

# City of Norman



## Monthly Departmental Report

**June 2023**

## **MONTHLY PROGRESS**

**TABLE OF CONTENTS**  
**MONTHLY PROGRESS REPORTS**

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

**CITY CLERK      1**

**CITY CLERK**

**MONTHLY PROGRESS REPORT**

**June 2023**

**ACTION CENTER**

<b>DEPARTMENT</b>	<b>CALLS</b>	<b>CALLS YTD</b>	<b>ADDITIONAL CONTACTS</b>	<b>ADDITIONAL CONTACTS YTD</b>
Animal Welfare	18	175	1	27
Bus Service	0	0	0	1
CDBG	0	5	0	9
City Clerk	90	1075	1	38
City Manager/Mayor	5	70	0	55
City Wide Garage Sale	0	0	0	0
Code Enforcement	101	644	3	48
Finance	5	64	0	2
Fire/Civil Defense	8	60	0	3
Human Resources	15	115	0	0
I.T.	5	69	0	3
Legal	10	92	2	19
Line Maintenance	39	301	2	21
Municipal Court	22	73	0	1
Noise Complaint	0	0	0	0
Norman Forward Questions	0	0	0	0
Outreach	6	12	0	1
Parks & Recreation	38	293	6	39
Permits/Inspections	51	474	0	5
Planning	8	160	0	7
Police/Parking	78	348	20	119
Public Works	28	253	8	36
Recycling	0	0	0	1
Sanitation	67	681	4	27
Sidewalks	0	1	0	4
Storm Debris	0	0	0	0
Storm Water	17	164	12	48
Streets	69	479	14	85
Streets Lights	0	0	10	92
Traffic	23	299	2	17
Utilities	63	871	1	23
WC Questions	0	0	0	0
WC Violations	0	0	0	0
<b>June Total: 852</b>	<b>766</b>	<b>6778</b>	<b>86</b>	<b>731</b>

**LICENSES**

Seventeen New licenses and Six Renewals were issued during the month of June. Following is a list of each license type and the number issued for that specific type:

LICENSE TYPE	NUMBER	FYE	LICENSE TYPE	NUMBER	FYE
	ISSUED	YTD		ISSUED	YTD
Bee Keeper	0	6	Retail Beer	0	81
Brewer	0	9	Retail Spirits Store	0	16
Coin-Operated Devices	0	472	Retail Wine	0	60
Distiller	0	0	Salvage Yard	0	1
Food	7	535	Sidewalk Dining	0	12
Game Machines	0	189	Solicitor/Peddler (30 day)	0	6
Impoundment Yard	0	4	Solicitor/Peddler (60 day)	2	12
Kennel	1	21	Solicitor/Peddler (one day)	0	0
Medical Marijuana Dispensary	1	58	Special Event	3	12
Medical Marijuana Grower	1	47	Strong Beer & Wine/Winemaker	1	19
Medical Marijuana Processor	0	31	Taxi/Motorbus/Limousine	1	18
Medical Marijuana Testing Laboratory	0	1		0	0
Mixed Beverage	0	66	Temp Food (one day)	0	21
Mixed Beverage/Caterer	0	48	Temp Food (30 day)	2	9
Pawnbroker	0	4	Temp Food (180 day)	4	30
Pedicab	0	3	Transient Amusement	0	2
<b>YTD License Total:</b>	<b>10</b>	<b>1494</b>		<b>13</b>	<b>299</b>

NEW ESTABLISHMENT LICENSES		
NAME	ADDRESS	LICENSE TYPE(S)
Donate A Miracle	315 Alameda St.	Special Event
Donate A Miracle	315 Alameda St.	Special Event
Norman Arts Council	210 E. Main St.	Special Event
I-Drive Norman	4008 Bluestem Cir.	Taxi Cab/Limo/Motorbus
LYF Dogs	7707 120 <sup>th</sup> Ave N.E.	Private Kennel
The Palace	863 12 <sup>th</sup> Ave. N.E.	Food Service
Panera Bread	2200 W. Main St.	Food Service new owner
Prohibition	317 W. Main St.	Food Service
Shipley Donuts	1805 W. Main St.	Food Service

SOLICITOR/PEDDLER LICENSE		
60 DAY	30 DAY	1 DAY
Aptive Environmental		
Smart Homes Pro, Inc.		

TEMPORARY FOOD PERMITS		
180 DAY	30 DAY	1 DAY
OK Sandwich	Riko's Taco	
Smith Family Produce	Sno Shack to Go	
Super Taco Loco		
Taqueria La Chiva		

**CLAIMS FILED**

<b>DATE FILED</b>	<b>NAME</b>	<b>JUSTIFICATION</b>	<b>AMOUNT</b>
06-08-23	Susana Melesio	On April 21, 2023, at 1310 DaVinci St. Claimant alleges that a City of Norman employee hit her parked car and left her a note while she was inside working.	\$1,857.09
06-09-23	Jaqueline Arredondo	On June 15, 2022, at 3601 N. Flood Ave. Claimant alleges that a City of Norman employee while backing out of parking space did not see her stopped behind him and he hit her car with his vehicle.	\$2,708.72

**STUDY SESSION**

On June 20, 2023, City Council met in Study Session to discuss Proposed Oklahoma Natural Gas Franchise and continued discussion on the Bridge Bond Program and the Potential Election.

**SPECIAL SESSION**

On June 06, 2023, the City Council met in Special Session, Council then adjourned into an Executive Session to evaluate the City Manager as required by Section 5 of Contract K-4849-146 and discuss possible litigation associated with Travis King vs. The City of Norman.

On June 13, 2023, the City Council met in Special Session to discuss proposed Ordinance O-2223-48 regulating Unsolicited Written Materials also discussed Emergency Shelter Lease located at 109 West Gray St. Then adjourned into an Executive Session to discuss the Acquisition of Real Property in conjunction with Jenkins Avenue 2019 Bond Project.

**SPECIAL SESSION - FYE 2024 BUDGET ADOPTION**

On June 13, 2023, the City Council met in Special Session with considerations of approval of the Declaration of Vacancy in Ward 3 and the approval of Nomination and Appointment of an eligible person to fill the Council Vacancy in Ward 3. Continued after approval, with the Administering the Oath of Office and Seating of Councilmember-Elect Bree Montoya Ward 3. Continued discussions regarding The Norman Convention and Visitors Bureau, Inc., Budget with detailed annual plan of work. Concluding discussions with the FYE 2024 City of Norman Proposed Operating and Capital Budgets.

**COMMUNITY PLANNING & TRANSPORTATION COMMITTEE**

On June 22, 2023, the Community Planning and Transportation Committee met and discussed the Public Transit Report and Wood Creek Neighborhood Trail Project.

**OVERSIGHT COMMITTEE**

On June 08, 2023, Oversight Committee met to discuss updates on the City's Vector Control Program, creation of an Administrative Review Process for fence heights forward of the front setbacks, and the 2023 The Point in Time Count, and concluding with updates on the Warming Shelter.

**CITY MANAGER 2**

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





CITY OF NORMAN

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

Treasury Division:

In the month of June, the Treasury Division processed 39,852 payments in person and over the phone, a decrease of -6% from last month. Paymentus (the City's 3<sup>rd</sup> party processor of online and automated telephone payments) processed 13,671 payments in June, a decrease of -4% from last month.

General Fund Revenues & Expenditures:

When comparing General Fund revenue sources versus budgeted levels, revenues are above target for the month of June by 0.5%. Revenues from the City's largest single source of revenue, sales tax, are above target by 2.3% for the year to date and 0.7% above last fiscal year. Following is a summary table regarding General Fund revenues and expenditures to-date.

	FYE 23 Budget To Date	FYE 23 Actual To Date	FYE 22 Actual To Date	FYE 21 Actual To Date
Sales Tax Revenue	\$54,097,700	\$55,332,694	\$54,948,122	\$45,774,737
General Fund Revenue	\$100,931,960	\$101,480,634	\$95,327,743	\$92,846,277
General Fund Expenses	\$101,085,869	\$96,068,137	\$90,984,068	\$93,381,751

## Administration Division

	FYE 23		FYE 22	
	May	YTD	June	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	320.00	3,568.00	320.00	4,160.00
Total Comp Time Available	1.50	42.50	9.25	108.75
Total Overtime Hours	0.00	0.00	0.00	0.50
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
<b>TOTAL HOURS AVAILABLE</b>	<b>321.50</b>	<b>3,610.50</b>	<b>329.25</b>	<b>4,269.25</b>
Benefit Hours Taken	58.00	443.00	80.00	680.75
<b>TOTAL ACCOUNTABLE STAFF HOURS</b>	<b>263.50</b>	<b>3,167.50</b>	<b>249.25</b>	<b>3,588.50</b>
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
<b>TOTAL HOURS AVAILABLE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Benefit Hours Taken	0.00	0.00	0.00	0.00
<b>TOTAL ACCOUNTABLE STAFF HOURS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
<b>TOTAL HOURS AVAILABLE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**ACCOUNTING 3A**

## Accounting Division

	FYE 23		FYE 22	
	May	YTD	June	YTD
Total Regular Hours Available	1,120.00	14,560.00	1,120.00	13,752.00
Total Comp Time Available	1.75	26.75	1.25	34.75
Total Overtime Hours	8.75	98.00	1.25	153.75
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
<b>TOTAL HOURS AVAILABLE</b>	<b>1,130.50</b>	<b>14,684.75</b>	<b>1,122.50</b>	<b>13,940.50</b>
Benefit Hours Taken	301.25	3,298.75	237.25	2,251.00
<b>TOTAL ACCOUNTABLE STAFF HOURS</b>	<b>829.25</b>	<b>11,386.00</b>	<b>885.25</b>	<b>11,689.50</b>
 <b>PERMANENT PART-TIME</b>				
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
<b>TOTAL HOURS AVAILABLE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Benefit Hours Taken	0.00	0.00	0.00	0.00
<b>TOTAL ACCOUNTABLE STAFF HOURS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
 <b>TEMPORARY</b>				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
<b>TOTAL HOURS AVAILABLE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**CITY REVENUE REPORTS**

**3B**

## City Revenue Report

	FYE 23 May	FYE 23 June	Plus/Minus
Total Revenue Received (\$)	\$5,012,249	\$6,422,388	\$1,410,139
Utility Payments - Office (#)	42,597	39,852	(2,745) -6%
Utility Payments - Office (\$)	\$4,441,322	\$4,289,345	(\$151,977)
Paymentus (#)	14,182	13,671	(511) -4%
Paymentus (\$)	\$1,341,053	\$1,219,818	(\$121,235)
Lockbox (#)	10,341	9,170	(1,171)
Lockbox (\$)	\$1,438,575	\$1,259,733	(\$178,842)
E-Lockbox (#)	3,589	3,587	-2
E-Lockbox (\$)	325,420	324,755	(\$665)
Bank Draft Payments (#)	12271	11640	(631)
Bank Draft Payments (\$)	\$1,067,082	\$1,127,448	\$60,366
Utility Deposits (#)			\$0
Utility Deposits (\$)			\$0
Fix Payments (#)			\$0
Fix Payments (\$)			\$0
Processed Return Checks (#)	86	107	21
Processed Return Checks (\$)	(\$10,911)	(\$11,247)	(\$336)
Other Revenue Transactions (#)			\$0
Other Revenue Received (\$)			\$0
Accounts Receivable Payments (\$)	143,238	215,656	\$72,418
Municipal Court - Fines/Bonds (\$)	220,267	195,671	(\$24,596)
Municipal Court - Credit Card (#)	483	499	16
Municipal Court - Credit Card (\$)	109,840	103,009	(6,831)
Building Permits Cash Report (\$)	559,077	226,853	(\$332,224)
Building Permits Credit Card (#)	406	427	21
Building Permits Credit Card (\$)	\$263,602	\$159,309	(\$104,293)
Occupational License - Bldg Insp. (\$)	\$10,704	\$6,072	(\$4,632)
Occupational License - Bldg Insp. CC (#)	45	29	-16
Occupational License - Bldg Insp. CC (\$)	\$8,202	\$4,626	(\$3,576)
Business License - City Clerk (\$)	18,085	6,835	(\$11,250)
Accounts Receivable Billed (\$)	\$567,719	\$1,040,492	\$472,773

## Budget Services Division

	FYE 23		FYE 22	
	May	YTD	June	YTD
<b>PERSONNEL HOURS - FULL TIME</b>				
Total Regular Hours Available	320.00	4,160.00	320.00	4,159.50
Total Comp Time Available	2.50	4.75	3.25	19.50
Total Overtime Hours	0.00	3.50	0.00	1.00
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
<b>TOTAL HOURS AVAILABLE</b>	<b>322.50</b>	<b>4,168.25</b>	<b>323.25</b>	<b>4,180.00</b>
Benefit Hours Taken	27.00	573.25	28.00	578.25
<b>TOTAL ACCOUNTABLE STAFF HOURS</b>	<b>295.50</b>	<b>3,595.00</b>	<b>295.25</b>	<b>3,601.75</b>
<b>PERMANENT PART-TIME</b>				
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
<b>TOTAL HOURS AVAILABLE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Benefit Hours Taken	0.00	0.00	0.00	0.00
<b>TOTAL ACCOUNTABLE STAFF HOURS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TEMPORARY</b>				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
<b>TOTAL HOURS AVAILABLE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>



## Treasury Division

	FYE 23		FYE 22	
	May	YTD	June	YTD
<b>PERSONNEL HOURS - FULL TIME</b>				
Total Regular Hours Available	640.00	10,017.75	800.00	9,968.25
Total Comp Time Available	0.00	33.75	7.75	104.75
Total Overtime Hours	40.00	516.25	39.25	506.00
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
<b>TOTAL HOURS AVAILABLE</b>	<b>680.00</b>	<b>10,567.75</b>	<b>847.00</b>	<b>10,579.00</b>
Benefit Hours Taken	91.00	2,220.50	131.25	1,561.50
<b>TOTAL ACCOUNTABLE STAFF HOURS</b>	<b>589.00</b>	<b>8,347.25</b>	<b>715.75</b>	<b>9,017.50</b>
<b>PERMANENT PART-TIME</b>				
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
<b>TOTAL HOURS AVAILABLE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Benefit Hours Taken	0.00	0.00	0.00	0.00
<b>TOTAL ACCOUNTABLE STAFF HOURS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TEMPORARY</b>				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
<b>TOTAL HOURS AVAILABLE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**UTILITY      3C**

## Utility Division

	FYE 23		FYE 22	
	May	YTD	June	YTD
<b>PERSONNEL HOURS - FULL TIME</b>				
Total Regular Hours Available	1,120.00	14,560.00	2,552.00	32,406.90
Total Comp Time Available	3.00	156.70	7.25	273.50
Total Overtime Hours	50.25	694.00	169.75	1,524.50
Total Bonus Hours	0.00	0.00	0.00	1,106.65
Total Furlough Hours	0.00	0.00	0.00	0.00
<b>TOTAL HOURS AVAILABLE</b>	<b>1,173.25</b>	<b>15,410.70</b>	<b>2,729.00</b>	<b>35,311.55</b>
Benefit Hours Taken	164.25	2,614.75	267.75	4,574.75
<b>TOTAL ACCOUNTABLE STAFF HOURS</b>	<b>1,009.00</b>	<b>12,795.95</b>	<b>2,461.25</b>	<b>30,736.80</b>
<b>PERMANENT PART-TIME</b>				
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
<b>TOTAL HOURS AVAILABLE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Benefit Hours Taken	0.00	0.00	0.00	0.00
<b>TOTAL ACCOUNTABLE STAFF HOURS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TEMPORARY</b>				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
<b>TOTAL HOURS AVAILABLE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

## Drive-up Window and Mail Payments - FYE 2023

	23-May	23-Jun
Mail Payments - Lockbox	10,341	9,170
Mail Payments - E-Lockbox	3,589	3,587
Mail Payments - Office	89	73
<b>Total Mail Payments - Subtotal</b>	<b>14,019</b>	<b>12,830</b>
Night Deposits	128	158
Paymentus Payments	14,182	13,671
<b>Without assistance paymnts - Subtotal</b>	<b>14,310</b>	<b>13,829</b>
Office Payments	2,131	2,070
<b>With assistance payments - Subtotal</b>	<b>2,131</b>	<b>2,070</b>
<b>Total Payments Processed - Subtotal</b>	<b>30,460</b>	<b>28,729</b>
Bank Draft (ACH) Payments	12271	11640
<b>Total Payments (Utility)</b>	<b>42,731</b>	<b>40,369</b>
<b>Total Payments</b>	<b>60,920</b>	<b>57,458</b>

### Traffic Counter at Drive-up Facility

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

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

## Utility Division Activity Report - FYE 2006

	FYE 23		FYE 22	
	June	YTD	June	YTD
STATUS REPORT				
Regular Utility Accounts Billed	44,403	533,687	43,873	529,036
New Deposit Ons Billed	1,081	9,075	1,142	9,146
Final Accounts Billed	1,260	8,623	1,298	8,233
TOTAL METERS READ	46,744	551,385	46,313	546,415

**FIRE DEPARTMENT**

**4**



## NFD Monthly Progress Report June 2023

### Incident Response Type Summary

Incident Type	Total	% of Total
1 - Fire	9	0.58%
2 - Overpressure Rupture, explosion, Overheat - No Fire	0	0.00%
3 - Rescue & emergency	927	59.23%
4 - Hazardous Conditions (No Fire)	62	3.96%
5 - Service Call	131	8.37%
6 - Good Intent Call	320	20.45%
7 - False Alarm & False Call	76	4.86%
8 - Severe Weather & Natural Disaster	0	0.00%
9 - Special Incident Type	0	0.00%
Incomplete Reports	40	2.56%
<b>Total Incident Count (Unique Calls)</b>	1565	100.00%
<b>Number of Total Unit Responses</b>	1969	

Total Fire Loss    \$42,700.00

	Number of First-In Calls	Average Time/Seconds	Average Time/Minutes
<b>Station #1</b>	332	280	0:04:40
<b>Station #2</b>	218	308	0:05:08
<b>Station #3</b>	229	366	0:06:06
<b>Station #4</b>	193	329	0:05:29
<b>Station #5</b>	58	495	0:08:15
<b>Station #6</b>	57	542	0:09:02
<b>Station #7</b>	160	344	0:05:44
<b>Station #8</b>	136	341	0:05:41
<b>Station #9</b>	180	370	0:06:10

#### Community Outreach

Tours and Special Events	23	Tours, Juneteenth Fireworks Support, Safety Town, Norman Streetwise, Boots & Badges
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#### Burn Permits

Burn Permits Issued	157	Conditions were favorable for burning 22 days in April
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#### Training

Total Personnel Training Hours	2036	Mgmt/Supvsr, Hazmat, Wildland, Special Healthcare, etc.
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# NFD Monthly Progress Report

June 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*	13	5	2	2	1	1	1	1	0	0
Chief 301	7	2	0	1	1	0	0	2	1	0
Chief 302	24	7	3	4	5	0	0	3	2	0
Chief 303	15	6	2	1	1	0	0	3	2	0
Chief 304	7	2	0	1	1	0	0	2	1	0
Chief 401	3	0	0	1	1	0	0	1	0	0
Chief 402	9	4	0	1	0	0	2	0	2	0
Chief 403	9	2	1	1	0	1	3	1	0	0
Chief 404	9	2	1	2	0	1	0	1	0	2
Engine 1	331	313	4	3	0	0	0	6	1	4
Brush 1	8	7	0	0	0	0	0	0	0	1
Ladder 1	38	30	2	2	1	0	0	2	0	1
Engine 2	237	4	214	6	7	0	1	4	0	1
Brush 2	8	1	5	0	2	0	0	0	0	0
Ladder 2	13	5	3	2	2	0	0	1	0	0
Engine 3	246	7	3	230	1	0	0	3	0	2
Brush 3	3	0	0	3	0	0	0	0	0	0
Engine 4	204	3	5	1	188	0	0	5	2	0
Brush 4	6	0	2	0	3	0	0	0	1	0
Engine 5	19	0	0	0	0	15	3	0	0	1
Brush 5	61	0	0	0	0	57	3	0	0	1
Engine 6	24	0	0	0	1	2	20	0	0	1
Brush 6	62	0	0	1	1	2	57	0	0	1
Rescue Boat 6	1	0	0	0	0	0	1	0	0	0
Squad 7	197	14	4	7	7	0	0	154	11	0
Brush 7	3	0	0	0	0	0	0	1	1	1
Engine 8	143	0	0	0	5	0	0	3	134	1
Brush 8	3	0	0	0	1	0	0	0	2	0
Tanker 8	3	0	0	0	0	1	1	0	0	1
Engine 9	201	8	0	4	1	2	4	2	0	180
Brush 9	6	1	0	0	0	0	3	0	0	2
Tanker 9	6	0	0	0	0	1	4	0	0	1
EM1*	13	5	2	2	1	1	1	1	0	0
EMS1*	13	5	2	2	1	1	1	1	0	0
Fire Marshal 1	3	2	0	0	1	0	0	0	0	0
Fire Marshal 2	4	2	0	1	0	0	0	1	0	0
Fire Marshal 3	4	2	1	0	0	0	0	1	0	0
Fire Marshal 4	6	2	1	1	1	1	0	0	0	0
Fire Marshal 5	7	2	1	1	0	0	1	1	1	0
	<b>1969</b>	<b>443</b>	<b>258</b>	<b>280</b>	<b>234</b>	<b>86</b>	<b>106</b>	<b>200</b>	<b>161</b>	<b>201</b>



## June 2023 Fire Prevention Activity Summary

### Prevention Department Update and Activities

Training	42 hours	Principals of Electricity, Fire and Arson, Emergency Vehicle Operation, Field Triage, Trauma Triage
Inspections/Re-Inspections	132 hours	Certificate of Occupancy, Occupancy Loads, Daycare, Fire Alarm, Fire Suppression System, General, Food Trucks
Smoke Detectors	6	Check/Install Smoke Detectors/Replace Batteries
Investigations	8	0 Joint, 5 Closed, 2 Complete, 1 Pending
Investigative Activities	54 hours	Fire Scene Investigation, reports, OSBI, interviews/Interrogation
Department Meetings	34 (26 hours)	Shift Change Meetings, Staff Meeting
Station & Equipment Maintenance	36 hours	Daily checks, supplies replenishing, cleaning & organization
Public Service/Education & Special Events	19 hours	Safety Town, Norman Streetwise, Jazz in June

### Planning Officer Activities

Fire Planning Activities	Number	Staff Hours
Building Plan Reviews	12	25
Fire Protection System Plan Reviews	9	27
Building Inspections/Re-inspections	21	42
License Inspections/Re-inspections	6	13
Prevention Coverage	1	4
Meetings	6	15
Training	3	10
Communication	N/A	20
<b>Totals</b>		<b>156</b>

## EMERGENCY MANAGEMENT DIVISION ACTIVITIES

Emergency Management Division

June 2023

<b>Regular Monthly Scheduled Activities</b>	Unless otherwise noted all meetings are held at the Norman Fire Training Center 2207 Goddard Ave, Norman, OK
Each morning at 7:00 am, a silent test of the outdoor warning system is conducted	The test provides an operational snapshot of the status of the system. This information provides information if a unit needs maintenance and if it is operating properly
Each Monday morning at 10:00 am, the National Weather Service conducts a video call regarding the upcoming weekly weather.	This call has the option for video participation and telephone call in. It is primarily for the Emergency Management of jurisdictions, school, State offices involved in EM, Tribes and other entities tasked with severe weather operations. It is not intended for the general public nor is this just a weather forecast. This time allows for interaction with the NWS about concerns that directly affect the local jurisdiction so they may better prepare for incoming weather.
Each Tuesday evening at 6:30 pm, ELMER night with the Amateur radio club (SCARS, <a href="http://www.w5nor.org">www.w5nor.org</a> ) at the Fire Training Center (South Canadian Amateur Radio Society)	The club mentors other HAMS, works on projects and equipment, provides general support to the City and Public on Amateur operations
Each Wednesday Morning 9:15 am	Radio test with State Emergency Management. This tests the local and statewide capability for voice communication to the State office and to other jurisdictions.
Each first Thursday evening of the month is amateur radio testing night at 6:00 pm	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>Each Saturday 12:00 Outdoor Warning audible test. This test is supported by the Amateur radio club to assist in identifying and verifying units needing maintenance. Residents can assist by “Adopting a Pole” and reporting the siren status they adopt at the website <a href="http://www.w5nor.org">www.w5nor.org</a></p>	<p>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 (normally at the Norman Regional hospital on Porter) 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 activities is provided each meeting.</p>
<p><b>Other Emergency Management Activities</b></p>	

<b>Local Response</b>	
Red Cross Coordination for burn outs. June resulted in no call outs for assistance	With the robust reorganization in the Red Cross and the turmoil of having a 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.
SonnerCon was held 30 June -2 July	Through the Medical Reserve CORPS Norman EM provided a medical first aid station. A very robust event and fortunately the medical response was very light. They have requested we return next year.
EOC-ICS Course G191 was conducted on June 12, 2023	The Course was well attended, however several City departments had no representation. As the new facility approaches completion more training will be conducted and Division will be requested to send staff
Council meeting for the 13 <sup>th</sup> of June approved the funds for the destroyed siren and to have the carport at the Fire Training Center repaired.	It is estimated 4 months or more for the replacement siren. Carport repairs will be done locally
<b>Youth Camp</b>	
Planning of the 2023 Youth Preparedness Camps are underway. The first State sponsored Day Camp will be held at the NSU Broken Arrow Campus in June 2023. A full camp is planned for the NSU Tahlequah Campus and the Murray State College Campus in Tishomingo. Youth preparedness is growing and participation and support has been phenomenal.	In 2019, the first youth preparedness camp was held at NSU in Tahlequah. Since then additional camps have been planned, both locally administered and state supported. This program trains students in two primary areas. 1: The Citizens Emergency Response Training program and 2: A course of Community Preparedness Training. Students and staff were housed in the dorms and logistic support was provided by NSU emergency Management. The course is very robust and kept the students and staff highly engaged in training and learning hands on skills critical in disaster operations. The FEMA

	Region 6 representative indicated the camp are ran very professionally and Oklahoma is a leader in this field. These camps are nationally recognized by Bill Bischof, FEMA Region 6, National Preparedness Division
Broken Arrow Youth Preparedness Camp scheduled for June 5-9, 2023 will be a day camp. This will be the first day camp Norman EM has supported. 27 attendees completed the course. NSU-BA has requested a camp in 2024.	Norman EM is the Operations planner for the Oklahoma Youth Council Preparedness Camps. Oklahoma is a leader FEMA Region 6 in promoting and implementing youth preparedness
The RISE grant has been completed and the 4 <sup>th</sup> required deliverable has been done. This grant has allowed equipment to be purchase that builds capability for the Health Dept and the MRC to better respond during times of disaster.	The Emergency Management Coordinator met with the State Coordinator and the Cleveland County Local Response Coordinator (LRC) to discuss the reorganization of the health departments and the management of the MRC Unit. Cleveland County is now assigned to take care of solely Cleveland County. Previously they supported 5 counties. The reassignment identifies the health department as Region 10, Cleveland County. This will assist in the collaboration of the MRC unit and will continue to enhance the Norman Emergency Volunteer response.
<b>Disaster Reimbursement Status</b>	
FEMA has instituted a new process for reimbursement claims. As with any new process there are many issues to be worked through. Brown bag lunch training is being planned for late 2023	It is vital for Volunteers to ensure their time has been recorded. Volunteer hours are dollars for a jurisdiction. The hours go to meeting cost share and having a value added impact for the local jurisdictions.
<b>Mitigation Grant Status</b>	
Many Divisions are applying for mitigation funds for various projects	Norman EM has the role of oversight in the Mitigation grant efforts of the city and will continue to support applications
<b>Severe Weather Issues</b>	
National Weather Service Storm Spotter Training	<a href="https://www.weather.gov/normanspotter">NWS Norman Spotter Schedule (weather.gov)</a>



## **HUMAN RESOURCES**

**5**

**HUMAN RESOURCES**  
**Monthly Report**  
**June 2023**

**HUMAN RESOURCES**

Total number of Employees: 1074

Orientations: 16

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

Terminations: 12

**ADMINISTRATION**

- Worked FMLA cases in tandem with HR Director
- Processed invoices and reconciled expense accounts
- Worked End of Year budget
- Coordinated Birthday/Anniversary post card mail outs
- Labor Relations:
  - Union negotiation meetings held June 26<sup>th</sup> & 28<sup>th</sup>
  - 1 FOP and 1 IAFF meetings held

**BENEFITS**

New Enrollments: 17

COBRA/Retiree participants: 45

<b>Benefit Participation</b>		
	#	%
Medical	773	91%
Dental	772	91%
Vision	553	65%
Disability	340	40%
Supplemental Life	784	93%

*\* Total Benefit Eligible Population: 847*

<b>Claims</b>	
Rx Claims	\$400,190.18
Medical Claims	\$ 746,901.11
	ACTIVE
	\$ 686,175.73
	RETIREE
	\$ 51,391.67
	COBRA
	\$ 9,333.71
Dental Claims	\$ 82,490.38
Death Claims	0



## PERSONNEL ACTIONS

### **New Hires – 42**

<b>Dept./Div.</b>	<b>Position</b>	<b>Number of Employees</b>
Human Resources/Admin	Human Resources Coordinator	1
Stormwater Aquatic Center	Intern	1
Parks & Rec/WW Aquatic Center	Concession Cashier I (PT)	3
Parks & Rec/WW Aquatic Center	Food & Beverage Tech I	2
Parks & Rec/WW Golf	Golf Course Attendant	1
Parks & Rec/WW Aquatic Center	Lifeguard (PT)	4
Parks & Rec/WW Aquatic Center	Recreation Leader I	2
Parks & Rec/WW Aquatic Center	Slide & Gate Attendant	1
Parks & Rec/WW Aquatic Center	Swim Instructor	4
Planning & Community Development	Planner I	1
Police/Patrol	Police Officer	19
Public Works/Fleet Transit	Maintenance Worker I	1
Public Works/Stormwater	Admin Tech III	1
Utilities/WTP	Laborer (PT)	1

### **Promotions – 1**

<b>Dept./Div.</b>	<b>Position</b>	<b>Number of Employees</b>
Fire/Suppression	Fire Driver Engineer	1

### **Separations – 12**

<b>Dept./Div.</b>	<b>Position</b>	<b>Number of Employees</b>
City Clerk/Council	Councilmember	2
Fire/Suppression	Fire Driver Engineer	1
Fire/Suppression	Firefighter	1
Human Resources/Admin	Human Resources Coordinator	1
Parks & Rec/WW Aquatic Center	Food & Beverage Tech I	1
Parks & Rec/WW Golf s	Golf Course Maint Supervisor	1
Parks & Rec/Recreation	Recreation Leader I	2
Police/Patrol	Police Officer	1
Public Works/Fleet	Small Equipment Mechanic	1
Public Works/Traffic	Traffic Line Locator	1

## RECRUITMENT

<b>Positions Requisitioned for Refill by Department/Division (# of vacancies)</b>	
*included positions are Full Time unless otherwise indicated as Part Time (PT) or Seasonal PT*	
<b>Human Resources</b>	
ADA Technician (1)	Employment Technician (Recruiter)
<b>Parks &amp; Recreation</b>	
Park Maintenance – Maintenance Worker I Offer in process	PT Park Maintenance – Parks Temporary Laborer (5)
Small Engine Mechanic	Maintenance Worker II
PT Little Axe – Recreation Center Specialist (1)	PPT Irving – Recreation Leader I (2)
PPT Whittier – Recreation Leader I	PPT 12 <sup>th</sup> Avenue – Recreation Leader I
<b>Westwood Family Aquatic Center &amp; Golf Course – all PT Seasonal</b>	
Swim Instructor/Swim Coach	Lifeguard
Slide & Gate/Shallow Guard Attendant	

Golf - Laborer	Golf - Maintenance Worker II
<b>Planning and Community Development</b>	
Planner I (1)	
<b>Police</b>	
<b>Police Officer (9)</b>	Communications Officer I (3) <b>1 in process</b>
Animal Welfare - Pet Adoption Coordinator (1)	Communications Officer II
Crime Analyst	
<b>Public Works</b>	
Engineering - City Surveyor (1)	
Fleet – Maintenance Worker I (1)	Fleet – Service Technician
Streets – Maintenance Worker I (1)	
Traffic – Traffic Line Locator <b>Offer in process</b>	Traffic – Maintenance Worker I (1)
Traffic – Traffic Signal Technician (1)	
<b>Utilities</b>	
Sanitation - Sanitation Worker I (3)	Sanitation - Sanitation Worker II (1) <b>1 in process</b>
Sewer Line Maint. - Utility Collection Worker I (1)	
PPT Water Reclamation Facility – Custodian (1)	
<b>City Clerk</b>	
Admin Tech III <b>Hire in process</b>	
<b>City Council</b>	
Internal Auditor	
<b>Legal</b>	
Assistant City Attorney I	

**SAFETY**

**Fitness for Duty Meetings**

Department	Number Held
Fire	1

**Return to Work Meetings**

Department	Number Held
Utilities	1

**Recordable Injuries – OSHA**

Department/Division	Nature of Injury	How Sustained	Prognosis
Fire/Suppression	Strained right ankle	Slipped on loose rocks	Work restrictions
Police/Patrol	Strained lower back	Strained back during arrest of suspect	Work restrictions
Public Works/Fleet	Strained neck	Strained neck after being involved in a vehicle accident	Work restrictions
Parks & Rec./Park Maintenance	Dog bite on right calf	Pitbull attacked employee while spraying	Work restrictions

Parks & Rec./Park Maintenance	Strained lower back	Strained back moving tree limbs	Work restrictions
Utilities/Water Line Maintenance	Strained upper right rib area	Strained rib area pulling on wrench to open hydrant	Work restrictions
Utilities/Water Line Maintenance	Strained lower back	Strained back loading water pump	Work restrictions
Utilities/Sanitation	Strained left arm	Strained arm after being involved in a vehicle accident	Work restrictions
Utilities/Meter Services	Strained right knee	Strained knee stepping into ravine	Work restrictions

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

<b>2023*</b>	<b>2022</b>	<b>2021</b>
4	7	5

*\*CY2023 is current YTD*

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

<b>2023</b>	<b>2022</b>	<b>2021</b>
7	3	10

**Recordable Injuries per calendar year:**

<b>2023*</b>	<b>2022</b>	<b>2021</b>
40	60	64

*\*CY2023 is current YTD*

**Recordable Injuries per fiscal year:**

<b>2023</b>	<b>2022</b>	<b>2021</b>
67	54	75

**INFORMATION TECHNOLOGY**

**6**

**CITY OF NORMAN**Information Technology Department  
Monthly Report – June 2023.

Working projects for the IT Department are as follows:

Project	Description/improvement anticipated	Status
ERP Replacement Project	Process improvements for finance, purchasing, AR/AP, Courts, HR, Payroll, Personnel, and Permits Management through newer technology, software, and business review processes.	In Progress –Project team has completed implementation work on Incode for Municipal Court, Munis for Financials, Advanced Utilities for utility billing, Tyler EAM for Work Orders, as well as Intellitime for Time and Attendance. Munis for HR Module is being updated. CityView for Planning and Permits began May 2022 and will continue into 2023.
Main Site data center upgrades	Necessary upgrades to current infrastructure are needed to enhance capabilities and continue with power saving and cooling efforts by reducing the amount of physical servers through virtualization.	Ongoing: New core switching is implemented and speed enhanced at main campus. IT Network staff are in implementation and testing of networking and security appliances, as well as virtual upgrades. This includes expansion of equipment for new buildings.

Water tower and mono-pole contract negotiations.	Increased Revenue and compliance for water tower/cellular mono-pole leases. Repair requirements.	Ongoing – taken over by Utilities Admin.
Fiber Optic Installation for redundant loop at WTP and EOC	IT and the Utilites Department will be using capital funds to connect a microwave antenna from Fire station 9 to the Water treatment plant and connect to the Emergency Operations Center once that building is complete. This will create a redundant loop for the WTP and EOC incase of lost service from the main connection.	Awaiting Approval, Working with Utilities Department, land acquisition complete, right of way in negotiation possible launch in FYE24
New Building construction/renovation support.	The IT Department is involved in all new building construction planning and will be responsible to map our networking infrastructure, building air for network closets, power for equipment and battery backups, network drops, wireless network coverage, hardware installation, and physical moves of staffs computer systems in all building projects (Norman Forward Driven)	In Progress – Sanitation, Line Maintenance, Sr. Center, YFAC, EOC, Development Center, Municipal Court, HR/IT Building, Bus Station, Building Maint.
Jenkins Street Fiber Move	Move the city's fiber optics out of the way of construction during the Jenkins Street widening project.	In Planning – Finance Dept. looking for funds for fiber move. To be complete by end of 2023.
IT Security training efforts for all network and email users at the City of Norman.	Increase awareness and stay current on all new and rapidly changing cyber-attack methods so that the CoN network is protected by every employee who utilizes the network for business.	Ongoing

Endpoint Security Review	Review current endpoint security appliances and software and make upgrades as necessary.	In Progress
Print consolidation	Work with outside vendor to consolidate all print, fax, copy machines in CoN facilities.	In Progress
Automated Meter Infrastructure	Implement and integrate AMI for meter reading and utility billing.	In Planning
Print Shop Move to IT	Transition the Print Shop from the Finance Department in to the IT Department.	In Progress, full completion in July 2023.
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 June 2023. This high amount is because of various departmental moves to the Development Center and the IT Department assisting in connections and configuration.

### Mass Communications:

The following statistics represent email space and resource savings. In the attached table, you will see that 14 emails from the groups shown were sent from city servers using city resources – of those 34,958 were delivered to outside mailboxes for the month of June 2023. The city servers generated mass communications to Norman citizens of 34,958 messages from only 14 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 299,693 attempted incoming and 111,317 outgoing messages for the month of June 2023. Incoming messages totaling 120,771 were considered Spam or hazardous e-mails by our email-filtering appliance, and were quarantined or filtered (see **IT Table 3**). This number represents 40% of our inbound mail. This percentage is up from previous months for malicious email/spam however; our security efforts are having an effect on 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 June 2023, the City of Norman's web site had 127,444 individual web sessions access the web site for 266,768 total page views. Of those sessions, 69,551 were identified as New Users to view content on the City web site (see **IT Table 4**). In July of 2019, the IT Department kicked off a project with Interpersonal Frequency to overhaul the City website. Since its completion in June 2020, the site has reduced and more relevant information as well as the ability to function seamlessly from mobile devices and tablets.

### ERP Project Implementation Progress:

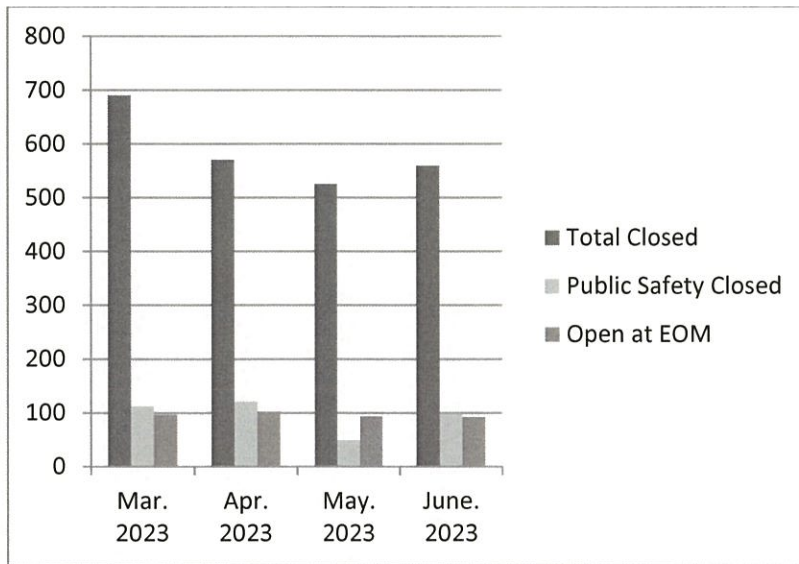
The chart below shows the path that we have followed through our ERP Implementation Project. The project began in January of 2018 and was delayed for multiple reasons by the 2020 pandemic. The final implementations are expected to run through FYE24. The City Council approved approximately \$6 Million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



has completed implementation of Parks and Rec software (Vermont Systems), Municipal Court software (Incode), Finance software (Munis), Utility Billing software (CIS Infinity), Payroll (Munis), Human Resource Management (Munis), and Work Orders (Tyler EAM). Daily work continues on these systems as well as additional training, enhancements, and configuration. Server installation and configuration for Planning and Community Services (CityView) application began in May of 2021. The COVID-19 pandemic had an adverse effect on the completion of CIS Infinity and the starting of CityView because of vendor resource availability and travel restrictions in Canada (both companies are Harris owned and based in Canada). The final phase of our software upgrades, City View, is expected to complete during the latter part of calendar year 2023. We will continue to evaluate each of these systems moving forward starting with a review of the HR Systems in FYE23.

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

**Table 1**



**Table 2**

<b>June 2023 LIST SERVER REPORT</b>			
<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	2497	14	34958
<b>Totals</b>	3833	14	34958



# Executive Summary

ironport.example.com

01 Jun 2023 00:00 to 30 Jun 2023 23:59 (GMT -05:00)
Data in time range: 100.0 % complete

### Incoming Mail Graph

### Incoming Mail Summary

Message Category	%	Messages
Stopped by IP Reputation Filtering	36.0%	107,959
Stopped by Domain Reputation Filtering	1.7%	5,186
Stopped as Invalid Recipients	0.0%	6
Spam Detected	2.3%	6,841
Virus Detected	0.0%	37
Detected by Advanced Malware Protection	0.0%	52
Messages with Malicious URLs	0.0%	19
Stopped by Content Filter	0.2%	671
Stopped by DMARC	5.7%	17,124
S/MIME Verification/Decryption Failed	0.0%	0
<b>Total Threat Messages:</b>	<b>40.3%</b>	<b>120,771</b>
Marketing Messages	17.3%	51,819
Social Networking Messages	1.6%	4,714
Bulk Messages	17.5%	52,331
<b>Total Graymails:</b>	<b>36.3%</b>	<b>108,864</b>
S/MIME Verification/Decryption Successful	0.0%	0
Clean Messages	23.4%	70,058
<b>Total Attempted Messages:</b>		<b>299,693</b>

### Outgoing Mail Graph

### Outgoing Mail Summary

Message Processing	%	Messages
Spam Detected	0.0%	0
Virus Detected	0.0%	0
Detected by Advanced Malware Protection	0.0%	0
Messages with Malicious URLs	0.0%	0
Stopped by Content Filter	0.0%	0
Stopped by DLP	0.0%	0
Clean Messages	100.0%	111,301
<b>Total Messages Processed:</b>		<b>111,301</b>

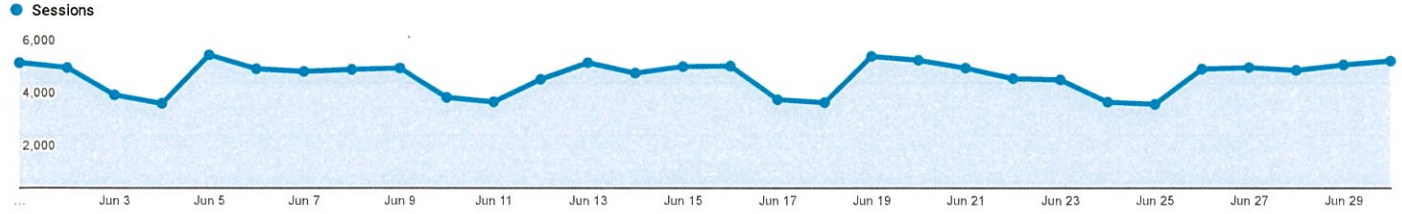
Message Delivery	%	Messages
Hard Bounces	1.7%	1,946
Delivered	98.3%	109,371
<b>Total Messages Delivered:</b>		<b>111,317</b>

Site Traffic

Jun 1, 2023 - Jun 30, 2023

All Users  
100.00% Sessions

Report Tab



Day of the month	Sessions	Pages / Session	Pageviews	Users	New Users	Bounce Rate	Avg. Time on Page
	<b>127,444</b> % of Total 100.00% (127,444)	<b>2.09</b> Avg for View: 2.09 (0.00%)	<b>266,768</b> % of Total 100.00% (266,768)	<b>80,544</b> % of Total 100.00% (80,544)	<b>69,551</b> % of Total 100.04% (69,524)	<b>42.06%</b> Avg for View: 42.06% (0.00%)	<b>00:01:40</b> Avg for View: 00:01:40 (0.00%)
1. 05	<b>5,063</b> (3.97%)	2.10	<b>10,637</b> (3.99%)	<b>4,298</b> (3.97%)	<b>2,774</b> (3.99%)	42.15%	00:01:46
2. 19	<b>5,012</b> (3.93%)	2.10	<b>10,548</b> (3.95%)	<b>4,236</b> (3.91%)	<b>2,881</b> (4.14%)	42.82%	00:01:41
3. 20	<b>4,864</b> (3.82%)	2.18	<b>10,607</b> (3.98%)	<b>4,091</b> (3.77%)	<b>2,541</b> (3.65%)	40.28%	00:01:39
4. 30	<b>4,834</b> (3.79%)	2.13	<b>10,287</b> (3.86%)	<b>4,100</b> (3.78%)	<b>2,593</b> (3.73%)	39.97%	00:01:33
5. 13	<b>4,770</b> (3.74%)	2.09	<b>9,972</b> (3.74%)	<b>4,070</b> (3.76%)	<b>2,634</b> (3.79%)	42.39%	00:01:44
6. 01	<b>4,766</b> (3.74%)	2.15	<b>10,233</b> (3.84%)	<b>4,065</b> (3.75%)	<b>2,554</b> (3.67%)	40.50%	00:01:43
7. 29	<b>4,693</b> (3.68%)	2.10	<b>9,863</b> (3.70%)	<b>4,026</b> (3.71%)	<b>2,608</b> (3.75%)	42.55%	00:01:42
8. 16	<b>4,643</b> (3.64%)	2.11	<b>9,813</b> (3.68%)	<b>3,960</b> (3.65%)	<b>2,580</b> (3.71%)	39.28%	00:01:34
9. 15	<b>4,622</b> (3.63%)	2.15	<b>9,946</b> (3.73%)	<b>3,898</b> (3.60%)	<b>2,501</b> (3.60%)	41.30%	00:01:38
10. 27	<b>4,590</b> (3.60%)	2.13	<b>9,758</b> (3.66%)	<b>3,818</b> (3.52%)	<b>2,394</b> (3.44%)	39.69%	00:01:47

Rows 1 - 10 of 30



**MONTHLY REPORT - LEGAL DEPARTMENT**  
**June 2023 Report**  
**(Submitted July 15, 2023)**

**MONTHLY HIGHLIGHTS:**

David Ballard v. Austin Ball et al, CV-23-1869 (W, K)

This case was filed on May 23, 2023. It sought injunctive relief that prohibited Council from voting to declare a vacancy in the office of Ward 3 and to fill the vacancy. The district court granted injunctive relief that preclude Council from voting on May 23, 2023, and scheduled a hearing for May 25, 2023. At the hearing, the district court vacated the injunctive relief granted to Plaintiff and dismissed the case. Because the deadline for Plaintiff to appeal has expired, this case will no longer appear on the Monthly Report.

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

This case arises out of Mr. Dollarhide's arrest by an Oklahoma Highway Patrol Trooper at Lake Thunderbird. In his pro se Complaint, Mr. Dollarhide alleges a violation of his civil rights and torture in violation of 18 U.S.C. § 2340A. On June 23, 2023, the federal district court dismissed Mr. Dollarhide's Complaint. The district court granted Mr. Dollarhide until July 24, 2023, to file an amended complaint. This case will remain on the Monthly Report until then.

**LIST OF PENDING CASES:**

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

Harmon et al. v. City of Norman et al., CIV-18-0688; 18-6187; 22-6019 (K)

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

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

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

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

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

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

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

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

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

Shaw, Austin, et al. v. City of Norman, Case No. SD-120,666; CJ-2019-1313 (K)

The Plaintiffs did not file a petition for certiorari with the Oklahoma Supreme Court. Thus, this case will no longer appear on the Monthly Report.

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

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

## **COURT OF CRIMINAL APPEALS**

None

## **CLEVELAND COUNTY DISTRICT COURT**

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

Armstrong v. City of Norman, CJ-2012-1638 (K)  
City v. Haddock, CV-2010-357 TS (K, S)  
City v. IAFF, CV-2011-48 L; DF-109447 (K)  
City v. Komiske, Cobblestone Creek Management Company, et al., CV-2012-748 (K, W)  
City v. Aaron Stachmus and Bryson Anglin, CJ-2021-445 (S)  
City v. Aaron Stachmus and Bryson Anglin, CJ-2022-424 (S)  
City v. Aaron Stachmus and Bryson Anglin, CJ-2022-647 (S)  
Kevin Easley v. City of Norman, CV-2022-2830  
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)  
This case was filed on December 2, 2022, but it was not served on the City until June 21, 2023. It arises out of medical care provided to the Plaintiff by Defendant S. Carter at Norman Regional Hospital.  
City v. Loeffler & Ashford Investments, LLC, CV-2022-1182 (M)  
City v. Lonnie Hodges, CV-2020-2922  
The Norman Petition Initiative No. 2021-1, Case No. CV-2020-2384 (K)  
McCarver v. City of Norman, CJ-2013-128 TS (K)  
Petersen and Lester E.R. Dotty v. City of Norman, CV-2023-766 (K)  
Remy v. Hall, et al., Case No. CV-2017-1853 (K, S)  
Shaz Investment Group, LLC v. City of Norman, CJ-2021-1044 (K)  
West Lindsey Center Investors, LLC v. City of Norman, et al., CJ-2022-693 (K)

### ***B. Condemnation Proceedings***

City of Norman v. Chastain Oil Company, a Corporation, et al., CV-2015-677 (M)  
City of Norman v. West Lindsey Center Investors, LLC, et al., CV-2015-671 (M)  
City of Norman v. Tietsort Revocable Trust, et al., CJ-2013-775 (M)  
City of Norman v Apex Properties, LLC, et al., CJ-2021-221 (M)

City of Norman v. The Uplands Development Co., LLC, et al., CJ-2021-227 (M). By order dated June 26, 2023, pretrial deadlines were extended and a December 2023 Status Conference set.

City of Norman v. Hallbrooke Development Group One, LLC, et al., CJ-2021-228 (M). An Agreed Order resetting pretrial deadlines and resetting Status Conference has been submitted to the Court for consideration.

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

City of Norman v. McIntosh Living Trust, et al., CJ-2023-704 (M): This eminent domain matter was filed by the City of Norman on June 14, 2023. A hearing was set to appoint commissioners before Judge Virgin on August 2, 2023. The defendants have all been served.

City of Norman v. Susanne Corr Revocable Trust, et al., CJ-2023-706 (M): This eminent domain matter was filed by the City of Norman on June 14, 2023. A hearing was set to appoint commissioners before Judge Balkman on August 2, 2023. The defendants have all been served and legal counsel for the property owner has filed an Entry of Appearance.

City of Norman v. Miller Revocable Trust, et al., CJ-2023-708 (M): This eminent domain matter was filed by the City of Norman on June 14, 2023. A hearing was set to appoint commissioners before Judge Virgin on August 7, 2023. The defendants have all been served.

City of Norman v. Bradley Goodman, et al., CJ-2023-707 (M): This eminent domain matter was filed by the City of Norman on June 14, 2023. Due to a transfer of the case to the new court, a hearing to appointment commissioners has not been set and no defendants have yet been served.

**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***

None



**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 23-06 – (Malia Ross – Discipline)
- This grievance has been resolved and will no longer appear on the Monthly Report.
- AFSCME Grievance FYE 23-08 – (AFSCME Group Grievance)
- AFSCME Grievance 23-09 - (Brian Jones)

- 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)

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

None

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

None

**MUNICIPAL COURT PROSECUTIONS**

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

Month	<u>ADULT CASES</u>			<u>JUVENILE CASES</u>			<u>COURT SESSIONS</u>		
	FYE 21	FYE 22	FYE 23	FYE 21	FYE 22	FYE 23	FYE 21	FYE 22	FYE 23
JULY	545	275	165	23	11	7	16	7	9
AUG	444	236	241	11	9	10	14	5	13
SEPT	520	263	245	10	9	15	13	5	10
OCT	325	269	244	4	12	13	7	6	9

	<u>ADULT CASES</u>			<u>JUVENILE CASES</u>			<u>COURT SESSIONS</u>		
NOV	259	228	205	0	2	10	6	6	6
DEC	279	162	165	6	1	5	7	3	8
JAN	134	185	205	3	9	9	0	6	10
FEB	178	787	256	1	8	17	0	8	10
MAR	270	282	272	6	13	13	5	9	12
APR	420	323	322	6	12	9	13	10	9
MAY	507	582	395	10	21	17	13	12	13
JUNE	422	268	344	0	7	31	11	11	9
TOTALS / YTD	4,303	3,860	3,059	80	114	156	105	88	118

### WORKERS' COMPENSATION COURT

The total number cases pending as of June 2023 are 24. There were no new Oklahoma Workers Compensation claims received during the month. One administrative settlement was approved. 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 23 CASES	FYE22 CASES	FYE21 CASES	FYE20 CASES
Fire	Suppression	12	9	4	2	2
Fire	Prevention			1		
Parks/Rec.	Park Maintenance	1				
Parks/Rec	Westwood Pool			1		
Planning	Development Services					
Police	Animal Welfare	2			2	1
Police	Criminal Investigation	2		1		
Police	Patrol	4	1	4	1	2
Police	Administration	0		2		
Public Works	Street Maintenance			1	1	1
Public Works	Vehicle Maintenance					
Public Works	Storm Water					
Public Works	Traffic Control	1	1			
Utilities	Line Maintenance	1	1			1
Utilities	Sanitation	1	1			
<b>TOTALS</b>		<b>24</b>	<b>11</b>	<b>14</b>	<b>6</b>	<b>7</b>

### *List of Pending Cases*

Adams, Malia Jessie v. City of Norman, CM-2020-01069 Q

(Police, Animal Welfare, Animal Welfare Officer, R. Hip, Low Back with Radicular Symptoms, Mid-Back Consequential; + Thoracic Spine)

Adams, Malia Jessie v. City of Norman, CM-2021-02000 A

(Police, Animal Welfare, Animal Welfare Officer, R. Ankle, Mid/Low Back)

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)

Edwards, Brian v. City of Norman, CM-2023-00414 L

(Fire, Suppression, Fire Driver Engineer, R. Hand, R. Thumb)

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

**(Fire, Suppression, Firefighter, Binaural Hearing Loss)**

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

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

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

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

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

(Fire, suppression, Firefighter)

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

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

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

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

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

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

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

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

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

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

Newell, Richard v. City of Norman, WCC-2022-15014 H

(Police, Narcotics, Sergeant, R. Knee)

Peterman, Kyle M. v. City of Norman, CM-2022-06515 P

(Fire, Suppression, Firefighter Recruit, L. Inside Ear)

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

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

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

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

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

(Fire, Suppression, Firefighter, Lower Back)

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

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

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

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

Tuschmann, Sean Michael v. City of Norman, CM-2022-04310 H

(Police/Patrol/Lieutenant, L Shoulder, L. Elbow, L. Hand)

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 June 2023.

DEPARTMENT	FYE 23 Month	FYE 23 YTD	FYE 22 YTD	FYE 21	FYE 20
Animal Control		2	2	1	
Finance – IT				1	
Fire			2	1	4
Legal				2	
Other		5	6	11	10
Parks		1	2	4	6
Planning		1	2		
Police	1	8	8	3	5
Public Works – other		5	2	2	3
Public Works – Stormwater			1		2
Public Works – Engineering				1	2
Public Works – Streets	1	8	10	9	11
Utilities – Water		16	6	11	11
Utilities – Sanitation	1	7	6	12	12
Utilities – Sewer		3	4	5	5
<b>TOTAL CLAIMS</b>	<b>3</b>	<b>56</b>	<b>51</b>	<b>63</b>	<b>71</b>

CURRENT CLAIM STATUS	FYE 23 TO DATE	FYE 22	FYE 21	FYE 20
Claims Filed	56	51	63	71
Claims Open and Under Consideration	13	0	0	0
Claims Not Accepted Under Statute/Other	4	3	10	11
Claims Paid Administratively	20	15	11	13
Claims Paid Through Council Approval	1	2	7	14
Claims Resulting in a Lawsuit for FY	0	5	3	1
Claims Barred by Statute (No Further Action Allowed)	9	26	32	32
Claims in Denied Status (Still Subject to Lawsuit)	9	0	0	0

**MUNICIPAL COURT**

**8**

**MUNICIPAL COURT  
MONTHLY REPORT  
JUNE - FY '23**

**CASES FILED**

	<u>JUNE</u>	<u>FY23</u>	<u>Y-T-D</u>	<u>JUNE</u>	<u>FY22</u>	<u>Y-T-D</u>
Traffic	802		6,545	344		4,303
Non-Traffic	257		2,580	254		2,476
SUB TOTAL	1,059		9,125	598		6,779
Parking	447		8,339	330		6,145
<b>GRAND TOTAL</b>	<b>1,506</b>		<b>17,464</b>	<b>928</b>		<b>12,924</b>

**CASES DISPOSED**

	<u>JUNE</u>	<u>FY23</u>	<u>Y-T-D</u>	<u>JUNE</u>	<u>FY22</u>	<u>Y-T-D</u>
Traffic	784		5,880	453		4,729
Non-Traffic	236		2,731	185		2,813
SUB TOTAL	1,020		8,611	638		7,542
Parking	461		6,797	278		6,923
<b>GRAND TOTAL</b>	<b>1,481</b>		<b>15,408</b>	<b>916</b>		<b>14,465</b>

**REVENUE**

	<u>JUNE</u>	<u>FY23</u>	<u>Y-T-D</u>	<u>JUNE</u>	<u>FY22</u>	<u>Y-T-D</u>
Traffic	\$ 81,912.26		\$ 655,936.65	\$ 40,784.46		\$ 502,528.89
Non-Traffic	\$ 26,355.55		\$ 247,157.23	\$ 14,646.68		\$ 234,379.27
SUB TOTAL	\$ 108,267.81		\$ 903,093.88	\$ 55,431.14		\$ 736,908.16
Parking	\$ 16,275.00		\$ 241,641.00	\$ 10,230.00		\$ 234,980.26
<b>GRAND TOTAL</b>	<b>\$ 124,542.81</b>		<b>\$ 1,144,734.88</b>	<b>\$ 65,661.14</b>		<b>\$ 971,888.42</b>

MUNICIPAL COURT - MONTHLY REPORT  
June 2023

JUVENILE COMMUNITY SERVICE PROGRAM

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

MEDIATION PROGRAM

The Early Settlement – Norman Mediation Program accepted 28 new cases and closed 37 cases during the month of June 2023. 10 Mediations were held.

**PARKS AND RECREATION**

**9**



## Park Development Activities June 2023

### NORMAN FORWARD Neighborhood Parks:



Crews worked to install irrigation to the new trees planted earlier this spring at the new Bentley Park (in the Bellatona and Summit Valley neighborhoods). We had been watering with gator bags since installation, while a new irrigation meter was set and we got bids for the work to run the new lines. We have also ordered a picnic pavillion and are anticipating the playground equipment to be delivered later this summer. We will be working on the sports courts, walking trails, park furniture and signage as the project progresses through the end of 2023.

### Andrews Park:

We held a pre-proposal meeting in June with firms interested in bidding on the project to create a master plan for Norman's oldest park. We are hoping to plan for more active space and re-imagined areas and facilities throughout the northern 2/3 of the space, while retaining and enhancing some of the large and popular spaces in the rest of the park (such as the WPA structures including the amphitheater, the new skatepark, the splashpad and the basketball court areas). We received proposals on the 26<sup>th</sup>, and will now move on to in-person interviews in July, after which, we will select a team to lead our design process, which will include public input and a steering committee in an effort to make this major downtown space more attractive and usable.

### Forestry:



Our Forester has started a summer program where he will visit each of our recreation centers summer camps to teach the different age groups of kids about trees and tree science and ecology. The 10-week program includes one visit per week at each center. This program is a free part of the regular summer programming. Also, the Forester is visiting new tree planting areas to check their health as we get into hotter weather. This has included manually removing bagworms from trees, when discovered. Several were discovered on the new trees planted last fall along Legacy Trail, south of Main Street. Although not usually a problem on mature trees, they can cause

severe damage to young plantings, even up to causing tree death, if all leaves are consumed through cocoon building. The cocoons protect them from chemical treatment, so hand removal is the only way to insure the tree will be free from attack. He has also been working to do some trimming in parks to keep walking trails cleared and to remove winter kill on as many trees as possible.

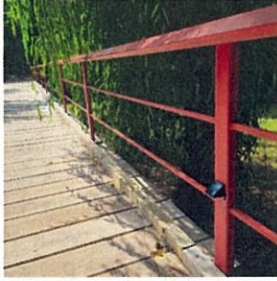
### Sutton Wilderness:

We began advertising last month to receive bids for the construction of a 12-car parking lot addition and improvements to the south walking trail spur at George M. Sutton Urban Wilderness. The project is being funded 80% by a grant from the Oklahoma Recreational Trails Program, and will include making improvements to the drainage and trail surface along the walking trail spur that leads to Griffin Park from the south end of the dam in Sutton Wilderness. Work will be awarded in July, and should be completed this summer, weather-permitting.

### Community Parks:

Sod was laid last month in the remaining bare areas around the construction done last year to build new ballfields, a lake and new roads and parking in Reaves Park. We are also spreading compost & sprigs in an area by the new lake, which will increase our grass coverage in that area and reduce erosion and dust blowing in the park.

### **Bike Trails:**



A contractor installed several solar-powered path lights on the bicycle bridge over Imhoff Creek, between Berry Road and Brookside Drive. These will make the heavily-used route more safe at night, while not causing excessive light spill into the adjacent properties. We re-decked and re-painted the bridge in 2019, and will continue to monitor it's use and condition as the bike trail network expands and new multi-use trails are built throughout town. Work will begin this year on the trail along the west side of Flood Street, from Robinson to Tecumseh Road; and then along Tecumseh from Flood to 24<sup>th</sup> NW, which will complete a loop around Max Westheimer airport. Other sections of trail are being

designed and built along the north side of Highway 9, heading to the Clear Bay area of Lake Thunderbird. Also, we will begin working on connecting a northern trail along the Little River corridor through the housing in that area, connecting the central part of town to the northern trails.

JUNE 2023  
RECREATION DIVISION  
MONTHLY REPORT

**Norman Senior Center:** The Norman Senior Center saw a monthly attendance of 876. Tech Help was offered on Friday, June 2 by Mariah MC for those interested in assistance with their technological devices. First Monday Birthdays was celebrated on Monday, June 5. S.A.L.T. (Seniors and Law Enforcement Together) held their monthly meeting on Wednesday, June 7. Patrons took a day trip to the OKC Dodger game on Wednesday, June 14, and approximately 60 patrons attended our monthly Grill and Games event on June 16. Folks enjoyed free food, music, Singo Bingo, and door prizes. The Mystery Dinner took patrons to Penny Hill on Tuesday, June 20. On Wednesday, May 31, patrons enjoyed Bingo.

**Little Axe Community Center:** The Park Pals was a huge success and the children really enjoyed it. The library continued the Ready to Read program and we look forward to increased library numbers. The food pantry continues to be very active and Harps is still the food source.

**12th Avenue Recreation Center:** The 12th Avenue Recreation Center averaged 34 campers per day for the month of June. Campers got to kick summer off by going to the movies to see the new Spider Man and enjoy a day at the OKC Zoo! Battle Darts of Oklahoma came to the Center for a couple hours to let the kids play against each other in a Nerf battle and capture the flag! The first trip to the Westwood Family Aquatic Center was June 5<sup>th</sup>. Our staff have also provided each camper with their own mini scrapbook that they work on to draw or write what their favorite part of each week was! Amp Fitness has transitioned the location of their classes to being outdoors unless it is raining or too cold. Due to low turnouts, we have transitioned to pickleball play being on the outdoor courts for the summer. 12<sup>th</sup> Avenue will resume indoor play on August 22<sup>nd</sup> for morning play and August 23<sup>rd</sup> for evening play.

**Irving Recreation Center:** The Irving Recreation Center Summer Camp continued with 35 campers enrolled. We have an average daily attendance of 23 campers. We had a few campers unenroll and we are currently in the process of contacting those families that are on our waitlist. We have conducted interviews for the Recreation Leader and Recreation Specialist positions and they should be filled by the end of July.

**Whittier Recreation Center:** Our Summer Camp program averaged 29 students for the month of June. Children enjoy crafts, field trips and daily activities. We have put a break on Clogging and rentals during our Summer Camp program and will start them again in the Fall.

**FACILITY ATTENDANCE:**

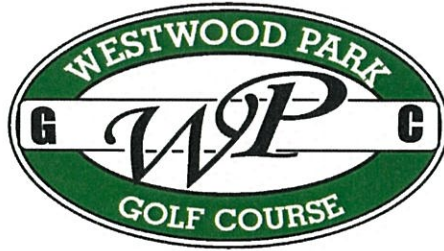
	Month	Year to Date
Norman Senior Center	876	10,063
Little Axe Community Center	1,444	15,987
12th Avenue Recreation Center	2,258	15,367
Irving Recreation Center	468	6,314
Whittier Recreation Center	370	7,117
Reaves Center	300	3,600
Tennis Center	3,257	40,290



**June 2023 PARKS MAINTENANCE DIVISION**

	<b>FYE-23</b>		<b>FYE-22</b>	<b>FYE-22</b>
<b>SAFETY REPORT</b>	<b>MTD</b>	<b>FYE-23 YTD</b>	<b>MTD</b>	<b>YTD</b>
On-The-Job Injuries	0	3	0	1
Vehicle Accidents	0	0	0	0
Employee responsible	0	0	0	0
<b>ROUTINE</b>	<b>Total Man Hours</b>		<b>Total Man Hours</b>	
<b>ACTIVITIES</b>		<b>FISCAL YTD</b>		<b>FISCAL YTD</b>
Big Mowing	161	876.00	124.5	750.50
Trim Mowing	928	5637.50	1163	4786.00
Chemical Spraying	126	1176.00	159	909.00
Fertilization	0	23.00	0	18.00
Park Tree Work	130	3489.00	164	766.00
Street Tree Work	24	167.00	15	78.00
Trash Maintenance	378	4066.75	161	1861.25
Sprinkler Maintenance	162	2304.75	184.5	901.25
Watering	0	26.00	0	279.00
Painting	0	2.00	0	415.00
Landscape Maintenance	299.75	2788.25	69	1302.00
Seeding/Sodding	1	92.00	0	608.00
Ballfield Maintenance	0	299.00	0	341.00
Fence Repairs	0	552.00	0	263.50
Equipment Repairs/Maintenance	209	2359.00	200	1035.00
Material Hauling	6	294.50	8	491.25
Snow/Ice Removal	0	883.50	0	520.27
Christmas Setup	0	1396.25	0	264.75
Vector Control	54	236.00	83	111.00
Events	5	203.50	28	224.00
Vandalism Repair	44.5	289.50	6.5	128.00
Trail Maintenance	0	40.00	0	0.00
Playground Maintenance	74	1557.00	116.75	882.25
Restroom Maintenance	0	39.50	0	614.50
Carpentry/Welding	4	239.00	17.75	454.75
Shop Time	71.5	829.00	9.5	384.00
Special Projects	78.5	4505.50	98	2347.50
Miscellaneous	63.5	3555.50	255	1923.25

**WESTWOOD/NORMAN MUNICIPAL AUTHORITY 9A**



**JUNE 2023**

**Westwood Golf Course Division Monthly Progress Report**

<b>ACTIVITY</b>	<b>JUNE FYE'23</b>	<b>JUNE FYE'22</b>
Regular Green Fees	802	896
Senior Green Fees	382	331
Junior Fees	303	354
School Fees ( high school golf team players)	0	0
Advanced Fees (high school golf team pre-pay)	0	0
Annual Fees (Regular, Senior & Junior Members)	1167	916
Employee Comp Rounds	374	358
Golf Passport Rounds	0	0
9-Hole Green Fee	278	208
2:00 Fees	279	157
4:00 Fees	0	511
Dusk Fees or 5:00 Fees	299	123
PGA Comp Rounds	12	4
*Rainchecks (not counted in total round count)	61	17
Misc Promo Fees (birthday, players cards, OU student)	143	566
Green Fee Adjustments (fee difference on rainchecks)	14	3
<b>Total Rounds</b> (*not included in total round count)	<b>4053</b>	<b>4427</b>
% change from FY '22	-8.45%	
<b>Range Tokens</b>	<b>3085</b>	<b>4176</b>
% change from FY '22	-26.13%	
18 - Hole Carts	261	234
9 - Hole Carts	102	104
½ / 18 - Hole Carts	895	1392
½ / 9 - Hole Carts	540	668
<b>Total Carts</b>	<b>1798</b>	<b>2398</b>
% change from FY '22	-25.02%	
18 - Hole Trail Fees	0	2
9 - Hole Trail Fees	0	0
18 - Hole Senior Trail Fees	0	1
9-Hole Senior Trail Fees	0	3
<b>Total Trail Fees</b>	<b>0</b>	<b>6</b>
% change from FY '22	-100.00%	
<b>TOTAL REVENUE</b>	<b>\$166,895.20</b>	<b>\$147,815.68</b>

% change from FY '20	12.91%	
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**JUNE 2023**  
**WESTWOOD GOLF DIVISION**  
**MONTHLY PROGRESS REPORT**

<b>SAFETY REPORT</b>	<b>FY 2023</b>	<b>FY 2023</b>	<b>FY 2022</b>	<b>FY 2022</b>
	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**

	<b>FYE 2023</b>	<b>FYE 2023</b>	<b>FY 2022</b>	<b>FYE 2022</b>
	MTD	YTD	MTD	YTD
Green Fees	\$68,268.70	\$562,733.88	\$67,877.43	\$582,288.65
Driving Range	\$13,769.59	\$146,507.99	\$15,575.73	\$140,870.29
Cart Rental	\$35,210.83	\$297,062.53	\$38,969.44	\$327,508.47
Golf Classes	\$3,120.00	\$8,760.00		\$0.00
Golf Shop Rentals	\$674.64	\$2,810.83		\$0.00
USGA Handicap Fees	\$36.78	\$496.54		\$0.00
Restaurant	\$24,168.08	\$191,693.71	\$25,167.69	\$184,634.44
Insufficient Check Charge	\$0.00	\$0.00	\$0.00	\$0.00
Interest Earnings	\$21,646.58	\$76,454.22	\$225.39	\$3,220.46
<b>TOTAL INCOME</b>	<b>\$166,895.20</b>	<b>\$1,286,519.70</b>	\$147,815.68	<b>\$1,238,522.31</b>
Expenditures	\$335,558.90	\$1,688,079.37	\$143,698.50	\$1,263,937.16
Income vs Expenditures	<b>(\$168,663.70)</b>	<b>(\$401,559.67)</b>	<b>\$4,117.18</b>	<b>-\$25,414.85</b>
Rounds of Golf	4053	36127	4427	38041

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

#1 fairway bunker is in the final stages of renovation. We will continue on bunker renovations as time allows. Greens quality rating is presently at 93%. Green speed is between 10' and 11' on the stimpmeter. The storm that took place in mid-June, damaged many large trees and the clean up is still in progress. The installation of the clock tower at #1 tee is progressing and the electronic screen is up and functional. Our weed control programs for the golf course are working effectively and are being noticed by many.

JUNE 2023  
WESTWOOD POOL  
MONTHLY REPORT

FINANCIAL INFORMATION

	FYE 2023 MTD	FYE 2023 YTD	FYE 2022 TOTAL
Swim Pool Passes	\$110,008.00	\$317,070.00	\$280,436.50
Swim Pool Gate Admission	\$115,066.00	\$312,306.00	\$333,721.00
Swim Lesson Fees	\$14,746.82	\$83,169.82	\$63,442.00
Pool Rental	\$16,434.20	\$70,236.00	\$47,806.00
Locker Fees	\$0.00	\$0.00	\$0.00
Pool Classes	\$4,860.00	\$48,805.00	\$24,633.00
Pool Merchandise Sales	\$349.55	\$349.55	\$0.00
Concessions	\$16,108.23	\$131,337.52	\$203,526.27
<b>TOTAL INCOME</b>	<b>\$277,572.80</b>	<b>\$963,273.89</b>	<b>\$953,564.77</b>
Expenditures	\$162,223.11	\$854,906.87	\$693,322.52
<b>Income verses Expenditures</b>	<b>\$115,349.69</b>	<b>\$108,367.02</b>	<b>\$260,242.25</b>

ATTENDANCE INFORMATION

	FYE 2023 MTD Jun-23	FYE 2022-23 YTD June 23 - Present	2021 YTD May 21 - Oct 21
a. Pool Attendance	35,616	114,679	75,468
b. Adult Lap Swim Morning/Night	66	950	1,802
c. Water Walkers	53	1,124	4,923
d. Toddler Time	310	4,328	5,421
e. Water Fitness	119	2,610	2,826
f. Swim Team	0	1,435	4,423
g. Scuba Rentals	7	514	54
h. Scuba Participants	34	282	100
i. Swim Lessons	750	1,465	1,697
j. Private Swim Lessons	17	73	51
g. Movie Night/Special Events	2	2156	1,298
h. Party / Rentals	52	259	116
<b>TOTAL ATTENDANCE</b>	<b>37,026</b>	<b>129,875</b>	<b>98,179</b>

**FACILITY MAINTENANCE**

**9B**

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

## Comprehensive Costs

Grand Total Cost: \$97,659.61

Total Misc. Cost (Materials/Contract Labor): \$40,197.91

Total Labor Cost: \$57,461.70

Total Labor Hours: 1,868.5

## Total Cost by Request Type

Administrative: \$9.66K – 10%

Custodial: \$14.82K – 15%

Electrical: \$16.63K – 17%

General Maintenance: \$3.26K – 3%

HVAC: \$18.72K – 19%

Pest Control: \$891.72 – 1%

Plumbing: \$33.65K – 34%

Roofs: \$33.47 – 1%

## Total Cost by Location (Trade)

Plumbing: \$29.26K

Indirect Maintenance: \$18.89K

HVAC: \$18.6K

Electrical: \$15.84K

Admin: \$9.58K

General Maintenance: \$2.6K

Pest Control: \$891.72

Doors/Locks: \$735.65

CNG Station – Electrical: \$601.69

### Top Buildings by Cost

Indirect: \$28.47K

Central Library: \$6.95K

Andrews Park: \$5.23K

Reaves Park: \$4.18K

Neighborhood Parks: \$3.85K

201B(NPD – Complex): \$3.28K

N. E. Lions Park: \$3.06K

Legacy Park: \$2.93K

Norman Investigations Center: \$2.91K

Development Center: \$2.72K

Shooting Range: \$2.53K

Fire Station #9: \$2.14K

East Library: \$2.05K

Facility Maintenance: \$2.03K

Water Reclamation: \$1.85K

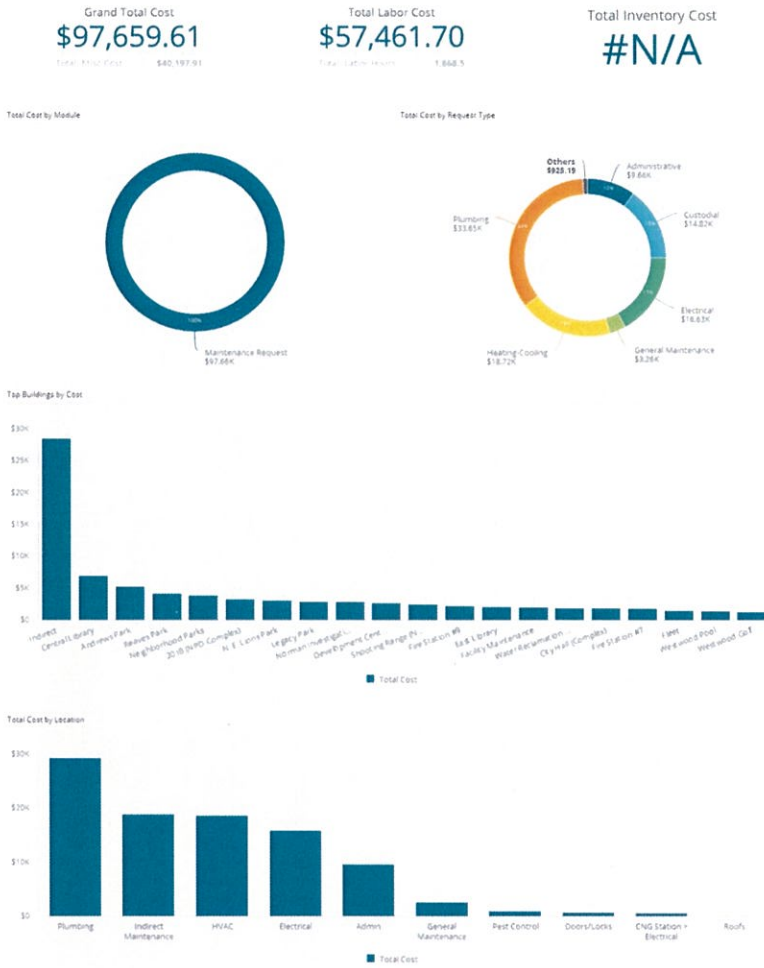
City Hall (Complex): \$1.85K

Fire Station #7: \$1.77K

Fleet: \$1.45K

Westwood Pool: \$1.35K

Westwood Golf: \$1.31K



## Comprehensive Operations

Maintenance Requests – Total: 440

Administrative: 8

Custodial: 2

Electrical: 81

General Maintenance: 40

HVAC: 178

Plumbing: 125

Pest Control: 5

Roofs: 1

Finalized Requests – Total: 440

Number of Requests by Building

Development Center (Complex): 37

201B (NPD – Complex): 35

Central Library: 35

Norman Investigations Center: 29

City Hall (Complex): 19

Water Reclamation Facility: 15

Indirect: 15

East Library: 14

Andrews Park: 13

Shooting Range (NPD): 12

Fire Station #7: 12

Neighborhood Parks: 11

Westwood Golf: 10

Fleet: 9

Griffin Park: 9

Ruby Grant Park: 8

Reaves Park: 8

Fire Station #9: 8

Westwood Tennis: 8

Water Treatment: 7

Whittier Recreation Center: 7

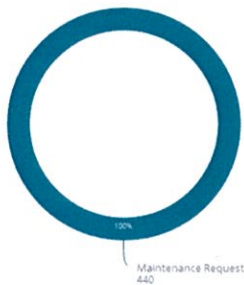
Westwood Pool: 6

Senior Center: 6

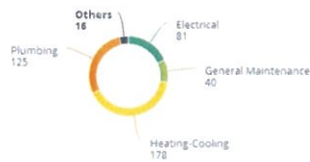
Little Axe Recreation Center: 6

Lions Park: 6

Requests by Module



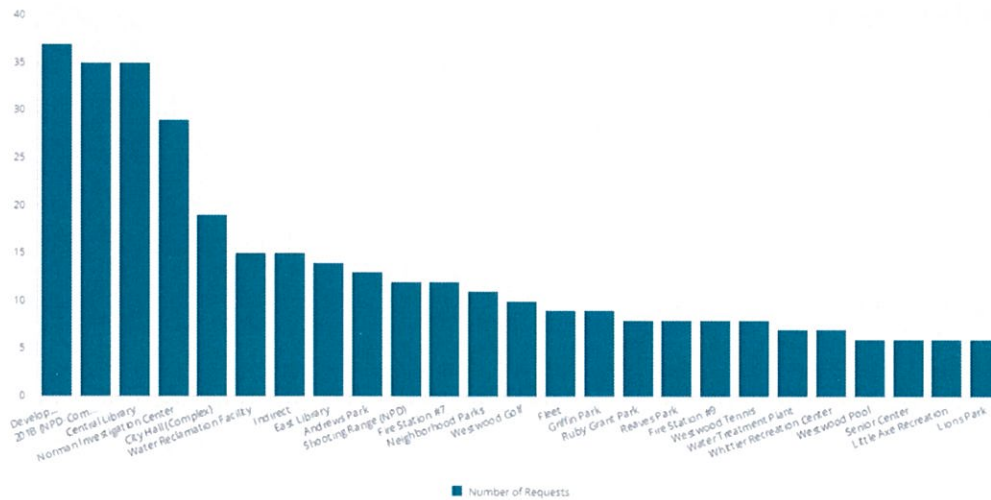
Requests by Type



Requests by Current Status



Requests by Building



## Work Summary



## PM & Work Requests by Current State

Completed: 271

## PM & Work Requests Assigned by User

Bill S.: 23 – 9%

Brian J.: 42 – 16%

Don A.: 37 – 15%

Jeff L.: 64 – 25%

Jerry W.: 39 – 15%

Robert B.: 47 – 18%

Jason M.: 1

Kathy L.: 1

Tara K.: 1

## PM & Work Requests by Type

Administrative: 5 – 2%

Custodial: 2 – 1%

Electrical: 59 – 23%

General Maintenance: 18 – 7%

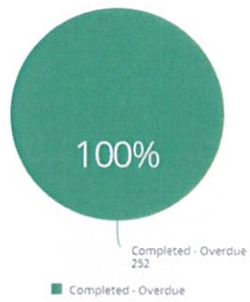
HVAC: 84 – 33%

Pest Control: 4 – 2%

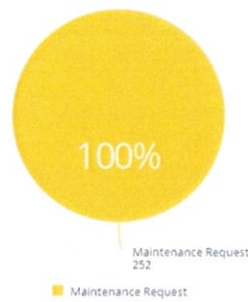
Plumbing: 79 – 31%

Roofs: 1 – 1%

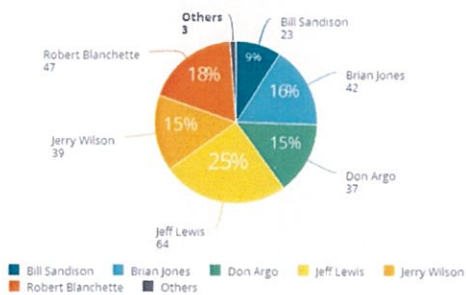
PM and Work Requests By Current State



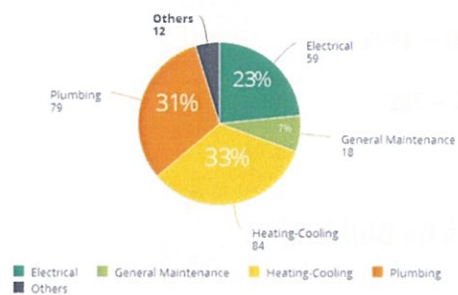
Requests By Module



PM and Work Requests Assigned By User



PM and Work Requests By Type



## Team Performance

### Assigned Requests by User

Bill S.: 24 – 9%

Brian J.: 49 – 18%

Don A.: 40 – 15%

Jeff L.: 68 – 25%

Jerry W.: 42 – 15%

Robert B.: 48 – 18%

Jason M.: 1

Kathy L.: 1

Tara K.: 1

## Labor Hours by User

Bill S.: 162 – 14%

Brian J.: 160 -- 14%

Don A.: 136 – 12%

Jason M.: 168 – 15%

Jeff L.: 165 – 14%

Jerry W.: 164.5 – 185%

Robert B.: 158 – 14%

Kathy L.: 19.5 – 2%

## Labor Hours by Building

12<sup>th</sup> Ave Recreation Center: 14

201A (Complex): 0

201B (NPD – Complex): 30.5

201C (Complex): 2

718 N. Porter: 0

Andrews Park: 13.5

Animal Welfare: 14

Central Library: 46

City Hall (Complex): 15

Compactors: 0

Compost Facility: 0

Container Maintenance: 3

Development Center: 29

East Library: 28

Environmental Services: 0

Facility Maintenance: 0  
Fire Administration: 4  
Fire Station #1: 6  
Fire Station #2: 7  
Fire Station #3: 3.5  
Fire Station #4: 6  
Fire Station #5: 0  
Fire Station #6: 4  
Fire Station #7: 15.5  
Fire Station #8: 6  
Fire Station #9: 13  
Firehouse Art: 8  
Fleet: 31.5  
Griffin Park: 21  
Household Hazardous Waste: 6  
\*Indirect: 424.5  
Irving Recreation: 6  
Legacy Park: 43.75  
Lift Stations: 0  
Line Maintenance: 9  
Lions Memorial Park: 0  
Lions Park: 12  
Little Axe Rec Center: 7  
Moore-Lindsay Historic House Museum: 6  
N. E. Lions Park: 4  
Neighborhood Parks: 13.5  
Norman Investigation Center: 31.5

Parks Maintenance: 2  
Radio Towers: 0  
Reaves Garden Center: 6  
Reaves Park: 57  
Rotary Park: 2  
Ruby Grant Park: 12.25  
Sanitation: 3  
Santa Fe Depot: 0  
Senior Center: 9  
Shooting Range (NPD): 47.5  
Sooner Theater: 0  
Special Operations (NPD): 0  
Stormwater: 0  
Streets: 0  
Traffic Control: 4  
Transfer Station: 5  
Transit/EVT: 5  
Warming Shelter: 1.5  
Water Reclamation Facility: 29  
Water Towers: 0  
Water Treatment Plant: 16.5  
Westwood Golf: 22  
Westwood Pool: 1  
Westwood Tennis: 12  
Whittier Recreation Center: 9.5  
YFAC: 2

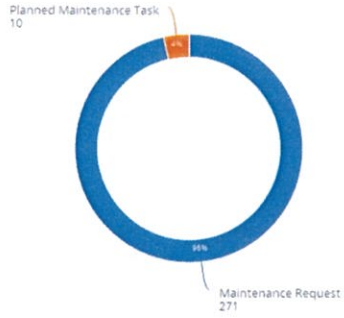
Total Labor Hours  
**1,132**

Total Labor Cost: \$33,817.87

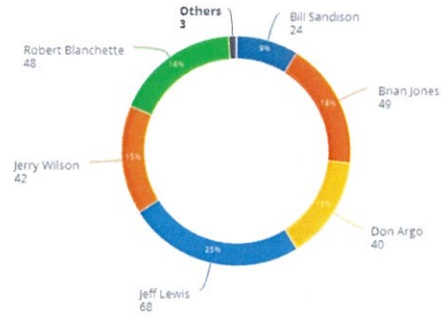
Average Response Time (Days)  
**0.00**

Average Resolution Time (Days): 11.98

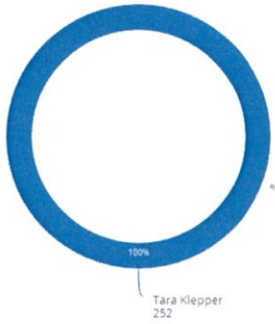
Requests by Module



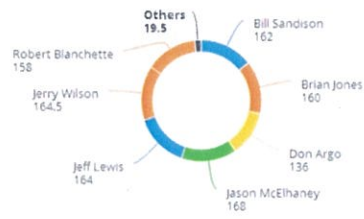
Assigned Requests by User



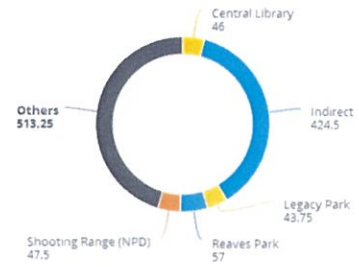
Resolutions by User



Labor Hours by User



Labor Hours by Building



**PLANNING AND COMMUNITY DEVELOPMENT 10**

City of Norman  
BUILDING PERMITS AND INSPECTIONS

RESIDENTIAL BUILDING PERMITS  
Issued June 2023 - Sorted by Permit Type

Permit Type	Contractor	Permit	Date Issued	Address	Lot	Block	Subdivision	Zoning	Valuation	Project Area	KW
1.2 FAMILY STORM SHELTER	SUPERIOR SAFE ROOMS	1612	6/12/2023	221 S TELSTAR AVE	39	1	CRYSTAL HEIGHTS #3	R1	\$ 3,800	35	
1.2 FAMILY STORM SHELTER	OKLAHOMA SHELTERS	1614	6/6/2023	222 S COOK DR	2	1	RUCKERS CHURCH ADD #2	R1	\$ 4,700	35	
1.2 FAMILY STORM SHELTER	PATRIOT STORM SHELTER	2062	5/7/2023	3904 BELLINGHAM LN	6	2	BELLATONA SEC #1	R1	\$ 4,000	48	
1.2 FAMILY STORM SHELTER	STORM SAFE SHELTER, LLC	2334	6/23/2023	4512 BROOKVIEW LN	6	2	CARRINGTON PLACE ADD #14	R1	\$ 3,975	35	
1.2 FAMILY STORM SHELTER	GROUND ZERO SHELTERS	2368	5/1/2023	4202 SUMMIT CREST RD	17	3	BROOKHAVEN #03	R1	\$ 2,895	12	
1.2 FAMILY STORM SHELTER	GROUND ZERO STORM SHELTERS	2389	6/12/2023	616 MOSSY RD	9	3	SUMMIT LAKES ADD #7	R1	\$ 2,995	24	
1.2 FAMILY STORM SHELTER	STORM SAFE SHELTER, LLC	2464	6/12/2023	701 CAROLYN RIDGE AVE	4	2	TRAILWOODS SEC 9	PUD	\$ 2,800	21	
1.2 FAMILY STORM SHELTER	OKLAHOMA SHELTERS	2546	6/5/2023	212 23RD DR	16	4	RED CANYON RANCH SEC 5	PUD	\$ 3,900	35	
1.2 FAMILY STORM SHELTER	GROUND ZERO SHELTERS	2549	6/5/2023	2103 WHEATON DR	11	1	ALAMEDA PARK ADD #1	R1	\$ 5,000	16	
1.2 FAMILY STORM SHELTER	FLAT SAFE TORNADO SHELTERS	2556	6/5/2023	4612 MIDWAY DR	12	1	HALL PARK #7	R1	\$ 6,000	16	
1.2 FAMILY STORM SHELTER	OKLAHOMA SHELTERS	2572	6/7/2023	3832 MANDELY PL	2	5	CAMBRIDGE PLACE #2	R1	\$ 3,900	21	
1.2 FAMILY STORM SHELTER	GROUND ZERO STORM SHELTERS	2590	6/7/2023	4208 BROWNWOOD LN	1	5	BELLATONA SEC #1	R1	\$ 3,500	32	
1.2 FAMILY STORM SHELTER	GROUND ZERO STORM SHELTERS	2608	6/7/2023	3904 EVANA LN	9	3	CARRINGTON PLACE ADD #2	R1	\$ 3,995	24	
1.2 FAMILY STORM SHELTER	OKLAHOMA SHELTERS	2642	6/12/2023	1801 BARRINGTON DR	8	3	ECHAD WAY COS	A2	\$ 3,995	24	
1.2 FAMILY STORM SHELTER	TABER BUILT HOMES, LLC	2681	6/14/2023	3813 LLEYTON DR	10	18	CEADAR LANE SEC #3	R1	\$ 3,000	21	
1.2 FAMILY STORM SHELTER	GROUND ZERO STORM SHELTERS	2710	6/9/2023	1216 BROAD ACRES DR	5	2	BROOKHAVEN #18	R1	\$ 3,800	35	
1.2 FAMILY STORM SHELTER	STORM SAFE SHELTER, LLC	2728	6/12/2023	3504 ALAMEDA PARK DR	10	5	ALAMEDA PARK ADD #3	R1	\$ 2,650	22	
1.2 FAMILY STORM SHELTER	HOME CREATIONS, INC.	2732	6/14/2023	2103 PKY	3	5	SUMMIT LAKES ADD #10	R1	\$ 3,500	36	
1.2 FAMILY STORM SHELTER	LANDMARK FINE HOMES, LP	2774	6/29/2023	1331 GRAY FOX DR	8	2	BELLATONA SEC #3	R1	\$ 3,950	21	
1.2 FAMILY STORM SHELTER	SUPERIOR SAFE ROOMS	2778	6/16/2023	5000 132ND AVE	24	1W	FROST CREEK ADD.	PUD	\$ 3,500	41	
1.2 FAMILY STORM SHELTER	BIGGS BACKHOE, INC	2811	6/15/2023	221 POST OAK LN	2	4	ARISTRONG ACRES COS	A2	\$ 7,100	63	
1.2 FAMILY STORM SHELTER	OKLAHOMA SHELTERS	2835	6/16/2023	2613 PINE TREE DR	7	1	NOT SUBDIVIDED	R1	\$ 5,000	24	
1.2 FAMILY STORM SHELTER	BIGGS BACKHOE, INC	2836	6/16/2023	3480 RIDGEFIELD DR	17	2	CHERRY CREEK #2	R1	\$ 4,600	28	
1.2 FAMILY STORM SHELTER	STORM SAFE SHELTER, LLC	2889	6/20/2023	3217 DUVALL DR	5	3	HAWTHORNE PLACE ADD	R1	\$ 7,000	63	
1.2 FAMILY STORM SHELTER	GROUND ZERO SHELTERS	2889	6/20/2023	3217 DUVALL DR	5	3	PRAIRIE CREEK #3	A2	\$ 2,945	21	
1.2 FAMILY STORM SHELTER	BIGGS BACKHOE, INC	2893	6/20/2023	2709 EDGE MERE DR	5	2	EAST RIDGE ADD #19	R1	\$ 3,800	24	
1.2 FAMILY STORM SHELTER	FLAT SAFE TORNADO SHELTERS	2923	6/20/2023	1816 BROOKNE DR	5	2	PARK PLACE ADD #4	R1	\$ 4,250	24	
1.2 FAMILY STORM SHELTER	GROUND ZERO SHELTERS	3005	6/26/2023	2614 BOXWOOD AVE	3	4	FOREST HILLS ADD	R1	\$ 2,850	23	
1.2 FAMILY STORM SHELTER	STORM SAFE SHELTER, LLC	3018	6/27/2023	1312 GLENWOOD ST	8	4	WESTFIELD MANOR ADDITION	R1	\$ 4,000	48	
1.2 FAMILY STORM SHELTER	RED DIRT SEPTIC	3029	6/28/2023	5301 79TH AVE	7	1W	NOT SUBDIVIDED	A2	\$ 25,000	696	
1.2 FAMILY ADD OR ALTER	BLH INVESTMENTS PROPERTIES LLC	1887	6/13/2023	212 W VIDA AVE	5	10	TULL'S ADD #1	R1	\$ 2,500	138	
1.2 FAMILY ADD OR ALTER	OWNER	2481	6/2/2023	1505 CLEARWATER DR	2	2	EAST RIDGE ADD #03	R1	\$ 90,000	416	
1.2 FAMILY ADD OR ALTER	BRYANT FRAMING & CONST.	2512	6/9/2023	3124 MEADOW AVE	1	3	SMOKING OAKS SOUTH #3	RM6	\$ 150,000	4123	
1.2 FAMILY ADD OR ALTER	WES DWELLINGS	2528	6/8/2023	3004 MARGOLD TRL	5	2	TRAILS ADD #3	R1	\$ 15,000	220	
1.2 FAMILY ADD OR ALTER	KITCHENS PLUS	2571	6/14/2023	1309 GARFIELD AVE	12	3	HARDIE RUCKER ADDITION	R1	\$ 20,000	190	
1.2 FAMILY ADD OR ALTER	OWNER	2818	6/20/2023	1024 W APACHE ST	7	1	ELM HEIGHTS ADD	R1	\$ 50,000	1141	
1.2 FAMILY ADD OR ALTER	SOURCE MANAGEMENT SERVICES LLC	2991	6/23/2023	505 MILLER CR	9	5	CLASSEN-MILLER ADDITION	R1	\$ 6,000	150	
1.2 FAMILY ADD OR ALTER	WOODS, JOHN	2991	6/23/2023	3118 DEONNE CR	21	2	BOYD VIEW #1	PUD	\$ 25,000	500	
1.2 FAMILY CARPORT	SUNROOMS & MORE	3335	6/21/2023	1815 WISTER RD	3	1	INDIAN HILLS ESTATES	RE	\$ 3,724	750	
1.2 FAMILY CARPORT	TITAN BUILDING CO	2558	6/13/2023	1105 E LINDSEY ST	27	7	FACULTY HEIGHTS ADD	R1	\$ 5,450	462	
1.2 FAMILY CARPORT	CORD CONSTRUCTION SERVICES, LLC	2586	6/13/2023	612 ASP AVE	3	1	LARSH'S UNIVERSITY ADD	CO	\$ 25,000	560	
1.2 FAMILY PAVING	BISON CONCRETE	2084	6/15/2023	4101 BRIARGREST DR	2	2	BROOKHAVEN #03	R1	\$ 13,000	1359	
1.2 FAMILY PAVING	CORD CONSTRUCTION SERVICES, LLC	2416	6/7/2023	612 ASP AVE	3	1	LARSH'S UNIVERSITY ADD	CO	\$ 70,000	6587	
1.2 FAMILY PAVING	CANON, RANDY	2450	6/6/2023	1121 WESTBROOKE TER	13	2	WESTBROOKE TERRACE	R1	\$ 9,000	1000	
1.2 FAMILY PAVING	BROWN, RANDY	2469	6/2/2023	734 DEANIS ROW AVE	16	3	LARSH'S UNIVERSITY ADD	CCFB	\$ 9,000	1035	
1.2 FAMILY PAVING	A & L CONCRETE	2509	6/7/2023	912 WILSON ST	5	5	OAK RIDGE ADD - AMENDED	R1	\$ 25,340	2359	
1.2 FAMILY PAVING	MELLENZ CONSTRUCTION	2576	6/13/2023	6201 E ROCK CREEK RD	18	2W	NOT SUBDIVIDED	A2	\$ 4,000	400	
1.2 FAMILY PAVING	TOP TIER CONSTRUCTION SOLUTION	2605	6/7/2023	4500 E ROBINSON ST	26	2W	PECAN HEIGHTS (SURVEY)	A2	\$ 75,000	1060	
1.2 FAMILY PAVING	SHEPPARD CONCRETE	2605	6/15/2023	807 N UNIVERSITY BLVD	23	91	NORMAL ORIGINAL TOWNSHIP	R1	\$ 4,900	91	
1.2 FAMILY PAVING	OWNER	2702	6/15/2023	3101 GREENWOOD DR	17	2	CROSSROADS WEST #4	R1	\$ 2,500	755	
1.2 FAMILY PAVING	A & L CONCRETE	2767	6/22/2023	2831 KINGSWOOD DR	6	1	MEADOWOOD ESTATES ADD	R1	\$ 9,570	803	
1.2 FAMILY PAVING	J & J CONCRETE SOLUTIONS	2886	6/27/2023	1616 W BOYD CT	9	1	HETHERINGTON HEIGHTS 3RD ADD	R1	\$ 7,460	574	
1.2 FAMILY PAVING	HODGES, KYLE	2890	6/21/2023	4405 BALSOMORAL CT	3	3	BROOKHAVEN #15	R1	\$ 13,000	1004	
1.2 FAMILY PAVING	TENNYSON CONCRETE, LLC	2950	6/26/2023	914 N SHERRY AVE	47	7	WOODSLAWN ADD #2	R1	\$ 11,048	1400	
1.2 FAMILY REPAIR	FREGGREN TOM	2534	6/7/2023	1028 LESLIE LN	2	2	HETHERINGTON HEIGHTS	R1	\$ 100,000	1500	
1.2 FAMILY REPAIR	CANIS CONSTRUCTION, LLC	2618	6/7/2023	305 TOMMY DR	5	3	HAWTHORNE PLACE #3	R1	\$ 18,000	799	
1.2 FAMILY REPAIR	GENESIS FINE HOMES, LLC	2629	6/7/2023	2716 EDGE MERE DR	4	3	EAST RIDGE ADD #19	R1	\$ 125,000	1000	
1.2 FAMILY REPAIR	JENK CONSTRUCTION COMPANY	2731	6/13/2023	1904 EAST RIDGE DR	8	3	EAST RIDGE ADD #11	R1	\$ 125,000	1729	
1.2 FAMILY REPAIR	SERVICES/MASTER RESTORE BY RSI	2789	6/16/2023	4450 E LINDSEY ST	2	2W	NOT SUBDIVIDED	A2	\$ 348,533	3973	
1.2 FAMILY REPAIR	STG CONSTRUCTION, INC.	2932	6/27/2023	2809 FROST LN	4	2	EAST RIDGE ADD #20	R1	\$ 40,000	400	





PERMIT TYPE	UNIT COUNT	VALUATION	24TH	AVE	1	1	RM6	20
TEMPORARY ROLL-OFF, OTHER	2530	6/2/2023	600	AVE	1	1	PRIMROSE WEST	20
TEMPORARY ROLL-OFF, OTHER	2530	6/6/2023	3735 W	ST	1	1	RIVER OAKS #2	40
TEMPORARY ROLL-OFF, OTHER	2761	6/14/2023	2900	AVE	1	1	OAK TREE APARTMENTS ADD, A PUD	0
TEMPORARY ROLL-OFF, OTHER	2952	6/22/2023	3731	DR	14	1	CEDAR RIDGE	0
TEMPORARY ROLL-OFF, OTHER	3011	6/27/2023	500	ST	32	2W	RM6	0
TEMPORARY ROLL-OFF, OTHER	2484	6/1/2023	1720	AVE	23	1W	R3	0
TEMPORARY ROLL-OFF, RESIDENTIAL	2535	6/2/2023	1028	LN	2	2	NOT SUBDIVIDED	0
TEMPORARY ROLL-OFF, RESIDENTIAL	2581	6/6/2023	1032	ST	4	11	HETHERINGTON HEIGHTS	0
TEMPORARY ROLL-OFF, RESIDENTIAL	2598	6/6/2023	12400	ST	4	11	PICKARD ACRES	10
TEMPORARY ROLL-OFF, RESIDENTIAL	2760	6/13/2023	610	AVE	12	1W	CH #1	0
TEMPORARY ROLL-OFF, RESIDENTIAL	2858	6/25/2023	4199	AVE	9	5	BUCKSKIN PASS	0
TEMPORARY ROLL-OFF, RESIDENTIAL	2903	6/23/2023	906	CIR	6	12	MILLER	0
TEMPORARY ROLL-OFF, RESIDENTIAL	3009	6/27/2023	1024 W	CIR	21	5	SILVERTON	10
TEMPORARY ROLL-OFF, RESIDENTIAL	3024	6/28/2023	122 E	ST	7	1	DEONNE	0
TEMPORARY ROLL-OFF, RESIDENTIAL	3036	6/28/2023	1110	ST	9	14	APACHE	40
TEMPORARY ROLL-OFF, RESIDENTIAL	3100	6/29/2023	1513	LN	2	2	MOSIER	20
TEMPORARY ROLL-OFF, RESIDENTIAL	3100	6/29/2023	1513	WAY	8	6	GROVER ADD	0
TEMPORARY ROLL-OFF, RESIDENTIAL	3100	6/29/2023	1513	WAY	8	6	HUNTINGTON	0
TEMPORARY ROLL-OFF, RESIDENTIAL	3100	6/29/2023	1513	WAY	8	6	EDGEWATER 4TH ADD	0
<b>TOTAL PERMITS</b>	<b>143</b>	<b>AVERAGE VALUATION</b>	<b>\$ 100,433</b>	<b>AVERAGE PROJECT AREA</b>	<b>1,413</b>	<b>SOLAR PERMITS - PROJECT</b>	<b>159,703</b>	<b>AREA NOT INCLUDED</b>
<b>(EXCLUDING TEMP ROLL-OFF)</b>		<b>TOTAL VALUATION</b>	<b>\$ 14,361,872</b>	<b>TOTAL PROJECT AREA</b>				

Permit Type	Permit Counts	Unit Count	Valuation	Permit Type	Permit Counts
Residential, New Construction	30		\$ 10,846,920	ROLL OFF PERMITS	
Residential, Duplex, New Construction	0		\$ -	Count=16	
Residential, New Manufactured Home	1		\$ 157,000		
Residential, Storm Shelter	34		\$ 139,455		
Residential, Addition/Alteration	9		\$ 383,500		
Residential, Carport	3		\$ 34,174		
Residential, Storage Building	11		\$ 293,086	DEMO-RESIDENTIAL	
Residential, Fire Repair	6		\$ 706,533	1900 Old Central Dr.	
Residential, Swimming Pool	6		\$ 520,295	218 S. Lahoma Ave.	
Residential, Manufactured Home Repl	0		\$ -	2005 Cloverdale Ln.	
Residential, Solar	30		\$ 1,027,090		
Residential, Paving	13		\$ 253,818	TOTAL DEMO	
Multi-Family, New (3+ Family)	0		\$ -	NET UNITS	
Multi-Family, Addition/Alteration (3+ Family)	0		\$ -	-3	
Multi-Family, Foundation (3+ Family)	0		\$ -		
Multi-Family, Fire Repair (3+ Family)	0		\$ -		
Group Quarters	0		\$ -		
<b>TOTAL</b>	<b>143</b>		<b>\$ 14,361,872</b>		



**City of Norman  
BUILDING PERMITS AND INSPECTIONS**

Issued June 2023- Sorted by Permit Type

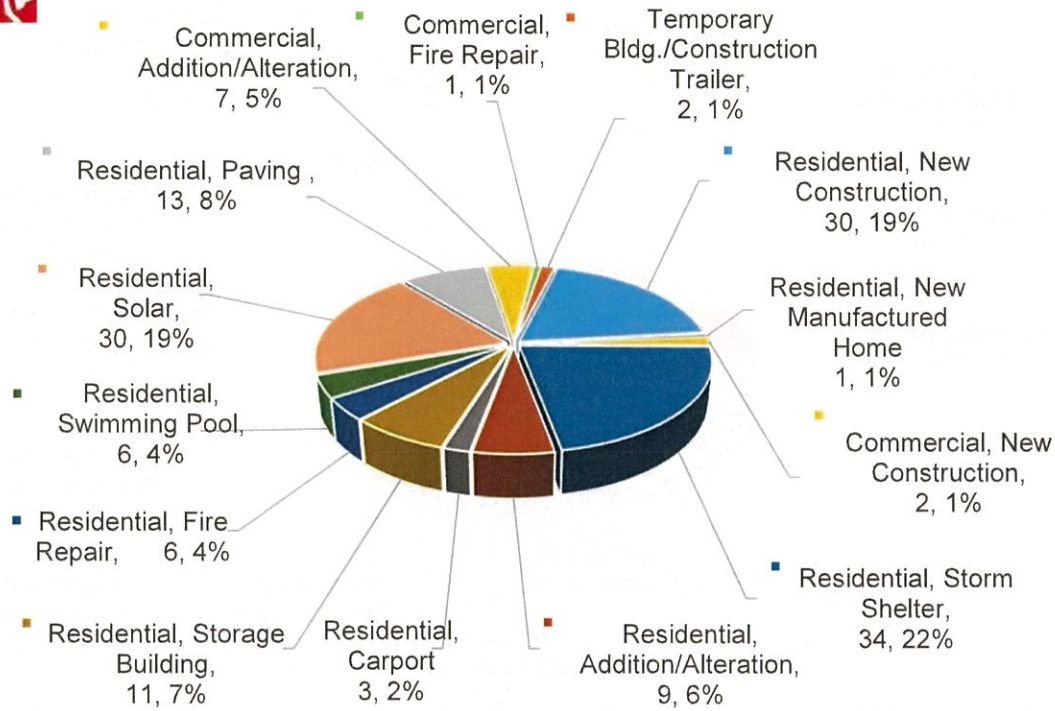
Permit Type	Contractor	Tenant Name	Permit #	Issued	Street #	Dir	Street Name	Street Type	Lot	Block	Subdivision	Zoning	Valuation	Project Area
COMMERCIAL - ADD/ALT	BBA WEST MAIN SHOPPING, LLC	MARNER FINANCE	1403	6/6/2023	3735	W	MAIN	AVE	1	1	RIVER OAKS #5	C2	\$ 120,000	1407
COMMERCIAL - ADD/ALT	ASHTON, LLC	CHICK-FIL-E	1531	6/6/2023	130		12TH	AVE	2	1	EASTPARK CROSSING #2	PUD	\$ 700,000	2748
COMMERCIAL - ADD/ALT	TC GRISSOM BUILDING CO.	EQUITY REALTY WHITE BOX	1795	6/29/2023	728		RESEARCH PARK	BLVD	35A	3	NORMAN RESEARCH PARK	I1	\$ 25,000	1500
COMMERCIAL - ADD/ALT	TC GRISSOM BUILDING CO.	EQUITY REALTY WHITE BOX	1795	6/29/2023	728		RESEARCH PARK	BLVD	35A	3	NORMAN RESEARCH PARK	I1	\$ 25,000	1500
COMMERCIAL - ADD/ALT	TC GRISSOM BUILDING CO.	EQUITY REALTY WHITE BOX	1797	6/29/2023	728		RESEARCH PARK	BLVD	35A	3	NORMAN RESEARCH PARK	I1	\$ 25,000	1500
COMMERCIAL - ADD/ALT	SHELLBACK GENERAL CONTRACTING	RUMBLE GYM	2043	6/15/2023	1800		24TH	AVE	1	2	UNIVERSITY NORTH PARK SEC 1	PUD	\$ 100,000	2987
COMMERCIAL - NEW CONSTRUCTION	RAMOS, ROSARIO	ONCE UPON A CHILD	2470	6/29/2023	3600	W	CLASSEN	BLVD	2	1	MGRB WEST #1	C2	\$ 28,000	3376
COMMERCIAL - NEW CONSTRUCTION	TC GRISSOM BUILDING CO.	DUNKIN RESTAURANT	2471	6/15/2023	3281		CLASSEN	BLVD	2	1	SOUTH LAKE ADD #12	C1	\$ 500,000	1669
COMMERCIAL - NEW CONSTRUCTION	CONFEDERATED BUILDERS INC.	POPEYES RESTAURANT	4769	6/15/2023	3283		CLASSEN	BLVD	2	1	SOUTH LAKE ADD #12	C1	\$ 450,000	2536
COMMERCIAL - REPAIR	CAVINS CONSTRUCTION, LLC	SOONER VET HOSPITAL	2900	6/15/2023	107		VICKSBURG	AVE	2	1	WASHINGTON IRVING ADD #2	RM2	\$ 80,000	300
TEMPORARY BLDG/CONST	TITAN AUDIO VISUAL	JAZZ IN JUNE STAGE	2414	6/6/2023	201	W	DAVIS	ST	-	-	CITY PROPERTY	R1	\$ 13,000	900
TEMPORARY BLDG/CONST	TABER BUILT HOMES, LLC.	TABOR BUILT HOMES SALES TRAILER	2547	6/6/2023	3810		SKYLER	WAY	17	15	CEDAR LANE SEC #3	R1	\$ 40,000	320

**TOTAL PERMITS** 12  
 AVERAGE VALUATION \$ 175,500  
 TOTAL VALUATION \$ 2,106,000  
 AVERAGE PROJECT AREA 1,744  
 TOTAL PROJECT AREA 20,924

Permit Type	Valuation	Building Size (SF)	Use Classification
Commercial, New Construction	\$ 950,000	1,860	Business
Commercial, Parking Lot	\$ -	2,536	RETAIL
Commercial, Shell Building	\$ -		RETAIL
Commercial, Addition/Alteration	\$ 1,023,000		RETAIL
Commercial, Interior Finish	\$ -		
Commercial, Fire Repair	\$ 80,000		
Commercial, Foundation	\$ -		
Temporart Bldg/Construction Trailer	\$ 53,000		
<b>TOTAL</b>	<b>\$ 2,106,000</b>		



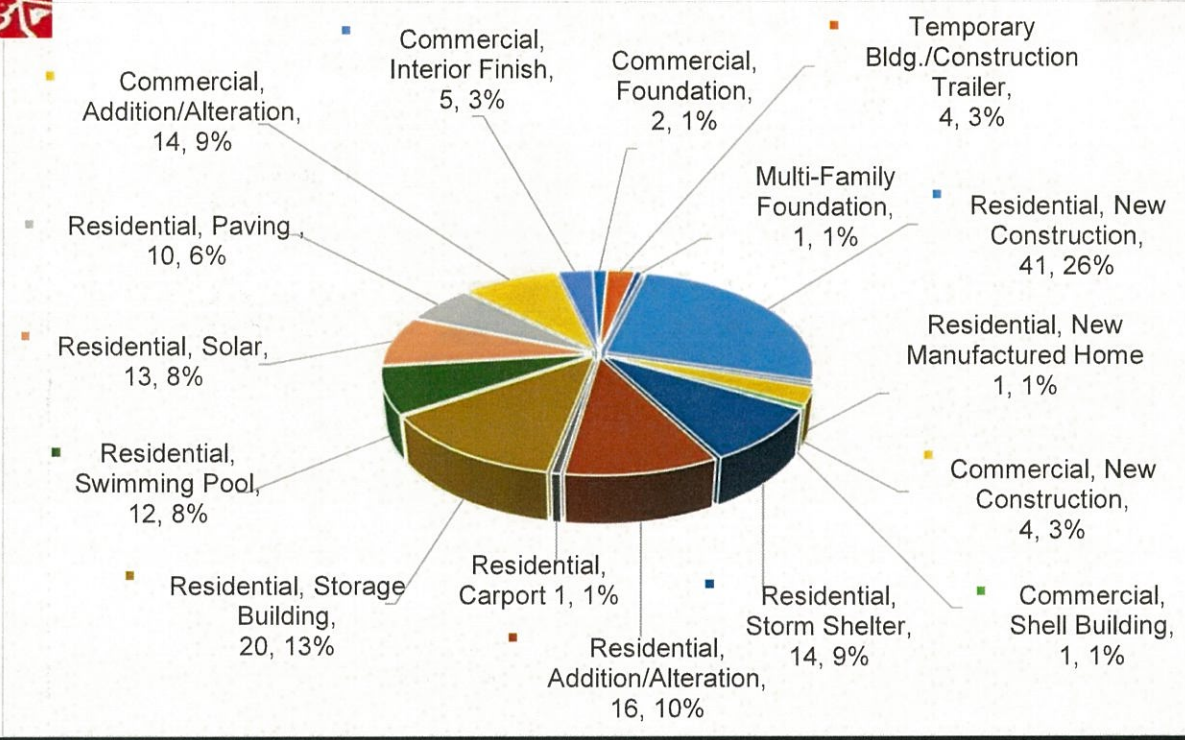
**CITY OF NORMAN**  
**DEVELOPMENT SERVICES DIVISION PERMIT ACTIVITY**  
**JUNE 2023 REPORT**



Permit Type	Count	Valuation
Residential, New Construction	30	\$ 10,846,920
Residential Duplex, New Construction	0	\$ -
Residential, New Manufactured Home	1	\$ 157,000
Commercial, New Construction	2	\$ 950,000
Commercial, Parking Lot	0	\$ -
Commercial, Shell Building	0	\$ -
Residential, Storm Shelter	34	\$ 139,455
Residential, Addition/Alteration	9	\$ 383,500
Residential, Carport	3	\$ 34,174
Residential, Storage Building	11	\$ 293,086
Residential, Fire Repair	6	\$ 706,533
Residential, Swimming Pool	6	\$ 520,296
Residential, Manufactured Home Repl	0	\$ -
Residential, Solar	30	\$ 1,027,090
Residential, Paving	13	\$ 253,818
Commercial, Addition/Alteration	7	\$ 1,023,000
Commercial, Interior Finish	0	\$ -
Commercial, Fire Repair	1	\$ 80,000
Commercial, Foundation	0	\$ -
Temporary Bldg./Construction Trailer	2	\$ 53,000
Multi-Family, New	0	\$ -
Multi-Family, Addition/Alteration	0	\$ -
Multi-Family, Foundation	0	\$ -
Multi-Family, Fire Repair	0	\$ -
Group Quarters	0	\$ -
<b>Total</b>	<b>155</b>	<b>\$ 16,467,872</b>



**CITY OF NORMAN  
DEVELOPMENT SERVICES DIVISION PERMIT ACTIVITY  
JUNE 2022 REPORT**



Permit Type	Count	Valuation
Residential, New Construction	41	\$ 15,079,786
Residential Duplex, New Construction	0	\$ -
Residential, New Manufactured Home	1	\$ 112,400
Commercial, New Construction	4	\$ 4,442,107
Commercial, Parking Lot	0	\$ -
Commercial, Shell Building	1	\$ 700,000
Residential, Storm Shelter	14	\$ 69,109
Residential, Addition/Alteration	16	\$ 1,021,495
Residential, Carport	1	\$ 3,400
Residential, Storage Building	20	\$ 571,075
Residential, Fire Repair	0	\$ -
Residential, Swimming Pool	12	\$ 1,011,269
Residential, Manufactured Home Repl	0	\$ -
Residential, Solar	13	\$ 443,435
Residential, Paving	10	\$ 85,650
Commercial, Addition/Alteration	14	\$ 6,956,397
Commercial, Interior Finish	5	\$ 770,000
Commercial, Fire Repair	0	\$ -
Commercial, Foundation	2	\$ 662,000
Temporary Bldg./Construction Trailer	4	\$ 58,000
Multi-Family, New	0	\$ -
Multi-Family, Addition/Alteration	0	\$ -
Multi-Family, Foundation	1	\$ 60,000
Multi-Family, Fire Repair	0	\$ -
Group Quarters	0	\$ -
<b>Total</b>	<b>159</b>	<b>\$ 32,046,123</b>

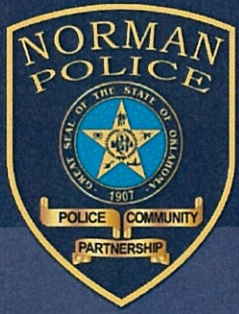


**CITY OF NORMAN**  
**Building Permit Activity-JUNE 2023**

	DESCRIPTION	2023 YEAR TO-DATE	VALUATION	2022 TOTALS	2022 TOTAL VALUATION	
<b>RESIDENTIAL</b>	Residential, New Construction.....	200	73,647,253	559	\$ 171,447,259	
	Residential Duplex, New Construction.....	4	754,880	2	\$ 400,000	
	Residential, New Manufactured Home.....	4	820,625	2	\$ 65,000	
	Residential, Storm Shelter.....	250	997,733	307	\$ 1,174,221	
	Residential, Addition/Alteration.....	61	4,247,806	185	\$ 11,219,201	
	Residential, Carport.....	19	118,439	4	\$ 73,710	
	Residential, Storage Building.....	64	2,496,089	141	\$ 4,708,996	
	Residential, Fire Repair.....	18	1,281,555	31	\$ 1,558,116	
	Residential, Swimming Pool.....	52	4,630,644	145	\$ 9,332,054	
	Residential, Manufactured Home Replacement	1	39,990	7	\$ 582,151	
	Residential, Solar.....	120	3,892,627	16	\$ 461,303	
	Residential, Paving.....	45	564,397	111	\$ 1,737,557	
	Multi-Family, New Construction 3+ Family.....	2	4,950,000	1	\$ 750,000	
	Multi-Family, Addition/Alteration.....	32	440,016	2	\$ 16,000	
	Multi-Family, Foundation.....	1	50,000	3	\$ 170,000	
	Multi-Family, Fire Repair.....	0	0	13	\$ 284,798	
	Group Quarters.....	0	0	0	\$ -	
	<b>TOTAL</b>		<b>873</b>	<b>\$ 98,932,054</b>	<b>1538</b>	<b>\$ 226,210,366</b>
	<b>NON-RESIDENTIAL</b>	Commercial, New Construction.....	18	27,338,000	51	\$ 263,453,985
		Commercial, Parking Lot.....	3	216,700	7	\$ 682,640
Commercial, New Shell Building.....		1	750,000	11	\$ 9,242,000	
Commercial, Addition/Alteration.....		67	46,899,858	143	\$ 45,783,076	
Commercial, Interior Finish.....		8	1,739,750	40	\$ 3,374,700	
Commercial, Fire Repair.....		4	2,375,000	8	\$ 888,000	
Commercial, New Foundation.....		2	1,805,000	7	\$ 10,740,000	
Commercial, Temporary Bldg./Const Trailer....		20	240,980	29	\$ 351,391	
<b>TOTAL</b>		<b>123</b>	<b>\$ 81,365,288</b>		<b>\$ 334,515,792</b>	
<b>OTHER ACTIVITY</b>	Electrical Permits.....	976		1663		
	Heat/Air/Refrigeration Permits.....	1031		1405		
	Plumbing and Gas Permits.....	1098		1891		
	Sign Permits.....	209		475		
	Water Well Permits.....	19		44		
	Garage Sale Permits.....	465		782		
	Structure Moving Permits.....	13		16		
	Demo-Residential Permits.....	16		31		
	Demo-Non-Residential Permits.....	4		10		
	Temp. Const. Bldgs. & Roll-off Permits.....	103		173		
	Lot Line Adjustments Filed.....	4		25		
	Certificate of Occupancy (CO).....	657		1070		
	All Field Inspections.....	15,885		27583		
Net Residential Demos & Removals.....	-16		-28			
<b>TOTAL VALUATION</b>			<b>\$ 180,297,342</b>		<b>\$ 560,726,158</b>	

Development Services Division | 201-A West Gray Street | Norman, OK 73069 | (405) 366-5339

**POLICE 11**



# NORMAN POLICE DEPARTMENT

## MONTHLY DEPARTMENT OVERVIEW



JUNE | 2023

### MONTHLY ACTIVITY OVERVIEW

SUMMARY OF REPORTED OFFENSES	2023	5-YEAR AVERAGE	2022
MURDER	0	0	0
SEXUAL ASSAULTS	13	14	15
ROBBERY	3	4	2
AGGRAVATED ASSAULTS	18	20	18
BURGLARY OF BUILDING	38	39	45
LARCENY/THEFT	204	250	279
MOTOR VEHICLE THEFT	26	33	37
ARSON	0	0	1
KIDNAPPING	5	2	1
FRAUD/FORGERY	63	111	73
DUI/APC	33	26	18
PUBLIC INTOXICATION	43	44	41
RUNAWAYS	28	17	24
DRUG VIOLATIONS	50	59	33
THREATS/HARASSMENT	29	35	38
VANDALISM	83	84	94
OTHER	747	872	892
<b>TOTAL REPORTED OFFENSES</b>	<b>1,145</b>	<b>1,300</b>	<b>1,302</b>
<b>TOTAL ARRESTS:</b>	<b>493</b>	<b>492</b>	<b>462</b>
PROTECTIVE CUSTODY:	74	89	72
<b>TOTAL CASE REPORTS*</b>	<b>935</b>	<b>1,056</b>	<b>1,069</b>
<b>COLLISIONS</b>	<b>210</b>	<b>209</b>	<b>190</b>
FATALITY	2	0	0
INJURY	52	40	36
NON- INJURY	156	169	154
NUMBER OF PEOPLE INJURED	69	83	82
<b>CITATIONS &amp; WARNINGS</b>	<b>2,318</b>	<b>2,716</b>	<b>1,652</b>
TRAFFIC CITATIONS	764	785	333
TRAFFIC WARNINGS	1,114	1,429	993
PARKING CITATIONS & WARNINGS	440	502	326



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## COMMUNICATIONS CENTER ACTIVITY OVERVIEW

911 CALLS TAKEN: 8,536

NON-EMERGENCY CALLS TAKEN: 15,972

**TOTAL INCOMING CALLS: 26,819**

**TOTAL CALLS FOR SERVICE GENERATED: 10,947**

POLICE CALLS FOR SERVICE: 7,301

OFFICER INITIATED: 2,311

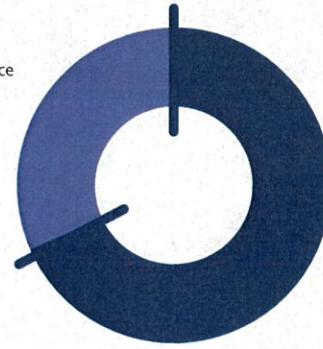
CITIZEN INITIATED: 4,990

OTHER CAD ACTIVITY:

NORMAN FIRE: 1,567

EMSSTAT: 2,031

Officer Initiated Calls for Service  
2,311



Citizen Initiated Calls for Service  
4,990

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## INVESTIGATIONS ACTIVITY

CASES CURRENTLY OPEN (2020 TO PRESENT): 347

CASES ASSIGNED DURING THE CURRENT REPORTING PERIOD: 175

CASES CLOSED DURING REPORTING PERIOD: 492

CLEARED BY ARREST / WARRANT: 17

CLEARED BY EXCEPTION: 16

COP FOLLOW-UP: 8

DEACTIVATED: 409

REFERRED TO PATROL: 9

DEACTIVATED DUE TO STAFFING: 31

UNFOUNDED: 2

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## ANIMAL WELFARE

INTAKES: 300

LIVE RELEASES: 216

LIVE OUTCOME RATE: 91%

ANIMALS FOSTERED: 160

ANIMALS LICENSED: 51

VOLUNTEER HOURS: 224

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## RECORDS

CUSTOMER SERVICE CONTACTS: 2,481

IN-PERSON CONTACTS: 976

PHONE CONTACTS: 798

EMAIL CONTACTS: 707

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## DEPARTMENT STAFFING

AUTHORIZED COMMISSIONED: 180

ACTUAL EMPLOYED: 169

AVAILABLE FOR ASSIGNMENT: 132\*\*

AUTHORIZED NON-COMMISSIONED: 74

ACTUAL NON-COMMISSIONED: 71

AVAILABLE FOR ASSIGNMENT: 69\*\*

\*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 June 2023



## IN SHELTER ANIMAL COUNTS

	2022			2023			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Beginning	83	141	224	92	123	215	(9)	-4%
Ending	101	125	226	102	174	276	50	22%

## ANIMAL INTAKES

	2022			2023			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Stray at Large	120	124	244	120	149	269	25	10%
Owner Relinquish	14	24	38	3	10	13	(25)	-66%
Owner Intended Euth	0	1	1	3	0	3	2	200%
Transfer In	0	3	3	0	0	0	(3)	-100%
Other Intakes*	16	2	18	6	0	6	(12)	-67%
Returned Animal	8	5	13	8	1	9	(4)	-31%
<b>TOTAL LIVE INTAKES</b>	<b>158</b>	<b>159</b>	<b>317</b>	<b>140</b>	<b>160</b>	<b>300</b>	<b>(17)</b>	<b>-5%</b>

\*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	0%
Dog Collected (DOA)	2	2	1	1	(1)	-50%
Cat Collected (DOA)	1	1	1	1	0	0%
Wildlife Transferred	8	8	0	0	(8)	-100%
Intake Horses	0	0	1	1	1	100%
Intake Cows	0	0	0	0	0	0%
Intake Goats	15	15	0	0	(15)	-100%
Intake Sheep	0	0	0	0	0	0%
Intake Rabbits	43	43	0	0	(43)	-100%
Intake Pigs	30	30	0	0	(30)	-100%
Intake Other	67	67	2	2	(65)	-97%
<b>TOTAL OTHER ITEMS</b>	<b>166</b>	<b>166</b>	<b>5</b>	<b>5</b>	<b>(161)</b>	<b>-97%</b>

## LENGTH OF STAY (DAYS)

	2022	2023
Dog	16.1	23.3
Puppy	10.3	12.7
Cat	16.9	17.4
Kitten	10.5	11.3

## OWNER SURRENDER PENDING INTAKE

	Canine	Feline	Other	Total
Animals	190	74	0	264

# Norman Animal Welfare Monthly Statistical Report June 2023



## LIVE ANIMAL OUTCOMES

	2022			2023			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Adoption	71	120	191	74	86	160	(31)	-16%
Return To Owner	40	2	42	40	2	42	0	0%
Transferred Out	15	22	37	1	2	3	(34)	-92%
Returned to Field	0	6	6	0	11	11	5	83%
Other Outcome	0	0	0	0	0	0	0	#DIV/0!
<b>TOTAL LIVE OUTCOMES</b>	<b>126</b>	<b>150</b>	<b>276</b>	<b>115</b>	<b>101</b>	<b>216</b>	<b>(60)</b>	<b>-22%</b>

## OTHER ANIMAL OUTCOMES

	2022			2023			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Died in Care	0	9	9	0	1	1	(8)	-89%
Lost in Care	0	0	0	0	0	0	0	#DIV/0!
Shelter Euth	13	14	27	12	7	19	(8)	-30%
Owner Intended Euth	0	0	0	3	0	3	3	#DIV/0!
<b>TOTAL OTHER OUTCOMES</b>	<b>13</b>	<b>23</b>	<b>36</b>	<b>15</b>	<b>8</b>	<b>23</b>	<b>(13)</b>	<b>-36%</b>

## TOTAL OUTCOMES

	2022			2023			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Total Live Outcomes	126	150	276	115	101	216	(60)	-22%
Total Other Outcomes	13	23	36	15	8	23	(13)	-36%
<b>TOTAL OUTCOMES</b>	<b>139</b>	<b>173</b>	<b>312</b>	<b>130</b>	<b>109</b>	<b>239</b>	<b>(73)</b>	<b>-23%</b>

## SHELTER EUTHANASIA DATA

	Canine	Feline	Other	Total	Percentage
	Medical - Sick	3	5	0	8
Medical - Injured	2	2	0	4	21%
Behavior - Aggressive	4	0	0	4	21%
Behavior - Other	3	0	0	3	16%
<b>TOTAL EUTHANASIA</b>	<b>12</b>	<b>7</b>	<b>0</b>	<b>19</b>	

## MONTHLY LIVE RELEASE RATE

2022	2023
88.5%	91.5%

Live Outcomes / (Total Outcomes - Owner Int Euth)

**PUBLIC WORKS**

**12**

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

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**ENGINEERING DIVISION**

**DEVELOPMENT**

The Development Manager processed two (2) Short form Plats and one (1) Preliminary Plat for Planning Commission; one (1) Rural Certificate of Survey and two (2) Final Plats to City Council. The Development Engineer reviewed 35 sets of construction plans and 6 punch lists. There were 136 permits reviewed and/or issued. Fees were collected in the amount of \$13,477.75.

**CAPITAL PROJECTS:**

**Alameda Street Widening Project:**

The City of Norman conducted a bid opening on December 16, 2021, for the Alameda Street Widening Project, located from Ridge Lake Boulevard to east of 48<sup>th</sup> Avenue East. The low bidder was Silver Star Construction, Inc. of Moore, Oklahoma in the amount of \$3,616,910.70. City Council approved the award of this project on January 25, 2022. This project had a delayed start date to allow the private utility companies enough time to relocate their utilities in conflict with this project. Silver Star started work on Monday, April 18, 2022. This project will be constructed in two separate phases. The Urban Project Phase is from Ridge Lake Boulevard to east of 36<sup>th</sup> Avenue East. The Rural Project Phase is from east of 36<sup>th</sup> Avenue East to east of 48<sup>th</sup> Avenue East. The City of Norman is administering the construction of this project.

The current project schedule is as follows:

- Phase 1 from Ridge Lake Boulevard to east of 36<sup>th</sup> Avenue SE is complete and open to traffic.
- Now through July 2023-Complete Phase 2 from 36<sup>th</sup> Avenue SE through the intersection at 48<sup>th</sup> Avenue SE

As of the last pay application on 6/26/2023, 92% of the total contract amount has been expended. Through June 27, 2023, 81% of the contract time has been expended.

Proposed improvements for the Alameda Street Project include:

- Widening East Alameda Street from 2 lanes to 3 lanes between Ridge Lake Boulevard and 36<sup>th</sup> Avenue S.E.
- Add 10-foot shoulders to East Alameda Street between 36<sup>th</sup> Avenue S.E. and 48<sup>th</sup> Avenue S.E.
- Intersection improvements at East Alameda Street/36<sup>th</sup> Avenue S.E. and East Alameda Street/48<sup>th</sup> Avenue S.E.
- Continuous sidewalks on the south side of East Alameda Street to 36<sup>th</sup> Avenue S.E.
- Storm water improvements

On June 21, 2023, the 48<sup>th</sup> Avenue East/Alameda Street intersection was closed to through traffic from all directions so that the intersection and the east leg of the intersection could be reconstructed. Local traffic is being maintained to residences and businesses within the work zone. This short segment is the last section that needs to be reconstructed on the project. This Alameda Street Project is anticipated to be substantially complete and open to traffic by mid-July.

The contractor's activities this month were as follows:

- Finished final grading the side slopes and ditches in preparation for sod on the western half mile of Alameda Street between 36<sup>th</sup> and 48<sup>th</sup> Avenue East
- Graded, stabilized the base, and installed the asphalt base and asphalt intermediate pavement layer on the eastern half mile of Alameda Street between 36<sup>th</sup> and 48<sup>th</sup> Avenue East up to the west side of 48<sup>th</sup> Avenue East intersection
- Finished grading the roadway and shoulder area and sodded the ditches on the western half mile of Alameda Street between 36<sup>th</sup> and 48<sup>th</sup> Avenue East
- Milled the pavement and started grading the 48<sup>th</sup> Avenue East/Alameda Street intersection
- Milled the mill and overlay portion of the project that ends approximately 1,100 feet east of the 48<sup>th</sup> Avenue East/Alameda Street Intersection

**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

*Monthly Progress Report  
Public Works (June 2023)*

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.

The contractor's activities this month were as follows:

- *Continued installation of paving base*
- *Completed CMU wall installation*
- *Completed roof panel installation*
- *Began housekeeping pads for indoor equipment*

**James Garner Phase 2 – Acres Street to Flood Avenue:**

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

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

The project involves the following items:

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

The contractor's activities this month were as follows:

- Continue Grading South of Robinson Street
- Continue Grading North of Robinson Street
- Continue installation of storm sewer
- *Coordination with OG&E to relocate power lines for bridge construction*

**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

*Monthly Progress Report  
Public Works (June 2023)*

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

The contractor's activities this month were as follows:

- *Completed Sidewalk Construction on east side of Porter Avenue South of Main Street (some areas left out for specially fabricated structures to be delivered later)*
- *Completed all lighting conduit, pole bases, and irrigation on east side of Porter Avenue from Alameda to Main Street.*
- *Continued installing decorative paving on east side of Porter Avenue from Alameda to Main Street.*
- *Coordination with Transit Center contractor for tie-in points between the two projects*

**Sidewalk Programs:**

**FYE 2024 Sidewalk Concrete Projects.** This project was awarded to Arroyo's Concrete LLC and is scheduled to start construction in late July of 2023. 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.

**24<sup>th</sup> Ave SW ADA and Sidewalk Improvement Project.** This project was awarded to Nash Construction and is under construction. This contract will be to remove and replace sidewalk and handicap ramps at various locations between Main Street and W. Lindsey Street. This contract is scheduled to be completed in July of 2023.

**Street Maintenance Bond Programs:**

**FYE 2023 Street Maintenance Bond – Urban Concrete 1**

Urban Concrete Bid 1 bids were opened on June 9, 2022. Seven bids were received and the contract was awarded on July 12, 2022 to Arroyo's Concrete LLC in the amount of \$1,124,371.50. The project consists of select panel replacement on existing concrete streets. The project has been completed. This project was accepted and final payment approved at the June 13, 2023 City Council meeting.

**FYE 2023 Street Maintenance Bond – Urban Concrete 2**

Urban Concrete Bid 2 bids were opened on June 23, 2022. Six bids were received and the contract was awarded on July 26, 2022 to Nash Construction Company in the amount of \$1,203,819.00. The project consists of select panel replacement on existing concrete streets. Change Order No. 1 was processed to add concrete pop up repair at 11 locations. This project was completed in May 2023. This project is scheduled for final acceptance at the July 11, 2023 City Council Meeting.

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

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

The contractor mobilized on April 17, 2023 and began removals. A leaking city water main was discovered during removals and NUA opted to replace the main and all service lines. This delayed the street project approximately three weeks. A period of heavy rain following the water main delay further delayed the remaining removals and subgrade stabilization. Weather conditions were not favorable for subgrade stabilization until June 23<sup>rd</sup>. Stabilization was completed and concrete placement began on June 29<sup>th</sup>.



**FYE 2023 Street Maintenance Bond – Asphalt**

Street Maintenance Bond Asphalt bids were opened September 29, 2022. Four bids were received and the contract was awarded on October 25, 2022 to Silver Star Construction Co., Inc. in the amount of \$1,455,000. The project includes asphalt milling and repaving on 3.1 miles of urban and rural streets. The contractor mobilized on May 8, 2023.

Upon milling Ferrill Street it became apparent that additional intervention was necessary. The subgrade could not support the construction equipment so the remaining pavement was removed and the subgrade was stabilized. This work was completed at the end of June. Paving of all other streets was completed in June. Shouldering work on 36<sup>th</sup> Ave NE will be completed in July.

**FYE 2023 Street Maintenance Alley Program – Concrete Pavement**

Street Maintenance Alley Program bids were opened on January 19, 2023. Seven bids were received and the contract was awarded on February 28, 2023, to Arroyo's Concrete, LLC in the amount of \$499,172.70. The project consists of extensive panel replacement in four commercial alleys. Work began on April 3, 2023. The fourth alley was completed in June. The change order work installing concrete paving related to the festival bollard installation in Campus Corner was also completed. This project will be closed out.

**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 was awarded at the June 27, 2023 Council Meeting.

**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<sup>nd</sup>, 2021. On December 13, 2022 Council approved a resolution to alter transit bus service as recommended in the Plan. Staff are continuing to move forward on the next steps as recommended in the plan. Recent work includes:

**Transit Center Remodel**

- On February 14, 2023, Council approved contract K-2223-72 with Stronghold Construction to complete the renovation of the 320 E. Comanche St. property into a City Transit Center. A pre-construction meeting was conducted on February 21, 2023 to organize the start of the project, and a Notice to Proceed was issued on February 28, 2023. Construction commenced on March 1, 2023. It was estimated that the project would be completed and open in August 2023, however, due to delays attributed to asbestos remediation it is assumed the project will be completed at a later date with a grand opening scheduled for October 1, 2023. This will align with regional route changes as EMBARK OKC plans to implement their service changes on October 1, 2023.
- Work on the project during the month of June 2023 includes:
  - The City Manager authorized a task order with a remediation firm to remove the contaminated material. After a delay due to scheduling issues, work began on April 25 and after conducting air quality tests the all clear was given on May 9 to resume interior work.
  - A change order encompassing the contractor's asbestos remediation costs was included on Council's April 11 agenda for consideration and was passed unanimously.
  - The unexpected interior damage that resulted from the remediation was resolved with the asbestos remediation contractor by reducing the final invoice for the remediation. This will be offset by a change order from the construction contractor to repair the damages.
  - Interior framing
  - Passed lower-level framing inspection
  - Plumbing rough-in and inspection
  - Masonry
  - Set door jambs
  - Mechanical rough-in
  - Insulate plumbing lines
  - Wood door delivery

- Concrete form work



Setting Door Jambs



Plumbing Insulation

### **Vehicle Procurement**

- The City is currently in the process of purchasing 5 paratransit vans and due to supply chain delays staff currently anticipates receiving these vehicles in late summer 2023. Below is background on this purchase:
  - On December 14, 2021 the City Council passed and adopted resolution R-2122-72 transferring \$346,703 from the Capital Fund Balance to be matched with \$122,812 available in the Public Transit and Parking Fund to be used to replace 5 paratransit vehicles in the Transit Fleet for a total of \$469,515. Due to ongoing supply chain issues the price of the vehicles had increased, however staff were able to identify additional FTA grant funding allocated to Norman to supplement the cost increase and decrease the amount of local match that was provided from the Public Transit and Parking Fund. Resolution R-2122-98 was approved by Council on March 8 transferring an additional \$149,454 (for a total cost of \$584,655) to cover the cost increase. FTA grant OK-2020-026 will be amended to \$496,157 leaving a local match of \$88,508 (a reduction in the local matching funds of \$34,304.)
- The City is currently in the process of purchasing 5 CNG 35' fixed route buses and staff anticipates receiving these vehicles in July-August 2023. Staff visited the factory December 5-9, 2022, to perform the pre-production meeting. Another factory visit is being planned for late July for the final inspection. Below is background information on this purchase:
  - Utilizing transit 5339 funds allocated from FY21 (grant number OK-2020-026), 1 35' CNG bus will be purchased. These were funds allocated to the Norman urbanized area by formula. In addition, on June 14, 2022 the City Council approved a contract with the Oklahoma Department of Transportation (ODOT) accept Surface Transportation Block Grant – Urbanized Area (STBG-UZA) funding for the purchase of 2 35' low-floor CNG transit buses. An Authorization to Purchase for these 3 buses was approved by Council on August 23, 2022. A purchase order was issued on September 14, 2022 to the manufacturer.
  - Utilizing funds received from the FY22 FTA Low- or No-Emissions Vehicle Program, staff proposed to purchase 2 additional CNG 35' fixed route buses. Council approved a resolution accepting the grant and an authorization to purchase the buses on September 27, 2022. The purchase order for 2 buses was issued September 29, 2022.
- The City is currently in the process of purchasing 3 paratransit ADA compliant minivans for revenue service as well as 2 non-revenue support vehicles. Staff anticipates receiving these vehicles in July 2023. Below is background on this purchase:

*Monthly Progress Report  
Public Works (June 2023)*

- Council provided funding in the budget sufficient to outright purchase a single large transit bus and a single paratransit vehicle. Because of effective use of grant funding and only using a small percentage of budgeted money as a local match against grant funds, staff proposed to use \$355,692.55 of the remaining funding (\$357,810) for the outright purchase of 3 additional ADA minivans for the paratransit fleet and replacement of two support vehicles which was approved by the City Manager on April 6, 2023 utilizing an Oklahoma State Contract.
- *Both of the non-revenue support vehicles, units 5-2341 and 5-2348 have been received and staff are completing final inspections and paperwork to put these vehicles in service.*

**Microtransit Pilot Program with Via Transportation**

*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. 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. Below is background information on the study:*

- Following prior feedback from Councilmembers, two workshops were conducted on October 18, 2022 and January 3, 2023, regarding possible alternatives for a microtransit pilot program. After reviewing multiple pilot program alternatives and comparing outcomes against the previously expressed concerns of Council, a recommendation was made for a pilot program.
- The recommendation consisted of a turnkey microtransit service which would be offered Monday-Saturday 6pm-12am (or 7pm-1am) as well as on Sunday from 10am-6pm. The recommendation suggests this service be offered in a defined zone, limited in size, which could be proposed by vendors responding to the Request for Proposals (RFP). In addition, it was recommended that the City look at investing in more robust software in partnership with EMBARK to improve existing paratransit service.

**Transit Monthly Performance Report**

Attached is the transit performance report for May 2023.

**STREETS DIVISION**

**CAPITAL PROJECTS:**

**DAKOTA STREET 1700 BLOCK: DAKOTA STREET TO SHERRY AVENUE**

Streets crews replaced damaged concrete panels on Dakota Street 1700 Block: Dakota Street to Sherry Avenue. This repair required 79 cubic yards of concrete and resulted in over 336 square yards repaired.

**ALAMEDA STREET: 36TH AVENUE EAST/48TH AVENUE EAST**

Streets crews worked an overlay at Alameda Street: 36th Avenue East/48th Avenue East and required 3,889.62 tons of asphalt for the repair.

**TECUMSEH ROAD: 60TH AVENUE NW TO 72ND AVENUE NW**

Streets crews worked an overlay at Tecumseh Road: 60th Avenue NW to 72nd Avenue NW and required 199.84 tons of asphalt for the repair.

**72ND AVENUE SE: HIGHWAY 9 TO LINDSEY STREET**

Streets crews worked an overlay at 72nd Avenue SE: Highway 9 to Lindsey Street and required 1.14 tons of asphalt for the repair.

**ROADSIDE OPERATIONS:**

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

Streets Roadside Mowing crew continued their summer mowing schedule. During June, 2023, 523 miles of rural rights-of way and 4,498,210 sq. ft. of urban rights-of-way were mowed.

**ROUTINE POTHOLE PATCHING OPERATIONS**

This month approximately 3.83 tons of asphalt was utilized in routine pothole patching operations.

## **STORMWATER DIVISION**

### **WORK ORDER RESPONSE**

Stormwater Division received 23 work order requests and closed 23 work orders.

### **INFRASTRUCTURE MAINTENANCE**

The Infrastructure Maintenance crew started a double box replacement at Main Street and Stewart Street. The Crew removed graffiti on West 48<sup>th</sup> Street and replaced broken concrete around a stormwater manhole at 12<sup>th</sup> and Lindsey. The Maintenance crew repaired sinkholes behind a curb hoods on Astor Drive and Buckner Drive. The Infrastructure Maintenance sealed leaking pipe joints at Rosebrook Drive, Summit Lakes Park, and Foxborough Drive. The crew finished a slab for the OWRB monitoring site on HWY9. The crew was able to remove more than 80 tons of debris from the bridge just south of Lindsey on 72<sup>nd</sup> Ave SE. The Infrastructure Maintenance crew checked 479 inlets and cleaned 5 inlets totaling .25 tons of debris removed in Ward 4 and 2.

### **CHANNEL MAINTENANCE**

The Channel Maintenance Crew mowed 2,362,274 square feet of stormwater channels during the month of June.

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

A total of 324 lane miles were swept in June resulting in the removal of approximately 89.75 tons of debris from various curb-lined streets throughout the city. The crew was able to flush 1,000 linear feet of stormwater pipe using 2,000 gallons of water from various locations. They were also able to camera 1,531 linear feet of stormwater pipes. The litter crew also removed 12.38 tons of trash from city ROW's. The crew checked 131 inlets and cleaned 154 inlets totaling .5 tons of debris removed in Ward 4 and 7.

### **STORMWATER OKIE LOCATES**

During the month of June, 3,335 Call 811 Okie Spots were received. Of those requests, 91 were stormwater pipe locates, 42 were marked, and 547 were referred to other departments.

### **CONSTRUCTION SITE STORMWATER MANAGEMENT**

Performed 107 inspections of 103 active sites.

Issued 2 Earth Change Permits to new projects

Inspected 7 detention/retention ponds.

### **MS4 OPERATIONS**

Received and responded to 54 citizen calls

On June 6, Ms. Boteler attended Zero Harm week at JCI and provided stormwater outreach materials.

## **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.

*Monthly Progress Report*

*Public Works (June 2023)*

**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.

**June 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... 2
- \*Final Plats..... 0
- \*Preliminary Plats..... 1
- \*Short Form Plat..... 2
- \*Center City Form Based Code.. 0
- \*Concurrent Constr. Request.... 0

**City Council Review:**

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

	↓	↓
<b>\$ 2,060.00</b>	↓	↓

**Development Committee:**

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

<b>\$0.00</b>		
<b>\$2,060.00</b>	<b>\$1,615.00</b>	<b>\$54,924.50</b>

**Subtotal:**

**Permits Reviewed/Issued:**

(includes Offsite Construction fees)

- \*\*Single Family..... 25
- \*\*\*Commercial..... 9
- Multi-Family..... 1
- Addition/Alteration..... 25
- House Moving..... 2
- Paving Only..... 12
- Storage Building..... 14
- Swimming Pool..... 6
- Storm Shelters..... 27
- Public Improvements..... 3
- Temporary Encroachments..... 0
- Fire Line Pits/Misc..... 0
- Franchise Utilities ..... 8
- Other revenue ..... 0
- Flood Plain (@\$100.00 each)..... 2

	↓	↓
<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>\$200.00</b>	<b>\$400.00</b>	<b>\$1,600.00</b>
<b>\$11,217.75</b>	<b>\$17,353.64</b>	<b>\$138,476.91</b>
<b>\$13,477.75</b>	<b>\$19,368.64</b>	<b>\$195,001.41</b>
<b>35</b>	<b>35</b>	<b>354</b>
<b>6</b>	<b>7</b>	<b>64</b>

**Total Permits.....**

**Grand Total.....**

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

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

- \* 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

**June 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	6	100%
<i>PI #10</i> SINGLE FAMILY BLDG PERMIT REVIEW W/I 3 DAYS	25	100%
<i>PI #11</i> COMMERCIAL BLDG PERMIT REVIEW W/I 7 DAYS	9	100%
<i>PI #12</i> CONSTRUCTION PLAN REVIEW W/I 10 DAYS	35	100%
<i>PI #13</i> FINAL PLAT REVIEW COMPLETED WITHIN 10 DAYS	4	100%



# PERFORMANCE REPORT

## Summary of Services Table: May 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.

EMBARCK Norman Service Summary	ADP May FY23	FY23 YTD	FY22 YTD	Service Profile	May FY23	May FY22
Fixed Routes (M-F)	1,148	253,821	206,073	Weekdays	22	21
Fixed Routes (Sat)	651	24,954	17,787	Saturdays	4	4
PLUS (M-F)	88	20,189	18,728	Gamedays	0	0
-Zone 1*	74	16,978	14,955	Holidays	1	1
-Zone 2**	15	3,211	3,773	Weather	3	4
PLUS (Sat)***	26	1,099	787	Fiscal YTD Days	281	281
				Cal. YTD Days	127	127

\*Requires ¾ mile

\*\*Operates only on Weekdays until 7:00 pm

\*\*\*Operates only in Zone 1

## Strategic Performance Measures

MEASURE	FY 23 YTD	FY 23 Targets	
# of Norman fixed-route passenger trips provided	278,775	251,881	■
# of Norman paratransit trips provided	21,288	21,000	■
% of on-time Norman paratransit pick-ups	97.76%	98.58%	●
# of Norman bus passengers per service hour, cumulative	15.76	13.04	■
# of Norman bus passengers per day, average	995	800*	●
% of Norman required paratransit pick-ups denied due to capacity	0.01%	0.00%*	●
% of on-time fixed-route arrivals	74.52%	80.94%	▲

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



**PUBLIC WORKS  
FLEET DIVISION  
ACTIVITY REPORT**

June 2023

IN GALLONS	FYE 2023	FUEL REPORT		
	<u>UNLEADED PURCHASED</u>	<u>DIESEL PURCHASED</u>	<u>CNG PURCHASED</u>	
Internal pumps	22,447.00	25,291.00	24,969.19	
Outside - sublet	1,118.00	1,048.00	4,162.83	
<b>TOTAL</b>	<b>23,565.00</b>	<b>26,339.00</b>	<b>29,132.02</b>	
	<u>UNLEADED CONSUMED</u>	<u>DIESEL CONSUMED</u>	<u>CITY CNG CONSUMED</u>	<u>PUBLIC CNG CONSUMED</u>
<b>TOTAL Consumption</b>	<b>20,913.57</b>	<b>24,437.30</b>	<b>28,918.34</b>	<b>4,162.83</b>

FYE 2023 TO DATE CONSUMPTION				
<b>TOTAL Consumption</b>	<u>UNLEADED CONSUMED</u>	<u>DIESEL CONSUMED</u>	<u>CITY CNG CONSUMED</u>	<u>PUBLIC CNG CONSUMED</u>
	<b>225,420.93</b>	<b>238,777.50</b>	<b>326,441.83</b>	<b>56,052.89</b>

INTERNAL PRICE PER GALLON:					EXTERNAL PRICE PER GALLON:				
UNLEADED	High	\$2.81	Low	\$2.66	UNLEADED	High	\$2.89	Low	\$2.71
DIESEL	High	\$2.61	Low	\$2.42	DIESEL	High	\$2.66	Low	\$2.48
CNG	High	\$1.28	Low	\$1.28	CNG	High	\$2.10	Low	\$2.10

FASTER CONSUMABLE PARTS PURCHASED		PUBLIC CNG SALES	
REPAIR PARTS	\$78,306.32	Month Total Public CNG Sales	\$8,789
BATTERIES	\$2,568.05	FYE 2023 To Date Public Sales	\$126,037
OILS/FLUIDS	\$8,683.77	<b>LIFE TO DATE CNG GAS GALLON EQUIVALENT</b>	
TIRES	\$22,157.08	Total Sold Gallons Life To Date	1,083,483
SUBLET REPAIRS	<b>\$21,553.15</b>	Total Gross Sales Life To Date	\$1,598,628,915
<b>TOTAL SPENT ALL parts/sublet</b>	<b>\$133,268.37</b>	Life To Date CNG Gas Gallon Equivalent	
		Total Public/City Through-Put CNG Gallons @ Statio	3,206,225

Light Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	4	4	3	42
EMERGENCY ROAD CALLS	2	3	3	69
PM SERVICES	90	80	67	1,184
INCLEMENT WEATHER	2	0	2	6
WORK ORDERS	243	230	209	3,113
SCHEDULED REPAIRS	117	103	95	1,350
NON SCHEDULED REPAIRS	85	67	64	1,124

Heavy Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	1	4	4	28
EMERGENCY ROAD CALLS	34	19	19	223
PM SERVICES	35	44	38	435
INCLEMENT WEATHER	0	0	0	2
WORK ORDERS	214	218	192	1,904
SCHEDULED REPAIRS	42	48	43	477
NON SCHEDULED REPAIRS	130	129	117	1,155

Transit Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	0	2	0	8
EMERGENCY ROAD CALLS	2	1	3	10
PM SERVICES	13	11	2	118
INCLEMENT WEATHER	0	0	0	0
WORK ORDERS	92	95	73	832
SCHEDULED REPAIRS	31	15	4	145
NON SCHEDULED REPAIRS	60	65	64	629

EVT Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	20	11	15	127
EMERGENCY ROAD CALLS	1	4	0	13
PM SERVICES	7	6	4	72
INCLEMENT WEATHER	0	0	0	0
WORK ORDERS	53	42	25	365
SCHEDULED REPAIRS	15	12	12	152
NON SCHEDULED REPAIRS	6	6	3	81

COMBINED SHOPS	CURRENT MONTH	LAST MONTH	TWO MONTHS AGO	YEAR TO DATE
ROAD SERVICE	25	21	22	189
EMERGENCY ROAD CALLS	39	27	25	309
PM SERVICES	145	141	111	1704
INCLEMENT WEATHER	2	2	2	10
WORK ORDERS	602	585	499	5914
SCHEDULED REPAIRS	205	178	154	2061
NON SCHEDULED REPAIRS	281	267	248	2857

SERVICE EFFORTS AND ACCOMPLISHMENTS FYE 2023

<b>STREET DIVISION</b>					
	<b>FYE 2023 June 2023</b>	<b>FYE 2023 June 2023</b>	<b>Year to Date</b>	<b>Year to Date</b>	<b>FYE 2023</b>
<b>PERFORMANCE INDICATORS</b>	<b>ACTUAL</b>	<b>PERCENT</b>	<b>ACTUAL</b>	<b>PERCENT</b>	<b>PROJECTED</b>
Distribute work order requests to field personnel within one day.	99%	99%	99%	100%	100%
Patch potholes smaller than one cubic foot within 24 hours	100%	100%	100%	100%	95%
(tons of material used)	3.83		66.20		
Overlay/pave 10 miles per year.	-	0%	7.80	78%	100%
Replace 2,000 square yards of concrete pavement panels	336.00	17%	3,807.34	190%	100%
Grade all unpaved alleys two (2) times per year. (approximately 210 blocks)	18.00	4%	261.25	62%	100%
Mow 15 ROW-miles (1,584,000 sf) of Urban right-of-way, eight times per year	4,498,210.00	35%	26,008,290.00	205%	100%
Mow 148 miles of Rural Right-of-way three times per year	523.00	118%	1,771.00	399%	100%
Debris Removal – pre-positioned contractor on notice 24 hours prior to storm event	-	100%	-	100%	0%
Debris Removal - Issue Notice to Proceed/Task Order with 48 hours of storm event	-	100%	-	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		100%	-	100%	0%
Capital Program – Complete all selected projects within the same fiscal year		95%	-	95%	0%

SERVICE EFFORTS AND ACCOMPLISHMENTS FYE 2023

<b>STORMWATER DIVISION</b>					
	<b>FYE 2023 JUNE, 2023</b>	<b>FYE 2023 JUNE, 2023</b>	<b>Year to Date</b>	<b>Year to Date</b>	<b>FYE 2023</b>
<b>PERFORMANCE INDICATORS</b>	<b>ACTUAL</b>	<b>PER CENT</b>	<b>ACTUAL</b>	<b>PER CENT</b>	<b>PROJECTED</b>
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)	331.00	66%	4,122.00	69%	50%
Inspect and clean 100% of the urban drainage inlets three times per year. (approximately 5,000 locations)	2,384.00	24%	17,613.00	176%	70%
Mow 2,271,548 sq.feet of open drainage ways, six times per year	1,032,064.00	8%	6,824,651.00	50%	90%
Apply chemical vegetative control to open drainage channels, one time per year.	-	0%	-	0%	90%
Collect 60 tons annually of litter from rights of way in the urban & rural areas.	10.60	95%	76.11	127%	95%
Permit all earth disturbing operations over 1 acre in size.	3.00	100%	32.00	100%	95%
Permit all floodplain activities as appropriate.	1.00	1%	19.00	100%	100%
Submit all necessary reports and documentation as required to comply with state stormwater regulations within 15 days of deadlines.	-	0%	1.00	100%	100%
Perform erosion control inspections of permitted sites within 30 days.	108.00	105%	1,630.00	100%	100%
Inspect City facilities identified as potential stormwater pollution sources.	1.00	0%	13.00	50%	50%
Inspect stormwater outfalls.	9.00	0%	86.00		20%

**FLEET DIVISION  
INVENTORY  
June 2023**

**FUEL**

WESTWOOD GOLF	783.1	gallons	DIESEL	@	2.500	\$ 1,957.75
WESTWOOD GOLF	788.1	gallons	UNLEADED	@	2.860	\$ 2,253.97
NORTH BASE	6,188.1	gallons	UNLEADED	@	2.770	\$ 17,141.15
NORTH BASE	3,199.9	gallons	DIESEL	@	2.490	\$ 7,967.76
FIRE STATION #5	445.4	gallons	UNLEADED	@	2.850	\$ 1,269.48
FIRE STATION #5	464.7	gallons	DIESEL	@	2.570	\$ 1,194.28
FIRE STATION #6	362.3	gallons	UNLEADED	@	2.830	\$ 1,025.31
FIRE STATION #6	479.8	gallons	DIESEL	@	2.540	\$ 1,218.69
BULK TANKS	1,200.0	gallons	DIESEL	@	2.490	\$ 2,988.00

TOTAL	GALLONS:	DOLLAR:
UNLEADED	7,784.0	\$ 21,689.90
DIESEL	6,127.5	\$ 15,326.48

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**PUBLIC WORKS FLEET DIVISION  
PM COMPLIANCE REPORT**

**June FYE 2023**

**Industry Standard Compliance: Not To Exceed 5%**

Department/Division	Number of PMs		Number of PMs Completed LATE	Number of PMs Missed	Current % PENDING	YearToDate Non-Compliance Trend
	Scheduled	Completed On Time				
<b>CITY CLERK</b>						
CITY COUNCIL					0%	0%
BUILDING ADMINISTRATION					0%	0%
<b>MUNICIPAL COURT</b>						
MUNICIPAL COURT					0%	0%
<b>INFORMATION TECHNOLOGY</b>						
INFORMATION TECHNOLOGY					0%	0%
<b>HUMAN RESOURCES</b>						
HUMAN RESOURCES	1	1			0%	0%
<b>PLANNING</b>						
PLANNING					0%	0%
BUILDING INSPECTIONS					0%	0%
CODE COMPLIANCE					0%	67%
<b>PUBLIC WORKS</b>						
ENGINEERING	2	1	1	1	50%	100%
STREETS	12	10	2	2	17%	19%
STORMWATER	3	3			0%	16%
TRAFFIC	4	3	1		0%	27%
STORMWATER QUALITY					0%	0%
FLEET	13	12	1	1	8%	5%
TRANSIT					0%	0%
<b>POLICE</b>						
ANIMAL CONTROL	2	2			0%	50%
POLICE ADMINISTRATION	1	1			0%	25%
POLICE STAFF SERVICES	3	5			0%	0%
POLICE CRIMINAL INVESTIGATIONS	4	3		1	25%	33%
POLICE PATROL	21	17	2	5	24%	31%
POLICE SPECIAL INVESTIGATIONS	2	2			0%	20%
POLICE EMERGENCY COMMUNICATIONS					0%	0%
<b>FIRE</b>						
FIRE ADMINISTRATION					0%	0%
FIRE TRAINING					0%	0%
FIRE PREVENTION	2	2			0%	0%
FIRE SUPPRESSION	5	4		1	20%	25%
FIRE DISASTER PREPAREDNESS					0%	0%
<b>PARKS &amp; RECREATION</b>						
PARK MAINTENANCE	7	7			0%	24%
PARKS & RECREATION					0%	0%
CUSTODIAL					0%	0%
FACILITY MAINTENANCE	2	2			0%	0%
PARKS FORESTRY					0%	0%
<b>PUBLIC SAFETY SALES TAX (PSST)</b>						
PSST POLICE PATROL	6	2	4	2	33%	61%
PSST POLICE CRIMINAL INVESTIGATIONS	3	1	2	2	67%	133%
PSST FIRE SUPPRESSION	1	1			0%	0%
<b>CDBG</b>						
PLANNING CDBG					0%	0%
<b>UTILITIES WATER</b>						
UTILITIES ADMINISTRATION					0%	0%
WATER TREATMENT PLANT					0%	0%
WATER PLANT	1	1			0%	67%
WATER PLANT WELLS	1	1			0%	0%
WATER PLANT LAB					0%	0%
LINE MAINTENANCE ADMIN.					0%	0%
WATER LINE MAINTENANCE	12	11	1		0%	4%
UTILITIES INSPECTOR					0%	0%
METER SERVICES					0%	0%
<b>UTILITIES WRF</b>						
WRF ADMIN					0%	100%
WRF INDUSTRIAL					0%	0%
WRF BIOSOLIDS					0%	0%
WRF OPERATIONS	2	2			0%	0%
SEWER LINE MAINTENANCE	5	4	1	1	20%	15%
<b>UTILITIES SANITATION</b>						
SANITATION ADMINISTRATION					0%	0%
SANITATION RESIDENTIAL	2	4			0%	65%
SANITATION COMMERCIAL	2	2			0%	67%
SANITATION TRANSFER	2	2			0%	25%
SANITATION COMPOST					0%	0%
SANITATION RECYCLE					0%	150%
SANITATION YARD WASTE	7	5	3	3	43%	46%
<b>CITYWIDE TOTAL</b>	<b>128</b>	<b>111</b>	<b>18</b>	<b>19</b>	<b>15%</b>	<b>29%</b>

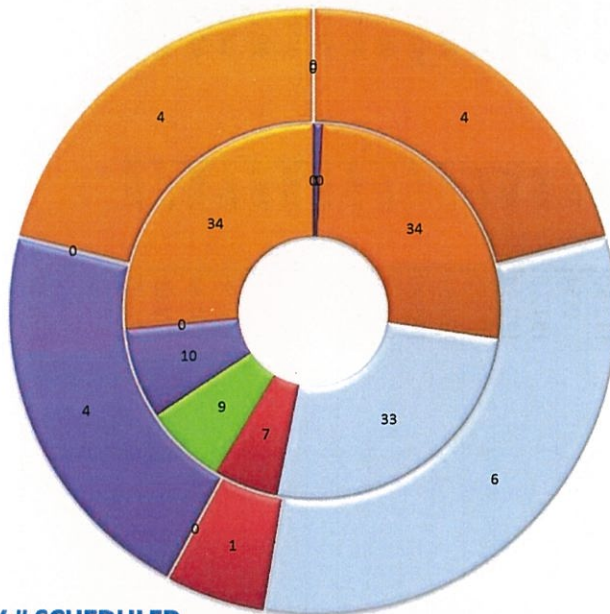
# PUBLIC WORKS FLEET DIVISION PM COMPLIANCE REPORT

June FYE 2023

Currently Past Due:

Unit #	Unit Description	Department Division	Current Odometer Reading	Meter or scheduled date	Meter Past		ORIGINAL Scheduled DATE	SHOP	Type of SERVICE	LAST PM DONE
<b>POLICE</b>										
1124	2015 Ford Interceptor	PD Patrol	106052	104023	-209	miles	6/8/2023	Light Repair	PM-C	2/3/2023
1012	2013 Chevy Tahoe	PD Criminal Investigations	67347	64886	-2461	miles	5/26/2023	Light Repair	PM-A	5/12/2022
1201	2011 Chevy Tahoe	PD Criminal Investigations	105754	104841	-913	miles	5/26/2023	Light Repair	PM-C	10/3/2022
1188	2015 Polaris Ranger	PD Patrol	7/1/2023	6/15/2023	-16	days	6/22/2023	Light Repair	PM-C	6/15/2022
1203	2018 Ford Interceptor	PD Patrol	36362	35834	-528	miles	6/22/2023	Light Repair	PM-C	11/30/2022
<b>Fire</b>										
0036	2021 Ford F250	Fire Suppression	12558	12462	-96	miles	6/16/2023	Light Repair	PM-C	10/28/2022
<b>Utilities</b>										
0256	2014 Peterbuilt 365 Rearloader	Sanitation Yard Waste	2176	1056	-1120	Hours	4/3/2203	Heavy Repair	PM-D	6/16/2023
<b>Public Works</b>										
0139	2017 Gradall Excavator	Streets	7/1/2023	6/16/2023	-15	days	6/19/2023	Heavy Repair	PM-A & C	6/16/2022
0699	2013 Wylie Sprayer	Streets	7/1/2023	4/20/2023	-72	Days	4/25/2023	Light Repair	PM-C	4/20/2022

## PM Compliance Report June FYE 2023



**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	1	0	0.0%
Planning	0	0	0.0%
Public Works	34	4	11.8%
Police	33	6	18.2%
Fire	7	1	14.3%
Parks & Rec.	9	0	0.0%
PSST	10	4	40.0%
CDBG	0	0	0.0%
Utilities	34	4	11.8%
<b>Citywide Total</b>	<b>127</b>	<b>19</b>	<b>15.0%</b>

**PUBLIC WORKS  
FLEET DIVISION**  
Technician Productivity  
Report

FYE 2023

June 2023

MECHANIC	DIRECT LABOR HOURS	INDIVIDUAL PRODUCTIVITY		
		GOAL	ACTUAL	DIFFERENCE
# 001	126.80	72%	92.9%	20.9%
# 002	153.25	72%	112.3%	40.3%
# 003	101.83	72%	74.6%	2.6%
# 004	122.45	72%	89.7%	17.7%
# 006	90.16	72%	66.1%	-5.9%
# 007	104.88	72%	76.8%	4.8%
# 008	112.50	72%	82.4%	10.4%
# 009	9.54	72%	73.4%	1.4%
# 010	131.15	72%	96.1%	24.1%
# 011	122.94	72%	90.1%	18.1%
# 012	127.55	72%	93.4%	21.4%
# 013	134.51	72%	94.1%	22.1%
# 018	142.89	72%	104.7%	32.7%
# 021	123.15	72%	90.2%	18.2%
# 031	108.78	72%	79.7%	7.7%
# 037	96.56	72%	70.7%	-1.3%
# 038	133.67	72%	97.9%	25.9%
# 040	140.47	72%	98.2%	26.2%
# 041	134.56	72%	94.1%	22.1%
# 042	130.44	72%	95.6%	23.6%
# 043	122.06	72%	89.4%	17.4%
# 044	126.03	72%	92.3%	20.3%
DIRECT LABOR HOURS			2596.17	
TOTAL AVAILABLE HOURS			2899.00	
PRODUCTIVITY GOAL			72.0%	
ACTUAL PRODUCTIVITY			89.6%	

DIRECT LABOR HOURS 2596.17  
TOTAL AVAILABLE HOURS 2899.00  
PRODUCTIVITY GOAL 72.0%  
ACTUAL PRODUCTIVITY 89.6%

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

	PROJECTED GOAL	THIS MONTH				YEAR TO DATE				
		Percentage Met	Number of Requests	Goal Met	Percentage Met	Number of Requests	Goal Met	Percentage Met		
<b>JUNE 2023</b>										
Provide initial response to citizen inquiries within 2 days	100%	102	102	102	100%	1234	1234	100%		
Provide information requested by citizens within 7 days	95%	102	102	102	100%	1207	1207	100%		
Complete traffic engineering studies within 45 days.	99%	3	3	3	100%	30	27	90%		
Review subdivision plats, construction traffic control plans, traffic impact statements, and other transportation improvement plans within 7 days.	95%	24	24	24	100%	265	265	100%		
Worker Hours Per Gallon of Paint Installed.	0.80	Gallons	Worker Hours	Gallons	Percentage	Gallons	Worker Hours	Percentage		
		109	134.75	1473	1.24	1473	660.5	0.45		
Thermoplastic legend, arrows, stop bars & crosswalks installed.	4-6 Installations per day per 2 person crew. 100%	Crew Work Days	Total Installations	Crew Work Days	Average	Crew Work Days	Total Installations	Average		
		0.34	2	24.89	5.88	24.89	199	9.94		
Preventative Maintenance on each traffic signal once a year. Approximately 11 will be performed each month.	100%	Number Performed	Goal Met	Number Performed	Percentage Met	Number Performed	Goal Met	Percentage Met		
		17	17	180	100%	180	180	100%		
Response to reports on traffic signal malfunctions within one hour.	99%	Number of Reports	Goal Met	Number of Reports	Percentage Met	Number of Reports	Goal Met	Percentage Met		
		17	17	264	100%	264	264	100%		
Response to reports of sign damage:	Percentage									
<b>High Priority</b> Stop or Yield Signs within one hour	99%	20	20	89	100%	89	89	100%		
<b>Lower Priority</b> all other signs within one day	90%	35	35	374	100%	374	374	100%		
<b>Street Name Signs</b> within two weeks	90%	47	47	377	100%	377	377	100%		
Percent of work hours lost due to on the job injuries.	<.01%	Total Work Hours	Work Hours Lost	Total Work Hours	Percentage Met	Total Work Hours	Work Hours Lost	Percentage Met		
		3360	0	37944	0.00	37944	1500.5	0.04		





## Monthly Report

June 2023

### LINE MAINTENANCE:

#### Waterline Capital Projects

- Beaumont Drive – 85%
- 1357 12<sup>th</sup> NE Avenue – 100%
- Crest Court – 100%
- Barb Court – 100%

Staff has completed the Crest Court project. Staff has completed the 12<sup>th</sup> AVE NE project. Beaumont project is in progress and estimated to be completed in 30 days and is 85% completed – it has been delayed due to weather and line breaks. Page project is in progress.

#### Water Line Breaks Total – 18 in June

➤ Water Lines Hit by Contractors – 2 - 1"

#### Sewer Line Data

- Total obstruction service requests - 17
  - Private Plumbing: 15
  - City Infrastructure: 2
  - Sanitary Sewer Overflows: 2 on private side, 0 on city side

#### Lift Station D Flows:

- Days - 30
- Average daily flow: 1.398 MGD
- Total Monthly flow: 41.950 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. Staff met with members from the Architect, General Contractor, Electrical subcontractor, and low voltage company (TransTel) on June 29, 2023 to discuss needs for the gate power and revisions to the plans/added change orders. Contractors are currently working on other electrical components and finishing the retaining wall. In addition, the plans/specifications were missing coordinates and explanations for location of the new fence. The engineer explained that the intent was to have the fence about 1-foot in from the property line. The Utilities Inspector will stake these locations for the fence subcontractor. Easements for ONG and OGE were approved by Council on June 27, 2023.

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

Solar Arrays at WRF and WTP: Project will utilize areas in the vicinity of the Water Reclamation Facility and the Water Treatment Plant to install new solar arrays that will offset electrical use from the grid. This project moves the Utilities Department forward and closer to meeting the *Mayors Climate Protection Agreement* and the *Ready for 100* initiatives. This performance guaranty contract has requirements such that the City will be reimbursed if sufficient energy is not generated.

The WTP array was energized on August 2, 2022, and all work is complete except for punchlist items. For the WRF, all arrays are energized. Systems are operating and being monitored. Only minor site restoration and testing are required to complete the project but are being impacted by weather conditions. All work has been completed and project will be accepted in June 2023. **This will be the last report for this item.**

**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 June 2023, KRCC commenced drilling and pouring concrete piers for new aerial stream crossing. The remaining piers along with pier caps and casing/carrier pipe are expected to be installed during July 2023.

Also during June 2023, an unrelated sanitary sewer collapse occurred at 340 Windbrook. The sewer line was 16 feet deep and located in a narrow backyard. Due to these constraints, Norman Line Maintenance Staff did not have the equipment necessary to complete the repair. Consequently, proposals were solicited from several local contractors to perform this repair, including from KRCC, since they were mobilized nearby working on the Sanitary Sewer Stream Crossing Replacement project. KRCC's proposal was deemed lowest and best and they were issued Notice to Proceed. 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 \$ is being submitted to City Council for approval.

Project is anticipated to be completed in early August 2023.

- |    |  |                  |
|----|--|------------------|
| 1. | Discovery of Damaged Aerial Stream Crossing: | December 2022    |
| 2. | Bidding Documents Prepared by NUA:           | January 2023     |
| 3. | Project Advertised:                          | February 9, 2023 |
| 4. | Bid Opening:                                 | March 9, 2023    |
| 5. | Contract Award:                              | March 28, 2023   |

WRF Reuse Pilot Study (WW0317) – Project is a pilot study designed to consider treatment alternatives to produce highly treated effluent at the WRF suitable for Indirect Potable Reuse (IPR) by discharging it into Lake Thunderbird to supplement Norman's available raw water supply. NUA approved a contract with Garver LLC on February 11, 2020 to design the pilot project for various alternative treatment processes to determine if reuse is feasible and, if so, to recommend the best and most economic treatment technologies for the implementation of a reuse program. In July 2020, NUA approved Amendment No. 1 to Garver's contract which consolidated all pilot study tasks, including procurement/rental of treatment equipment for alternative treatment trains, temporary construction/installation of pilot study equipment and eventual removal of all pilot study equipment, into Garver's contract. During the remainder of 2020, Garver completed pilot study design, and during winter 2020/2021 and spring 2021, temporary construction of Phase I treatment trains, which consisted of one train using an Aqua Nereda patented process and one train using a modified University of Cape Town (mUCT) process was completed. By June 2021, both trains had been commissioned and were operating as intended. As a result, WRF and Garver staff were able to commence the Phase I testing and sampling regimens. In November 2021 and February 2022, skids and trailers containing advanced tertiary processes that were to be pilot tested as part of Phase II and Phase III, respectively, were delivered; temporary construction needed to place them into service was completed; and Phase II and Phase III testing and sampling regimens commenced. Phases I, II, and III and all associated testing and sampling were completed as of June 1, 2022, and Garver's construction subcontractor completed removal of all temporary process equipment by late summer 2022. A first draft copy of the engineering report was submitted for review in December 2022. A second draft was submitted to NUA and, informally, to Oklahoma Department of Environmental Quality (ODEQ) in March 2023. Since then, Garver has been convening regular meetings with ODEQ to review the draft report in detail. The report is lengthy, and it is expected to require several months and multiple iterations before the report is considered final and ready for formal submission to ODEQ. This will likely occur during the summer of 2023 with approval by ODEQ likely to require several additional months after that.

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 early 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 the end of the Federal Government Fiscal Year on September 30, 2023.

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 in the amount of \$5,000,000.00 for this project. Because the funding from the grant is not expected to be made available until the start of the next federal fiscal year (i.e. October 1, 2023), the bidding of this project will now be scheduled to sync up with a Contract Award at the first Council Meeting in October 2023 with Notice to Proceed with Construction to follow immediately thereafter also in October 2023. The critical path for the project will run through the delivery of the new centrifuges. Assuming they can be delivered in a reasonable time frame without excessive supply-chain-related delays, project should be complete by July 31, 2024.

Engineer: Garver LLC (Michael "Cole" Niblett)

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

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

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

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

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

documents will be finalized in time to advertise in May 2024. Bids would then be opened in June 2024, and Contracts Awarded at the first Council Meeting in July 2024. Construction would then take one calendar year to June 2025.

In June 2023, Greely and Hansen submitted a request for Contract Amendment based on delays in bidding the project along with several other smaller perceived changes that occurred during design. NUA is reviewing this request, but, to date, no determination has been made on whether it has merit.

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. Additional survey work has been completed and the revised alignment does not appear to have any conflicts or issues that would prohibit its construction. Staff is currently reviewing revised 100 percent plans and submitted DEQ permit in February 2023. ODOT permit application submitted in March 2023. Plans were advertised and bid. Contract was awarded and construction will start in July.

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 is completing final review of plans and specifications in August and will bid project in September.

Engineer: Staff with assistance from Lemke Surveying

Sewer Maintenance Project FYE19 (WW0321): Annual project may replace about 22,000 feet of residential sanitary sewer lines and rehabilitate or replace about 108 manholes in the area bounded by W Lindsey St. to the North, 24th Ave SW to the west, Westbrook Terrace to the south, and Berry Road to the East. Preliminary project layout and scope definition are in progress. Draft plans were received May 2023 and Staff will review in August have bid ready in September.

Engineer: Staff with assistance from local surveyor

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 PROJECTS:**

Blending of Wells 5, 6, and 52 at the Water Treatment Plant (WA0369): This project will blend wells 5, 6, and 52, at the Water Treatment Plant (WTP) before entering the distribution system. Blending these wells will only require samples be taken at the blending site as opposed to each well, which will minimize time and money spent on sampling each month. This project will require approximately 2,200 feet of 8-inch waterline to bring well 52 to the 36<sup>th</sup> Avenue NE and Robinson Street intersection where it will combine with the line coming from well 5. An existing 12-inch waterline will then be converted to a non-potable line as it moves west on Robinson Street before it combines with well 6 and the distribution system at the WTP. In addition, two bores consisting of approximately 260 linear feet of 8-inch and 6-inch waterline under Robinson Street will be required to connect the neighborhoods on the north side of Robinson Street with the existing high pressure line on the south side of Robinson Street. An existing 10-inch waterline and old 24-inch concrete line at the WTP will be abandoned as part of this project. As part of a previous project, Freese and Nichols, Inc. recently designed the project to extend water transmission lines from the WTP to 24<sup>th</sup> Avenue NE. Since they are familiar with the lines in the area and the interconnection requirements at the WTP and would be able to provide design services for this project, staff determined that it would be in the best interest of the NUA to contract with Freese and Nichols, Inc. for this project as well. City Council approved the contract with Freese and Nichols, Inc. on May 11, 2021 for \$47,850. Staff had a project kick-off meeting with engineers on May 27, 2021. An Invitation to Bid was Published in the Norman Transcript on November 3, 2022 with a Pre-Bid Meeting held on November 18, 2022. A Bid Opening was held on December 1, 2022. Three contractors submitted bids ranging from \$584,950.00-\$748,235.00. The low bidder was Cimarron Construction Co. at \$584,950.00, which is over the Engineer's Estimate of \$548,939.00. The contract with Cimarron Construction Co. was approved by Council on January 10, 2023. A pre-Construction meeting was held on January 24, 2023. Contractors have made permanent street repairs to all locations except Robinson St east of 36<sup>th</sup> Ave NE. This final repair will start on July 26<sup>th</sup> after the Alameda project has made its final repairs so as to limit traffic detours for Ward 5.

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.

Flood Avenue Waterline Replacement (WA0328):

Project will replace approximately 12,700 feet of 16-inch water line from Robinson Street to Tecumseh Road, and about 2,900 feet of 12-inch from Tecumseh to Venture Drive with 16-inch C900 PVC pipe. The existing ductile iron pipe is not compatible with the corrosive clay soils. It is failing, causing service disruptions to customers and damage to driveways, streets, and yards. In combination with this project, the potential for using existing wells along Flood for blending back into the water system using the existing pipe after rehabilitation will be evaluated. Total bids for construction ranged from \$2.9 million to \$3.8 million. Southwest Waterworks was determined to be the lowest responsible bidder at \$2,854,724.50. City Council approved the contract with Southwest Water Works on September 14, 2021 in the amount of \$2,854,724.50. A pre-construction meeting was held on October 6, 2021. Construction began November 3, 2021 and will continue for 330 calendar days. The James Garner waterline between Acres and Robinson was added onto the contract for this project in February, with an additional 75 days added onto the project and a revised contract amount of \$3,325,518.50. The Contractor is working on getting a final pay claim together along with a final change order, in addition to repair of a piece of concrete that shifted.

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

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

This project will determine the best location, layout, and treatment processes for blending and treating the 41 active groundwater wells utilized by the City of Norman. All active wells are currently in compliance with the standards set forth in the Safe Drinking Water Act and Public Water Supply Operations are not required to provide treatment and residual disinfectant under Oklahoma Administrative Code 252:631. However, the NUA also treats and distributes surface water from Lake Thunderbird. Since the water from the surface water source and the groundwater wells is blended in the distribution system piping, ODEQ has indicated that the system will need to be modified such that a minimum disinfectant residual of 1.0 mg/L of total chloramines (NHCL<sub>2</sub>) should be found throughout all parts of the system in the future. In addition, maximum contaminant levels (MCLs) of total chromium and arsenic may be lowered by EPA, and a new MCL for hexavalent chromium may be established in the future, thus requiring additional treatment for the groundwater wells. NUA entered into a contract with Carollo Engineering, Inc. on June 22, 2021 in the amount of \$95,090 to develop preliminary layouts for the future build-out of the facility including immediate needs and future treatment processes. The Notice to Proceed date was set for June 29, 2021 and a kick-off meeting and site field investigations are scheduled to be held on July 21, 2021. Staff met with SRB, LLC this month to obtain assistance for acquiring the land needed for the blending location which includes review of property records, survey and map, and negotiation assistance. A Purchase Order was created for \$16,200 for these services, and a 28-acre parcel of land was approved to be purchased by Council on February 22, 2022 in the amount of \$800,000. This 28-acres, which became for sale in 2021, is located near a potential site that was evaluated as being in a more favorable location based on the layout of our wellfield, as indicated by a hydraulic model conducted by Plummer Associates, LLC. A final Technical Memo was received from Carollo in August 2022 and was sent to Plummer. This memo will be utilized by Plummer to determine the layout and modeling needed for the preliminary disinfection system. The engineering contract with Plummer for design of the disinfection system was approved by Council on October 11, 2022 in the amount of \$528,900. Staff had a kick-off meeting on November 1, 2022



with engineers. Staff held the chlorine demand and disinfection byproducts testing on December 19, 2022 at the WTP. No DBPs were detected and demand was very low, as expected. The final Engineering Report was received on June 14 and engineers have started on preliminary design.

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 will be determined in March, which will determine when the waterline project needs to begin. The waterline will need to be completed before the roadway work begins. 65% plans were recently received. Staff is in the process of reviewing and providing comments.

Engineer: Cowan Group Engineering, LLC (Jeff Cowan)

Phase II – Porter Avenue Waterline Replacement (WA0354):

This project will replace approximately 1,500 feet of aging 8-inch and 5,000 feet of 12-inch waterline along Porter Avenue from Robinson Street to Alameda Street in conjunction with the Public Works Department Porter and Avenue Streetscape project. Part of this project (Main Street to Rich Street) was already completed as part of Public Work's ODOT funded Transportation Bond project. Replacement of these waterlines prior to the surface improvements will ensure good infrastructure and reduce the likelihood that the surface improvements have to be removed and replaced for future water line replacement work. NUA entered into a contract with Cabbiness Engineering, LLC (Garver Engineering) in February 2021 in the amount of \$58,100. Staff received final design plans and sent an invitation to bid to the *Norman Transcript* for publication on December 23, 2021 and December 30, 2021. A mandatory pre-bid was held on January 4, 2022 and the bid opening will be held on January 20, 2022. Bids were opened on February 3, 2022 and four contractors submitted bids. Cimarron Construction Company, LLC submitted the lowest and best bid for the Base Bid and Alternate B at \$2,039,328. The Contract and Bonds were signed and approved by Council on February 22, 2022. A kick-off meeting was held on March 4, 2022. City staff and the Engineer are in the process of reviewing submittals provided by the Contractor. The Engineer is also working on getting a final conformed set of plans together showing the alternate bid that was awarded. Construction start date for the Notice-to-Proceed was March 14, 2022. Rather than a number of days for construction completion, this project has an end date for construction of July 15, 2022. This is to ensure the waterline work is finished prior to the streetscape work. Work began on March 14, 2022. A final change order and pay app was approved by Council on November 22, 2022. As-builts were recently received from the Engineer who noticed the new waterline conflicted with a few future light poles and future storm drain that will be constructed by Public Works. Adjustments will be made to the light pole design by Public Works. Line Maintenance potholed and took accurate elevations of the waterline in these areas. Utilities staff attended the pre-work meeting for the streetscape project, which has a start date of April 3, 2023. Their contractors will start on the south end and move their way north. They will let us know when they have the far west lane close at Himes so that we can contact Cimarron to install the missing bends needed for a new storm drain. The light poles that will be in conflict with our waterline will be moved a few feet in the field to accommodate these conflicts.

Engineer: Garver Engineering (Bret Cabbiness/Sean Price)

Water Treatment Plant Carbon Dioxide Tank Replacement (WA0374):

The existing carbon dioxide tank at the City's Water Treatment Plant is aging and vendors are not able to supply replacement parts to the model any longer. Carbon Dioxide is used to adjust the pH of the drinking water which effects its scaling and corrosivity potential, so a new tank is necessary. This project will involve removal of the existing 30-ton carbon dioxide tank at the water treatment plant, complete installation of new tank 30-ton tank of correct make and model specified or approved equal, demonstrating correct operation and dosages both manually and remotely, and training

water treatment staff on operation and maintenance. Staff awarded the removal and installation to Wynn Construction Co. for \$75,000. Staff awarded the purchase and delivery of the tank to Tomco Systems in the amount of \$228,975 in December 2021. The purchase authorization was approved by Council on January 18, 2022. Tomco moved forward with ordering the tank on April 25, 2022. The new tank was shipped on September 28, 2022 and it was delivered to the WTP on October 3, 2022. The apparatus on top of the tanks has been leaking since installation. It was installed for the tank and the threads did not fit properly. So, a new apparatus arrived to plant on January 24, 2023. Replacement and shut down of the plant occurred on January 26, 2023. Tomco informed staff that this new apparatus was quality control checked against the appropriate pressure. However, Tomco staff noticed one of the heating elements was not working properly during installation of the new apparatus. A 1-year mechanical warranty is required for this tank and Tomco was notified that they need to provide replacement of this as well. The heating element was repaired on 3/10/2023 and all components of the tank are working properly. A final payment was made to Tomco on 3/13/2023.

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

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

#### 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. Staff is working with property owners to acquire easements on the northwest and southeast sides of the addition for waterline construction. An Invitation to Bid was published on June 15 and June 22, 2023 with a Pre-bid meeting held on June 27, 2023. A final Addendum was sent to plan holders on July 10, 2023 and bids will be opened on July 13, 2023.

Engineer: SRB (Marc Long)

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

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

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

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

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

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

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

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

Assuming project is not deferred again for budgetary reasons, project is expected to advertise as soon as easements can be completed and Permits issued. Finalizing easements and master meter agreements and obtaining permits is likely continue through Summer 2023 with Bidding and Contract Award to follow in the Fall of 2023. Construction would then commence in early 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. A final report is expected to be issued in July 2023.

Assuming the Plummer study affirms repurposing Lindsey Tower as dedicated non-potable storage, a Contract for Dunham to prepare bidding documents for, and to inspect construction of, rehabilitation work on Lindsey Tower would be submitted to Council in August 2023, and, upon approval, Bidding Documents would then be completed and project advertised, bids opened and contracts awarded in September/October 2023, which would allow for rehabilitation work, including possible abatement work if Dunham determines that existing coatings on tank contain lead-based paint, to be completed during the late summer and fall of 2023 before winter weather can impact coating work.

If Plummer's report does not recommend repurposing Lindsey Tank for non-potable storage, tank may be further evaluated to determine if it can be recommissioned and viably used for potable water storage. Depending on the outcome of this final evaluation, there is a range of possibilities for the future of Lindsey Tank. If no viable use can be found for Lindsey Tower at that point, it may be recommended for demolition. If it is determined that construction of additional infrastructure (for example a booster pump station) could again make Lindsey Tower viable as potable water storage, both from a financial perspective and an engineering perspective, it could be part of a future project that combines rehabilitation of Lindsey Tower with construction of the identified new infrastructure that would see the rehabilitated tower returned to service upon completion of construction.

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 have been 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.

Consultant: E Source (Alyssa Pourciau)

Master Meter Project – Bids to install 10 master meters were opened 7/24/14. An agenda item was taken to Council but suspended until written documentation was obtained from USPS, MNTC, JD McCarty, and Veterans Center. On 6/19/17, staff received approval from USPS to install one meter and vault to accommodate a water line project they had underway. This project was completed 7/27/17. The permission letter they provided allows staff to complete the two other sites for USPS. Staff has made contact with MNTC and is scheduling a meeting in April 2018 to obtain similar written documentation to allow for the 3 new meter vaults to be installed on their property. Staff contacted the State of Oklahoma to obtain similar letter for JD McCarty and Veterans Center which have 2 new meter vaults each to be installed. Staff met with State of Oklahoma Real Estate officials and they requested additional information but seem amenable to our project. Additional documents were sent for their review. They emailed they are currently reviewing documents as of 6/6/18. Staff is designing a project along Robinson that will front the J.D. McCarty Center and the Veteran's Center. Staff is planning to meet with State officials as part of that effort. Staff has been unable to establish a meeting with MNTC. Though MNTC, JD McCarty, and Veterans Center are not onboard with installing master meters at this time, staff will work with USPS to install 2 additional meters at their facility. Our consultants for the Robinson water line project 24<sup>th</sup> NE to 12<sup>th</sup> NE have begun discussion with OMES and Department of Mental health regarding easements for both water line and meter vaults. These two large property owners with whom easement agreements must be negotiated, are also customers with multiple meters with whom NUA intends to negotiate an agreement on master metering. The current intent is to negotiate both easement purchase and master metering agreement concurrently and to incorporate master meter installation for both into this project. Staff will continue to work on obtaining these agreements. In addition, staff is evaluating meter locations at the USPS with in-house forces.

## **SANITATION CAPITAL PROJECTS:**

### Compost Facility Scale House (SA0019):

This project will modify the existing City compost facility layout located at Bratcher Minor Road, west of Jenkins, to facilitate a more efficient operation for the public and facility, install scales used for weighing large loads of compost, and construction of a modular building with potable water and sanitary sewer for staff in charge of coordinating with customers. This building will also replace the prefabricated building purchased in 2003 that has become severely deteriorated and inadequate. Based on the project scope, staff appointed TriCore Group, LLC as the engineer responsible for design and bidding services. City Council approved the contract with TriCore Group in the amount of \$30,500 on May 11, 2021. Staff met with Engineers on March 4, 2022 to discuss preliminary plans. It was determined that a permanent building be built, rather than a prefabricated building, to better accommodate operations. In order to do this, Engineers had to subcontract an architect for the design of the building. An amendment to the contract for architectural services was approved by Council on April 12, 2022, which increased the cost of engineering services to \$39,000. The engineer requested an increase of \$4,000 to the contract in order to pay for redesign of the architectural plans. Staff is working on revisions to the contract to approve a final contract amount of \$43,000. Staff received final plans and specifications from the engineers on September 6, 2022 and are reviewing before starting the bid process. Planning reviewed the current set of plans and sent their comments on June 23, 2023. These were forwarded to the Engineer for incorporation to the final plan set. A quote for access control and cameras (Convergint) and low voltage (TransTel) was obtained by IT this month as well.

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 has outgrown their current office space. Because their existing facility cannot be readily expanded and because it is not laid out in a way that would allow renovations to create a more efficient workspace, a new facility must be constructed. 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 design 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 and 17, 2022 and bids were be opened on March 3, 2022. Crossland Construction Company (Crossland) was 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 will be submitted to July 11, 2023 City Council Meeting for approval.

Architect: The McKinney Partnership Architects PC (Toni Bragg)

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

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

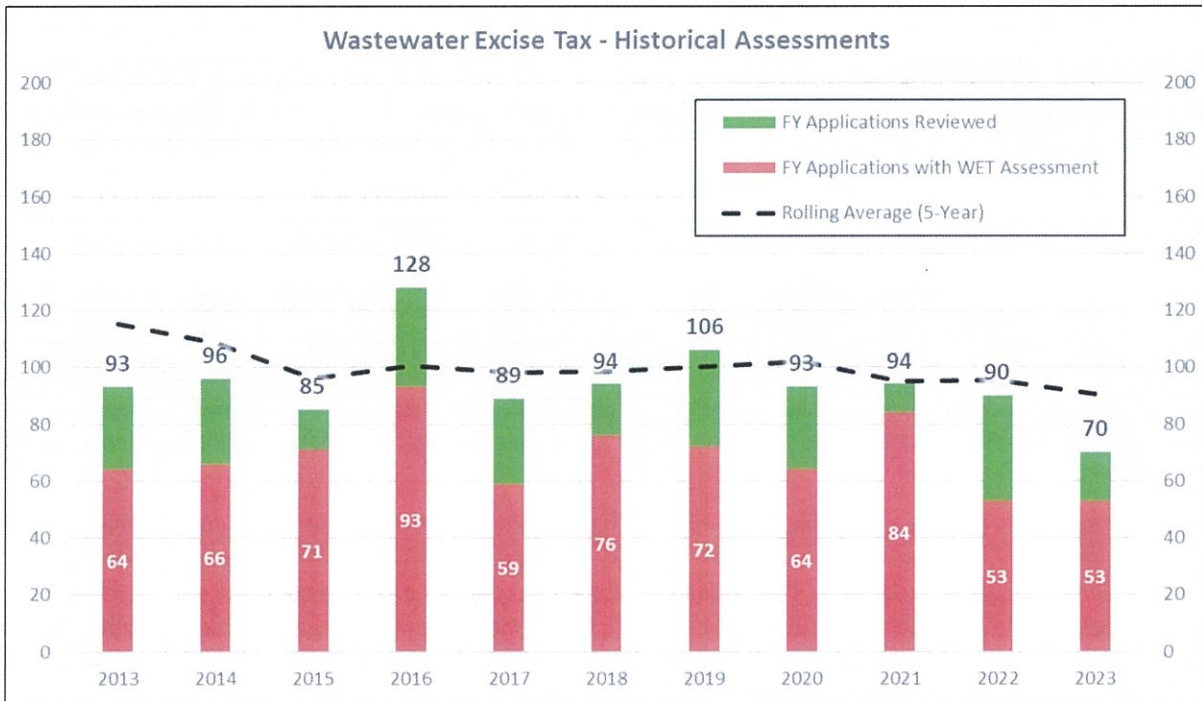
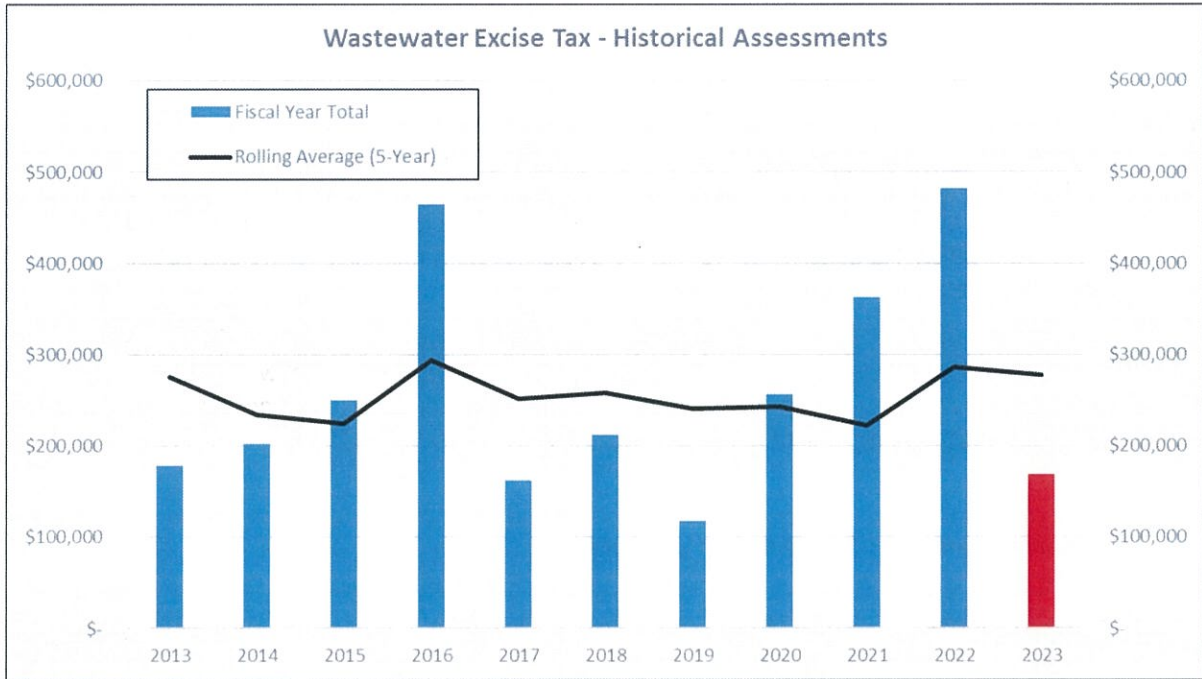
Preliminary design efforts have identified potential improvements to the final product that warrant modifications to the project scope that required a contract amendment with the Architect. Amendment No. 1 was approved by City Council in February 2020 and included changes to the site for the Household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

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

Architect: Studio Architects, LLC (George Winters)

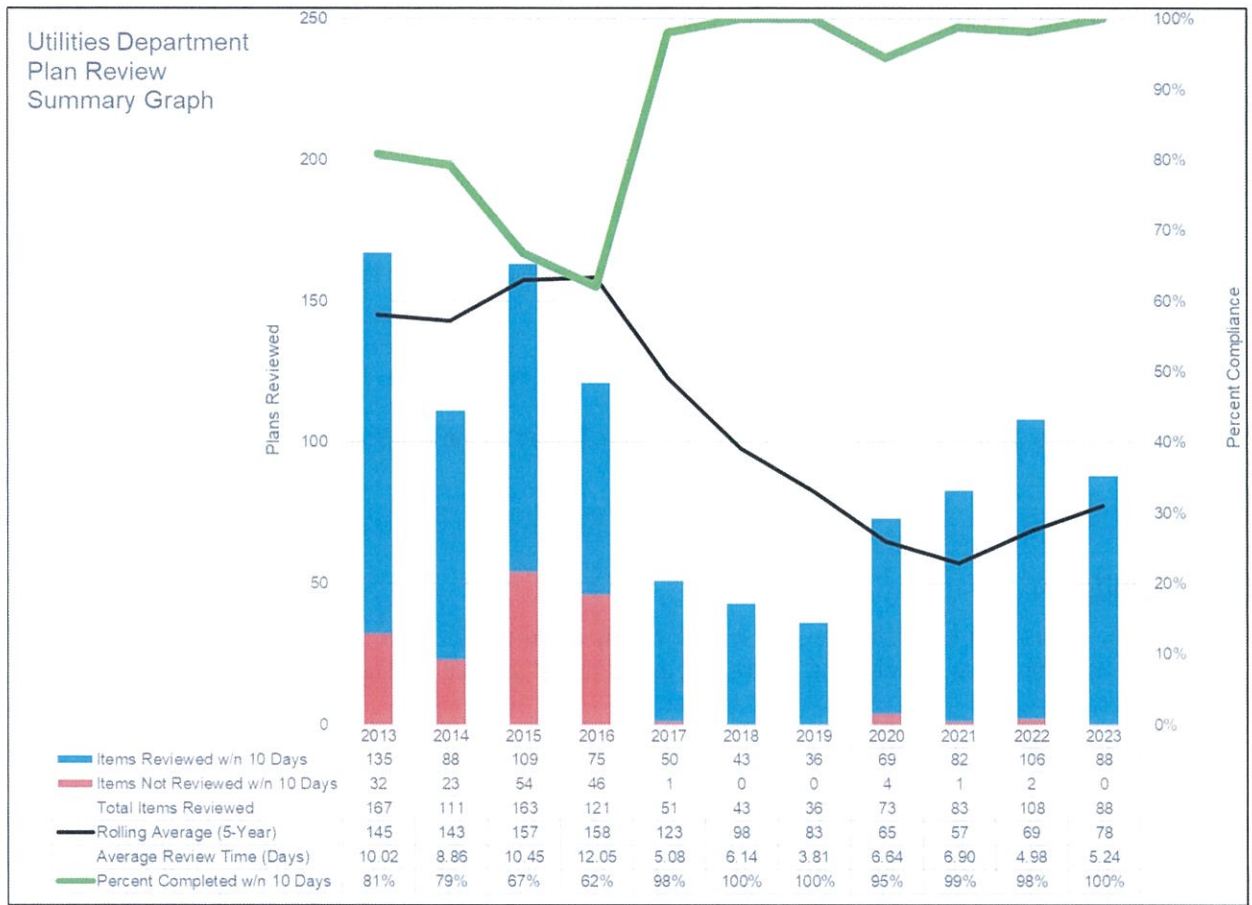
### Wastewater Excise Tax – Non-Residential:

**WRF Investment Fee/Wastewater Excise Tax:** Staff evaluated the Wastewater Excise Tax on 7 commercial entities last month. Of the 7 applications, 5 applications were assessed since the applications were determined to increase wastewater flows over the previous use of the site. For the fiscal year, 70 commercial properties were reviewed and a total of \$168,404.83 was assessed to the 53 entities that will increase wastewater flows for the respective property. Below are graphs showing the amount assessed and the number reviewed (including additional reviews in June).



**PLAN REVIEW:**

Five plan sets were reviewed this past month. Staff has reviewed **88** plans for the current fiscal year with an average review time of **5.24** days and with 100 percent of plans reviewed within 10 days.



## RECOUPMENT PROJECTS:

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



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

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

4 Water Well Permits (23-2564, -2906, -2907, and -2908) were issued for the month of June.

#### **WATER AUDIT:**

The FYE2023 Water Audit has been created. A data validity score of 46% was obtained. The WTP started recording water volume used for backwash this year, so this was added to the "unbilled metered" consumption data.

June 2023  
ENVIRONMENTAL SERVICES DIVISION  
MONTHLY REPORT

**INSPECTIONS**

	June	Year to date
Construction site stormwater inspections	107	356
Outfall inspections	26	39
Detention/retention pond inspections	7	62
City facility inspections	2	6
Fats, oil and grease (FOG) program	24	496
Food license approval	4	43
Significant Industrial Users	0	4
<b>Total inspections</b>	<b>170</b>	<b>1006</b>

	June	Year to date
ROU Significant Industrial User sites sampled	6	38
Required annual 40 CFR Part 122, Appendix D, Table II monitoring completed (%)	0%	100%
Required quarterly 40 CFR Part 122, Appendix D, Table III monitoring completed (%)	0%	50%
Earth Change Permits issued	2	5
HHWF: cars served	114	1274
Pounds of Material Collected	8112.5	95,093.0
E-waste: cars served	0	557
Pounds of Material Collected	0	21,085
Total HHW cars served	114	1,831.0
<b>Total HHW Pounds of Material Collected</b>	<b>8,112.5</b>	<b>116,178.0</b>

	June	Year to date
REVI FOG Program	\$200.00	\$22,200.00
Surcharge	<b>\$13,446.89</b>	\$63,739.93
Lab Analysis Recovery	<b>\$3,582.00</b>	\$7,107.00
Industrial Discharge Permit	\$0.00	\$500.00
<b>Total revenue</b>	<b>\$17,228.89</b>	<b>\$93,546.93</b>

**ENVI** Provided staff liaison support including attending meetings, preparation of minutes, speaker scheduling and issue research.

- 1 Facilitated Yard by Yard, Composting and Recycling Education Information
- 3 Subcommittees are working on updating the US Mayors' Climate Protection Agreement.
- 4 Coordinating with Sanitation and Environmental Services for landscaping at Sanitation

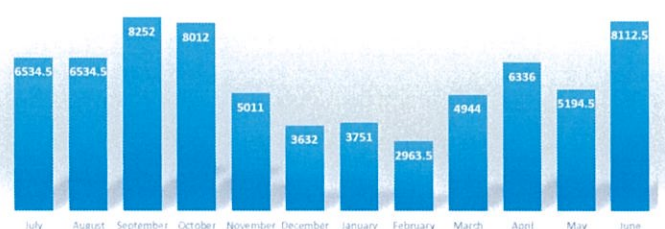
**MISC** Staff maintain and loan out recycling containers for special events. Containers are routinely used at the OKC Memorial Marathon, Earth Day, May Fair, Summer Breeze concerts, Midsummer

- 1 Working on Phase II of the Fats, Oils and Grease Program (FOG) - to include OU businesses, fraternities, sororities, and long-term care facilities.
- 2 Staff is working with other departments to increase energy efficiency - i.e. turning off computers, duplex printing, anti-idling, methane recovery, and retrofitting pumps with variable speed drives.
- 3 Water rate activities at the WRF and JCI zero waste event June 6th.
- 4 Attended COSWA Qrt. Meeting Midwest City June 7.
- 5 Facilitated DEQ MCM Check for MCM #3 on June 8
- 6 Developed, coordinated and implemented Moth Night, Bee Walk and Historic Prairies presentation to celebrate Pollinator Week June 19-25.
- 7 Hosted Table at Juneteenth to promote environmental topics. Raffled a rain barrel.
- 8 Attended Region 6 Pretreatment Conference Planning Meeting on June 22
- 9 Coordinating with OU Instructors on Engineering Capstone Light Program
- 10 Joint inspection with ODEQ on a wastewater discharge complaint on June 23
- 11 Staff took Blue Thumb Monitoring Training and will adopt a stream in the next few Fiscal Years.
- 12 Develop and facilitate compost education and bins at LEAF.
- 13 Working with stakeholders to implement a Watershed Based plan for Bishop Creek. Kickoff meeting on June 5.
- 14 Participated in NREL/WRI renewables cohort on June 15
- 15 Coordinating and Planning for Oklahoma Statewide Pretreatment Quarterly Meeting on September 21.
- 16 Facilitating vegetation under solar at WRF.
- 17 Member of OKRA and OKRA Communication Committee
- 18 Collaborating on stormwater issues with Public Works and other stakeholders.

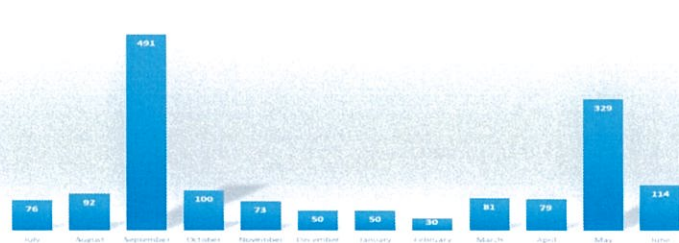
Amount of All Waste Collected in Pounds (lbs)



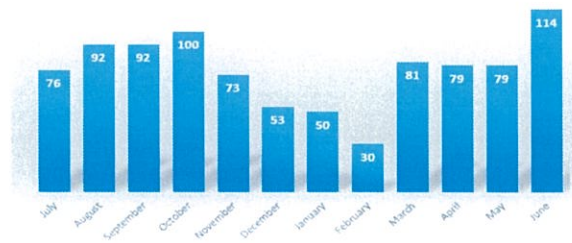
Amount Collected in Pounds at Facility (lbs)



Total Waste Disposal Customers



Number of Facility Appointments



CITY OF NORMAN				
DEPARTMENT OF UTILITIES				
LINE MAINTENANCE DIVISION				
MONTHLY PROGRESS REPORT				
SEWER MAINTENANCE				
	FYE 2023		FYE 2022	
June 2023	MONTH	YTD	MONTH	YTD
Obstructions:				
City Responsibility	2	24	3	15
Property Owner Responsibility	15	248	8	208
<b>TOTAL</b>	<b>17</b>	<b>272</b>	<b>11</b>	<b>223</b>
Number of Feet of Sewer Cleaned:				
Cleaned	106,697	1,147,237	99,705	1,201,211
Rodded	3,803	46,317	1,365	31,127
Foamed	0	102,614	0	74,476
SL-RAT	0	0	0	33,347
<b>TOTAL</b>	<b>110,500</b>	<b>1,296,168</b>	<b>101,070</b>	<b>1,340,161</b>
Sewer Overflows:				
Rainwater	0	0	0	0
Grease/Paper/Roots	0	6	0	0
Obstruction	0	4	1	6
Private	2	10	0	9
Other (Lift Station, Line Break, etc.)	0	1	0	0
<b>Total Overflows</b>	<b>2</b>	<b>21</b>	<b>1</b>	<b>15</b>
Feet of Sewer Lines Televised	23,892	281,354	23,559	231,864
Locates Completed	333	4,222	402	3,682
Manholes:				
Inspected	1,227	14,605	1,213	12,680
New	1	4	0	0
Raised	4	18	0	0
Repaired	0	19	5	16
Feet of Sewer Lines Replaced/Repaired	4.00	74.50	16	90
Hours Worked at Lift Station	39.38	756.06	92	1,113
Hours Worked for Other Departments	3.83	34.57	2.04	29.29
OJI's	0	3	1	3
Square Feet of Concrete	0	81	0	0
Average Response Time (Minutes)	25.00	26.64	38.00	26.65
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 2023		FYE 2022	
June 2023	MONTH	YTD	MONTH	YTD
<b>New Meter Sets:</b>	<b>47</b>	<b>364</b>	<b>47</b>	<b>550</b>
Number Short Sets	46	357	47	534
Number Long Sets	1	7	0	16
Average Meter Set Time	5.77	5.71	4.86	4.40
Number of Work Orders:				
Service Calls	307	5,605	493	5,188
Meter Resets	1	9	0	4
Meter Removals	2	60	3	36
Meter Changes	27	352	45	461
Locates Completed	493	4,900	394	8,479
Number of Water Main Breaks	18	212	10	147
Average Time Water Off	2.79	1.85	2.13	7.50
Number of Water Leaks	37	577	38	135
Fire Hydrants:				
New	0	5	1	3
Replaced	0	3	0	5
Maintained	41	1,068	117	1,340
Number of Valves Exercised	129	2,538	240	2,203
Feet of Main Construction	60	5,788	445	1,819
Hours of Main Construction	625	4,144	521	2,954
Meter Changeovers	26	67	0	19
OJI's	0	4	0	1
Hours Flushing/Testing New Mains	23.00	575	39	1,785
Hours Worked Outside of Division	0.00	137.50	0	426

City of Norman, Oklahoma  
Department of Utilities

Monthly Progress Report  
Water Reclamation Facility  
June 1-31, 2023  
**Flow Statistics**

	FYE 2023		FYE 2022	
	This Month	YTD	This Month	YTD
Total Influent Flow (M.G.)	357.2	3949.3	399.0	4073.1
Total Effluent Flow (M.G.)	356.6	3747.0	395.9	3844.0
Influent Peak Flow (MGD)	14.8	20.3	26.0	26.0
Effluent Peak Flow (MGD)	14.7	20.3	25.5	25.5
Daily Avg. Influent Flow (MGD)	11.9	10.8	13.3	11.3
Daily Avg. Effluent Flow (MGD)	11.8	10.2	13.2	10.5
Precipitation (inches)	4.2	33.9	6.3	33.2

**Discharge Monitoring Report Stats**

5 day BOD:

EPA minimum percentage removal 85%

Avg.

Avg.

Influent Total (mg/l)	147	137
Effluent Carbonaceous Total	2	2
Percent Removal	98.6	98.5
Total Suspended Solids:		
Influent (mg/L)	260	251
Effluent (mg/L)	4	5
Percent Removal	98.5	99.2
Dissolved Oxygen:		
Influent (min)	0.6	1.1
Effluent (min)	7.4	8.1
pH		
Influent (Low)	6.6	6.7
(High)	7.3	6.8
Effluent (Low)	6.9	6.5
(High)	7.4	6.8
Ammonia Nitrogen		
Influent (mg/L)	28.3	22.0
Effluent (mg/L)	0.3	1.5
Percent Removal	98.9	93.2

**Utilities**

Electrical

Total kWh Used (Plant wide)	380,180	5,515,200	535,640	6,614,381
Aeration Blowers	134,100	1,860,400	164,500	2,708,440
UV Facility	62,800	512,400	73,200	651,100

Natural Gas

Total cubic feet/day (plant wide)	217,000	3,919,000	264,000	5,150,000
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Public Education (Tours)

	1	8	1	2
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Total Attendees for FYE 23

	109	87
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Reclaimed Water System (MG)

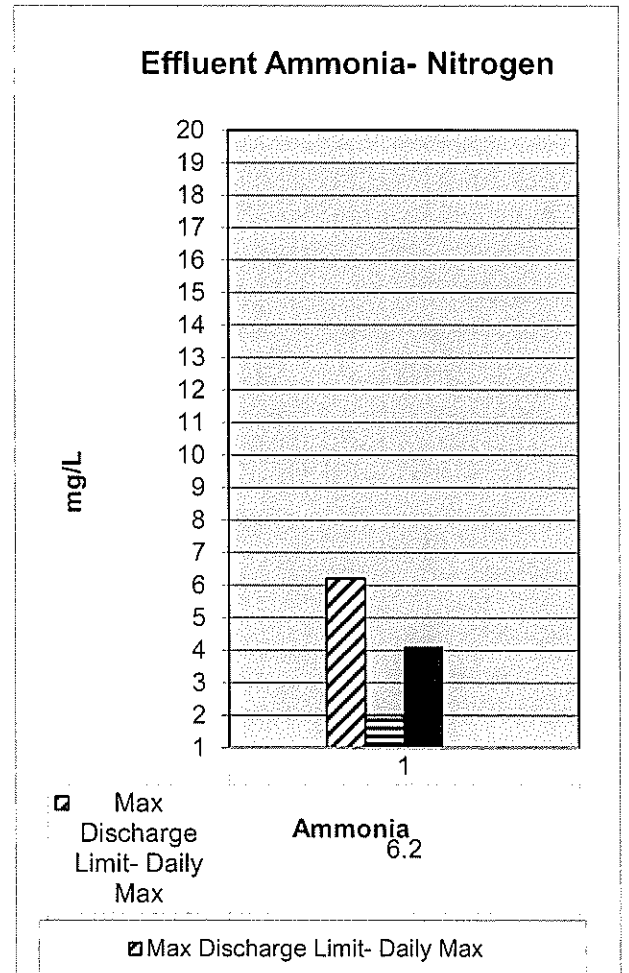
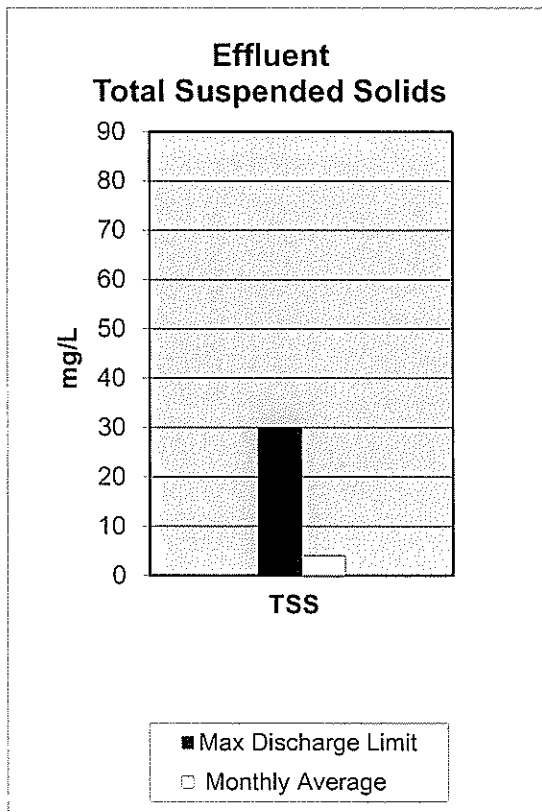
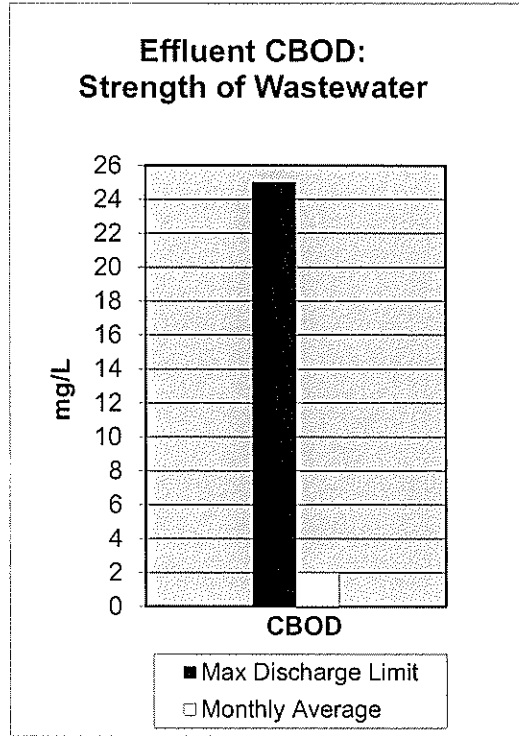
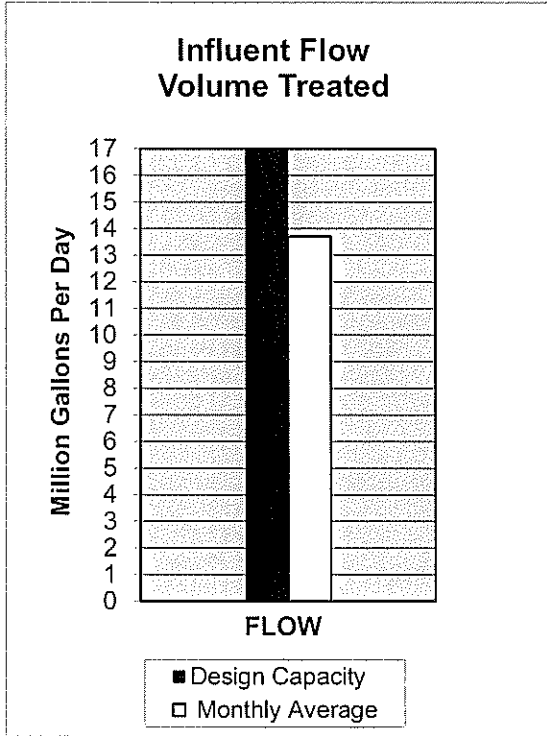
OU Golf Course	4.0	64.8	11.3	77.4
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E. coli average for June 2023 **MPN 11** (Limit is 126)

End of Fiscal Year Totals

**CITY OF NORMAN  
WATER RECLAMATION FACILITY**

June 2023



Comments here

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

**WATER TREATMENT DIVISION**

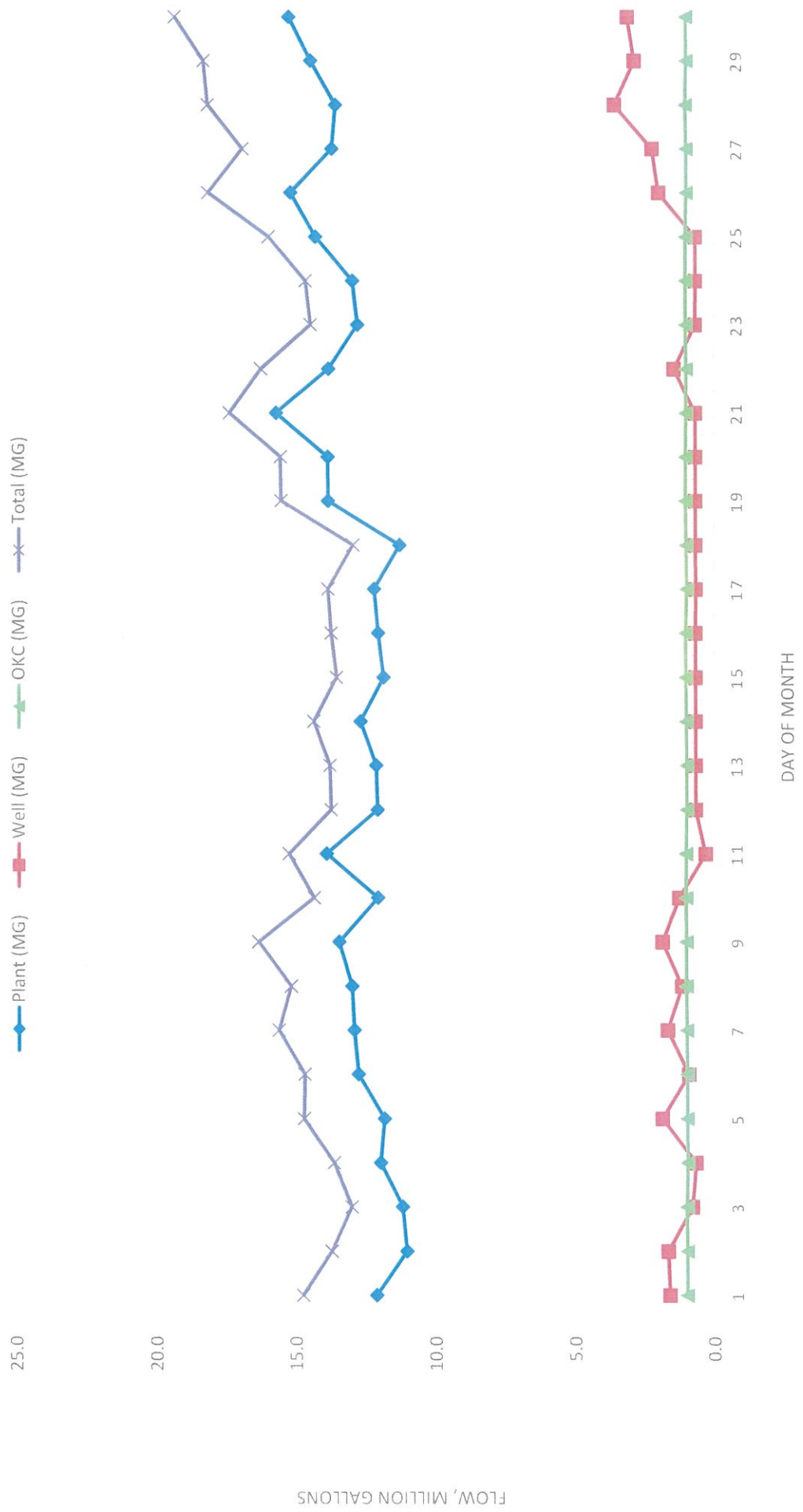
**MONTH: June-2023**

	<b>FYE 2023</b>		<b>FYE 2022</b>	
	<b>This month</b>	<b>Year to date</b>	<b>This month</b>	<b>Year to date</b>
<b>Water Supply</b>				
Plant Production (MG)	389.98	3564.70	340.97	3609.13
Well Production (MG)	37.73	1522.10	123.34	1255.88
Oklahoma City Water Used (MG)	30.13	364.55	29.23	357.42
Total Water Produced (MG)	457.84	5451.36	493.54	5222.42
Average Daily Production	15.26	14.98	16.45	14.31
<b>Peak Day Demand</b>				
Million Gallons	19.32	25.52	20.29	20.88
Date	6/30/2023	7/27/2022	6/29/2022	8/26/2021
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)				
<b>Costs</b>				
Plant	\$694,028.65	\$8,070,113.60	\$672,922.10	\$8,081,073.98
Wells	\$211,191.33	\$2,958,939.23	\$235,341.66	\$2,705,816.24
OKC	\$92,111.31	\$1,101,234.72	\$95,628.44	\$1,035,875.67
Total	\$997,331.29	\$12,130,287.55	\$1,003,892.20	\$11,822,765.89
<b>Cost per Million Gallons</b>				
Plant	\$1,779.65	\$2,263.89	\$1,973.55	\$2,239.07
Wells	\$5,597.44	\$1,943.98	\$1,908.04	\$2,154.52
OKC	\$3,057.13	\$3,020.82	\$3,271.81	\$2,898.20
Total	\$2,178.34	\$2,225.19	\$2,034.06	\$2,263.85
<b>Water Quality</b>				
Bacterial Samples in Compliance	100	1,196	97	1,154
Bacterial Samples out of Compliance	0	4	3	23
Total number of inquiries (Note 2)	1	40	2	35
Total number of complaints (Note 2)	0	61	5	41
Number of complaints per 1000 service connections	0.00	1.58	0.13	1.06
Note 2: Prior to April 2016 complaints and inquiries were grouped together, listed as complaints, and not distinguished.				
<b>Safety</b>				
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	3	0	3
<b>Public Education</b>				
Number of tours conducted	1	13	1	18
Number of people on tours	7	193	4	212

**Notes:**

Meyer dirt work completed hauling of lagoon 5. With the help of sanitation welder SCC 3 impeller was repaired. Staff started SCC 4. Staff removed Fluorosilic Acid from service to repair leak. ODEQ preformed annual inspection on 6/7/2023.

# WATER PRODUCTION FOR JUNE 2023





# MONTHLY TRANSFER STATION REPORT

June 2023

	TONS PER MONTH	REVENUE PER MONTH
O.U.	253.52	\$13,278.01
STANDARD GATE	2,464.45	\$143,756.37
RESIDENTIAL	652.58	\$25,900.80
TOTALS:	3,370.55	\$182,935.18

	MONTH
# OF LOADS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	509.00

# OF TONS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	10389.09
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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
---	------

TOTAL LOADS BROUGHT TO LANDFILLS:	509.00
GRAND TOTAL TONS TO LANDFILLS	10,389.09

DISPOSAL COST PER TON (OKC)	\$22.08
TIPPING FEE'S FOR DUMPING AT OKC:	\$229,391.11
GRAND TOTAL TIPPING FEE'S	\$229,391.11

# OF LOADS BROUGHT TO TRANSFER STATION COMMERCIAL SANITATION TRUCKS:	647.00
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# OF TONS BROUGHT TO TRANSFER STATION COMMERCIAL SANITATION TRUCKS:	4240.53
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# OF LOADS BROUGHT TO TRANSFER STATION RESIDENTIAL SANITATION TRUCKS:	414.00
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# OF TONS BROUGHT TO TRANSFER STATION RESIDENTIAL SANITATION TRUCKS:	3143.20
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TOTAL LOADS BROUGHT TO TRANSFER STATION:	1061.00
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TOTAL TONS BROUGHT TO TRANSFER STATION:	7383.73
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MISCELLANEOUS TONS BROUGHT BY OTHER DEPTS.:	99.92
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TOTAL TONS RECEIVED AT TRANSFER STATION	21243.29
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## SANITATION DIVISION PROGRESS REPORT

SUMMARY 2023

	FYE 22		FYE 23	
	MONTH	YR-TO-DATE	MONTH	YR-TO-DATE
<u>Vehicle Accidents</u>	0	6	2	24
<u>On The Job Injuries</u>	0	9	1	6
<u>Bulk Pickups</u>	42	312	38	221
<u>Refuse Complaints</u>	132	1252	168	729
<u>New Polycarts Requests</u>	46	797	65	562
<u>Polycarts Exchanges</u>	41	133	4	95
<u>Additional Polycart Requests</u>	93	879	88	630
<u>Replaced Stolen Polycarts</u>	38	241	27	230
<u>Replaced Damaged Polycarts</u>	89	1037	98	949
<u>Polycarts Repaired</u>	36	477	56	430

### COMPOST MONTHLY REPORT

JUNE

	MONTH
TONS BROUGHT IN BY COMPOST CREWS:	549.43
LANDFILL TIPPING FEE'S	\$ 22.08
SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 22.08

TONS BROUGHT IN BY PUBLIC:	1,500.00
TONS BROUGHT IN BY CONTRACTORS :	2,000.00
TONS BROUGHT IN BY OTHER CITY DEPARTMENTS:	300.00
LANDFILL TIPPING FEE'S	\$ 22.08
SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 83,904.00

TOTAL SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 83,926.08
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REVENUE COLLECTED FROM COMPOST SALES:	\$1,100.00
REVENUE COLLECTED FROM GATE SALES:	\$18,460.00

TOTAL TONS COLLECTED	4,349.43
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	MULCH CUBIC YDS	COMPOST CUBIC YDS
	MONTH	MONTH
PARKS DEPT.		
ROAD & CHANNEL		
LINE MAINTENANCE		
STREET DEPT.		
WATER TREATMENT		
MURPHY PRODUCTS OKC		
SELF LOADING BIN	36	
DRYING BEDS	1,600	
COMPOST SOLD BY CUBIC YARDS		330
MULCH SOLD BY CUBIC YARDS	3,200	
TOTAL:	4,836	330

<b>CURBSIDE MONTHLY RECYCLING REPORT</b>
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<b>Jun-23</b>
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<b>PROGRAM STATISTICS</b>
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	<b>AVERAGE MONTH</b>
SET OUT/PARTICIPATION RATE:	90%
AVERAGE TONS PER DAY :	13.45
POUNDS PER HOME:	11.58

<b>COMMODITY BY TON</b>
-------------------------

	<b>% of Total</b>	<b>TONS</b>
ALUMINUM BEVERAGE CAN	1.96%	7.91
#1 PET	4.08%	16.46
NEWS	0.00%	0
GLASS CONTAINERS	10.07%	40.62
MIX PAPER	29.67%	119.69
PLASTIC FILM	0.60%	2.42
#2 NATURAL	1.11%	4.48
#2 COLOR	1.66%	6.7
#3-#7	0.00%	0
METAL	0.30%	1.21
RIGIDS	0.26%	1.05
TIN-STEEL SCRAP	2.14%	8.63
TRASH	27.91%	112.59
OCC	20.24%	81.65
<b>TOTAL</b>	<b>100.00%</b>	<b>403.41</b>

	<b>MONTH</b>
SERVICE CALLS (MISSES)	76
HOUSESIDE	14
REMINDER	2
SCATTERED	0
MISC.	2
REPAIR	23
NEW	51
ADD	1
MISSING	10
EXCHANGE	0
REPLACE	7
PICK UP	12
<b>TOTAL CALLS</b>	<b>198.00</b>

	<b>MONTH</b>
<b>LANDFILL COST AVOIDANCE</b>	<b>\$7,967.35</b>

# Drop Center Report    JUNE 2023

MONTHLY UNIT PRICES	Revenue per ton	Proc. Fee	LBSs Rejected	Tons Rejected	%	LNDFL Fee	Tons Diverted	\$ Diverted
ALUMINUM:	\$1,050.00	\$0.00		0	0	0%	\$22.08	253.47
PLASTICS:	\$5.00	\$0.00						\$5,596.62
STEEL CANS:	\$0.00	\$0.00						
MIXED OFFICE PAPER:	\$0.00	\$0.00						
CARDBOARD:	\$35.00	\$0.00						

	#9		Westwood		Hollywood		Transfer		Total Tons	PRO/FEE	Revenues	Net
	TONS	TONS	TONS	TONS	TONS	TONS	TONS	TONS				
ALUMINUM:	0.2	0.04	0.04	0.49	0.05	0.78			\$0.00	\$819.00	\$819.00	
PLASTICS:	2.89	0.61	0.61	5.95	0.4	9.85			\$0.00	\$49.25	\$49.25	
STEEL CANS:	0.2	0.04	0.04	0.49	0.05	0.78			\$0.00	\$0.00	\$0.00	
MIXED OFFICE PAPER:	3.53	3.92	3.92	10.09	0	17.54			\$0.00	\$0.00	\$0.00	
CARDBOARD:	11.49	7.72	7.72	21.3	1.01	41.52			\$0.00	\$1,453.20	\$1,453.20	
RECYCLING CENTER TOTALS:	18.31	12.33	12.33	38.32	1.51	70.47			\$0.00	\$2,321.45	\$2,321.45	

Commercial Cardboard Containers	Compactors		Wood		Glass		Metal	
	Revenues	TONS	Revenues	TONS	Revenues	TONS	Revenues	TONS
TONS	\$1,724.10	10.68	\$373.80	0	\$0.00	24.6	\$0.00	6.96
							Cost	\$580.20
							Profit	\$580.20

Expenses		Average hrly+ benefits	
Cage Rolloff	Cardboard	Occ Compact	MXD Office
Hours	54	165.25	6
Labor \$	\$1,573.02	\$4,813.73	\$174.78
Vehicle cost	\$0.00	\$0.00	\$0.00
			Total
			245.25
			\$7,144.13
			\$0.00

Customer Revenue	\$11,712.12
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Total All Recycle and Cardboard	
Revenues	\$4,999.55
TONS	161.97

Total Cardboard	
Revenues	\$3,551.10
TONS	101.46

Total Recycle Only	
Revenues	\$1,448.45
TONS	60.51

Income	
Revenue	\$16,711.67
Expense	\$7,144.13
Net	\$9,567.54