construction of Phase I treatment trains, which consisted of one train using an Aqua Nereda patented process and one train using a modified University of Cape Town (mUCT) process was completed. By June 2021, both trains had been commissioned and were operating as intended. As a result, WRF and Garver staff were able to commence the Phase I testing and sampling regimens. In November 2021 and February 2022, skids and trailers containing advanced tertiary processes that were to be pilot tested as part of Phase II and Phase III, respectively, were delivered; temporary construction needed to place them into service was completed; and Phase II and Phase III testing and sampling regimens commenced. Phases I, II, and III and all associated testing and sampling were completed as of June 1, 2022, and Garver's construction subcontractor completed removal of all temporary process equipment by late summer 2022. A first draft copy of the engineering report was submitted for review in December 2022. A second draft was submitted to NUA and, informally, to Oklahoma Department of Environmental Quality (ODEQ) in March 2023. For the rest of 2023, Garver convened regular meetings with ODEQ to review the draft report findings and conclusions in detail. ODEQ is now reviewing a preliminary final version of the report, and it is expected that they will require several months to complete their review. Once ODEQ has approved the report, Garver's Contract calls for submitting the report to a team of independent industry experts who will review and also approve the report's conclusions, at which point, the report will be considered final. This is expected to require several more months after date of ODEQ approval.

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

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

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

Engineer: Garver LLC (Michael "Cole" Niblett)

WRF Dewatering Centrifuge Replacement (WW0326) – Project will replace dewatering centrifuges at WRF. Existing centrifuges are approaching the end of their useful lives, and, consequently, they need excessive maintenance, regular major repairs and increasing polymer feed rates to achieve necessary sludge quality. Moreover, poor service provided by manufacturer often results in extended downtime before necessary repairs are completed. NUA approved a Contract with

Garver, LLC on December 8, 2020 to prepare a design to replace centrifuges, and design for this project commenced immediately thereafter. Throughout 2021, manufacturers of several different dewatering technologies ran demonstration tests that were observed by Garver, WRF and NUA Engineering staff, and WRF and NUA Engineering staff also made several site visits to wastewater treatment plants in the region to observe equipment by other manufacturers/technologies in operation. Based on these demonstrations and site visits, Garver issued a Final Version of the Preliminary Engineering Report in November 2021 recommending hydraulic drive centrifuges as the technology for this project. During winter and spring 2022, Garver and NUA met with representatives from most of the reputable centrifuge manufacturers in the industry to learn more about their equipment and, just as importantly, to learn about their manufacturing and service infrastructure. Based on these meetings, three (3) manufacturers 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.

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 and December 2023 and Amendment No. 1 is on the agenda for City Council for approval on January 9, 2024.

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. (KRCC) has been deemed the lowest and best bidder with a base bid plus bid alternate cost of \$5,468,900.50. A Pre-Work Meeting has been scheduled for early January 2024 and work should commence as soon as KRCC received delivery of materials, which is estimated to be February 2024.

Engineer: Parkhill

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

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

Water Reclamation Facility (WRF) PFAS and Microplastics Fate and Transport: New regulations for PFAS are being promulgated by the EPA for drinking water but future regulations for wastewater effluent and biosolids are envisioned as well. To get information ahead of future rules for wastewater, this project will sample for PFAS and microplastics at

locations throughout the WRF to determine levels through each process, PFAS formation or removal, and percentages of materials within liquid effluent or biosolids. Funding for this work will be from a loan from the Oklahoma Water Resources Board with 100 percent loan forgiveness (i.e., no ratepayer funds to be used). 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 mater plan. In addition, this project will install a non-potable reuse line from Imhoff Road to Constitution Street. Freese and Nichols, Inc. is currently under contract with Public Works to design the widening on Jenkins Avenue and also the intersection improvements at Jenkins Avenue/Constitution Street/Imhoff Street, so staff determined that it would be in the best interest of the NUA to contract with Freese and Nichols, Inc. for this waterline project in order to ensure a cohesive design for both street improvements and the new water lines in this area. The contract with Freese and Nichols was approved by council on April 27, 2021 in the amount of \$95,740. Staff had a project kick-off meeting with engineers on May 27, 2021. Public Works will be combining the waterline work into the ODOT streetscape project. This will save money in restoration costs and allow for a shorter construction period for the entire project. Public Works is reviewing the current waterline plans before sending to engineers for revisions. Final plans, bidding, and construction dates will be determined based on the schedule for the rest of the project. Staff was notified that Public Works is unable to acquire the necessary ROW south of Constitution so the extension of the 16-inch and 24-inch lines are on hold for now.

Flood Avenue Waterline Replacement (WA0328):

Project will replace approximately 12,700 feet of 16-inch water line from Robinson Street to Tecumseh Road, and about 2,900 feet of 12-inch from Tecumseh to Venture Drive with 16-inch C900 PVC pipe. The existing ductile iron pipe is not compatible with the corrosive clay soils. It is failing, causing service disruptions to customers and damage to driveways,

streets, and yards. In combination with this project, the potential for using existing wells along Flood for blending back into the water system using the existing pipe after rehabilitation will be evaluated. Total bids for construction ranged from \$2.9 million to \$3.8 million. Southwest Waterworks was determined to be the lowest responsible bidder at \$2,854,724.50. City Council approved the contract with Southwest Water Works on September 14, 2021 in the amount of \$2,854,724.50. A pre-construction meeting was held on October 6, 2021. Construction began November 3, 2021 and will continue for 330 calendar days. The James Garner waterline between Acres and Robinson was added 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. Staff and Engineers held a public meeting with Norman residents at Franklin Baptist Church on December 11, 2023 to discuss the plans for the new facility. Citizens are mostly concerned about the aesthetics of the facility and would like berms and enough landscaping to hide the facility. Engineers are working on completing 90% plans and incorporation of some additional design elements following the public meeting. Architects are working on getting renderings from the street view and nearby properties to show a more accurate depiction of what nearby homeowners would see.

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

Land Acquisition: Smith Roberts Baldischwiler (Bryan Mitchell)

Disinfection System Engineer: Plummer Associates (Alan Swartz)

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

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

Engineer: Cowan Group Engineering, LLC (Jeff Cowan)

Phase II – Porter Avenue Waterline Replacement (WA0354):

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

Engineer: Garver Engineering (Bret Cabbiness/Sean Price)

Water Treatment Plant Carbon Dioxide Tank Replacement (WA0374):

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

checked against the appropriate pressure. However, Tomco staff noticed one of the heating elements was not working properly during installation of the new apparatus. A 1-year mechanical warranty is required for this tank and Tomco was notified that they need to provide replacement of this as well. The heating element was repaired on 3/10/2023 and all components of the tank are working properly. A final payment was made to Tomco on 3/13/2023.

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

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

Southlake Addition Waterline Replacement (WA0352):

This project will replace approximately 7,500 linear feet of aging waterlines within the Southlake Addition, which is located between Cedar Lane and State Highway 9, just east of Classen Blvd (SH 77). The existing lines are ductile iron pipe that were installed in the 1980s and have experienced a significant amount of corrosion, causing a significant number of breaks impacting water service to the neighborhood. This project will install replacement 8-inch mains to replace the existing lines, along with minimal amounts of 6-inch for small streets and short dead-end lines, and will then reconnect services for the residents. A Request for Proposals (RFP) for this project was published in the Norman Transcript on July 15, 2021. Staff received 18 proposals on August 5, 2021. Staff reviewed each proposal and selected a firm using the ranking criteria listed in the RFP. Smith Roberts Baldischwiler (SRB) ranked the highest and was selected for the project and a contract in the amount of \$59,000 was awarded on November 9, 2021. Line Maintenance potholed 27 locations (approximately 20%) in this neighborhood to determine if lead service line replacement will be necessary. All service lines potholed were found to be made of copper. Bids were opened on July 13, 2023 where Cimarron Construction Company was the low bidder at \$2,631,347.00. This number includes replacement of Southlake Addition waterlines as well as waterlines at 1932 E Lindsey Street that have had frequent breaks in the last fiscal year, for which Line Maintenance has had to temporarily repair. A contract with Cimarron Construction Co. was approved by City Council on August 8, 2023. A pre-construction meeting was held on August 29, 2023. Contractors are currently in the process of finishing up at the apartment complex. Once they are done there, their crews will be pulled off to finish another job before coming back to start in the Southlake neighborhood. Staff is working on getting easements acquired from the Cervi properties nearby the Southlake addition.

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. During December 2023, Garver gave the drawings a final review to make sure no revisions were required, and they will submit to NUA for a final review in early January 2024. Project should advertise in mid-January 2024 with Contract Award to follow in February. This will give selected lowest and best bidder ample time to order materials and prepare to mobilize on May 13, 2024, which is the Monday after OU's Spring 2024 Graduation Weekend. Construction is expected to continue through the summer and be complete no later than August 18, 2024, which is the day before the start of the Fall 2024 semester.

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

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

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

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

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

Assuming project is not deferred, project is expected to advertise as soon as easements can be completed and Permits issued. Finalizing easements and master meter agreements and obtaining permits is likely continue through 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. In December 2023, Plummer submitted additional/revised data based on preliminary comments on report from NUA, which NUA will use to make a determination on rehabilitation alternatives. Final report is expected to follow in late January 2024.

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, which should happen by the end of January 2024, Dunham's contract (with pricing based on the selected alternative) will be submitted to City Council for approval. Upon approval, Bidding Documents would then be completed and project advertised, bids opened and contracts awarded in Winter and early Spring of 2024. Construction would then commence as soon as weather conditions allowed in spring and would continue for approximately 1 to 3 months (depending on alternative).

Engineer: Dunham Engineering for Lindsey Tower (Joe Seiter) and Plummer (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:

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

subsidies and/or meet requirements for the financial plan; and present information to City Council. Contract award is currently routing for the City Council docket on January 23, 2024.

Compost Facility Scale House (SA0019):

This project will modify the existing City compost facility layout located at Bratcher Minor Road, west of Jenkins, to facilitate a more efficient operation for the public and facility, install scales used for weighing large loads of compost, and construction of a modular building with potable water and sanitary sewer for staff in charge of coordinating with customers. This building will also replace the prefabricated building purchased in 2003 that has become severely deteriorated and inadequate. Based on the project scope, staff appointed TriCore Group, LLC as the engineer responsible for design and bidding services. City Council approved the contract with TriCore Group in the amount of \$30,500 on May 11, 2021. Staff met with Engineers on March 4, 2022 to discuss preliminary plans. It was determined that a permanent building be built, rather than a prefabricated building, to better accommodate operations. In order to do this, Engineers had to subcontract an architect for the design of the building. An amendment to the contract for architectural services was approved by Council on April 12, 2022, which increased the cost of engineering services to \$39,000. The engineer requested an increase of \$4,000 to the contract in order to pay for redesign of the architectural plans. Staff is working on revisions to the contract to approve a final contract amount of \$43,000. Staff received final plans and specifications from the engineers on September 6, 2022 and are reviewing before starting the bid process. Planning reviewed the current set of plans and sent their comments on June 23, 2023. These were forwarded to the Engineer for incorporation to the final plan set. A quote for access control and cameras (Convergint) and low voltage (TransTel) was obtained by IT in June. The Engineer sent a revised set of plans this month. Upon review, there are pay items missing for concrete and asphalt work, as well as details and specifications missing for the storm shelter and other important components. Comments from Planning were not incorporated and a revised specifications book has not been sent. Updated plans and specifications are currently being prepared by TriCore.

Engineer: TriCore Group, LLC (Greg Vance)

Transfer Station Renovations (SA005):

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

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.

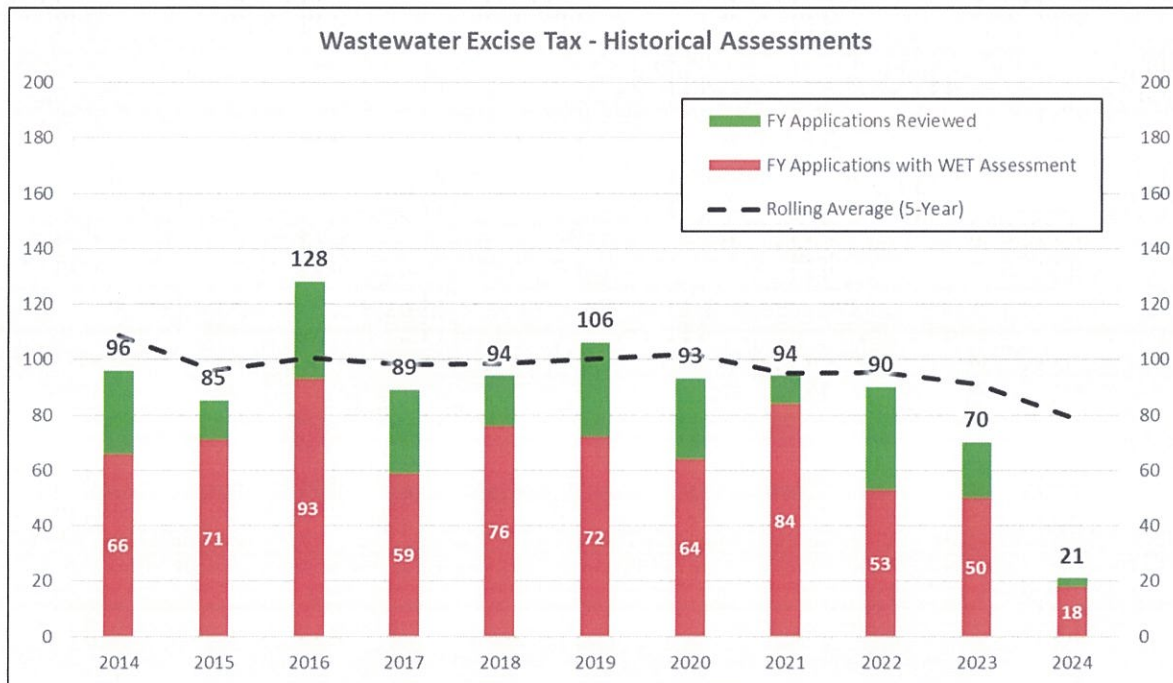
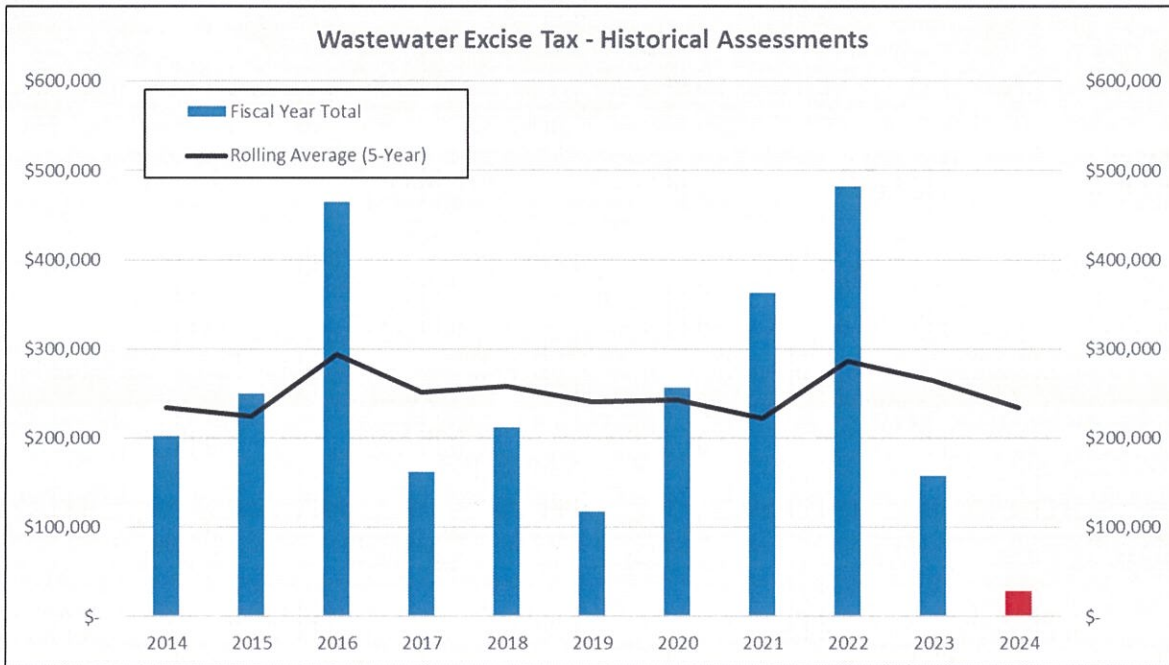
Preliminary design efforts have identified potential improvements to the final product that warrant modifications to the project scope that required a contract amendment with the Architect. Amendment No. 1 was approved by City Council in February 2020 and included changes to the site for the Household 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 final plans have been obtained for the Container Maintenance building and the Certificate of Occupancy should be issued in February. Both projects are complete and in operation. All work is complete. Staff will have the final acceptance on the second docket in March.

Architect: Studio Architects, LLC (George Winters)

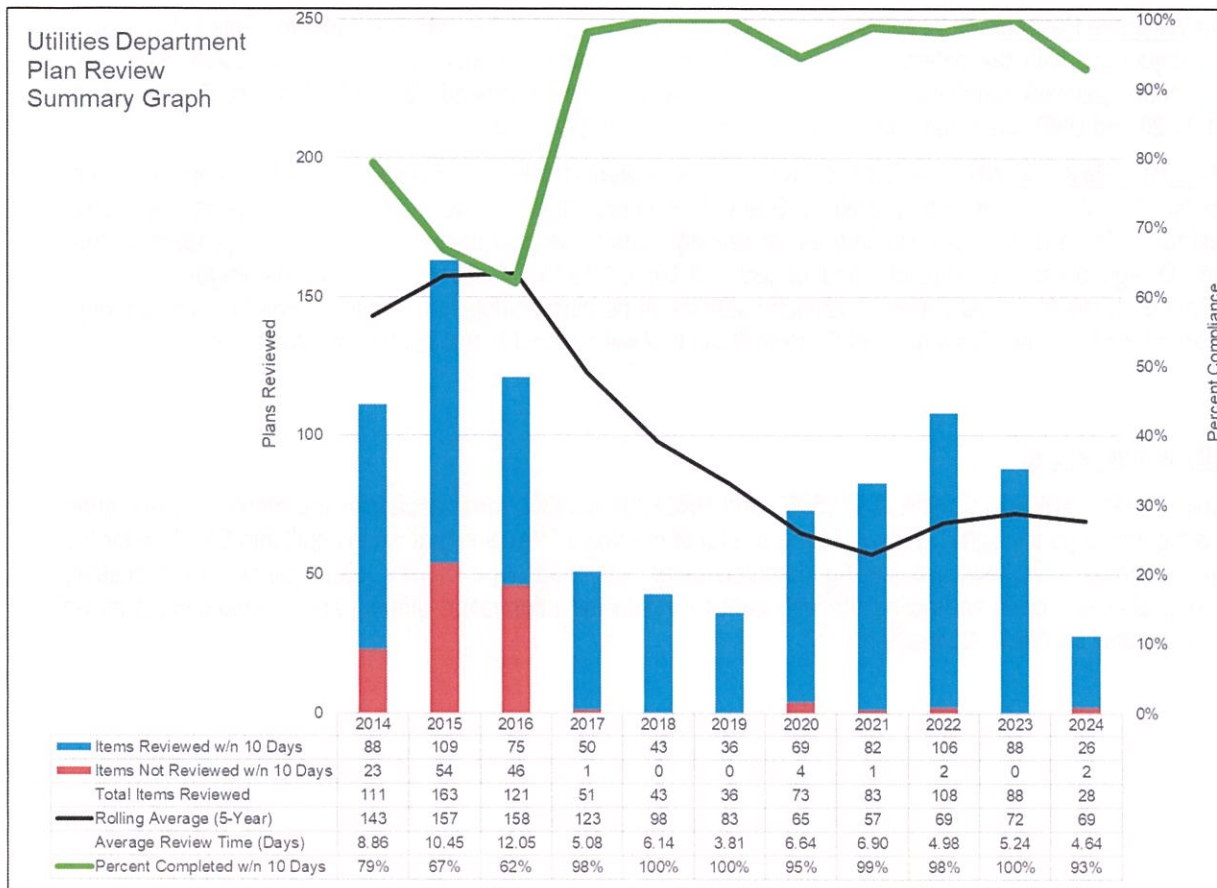
Wastewater Excise Tax – Non-Residential:

WRF Investment Fee/Wastewater Excise Tax: Staff evaluated the Wastewater Excise Tax on 3 commercial entities last month. Of the 3 applications, 2 applications were assessed since they were determined to increase wastewater flows over the previous use of the site. For the fiscal year, 21 commercial properties were reviewed and a total of \$28,397.01 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 26 plans for the current fiscal year with an average review time of 4.64 days and with 93 percent of plans reviewed within 10 days.



RECOUPMENT PROJECTS:

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

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

Private Water Well Permits Issued

3 Water Well Permits (PRPL202305182, PRPL202305663 and PRSF202305488) were issued for the month of December. These permits were the first to go through CityView. There is a lot of missing information that wasn't built into CityView for the customer to fill out regarding their new well (casing depth/diameter, site map, type of well, etc). Since this necessary information is missing, staff has been contacting the applicant to obtain the information directly and is uploading it as an attachment into CityView until CityView is corrected.

**DIVISION OF ENVIRONMENTAL RESILIENCE AND SUSTAINABILITY DECEMBER
2023 SUMMARY**

	MONTHLY	YEAR-TO-DATE
STORMWATER CONSTRUCTION SW		
INSPECTIONS	88	603
ACTIVE SITES	85	554
CITATIONS	0	0
NOVS	0	0
CDOS	0	1
SWOS	0	0
ECPS	0	4

STORMWATER MS4 OPERATIONS		
ACTION CENTER	3	33
PWSTORMWATER	2	8
CALLS	9	51
OTHER	10	72
TOTAL INQUIRIES	24	164
OUTFALL INSPECTIONS	0	1
MCM 5 INSPECTIONS	0	147
MCM 6/P2 INSPECTIONS	1	11

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

HOUSEHOLD HAZARDOUS WASTE		
HHWF: CARS SERVED	46	399
SWAP SHOP VISITS	16	64
OIL DISPOSED	728	4504
ANTIFREEZE DISPOSED	114	314
TIRES DISPOSED	370	1850
HHW MATERIAL COLLECTED	3446.5	27252
E-WASTE: CARS SERVED	0	300
E-WASTE COLLECTED	0	20570
TOTAL CARS SERVED	46	699
TOTAL MATERIAL COLLECTED	3446.5	47822

REVENUE		
FOG PROGRAM	\$ 450.00	\$ 1,100.00
SURCHARGE	\$ 4,517.28	\$ 51,450.52
LAB ANALYSIS RECOVERY	\$ -	\$ -
INDUSTRIAL DISCAHRGE PERMIT	\$ 1,500.00	\$ 2,000.00
TOTAL	\$ -	\$ 48,083.24

Upcoming Events:

1/17/2024

January

1/22-26/24

1/29/2024

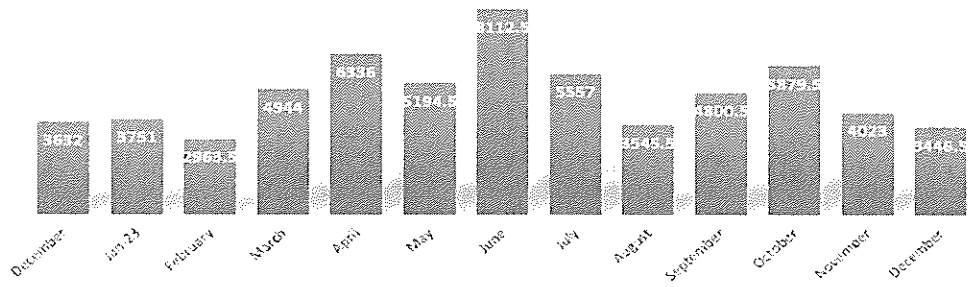
Opportunity Knocks review

Blue Neighborhood visits

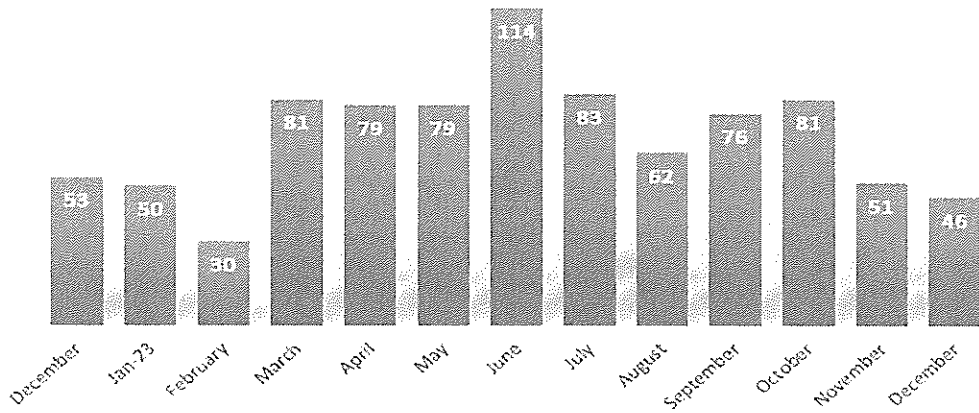
Hazwoper class

Solar response due

Amount Collected in Pounds at Facility (lbs)



Number of Facility Appointments



CITY OF NORMAN				
DEPARTMENT OF UTILITIES				
LINE MAINTENANCE DIVISION				
MONTHLY PROGRESS REPORT				
SEWER MAINTENANCE				
December 2023	FYE 2024		FYE 2023	
	MONTH	YTD	MONTH	YTD
Obstructions:				
City Responsibility	1	9	2	9
Property Owner Responsibility	26	112	22	125
TOTAL	27	121	24	134
Number of Feet of Sewer Cleaned:				
Cleaned	70,040	560,872	93,420	581,069
Rodded	1,680	16,845	2,235	23,755
Foamed	0	68,206	0	77,694
SL-RAT	0	0	0	0
TOTAL	71,720	645,923	95,655	682,518
Sewer Overflows:				
Rainwater	0	0	0	0
Grease/Paper/Roots	0	1	0	2
Obstruction	0	0	1	2
Private	0	7	0	3
Other (Lift Station, Line Break, etc.)	0	0	0	0
Total Overflows	0	4	1	7
Feet of Sewer Lines Televised	26,058	139,128	13,508	121,300
Locates Completed	291	1,864	297	2,312
Manholes:				
Inspected	921	7,106	987	7,496
New	0	0	0	0
Raised	2	7	3	11
Repaired	2	10	0	14
Feet of Sewer Lines Replaced/Repaired	0.00	46.00	12	38
Hours Worked at Lift Station	33.36	229.68	43	530
Hours Worked for Other Departments	7.73	26.49	0.00	14.92
OJI's	0	0	0	2
Square Feet of Concrete	0	0	27	81
Average Response Time (Minutes)	23.00	27.07	28.00	28.47
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	
December 2023	MONTH	YTD	MONTH	YTD
New Meter Sets:	31	189	20	162
Number Short Sets	31	185	20	160
Number Long Sets	0	4	0	2
Average Meter Set Time	6.19	6.26	7.35	4.94
Number of Work Orders:				
Service Calls	420	2,584	516	2,914
Meter Resets	1	4	2	7
Meter Removals	8	14	3	37
Meter Changes	41	254	25	183
Locates Completed	320	2,355	405	2,423
Number of Water Main Breaks	15	82	20	115
Average Time Water Off	1.17	1.60	1.81	1.81
Number of Water Leaks	52	313	48	294
Fire Hydrants:				
New	0	0	1	5
Replaced	0	4	0	3
Maintained	29	379	216	800
Number of Valves Exercised	49	600	223	1,614
Feet of Main Construction	0	500	980	3,205
Hours of Main Construction	0	1,631	345	1,239
Meter Changeovers	0	5	2	3
OJI's	0	0	0	4
Hours Flushing/Testing New Mains	2.70	134	42	359
Hours Worked Outside of Division	0.00	0.00	0	0

City of Norman, Oklahoma
Department of Utilities

Monthly Progress Report
Water Reclamation Facility
December 1-31, 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.)	315.0	2018.1	342.2	1877.4
Total Effluent Flow (M.G.)	294.2	1869.7	309.8	1749.4
Influent Peak Flow (MGD)	15.1	28.3	16.9	16.9
Effluent Peak Flow (MGD)	15.0	27.7	15.9	15.9
Daily Avg. Influent Flow (MGD)	10.2	11.0	11.0	10.3
Daily Avg. Effluent Flow (MGD)	9.5	10.1	10.0	9.6
Precipitation (inches)	5.6	23.3	2.3	10.7

Discharge Monitoring Report Stats

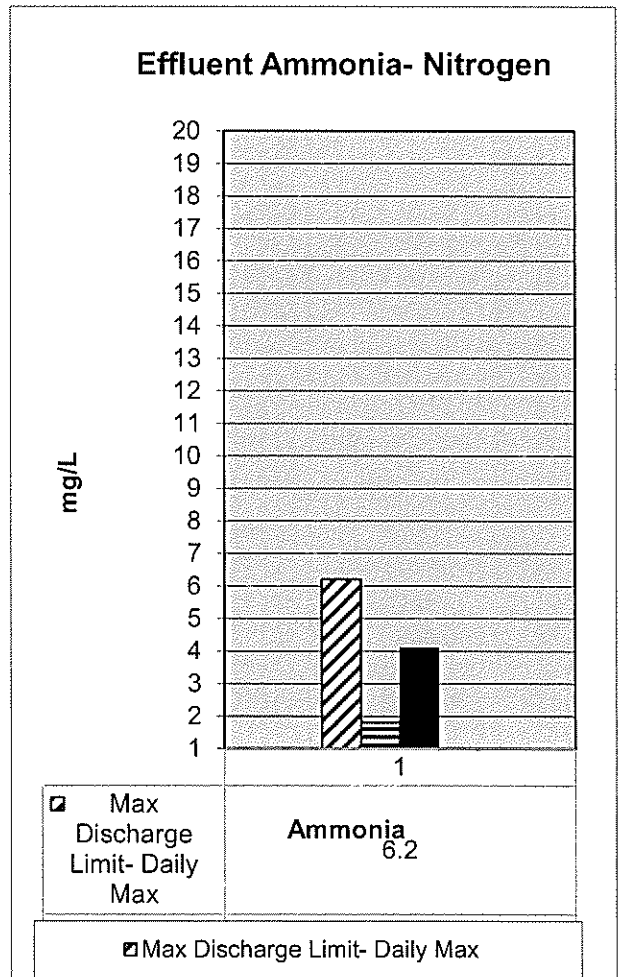
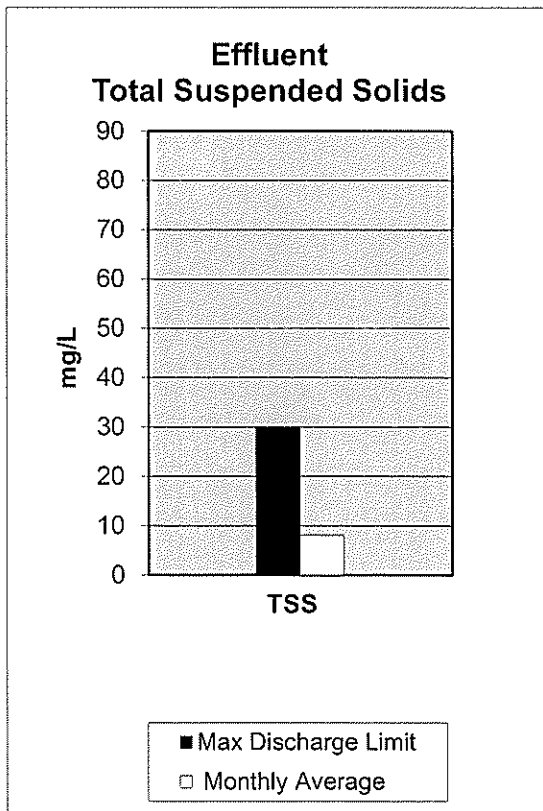
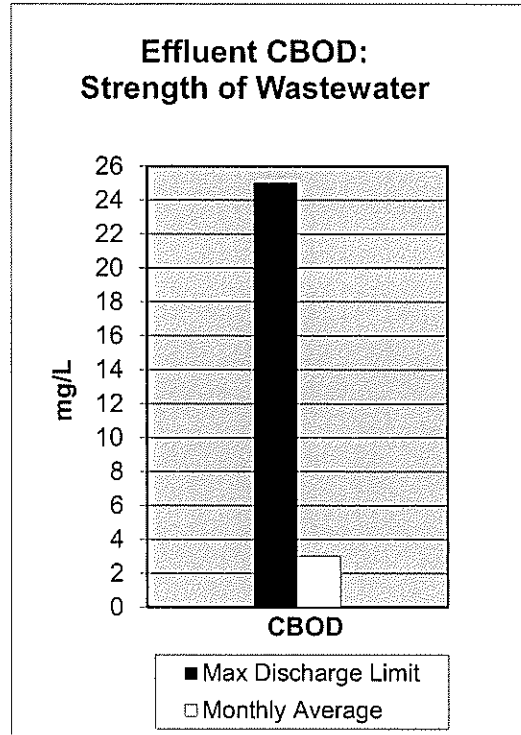
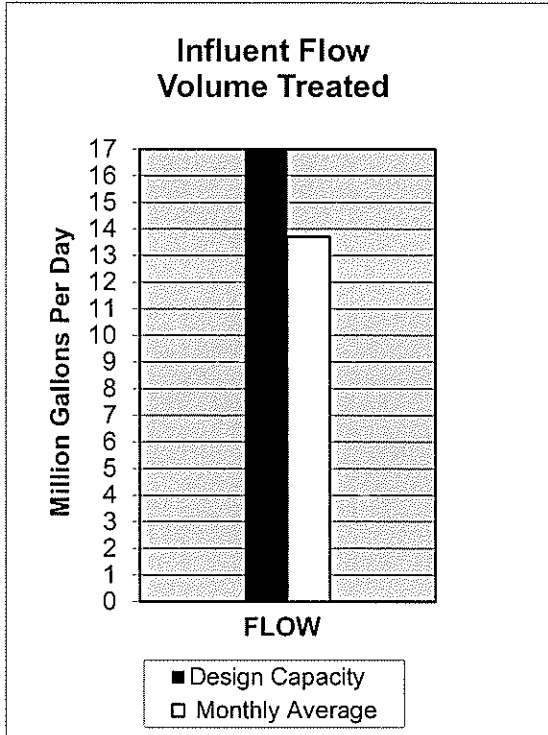
EPA minimum percentage removal 85%

5 day BOD:	Avg.	Avg.
Influent Total (mg/l)	218	133
Effluent Carbonaceous Total	3	2
Percent Removal	98.6	98.5
Total Suspended Solids:		
Influent (mg/L)	253	199
Effluent (mg/L)	8	9
Percent Removal	96.8	95.5
Dissolved Oxygen:		
Influent (min)	0.8	0.5
Effluent (min)	6.1	6.0
pH		
Influent (Low)	6.8	7.1
(High)	7.5	7.4
Effluent (Low)	7.0	7.6
(High)	7.3	7.0
Ammonia Nitrogen		
Influent (mg/L)	32.1	29.2
Effluent (mg/L)	0.3	0.1
Percent Removal	99.1	99.8

Utilities

Electrical				
Total kWh Used (Plant wide)	481,260	2,532,500	534,720	2,988,180
Aeration Blowers	121,100	727,900	168,300	1,006,900
UV Facility	52,200	872,100	28,200	332,800
Natural Gas				
Total cubic feet/day (plant wide)	446,000	1,323,000	527,000	1,729,000
Public Education (Tours)	0	0	1	17
Total Attendees for FYE 24	131		45	
OU Golf Course	0.5	75.5	0.2	49.9
E.coli geometric mean average for December 2023 61 MPN (Limit is 630)				

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



Comments here

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

WATER TREATMENT DIVISION

MONTH: December-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)	163.38	1991.22	242.61	2150.28
Well Production (MG)	154.94	798.23	90.54	772.64
Oklahoma City Water Used (MG)	30.99	183.15	30.12	181.55
Total Water Produced (MG)	349.31	2972.59	363.26	3104.46
Average Daily Production	11.27	16.16	11.72	16.96

Peak Day Demand

Million Gallons	12.48	23.32	14.60	25.52
Date	12/4/2023	9/4/2023	12/24/2022	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	\$616,361.23	\$4,065,361.13	\$639,617.45	\$4,086,125.12
Wells	\$237,267.96	\$1,519,991.26	\$237,537.96	\$1,543,374.75
OKC	\$86,532.19	\$567,291.22	\$81,997.48	\$545,033.46
Total	\$940,161.38	\$6,152,643.61	\$959,152.89	\$6,174,533.33

Cost per Million Gallons

Plant	\$3,772.61	\$2,041.64	\$2,636.37	\$1,900.28
Wells	\$1,531.33	\$1,904.21	\$2,623.71	\$1,997.54
OKC	\$2,791.90	\$3,097.41	\$2,722.81	\$3,002.06
Total	\$2,691.45	\$2,069.79	\$2,640.38	\$1,988.92

Water Quality

Bacterial Samples in Compliance	100	608	98	596
Bacterial Samples out of Compliance	0	2	2	4
Total number of inquiries (Note 2)	2	13	2	17
Total number of complaints (Note 2)	6	37	5	29
Number of complaints per 1000 service connections	0.15	0.90	0.13	0.75

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	0	5	0	4

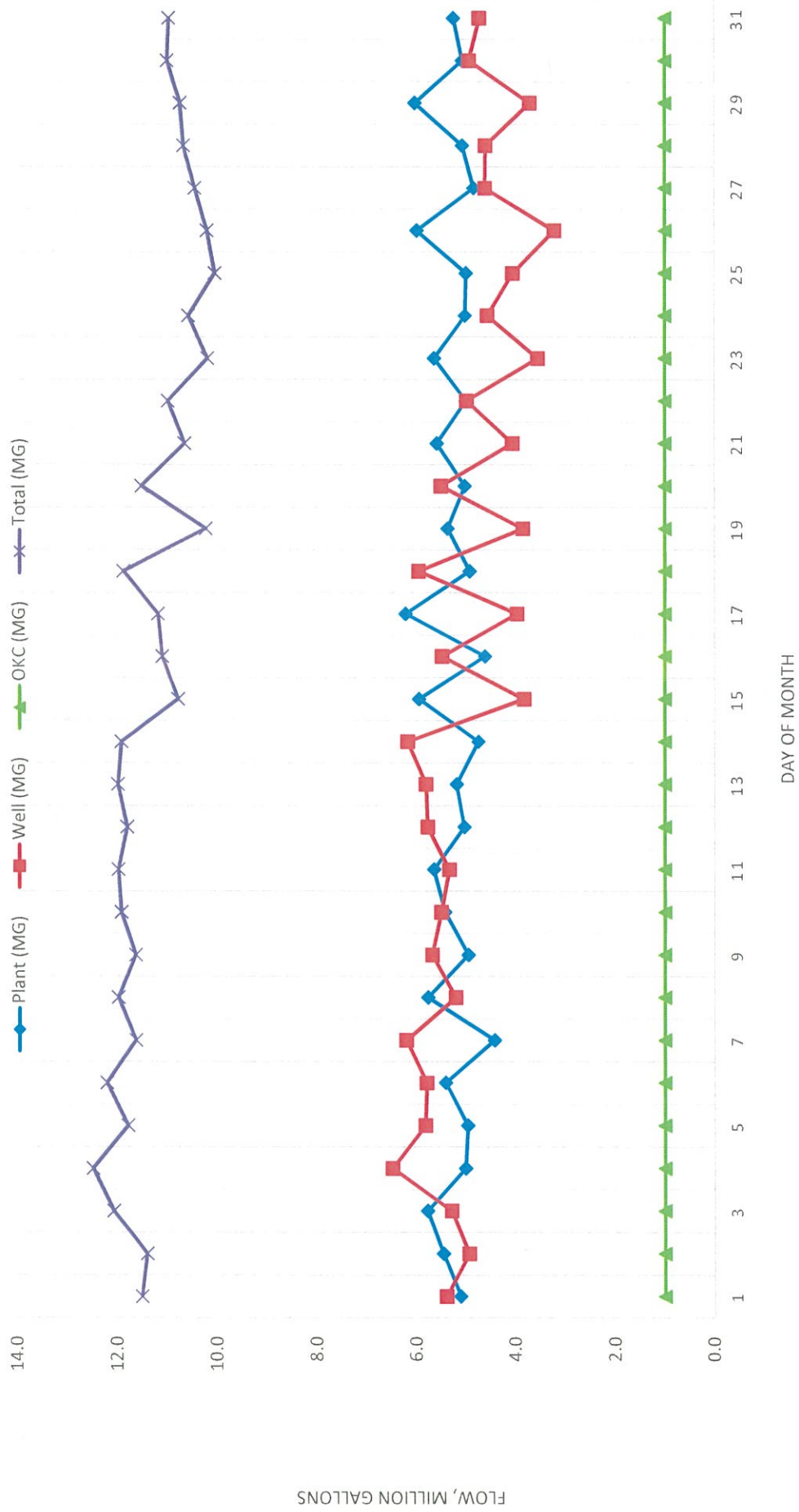
Public Education

Number of tours conducted	2	8	0	6
Number of people on tours	11	136	0	45

Notes:

Installed new flow meters at well 6, 54 and 57. Meter base shorted at well 8 repair in progress.
Haynes Equipment completed retrofit of HPP pump from Mechanical seals to packing.

WATER PRODUCTION FOR DECEMBER 2023



MONTHLY TRANSFER STATION REPORT
December 2023

	TONS PER MONTH	REVENUE PER MONTH
O.U.	243.97	\$13,354.91
STANDARD GATE	1,373.42	\$115,419.58
RESIDENTIAL	406.05	\$17,075.00
TOTALS:	2,023.44	\$145,849.49

	MONTH
# OF LOADS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	474.00

# OF TONS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	8651.15
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# OF LOADS TRANSPORTED TO OKC LANDFILL BY INDIVIDUAL SANITATION TRUCKS.	0.00
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# OF TONS TRANSPORTED TO OKC LANDFILL BY INDIVIDUAL SANITATION TRUCKS:	0.00
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TOTAL LOADS BROUGHT TO LANDFILLS:	474.00
GRAND TOTAL TONS TO LANDFILLS	8,651.15

DISPOSAL COST PER TON (OKC)	\$22.91
TIPPING FEE'S FOR DUMPING AT OKC:	\$198,197.85
GRAND TOTAL TIPPING FEE'S	\$198,197.85

# OF LOADS BROUGHT TO TRANSFER STATION COMMERCIAL SANITATION TRUCKS:	649.00
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# OF TONS BROUGHT TO TRANSFER STATION COMMERCIAL SANITATION TRUCKS:	3746.81
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# OF LOADS BROUGHT TO TRANSFER STATION RESIDENTIAL SANITATION TRUCKS:	421.00
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# OF TONS BROUGHT TO TRANSFER STATION RESIDENTIAL SANITATION TRUCKS:	2618.79
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TOTAL LOADS BROUGHT TO TRANSFER STATION:	1070.00
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TOTAL TONS BROUGHT TO TRANSFER STATION:	6365.60
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MISCELLANEOUS TONS BROUGHT BY OTHER DEPTS.:	191.18
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TOTAL TONS RECEIVED AT TRANSFER STATION	8580.22
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SANITATION DIVISION PROGRESS REPORT

SUMMARY 2024

	FYE 23		FYE 24	
	MONTH	YR-TO-DATE	MONTH	YR-TO-DATE
<u>Vehicle Accidents</u>	0	14	0	1
<u>On The Job Injuries</u>	0	2	0	0
<u>Bulk Pickups</u>	37	122	48	91
<u>Refuse Complaints</u>	135	348	88	186
<u>New Polycarts Requests</u>	49	302	39	94
<u>Polycarts Exchanges</u>	4	68	7	21
<u>Additional Polycart Requests</u>	62	331	59	176
<u>Replaced Stolen Polycarts</u>	33	119	31	63
<u>Replaced Damaged Polycarts</u>	34	610	50	185
<u>Polycarts Repaired</u>	24	258	23	109

COMPOST MONTHLY REPORT

DECEMBER 2023

MONTH

TONS BROUGHT IN BY COMPOST CREWS:	305.11
LANDFILL TIPPING FEE'S	\$ 22.91
SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 6,990.07

TONS BROUGHT IN BY PUBLIC:	1,700.00
TONS BROUGHT IN BY CONTRACTORS :	2,100.00
TONS BROUGHT IN BY OTHER CITY DEPARTMENTS:	300.00
LANDFILL TIPPING FEE'S	\$ 22.91
SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 93,931.00

TOTAL SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 100,921.07
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REVENUE COLLECTED FROM COMPOST SALES:	\$490.00
REVENUE COLLECTED FROM GATE SALES:	\$9,040.00

TOTAL TONS COLLECTED	4,405.11
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	<u>MULCH CUBIC YDS</u> MONTH	<u>COMPOST CUBIC YDS</u> MONTH
PARKS DEPT.		
ROAD & CHANNEL		
LINE MAINTENANCE		
STREET DEPT.		
WATER TREATMENT		
MURPHY PRODUCTS OKC		
SELF LOADING BIN	24	
DRYING BEDS	2,000	
COMPOST SOLD BY CUBIC YARDS		147
MULCH SOLD BY CUBIC YARDS	5,500	
TOTAL:	7,524	147

CURBSIDE MONTHLY RECYCLING REPORT

Dec-23

PROGRAM STATISTICS

	AVERAGE MONTH
SET OUT/PARTICIPATION RATE:	85%
AVERAGE TONS PER DAY :	12.63
POUNDS PER HOME:	10.79

COMMODITY BY TON

	% of Total	TONS
ALUMINUM BEVERAGE CAN	2.10%	7.96
#1 PET	5.50%	20.84
NEWS	0.00%	0
GLASS CONTAINERS	5.72%	21.67
MIX PAPER	33.40%	126.53
PLASTIC FILM	0.57%	2.16
#2 NATURAL	0.90%	3.41
#2 COLOR	1.10%	4.17
#3-#7	0.00%	0
METAL	0.82%	3.11
RIGIDS	0.89%	3.37
TIN-STEEL SCRAP	3.30%	12.5
TRASH	28.30%	107.21
OCC	17.40%	65.91
TOTAL	100.00%	378.84

MONTH

SERVICE CALLS (MISSES)	81
HOUSESIDE	7
REMINDER	2
SCATTERED	1
MISC.	3
REPAIR	18
NEW	24
ADD	4
MISSING	9
EXCHANGE	0
REPLACE	12
PICK UP	16
TOTAL CALLS	177.00

MONTH

LANDFILL COST AVOIDANCE	\$7,482.09
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Drop Center Report December

MONTHLY UNIT PRICES	Revenue per ton	Proc. Fee	LBS Rejected	Tons Rejected	%	LNDFL Fee	Tons Diverted	\$ Diverted
ALUMINIUM:	\$1,050.00	\$0.00	0	0	0%	\$22.91	399.13	\$7,769.47
PLASTICS:	\$5.00	\$0.00						
STEEL CANS:	\$0.00	\$0.00						
MIXED OFFICE PAPER:	\$0.00	\$0.00						
CARDBOARD:	\$65.00	\$0.00						

RECYCLING CENTER DATA: #9 Westwood Hollywood Transfer

	TONS			Total Tons	PRO/FEE	Revenues	Net
	Westwood	Hollywood	Transfer				
ALUMINIUM:	0.14	0.06	0.22	0.42		\$462.00	\$462.00
PLASTICS:	2.92	1.1	3.99	8.42		\$42.10	\$42.10
STEEL CANS:	0.14	0.06	0.22	0.42		\$0.00	\$0.00
MIXED OFFICE PAPER:	2.31	3.23	4.4	9.94		\$0.00	\$0.00
CARDBOARD:	20.03	11.41	34.72	67.61		\$0.00	\$4,394.65
RECYCLING CENTER TOTALS:	25.54	15.86	43.55	86.85		\$0.00	\$4,898.75

Commercial Cardboard Containers	Compactors		Wood		Glass		Metal	
	Revenues	TONS	Revenues	TONS	Revenues	TONS	Revenues	TONS
52.63	\$3,420.95	13.05	\$848.25	0	\$0.00	53.34	-\$1,222.02	7.12
							Cost	\$493.60
							Profit	\$493.60

Expenses Average hrly++ benefits \$26.78

Cage Rolloff	Cardboard		Occ Compact		MXD Office		Total
	Hours	Cardboard	Occ Compact	MXD Office	Hours	Total	
	42	206.25	12	14	274.25		
Labor \$	\$1,124.76	\$5,523.38	\$321.36	\$374.92	\$7,344.42		Customer Revenue
Vehicle cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$12,377.80

Total All Recycle and Cardboard		Total Cardboard	
Tons	Revenues	Tons	Revenues
212.99	\$8,439.53	133.29	\$8,663.85

Total Recycle Only		Trashed Recycle	
Tons	Revenues	Tons	Revenues
79.7	(\$224.32)	1	\$28.64
		1	\$8.94

12/23/2023
12/18/2023