

City of Norman



Monthly Departmental Report

February 2024

MONTHLY PROGRESS

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CITY CLERK 1

CITY CLERK

MONTHLY PROGRESS REPORT

February 2024

ACTION CENTER				
DEPARTMENT	CALLS	CALLS YTD	ADDITIONAL CONTACTS	ADDITIONAL CONTACTS YTD
Animal Welfare	16	108	2	12
Bus Service	0	0	0	0
CDBG	0	0	2	2
City Clerk	71	414	2	10
City Manager/Mayor	5	22	0	10
City Wide Garage Sale	0	0	0	0
Code Enforcement	32	349	5	15
Finance	5	19	0	0
Fire/Civil Defense	1	11	0	1
Human Resources	7	61	1	4
I.T.	3	21	0	0
Legal	5	33	0	3
Line Maintenance	18	215	1	6
Municipal Court	6	28	2	2
Noise Complaint	0	0	0	0
Norman Forward Questions	0	0	0	0
Outreach	4	27	0	3
Parks & Recreation	27	185	0	9
Permits/Inspections	47	374	0	3
Planning	15	103	0	4
Police/Parking	62	727	3	14
Public Works	27	117	0	7
Recycling	0	0	0	0
Sanitation	38	388	4	15
Sidewalks	0	0	0	1
Storm Debris	0	0	0	0
Storm Water	7	59	3	12
Streets	39	231	7	16
Streets Lights	0	74	8	17
Traffic	20	147	2	8
Utilities	48	442	1	3
WC Questions	0	0	0	0
WC Violations	0	0	0	0
February Total: 546	503	4155	43	177

LICENSES

Four New licenses were issued during the month of February there were no renewals. 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	0	Retail Beer	0	1
Brewer	0	0	Retail Spirits Store	0	0
Coin-Operated Devices	0	2	Retail Wine	0	1
Distiller	0	0	Salvage Yard	0	0
Food	2	27	Sidewalk Dining	0	1
Game Machines	0	0	Solicitor/Peddler (30 day)	0	4
Impoundment Yard	0	0	Solicitor/Peddler (60 day)	0	3
Kennel	0	0	Solicitor/Peddler (one day)	0	0
Medical Marijuana Dispensary	0	2	Special Event	0	7
Medical Marijuana Grower	0	1	Strong Beer & Wine/Winemaker	0	1
Medical Marijuana Processor	0	1	Taxi/Motorbus/Limousine	0	1
Medical Marijuana Testing Laboratory	0	0		0	0
Mixed Beverage	0	3	Temp Food (one day)	1	9
Mixed Beverage/Caterer	0	2	Temp Food (30 day)	0	11
Pawnbroker	0	0	Temp Food (180 day)	1	16
Pedicab	0	0	Transient Amusement	0	0
YTD License Total: 93	2	38		2	55

NEW ESTABLISHMENT LICENSES		
NAME	ADDRESS	LICENSE TYPE(S)
AMICI Pizzeria	3408 36 th Ave NW	Food
Levity Breakfast House	309 S. Peters Ave.	Food

TEMPORARY FOOD PERMITS		
180 DAY	30 DAY	1 DAY
Taqueria San Tadeo		On the Hook Fish and Chips

LAW SUITS FILED

DATE FILED	NAME	JUSTIFICATION	AMOUNT
02/21/24	West Lindsey Center Investors, LLC	Subpoena to produce documents, pertaining to the Lindsey Road Widening Project with Sherwood Construction as the General Contractor. Dates between July 2016 and December 2017 is in the area of 2100 West Lindsey.	

CLAIMS FILED

DATE FILED	NAME	JUSTIFICATION	AMOUNT
02/13/24	Caedon Pickens	Alleges on January 25, 2024, at Norman High School the SRO took him down to the ground and laid on him without any communication or warning. Also alleges the SRO officer inflicted unnecessary force and harm, and claimants glasses were broken in the process.	\$250.00
02/14/24	Patricia Griffis	Alleges on January 18, 2024, a city employee came to replace smoke detectors and accidentally left black soot on Carpet. Requesting reimbursement for living room carpet cleaning.	\$ 96.25
02/16/24	Braden Bussey	On January 27, 2024, at 1059, Rambling Oaks Drive, Claimant alleges that he called and asked if he had a waterline break at the meter and a city worker told him he did. Claimant hired a plumber, who came out and said it was his neighbor's house. Claimant paid plumber, requesting reimbursement due to incorrect communication.	\$145.00
02/16/24	Jacqueline Koehler	On February 1, 2024, claimant was merging into traffic onto I-35 from I-240 and allegedly a rock came off a truck and cracked her windshield.	\$503.60

SPECIAL SESSION

On February 06, 2024, City Council met in Special Session to adopt Ordinance O-2324-34 upon first reading by title, a closure of the specific right of way for 24th Avenue S.E. beginning south of South Lake Park to its connection with Classen Boulevard; Updates from RDG Planning and Design on the AIM Norman Project; and discussion on the FYE 2025 Capital Improvements Program Budget and the FYE 2026-2029 Capital Improvements Plan. Ordinance amendments were also discussed to amend the maximum building coverage in Residential Zoning District and to allow for accessory dwelling units in Residential Zoning Districts. Then adjourned into executive session to discuss the purchase or appraisal of real property located at 1305 Triad Village Drive and 5451 Huettner Drive.

On February 20, 2024, City Council met in Special Session to discuss Film Friendly Certification for the City of Norman; a Litter Control Program; and the City of Norman Facilities Improvements. Then adjourned into an Executive Session to discuss pending litigation against 3M Company and E.I. Dupont De Nemours and Company and other defendants Per and Polyfluoroalkyl Substances (PFAS) contamination in re: Aqueous Film-Forming Foams Products Liability Litigation, MDL No. 2:18-MN-2873, United States District Court, District of South Carolina.

On February 27, 2024, City Council met in Special Session to discuss the Mircotransit Pilot Program and time change for City Council meetings. Then adjourned into an Executive Session to discuss pending class action Litigation against, 3M Company and E.I. Dupont De Nemour and Company and other defendants involving per and Polyfluoroalkyl Substances (PFAS) Contamination In Re: Aqueous Film-Forming Foams Products Liability Litigation, MDL No. 2:18-MN-2873, United States District Court, District of South Carolina.

FINANCE COMMITTEE

On February 15, 2024, the Finance Committee met to discuss the Forfeiture and Seizure Policies; the FYE 2024-2025 City of Norman Budget: monthly Revenue and Expenditure Reports; and the Internal Audit Programs status.

BUSINESS AND COMMUNITY AFFAIRS COMMITTEE

On February 01, 2024, the Business and Community Affairs Committee met to discuss the development of a Tax Increment Finance District Master Plan. Additionally discussed the Public/Private Financing Collaboration as used for the construction of the Sam Noble Museum of History.

COMMUNITY PLANNING & TRANSPORTATION COMMITTEE

On February 22, 2024, Community Planning & Transportation Committee met to discuss the Public Transit report; Parking Space Maximums, Parking Lot Design and Landscaping Requirements; and the City of Norman Sidewalk Program.

OVERSIGHT COMMITTEE

On February 08, 2024, the Oversight Committee met to discuss the Emergency Shelter Updates and the Request for Proposals for the Mobile Crisis Unit.

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 – February 2024

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

Treasury Division:

In the month of February, the Treasury Division processed 39,697 payments in person and over the phone, a decrease of -4.7% from last month. Paymentus (the City's 3rd party processor of online and automated telephone payments) processed 13,460 payments in February, a decrease of -35.2% from last month.

General Fund Revenues & Expenditures:

When comparing General Fund revenue sources versus budgeted levels, revenues are below target for the month of February by -2.4%. Revenues from the City's largest single source of revenue, sales tax, are above target by 1.4% for the year to date and -0.4% below last fiscal year. Following is a summary table regarding General Fund revenues and expenditures to-date.

	FYE 24 Budget To Date	FYE 24 Actual To Date	FYE 23 Actual To Date	FYE 22 Actual To Date
Sales Tax Revenue	\$36,786,436	\$37,333,903	\$37,516,453	\$37,194,688
General Fund Revenue	\$70,219,157	\$68,531,075	\$66,918,836	\$66,918,836
General Fund Expenses	\$76,423,044	\$73,567,416	\$64,522,585	\$64,522,585

Administration Division

	FYE 24		FYE 23	
	February	YTD	February	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	320.00	2,720.00	320.00	2,120.00
Total Comp Time Available	1.50	11.00	16.75	35.75
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	1.00	1.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	322.50	2,732.00	336.75	2,155.75
Benefit Hours Taken	47.00	454.00	16.00	317.75
TOTAL ACCOUNTABLE STAFF HOURS	275.50	2,278.00	320.75	1,838.00
PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

ACCOUNTING 3A

Accounting Division

	FYE 24		FYE 23	
	February	YTD	February	YTD
Total Regular Hours Available	1,120.00	9,520.00	1,120.00	9,520.00
Total Comp Time Available	0.75	15.50	2.00	20.00
Total Overtime Hours	4.75	22.00	11.50	77.50
Total Bonus Hours	4.00	4.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 1,129.50	 9,561.50	 1,133.50	 9,617.50
Benefit Hours Taken	158.50	1,782.25	987.75	2,480.50
 TOTAL ACCOUNTABLE STAFF HOURS	 971.00	 7,779.25	 145.75	 7,137.00
 PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 0.00	 0.00	 0.00	 0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
 TOTAL ACCOUNTABLE STAFF HOURS	 0.00	 0.00	 0.00	 0.00
 TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 0.00	 0.00	 0.00	 0.00

CITY REVENUE REPORTS

3B

City Revenue Report

	FYE 24 January	FYE 24 February	Plus/Minus
Total Revenue Received (\$)	\$5,143,002	\$4,610,762	(\$532,240)
Utility Payments - Office (#)	41,662	39,697	(1,965)
Utility Payments - Office (\$)	\$4,971,713	\$4,174,232	(\$797,481)
Paymentus (#)	20,782	13,460	(7,322)
Paymentus (\$)	\$1,424,513	\$1,302,964	(\$121,549)
Lockbox (#)	8,573	8,004	(569)
Lockbox (\$)	\$1,356,517	\$1,252,342	(\$104,175)
E-Lockbox (#)	3,588	3,492	-96
E-Lockbox (\$)	350,021	264,145	(\$85,876)
Bank Draft Payments (#)	11888	11902	14
Bank Draft Payments (\$)	\$1,184,358	\$1,125,550	(\$58,808)
Utility Deposits (#)			\$0
Utility Deposits (\$)			\$0
Fix Payments (#)			\$0
Fix Payments (\$)			\$0
Processed Return Checks (#)	127	77	(50)
Processed Return Checks (\$)	(\$27,755)	(\$10,164)	\$17,591
Other Revenue Transactions (#)			\$0
Other Revenue Received (\$)			\$0
Accounts Receivable Payments (\$)	0	0	\$0
Municipal Court - Fines/Bonds (\$)	171,289	247,530	\$76,241
Municipal Court - Credit Card (#)	387	558	171
Municipal Court - Credit Card (\$)	75,259	129,850	54,591
Building Permits Cash Report (\$)	0	0	\$0
Building Permits Credit Card (#)	0	0	0
Building Permits Credit Card (\$)	\$0	\$0	\$0
Occupational License - Bldg Insp. (\$)	\$0	\$0	\$0
Occupational License - Bldg Insp. CC (#)	0	0	0
Occupational License - Bldg Insp. CC (\$)	\$0	\$0	\$0
Business License - City Clerk (\$)	0	0	\$0
Accounts Receivable Billed (\$)	\$0	\$0	\$0

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

This affects the Total Revenue Received as well.

Budget Services Division

	FYE 24		FYE 23	
	February	YTD	February	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	320.00	2,400.00	320.00	2,720.00
Total Comp Time Available	0.75	1.25	0.00	1.25
Total Overtime Hours	0.00	0.25	0.00	1.75
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 320.75	 2,401.50	 320.00	 2,723.00
Benefit Hours Taken	43.25	517.00	66.75	515.00
 TOTAL ACCOUNTABLE STAFF HOURS	 277.50	 1,884.50	 253.25	 2,208.00
 PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 0.00	 0.00	 0.00	 0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
 TOTAL ACCOUNTABLE STAFF HOURS	 0.00	 0.00	 0.00	 0.00
 TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 0.00	 0.00	 0.00	 0.00

Treasury Division

	FYE 24		FYE 23	
	February	YTD	February	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	800.00	6,712.00	800.00	6,800.00
Total Comp Time Available	17.00	68.25	0.00	16.25
Total Overtime Hours	25.00	259.25	39.50	359.75
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 842.00	 7,039.50	 839.50	 7,176.00
Benefit Hours Taken	206.25	1,482.00	163.25	1,567.25
 TOTAL ACCOUNTABLE STAFF HOURS	 635.75	 5,557.50	 676.25	 5,608.75
 PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 0.00	 0.00	 0.00	 0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
 TOTAL ACCOUNTABLE STAFF HOURS	 0.00	 0.00	 0.00	 0.00
 TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 0.00	 0.00	 0.00	 0.00

UTILITY 3C

Utility Division

	FYE 24		FYE 23	
	February	YTD	February	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	1,120.00	8,400.00	1,120.00	9,520.00
Total Comp Time Available	12.75	132.25	1.50	60.45
Total Overtime Hours	33.75	350.50	52.00	492.25
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	1,166.50	8,882.75	1,173.50	10,072.70
Benefit Hours Taken	220.00	1,770.50	155.50	1,676.25
TOTAL ACCOUNTABLE STAFF HOURS	946.50	7,112.25	1,018.00	8,396.45
PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

Drive-up Window and Mail Payments - FYE 2024

	24-Jan	24-Feb
Mail Payments - Lockbox	8,573	8,004
Mail Payments - E-Lockbox	3,588	3,492
Mail Payments - Office	224	93
Total Mail Payments - Subtotal	12,385	11,589
 Night Deposits	 156	 147
Paymentus Payments	20,782	13,460
Without assistance paymnts - Subtotal	20,938	13,607
 Office Payments	 2,221	 1,932
With assistance payments - Subtotal	2,221	1,932
 Total Payments Processed - Subtotal	 35,544	 27,128
 Bank Draft (ACH) Payments	 11888	 11902
Total Payments (Utility)	47,432	39,030
 Total Payments	 71,088	 54,256

Traffic Counter at Drive-up Facility

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

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

Utility Division Activity Report - FYE 2024

	FYE 24		FYE 23	
	January	YTD	January	YTD
STATUS REPORT				
Regular Utility Accounts Billed	45,051	352,335	44,758	356,217
New Deposit Ons Billed	597	5,215	459	5,777
Final Accounts Billed	560	5,226	439	5,237
TOTAL METERS READ	46,208	362,776	45,656	367,231

FIRE DEPARTMENT

4



NFD Monthly Progress Report February 2024

Incident Response Type Summary

Incident Type	Total	% of Total
1 - Fire	25	1.66%
2 - Overpressure Rupture, explosion, Overheat - No Fire	0	0.00%
3 - Rescue & emergency	897	59.52%
4 - Hazardous Conditions (No Fire)	20	1.33%
5 - Service Call	130	8.63%
6 - Good Intent Call	345	22.89%
7 - False Alarm & False Call	70	4.64%
8 - Severe Weather & Natural Disaster	0	0.00%
9 - Special Incident Type	2	0.13%
Incomplete Reports	18	1.19%
Total Incident Count (Unique Calls)	1507	100.00%
Number of Total Unit Responses	1956	

Total Fire Loss \$138,728.00

	Number of First-In Calls	Average Time/Seconds	Average Time/Minutes
Station #1	345	281	0:04:41
Station #2	196	309	0:05:09
Station #3	232	366	0:06:06
Station #4	183	315	0:05:15
Station #5	57	618	0:10:18
Station #6	57	463	0:07:43
Station #7	137	368	0:06:08
Station #8	113	336	0:05:36
Station #9	184	370	0:06:10

Community Outreach

Tours and Special Events	5	Tours, Community Helpers, Ride Alongs
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Burn Permits

Burn Permits Issued	69	Conditions were favorable for burning 5 days in February
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Training

Total Personnel Training Hours	1607	Mgmt/Supvrs, Hazmat, Wildland, Special Healthcare, Swiftwater, Peer Support
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NFD Monthly Progress Report

February 2024

Total Calls By Unit

	Total Number of Responses	District 1	District 2	District 3	District 4	District 5	District 6	District 7	District 8	District 9
NFD3*	19	4	1	2	4	0	1	5	1	1
Chief 301	16	3	3	1	3	0	0	3	3	0
Chief 302	13	3	0	2	4	0	0	3	0	1
Chief 304	25	7	3	3	2	0	0	3	6	1
Chief 401	6	1	1	1	0	0	1	1	0	1
Chief 402	9	1	0	2	1	1	0	2	0	2
Chief 403	2	0	0	0	0	1	0	0	0	1
Chief 404	24	5	0	3	3	1	3	8	1	0
Engine 1	341	319	4	7	0	0	0	7	1	3
Brush 1	6	4	0	0	0	0	0	0	1	1
Ladder 1	62	40	2	3	4	0	1	6	1	5
Engine 2	207	2	192	6	5	0	0	1	1	0
Brush 2	2	1	0	1	0	0	0	0	0	0
Ladder 2	24	6	4	2	5	0	0	6	1	0
Engine 3	243	2	2	230	0	0	0	5	0	4
Brush 3	2	0	0	2	0	0	0	0	0	0
Engine 4	192	1	4	0	182	0	0	2	3	0
Engine 5	14	0	0	0	0	13	1	0	0	0
Brush 5	60	0	0	0	0	58	1	0	0	1
Engine 6	28	0	0	3	0	3	18	2	0	2
Brush 6	67	0	0	3	0	3	56	2	0	3
Rescue 7	2	1	0	0	0	0	0	0	1	0
Squad 7	174	10	5	4	7	0	0	136	10	2
Brush 7	4	1	0	0	0	0	0	0	1	2
Engine 8	121	1	1	0	3	0	0	5	110	1
Brush 8	3	0	0	0	0	0	0	0	2	1
Tanker 8	4	0	0	0	1	0	1	0	1	1
Engine 9	204	6	1	6	0	1	4	4	1	181
Brush 9	6	0	0	0	0	1	1	0	1	3
Tanker 9	6	0	0	0	1	1	1	0	1	2
HAZMAT	1	0	0	1	0	0	0	0	0	0
EM1*	17	4	1	2	4	0	1	4	1	0
EMS1*	18	4	1	2	4	0	1	5	1	0
Fire Marshal 1	7	2	1	0	0	0	1	2	1	0
Fire Marshal 2	8	2	1	1	0	0	2	2	0	0
Fire Marshal 3	5	1	1	1	1	0	0	1	0	0
Fire Marshal 4	12	1	0	0	4	0	2	4	0	1
Fire Marshal 5	2	0	0	0	1	0	0	1	0	0
	1956	432	228	288	239	83	96	220	150	220

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

February 2024 Fire Prevention Activity Summary

Prevention Department Update and Activities

Training	170 hours	Berchtold CLEET Academy, PPE, Emergency Medical Continued Education, Management/Supervisor Training
Inspection/Re-Inspection Activities	87 hours	Certificate of Occupancy, Occupancy Loads, Daycare, Fire Alarm, Fire Suppression System, General, Food Trucks, Schools
Smoke Detectors	22	Check/Install Smoke Detectors/Replace Batteries/Bed Shakers
Investigations	14	0 Joint, 9 Closed, 1 Complete, 3 Pending, 1 Arrest
Investigative Activities	72 hours	Fire Scene Investigation, reports, OSBI, Court Appearances, interviews/Interrogation, Obtain Warrant, File Charges
Department Meetings	23 (25 hours)	Shift Change Meetings, Staff Meeting
Station & Equipment Maintenance	24 hours	Daily checks, supplies replenishing, cleaning & organization
Public Service/Education & Special Events	10	Polar Plunge Support, Honor Guard for Retiree Funeral, Citizen Award Prep

Planning Officer Activities

Fire Planning Activities	Number	Staff Hours
Building Plan Reviews	45	50
Fire Protection System Plan Reviews	9	15
Building Inspections/Re-inspections	31	25
Meetings	10	15
Training (NFD Required/ FMAO)	6	15
Communication	N/A	10
Totals		138

EMERGENCY MANAGEMENT DIVISION ACTIVITIES

Emergency Management Division

February 29, 2024

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

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

	activities is provided each meeting.
Other Emergency Management Activities	
Planning Meeting for Upcoming Events each first Friday of the month	2024 is a busy year for supporting events. EM Division will conduct a planning meeting with CCHD and NERVT to plan support for a 30/60/90/ day schedule
Local Response	
Red Cross Coordination for burnouts. February resulted in 2 call out for assistance. One was a Family burn out and the other the NERVT UAV team provided aerial footage of response to a commercial building	With the reorganization in the Red Cross and the turmoil of having an in-home fire, the volunteers or I, when called, will respond to the scene, (physically or by phone and assist the family in coordination with the Red Cross to provide immediate assistance.
February 14, 2024, participated in How to plan and execute a CERT Rodeo.	Outstanding presentation on planning tips for conducting a multi0-jurisdiction CERT Rodeo
Initial meeting for a Bicycle Safety Round up planned for April 12, 2024 at the Well.	NERV will provide traffic management and a first aid station
Public Safety Drivers Training	The EM coordinator and two volunteers from NERVT completed the OSU-FST Public Safety Drivers Course February 24, 2024. This will enable the drivers to utilize appropriate lights and sirens for response events.
Community Preparedness Events	
Demand for the Medical Reserve CORPS\Norman Response Volunteers continues to increase. OU football has four home games in a row at the start of the season.	Anticipation of supporting several community event venues increases the ability

The hottest part of the year. It is anticipated the MRC unit will be in support again.	to enhance preparedness in the community. The addition of having a UAV pilot in the group expands the capability to the community.
Norman EM continues to work with Homeland Security on youth preparedness camps.	The Murray State Camp is set for July 14-19, 2024 in Tishomingo and the Panhandle State University Youth Camp is set for July 28-August 2, 2024.
Disaster Reimbursement Status	
FEMA has instituted a new process for reimbursement claims. As with any new process there are many issues to be worked through.	It is vital for Volunteers to ensure their time has been recorded. Volunteer hours are dollars for a jurisdiction. The hours go to meeting cost share and having a value added impact for the local jurisdictions.
Mitigation Grant Status	
Many Divisions are applying for mitigation funds for various projects	Norman EM has the role of oversight in the Mitigation grant efforts of the city and will continue to support applications
Severe Weather Issues	
No significant events for weather occurred in February	
National Weather Service Storm Spotter Training	NWS Norman Spotter Schedule (weather.gov)

HUMAN RESOURCES 5

HUMAN RESOURCES
Monthly Report
February 2024

HUMAN RESOURCES

Total number of Employees: 964

Orientations: 3 – 16 new hires

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

Terminations: 3

ADMINISTRATION

- FMLA cases – 2 new cases
- Processed invoices and reconciled expense accounts
- Coordinated Birthday/Anniversary post card mail outs
 - 55 birthday and 54 anniversary
- Labor Relations:
 - FOP – New CBA signed
 - IAFF – Voted on new CBA, anticipated to be signed in March

BENEFITS

New Enrollments: 4

COBRA/Retiree participants: 42

Benefit Participation		
	#	%
Medical	783	90%
Dental	780	90%
Vision	579	67%
Disability	418	48%
Supplemental Life	818	94%

** Total Benefit Eligible Population: 868*

Claims		
Rx Claims		
	ACTIVE	\$239,379.39
	RETIREE	\$ 7,672.05
	COBRA	\$3.59
Medical Claims		\$ 795,645.00
Dental Claims		\$ 83,486.56
Death Claims		0

PERSONNEL ACTIONS**NEW HIRES – 16**

Dept./Div.	Position	Number of Employees
Parks & Rec/Park Maintenance	Maintenance Worker I	2
Parks & Rec/Recreation	Recreation Center Specialist	2
Parks & Rec/YFAC	Program Coordinator	1
Parks & Rec/YFAC	Recreation Specialist	3
Parks & Rec/YFAC	Recreation Leader I	2
Parks & Rec/YFAC	Lifeguard Leader	2
Utilities/Environmental Services	Intern	1
Utilities/WLM	Laborer	2
Utilities/SLM	Utility Collection Worker I	1

PROMOTIONS – 2

Dept./Div.	Position	Number of Employees
Utilities/Sanitation	Sanitation Worker II	1
Utilities/WLM	Utility Distribution Worker II	1

SEPARATIONS – 3

Dept./Div.	Position	Number of Employees
Parks & Rec/Recreation	Recreation Center Specialist	1
Utilities/Environmental Services	Stormwater Compliance Inspector	1
Utilities/WRF	Plant Operator	1

TURNOVER STATS

Department	No. of Employees	No. of Terminated Employees	Turnover Rate
City Manager	15		0.00%
City Clerk	6		0.00%
Finance	23		0.00%
Fire	164		0.00%
Human Resources	10		0.00%
Information Technology	17		0.00%
Legal Department	9		0.00%
Municipal Court	12		0.00%
Parks & Recreation-Total	81	1	1.23%
Planning & Comm Dev.	38		0.00%
Police	256		0.80%
Public Works	125		0.00%
Utilities	159	2	1.25%

RECRUITMENT

Positions Requisitioned for Refill by Department/Division (# of vacancies)	
included positions are Full Time unless otherwise indicated as Part Time (PT) or Seasonal PT	
Parks & Recreation	
PT Laborer Parks (8)	PT All Locations – Recreation Center Specialist
PT Recreation Specialist – YFAC (4)	PT Golf Course Attendant (2)
PT Tennis Shop Attendant - (1)	PT Recreation Leader – YFAC (1)
PT Recreation Technician – Westwood (1)	PT* Swim Instructor - Westwood (20)
PT* Admission Clerk I - Westwood (20)	PT* Admission Clerk II - Westwood (4)
PT* Shallow Lifeguard - Westwood (10)	PT* Assistant Aquatic Manager - Westwood (1)
PT* Aquatic Facility Maintenance I - Westwood (8)	PT* Aquatic Facility Maintenance II - Westwood (3)
PT* Concession Manager - Westwood (1)	PT* Concession Cashier I - Westwood (6)
PT* Concession Cashier II - Westwood (4)	PT* Lifeguard - Westwood (53)
Police	
Police Officer (2)	Animal Welfare Technician (1)
Communications Officer I (1)	Communications Officer II (6)
	Police Records Clerk (1)
Parking Services Officer (1)	PT Parking Service Officer (1)
Public Works	
Engineering - City Surveyor (1)	Mechanic II (1)
Utilities	
Sanitation - Sanitation Worker I (4)	Crew Chief (1)
Utility Distribution Worker II (1)	Utility Collection Worker I (2)
City Clerk & City Manager	
Assistant City Manager	Admin Tech III (1)
Stormwater Compliance Inspector (1)	
Planning & IT	
Systems Support Technician (1)	Planner II
Legal	
Assistant City Attorney	

16 - New Hires

Full Time Position	Hire Date	Date Posted	Days to fill
Maintenance Worker I (2)	02/23/24	11/15/2023	100
Utility Collection Worker I	02/23/2024	01/22/2024	32
Program Coordinator	02/23/2024	02/01/2024	22

PT/Seasonal Position	Hire Date	Date Posted	Days to fill
Lifeguard Leader (2)	02/06/2024	11/08/2023	90
Recreation Center Specialist	02/01/2024	11/08/2023	85

(5)			
Recreation Leader I (2)	02/01/2024	11/08/2023	85
Laborer (2)	02/19/2024	12/07/2023	74
Intern	02/19/2024	1/22/2024	28

*55 Westwood hires in process as well

SAFETY

Fitness for Duty Meetings

Department	Number Held
Fire	2
Police	1

Return to Work Meetings

Department	Number Held
	0

Recordable Injuries – OSHA

Department/Division	Nature of Injury	How Sustained	Prognosis
Police/Patrol	Strained right knee	Strained right knee during foot pursuit of suspect	Work restrictions
Police/Cadet	Strained right shoulder	Strained right shoulder during physical training	Work restrictions

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

2024*	2023	2022
1	11	7

*CY2024 is current YTD

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

2024	2023	2022
8	7	3

Recordable Injuries per calendar year:

2024*	2023	2022
9	78	60

*CY2024 is current YTD

Recordable Injuries per fiscal year:

2024	2023	2022
47	67	54

CULTURE AND SOCIAL RESPONSIBILITY (CSR)

ADA Complaints and Resolutions

Complaints	Resolution
None	

ADA:

- Completed ADA: Ensuring Accessibility in Transient Lodging training presented by BlueDAG.
- Completed the ADA Coordinators' Training Certification Program and will receive the ADA Coordinator Certificate from the Great Plains ADA Center.
- Completed ADA walkthrough at the Young Family Athletic Center (YFAC).

CSR:

Employee Resource Groups (ERGs) – LGBTQ+ Alliance held a meeting and discussed the roles, goals, and potential events for the ERG.

- Attended OU Spring Job Fair to help recruit more diverse candidates to come work for the CoN.
- Presented a Black History Month Event: Facts, Fraps, & Fruit, for CoN employees that included trivia to learn more about Black History.
- Started DEI training from Cornell University.

Committees:

Human Rights Commission (HRC) – The monthly meeting took place on Monday, February 26, 2024. A new chair, Aisha Ali, and vice-chair, Christopher Tall Bear, were elected. Taylor Johnson, Transit and Parking Program Manager, was in attendance to answer concerns about city transportation services and facilities. Review and discussion of the 2024 Interfaith Breakfast took place and plans for the 2025 Interfaith Breakfast have begun. The next meeting will be held on Monday, March 25, 2024, at City Hall.

ADA Citizen's Advisory Committee – The ADA Citizen's Advisory Committee's next quarterly meeting will be held on Monday, March 11, 2024, at City Hall.

Cleveland County disABILITY Coalition – The monthly meeting took place on Tuesday, February 6, 2024. Lisa Krieg, CDBG/Grants Manager, was in attendance and gave information about the CoN Comprehensive Plan and how this plan is for the community. Final details were given about the upcoming 2nd Annual Disability Resource Fair on March 12, 2024, at The Well from 4:00 PM-7:00 PM. The next meeting will be held on Tuesday April 2, 2024, at United Way as the Disability Resource Fair will count as the March meeting.

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

Gender	Total Population	% of Total Population
Female	232	24.1%
Male	732	75.9%
	964	100.00%

Job Classification by Gender		
Job Classification	Female	Male
Full-Time	178	667
Part-Time	48	42
Permanent Part-Time	2	7
Temporary	4	16
	232	732

Ethnicity by Race		
Ethnicity	Total #	Total %
American Indian/Alaskan Native	39	4.0%
Asian	14	1.4%
Black/African American	45	4.7%
Hispanic/Latino	33	3.4%
Native Hawaiian	1	0.1%
Two or More Races	43	4.4%
White	789	82.0%
	964	100.00%

Diversity by Gender		
Ethnicity	Female	Male
American Indian/Alaskan Native	12	27
Asian	3	11
Black/African American	8	37
Hispanic/Latino	8	25
Native Hawaiian	0	1
Two or More Races	12	31
White	189	600
	232	732

Diversity % by Gender		
Ethnicity	Female	Male
American Indian/Alaskan Native	1.2%	2.8%
Asian	0.3%	1.1%
Black/African American	0.8%	3.8%
Hispanic/Latino	0.8%	2.6%
Pacific Islander	0%	0.1%
Two or More Races	1.2%	3.2%
White	19.6%	62.2%
	23.9%	75.8%

CITY OF NORMAN

Information Technology Department
Monthly Report – February 2024.

Working projects for the IT Department are as follows:

Project	Description/improvement anticipated	Status
ERP Replacement Project	Process improvements for finance, purchasing, AR/AP, Courts, HR, Payroll, Personnel, and Permits Management through newer technology, software, and business review processes.	In Progress –Project team has completed implementation work on software for Municipal Court, Financials, Utility Billing, Work Orders, Time and Attendance, Human Resource Management, and Planning and Permits. IT now working on enhancements in HR, Finance, Planning, and Parks and Rec.
Main Site data center upgrades	Necessary upgrades to current infrastructure are needed to enhance capabilities and continue with power saving and cooling efforts by reducing the amount of physical servers through virtualization. New equipment is being implemented to replace the old and increase security and speed requirements.	Ongoing: IT Network staff are in implementation and testing of networking and security appliances, as well as virtual upgrades. This includes expansion of equipment for new buildings and replacement of old switch infrastructure.
Water tower and mono-pole contract negotiations.	Increased Revenue and compliance for water tower/cellular mono-pole leases. Repair requirements.	Ongoing – taken over by Utilities Admin.

Fiber Optic Installation for redundant loop at WTP and EOC	IT and the Utilities 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 in case of lost service from the main connection.	Awaiting Approval, Working with Utilities Department, land acquisition complete, right of way in negotiation possible launch in FYE24
New Building construction/renovation support.	The IT Department is involved in all new building construction planning and will be responsible to map our networking infrastructure, building air for network closets, power for equipment and battery backups, network drops, wireless network coverage, hardware installation, and physical moves of staffs computer systems in all building projects (Norman Forward Driven)	In Progress – YFAC, EOC, HR/IT Building, Building Maintenance, PD Moves, and Mary Abbot House expansion. Complete – Sanitation, Line Maintenance Sr. Center, Development Center, Municipal Court, Bus Station
Jenkins Street Fiber Move	Move the city's fiber optics out of the way of construction during the Jenkins Street widening project.	In Progress – Finance Dept. has made funds available. Work to be complete 2024.
IT Security training efforts for all network and email users at the City of Norman.	Increase awareness and stay current on all new and rapidly changing cyber-attack methods so that the CoN network is protected by every employee who utilizes the network for business.	Ongoing
Endpoint Security Review	Review current endpoint security appliances and software and make upgrades as necessary.	In Progress
Print consolidation	Work with outside vendor to consolidate all print, fax, copy machines in CoN facilities.	In Progress estimated full completion in 2027

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

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 February 2024. The ticket count remains high due to various departmental moves and opening of new city facilities. IT support continues to assist with connections and configuration.

Mass Communications:

The following statistics represent email space and resource savings. In the attached table, you will see that 6 emails from the groups shown were sent from city servers using city resources – of those 15,726 were delivered to outside mailboxes for the month of February 2024. The city servers generated mass communications to Norman citizens of 15,726 messages from only 6 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 359,572 attempted incoming and 106,672 outgoing messages for the month of February 2024. Incoming messages totaling 172,531 were considered Spam or hazardous e-mails by our email-filtering appliance, and were quarantined or filtered (see **IT Table 3**). This number represents 48% of our inbound mail. This percentage is up from previous months for malicious email/spam and continues a trend of more scam attempts during the holiday season. Our security efforts are having a positive effect on reducing the total number of malicious email inbound. The IT Department has made the decision to block inbound traffic from specific sources with known malicious traffic that constantly try to affect our network. We continue to monitor and analyze the situation on a daily basis. Inbound email messages of this nature means increased vulnerabilities and attack vectors into the city. Without the email filter appliance, our email server would have received more mail, which increases the opportunity for entrance of a virus into the network. It also creates waste, reduces productivity, and decreases valuable storage space.

Web Site:

The City of Norman's web site is hosted, updated and maintained by the IT Department. In the month of February 2024, the City of Norman's web site had 112,337 individual web sessions access the web site for 204,729 total page views. Of those sessions, 69,915 were identified as Users to view content on the City web site (see **IT Table 4**). In July of 2019, the IT Department kicked off a project with Interpersonal Frequency to overhaul the City website. Since its completion in June 2020, the site has had a few major upgrades including a new search feature and this has contributed to more relevant search results. The site boasts a build in engine that allows it to function as an app on mobile devices and tablets.

ERP Project Implementation Progress:

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

software, an upgraded Parks and Rec software package to help with golf management, concessions, and food carts. We Are also preparing for AMI (Automatic Meter Infrastructure), and integration with a customer portal for Utility Billing Systems software.



Executive Summary

ironport.example.com

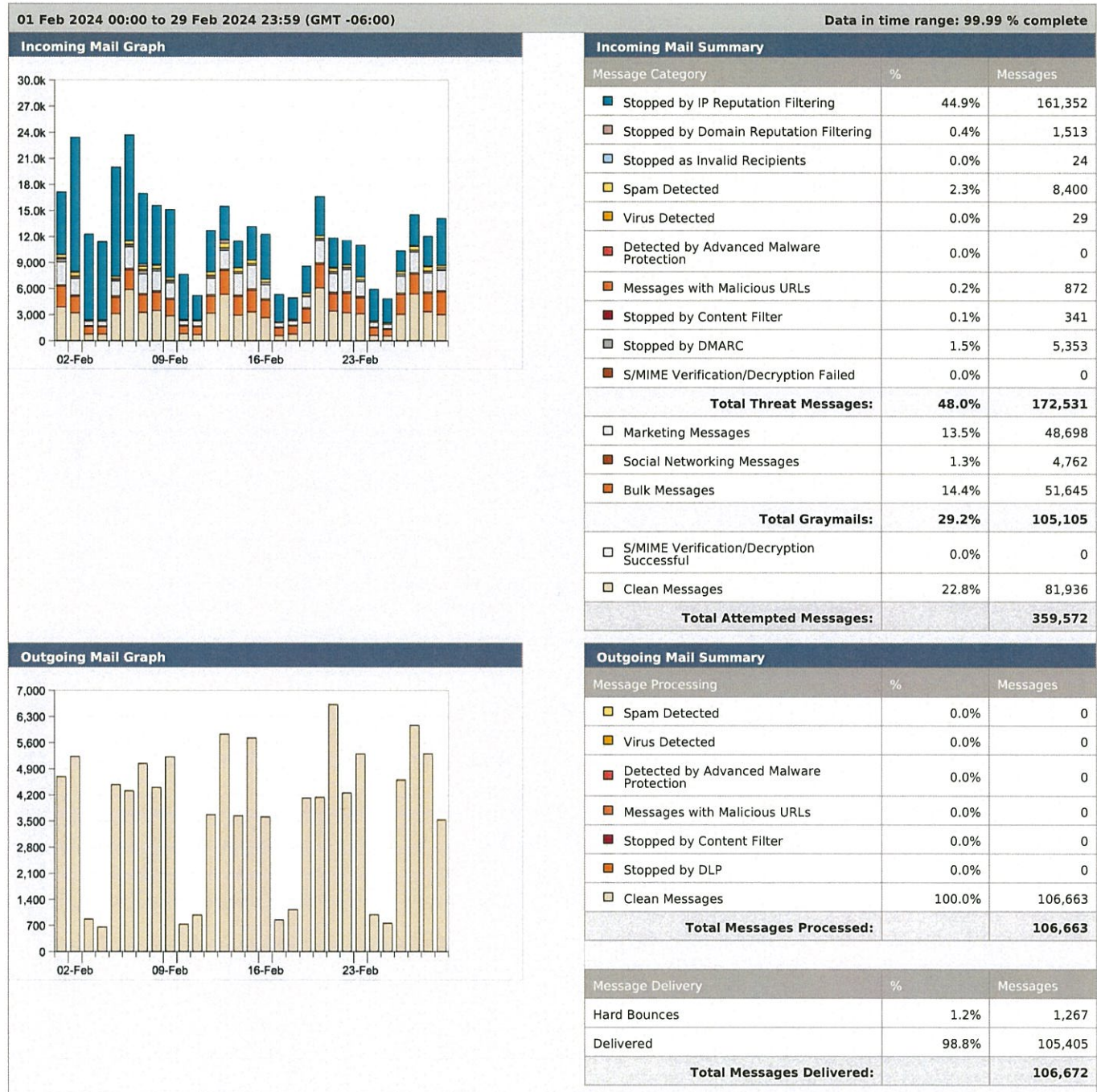
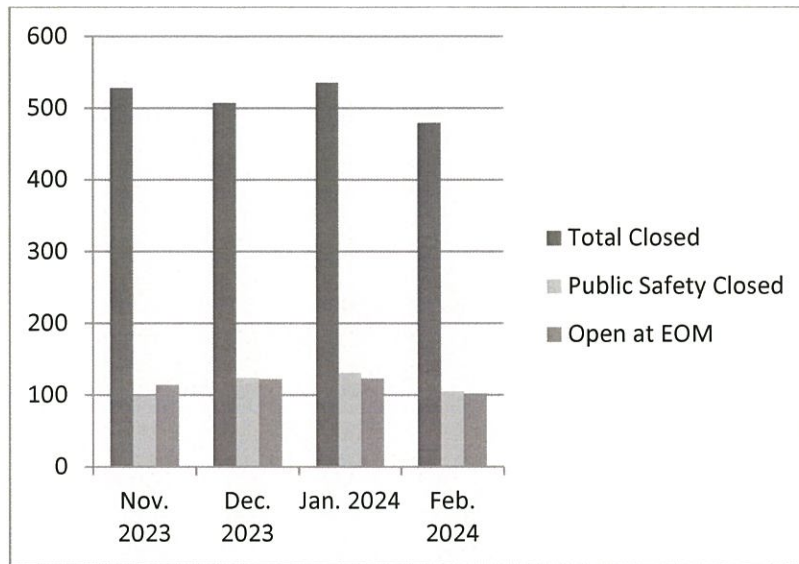


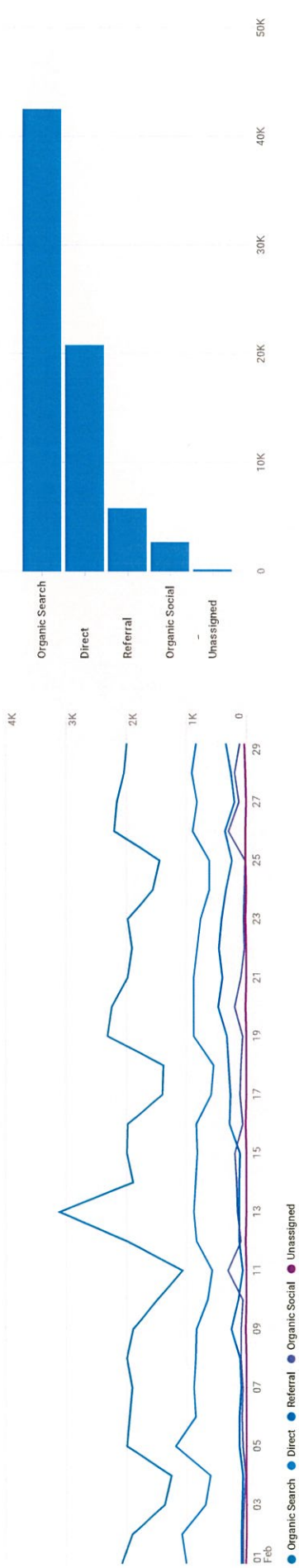
Table 1**Table 2**

February 2024 LIST SERVER REPORT			
Group	Active Members	Mailings	Total Delivered
Affirmative Action Group	12	0	0
Job Posting	1324	0	0
Norman News	2621	11	29265
Totals	3957	11	29265

Monthly Site Traffic

Add filter

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



Search...		Session primary... Channel Group)		+	↓ Users	Sessions	Engaged sessions	Average engagement time per session	Engaged sessions per user	Events per session	Engagement rate	Event count		
													10	1-7 of
													Rows per page:	▼
													All events	▼
1	Organic Search	69,915	112,337	64,615	36s	0.92	5.66	57.52%	636,328					
		100% of total	100% of total	100% of total	Avg 0%	Avg 0%	Avg 0%	Avg 0%	100% of total					
2	Direct	42,529	73,093	48,172	43s	1.13	5.97	65.91%	436,197					
		20,806	28,413	13,792	22s	0.66	5.21	48.54%	148,063					
3	Referral	5,797	6,773	1,980	20s	0.34	4.73	29.23%	32,009					
		2,675	3,263	1,381	16s	0.52	5.12	42.32%	16,691					
5	Unassigned	181	215	1	1m 00s	<0.01	15.64	0.47%	3,363					
		1	1	0	0s	0.00	3.00	0%	3					
6	Organic Video	0	1	0	0s	0.00	2.00	0%	2					
		7	Email	0	1	0	0s	0.00	2.00	0%	2			

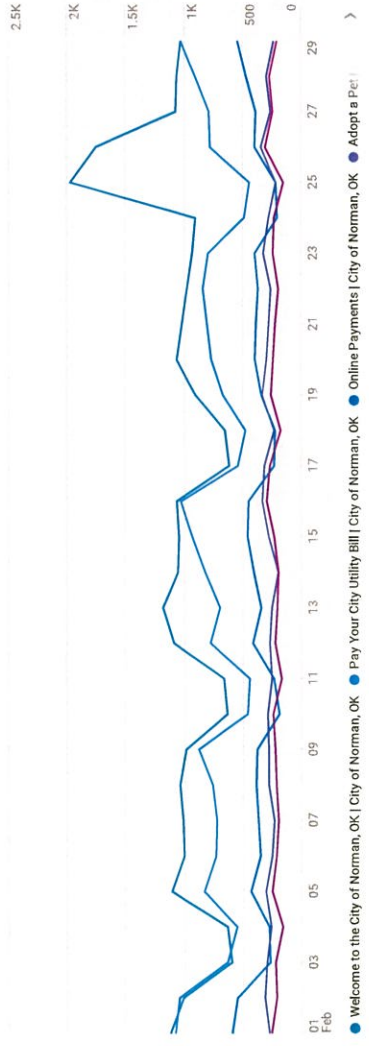
All Users

Add comparison

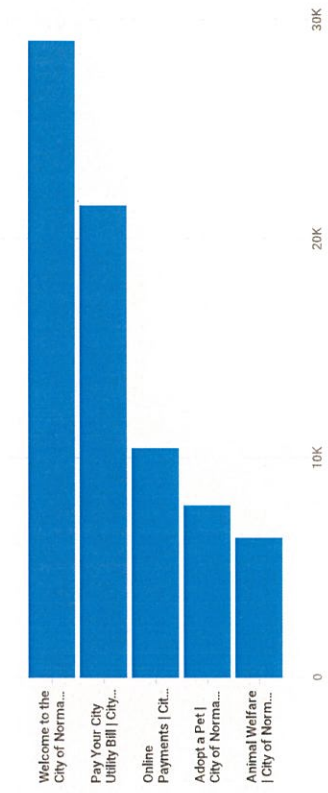
Monthly Page Views

Add filter

Views by Page title and screen class over time



Views by Page title and screen class



	Page title and screen class	Views	Users	Views per user	Average engagement time	Event count
		↓	↓	Avg 0%	Avg 0%	All events
1	Welcome to the City of Norman, OK City of Norman, OK	204,729 100% of total	69,915 100% of total	2.93	57s	636,328 100% of total
2	Pay Your City Utility Bill City of Norman, OK	29,035	15,664	1.85	17s	77,088
3	Online Payments City of Norman, OK	21,516	12,731	1.69	15s	76,574
4	Adopt a Pet City of Norman, OK	10,452	6,568	1.59	12s	26,885
5	Animal Welfare City of Norman, OK	7,846	4,004	1.96	22s	25,983
6	Job Opportunities City of Norman, OK	6,361	3,747	1.70	15s	19,810
7	Department Activity Reports City of Norman, OK	5,775	3,259	1.77	1m 19s	17,219
8	Young Family Athletic Center City of Norman, OK	3,772	1,897	1.99	46s	27,750
9	Election City of Norman, OK	3,397	2,564	1.32	39s	12,722
10	Search Results City of Norman, OK	2,883	2,018	1.43	46s	10,439
		2,868	1,505	1.91	41s	6,546

MONTHLY REPORT - LEGAL DEPARTMENT
February 2024 Report
(Submitted March 11, 2024)

MONTHLY HIGHLIGHTS:

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

The petitioner timely filed a Petition for Certiorari with the Oklahoma Supreme Court. The City has responded and the petitioner has filed a reply but the Oklahoma Supreme Court has not issued a decision.

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

On February 15, 2024, the Court of Civil Appeals affirmed the district court's ruling on IAFF's request for costs and attorney fees. The deadline for plaintiffs to file a petition for rehearing or a petition for certiorari was March 6, 2024. As of March 8, 2024, neither a petition for rehearing nor a petition for certiorari appears on the Supreme Court's docket for this case.

Jane Doe v. S. Carter, Norman Regional Hospital Authority, and City of Norman, Case No. CJ-2022-1348

This case arises out of alleged negligence during a surgical procedure performed by Dr. Steven Carter. On February 15, 2024, the district court granted the City's Motion to Dismiss. During the hearing, the plaintiff indicated that she does not know why her attorney sued the City because it had nothing to do with her surgery. Although the plaintiff could appeal the district court's decision, she indicated that she does not intend to pursue that option. Thus, this case will no longer appear on the Monthly Report.

LIST OF PENDING CASES:

UNITED STATES COURT OF APPEALS FOR THE TENTH CIRCUIT

UNITED STATES DISTRICT COURT, EASTERN DISTRICT OF NEW YORK

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

UNITED STATES DISTRICT COURT, WESTERN DISTRICT OF OKLAHOMA

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

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

OKLAHOMA SUPREME COURT / COURT OF CIVIL APPEALS

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

COURT OF CRIMINAL APPEALS

None

CLEVELAND COUNTY DISTRICT COURT

A. *General Lawsuits*

Armstrong v. City of Norman, CJ-2012-1638 (K)
City v. Haddock, CV-2010-357 TS (K, S)
City v. IAFF, CV-2011-48 L; DF-109447 (K)
City v. Komiske, Cobblestone Creek Management Company, et al, CV-2012-748 (K, W)
Etter v. City of Norman, CJ-2021-731 (K)
FOP/IAFF/AFSCME v. Okla. Dept. of Labor and City of Norman, CJ-2005-1170 L (K)
FOP v. City of Norman, CV-2011-876 L (K)
Martin Flores v. City of Norman & John Doe, CJ-2021-1051
Kevin Hahn v. Norman Police Department, City of Norman, CJ-2021-210 (K)
Jaclyn Jacobs v. City of Norman and Norman Utilities Authority, CJ-2022-794 (K)
DBA Doe Medical Entity, CJ-2022-1348, CJ-2020-606 (K)
City v. Loeffler & Ashford Investments, LLC, CV-2022-1182 (M)
City v. Lonnie Hodges, CV-2020-2922
The Norman Petition Initiative No. 2021-1, Case No. CV-2020-2384 (K)
McCarver v. City of Norman, CJ-2013-128 TS (K)
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. Tietzort Revocable Trust, et al., CJ-2013-775 (M)
City of Norman v Apex Properties, LLC, et al., CJ-2021-221 (M)
City of Norman v. The Uplands Development Co., LLC, et al., CJ-2021-227 (M)
City of Norman v. Hallbrooke Development Group One, LLC, et al., CJ-2021-228 (M)
City of Norman v. D&J Land, LLC, et al., CJ-2022-251 (M).

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

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

D. *Municipal Court Appeals*

None

E. *Small Claims Court*

None

F. *Board of Adjustment Appeals*

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

LABOR / ADMINISTRATIVE PROCEEDINGS

A. *Grievance & Arbitration Proceedings (K)*

This office has assisted with the following grievances:

AFSCME Grievance FYE 21-02 – (COVID-19 Leave)
AFSCME Grievance FYE 22-02 – (Jerry Younts and Bennie Gilmore – COVID-19 Leave)
AFSCME Grievance FYE 22-02 – (Tara Klepper – COVID-19 Leave)
AFSCME Grievance FYE 23-03 – (Parks Employees)
AFSCME Grievance FYE 23-08 – (AFSCME Group Grievance)
AFSCME Grievance FYE 23-09 – (Brian Jones)
AFSCME Grievance FYE 24-01 – (April Waggoner)
AFSCME Grievance FYE 24-02 – (Hemsley, Boggs, Garner)
AFSCME Grievance FYE 24-03 – (Boggs, Whiteside, Cole)
AFSCME Grievance FYE 24-04 – (Jeremy Boggs)
AFSCME Grievance FYE 24-06 – (Ross – Discipline)
AFSCME Grievance FYE 24-07 – (Whiteside – Oral Reprimand)
AFSCME Grievance FYE 24-08 – (Whiteside - Harassment)

IAFF Grievance FYE 21 – Carl Shanon Smith – Improper Compensation
IAFF Grievance FYE 22 – Source Documents
IAFF Grievance FYE 23 – Matt Ferris – Discipline
IAFF Grievance FYE 23 – Carl Shanon Smith Termination/Forced Retirement Grievance
IAFF Grievance FYE 23 – Battalion Chief Source Document Grievance
IAFF Grievance FYE 23 – Change in Medical Benefits
IAFF Grievance FYE 23 – Change in Conditions of Employment
IAFF Grievance FYE-23 - Selective Progressive Discipline Grievance
IAFF Grievance FYE-23 - Failure to Compensate for Working Out of Classification
IAFF Grievance FYE-23 - Wellness Program
IAFF Grievance FYE-23 - Mass Casualty /Active Shooter Response
IAFF Grievance FYE-24 – Non-Emergency Call Back
IAFF Grievance FYE-24 – Failure to Staff Personnel

FOP Grievance FYE-23 – Wellness Program
FOP Grievance FYE-23 – Medical Benefits (Shawn Hawkins)
FOP Grievance FYE-24 – Lowell Wilcoxen Termination

B. Equal Employment Opportunity Commission (EEOC)

None

C. Contested Unemployment Claims (OESC)

MUNICIPAL COURT PROSECUTIONS

This chart represents the cases prosecuted by the City Attorney's Office in the Municipal Criminal Court through February 2024. The chart does not represent those cases disposed of prior to Court through actions of the City Attorney and the Court.

Month	<u>ADULT CASES</u>			<u>JUVENILE CASES</u>			<u>COURT SESSIONS</u>		
	FYE 22	FYE 23	FYE 24	FYE 22	FYE 23	FYE 24	FYE 22	FYE 23	FYE 24
JULY	275	165	464	11	7	11	7	9	10
AUG	236	241	341	9	10	7	5	13	16
SEPT	263	245	295	9	15	18	5	10	8
OCT	269	244	346	12	13	7	6	9	11
NOV	228	205	292	2	10	11	6	6	10
DEC	162	165	163	1	5	9	3	8	4
JAN	185	205	280	9	9	9	6	10	5
FEB	787	256	338	8	17	20	8	10	12
MAR	282	272		13	13		9	12	
APR	323	322		12	9		10	9	
MAY	582	395		21	17		12	13	
JUNE	268	344		7	31		11	9	
TOTALS / YTD	3,860	3,059	2,519	114	156	92	95	118	76

WORKERS' COMPENSATION COURT

The total number cases pending as of February 2024 are 16. Two Settlements were approved by the City Council in February and one new claim was received February 9, 2024. The remaining cases are proceeding in active litigation in the Oklahoma Workers' Compensation Commission/Court of Existing Claims. The current breakdown of pending Workers' Compensation cases by work area have been reviewed and updated for accuracy is as follows:

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

List of Pending Cases

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

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

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

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

A Joint Petition Settlement was approved by the City Council on February 13, 2024 and will no longer appear on the monthly report.

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

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

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

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

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

(Fire, Suppression, Firefighter, Binaural Hearing Loss)

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

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

Hambrick, John v. City of Norman, CM-2023-02469K

(Fire, suppression, Firefighter, BAW, Cancer)

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

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

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

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

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

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

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

(PD/Narcotics/MPO/Sergeant, Right Knee)

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

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

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

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

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

(Fire, Suppression, Firefighter, Lower Back)

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

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

A Joint Petition Settlement was approved by the City Council on February 27, 2024 and will no longer appear on the monthly report.

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 February 2024.

DEPARTMENT	FYE 24 Month	FYE 24 YTD	FYE 23 YTD	FYE 22 YTD	FYE 21
Animal Control			2	2	1
Finance – IT					1
Fire	1	1		2	1
Legal					2
Other		4	5	6	11
Parks		1	1	2	4
Planning			1	2	
Police	1	6	8	8	3
Public Works – other		2	5	2	2
Public Works – Stormwater				1	
Public Works – Engineering					1
Public Works – Streets		10	8	10	9
Utilities – other		2			
Utilities – Water	1	3	16	6	11
Utilities – Sanitation	1	9	7	6	12
Utilities – Sewer		4	3	4	5
TOTAL CLAIMS	4	42	56	51	63

CURRENT CLAIM STATUS	FYE 24 TO DATE	FYE 23	FYE 22	FYE 21
Claims Filed	42	56	51	63
Claims Open and Under Consideration	7	0	0	0
Claims Not Accepted Under Statute/Other	1	4	3	10
Claims Paid Administratively	14	25	15	11
Claims Paid Through Council Approval	2	2	2	7
Claims Resulting in a Lawsuit for FY	1	0	5	3
Claims Barred by Statute (No Further Action Allowed)	0	25	26	32
Claims in Denied Status (Still Subject to Lawsuit)	17	0	0	0

MUNICIPAL COURT

8

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

CASES FILED

	<u>FEBRUARY</u>	<u>FY24</u>	<u>Y-T-D</u>	<u>FEBRUARY</u>	<u>FY23</u>	<u>Y-T-D</u>
Traffic	1,072		6,182	725		3,138
Non-Traffic	229		2,203	159		1,613
SUB TOTAL	1,301		8,385	884		4,751
Parking	977		6,147	743		5,651
GRAND TOTAL	2,278		14,532	1,627		10,402

CASES DISPOSED

	<u>FEBRUARY</u>	<u>FY24</u>	<u>Y-T-D</u>	<u>FEBRUARY</u>	<u>FY23</u>	<u>Y-T-D</u>
Traffic	951		5,351	422		2,772
Non-Traffic	260		1,735	235		1,711
SUB TOTAL	1,211		7,086	657		4,483
Parking	627		5,074	637		4,473
GRAND TOTAL	1,838		12,160	1,294		8,956

REVENUE

	<u>FEBRUARY</u>	<u>FY24</u>	<u>Y-T-D</u>	<u>FEBRUARY</u>	<u>FY23</u>	<u>Y-T-D</u>
Traffic	\$ 105,056.58		\$ 633,208.99	\$ 51,664.22		\$ 313,764.91
Non-Traffic	\$ 21,164.24		\$ 153,767.22	\$ 19,806.90		\$ 153,440.21
SUB TOTAL	\$ 126,220.82		\$ 786,976.21	\$ 71,471.12		\$ 467,205.12
Parking	\$ 23,385.00		\$ 162,265.75	\$ 24,380.00		\$ 164,810.00
GRAND TOTAL	\$ 149,605.82		\$ 949,241.96	\$ 95,851.12		\$ 632,015.12

MUNICIPAL COURT - MONTHLY REPORT
February 2024

JUVENILE COMMUNITY SERVICE PROGRAM

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

MEDIATION PROGRAM

The Early Settlement – Norman Mediation Program accepted 30 new cases and closed 27 cases during the month of February 2024. 7 Mediations were held.

PARKS AND RECREATION 9

Park Development Activities February 2024

Forestry

We purchased 40 trees from a regional nursery at special pricing and had them delivered to Park Maintenance last month. The trees are mostly elm and oak varieties in 15 gallon grow bags, which will be used for mass plantings at Griffin Park near the new soccer concession/restroom and parking lot, at Saxon Park in the large parking lot island, and at the City Hall parking lot north of the Development Center. Park crews will plant all trees, led by the City Forester.



We are also hiring additional services from Davey Resource Group to conduct a tree inventory on publicly owned lands (parks, grounds, etc.). This information will help us to next develop an Urban Forest Master Plan to help guide our work over the coming years in our Forestry Division. In the meantime, our Forester is finishing several winter tree care programs (bagworm removal, pruning, pest monitoring, etc.) as we prepare for spring.

Westwood Tennis

We are receiving bids to repair the electrical feed to the four northwest courts which has stopped working due to age and past damage repairs starting to break again. Once that work is complete, we will be working to re-surface as many of the courts as possible prior to the spring tournament season, once the outside temperatures are correct for such work. Future projects will also include looking for ways to expand our service at this popular sports complex as part of the Westwood Golf and Tennis Master Plan currently being advertised. We held a pre-proposal meeting on-site late in the month, to allow architecture/engineering firms interested in working with the city to tour the golf and tennis areas as they prepare their submission of qualifications for our review (due on March 1).

Sutton Urban Wilderness

The parking lot expansion at the Sutton Wilderness trail head off of 12th Avenue is wrapping up soon. The final concrete sections of the new lot were poured; and site clean-up has begun. We will schedule lot striping and do a final walk-through of this area and the trail improvements made to the path that connects from the dam area south to the Griffin Park soccer parking lot. We will continue to monitor the condition of all of the trails and the natural areas in this popular urban wilderness park to make sure the area is safe and usable as daily, weekly and annual use continue to go up all the time.

Norman Forward Neighborhood Parks

We are continuing the work at Bentley Park to get it ready for a grand opening this spring. The picnic shelter is complete; and the playground equipment is installed, which now allows the synthetic turf surfacing to be scheduled for next month. Our concrete contractor has started work on installing the walking trails in the park. A park sign and memorial plaque for Lionel Bentley (former director of Norman Parks and Recreation) is being prepared for the park; and the contractor building the tennis and pickleball courts was back in town in February, to apply the court surfacing and hang the nets on those features.

We will continue to work all areas and coordinate the mowing/maintenance plan for this park with our Parks Manager to fulfill the plan to leave some areas of this large neighborhood park as native plan preserve areas, with cedar fencing installed to help define the natural no-mow zones. These will greatly boost the local ecology and invite native plants and



wildlife into the site alongside the more human-scale activities (sports, playgrounds, picnicking, etc.).

Historical Museum



The contractor completed the work to replace 70 of the baluster pieces on the front porch, along with any sections of the railing top and bottom and the porch deck boards that have become rotten or damaged over the years. The front porch was in need of wood repair in several areas of the decking, frame and architectural details which we decided to accomplish prior to the larger project of painting the entire house this year. The porch work has all been primed and is ready for final paint, when all other work is awarded when the weather (temperatures) are more appropriate. That work will be bid in the spring, and will include repairs to any other

wood siding, trim, and details on the main house and the Carriage House prior to the final paint job.

Community Garden Project



Volunteers worked with our Park Planner and the City Forester to select a site and then construct several raised garden beds on the east side of the 12th Avenue Recreation Center. These will serve as an educational project for the kids attending after school and summer camp programs at the center this year. There will be guidance from the Cleveland County Master Gardeners and city staff to teach environmental lessons about gardening and water use among other things. The first plantings will take place during Spring Break Camp in March; and continue throughout the growing

season with several “crops” rotating through the space.

February 2024 PARK MAINTENANCE DIVISION

	FY24 MTD	FY24 YTD		FY23 MTD	FY23 YTD
SAFETY REPORT					
On-The-Job Injuries	0	4		0	6
Vehicle Accidents	0	1		0	0
Employee responsible	0	0		0	0
ROUTINE ACTIVITIES	Total Man Hours			Total Man Hours	
Big Mowing	1	523.25		0	944.50
Trim Mowing	3	3237.25		0	5376.00
Chemical Spraying	419	1058.00		109	1027.00
Fertilization	0	10.00		0	18.00
Park Tree Work	10	741.00		301	735.00
Street Tree Work	0	8.00		12	91.00
Trash Maintenance	321.5	3286.00		221.5	2447.75
Sprinkler Maintenance	120.5	899.75		112	1052.75
Watering	6	12.00		0	279.00
Painting	43	74.00		0	415.00
Landscape Maintenance	384	2284.25		479	1708.75
Seeding/Sodding	0	41.00		0	613.00
Ballfield Maintenance	29	57.00		64	341.00
Fence Repairs	77.75	282.75		31	294.50
Equipment Repairs/Maintenance	156.75	1542.75		104	1374.50
Material Hauling	150	363.50		45	497.25
Snow/Ice Removal	63.25	297.00		137	520.27
Christmas Setup	8	1144.00		12	264.75
Vector Control	0	99.00		0	114.00
Events	0	368.00		0	201.00
Vandalism Repair	60.25	301.25		33	210.50
Trail Maintenance	18	86.00		0	8.00
Playground Maintenance	273.5	803.25		87.25	891.75
Restroom Maintenance	208.5	457.50		16	622.50
Carpentry/Welding	381.5	1040.50		7	441.00
Shop Time	30.5	436.25		79	493.00
Special Projects	77	1246.25		662	2481.00
Miscellaneous	72	851.75		350	1881.25

FEBRUARY 2024
RECREATION DIVISION
MONTHLY REPORT

Little Axe Community Center: The Center had 104 kids in our after-school program for the month of February and we served 650 meals to the Little Axe community with our Meals on Wheels. The Center Partnered with Pioneer Library System to have a librarian on hand twice a week. Pioneer Library recently installed a park bench so books can be downloaded. The bench also works as a charging station and has free Wi-Fi.

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

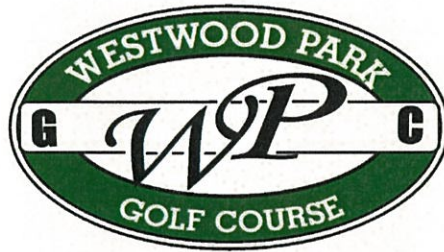
Irving Recreation Center: This month at Irving the After School Program continued with 29 children. The average daily attendance was 22 children. This month CASP began tutoring a few of our children at the request of their parents through the partnership we agreed upon late last year. On the 10th the center was the host site for another successful Mutual Aid Fair, ran by Red Dirt Collective.

Whittier Recreation Center: The After School Program continued at Whittier with 27 children. The average daily attendance was about 21 children. This month i9 Sports completed their winter basketball league with us, and we are in talks with hosting them again during the summer if staffing permits

FACILITY ATTENDANCE:	Month	Year to Date
Norman Senior Center	0	3,253
Little Axe Community Center	1,705	14,867
12th Avenue Recreation Center	1,338	9,274
Irving Recreation Center	422	3,163
Whittier Recreation Center	472	3,700
Reaves Center	300	2,400
Tennis Center	3,494	26,770

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Senior	661	850	640	606	296	200	0	0				3,253
Axe	1,480	2,039	1,858	2,035	1,779	1,893	2,078	1,705				14,867
twelveth	1,795	1,167	1,195	1,182	1,270	984	790	1,338				9,724
Irving	343	507	426	378	354	378	355	422				3,163
Whittier	544	567	523	443	471	297	383	472				3,700
Reaves	300	300	300	300	300	300	300	300				2,400
Tennis	3,376	3,598	4,107	3,439	3,267	2,553	2,906	3,494				26,770

WESTWOOD/NORMAN MUNICIPAL AUTHORITY 9A



FEBRUARY 2024

Westwood Golf Course Division Monthly Progress Report

ACTIVITY	FEB FYE'24	FEB FYE'23
Regular Green Fees	514	317
Senior Green Fees	338	269
Junior Fees	109	87
School Fees (high school golf team players)	49	102
Advanced Fees (high school golf team pre-pay)	0	0
Annual Fees (Regular, Senior & Junior Members)	842	444
Employee Comp Rounds	306	223
Golf Passport Rounds	0	0
9-Hole Green Fee	172	186
2:00 Fees	450	162
4:00 Fees	0	0
Dusk Fees or 5:00 Fees	41	60
PGA Comp Rounds	1	2
*Rainchecks (not counted in total round count)	14	15
Misc Promo Fees (birthday, players cards, OU student)	62	88
Green Fee Adjustments (fee difference on rainchecks)	5	8
Total Rounds (*not included in total round count)	2889	1948
% change from FY '23	48.31%	
Range Tokens	2788	2531
% change from FY '23	10.15%	
18 - Hole Carts	68	80
9 - Hole Carts	24	30
1/2 / 18 - Hole Carts	712	463
1/2 / 9 - Hole Carts	189	167
Total Carts	993	740
% change from FY '23	34.19%	
18 - Hole Trail Fees	0	0
9 - Hole Trail Fees	0	0
18 - Hole Senior Trail Fees	0	0
9-Hole Senior Trail Fees	0	0
Total Trail Fees	0	0
% change from FY '23	0.00%	
TOTAL REVENUE	\$83,642.34	\$67,685.73
% change from FY '23	-51.76%	

FEBRUARY 2024
WESTWOOD GOLF DIVISION
MONTHLY PROGRESS REPORT

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

FINANCIAL INFORMATION

	FYE 2024	FYE 2024	FY 2023	FYE 2023
	MTD	YTD	MTD	YTD
Green Fees	\$35,868.65	\$329,470.27	\$31,312.91	\$339,714.20
Driving Range	\$11,423.78	\$79,380.09	\$9,980.77	\$88,046.63
Cart Rental	\$18,574.78	\$171,795.88	\$13,704.00	\$178,619.16
Golf Classes	\$0.00	\$0.00	\$720.00	\$720.00
Golf Shop Rentals	\$150.29	\$1,852.55	\$212.56	\$256.72
USGA Handicap Fees	\$0.00	\$0.00	\$147.12	\$275.86
Golf Cart Capital	\$1,112.21	\$10,161.06	\$0.00	\$0.00
Golf Merchandise	\$9,978.28	\$118,962.94	\$0.00	\$0.00
Restaurant	\$6,146.60	\$102,942.05	\$6,247.01	\$124,889.34
Insufficient Check Charge	\$0.00	\$0.00	\$0.00	\$0.00
Interest Earnings	\$387.75	\$128,498.70	\$5,361.36	\$20,890.61
TOTAL INCOME	\$83,642.34	\$943,063.54	\$67,685.73	\$753,412.52
Expenditures	\$96,077.81	\$931,501.37	\$137,238.71	\$966,655.17
Income vs Expenditures	(\$12,435.47)	\$11,562.17	(\$69,552.98)	-\$213,242.65
Rounds of Golf	2889	22842	1948	23005

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

Equipment mower maintenance continues during the off-season in preparation for the next growing season. The greens are green and growing. Soil samples taken last month show us the nutrient status and we will be addressing these needs soon. Drainage between #1 and #2 holes is almost complete. The removal of tree logs from last years storm remains a priority as weather allows. Equipment mower maintenance continues during the off-season in preparation for the next growing season. Most of the golf course has been sprayed with pre and post emergent herbicides. The roughs, clubhouse/pool entrances and Northbase is what remains.

FEBRUARY 2024
WESTWOOD POOL
MONTHLY REPORT

FINANCIAL INFORMATION

	FYE 2024 MTD	FYE 2024 YTD	FYE 2023 YTD	FYE 2022 TOTAL
Swim Pool Passes	\$5,880.00	\$11,730.00	\$2,425.00	\$410,413.50
Swim Pool Gate Admission	\$0.00	\$186,635.00	\$0.00	\$269,113.00
Swim Lesson Fees	\$5,655.00	\$13,780.15	\$0.00	\$82,874.00
Pool Rental	\$0.00	\$47,927.56	\$0.00	\$41,515.00
Locker Fees	\$0.00	\$0.00	\$0.00	\$0.00
Pool Classes	\$3,300.00	\$6,357.00	\$0.00	\$27,333.00
Pool Merchandise Sales	\$0.00	\$236.44	\$0.00	\$0.00
Concessions	\$0.00	\$104,250.55	\$0.00	166,989.10
TOTAL INCOME	\$14,835.00	\$370,916.70	\$2,425.00	\$998,237.60
Expenditures	\$15,203.75	\$723,996.60	\$11,907.94	\$406,410.58
Income verses Expenditures	(\$368.75)	(\$353,079.90)	(\$9,482.94)	\$591,827.02

ATTENDANCE INFORMATION

	FYE 2024 MTD Feb-24	2023 YTD	2022 YTD	2021 YTD
a. Pool Attendance	0	114,679	58,459	75,468
b. Adult Lap Swim Morning/Night	0	950	65	1,802
c. Water Walkers	0	1,124	970	4,923
d. Toddler Time	0	4,328	1,578	5,421
e. Water Fitness	0	2,610	775	2,826
f. Swim Team	0	1,435	1,325	4,423
g. Scuba Rentals	0	514	488	54
h. Scuba Participants	0	282	52	100
i. Swim Lessons	0	1,465	860	1,697
j. Private Swim Lessons	0	73	34	51
g. Movie Night/Special Events	0	2156	1,604	1,298
h. Party / Rentals	0	259	65	116
TOTAL ATTENDANCE	0	129,875	66,275	98,179

FACILITY MAINTENANCE

9B

	Labor hours	Labor cost	MATERIAL	TOTAL COST
CUSTODIAL	\$ 327.00	\$ 7,959.30	\$ 32,083.27	\$ 40,042.57
DOORS	\$ 10.00	\$ 360.27	\$ 12,145.00	\$ 12,505.27
ELECTRICAL	\$ 208.50	\$ 7,957.24	\$ 4,240.89	\$ 12,198.13
ELEVATORS	\$ -	\$ -	\$ -	\$ -
HVAC	\$ 105.50	\$ 3,767.41	\$ 2,470.71	\$ 6,238.12
MISC	\$ 50.00	\$ 1,885.29	\$ 42,324.89	\$ 44,210.18
PEST	\$ 1.00	\$ 37.24	\$ 2,793.00	\$ 2,830.24
PLUMBING	\$ 161.50	\$ 6,156.94	\$ 4,492.94	\$ 10,649.88
ROOFS	\$ 1.00	\$ 38.88	\$ -	\$ 38.88
INDIRECT	\$ 171.50	\$ 6,441.36	\$ 373.68	\$ 6,815.04
MISC	\$ -	\$ -	\$ 2,470.23	\$ 2,470.23
TOTAL	\$ 1,036.00	\$ 34,603.92	\$ 103,394.61	\$ 137,998.53

	Labor hours	Labor cost	Material Cost	TOTAL COST
Indirect	502	14530.995	12072.89	26603.885
12th Ave Rec	11	427.68	1289.99	1717.67
718 Porter	2	77.76	0	77.76
Adult Wellness	7.5	272.415	3600.34	3872.755
Andrews Park	2.5	95.56	0	95.56
Animal Welfare	7	260.79	144.64	405.43
Bldg A - Courts	23	848.87	2565.48	3414.35
Bldg B - Police	55	2094.07	3379.15	5473.22
Bldg C - HR/IT	2	74.59	1618.56	1693.15
Bldg D - Development Center	41	1494.385	4051.54	5545.925
Bus Turnaround	0	0	0	0
Central Library	4	142.84	650.37	793.21
City Hall	25.5	948.095	4916.07	5864.165
CNG Station	0	0	0	0
Compactors	6	233.28	0	233.28
Compost	37.5	1458	163.72	1621.72
Container Maintenance	0	0	0	0
Dumpster Barn	0	0	0	0
East Library	9.5	353.125	502.98	856.105
ECOC	0	0	0	0
Environmental Services	0	0	0	0
Facility Maintenance	0	0	0	0
Fire Admin	1	35.71	0	35.71
Fire Station 1	1	35.71	505.11	540.82
Fire Station 2	3.5	130.34	437.5	567.84
Fire Station 3	2	74.48	12145	12219.48
Fire Station 4	1	37.24	2214	2251.24
Fire Station 5	0	0	0	0
Fire Station 6	6	231.64	106.12	337.76
Fire Station 7	5.5	203.4	33.79	237.19
Fire Station 8	7.5	277.005	418.33	695.335
Fire Station 9	13	497.35	1496.68	1994.03
Firehouse Art	7.5	275.695	38778.06	39053.755
Fleet	4	149.07	22.44	171.51
Griffin Park	6	223.44	111.59	335.03
Historical House	0	0	0	0
Household Hazardous Waste	0	0	0	0
Irving Rec	1.5	55.86	0	55.86
Legacy Park	2	76.12	210.41	286.53
Legacy Trail	0	0	0	0
Lift Stations	0	0	0	0
Line Maintenance	4	142.84	59.4	202.24
Lions Memorial Park	0	0	0	0
Lions NE Park	0	0	0	0
Lions Park	6	228.36	104	332.36
Little Axe Rec	3	107.13	0	107.13
Moore-Lindsay Historical House Museum	0	0	0	0
Neighborhood Parks	1	37.24	0	37.24
NIC - Norman Investigation Center	12	436.935	0	436.935
Normandy Park	0	0	0	0
Park Maintenance	2	77.76	25.11	102.87

Parks	0	0	0	0
Radio Towers	0	0	0	0
Reaves Garden Center	0	0	0	0
Reaves Park	6	233.28	0	233.28
Rotary Park	2	72.95	0	72.95
Ruby Grant Park	25	968.72	152.64	1121.36
Sanitation	4	142.84	19.4	162.24
Santa Fe Depot	0	0	125	125
Senior Center	26.5	1022.395	946.33	1968.725
Shooting Range	7.5	280.505	260.56	541.065
Sooner Theater	2	74.48	0	74.48
Special Ops	0	0	0	0
Stormwater	0	0	0	0
Streets	1	37.24	14	51.24
Traffic Controls	4	142.84	68.16	211
Transfer Station	6	221.91	0	221.91
Transit	0	0	0	0
Transit/EVT	12	453.66	486.97	940.63
Warming Shelter	0	0	0	0
Water Reclamation Facility	22	816.22	0	816.22
Water Towers	0	0	0	0
Water Treatment Plant	4	142.84	53.61	196.45
Water Wells	0	0	0	0
Westwood Golf	12.5	464.19	160.99	625.18
Westwood Pools	0	0	0	0
Westwood Tennis	6	223.44	426.81	650.25
Whittier Rec	8	294.86	426.81	721.67
YFAC	62.5	2365.77	8630.06	10995.83
TOTAL	1036	34603.92	103394.61	137998.53

	Labor hours		Labor cost		MATERIAL
CUSTODIAL	\$	327.00	\$	7,959.30	\$ 32,083.27
DOORS	\$	10.00	\$	360.27	\$ 12,145.00
ELECTRICAL	\$	208.50	\$	7,957.24	\$ 4,240.89
ELEVATORS	\$	-	\$	-	\$ -
HVAC	\$	105.50	\$	3,767.41	\$ 2,470.71
MISC	\$	50.00	\$	1,885.29	\$ 42,324.89
PEST	\$	1.00	\$	37.24	\$ 2,793.00
PLUMBING	\$	161.50	\$	6,156.94	\$ 4,492.94
ROOFS	\$	1.00	\$	38.88	\$ -
INDIRECT	\$	171.50	\$	6,441.36	\$ 373.68
MISC	\$	-	\$	-	\$ 2,470.23
TOTAL	\$	1,036.00	\$	34,603.92	\$ 103,394.61

TOTAL COST	
\$	40,042.57
\$	12,505.27
\$	12,198.13
\$	-
\$	6,238.12
\$	44,210.18
\$	2,830.24
\$	10,649.88
\$	38.88
\$	6,815.04
\$	2,470.23
\$	137,998.53

PLANNING AND COMMUNITY DEVELOPMENT 10



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

	CATEGORY	2024		2023	
		No of Permits	Valuation	No of Permits	Valuation
RESIDENTIAL	Residential, New Construction	58	\$25,796,148.00	364	\$142,749,195.00
	Residential Duplex, New Construction	1	\$725,000.00	8	\$1,334,512.00
	Residential, New Manufactured Home	2	\$45,000.00	10	\$1,488,826.00
	Residential, Storm Shelter	35	\$131,150.00	340	\$1,369,648.00
	Residential, Addition/Alteration	1	\$217,000.00	107	\$7,422,804.00
	Residential, Carport	7	\$75,495.00	32	\$226,425.57
	Residential, Storage Building	30	\$1,539,277.20	139	\$5,695,401.96
	Residential, Fire Repair	3	\$143,333.00	46	\$4,417,476.00
	Residential, Swimming Pool	10	\$1,273,253.00	97	\$8,675,680.00
	Residential, Manufactured Home Replacement		-	5	\$464,900.00
	Residential, Solar	24	\$1,218,043.60	238	\$7,860,681.83
	Residential, Paving	11	\$52,150.00	92	\$945,375.00
	Multi-Family, New Construction 3+ Family		-	4	\$8,940,000.00
	Multi-Family, Addition/Alteration	1	\$8,900.00	33	\$448,916.00
	Multi-Family, Foundation	1	\$680,000.00	1	\$50,000.00
	Multi-Family, Fire Repair	1	\$685,792.00	1	\$619,021.00
	Residential, Roll off		-	0	-
	Other, Roll off		-	0	-
	Seasonal Storage Container		-	0	-
	Storage Container		-	0	-
	Sub Total for: RESIDENTIAL	185	\$32,590,541.80	1517	\$192,708,862.36
NON-RESIDENTIAL		No of Permits	Valuation	No of Permits	Valuation
	Commercial, New Construction	10	\$6,198,000.00	33	\$110,625,200.00
	Commercial, Parking Lot			5	\$438,700.00
	Commercial, New Shell Building	2	\$4,900,000.00	3	\$1,965,000.00
	Commercial, Addition / Alteration	18	\$3,566,000.00	125	\$60,201,370.00
	Commercial, Fire Repair	11	\$5,360,551.00	4	\$2,375,000.00
	Commercial, New Foundation		-	3	\$1,930,000.00
	Commercial, Temporary Bldg./Const Trailer		-	25	\$326,580.00
	Sub Total for: NON-RESIDENTIAL	41	\$20,024,551.00	198	\$177,861,850.00
OTHER ACTIVITY		No of Permits	Valuation	No of Permits	Valuation
	Electrical Permits	230	-	1730	-
	Heat/Air/Refrigeration Permits	176	-	1716	-
	Plumbing and Gas Permits	227	-	1837	-
	Sign Permits	104		503	-
	Water Well Permits	3		29	-
	Garage Sale Permits	52		683	-
	Structure Moving Permits	2		23	-
	Demo-Residential Permits	3		31	-
	Demo-Non-Residential Permits	2		7	-
	Certificate of Occupancy (CO)			1116	-
	All Field Inspections			25516	-
	Sub Total for: OTHER ACTIVITY	799		33191	-
Total		1028	\$52,615,092.80		\$370,570,712.36



CITY OF NORMAN
DEVELOPMENT SERVICES DIVISION PERMIT ACTIVITY
FEBRUARY 2024

Report	Count	Valuation				
TOTAL	100	\$17,889,422.82				
Residential, New Construction	30	\$14,039,804.00				
	PRSF202400227	02/01/24	\$297,920.00	3325 VALLEY HOLLOW	2914 R-1 5	SUMMIT VALLEY APPLE CONSTRUCTION, LLC
	PRSF202400370	02/02/24	\$270,200.00	3035 RED CEDAR WAY	2730 PUD 8	GREENLEAF TRAILS IDEAL HOMES OF NORMAN, LP
	PRSF202400414	02/02/24	\$253,820.00	3703 CASSIDY DR	2537 PUD 8	FLINT HILLS SEC. #1 IDEAL HOMES OF NORMAN, LP
	PRSF202305477	02/05/24	\$1,200,000.00	4330 CRITTENDEN DR	8177 PUD 8	ASHTON GROVE 2 BYRD BUILDING CONSULTING
	PRSF202400447	02/07/24	\$381,984.00	1103 MOUNT IRVING WAY	2661 PUD 6	RED CANYON RANCH IDEAL HOMES OF NORMAN, LP
	PRSF202400416	02/09/24	\$336,000.00	2007 ASHFORD LN	2633 PUD 3	BROOKHAVEN PLACE HOMES OF DISTINCTION, INC.
	PRSF202400482	02/13/24	\$362,000.00	1818 TAINES TURN	2670 R-1 7	CEDAR LANE 3 TABER BUILT HOMES, LLC.
	PRSF202400488	02/13/24	\$590,000.00	511 BASIN WAY	3980 PUD 6	PINE CREEK ADDITION LANDMARK FINE HOMES, LP
	PRSF202400531	02/14/24	\$193,900.00	2504 TRAILWOOD DR	2103 PUD 8	TRAILWOODS SEC 4 IDEAL HOMES OF NORMAN, LP
	PRSF202400558	02/16/24	\$253,820.00	3032 RED CEDAR WAY	2537 PUD 8	GREENLEAF TRAILS IDEAL HOMES OF NORMAN, LP
	PRSF202400498	02/16/24	\$318,640.00	820 S PICKARD AVE	2655 R-1 4	PICKARD ACRES DEAN, MICHAEL T
	PRSF202400581	02/19/24	\$850,000.00	601 84TH AVE SE	5321 A-2 5	NOT SUBDIVIDED STONEWALL HOMES, LLC.
	PRSF202400509	02/20/24	\$322,700.00	5803 FLOYD COX DR	2987 RE 5	PRIDE 130 STERLING GLEN PRICE
	PRSF202400528	02/22/24	\$465,000.00	5407 WINDSTONE LN	3350 PUD 3	GLENRIDGE 1 L & S DEVELOPMENT II, LLC
	PRSF202400493	02/22/24	\$324,800.00	4016 MILFORD PL	3274 R-1 8	CASTLEROCK 5 SHERIDAN HOMES LLC
	PRSF202400146	02/22/24	\$1,900,000.00	2504 HIGHBURY DR	7066 PUD 8	VILLAS AT ASHTON GROVE BYRD BUILDING CONSULTING
	PRSF202400226	02/23/24	\$297,920.00	3224 VALLEY BROOK	2914 R-1 5	SUMMIT VALLEY APPLE CONSTRUCTION, LLC
	PRSF202400615	02/23/24	\$378,000.00	1814 TAINES TURN	2790 R-1 7	CEDAR LANE 3 TABER BUILT HOMES, LLC.



CITY OF NORMAN
DEVELOPMENT SERVICES DIVISION PERMIT ACTIVITY
FEBRUARY 2024

PRSF202400136	02/23/24	\$356,580.00	3400 132ND AVE SE	3654	A-2	5	NOT SUBDIVIDED	RICHARDSON HOMES
PRSF202400692	02/23/24	\$397,000.00	1721 TAINES TURN	2860	R-1	7	CEDAR LANE 3	TABER BUILT HOMES, LLC.
PRSF202400609	02/23/24	\$281,000.00	3903 LLEYTON DR	1810	R-1	7	CEDAR LANE 3	TABER BUILT HOMES, LLC.
PRSF202400612	02/26/24	\$367,000.00	1810 TAINES TURN	2620	R-1	7	CEDAR LANE 3	TABER BUILT HOMES, LLC.
PRSF202400640	02/26/24	\$289,000.00	3907 LLEYTON DR	1905	R-1	7	CEDAR LANE 3	TABER BUILT HOMES, LLC.
PRSF202400699	02/27/24	\$247,520.00	3024 RED CEDAR WAY	2361	PUD	8	GREENLEAF TRAILS ADD 12	IDEAL HOMES OF NORMAN, LP
PRSF202400590	02/27/24	\$288,000.00	12400 E TECUMSEH RD	2800	A-2	5	H & L #2 (SURVEY)	SCRUGGS CONSTRUCTION
PRSF202400695	02/28/24	\$380,000.00	4023 EVANS CT	2685	R-1	7	CEDAR LANE 3	TABER BUILT HOMES, LLC.
PRSF202400686	02/28/24	\$800,000.00	4403 FOUNTAIN VIEW DR	6649	R-1	8	FOUNTAIN VIEW SEC 1	SWAN HOLLOW, LLC.
PRSF202400742	02/28/24	\$407,000.00	500 TIMBERBROOK DR	2720	PUD	6	VINTAGE CREEK ADDITION	BROOKFIELD CUSTOM HOMES, LLC.
PRSF202400705	02/29/24	\$680,000.00	3014 ESCALON DR	5545	R-1	8	LAS COLINAS 1	SWAN HOLLOW, LLC
PRSF202400631	02/29/24	\$550,000.00	2108 QUAIL CREEK	5152	RE	5	QUAIL CREEK ACRES 1	SKYRIDGE HOMES, INC.
0		\$0.00						
1		\$5,000.00						
PRMF202400423	02/09/24	\$5,000.00	2203 138TH AVE SE	1125	RE	5	THUNDERBIRD HILLS	JACK'S MOBILE HOME SERVICE
Residential Residential, New Manufactured Home								
22		\$85,915.00						
PRSS202400330	02/01/24	\$3,300.00	620 SUMMIT CREST LN	28	R-1	1	SUMMIT LAKES 7	FLAT SAFE TORNADO SHELTERS
PRSS202400375	02/01/24	\$3,300.00	4304 EAGLE CLIFF DR	30	R-1	7	EAGLE CLIFF ADD #5	FLAT SAFE TORNADO SHELTERS
PRSS202400483	02/09/24	\$2,500.00	1818 TAINES TURN	30	R-1	7	CEDAR LANE 3	STORM SAFE SHELTER, LLC
PRSS202400520	02/09/24	\$3,475.00	4012 BLUESTEM CIR	24	R-1	3	QUAILBROOK ADD #2	FLAT SAFE TORNADO SHELTERS
PRSS202400457	02/09/24	\$3,000.00	5620 PIONEER CIR NW	35	R-1	3	MARLATT	STORM SAFE SHELTERS/HIT STEEL



CITY OF NORMAN
DEVELOPMENT SERVICES DIVISION PERMIT ACTIVITY
FEBRUARY 2024

PRSS202400564	02/14/24	\$3,500.00	2916 E EAST LAKE DR	28	R-1	5	EAST RIDGE 5	GROUND ZERO STORM SHELTERS
PRSS202400611	02/15/24	\$2,500.00	3903 LLEYTON DR	25	R-1	7	CEDAR LANE SEC II	STORM SAFE SHELTER, LLC
PRSS202400613	02/16/24	\$2,500.00	1810 TAINES TURN	28	R-1	7	CEDAR LANE SEC II	STORM SAFE SHELTER, LLC
PRSS202400614	02/16/24	\$2,500.00	1814 TAINES TURN	25	R-1	7	CEDAR LANE SEC II	STORM SAFE SHELTER, LLC
PRSS202400583	02/19/24	\$9,575.00	3200 REGAL RUN DR	29	R-1	9	PRAIRIE CREEK #3	OZ SAFEROOMS TECHNOLOGIES, INC.
PRSS202400694	02/22/24	\$2,500.00	4023 EVANS CT	24	R-1	7	CEDAR LANE 3	STORM SAFE SHELTER, LLC
PRSS202400693	02/23/24	\$2,500.00	1721 TAINES TURN	28	R-1	7	CEDAR LANE 3	STORM SAFE SHELTER, LLC
PRSS202400671	02/23/24	\$2,500.00	610 OZARK LN	30	PUD	8	GREENLEAF TRAILS ADD 12	STORM SAFE SHELTER, LLC
PRSS202400729	02/26/24	\$2,500.00	3907 LLEYTON DR	21	R-1	7	CEDAR LANE 3	STORM SAFE SHELTER, LLC
PRSS202400724	02/27/24	\$9,575.00	4815 WILLOWOOD WAY	30	R-1	5	WHISPERING HILLS	OZ SAFEROOMS
PRSS202400725	02/27/24	\$7,850.00	4112 CASTLEROCK RD	27	R-1	8	CASTLEROCK ADD #3	OZ SAFEROOMS
PRSS202400727	02/28/24	\$3,695.00	5525 E LINDSEY ST	40	A-2	5	HALEY ESTATES	GROUND ZERO SHELTERS
PRSS202400777	02/28/24	\$5,000.00	3916 YELLOWSTONE DR	30	PUD	6	PINE CREEK ADDITION	SAFE STORM SHELTERS
PRSS202400728	02/28/24	\$3,500.00	2400 BONNYBROOK ST	38	R-1	5	EAST RIDGE ADD #08	GROUND ZERO STORM SHELTERS
PRSS202400781	02/29/24	\$3,500.00	3625 CASSIDY DR	30	PUD	8	FLINT HILLS SEC. #1	STORM SAFE SHELTER, LLC
PRSS202400800	02/29/24	\$3,750.00	241 TELSTAR ST	35	R-1	8	CRYSTAL HEIGHTS #3	SAFE STORM SHELTERS
PRSS202400751	02/29/24	\$2,895.00	9900 ALAMEDA DR	24	A-2	5	NOT SUBDIVIDED	GROUND ZERO STORM SHELTERS
1		\$217,000.00						
PRAD202400473	02/08/24	\$217,000.00	3002 TURNBERRY CT	932	R-1	8	HIGHLAND VILLAGE 7	STONEWALL HOMES, LLC.
5		\$63,495.00						
PRCP202400348	02/08/24	\$7,675.00	1601 PECAN AVE	516	R-1	2	SOUTHERN HILLS ADD	AFFORDABLE CONSTRUCTION CO
PRCP202400588	02/15/24	\$9,320.00	11717 ALAMEDA DR	700	A-2	5	NOT SUBDIVIDED	CAROLINA CARPORTS INC.

Residential,
Addition
Alteration

Residential,
Carport



CITY OF NORMAN
DEVELOPMENT SERVICES DIVISION PERMIT ACTIVITY
FEBRUARY 2024

PRCP202400541	02/15/24	\$15,000.00	1204 WESTLAWN DR	430	R-1	2	EDGEMERE 2ND ADD	HARALSON RENOVATION-SAM HARALSON
PRCP202400254	02/21/24	\$6,500.00	700 DENISON DR	588	R-1	4	WOODSLAWN 1	GONZALEZ, OSCAR
PRCP202400561	02/26/24	\$25,000.00	1715 S OKLAHOMA AVE	374	R-1	4	UNIVERSITY ADD	LA RUE LEGACY HOMES, LLC
14		\$931,000.00						
PRAB202400337	02/02/24	\$80,000.00	6201 E ROCK CREEK RD	2600	A-2	5	NOT SUBDIVIDED	BRAD PERRY CONTRACTING
PRAD202400378	02/05/24	\$10,000.00	101 W HADDOCK ST	350	R-1	8	TULLS 1	WILLIAMS CONTRACTING
PRAD202400420	02/06/24	\$4,000.00	10900 TRACY CIR	2500	A-2	5	PRIDE 3	JNR CONSULTING LLC
PRAD202400475	02/08/24	\$100,000.00	707 TERRACE PL	400	R-1	2	NORMANDY MANOR	SWIFTCO DEVELOPMENT
PRAD202400485	02/13/24	\$20,000.00	3901 36TH AVE SE	925	A-2	5	CEDAR SPRINGS EST	TC GRISSOM BUILDING CO.
PRAB202400296	02/13/24	\$50,000.00	721 80TH AVE SE	1600	RE	5	THUNDERBIRD EST ADD	DABNEY STEEL FRAMED CONST.LLC.
PRAB202400506	02/14/24	\$11,000.00	2831 CHELSEA DR	15	R-1	8	BERKELEY 6	PMH CONSTRUCTION, LLC.
PRAD202400530	02/14/24	\$4,000.00	1004 MILLER AVE	1700	R-3	4	CLASSEN MILLER	MICHAEL PRESTON OBRIEN II
PRAB202400499	02/16/24	\$20,000.00	820 S PICKARD AVE	662	R-1	4	PICKARD ACRES	DEAN, MICHAEL T.
PRAD202400453	02/26/24	\$150,000.00	7203 SPRING VIEW DR	2316	RE	5	VISTA SPRINGS ESTATES 2	VINTAGE CUSTOM HOMES, LLC.
PRAB202400577	02/27/24	\$19,000.00	1319 ANN ARBOR DR	144	R-1	2	FUZZELL'S 2	RICE, TRAVIS
PRAB202400704	02/27/24	\$275,000.00	3300 BLACKBIRD LN	1588	PUD	6	FROST CREEK	LANDMARK FINE HOMES, LP
PRAB202400663	02/27/24	\$125,000.00	3300 BLACKBIRD LN	1075	PUD	6	FROST CREEK	LANDMARK FINE HOMES, LP
PRAB202400568	02/28/24	\$63,000.00	4616 TIMBERIDGE CIR	840	RE	8	GRANDVIEW EST NORTH #3	PMH CONSTRUCTION, LLC.
2		\$133,333.00						
PRDB202400384	02/02/24	\$120,000.00	2304 ASHWOOD LN	2517	R-1	6	HALL PARK	SOONER RENOVATIONS
PRDB202400535	02/14/24	\$13,333.00	2509 WILDWOOD LN NE	95	R-1	6	WILDWOOD ESTATES MILIAN, LAZARO #3	CONSTRUCTION AND ROOFING



5 \$825,503.00

PRPO202400459	02/08/24	\$175,503.00	2011 MORNING DEW TRL	1000	R-1	2	TRAILS ADD #2	AQUASCAPE POOLS
PRPO202400421	02/09/24	\$400,000.00	4101 48TH AVE NW	3320	RE	8	NOT SUBDIVIDED	DUNFORD POOLS
PRPO202400410	02/12/24	\$85,000.00	1241 HONEYBEE CT	1654	PUD	6	FROST CREEK	TUCKER HOUSE LLC
PRPO202400684	02/27/24	\$68,000.00	4112 CARRINGTON LN	386	R-1	8	CARRINGTON PLACE ADD #9	SPARTAN POOLS PATIO
PRPO202400666	02/27/24	\$97,000.00	2511 SMOKING OAK RD	680	R-1	2	SMOKING OAKS 2	SIGNATURE CUSTOM POOLS

12 \$878,730.82

PRSO202400341	02/01/24	\$17,328.00	326 SEQUOYAH TRL	R-1	6	WOODCREST EST #3	SOLAR POWER OF OKLAHOMA
KW: 6.08							
PRSO202400366	02/01/24	\$24,431.04	725 OAKBROOK DR	R-1	4	WILLOW BROOK ADD	SUNTRIA
KW: 4.1							
PRSO202400435	02/07/24	\$20,150.68	1521 CENTRAL PKWY	R-1	6	PARK PLACE 5	FREEDOM FOREVER
KW: 3.85							OKLAHOMA, LLC
PRSO202400487	02/09/24	\$45,082.50	2433 OSBORNE DR	R-1	2	NORMANDY ACRES	SENTINEL ELECTRICAL
KW: 15.58						FIRST	SERVICES
PRSO202400469	02/09/24	\$55,000.00	2824 WEYMOUTH CT	R-1	6	WOODLAKE 2	VYVUE
KW: 9.12							
PRSO202305025	02/12/24	\$40,000.00	5804 FLOYD COX DR	RE	5	PRIDE 130	GREAT PLAINS SOLAR LLC
KW: 12.96							
PRSO202400422	02/12/24	\$524,405.00	1809 STUBBEMAN AVE	R-1	8	CRYSTAL HEIGHTS	EIGHTTWENTY
KW: 265						#4	
PRSO202400565	02/14/24	\$25,276.50	3910 PINE TREE CIR	R-1	3	CHERRY CREEK 3	SOLAR POWER OF OKLAHOMA
KW: 7.29							
PRSO202400511	02/14/24	\$35,639.10	1013 MOBILE CIR	R-1	1	COLONIAL EST # 2	SUNTRIA
KW: 5.33							
PRSO202400651	02/26/24	\$38,707.00	3613 IVES WAY	RM-6	3	BROOKHAVEN,	GREEN LIGHT SOLAR
KW: 6.56						VILLAGE AT #1	
PRSO202400759	02/29/24	\$36,352.00	2805 CRITTENDEN DR	PUD	8	ASHTON GROVE SEC.	EIGHTTWENTY
KW: 14.28						3	
PRSO202400763	02/29/24	\$16,359.00	2613 SUMMIT	R-1	1	SUMMIT LAKES SEC.	NIVO SOLAR
KW: 8.61			CROSSING PKWY			11	



CITY OF NORMAN
DEVELOPMENT SERVICES DIVISION PERMIT ACTIVITY
FEBRUARY 2024

[illegible]



CITY OF NORMAN
DEVELOPMENT SERVICES DIVISION PERMIT ACTIVITY
FEBRUARY 2024

Report Category	Count	Valuation
TOTAL	100	\$17,889,422.82
Residential, New Construction	30	\$14,039,804.00
Residential Duplex, New Construction	0	\$0.00
Residential, New Manufactured Home	1	\$5,000.00
Residential, Storm Shelter	22	\$85,915.00
Residential, Addition Alteration	1	\$217,000.00
Residential, Carport	5	\$63,495.00
Residential, Storage Building	14	\$931,000.00
Residential, Fire Repair	2	\$133,333.00
Residential, Swimming Pool	5	\$825,503.00
Residential, Manufactured Home Replacement	0	\$0.00
Residential, Solar	12	\$878,730.82
Residential, Paving	7	\$23,850.00
Multi-Family, New Construction 3+ Family	0	\$0.00
Multi-Family, Addition/Alteration	0	\$0.00
Multi-Family, Foundation	0	\$0.00
Multi-Family, Fire Repair	1	\$685,792.00
Residential, Roll off	0	\$0.00
Other, Roll off	0	\$0.00
Seasonal Storage Container	0	\$0.00
Storage Container	0	\$0.00

RESIDENTIAL



CITY OF NORMAN
DEVELOPMENT SERVICES DIVISION PERMIT ACTIVITY
FEBRUARY 2024

Category	Count	Valuation	Address	Area	Zoning	Subdivision	Contractor/Tenant
Commercial, New Construction	30	\$15,859,551.00					
	5	\$2,983,000.00					
	PRNONR202304004	02/14/24	\$928,000.00	2111 ALAMEDA ST	20600 C-2	6 SSS STORAGE ADD	AMERICAN SELF STORAGE
	PRAB202400551	02/20/24	\$20,000.00	2413 E TECUMSEH RD	1500 PUD	6 NOT SUBDIVIDED	KLUMPP, LARRY LEE
	PRFNH202301348	02/23/24	\$135,000.00	590 ED NOBLE PKWY	10694 C-2	3 PARKWAY PLAZA 2	SKECHERS
Commercial, New Shell Building	PRNONR202304287	02/27/24	\$1,000,000.00	122 W COMANCHE ST	8095 CCPU D	4 ORIGINAL TOWN	DOYLES ELECTRIC
	PRNR202400184	02/28/24	\$900,000.00	2931 ADAMS RD	7780 C-2	8 FRANKLIN BUSINESS PARK 3	LANDMARK FINE HOMES
	2	\$4,900,000.00					
	PRNR202400186	02/13/24	\$4,000,000.00	1300 W LINDSEY ST	7770 SPUD	2 HISTORIC BERRY FARMS	ZAYDEN'S PLACE SHELL BLD
	PRNR202400184	02/28/24	\$900,000.00	2931 ADAMS RD	7780 C-2	8 FRANKLIN BUSINESS PARK 3	LANDMARK FINE HOMES
Commercial, Addition / Alteration	12	\$2,616,000.00					
	PRAD202400305	02/08/24	\$300,000.00	2620 CLASSEN BLVD 100	1586 PUD	7 CLASSEN CROSSING APTS & RTL	WING STOP
	PRAD202400287	02/08/24	\$6,000.00	728 RESEARCH PARK BLVD	320 I-1	8 NORMAN RESEARCH PARK	PURE PRESSURE EXTRACTION
	PRAD202400380	02/09/24	\$30,000.00	720 RESEARCH PARK BLVD	1500 I-1	8 NORMAN RESEARCH PARK	EQUITY REALTY WHITE BOX RMDL



CITY OF NORMAN
DEVELOPMENT SERVICES DIVISION PERMIT ACTIVITY
FEBRUARY 2024

PRAD202400382	02/09/24	\$60,000.00	720 RESEARCH PARK BLVD, STE:110	4500	I-1	8	NORMAN RESEARCH PARK	EQUITY REALTY WHITE BOX RMDL
PRAD202400381	02/09/24	\$30,000.00	720 RESEARCH PARK BLVD, STE:106	1500	I-1	8	NORMAN RESEARCH PARK	EQUITY REALTY WHITE BOX RMDL
PRAD202400383	02/09/24	\$30,000.00	720 RESEARCH PARK BLVD, STE:126	3000	I-1	8	NORMAN RESEARCH PARK	EQUITY REALTY WHITE BOX RMDL
PRAD202400371	02/13/24	\$45,000.00	3219 W ROCK CREEK RD, STE:121	985	C-2	8	LEGACY BUSINESS PARK 1	EDWARD JONES
PRAD202400334	02/13/24	\$47,000.00	3219 W ROCK CREEK RD, STE	2354	C-2	8	LEGACY BUSINESS PARK 1	REP. TOM COLE
PRAD202305813	02/14/24	\$468,000.00	1301 DA VINCI ST	6965	I-1	8	CITY PROPERTY	CITY OF NORMAN FLEET
PRAD202400476	02/14/24	\$50,000.00	3439 CHARLESTON RD	5369	I-1	8	CHARLESTON N HGTS INDUSTRIAL	MAINTENANCE BLD UNDERHILL FARMS, LLC
PRAD202400463	02/15/24	\$50,000.00	2821 36TH AVE NW, Unit:100	1919	PUD	8	36TH NORTH BUSINESS PARK	INFRARED TANNING BED SALON
PRNALT202301454	02/15/24	\$1,500,000.00	3101 36TH AVE NW	10007	I-1	8	PRINCE #1	OG&E
11		\$5,360,551.00						
PRDB202400092	02/09/24	\$728,574.00	2100 24TH AVE SE	7500	C-2	1	WILLOW GROVE 2	EXTRA SPACE STORAGE
PRDB202305755	02/09/24	\$182,143.00	2100 24TH AVE SE	8775	C-2	1	WILLOW GROVE 2	EXTRA SPACE STORAGE
PRDB202305757	02/09/24	\$182,143.00	2100 24TH AVE SE	8775	C-2	1	WILLOW GROVE 2	EXTRA SPACE STORAGE
PRDB202305753	02/09/24	\$728,574.00	2100 24TH AVE SE	7525	C-2	1	WILLOW GROVE 2	EXTRA SPACE STORAGE

Commercial,
Fire Repair

NON-RESIDENTIAL



CITY OF NORMAN
DEVELOPMENT SERVICES DIVISION PERMIT ACTIVITY
FEBRUARY 2024

PRDB202305742	02/09/24	\$1,092,861.00	2100 24TH AVE SE	11291	C-2	1	WILLOW GROVE 2	EXTRA SPACE STORAGE
PRDB202400089	02/09/24	\$364,287.00	2100 24TH AVE SE	7311	C-2	1	WILLOW GROVE 2	EXTRA SPACE STORAGE
PRDB202400090	02/09/24	\$273,215.00	2100 24TH AVE SE	6487	C-2	1	WILLOW GROVE 2	EXTRA SPACE STORAGE
PRDB202400176	02/09/24	\$273,215.00	2100 24TH AVE SE	7575	C-2	1	WILLOW GROVE 2	EXTRA SPACE STORAGE
PRDB202400177	02/09/24	\$273,215.00	2100 24TH AVE SE	7405	C-2	1	WILLOW GROVE 2	EXTRA SPACE STORAGE
PRDB202400179	02/09/24	\$533,750.00	2100 24TH AVE SE	7625	C-2	1	WILLOW GROVE 2	EXTRA SPACE STORAGE
PRDB202400178	02/14/24	\$728,574.00	2100 24TH AVE SE	7500	C-2	1	WILLOW GROVE 2	EXTRA SPACE STORAGE

Commercial, New Foundation 0 \$0.00

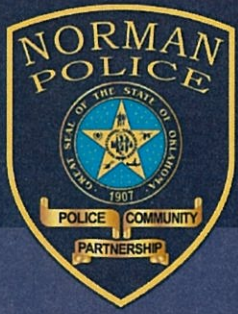
Commercial, Temporary Bldg./Const Trailer 0 \$0.00



CITY OF NORMAN
DEVELOPMENT SERVICES DIVISION PERMIT ACTIVITY
FEBRUARY 2024 REPORT

Report Category	Count	Valuation
	30	\$15,859,551.00
Commercial, New Construction	5	\$2,983,000.00
Commercial, New Shell Building	2	\$4,900,000.00
Commercial, Addition / Alteration	12	\$2,616,000.00
Commercial, Fire Repair	11	\$5,360,551.00
Commercial, New Foundation	0	\$0.00
Commercial, Temporary Bldg./Const Trailer	0	\$0.00

NON-RESIDENTIAL



NORMAN POLICE DEPARTMENT

MONTHLY DEPARTMENT OVERVIEW



FEBRUARY | 2024

MONTHLY ACTIVITY OVERVIEW

SUMMARY OF REPORTED OFFENSES	2024	5-YEAR AVERAGE	2023
MURDER	0	0	0
SEXUAL ASSAULTS	9	20	16
ROBBERY	2	4	3
AGGRAVATED ASSAULTS	23	26	20
BURGLARY OF BUILDING	34	39	31
LARCENY/THEFT	162	227	198
MOTOR VEHICLE THEFT	33	39	33
ARSON	0	0	0
KIDNAPPING	1	2	2
FRAUD/FORGERY	72	79	65
DUI/APC	24	41	51
PUBLIC INTOXICATION	44	42	33
RUNAWAYS	33	24	24
DRUG VIOLATIONS	56	63	41
THREATS/HARASSMENT	29	38	32
VANDALISM	64	75	53
OTHER	616	648	566
TOTAL REPORTED OFFENSES	1,202	1,367	1,168
TOTAL ARRESTS:	639	707	584
PROTECTIVE CUSTODY:	81	114	92
TOTAL CASE REPORTS*	992	1,113	946
COLLISIONS	168	186	175
FATALITY	0	1	1
INJURY	42	54	61
NON-INJURY	126	132	113
NUMBER OF PEOPLE INJURED	58	77	81
CITATIONS & WARNINGS	3,838	3,596	2,727
TRAFFIC CITATIONS	1,052	1,008	701
TRAFFIC WARNINGS	1,815	1,794	1,288
PARKING CITATIONS & WARNINGS	971	793	738

COMMUNICATIONS CENTER ACTIVITY OVERVIEW

911 CALLS TAKEN: 5,737

NON-EMERGENCY CALLS TAKEN: 14,552

TOTAL INCOMING CALLS: 23,352

TOTAL CALLS FOR SERVICE GENERATED: 11,143

POLICE CALLS FOR SERVICE: 7,490

OFFICER INITIATED: 3,063

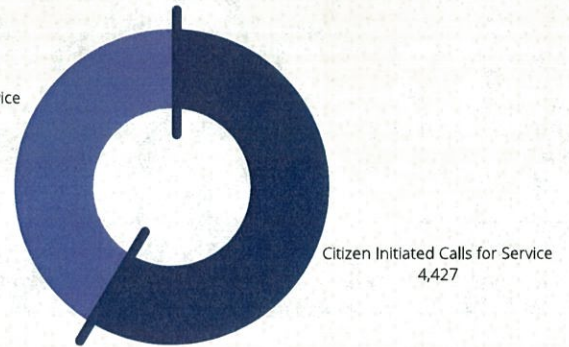
CITIZEN INITIATED: 4,427

OTHER CAD ACTIVITY:

NORMAN FIRE: 1,517

EMSSTAT: 2,136

Officer Initiated Calls for Service
3,063



INVESTIGATIONS ACTIVITY

CASES OPEN DURING REPORTING PERIOD: 232

CASES ASSIGNED DURING THE CURRENT REPORTING PERIOD: 102

CASES CLOSED DURING REPORTING PERIOD: 495

CLEARED BY ARREST / WARRANT: 13

CLEARED BY EXCEPTION: 10

COP FOLLOW-UP: 10

DEACTIVATED: 378

DEACTIVATED DUE TO STAFFING: 23

REFERRED TO PATROL: 36

REFERRED TO VICTIM ADVOCATE: 25

UNFOUNDED: 0

ANIMAL WELFARE

INTAKES: 236

LIVE RELEASES: 233

LIVE OUTCOME RATE: 91%

ANIMALS FOSTERED: 53

ANIMALS LICENSED: 75

VOLUNTEER HOURS: 214

RECORDS

CUSTOMER SERVICE CONTACTS: 1,576

IN-PERSON CONTACTS: 660

PHONE CONTACTS: 550

EMAIL CONTACTS: 366

DEPARTMENT STAFFING

AUTHORIZED COMMISSIONED: 184

ACTUAL EMPLOYED: 172

AVAILABLE FOR ASSIGNMENT: 142**

AUTHORIZED NON-COMMISSIONED: 76

ACTUAL NON-COMMISSIONED: 68

AVAILABLE FOR ASSIGNMENT: 65**

*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

February 2024



IN SHELTER ANIMAL COUNTS

	2023			2024			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Beginning	102	28	130	73	43	116	(14)	-11%
Ending	72	27	99	93	27	120	21	21%

ANIMAL INTAKES

	2023			2024			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Stray at Large	82	34	116	111	58	169	53	46%
Owner Relinquish	10	19	29	22	29	51	22	76%
Owner Intended Euth	1	0	1	0	1	1	0	0%
Transfer In	0	0	0	0	0	0	0	#DIV/0!
Other Intakes*	7	0	7	0	5	5	(2)	-29%
Returned Animal	9	1	10	6	4	10	0	0%
TOTAL LIVE INTAKES	109	54	163	139	97	236	73	45%

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

OTHER STATISTICS

	2023		2024		Comparisons	
	Total		Total		Difference	Percent
Wildlife Collected (DOA)	0	0	0	0	0	#DIV/0!
Dog Collected (DOA)	1	1	1	1	0	0%
Cat Collected (DOA)	1	1	0	0	(1)	-100%
Wildlife Transferred	0	0	0	0	0	#DIV/0!
Intake Horses	0	0	0	0	0	#DIV/0!
Intake Cows	0	0	0	0	0	#DIV/0!
Intake Goats	3	3	0	0	(3)	-100%
Intake Sheep	0	0	0	0	0	#DIV/0!
Intake Rabbits	2	2	2	2	0	0%
Intake Pigs	0	0	1	1	1	#DIV/0!
Intake Other	1	1	1	1	0	0%
TOTAL OTHER ITEMS	8	8	5	5	(3)	-38%

LENGTH OF STAY (DAYS)

	2023	2024
Dog	23.1	21.2
Puppy	11	11.3
Cat	9.1	7.7
Kitten	4.5	4.7

OWNER SURRENDER PENDING INTAKE

Animals	Canine	Feline	Other	Total
	103	0	0	103

Norman Animal Welfare Monthly Statistical Report February 2024



LIVE ANIMAL OUTCOMES

	2023			2024			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Adoption	60	44	104	68	66	134	30	29%
Return To Owner	32	2	34	32	5	37	3	9%
Transferred Out	28	3	31	4	0	4	(27)	-87%
Returned to Field	0	5	5	0	34	34	29	580%
Returned to Owner in Field	N/A	N/A	N/A	24	0	24		
TOTAL LIVE OUTCOMES	120	54	174	128	105	233	59	34%

OTHER ANIMAL OUTCOMES

	2023			2024			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Died in Care	1	0	1	1	0	1	0	0%
Lost in Care	0	0	0	0	0	0	0	0%
Shelter Euth	15	1	16	14	7	21	5	31%
Owner Intended Euth	1	0	1	0	1	1	0	0%
TOTAL OTHER OUTCOMES	17	1	18	15	8	23	5	28%

TOTAL OUTCOMES

	2023			2024			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Total Live Outcomes	120	54	174	128	105	233	59	34%
Total Other Outcomes	17	1	18	15	8	23	5	28%
TOTAL OUTCOMES	137	55	192	143	113	256	64	33%

SHELTER EUTHANASIA DATA

	Canine	Feline	Other	Total	Percentage
Medical - Sick	2	5	0	7	32%
Medical - Injured	1	3	0	4	18%
Behavior - Aggressive	4	0	0	4	18%
Behavior - Other	7	0	0	7	32%
TOTAL EUTHANASIA	14	8	0	22	

MONTHLY LIVE RELEASE RATE

2023	2024
91.1%	91.4%

Live Outcomes / (Total Outcomes - Owner Int Euth)

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

ENGINEERING DIVISION

DEVELOPMENT

The Development Manager processed one (1) Short Form Plat and five (5) Preliminary Plats for Planning Commission; one (1) Final Plat for the Development Committee; and one (1) Preliminary plat to City Council. The Development Engineer reviewed 43 sets of construction plans and completed 5 punch lists. There were 127 permits reviewed and/or issued. Fees were collected in the amount of \$4398.16.

CAPITAL PROJECTS:

James Garner Phase 2 – Acres Street to Flood Avenue:

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

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

The project involves the following items:

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

As of the last pay application on 2/15/2024, 64% of the total contract amount has been expended. Through 2/15/24, 59% of the contract time had expired.

The contractor's activities this month were as follows:

- *Completed bridge deck*
- *Completed installation of bridge approaches*
- *Began paving on the east side of roundabout at Flood Avenue*
- *Began installing light poles along James Garner Avenue*
- *Began landscaping along James Garner Avenue south of Robinson Street*
- *Began bridge parapet wall 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.

Monthly Progress Report

Public Works (February 2024)

The Oklahoma Department of Transportation conducted a bid opening on October 20, 2022, for the Porter Avenue Streetscape 2019 Bond Project. The low bidder was SAC Services, Inc. of Oklahoma City, Oklahoma. ODOT awarded the project on November 7, 2022. *The project is expected to be complete in April 2024.* The Oklahoma Department of Transportation is administering the construction of this project, with the assistance of Atkins.

Proposed improvements include:

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

As of the last pay application on 2/15/2024, 51% of the total contract amount has been expended. Through 2/15/24, 116% of the contract time has been expended.

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

The contractor's activities this month were as follows:

- *Completed all sidewalk, driveway and street approach paving*
- *Continued installation of light pole bases, irrigation and electrical conduit*
- *Completed all storm sewer construction*
- *Signal installation completed at Eufaula Street*
- *Installed decorative wall footings at Alameda Street*
- *Began light pole installation*
- *Mainline paving mill, overlay and striping to begin March 6.*

Sidewalk Programs:

FYE 2024 Sidewalk Concrete Projects. This project was awarded to Arroyo's Concrete LLC and is under construction. This contract includes Citywide Sidewalk Reconstruction Projects, Sidewalk Accessibility Projects, Sidewalk Program for Schools and Arterials Projects, Downtown Area Sidewalks and Curbs and Sidewalks and Trials. This contract will be on going thru June of 2024. This project has been updated to include 54 bus stop installations and/or modifications. As of 2/28/2024, 86% of the total contract amount has been expended and 60% of the contract time has been expended.

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

Lindsey Street Sidewalk Repair Project. This project is 80% funded thru an ACOG grant and is currently in design with EST, 30% plans are expected in March of 2024 which will be turned over to ODOT for review and to move the project along to the next phase. This project will include removal and replacement of sidewalks, ramps, driveways and pedestrian push button actuators along Lindsey Street from 12th Avenue SE to 24th Avenue SE on the north and south sides of Lindsey Street. Construction is anticipated to start in the fall of 2024.

12th Ave NE and W Brooks Street Sidewalk Project. This project is 80% funded thru an ACOG grant and is currently in design with Garver, 30% plans are expected in April of 2024 which will be turned over to ODOT for

Monthly Progress Report

Public Works (February 2024)

review and to move the project along to the next phase. This project will include placement of sidewalks, ramps, and driveways along 12th Avenue NE from E Robinson Street to E Rock Creek Road and W Brooks Street from S Pickard Avenue to Wylie Road. Construction is anticipated to start in the fall of 2024.

FYE 2024 Horizontal Saw Cutting. This project was awarded to ASTI and is scheduled to be under construction in early March of 2024. This contract includes sidewalk trip hazard removal by horizontal saw cutting along Berry Road starting at W Imhoff Road and going north on the east and west sides of Berry Road until funds for this year have been depleted.

Street Maintenance Bond Programs:

FYE 2024 Street Maintenance Bond – Urban Concrete 1

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

The contractor mobilized on October 12, 2023. During February, the contractor continued work on 24th Ave NE between Robinson and Rock Creek, and added a second crew that worked on Drake Drive.

FYE 2024 Street Maintenance Bond – Urban Concrete 2

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

The contractor Mobilized on October 13th. During February, the contractor completed Glenwood Street and began work on Camden Way.

TRANSIT AND PARKING DIVISION

Public Transit

Go Norman Transit Plan (City of Norman Transit Long Range Plan Update)

The Go Norman Transit Plan was approved by resolution by Council on June 22, 2021. On December 13, 2022 Council approved a resolution to alter transit bus service as recommended in the Plan. The route changes were effective October 16, 2023 after many months of implementation work, including the remodel of 320 E. Comanche into the Norman Transit Center. Staff are continuing to move forward on the next steps as recommended in the plan. Recent work includes:

Go Norman Transit Plan: Vehicle Procurement

- The City is currently in the process of purchasing 5 paratransit vans and due to supply chain and warranty delays, the first two of these vehicles were delivered on December 15, 2023. These vehicles will undergo final inspections and processing before being put into service to replace vehicles that have already been decommissioned. The remaining three vehicles were delivered in February 2024, however two of these were handed back to the vendor for additional warranty repairs. Below is background on this purchase:
 - On December 14, 2021 the City Council passed and adopted resolution R-2122-72 transferring \$346,703 from the Capital Fund Balance to be matched with \$122,812 available in the Public Transit and Parking Fund to be used to replace 5 paratransit vehicles in the Transit Fleet for a total of \$469,515. Due to ongoing supply chain issues the price of the vehicles had increased, however staff were able to identify additional FTA grant funding allocated to Norman to supplement the cost increase and decrease the amount of local match that was provided from the Public Transit and Parking Fund. Resolution R-2122-98 was approved by Council on March 8, 2022 transferring an additional \$149,454 (for a total cost of \$584,655) to cover the cost increase. FTA grant OK-2020-026 will be amended to \$496,157 leaving a local match of \$88,508 (a reduction in the local matching funds of \$34,304.)

Microtransit Pilot Program with Via Transportation – Norman On-Demand

Following a study to determine the best plan for establishing a microtransit pilot program in the City of Norman, staff conducted a competitive bid process for a turnkey pilot program. The proposal from Via Transportation was determined to be the best suited to the needs of Norman. Contract K-2223-164 with Via Transportation was approved unanimously by council on June 27, 2023.

After discovering the University of Oklahoma was interested in collaborating on microtransit services with the renewal of their SafeRide program, staff worked to amend the agreement with Via to include that collaboration.

Monthly Progress Report

Public Works (February 2024)

On August 8, 2023 Council approved both Amendment 1 to contract K-2223-164, and Contract K-2324-50 with the University of Oklahoma for microtransit services. Website updates and the end user app both went live on August 16, 2023 and the microtransit service, named Norman On-Demand, launched as planned on August 21, 2023.

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

Transit Monthly Performance Reports

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

STREETS DIVISION

CAPITAL PROJECTS:

48TH AVENUE NE: ROBINSON STREET TO ROCK CREEK ROAD

Streets crews worked a deep patch at 48th Avenue NE: Robinson Street to Rock Creek Road and required 836.17 tons of asphalt for the repair.

CASTLE ROCK ADDITION – BROWNWOOD LANE

Streets crews replaced damaged concrete panels at in Castle Rock Addition – Brownwood Lane. This repair required 118.50 cubic yards of concrete and resulted in over 421 square yards repaired.

CASTLE ROCK ADDITION – BRIDGE PORT LANE

Streets crews replaced damaged concrete panels at in Castle Rock Addition – Bridge Port Lane. This repair required 9 cubic yards of concrete and resulted in over 32 square yards repaired.

ASPHALT PROJECTS:

BETHANY OAKS DRIVE – DEEP PATCH

Streets crews worked a deep patch at Bethany Oaks Drive and required 72.15 tons of asphalt for the repair.

DUSTIN DRIVE – DEEP PATCH

Streets crews worked a deep patch at Dustin Drive and required 99.95 tons of asphalt for the repair.

3202 LINFIELD COURT – DEEP PATCH

Streets crews worked a deep patch at 3202 Linfield Court and required 32.62 tons of asphalt for the repair.

CONCRETE PROJECTS:

DUSTIN DRIVE

Streets crews replaced curb & gutter at Dustin Drive. This repair required 12.50 cubic yards of concrete and resulted in over 62.88 square yards repaired.

ROADSIDE OPERATIONS:

ROUTINE POTHOLE PATCHING OPERATIONS

This month approximately 12.82 tons of asphalt was utilized in routine pothole patching operations.

STORMWATER DIVISION

CAPITAL PROJECTS:

THE VINEYARDS DRAINAGE IMPROVEMENT PROJECT

For several years, residents of The Vineyard Addition have experienced property damage due to flooding. The Vineyard Addition is a residential subdivision located east of Porter Avenue and South of Tecumseh Road. In July 2015, the City hired Meshek and Associates to perform an analysis of flooding issues reported by the residents of The Vineyard Addition. This included a review of the previous drainage reports and studies that

Monthly Progress Report

Public Works (February 2024)

were available. Additional detailed modeling was done to determine if any structural changes could be made that would reduce the risk of flooding in this area.

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

During the month of February, the contractor completed excavation of the detention basin, installed the new privacy fence, constructed new sidewalk, and began laying sod.

WORK ORDER RESPONSE

Stormwater Division received 18 work order requests and closed 18 work orders.

INFRASTRUCTURE MAINTENANCE

The Infrastructure Maintenance Crew rebuilt two broken manholes, likely hit by mowers, at HWY 9 and 36th SE. The Maintenance Crew repaired a hole in a pipe causing a sinkhole at 4700 Manor Hill. They also replaced a 20' section of pipe that had collapsed at Triad Village. The crew cleaned several areas south of Robinson Street, to help stormwater flow allowing the contractor to finish work for the new EOC. The Infrastructure Maintenance Crew replaced 100' feet of pipe that had started to fail causing massive sinkholes at Creek Side Bike Park.

CHANNEL MAINTENANCE

The Channel Maintenance Crew removed 750 tons of sediment from the bridge structure in the Vineyard Addition. The crew removed debris from Imhoff Creek, Hollywood, and Armory channels totaling 6 tons of debris. The Maintenance Crew removed a fallen tree from Bishop Creek totaling 50 tons of debris removed. They also removed 7 tons of debris from Midway Drive and Osborne Drive flumes.

URBAN STREET SWEEPING/CAMERA VAN OPERATIONS

A total of 444 lane miles were swept in February resulting in the removal of approximately 212 tons of debris from various curb-lined streets throughout the city. The Camera Crew completed 8,824 linear feet of pipe inspection.

INLET CLEARING OPERATIONS

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

STORMWATER OKIE LOCATES

During the month of February 2,724 Call 811 Okie Spots were received. Of those requests, 114 were marked stormwater pipe locates.

FLEET DIVISION

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

FUEL REPORT

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

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

Monthly Progress Report

Public Works (February 2024)

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

MAINTENANCE REPORT

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

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

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

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

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

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

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

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

PRODUCTIVITY REPORT

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

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

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

February 2024
DEVELOPMENT COORDINATION, ENGINEERING
AND PERMIT REVIEW

Subdivision Development:

FYE 2024 Associated Fees

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

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

City Council Review:

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

\$ 475.00

Development Committee:

Final Plats..... 1

Fee-In-Lieu of Detention..... 0 \$0.00

Subtotal: \$475.00 \$2,165.00 \$36,105.00

Permits Reviewed/Issued:

(includes Offsite Construction fees)

**Single Family..... 30
 ***Commercial..... 17
 Multi-Family..... 0
 Addition/Alteration..... 13
 House Moving..... 2
 Paving Only..... 7
 Storage Building..... 14
 Swimming Pool..... 5
 Storm Shelters..... 22
 Public Improvements..... 2
 Temporary Encroachments..... 0
 Fire Line Pits/Misc..... 0
 Franchise Utilities 5
 Other revenue
 Flood Plain (@\$100.00 each)..... 2

Total Permits.....

Grand Total.....

****Construction Plan Review Occurrences

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

\$0.00	\$0.00	
\$200.00	\$200.00	\$1,800.00
\$3,723.16	\$4,086.15	\$60,938.58
\$4,398.16	\$6,451.15	\$98,263.58
43	22	208
5	7	40

* 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

February 2024

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

KEN DANNER/TODD McLELLAN/JACK BURDETT

	NUMBER OF INSTANCES	PERCENTAGE ACHIEVED
<i>PI #8</i> PREPARE DEVELOPMENT PUNCH LIST WITHIN 1 DAY OF FINAL INSPECTION	5	100%
<i>PI #10</i> SINGLE FAMILY BLDG PERMIT REVIEW W/I 3 DAYS	30	100%
<i>PI #11</i> COMMERCIAL BLDG PERMIT REVIEW W/I 7 DAYS	17	100%
<i>PI #12</i> CONSTRUCTION PLAN REVIEW W/I 10 DAYS	43	100%
<i>PI #13</i> FINAL PLAT REVIEW COMPLETED WITHIN 10 DAYS	5	100%

PERFORMANCE REPORT

Summary of Services Table: January 2024

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

EMBARK Norman Service Summary	ADP Jan FY24	FY24 YTD	FY23 YTD	Service Profile	Jan FY24	Jan FY23
Fixed Routes (M-F)	1,107	199,507	150,478	Weekdays	22	21
Fixed Routes (Sat)	625	20,709	11,020	Saturdays	4	4
PLUS (M-F)	76	12,946	12,777	Gamedays	0	2
-Zone 1*	58	9,629	10,744	Holidays	1	1
-Zone 2**	22	3,317	2,033	Weather	5	2
PLUS (Sat)***	20	631	693	Fiscal YTD Days	179	179
				Cal. YTD Days	26	25

*Requires ¾ mile

**Operates only on Weekdays until 7:00 pm

***Operates only in Zone 1

Strategic Performance Measures

MEASURE	FY 24 YTD	FY 24 Targets	
# of Norman fixed-route passenger trips provided	220,216	251,881	■
# of Norman paratransit trips provided	13,577	21,000	■
% of on-time Norman paratransit pick-ups	97.19%	98.58%	●
# of Norman bus passengers per service hour, cumulative	18.70	13.04	■
# of Norman bus passengers per day, average	1,193	800*	●
% of Norman required paratransit pick-ups denied due to capacity	0.00%**	0.00%*	●
% of on-time fixed-route arrivals	65.51%	80.94%	◆

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

**One denial due to capacity was recorded for FY23



Performance Report

Microtransit Pilot Program Performance Report

January 2023

Purpose

The Microtransit Pilot Program Performance Report provides a summary of service performance measures used to evaluate the performance of the Norman On-Demand microtransit transportation system for the City of Norman. The performance measures used by staff may change over the course of the pilot program. Initially we will be comparing the key performance indicator goals that were outlined in the request for proposals (RFP) to the data provided from Via for the Norman On-Demand program. These indicators and performance measures include average walking distance, maximum walking distance, average rider wait time, maximum rider wait time, and the percentage of ride requests completed within 20 minute wait time.

Service Profile, Hours, and Pricing

Norman On-Demand is a pilot microtransit service which launched for late night and Sunday service in core Norman on August 21, 2023. Norman On-Demand is a turnkey service provided by TransitTech provider Via. The Norman On-Demand app is available on the Apple App Store and the Google Play Store. This service compliments existing public transit service by extending service into the late night hours and during the day on Sundays for a small fee. Because this is a pilot program, there may be changes to service area, hours of operations, or other aspects of the service while the City focuses the program to efficiently serve the needs and desires of our community.

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

Key Performance Indicator Measures

Measure	Target	January	Service to Date (8/21/23 – 1/31/24)
Average Walking Distance	<0.10 miles	0.07 miles	0.07 miles
Maximum Walking Distance	0.25 miles	0.32 miles	0.32 miles
Average Rider Wait Time*	<15 min	25.2 min	20.8 min
Maximum Rider Wait Time*	20 min	54.8*	63.0*
Percentage of Ride Requests Completed Within 20min. Wait Time	>80%	47.98%**	59.25%**

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

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

Additional Performance Measures

Ridership

Norman On-Demand completed 2,481 rides in January 2024, which is a 4.8% decrease from the December 2023 total of 2,605. There were a total of 13 completed trips that requested a wheelchair accessible vehicle (WAV) in the month of December.

Ridership	January	Service to Date (8/21/23 – 1/31/24)
Total number of passengers	2,481	13251
Total number of Trips Completed	1,592	8,123
# of Completed Trips Requesting WAV	13	98

Rider Experience

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

Rider Experience	January	Service to Date (8/21/23 – 1/31/24)
Average Ride Duration	8.2 min	9 min
Average Ride Distance	2.8 miles	2.9 miles
Average Ride Rating	4.8 (out of 5 stars)	4.9 (out of 5 stars)

Program Engagement and Rider Growth

Since the Norman On-Demand App launched on August 21, 2023, 3,835 individual accounts have been created, which is a 13% increase over the December 2023 service to date total of 3,365. Of these accounts about two in five, or 43.7%, have utilized the service at least once. Approximately 19.4% or 745 active accounts have completed more than five rides. Riders are also able to call 405-643-8638 to schedule rides without using the App.

Engagement – Service to Date (8/21/23 – 1/31/24)		
App Accounts Created Since Launch	3835	
OU Accounts	N/A	N/A
Active Accounts*	2,374	61.9%
Rider Accounts**	1,674	43.7%
Repeat Rider Accounts***	1,273	33.2%
*accounts where user has engaged with ride requests at least once		
**accounts with at least 1 completed ride		
***accounts with at least 2 completed rides		

Accidents and Vehicles

There were no accidents that occurred in January 2024. All incidents are reported to City of Norman Transit staff in a timely manner by our provider Via.

All five vehicles are in active service. There are no issues to report regarding vehicles.

SERVICE EFFORTS AND ACCOMPLISHMENTS FYE 2024

STREET DIVISION					
	FYE 2024 February 2024	FYE 2024 February 2024	Year to Date	Year to Date	FYE 2024
PERFORMANCE INDICATORS	ACTUAL	PERCENT	ACTUAL	PERCENT	PROJECTED
Distribute work order requests to field personnel within one day.	99%	99%	99%	100%	100%
Patch potholes smaller than one cubic foot within 24 hours	100%	100%	100%	100%	95%
(tons of material used)	12.82		46.44		
Overlay/pave 10 miles per year.	-	0%	2.00	20%	100%
Replace 2,000 square yards of concrete pavement panels	485.88	24%	2,232.88	112%	100%
Grade all unpaved alleys two (2) times per year. (approximately 210 blocks)	6.00	1%	18.00	4%	100%
Mow 15 ROW-miles (1,584,000 sf) of Urban right-of-way, eight times per year	1,431,027.00	11%	15,658,043.00	124%	100%
Mow 148 miles of Rural Right-of-way three times per year	-	0%	1,361.00	307%	100%
Debris Removal – pre-positioned contractor on notice 24 hours prior to storm event	-	0%	-	100%	0%
Debris Removal - Issue Notice to Proceed/Task Order with 48 hours of storm event	-	0%	-	100%	0%
Bridge - Maintain 5 non-deficient bridges in a year	-	0%	-	0%	0%
Bridge - Rehab 7 structurally deficient bridges per year through outside contract	-	0%	-	0%	0%
Bridge - Replace one functionally obsolete bridge per year	-	0%	-	0%	0%
Bond Program - Contract all selected projects for the bond year within the same fiscal year		0%	-	100%	0%
Capital Program – Complete all selected projects within the same fiscal year		0%	-	95%	0%

SERVICE EFFORTS AND ACCOMPLISHMENTS FYE 2024

STORMWATER DIVISION					
	FYE 2024 February, 2024	FYE 2024 February, 2024	Year to Date	Year to Date	FYE24
PERFORMANCE INDICATORS	ACTUAL	PER CENT	ACTUAL	PER CENT	PROJECTED
Respond to stormwater complaints and drainage concerns within 24 hours of the time reported.	99%	99%	99%	99%	99%
Mechanically sweep 500 curb miles per month (lane miles)	444.56	89%	2,802.87	47%	85%
Inspect and clean 100% of the urban drainage inlets three times per year. (approximately 5,000 locations)	833.00	8%	10,962.00	110%	65%
Mow 2,271,548 sq.feet of open drainage ways, six times per year	-	0%	4,865,526.00	36%	70%
Collect 60 tons of litter annually from drainage channels and R-O-W in Urban and Rural areas	-	0%	-	0%	100%
*Program was transferred to Utilities 7/23					
Permit all floodplain activities as appropriate.	2.00	2%	12.00		100%

**PUBLIC WORKS
FLEET DIVISION
ACTIVITY REPORT**

February 2024

IN GALLONS	FYE 2024	FUEL REPORT	
	<u>UNLEADED PURCHASED</u>	<u>DIESEL PURCHASED</u>	<u>CNG PURCHASED</u>
Internal pumps	17,791.00	15,670.00	51,278.19
Outside - sublet	792.00	492.00	3,261.14
TOTAL	18,583.00	16,162.00	54,539.33
TOTAL	<u>UNLEADED CONSUMED</u>	<u>DIESEL CONSUMED</u>	<u>CITY CNG CONSUMED</u> <u>PUBLIC CNG CONSUMED</u>
Consumption	18,820.00	17,605.40	51,278.19 3,261.14

FYE 2024 TO DATE CONSUMPTION				
TOTAL	<u>UNLEADED CONSUMED</u>	<u>DIESEL CONSUMED</u>	<u>CITY CNG CONSUMED</u>	<u>PUBLIC CNG CONSUMED</u>
Consumption	156,058.22	156,540.84	254,105.08	29,256.11

INTERNAL PRICE PER GALLON:					EXTERNAL PRICE PER GALLON:				
UNLEADED	High	\$2.53	Low	\$2.17	UNLEADED	High	\$2.52	Low	\$2.31
DIESEL	High	\$2.77	Low	\$2.48	DIESEL	High	\$2.77	Low	\$2.39
CNG	High	\$1.28	Low	\$1.28	CNG	High	\$2.10	Low	\$2.10

CONSUMABLE PARTS PURCHASED			PUBLIC CNG SALES		
REPAIR PARTS	\$92,625.37		Month Total Public CNG Sales	\$6,851	
OILS/FLUIDS	\$7,778.27		FYE 2024 To Date Public Sales	\$61,578	
TIRES	\$21,131.28		LIFE TO DATE CNG GAS GALLON EQUIVALENT		
SUBLET REPAIRS	\$15,206.89		Total Sold Gallons Life To Date	1,112,739	
			Total Gross Sales Life To Date	\$1,660,207	
			Life To Date CNG Gas Gallon Equivalent		
TOTAL SPENT ALL parts/sublet	\$136,741.81		Total Public/City Through-Put CNG Gallons @ Station:	3,464,293	

Light Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	7	5	0	76
EMERGENCY ROAD CALLS	10	11	5	132
PM SERVICES	76	92	85	1,833
INCLEMENT WEATHER	0	0	0	9
WORK ORDERS	162	172	155	4,606
SCHEDULED REPAIRS	76	92	85	2,035
NON SCHEDULED REPAIRS	86	80	45	1,619

Heavy Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	1	0	0	47
EMERGENCY ROAD CALLS	12	18	23	370
PM SERVICES	30	43	45	734
INCLEMENT WEATHER	0	0	0	4
WORK ORDERS	130	140	122	3,185
SCHEDULED REPAIRS	30	43	45	787
NON SCHEDULED REPAIRS	100	97	13	1,584

Transit Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	1	0	1	17
EMERGENCY ROAD CALLS	0	0	2	16
PM SERVICES	23	5	9	234
INCLEMENT WEATHER	0	0	0	1
WORK ORDERS	88	82	70	1,517
SCHEDULED REPAIRS	23	5	9	288
NON SCHEDULED REPAIRS	65	77	1	873

EVT Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	2	3	0	159
EMERGENCY ROAD CALLS	1	1	0	18
PM SERVICES	2	1	1	96
INCLEMENT WEATHER	0	0	0	1
WORK ORDERS	21	17	11	568
SCHEDULED REPAIRS	2	1	1	192
NON SCHEDULED REPAIRS	19	16	2	134

COMBINED SHOPS	CURRENT MONTH	LAST MONTH	TWO MONTHS AGO	YEAR TO DATE
ROAD SERVICE	11	8	1	284
EMERGENCY ROAD CALLS	23	30	30	530
PM SERVICES	131	141	140	2779
INCLEMENT WEATHER	0	0	0	19
WORK ORDERS	401	411	358	9586
SCHEDULED REPAIRS	131	141	140	3235
NON SCHEDULED REPAIRS	270	270	61	3808

**FLEET DIVISION
INVENTORY
February 2024**

FUEL

WESTWOOD GOLF	336.2	gallons	DIESEL	@	3.140	\$ 1,055.67
WESTWOOD GOLF	294.5	gallons	UNLEADED	@	2.430	\$ 715.64
NORTH BASE	8,971.7	gallons	UNLEADED	@	2.360	\$ 21,173.29
NORTH BASE	4,983.3	gallons	DIESEL	@	2.610	\$ 13,006.41
FIRE STATION #5	423.6	gallons	UNLEADED	@	2.440	\$ 1,033.58
FIRE STATION #5	414.2	gallons	DIESEL	@	2.770	\$ 1,147.33
FIRE STATION #6	471.3	gallons	UNLEADED	@	2.450	\$ 1,154.69
FIRE STATION #6	412.2	gallons	DIESEL	@	2.600	\$ 1,071.72
BULK TANKS	1,200.0	gallons	DIESEL	@	2.610	\$ 3,132.00

TOTAL	GALLONS:	DOLLAR:
UNLEADED	10,161.1	\$ 24,077.19
DIESEL	7,345.9	\$ 19,413.14

**PUBLIC WORKS FLEET DIVISION
PM COMPLIANCE REPORT**

February FYE 2024

Industry Standard Compliance: Not To Exceed 5%

Department/Division	Number of PMs Scheduled	Number of PMs Completed On Time	Number of PMs Completed LATE	Number of PMs Missed	Current % PENDING	YearToDate Non-Compliance Trend
CITY CLERK						
CITY COUNCIL					0%	0%
BUILDING ADMINISTRATION					0%	0%
MUNICIPAL COURT						
MUNICIPAL COURT	1	1			0%	25%
INFORMATION TECHNOLOGY						
INFORMATION TECHNOLOGY					0%	2%
HUMAN RESOURCES						
HUMAN RESOURCES					0%	0%
					0%	0%
PLANNING						
PLANNING	1	1			0%	100%
BUILDING INSPECTIONS					0%	0%
CODE COMPLIANCE	2	2			0%	100%
PUBLIC WORKS						
ENGINEERING	3	3			0%	67%
STREETS	5	4		1	20%	94%
STORMWATER	7	6		1	14%	74%
TRAFFIC	3	3			0%	97%
STORMWATER QUALITY	2	2			0%	60%
FLEET	13	13			0%	78%
TRANSIT					0%	0%
POLICE						
ANIMAL CONTROL	1	1			0%	89%
POLICE ADMINISTRATION	1	1			0%	63%
POLICE STAFF SERVICES	2	2			0%	70%
POLICE CRIMINAL INVESTIGATIONS	3	1	2		0%	104%
POLICE PATROL	22	19	1	3	14%	26%
POLICE SPECIAL INVESTIGATIONS	1	1			0%	94%
POLICE EMERGENCY COMMUNICATIONS					0%	100%
FIRE						
FIRE ADMINISTRATION					0%	0%
FIRE TRAINING					0%	167%
FIRE PREVENTION	3	3			0%	64%
FIRE SUPPRESSION	2	2			0%	108%
FIRE DISASTER PREPAREDNESS					0%	150%
PARKS & RECREATION						
PARK MAINTENANCE	11	11			0%	85%
PARKS & RECREATION					0%	100%
CUSTODIAL					0%	100%
FACILITY MAINTENANCE	3	3			0%	44%
PARKS FORESTRY					0%	100%
PUBLIC SAFETY SALES TAX (PSST)						
PSST POLICE PATROL	10	10			0%	75%
PSST POLICE CRIMINAL INVESTIGATIONS					0%	75%
PSST FIRE SUPPRESSION	1	1			0%	67%
CDBG						
PLANNING CDBG					0%	0%
UTILITIES WATER						
UTILITIES ADMINISTRATION					0%	100%
WATER TREATMENT PLANT	1	1			0%	100%
WATER PLANT					0%	63%
WATER PLANT WELLS					0%	100%
WATER PLANT LAB					0%	0%
LINE MAINTENANCE ADMIN.					0%	100%
WATER LINE MAINTENANCE	4	1	2	1	25%	98%
UTILITIES INSPECTOR					0%	0%
METER SERVICES					0%	0%
UTILITIES WRF						
WRF ADMIN					0%	100%
WRF INDUSTRIAL					0%	100%
WRF BIOSOLIDS	2	2			0%	80%
WRF OPERATIONS					0%	100%
SEWER LINE MAINTENANCE	10	10			0%	88%
UTILITIES SANITATION						
SANITATION ADMINISTRATION					0%	0%
SANITATION RESIDENTIAL	12	8		4	33%	84%
SANITATION COMMERCIAL	9	9			0%	66%
SANITATION TRANSFER	3	2		1	33%	96%
SANITATION COMPOST					0%	111%
SANITATION RECYCLE	3	2	1	1	33%	92%
SANITATION YARD WASTE	3		3	2	67%	90%
UTILITIES EVIROMENTAL						
ENVIROMENTAL & SUSTAINABILITY					0%	3900%
CITYWIDE TOTAL	144	125	9	14	10%	56%

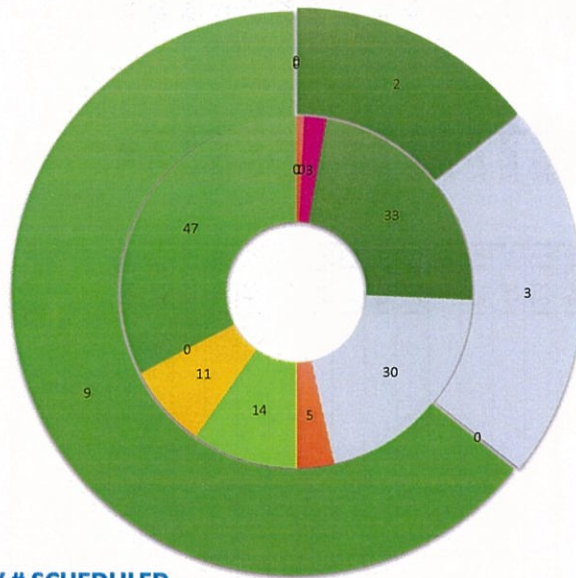
PUBLIC WORKS FLEET DIVISION PM COMPLIANCE REPORT

February FYE 2024

Currently Past Due:

Unit #	Unit Description	Department Division	Current Odometer Reading	Meter or scheduled date	Meter Past		ORIGINAL Scheduled DATE	SHOP	Type of SERVICE	LAST PM DONE
Public Works										
5106T	1994 Terry's Trailer	Stormwater Maintenance	3/1/2024	2/1/2024	-29	Days	2/9/2024	Light Repair	PM-A	
661T	1996 Trailer ETC	Streets	3/1/2024	2/1/2024	-29	Days	2/16/2024	Light Repair	PM-A	
Police										
1144	2015 Polaris Ranger	PD Patrol	1688	1500	-188	Hours	1/22/2024	Light Repair	PM-D	
1171	2017 Ford Interceptor	PD Patrol	52641	52000	-641	Miles	2/9/2024	Light Repair	PM-C	
1112	2015 Ford Interceptor	PD Patrol	44500	44000	-500	Miles	2/14/2024	Light Repair	PM-C	
Utilities										
0223	2016 Peterbilt 320 Frontloader	Sanitation Commercial	12395	12000	-395	Hours	10/3/2023	Heavy Repair	PM-D & PM-T	
0277	2016 Ranger 225 Welder	Sanitation Waste Disposal	3/1/2024	2/1/2024	-29	Days	2/9/2024	Light Repair	PM-C	
0066	2014 Ford F150	WaterLine Maintenance	62013	60000	-2013	Miles	2/12/2024	Light Repair	PM-C	
0268	2018 Peterbilt 520 Sideload	Sanitation Residential	11539	11500	-39	Hours	2/20/2024	Heavy Repair	PM-C & PM-SL	
0252	2020 Peterbilt 520 Sideload	Sanitation Residential	7680	7500	-180	Hours	2/28/2024	Heavy Repair	PM-C & PM-SL	

PM Compliance Report February FYE 2024



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

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

Department	Scheduled	Missed/Late	% Late
City Clerk	0	0	0.0%
Municipal Court	1	0	0.0%
Information Technology	0	0	0.0%
Human Resources	0	0	0.0%
Planning	3	0	0.0%
Public Works	33	2	6.1%
Police	30	3	10.0%
Fire	5	0	0.0%
Parks & Rec.	14	0	0.0%
PSST	11	0	0.0%
CDBG	0	0	0.0%
Utilities	47	9	19.1%
Citywide Total	143	14	9.8%

**PUBLIC WORKS
FLEET DIVISION**
Technician Productivity
Report

FYE 2024

February 2024

MECHANIC	DIRECT LABOR HOURS	PRODUCTIVITY			INDIVIDUAL PRODUCTIVITY	
		GOAL	ACTUAL	DIFFERENCE		
497	150.49	72%	86.6%	14.6%		
531	53.35	72%	67.1%	-4.9%		
642	123.24	72%	86.4%	14.4%		
1554	113.29	72%	59.0%	-13.0%		
1676	112.91	72%	76.6%	4.6%		
2098	123.18	72%	72.1%	0.1%		
2300	149.22	72%	91.8%	19.8%		
2495	123.31	72%	77.7%	5.7%		
2745	116.34	72%	98.0%	26.0%		
3001	105.41	72%	69.5%	-2.5%		
3134	0.00	72%	#DIV/0!	#DIV/0!		
3151	133.89	72%	89.2%	17.2%		
3167	145.39	72%	87.5%	15.5%		
3470	113.12	72%	81.5%	9.5%		
3487	131.82	72%	78.1%	6.1%		
3502	142.05	72%	88.9%	16.9%		
3572	140.55	72%	86.2%	14.2%		
3800	139.06	72%	78.6%	6.6%		
3843	143.58	72%	88.4%	16.4%		
3968	74.92	72%	89.4%	17.4%		
4033	164.25	72%	91.8%	19.8%		
DIRECT LABOR HOURS			2499.37			
TOTAL AVAILABLE HOURS			3046.15			
PRODUCTIVITY GOAL			72.0%			
ACTUAL PRODUCTIVITY			82.1%			

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

FEBRUARY 2024	PROJECTED GOAL	THIS MONTH			YEAR TO DATE		
	Percentage	Number of Requests	Goal Met	Percentage Met	Number of Requests	Goal Met	Percentage Met
Provide initial response to citizen inquiries within 2 days	100%	90	90	100%	718	718	100%
Provide information requested by citizens within 7 days	95%	90	90	100%	712	712	100%
Complete traffic engineering studies within 45 days.	99%	3	3	100%	15	16	100%
Review subdivision plats, construction traffic control plans, traffic impact statements, and other transportation improvement plans within 7 days.	95%	29	29	0%	163	163	100%
Worker Hours Per Gallon of Paint Installed.	0.80	Gallons	Worker Hours	Percentage	Gallons	Worker Hours	Percentage
		0	0	1.80	1208	368.75	0.31
Thermoplastic legend, arrows, stop bars & crosswalks installed.	4-6 Installations per day per 2 person crew. 100%	Crew Work Days	Total Installations	Average	Crew Work Days	Total Installations	Average
		3.97	27	6.80	12.29	97	7.89
Preventative Maintenance on each traffic signal once a year. Approximately 11 will be performed each month.	100%	Number Performed	Goal Met	Percentage Met	Number Performed	Goal Met	Percentage Met
		13	13	100%	116	116	100%
Response to reports on traffic signal malfunctions within one hour.	99%	Number of Reports	Goal Met	Percentage Met	Number of Reports	Goal Met	Percentage Met
		10	10	100%	145	145	100%
Response to reports of sign damage:	Percentage						
High Priority Stop or Yield Signs within one hour	99%	16	16	100%	72	72	100%
Lower Priority all other signs within one day	90%	60	60	100%	355	355	100%
Street Name Signs within two weeks	90%	38	38	100%	126	126	100%
Percent of work hours lost due to on the job injuries.	<.01%	Total Work Hours	Work Hours Lost	Percentage Met	Total Work Hours	Work Hours Lost	Percentage Met
		3360	0	0.00	25480	0	0.00

Monthly Report

February 2024

LINE MAINTENANCE:

Waterline Capital Projects

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

Staff has completed the Crest Court project. Staff has completed the 12th AVE NE project. Staff has completed the Beaumont project. Staff has completed the Page Street project. Crail Project materials have been ordered – project on hold pending lead surveys. Ashton Grove project generator was installed and waiting on project to close out. Sutton Place project generator was installed – waiting on replacement radiator.

Water Line Breaks Total – 8 in February

Water Lines Hit by Contractors – 3

Sewer Line Data

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

Lift Station D Flows:

- Days - 29
- Average daily flow: 1.489 MGD
- Total Monthly flow: 43.181 MG

UTILITIES ENGINEERING:

Line Maintenance Building: Project will construct new building for Line Maintenance Division consisting of 60 staff; the existing 11,000 SF building is currently located on North Base property adjacent to the Fleet offices and vehicle servicing areas. This project assumes construction of a new 20,000 SF facility NW of the water treatment plant to house administrative offices, the employee breakroom, fire hydrant/meter repair area as well as areas for numerous water and sewer line repair parts, pump repair parts and a work area for pump repairs and testing. A preliminary meeting was held with City staff to discuss the project and what variances may be required. Additional funding will also be necessary due to the increased cost for the project to meet actual division needs now and into the future. Due to other department priorities, funding for the project was pushed back to FYE 23 so the project has essentially been pushed back one year. Contract K-2122-115 was approved by Council and the Architect and Contractor are working through the process with GMP expected in September 2022. Bid Opening was held on September 7, 2022. 61 bidders submitted bids across the 30 categories of construction work. The total of the Base Bid was approximately \$7.7 Million, including contingencies, insurance, allowances, and other project requirements. Special-use permits were approved by Council on September 27, 2022. Approval of the GMP was held on the October 11, 2022 Council docket. Line Maintenance staff officially moved into the new building on January 4, 2024. A meeting was held on January 11, 2024 to discuss repairs and design changes to the road as a lot of the drainage is not being captured by the stormwater controls. These repairs have been completed and will be paid from the ECOC project. A grand opening was held for the facility on January 29, 2024. Staff is working on approving their January claim, which will be the final claim before retainage is paid.

As-Built Linking Project: Project is an engineering effort to develop a system for linking as-built records to a GIS interface to allow for staff to more efficiently find as-built records. Contract K-2021-72 was awarded to Meshek & Associates on December 1, 2020. The project will allow users to click on a water or sanitary sewer asset in a GIS viewer which will then provide the as-built record document in a new window for viewing or downloading. Additional internal staff discussion was required to determine naming conventions for the consultant to use that would create a standardized system that could be used for this project and any future projects. As such, the project deadlines were set back a couple of months. All existing as-built information was provided to the consultant for their use. Pilot area information has been received and reviewed by staff. The effort required to complete the remainder of the project is more than the current contract amount. Staff will bring Council a proposed amendment for approval to complete the entire City in June 2024.

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

Tangentially, staff worked with Garver and RJN to complete the wastewater collection system flow monitoring necessary for proper calibration of the wastewater model being developed and updated by Garver. Completion of the Baseline Technical Memoranda is expected in March 2024. The Water/Wastewater Subcommittee is expected to meet again April 12, 2024.

WASTEWATER PROJECTS:

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

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

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

In April 2022, NUA learned that a third grant associated with possible IPR from BOR had been authorized. The third grant was an applied science grant for \$148,339 to create a Predictive Lake Optimization Tool (PLOT) for Lake Thunderbird. The PLOT will use weather and climatological data, weather and seasonal weather forecasts, and data specific to Lake Thunderbird and its watershed to create a preliminary model that will furnish predictions on the theoretical best times, quantities, and manner for adding supplemental IPR flows to the lake. This would allow both for the best possible economic evaluation of infrastructure alternatives for a future IPR program but also for the efficient management of such a future IPR program if/when one is implemented. A resolution authorizing acceptance of the grant was approved by City Council in September 2022, and a Contract with Garver in the amount of \$196,190 (of which \$148,339.00 would be reimbursable from BOR Applied Science Grant) was approved by City Council on March 14, 2023. Project is ongoing and scheduled to be completed by June 2024.

Engineer: Garver LLC (Michael "Cole" Niblett)

WRF Dewatering Centrifuge Replacement (WW0326) – Project will replace dewatering centrifuges at WRF. Existing centrifuges are approaching the end of their useful lives, and, consequently, they need excessive maintenance, regular major repairs and increasing polymer feed rates to achieve necessary sludge quality. Moreover, poor service provided by manufacturer often results in extended downtime before necessary repairs are completed. NUA approved a Contract with Garver, LLC on December 8, 2020 to prepare a design to replace centrifuges, and design for this project commenced immediately thereafter. Throughout 2021, manufacturers of several different dewatering technologies ran demonstration tests that were observed by Garver, WRF and NUA Engineering staff, and WRF and NUA Engineering staff also made several site visits to wastewater treatment plants in the region to observe equipment by other manufacturers/technologies in operation. Based on these demonstrations and site visits, Garver issued a Final Version of the Preliminary Engineering Report in November 2021 recommending hydraulic drive centrifuges as the technology for this project. During winter and spring 2022, Garver and NUA met with representatives from most of the reputable centrifuge manufacturers in the industry to learn more about their equipment and, just as importantly, to learn about their manufacturing and service infrastructure. Based on these meetings, three (3) manufacturers were approved for inclusion in the bidding documents.

Garver completed and submitted 60% design documents for review in August 2022 and 90% design documents in January 2023 with design review meetings convening two weeks after each submission. In March 2023, ODEQ Permit to Construct application was submitted to ODEQ and the permit was issued in April 2023. Also, in April 2023, NUA learned that it has been approved for a federal community funding grant for FYE September 30, 2024 in the amount of \$5,000,000.00 for this project. However, because the Federal Budget for FY 2024 is not yet approved, funds for the grant have not been earmarked and EPA has not allocated them, and there is no certainty on when or if these funds will be approved. Because of the critical nature of this project and based on conversations with EPA and with grant experts at Garver, it has been determined that the best course of action for Norman Utilities Authority is to bid the project now and include all requirements for EPA Community Grant projects in the bidding documents. EPA has advised that, as long as the contract meets their requirements for the grant, we can apply for the funds at whatever time in the future they are officially allocated. EPA should then be able to approve "after the fact" and Norman Utilities can seek reimbursement for funds already spent at that point.

Based on further discussion, an additional concern arose based on the fact that until funding is approved by Congress, exact details in grant requirements will remain uncertain. Garver advised and EPA Community Grant staff affirmed that, if project is receiving funding via another Federal Program and project meets requirements of that program, EPA

Community Grants will approve project on that basis. As a result, NUA has commenced process of seeking a Clean Water State Revolving Fund (CWSRF) loan from Oklahoma Water Resources Board (OWRB). The loan request will be worded to also cover other planned projects at the WRF so, assuming EPA Community Grant is eventually made, the CWSRF loan funds will be directed to those other projects. OWRB has advised that, as with the EPA Community Grant, the project may start before the loan is granted. Then, once approved, NUA can immediately seek reimbursement for all work completed on the project prior to loan approval. It should also be noted that the use of CWSRF loans for upcoming capital projects at the WRF was recommended by the Raftelis report for upcoming wastewater capital spending.

Based on the above-described EPA Community Grant process and timing, the ongoing CWSRF loan process, and the critical nature of this project, NUA chose to proceed with bidding and obtain reimbursement from EPA and/or CWSRF if/when those financial instruments are approved. As a result, project was advertised on Thursday, August 30, 2023 and bids were opened on Thursday, October 19, 2023. Crossland Heavy Contractors were deemed the lowest and best Bidder with a base bid in the amount of \$3,320,000, and Contract was awarded at the November 28, 2023 Council Meeting. Pre-Work Meeting convened in December 2023. Notice to Proceed was issued in January 2024, and shop drawing review and procurement processes have commenced. Based on current lead times for dewatering equipment, construction should be complete in July 2025.

Engineer: Garver LLC (Michael "Cole" Niblett)

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

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

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

In March 2022, NUA 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 2025/26. Assuming the project is not deferred again, bidding documents will be finalized in time to advertise in May 2025. Bids would then be opened in June 2025, and Contracts Awarded at the first Council Meeting in July 2025. Construction would then take one calendar year to June 2026.

In June 2023, Greeley and Hansen submitted a request for Contract Amendment based on delays in bidding the project, change from CMaR to traditional Design/Bid/Build project delivery along with several other perceived changes that occurred during design. Final costs were negotiated in November and December 2023 and Amendment No. 1 was approved by City Council on January 9, 2024.

Engineer: Greely and Hansen LLC (Ana Stagg)

WRF Digester #3 Roof Replacement (WW0336): The existing roof for Digester 3 has reached the end of its useful life and has experienced high rates of failure that warrant a project to upgrade the existing facility. Funding in FYE 24 is for an evaluation of Digester 3 and the roof. Future funding will be used to upgrade and rehabilitate the digester to extend the useful life of the asset. The operating impact of this project is that a full rehabilitation or replacement of the digester roof will more efficiently use funds rather than reactively repairing the roof when it fails. Staff began initial evaluation March 2024.

Engineer: Garver – On-Call services

Lift Station D Force Main Replacement (WW0091): Another portion of the Lift Station D 16" ductile iron force main along 12th Ave N.E. is severely deteriorated and in need of replacement. Approximately 3,500 feet of this force main to just south of Rock Creek Road was replaced with 20-inch PVC in 2009. The area needing replacement because of continued breaks is on the west side of 12th from the end of the previous project to the point where it begins to gravity flow near the 12th Avenue Recreation Center. The project is expected to require 2,300 feet of new 20-inch piping, three air release vaults, and a new receiving manhole. After discussions with the Parks Department, the City of Norman will continue to lease the property needed for this project and will not purchase the property outright. Therefore, the project was kicked back off to identify the best alignment and then move forward to final design, easement acquisition (as necessary), bidding and construction. The pipe has been completely installed and is currently in service. Final acceptance occurred on January 23, 2024. This will be the final report for this item.

Engineer: PEC, Inc. (Chris Grizer)

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

Engineer: Garver, Inc. (Steve Rice)

Septage Receiving Facility (WW0319): The Water Reclamation Facility (WRF) is often contacted regarding the possibility of taking trucked wastewater from hauling companies. Delivery of trucked wastes is not typically approved due to the undocumented quality of the trucked waste. Oklahoma City is currently the only municipal location in the metropolitan area for haulers to dispose of septage. The WRF could potentially generate revenue from companies hauling septage (septic tank clean-outs) and other acceptable wastes. Additionally, City of Norman residents utilizing a private sewage system could benefit through their private haulers having a closer disposal solution. To allow for the new facility, the current WRF treatment processes must be protected which may require temporary storage of the trucked wastes delivered to the WRF while water quality testing is performed to verify its acceptability. Preparation of an engineering study and design is budgeted for FYE19 while construction is budgeted for FYE20. This project is not a high priority for service reliability and has been deferred due to funding availability. This project will be closed out until the project is moved forward.

Engineer: Olsson, Inc. (Kevin Rood)

Sewer Maintenance Project FYE18 (WW0316): Annual project will replace about 27,800 feet of deteriorated sewer lines with High Density Polyethylene (HDPE) pipe and rehabilitate or replace about 108 manholes. Project area is bounded by

Westbrook Terrace to the north, McGee to the west, Highway 9 to the south and Berry Road to the east. Staff completed review of plans and final plans. Line Maintenance staff requested 4 small areas be added to the scope of work. Final plans including additional areas will be complete by April 2024.

Engineer: Staff with assistance from Lemke Surveying

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

On November 30, 2021, City Council approved the use of on-call Contracts of Parkhill and Lemke Land Surveying to prepare bidding documents for this project. During May 2023, a preliminary set of plans was submitted for City of Norman review and a review meeting convened and in July 2023, 95% plans were submitted and a review meeting convened. Final Plans and Bidding Documents were completed and project was advertised on September 14, 2023. Bids were opened on October 5, 2023, and Krapff-Reynolds Construction Co. (KRCC) has been deemed the lowest and best bidder with a base bid plus bid alternate cost of \$5,468,900.50. City Council approved Contract Award on November 14, 2023. A Pre-Work Meeting convened in early January 2024 and shop drawing review and procurement efforts have commenced. Initial material deliveries and start of construction are now anticipated in March 2024.

Engineer: Parkhill

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

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

Water Reclamation Facility (WRF) PFAS and Microplastics Fate and Transport: New regulations for PFAS are being promulgated by the EPA for drinking water but future regulations for wastewater effluent and biosolids are envisioned as well. To get information ahead of future rules for wastewater, this project will sample for PFAS and microplastics at locations throughout the WRF to determine levels through each process, PFAS formation or removal, and percentages of materials within liquid effluent or biosolids. Funding for this work will be from a loan from the Oklahoma Water Resources Board with 100 percent loan forgiveness (i.e., no ratepayer funds to be used). Staff is finalizing scope and contract with Garver and will bring it forward for NUA consideration April 2024.

Engineer: Garver (Bryce Callies)

WATER PROJECTS:

Jenkins Avenue Waterline Replacement (WA0353): This project will replace approximately 2,500 feet of existing 6-inch waterline with new 12-inch waterline in concert with the planned widening of Jenkins Avenue through the City of Norman

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

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

This project will determine the best location, layout, and treatment processes for blending and treating the 41 active groundwater wells utilized by the City of Norman. All active wells are currently in compliance with the standards set forth in the Safe Drinking Water Act and Public Water Supply Operations are not required to provide treatment and residual disinfectant under Oklahoma Administrative Code 252:631. However, the NUA also treats and distributes surface water from Lake Thunderbird. Since the water from the surface water source and the groundwater wells is blended in the distribution system piping, ODEQ has indicated that the system will need to be modified such that a minimum disinfectant residual of 1.0 mg/L of total chloramines (NHCL₂) should be found throughout all parts of the system in the future. In addition, maximum contaminant levels (MCLs) of total chromium and arsenic may be lowered by EPA, and a new MCL for hexavalent chromium may be established in the future, thus requiring additional treatment for the groundwater wells. NUA entered into a contract with Carollo Engineering, Inc. on June 22, 2021 in the amount of \$95,090 to develop preliminary layouts for the future build-out of the facility including immediate needs and future treatment processes. The Notice to Proceed date was set for June 29, 2021 and a kick-off meeting and site field investigations are scheduled to be held on July 21, 2021. Staff met with SRB, LLC this month to obtain assistance for acquiring the land needed for the blending location which includes review of property records, survey and map, and negotiation assistance. A Purchase Order was created for \$16,200 for these services, and a 28-acre parcel of land was approved to be purchased by Council on February 22, 2022 in the amount of \$800,000. This 28-acres, which became for sale in 2021, is located near a potential site that was evaluated as being in a more favorable location based on the layout of our wellfield, as indicated by a hydraulic model conducted by Plummer Associates, LLC. A final Technical Memo was received from Carollo in August 2022 and was sent to Plummer. This memo will be utilized by Plummer to determine the layout and modeling needed for the preliminary disinfection system. The engineering contract with Plummer for design of the disinfection system was approved by Council on October 11, 2022 in the amount of \$528,900. Staff had a kick-off meeting on November 1, 2022 with engineers. Staff held the chlorine demand and disinfection byproducts testing on December 19, 2022 at the WTP. No DBPs were detected and demand was very low, as expected. Staff and Engineers held a public meeting with Norman residents at Franklin Baptist Church on December 11, 2023 to discuss the plans for the new facility. Citizens are mostly concerned about the aesthetics of the facility and would like berms and enough landscaping to hide the facility. Engineers are working on completing 90% plans and incorporation of some additional design elements following the public meeting held in December. Architects are working on getting renderings from the street view and nearby properties to show a more accurate depiction of what nearby homeowners would see when the berms are added around the facility.

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

Land Acquisition: Smith Roberts Baldischwiler (Bryan Mitchell)

Disinfection System Engineer: Plummer Associates (Alan Swartz)

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

transmittal was sent with a start date of June 29, 2021. A kick-off meeting was held February 15, 2022 after 60% streetscape plans were completed. Funding for the streetscape work has still not been determined. This funding will determine when the waterline project needs to begin and end. The waterline will need to be completed before the roadway work begins.

Engineer: Cowan Group Engineering, LLC (Jeff Cowan)

Phase II – Porter Avenue Waterline Replacement (WA0354):

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

Engineer: Garver Engineering (Bret Cabbiness/Sean Price)

Water Treatment Plant Carbon Dioxide Tank Replacement (WA0374):

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

down of the plant occurred on January 26, 2023. Tomco informed staff that this new apparatus was quality control checked against the appropriate pressure. However, Tomco staff noticed one of the heating elements was not working properly during installation of the new apparatus. A 1-year mechanical warranty is required for this tank and Tomco was notified that they need to provide replacement of this as well. The heating element was repaired on 3/10/2023 and all components of the tank are working properly. A final payment was made to Tomco on 3/13/2023.

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

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

Southlake Addition Waterline Replacement (WA0352):

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

Water Line Replacement, Parsons Addition Phases I and II (WA0246): Contract (K-1819-87) with Cabbiness Engineering, LLC (now part of Garver) was approved by NUA 12/11/18 to design the replacement of approximately 4,500 lineal feet of water line in the Parsons addition. Due to the project's close proximity to campus, the design process

included public input from University of Oklahoma (OU), OU's sororities and fraternities, homeowners and landlords, and, based on that input and discussions with consultant and potential contractors, it was determined that the best of course of action would be to divide the project into two phases that would proceed generally during summer months when OU is not in regular session. As part of this process, it was also decided to install replacement mains in the streets rather than sidewalks wherever possible. Phase I was scheduled to begin July 1, 2019, and Phase II was originally scheduled for the summer of 2020.

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

In March 2020, 2021, 2022, and 2023, Phase II was delayed until the following Spring each year, and determination has now been made to proceed with this project in Spring of 2024. During January 2024, Garver submitted 95% drawings for NUA review. Comments have been returned to Garver and project is expected to advertise on March 7, 2024 with Contract Award to follow on April 9, 2024. This will give selected lowest and best bidder ample time to order materials and prepare to mobilize on May 13, 2024, which is the Monday after OU's Spring 2024 Graduation Weekend. Construction is expected to continue through the summer and be complete no later than August 18, 2024, which is the day before the start of the Fall 2024 semester.

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

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

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

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

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

Assuming project is not deferred, project is expected to advertise as soon as easements can be completed and Permits issued. Finalizing easements and master meter agreements and obtaining permits is likely to continue through Winter 2023/24 with Bidding and Contract Award to follow in the Spring of 2024. Construction would then commence in late Spring 2024. Project completion is then projected for early 2025.

Engineer: Jacobs Engineering (Arun Srinivasan)

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

In October 2021, NUA requested that Plummer Engineering furnish a proposed scope and fee to analyze the possibility of extending a non-potable water system from the Norman Water Reclamation Facility (WRF) to Reaves Park on the University of Oklahoma (OU) campus and to 10 to 15 other potential customers to the east of the WRF and Reaves Park, generally on or near Highway 9, as described Norman's 2060 Strategic Water Supply Plan. This reuse system would necessarily run in close proximity to Lindsey Tower so, as part of their analysis, Plummer has also been directed to assess the possibility of repurposing Lindsey Tower as dedicated storage for the new non-potable system. Plummer's scope and fee was finalized in November 2021 and their Contract was approved by City Council on December 14, 2021. In March 2023, City of Norman furnished additional requested data to Plummer to assist in finalizing their analysis, and on September 29, 2023, a draft report was submitted for City of Norman review. During the fall of 2023, there were multiple meetings and conference calls between Plummer and NUA to clarify details of report. In February 2024, NUA presented conclusions to City Manager, which was for Lindsey Tower to be demolished and not returned to service in any form. NUA also commenced discussions with members of City Council in order to work toward reaching consensus on a course of action for Lindsey Tower.

Although the final conclusion does neither recommend the construction of a non-potable reuse system nor returning Lindsey Tower to service for potable water storage, there is still a possibility that City of Norman will have Lindsey Tank rehabilitated regardless, but the details of the rehabilitation will vary depending on the alternative selected. Consequently, in November 2023, updated cost proposals were received from Dunham Engineering to prepare bidding documents and inspect ongoing rehabilitation work at Lindsey Tower for various possible alternative uses. As soon as an alternative is confirmed, which should happen by the end of March 2024, Dunham's contract (with pricing based on the selected alternative) will be submitted to City Council for approval. Upon approval, Bidding Documents would then be completed and project advertised, bids opened and contracts awarded in Spring of 2024. Construction would then commence as soon as weather conditions allowed in spring and would continue for approximately 1 to 3 months (depending on alternative).

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

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

the project. Request for Proposal (RFP) 2223-13 was issued on August 25, 2022. Proposals were received. Three vendors were short-listed and interviews were completed November 15-17, 2022. The top-ranked vendor was selected and contract negotiations are underway. A Build America Buy America "BABA" waiver from the BOR was received and the project is now moving forward.

Consultant: E Source (Alyssa Pourciau)

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

Tecumseh Water Line Replacement (WA0380): The existing 24-inch water line along Tecumseh Road is a vital component of the Norman water distribution system. The crossing of Interstate 35 is a portion that is extremely deep and is not able to be worked on by City staff due to this depth. This project will replace the pipe generally from Flood Avenue to Journey Parkway to provide more reliable and maintainable water service to the area and for transmission of water under Interstate 35. This project will also replace several ductile iron laterals along this corridor. Contract was executed on February 27, 2024.

Danfield Water Line Replacement (WA0379): This project will replace the existing 6 and 8-inch lines running along Danfield from where it intersects Brookhaven Blvd on the south the north to where it intersects the same street to the north. The existing lines are ductile iron pipe that are 40-50 years old and have experienced a significant amount of corrosion that have impacted water service to the development. The project is approximately 4,000 linear feet. The final design will also include waterline replacement of all five cul-de-sacs located in this section of Danfield. As of the first week in February, design for the Master Alignment has been completed. Design is underway and design phase completion is expected in late April 2024.

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

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

validity for our system, the model will be set up using historical data and will the analysis will then be performed and compared against actual results for a test year.

SANITATION CAPITAL PROJECTS:

SA0025 – Sanitation Cost-of-Service Study: This study will complete a financial evaluation of the Sanitation Fund. Raftelis, who has performed several financial studies for the Utilities Department, was selected to complete this work. Under this contract, Raftelis will evaluate the overall financial condition of the Sanitation fund amidst increasing costs. In summary, this study will develop a financial plan based on historical revenues and anticipated operating and capital expenditures, assess costs for service for various customer classes and services provided to sanitation customers, evaluate the current rate structure and prepare recommended modifications or increases to eliminate customer class subsidies and/or meet requirements for the financial plan; and present information to City Council. Contract was awarded by City Council on January 23, 2024. Staff expects preliminary results in April 2024.

Compost Facility Scale House (SA0019):

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

Engineer: TriCore Group, LLC (Greg Vance)

Transfer Station Renovations (SA005):

The Transfer Station has several elements that have deteriorated since its installation in 2008 due to its heavy use. This project will repair the Transfer Station floor install fire suppression system, truck parking area, and improvements to the building exterior. Repair of the floor and installation of the fire suppression system will be expedited and the Transfer Station will be required to stay in operation during the entire construction. Request for Qualifications were sent on September 29, 2022 and an optional on-site meeting was held on October 11, 2022. Qualifications were due Thursday, October 20, 2022 and one firm, Parkhill Engineering, submitted qualifications. Staff approved the qualifications submitted by Parkhill Engineering after reviewing their qualifications. A scope was received by Parkhill on December 19, 2022. Staff is still reviewing before Council approval. Council will consider the contract in March 2024.

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

Utilities and Public Works have begun coordination of the facilities and the potential to combine efforts into facility capable of meeting needs for both departments and the City.

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

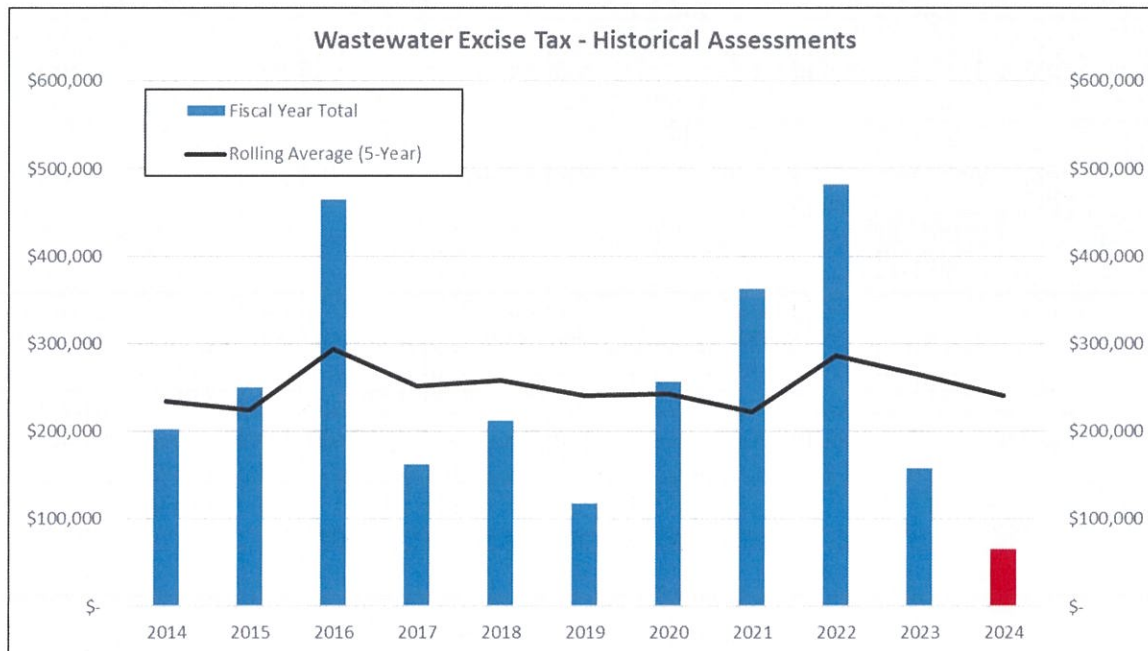
Preliminary design efforts have identified potential improvements to the final product that warrant modifications to the project scope that required a contract amendment with the Architect. Amendment No. 1 was approved by City Council in February 2020 and included changes to the site for the Household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

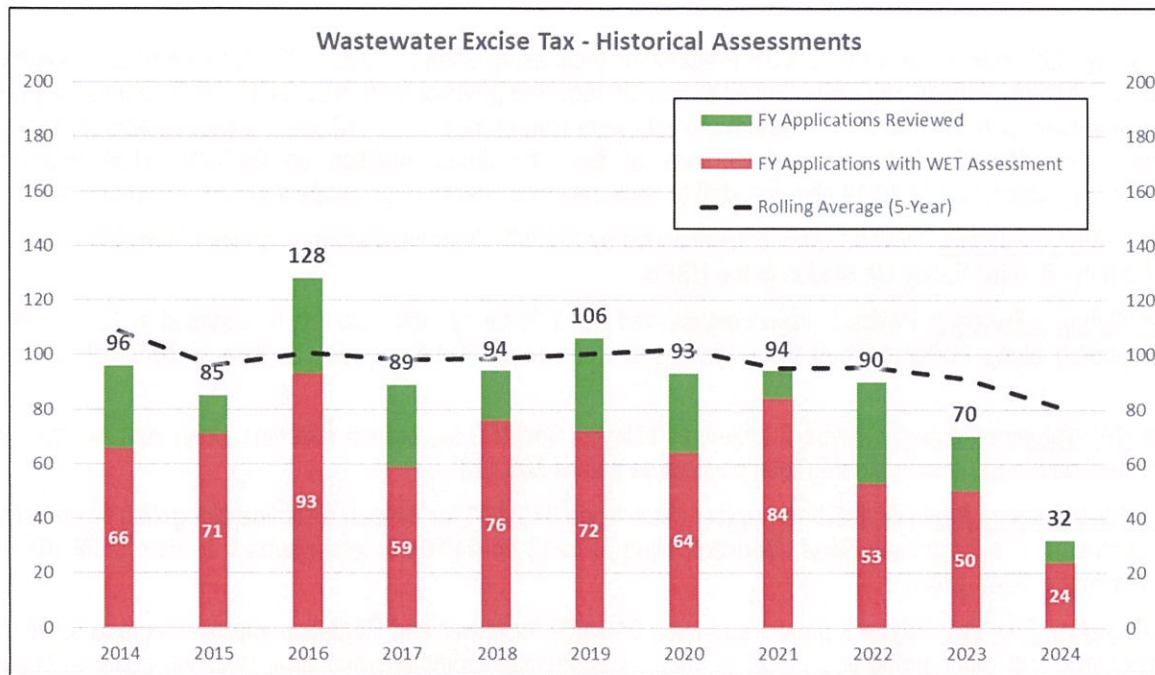
The property has been rezoned to add Municipal Use for the property to meet current code requirements. The final plans were completed and advertised. Bids were opened and contract K-2021-10 was awarded to the Landmark Construction Group on January 12, 2021. The Household Hazardous Waste building is complete and the ribbon cutting was held on February 1, 2022. All 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:

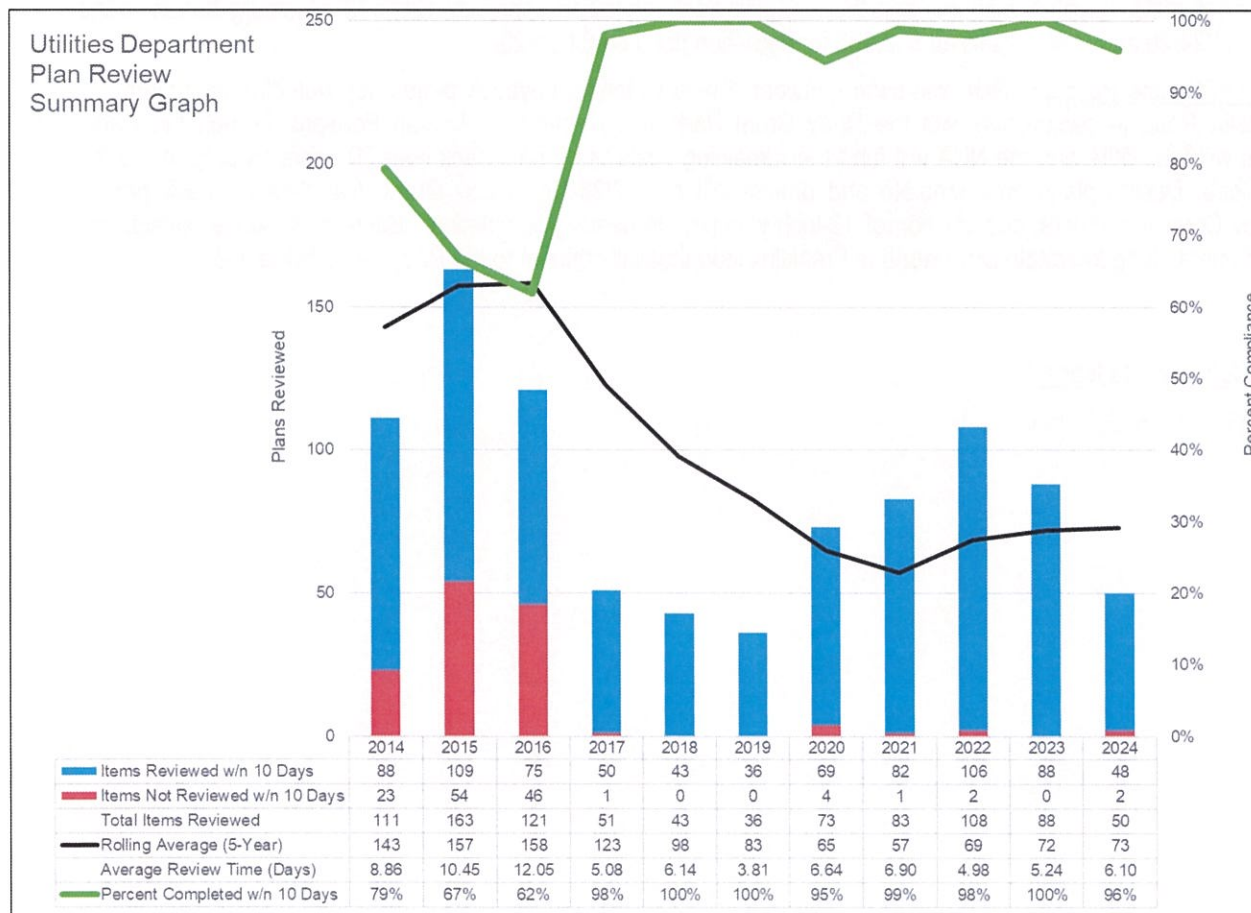
WRF Investment Fee/Wastewater Excise Tax: Staff evaluated the Wastewater Excise Tax on 5 commercial entities last month. Of the 5 applications, 3 applications were assessed since they were determined to increase wastewater flows over the previous use of the site. For the fiscal year, 32 commercial properties were reviewed and a total of \$65,289.44 has been assessed to the entities that will increase wastewater flows for their respective property. Below are graphs showing the amount assessed and the number reviewed (current through date of report preparation).





PLAN REVIEW:

Eighteen plan sets were reviewed this past month. Staff has reviewed 48 plans for the current fiscal year with an average review time of 6.10 days and with 96 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

No permits were issued for February.

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

	MONTHLY	YEAR-TO-DATE
STORMWATER CONSTRUCTION SW		
INSPECTIONS	86	775
ACTIVE SITES	86	726
CITATIONS	0	0
NOVS	0	0
CDOS	0	1
SWOS	0	0
ECPS		5

STORMWATER MS4 OPERATIONS		
ACTION CENTER	4	42
PWSTORMWATER	0	8
CALLS	11	74
OTHER	10	92
TOTAL INQUIRIES	25	206
OUTFALL INSPECTIONS	14	16
MCM 5 INSPECTIONS	0	147
MCM 6/P2 INSPECTIONS	1	12

PRETREATMENT/FATS, OILS, AND GREASE (FOG) PROGRAM		
FOG INSPECTIONS	24	169
FOOD LICENSE APPROVAL	1	15
SIU INSPECTIONS	0	8
SIU SITES SAMPLED	2	2
TABLE II MONITORING (%)	100%	100%
TABLE III MONITORING (%)	25%	25%

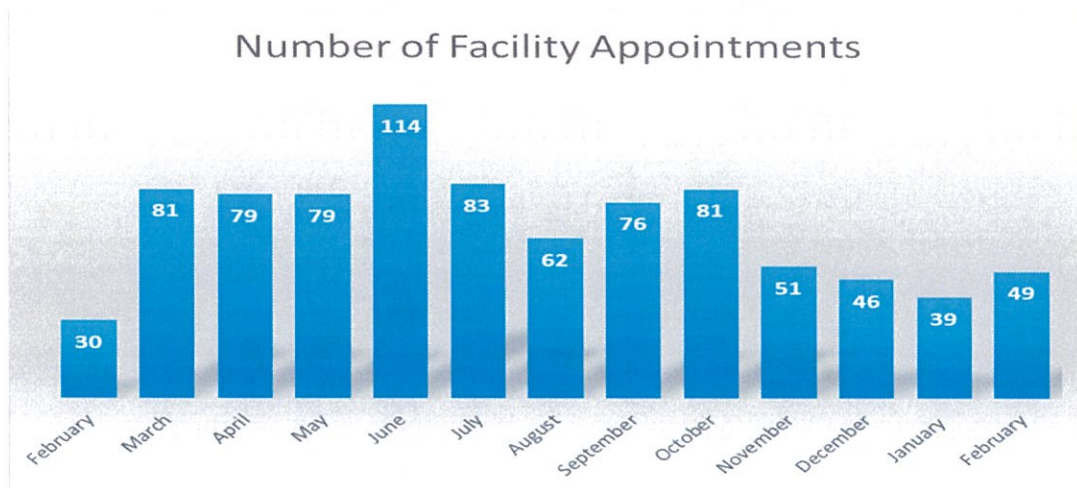
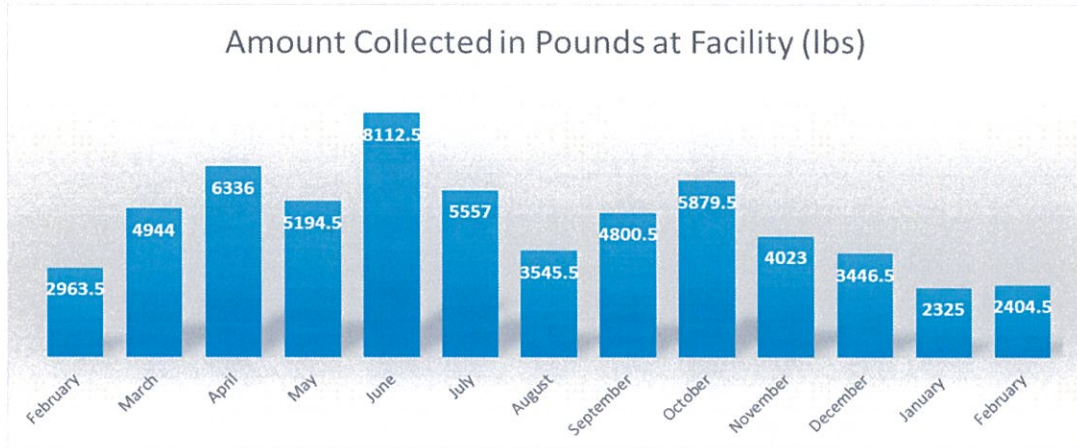
HOUSEHOLD HAZARDOUS WASTE		
HHWF: CARS SERVED	49	487
SWAP SHOP VISITS	10	82
OIL DISPOSED	6027	12281
ANTIFREEZE DISPOSED	540	854
TIRES DISPOSED	281	2163
HHW MATERIAL COLLECTED	2404.5	31981.5
E-WASTE: CARS SERVED	0	300
E-WASTE COLLECTED	0	20570
TOTAL CARS SERVED	49	787
TOTAL MATERIAL COLLECTED	2404.5	52551.5

REVENUE		
FOG PROGRAM	\$ 2,400.00	\$ 19,600.00
SURCHARGE	\$ 4,416.66	\$ 61,857.70
LAB ANALYSIS RECOVERY	\$ -	\$ -
IND. Dischg. Permit fee	\$ 1,000.00	\$ 4,500.00
TOTAL	\$ 7,816.66	\$ 85,957.70

ACTIVITIES
<i>ECAB</i>
Provided staff liaison support including attending meetings, preparation of minutes, speaker scheduling and issue research.
Accepted Earth Day/Green Norman Eco Month proclamation (Dane Heins)
James Harp award to Cathy Bowden
ECAB working on Poster Contest and other activities for the new year.
Working on efforts to reduce contamination in recycling
<i>DoERS</i>
Table II and III sampling completed for Norman WRF.
Cleanup at Saxon Park help on February 17, 2024
Cleanup at Crestland Park in coordination with Sierra Club on February 17, 2024
Loudenback participated in the City's podcast on February 8, 2024
Chao accomplished more Blue Neighborhood site visits
Loudenback participated in the Backyard Homestead Workshop on February 10, 2024
Coordinating response to the EECBG allocation with Parks
Actively serve on Boards of organizations such as LTWA, COSWA, OCASA, and OKRA
Active participation in LTWA Carrington Project subcommittee for retrofit of existing LID BMPs with monitoring
Active participation in the Wetland Group team call.
Coordinating with Parks on the Alameda/Carter Nature Park.
26,500 gallons of FOG kept from the POTW in February
AIM Stomrwater Subcommittee meeting on February 12, 2024
Study Session on Litter Crew on February 20, 2024
Planning committee for SWAWWA meeting
Active participation on the OK/TX resilience cohort
Solar initiative company interviews on February 14 and 15, 2024
Operator Certification class in MWC on February 28, 2024
Presentation to Rotary about LTWA on February 29, 2024
Freese and Nichols ecological restoration meeting on February 29, 2024
Coordination with ACOG, Stantec and DEQ on the CPRG Implementation Grant
DoERS became Blue Thumb certified and have adopted Dave Blue Creek
Planning and coordination with Parks for Earth Day Festival
Bishop Creek Watershed Group met February 5, 2024
Facilitated tour of Compost facility, HHW Facility and WRF for Owasso colleagues on February 2

Upcoming Events:

- 3/9/2024 Cleanup at Sutton with Norman Nature Club
- 3/11/2024 Dave Blue Creek monitoring and bug collection
- 3/14/2024 SW Compliance Inspector Interviews
- 3/23/2024 Recycling Festival in Stillwater
- 3/24/2024 Cleanup at Ruby Grant Park
- 3/25/2024 Women in Action presentation on recycling



CITY OF NORMAN				
DEPARTMENT OF UTILITIES				
LINE MAINTENANCE DIVISION				
MONTHLY PROGRESS REPORT				
SEWER MAINTENANCE				
	FYE 2024		FYE 2023	
February 2024	MONTH	YTD	MONTH	YTD
Obstructions:				
City Responsibility	23	35	1	14
Property Owner Responsibility	0	134	24	174
TOTAL	23	169	25	188
Number of Feet of Sewer Cleaned:				
Cleaned	53,324	669,060	73,512	716,406
Rodded	1,943	21,713	3,470	29,105
Foamed	0	68,206	0	77,694
SL-RAT	0	0	0	0
TOTAL	55,267	758,979	76,982	823,205
Sewer Overflows:				
Rainwater	0	0	0	0
Grease/Paper/Roots	0	1	0	3
Obstruction	0	0	0	2
Private	1	9	2	5
Other (Lift Station, Line Break, etc.)	0	0	0	1
Total Overflows	1	10	2	11
Feet of Sewer Lines Televised	28,260	191,107	24,546	163,809
Locates Completed	306	2,467	318	2,917
Manholes:				
Inspected	974	8,922	1,027	9,381
New	0	0	0	3
Raised	0	9	0	11
Repaired	0	11	0	16
Feet of Sewer Lines Replaced/Repaired	12.00	58.00	0	62
Hours Worked at Lift Station	44.29	316.33	25	591
Hours Worked for Other Departments	7.22	34.46	3.50	22.00
OJI's	0	0	0	2
Square Feet of Concrete	0	0	0	81
Average Response Time (Minutes)	31.00	27.15	26.44	27.90
Number of Claims	0.00	2.00	2.00	2.00

CITY OF NORMAN
DEPARTMENT OF UTILITIES
LINE MAINTENANCE DIVISION

MONTHLY PROGRESS REPORT
WATER MAINTENANCE

	FYE 2024		FYE 2023	
February 2024	MONTH	YTD	MONTH	YTD
New Meter Sets:	48	248	19	200
Number Short Sets	48	244	19	196
Number Long Sets	0	4	0	4
Average Meter Set Time	4.63	5.96	9.13	5.52
Number of Work Orders:				
Service Calls	547	3,708	710	4,010
Meter Resets	0	4	0	8
Meter Removals	12	32	3	43
Meter Changes	77	423	25	223
Locates Completed	431	3,217	346	3,092
Number of Water Main Breaks	8	105	15	147
Average Time Water Off	1.13	1.65	1.97	1.76
Number of Water Leaks	39	392	51	404
Fire Hydrants:				
New	0	0	0	5
Replaced	0	4	0	3
Maintained	26	424	62	914
Number of Valves Exercised	85	739	150	1,978
Feet of Main Construction	0	500	500	3,915
Hours of Main Construction	0	1,631	432	1,889
Meter Changeovers	0	5	0	3
OJI's	0	0	0	4
Hours Flushing/Testing New Mains	4.07	138	59	466
Hours Worked Outside of Division	0.00	0.00	0	0

City of Norman, Oklahoma
Department of Utilities

Monthly Progress Report
Water Reclamation Facility
February 1-29, 2024
Flow Statistics

	FYE 2024		FYE 2023	
	<u>This Month</u>	<u>YTD</u>	<u>This Month</u>	<u>YTD</u>
Total Influent Flow (M.G.)	354.2	2744.8	285.5	2474.1
Total Effluent Flow (M.G.)	342.9	2562.7	285.5	2324.6
Influent Peak Flow (MGD)	19.8	28.3	12.7	16.9
Effluent Peak Flow (MGD)	19.5	27.7	12.7*	15.9
Daily Avg. Influent Flow (MGD)	12.2	11.2	10.3	10.3
Daily Avg. Effluent Flow (MGD)	11.8	10.5	9.7	9.7
Precipitation (inches)	1.7	27.8	2.6	14.7

Discharge Monitoring Report Stats

EPA minimum percentage removal 85%

5 day BOD:

Avg.

Avg.

Influent Total (mg/l)	173	213
Effluent Carbonaceous Total	3	3
Percent Removal	98.3	98.6

Total Suspended Solids:

Influent (mg/L)	218	240
Effluent (mg/L)	6	10
Percent Removal	97.2	95.8

Dissolved Oxygen:

Influent (min)	1.0	0.7
Effluent (min)	5.3	6.9

pH

Influent (Low)	7.1	7.2
(High)	7.5	7.5
Effluent (Low)	7.2	6.9
(High)	6.9	7.4

Ammonia Nitrogen

Influent (mg/L)	27.0	29.2
Effluent (mg/L)	1.5	0.1
Percent Removal	94.4	99.8

Utilities

Electrical

Total kWh Used (Plant wide)	470,960	3,587,260	459,260	3,949,100
Aeration Blowers, WSL&Headworks	133,600	998,800	148,800	1,320,800
UV Facility	40,400	494,200	22,600	382,200

Natural Gas

Total cubic feet/day (plant wide)	480,000	2,308,000	442,000	2,638,000
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Public Education (Tours)

4	23	2	29
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Total Attendees for FYE 24

154	77
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Reclaimed Water System (MG)

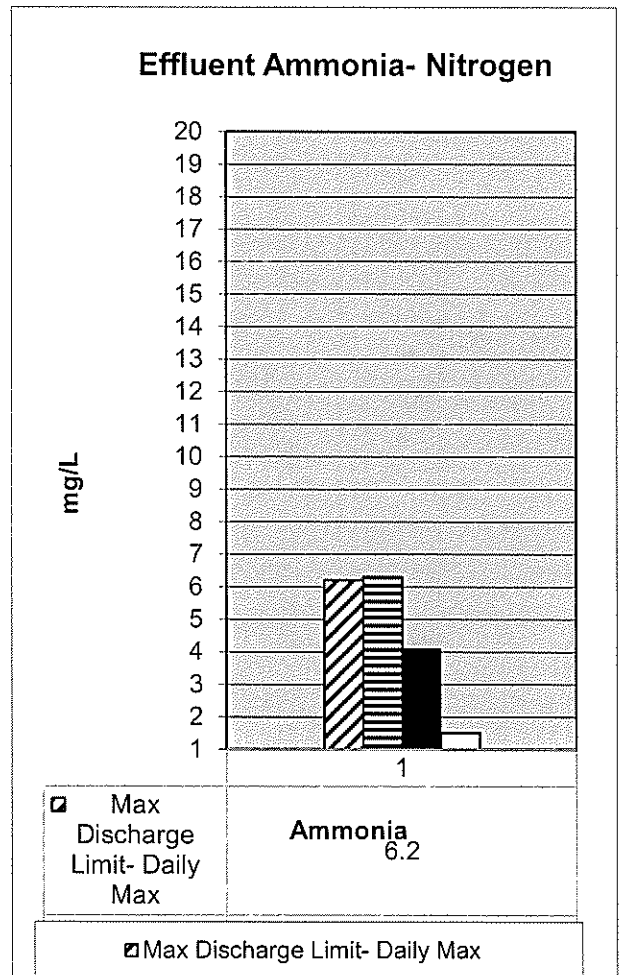
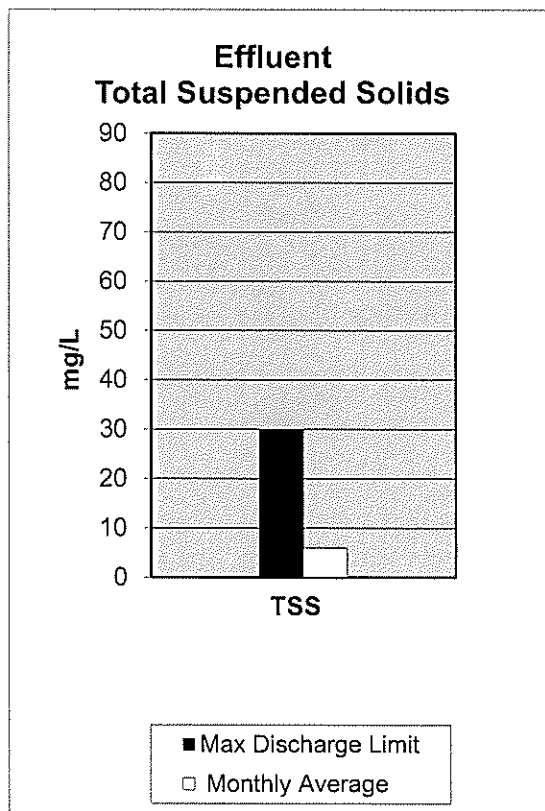
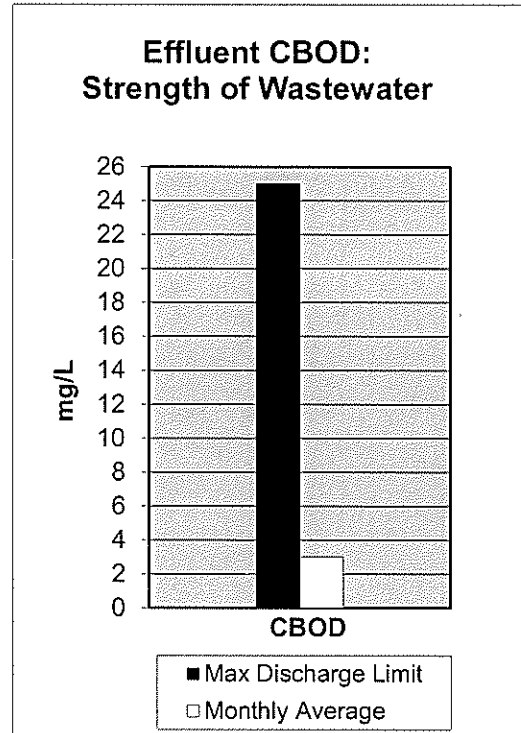
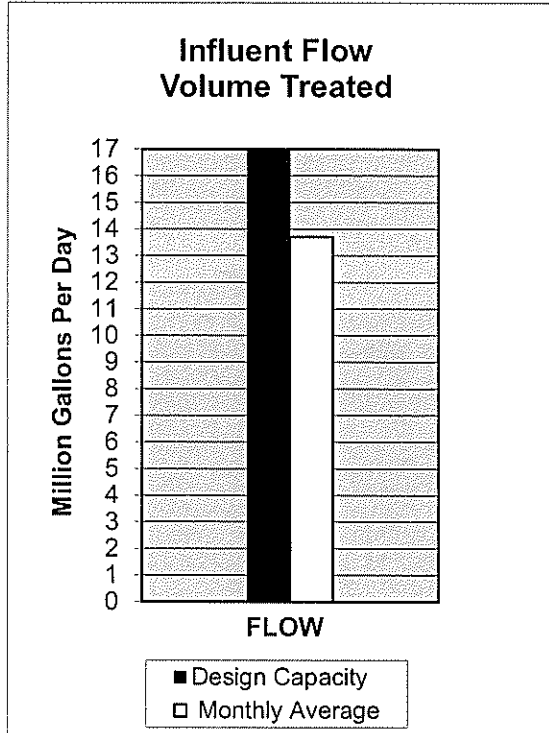
0.0	0.0
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OU Golf Course

1.3	78.1	0.4	51.3
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E.coli geometric mean average for February 2024 132 MPN (Limit is 630)

CITY OF NORMAN
WATER RECLAMATION FACILITY
February 2024



Comments here

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

WATER TREATMENT DIVISION

MONTH: February-2024

	FYE 2024		FYE 2023	
	<u>This month</u>	<u>Year to date</u>	<u>This month</u>	<u>Year to date</u>
Water Supply				
Plant Production (MG)	276.53	2451.04	145.06	2439.95
Well Production (MG)	53.11	1029.62	150.58	1097.72
Oklahoma City Water Used (MG)	28.99	243.12	28.27	240.24
Total Water Produced (MG)	358.62	3723.78	323.91	3777.92
Average Daily Production	12.37	15.26	11.57	15.61

Peak Day Demand

Million Gallons	13.31	23.32	13.32	25.52
Date	2/26/2024	9/4/2023	2/27/2023	7/27/2022
System Capacity (see note 1)	25.78	25.78	25.78	25.78
Demand Above Capacity (Peak Day)	0.00	0.00	0.00	0.00

Note 1: Beginning June 2016 the System Capacity includes the Oklahoma City water line. (Plant + Wells + OKC)

Costs

Plant	\$656,047.40	\$5,452,486.95	\$633,435.95	\$5,381,948.42
Wells	\$266,183.98	\$2,035,176.86	\$250,703.87	\$2,047,516.62
OKC	\$105,017.64	\$769,107.91	\$102,194.35	\$736,151.68
Total	\$1,027,249.02	\$8,256,771.72	\$986,334.17	\$8,165,616.72

Cost per Million Gallons

Plant	\$2,372.46	\$2,224.56	\$4,366.75	\$2,205.76
Wells	\$5,012.41	\$1,976.63	\$1,664.94	\$1,865.24
OKC	\$3,623.05	\$3,163.54	\$3,615.07	\$3,064.21
Total	\$2,864.47	\$2,217.31	\$3,045.12	\$2,161.41

Water Quality

Bacterial Samples in Compliance	100	808	100	796
Bacterial Samples out of Compliance	0	2	0	4
Total number of inquiries (Note 2)	0	18	5	26
Total number of complaints (Note 2)	4	44	3	52
Number of complaints per 1000 service connections	0.10	1.07	0.08	1.35

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

Safety

Hours lost to OJI	0	0	0	0
Hours lost to TTD	0	0	0	0
Total Hours Lost	0	0	0	0
Safety Training Sessions Held	1	7	1	1

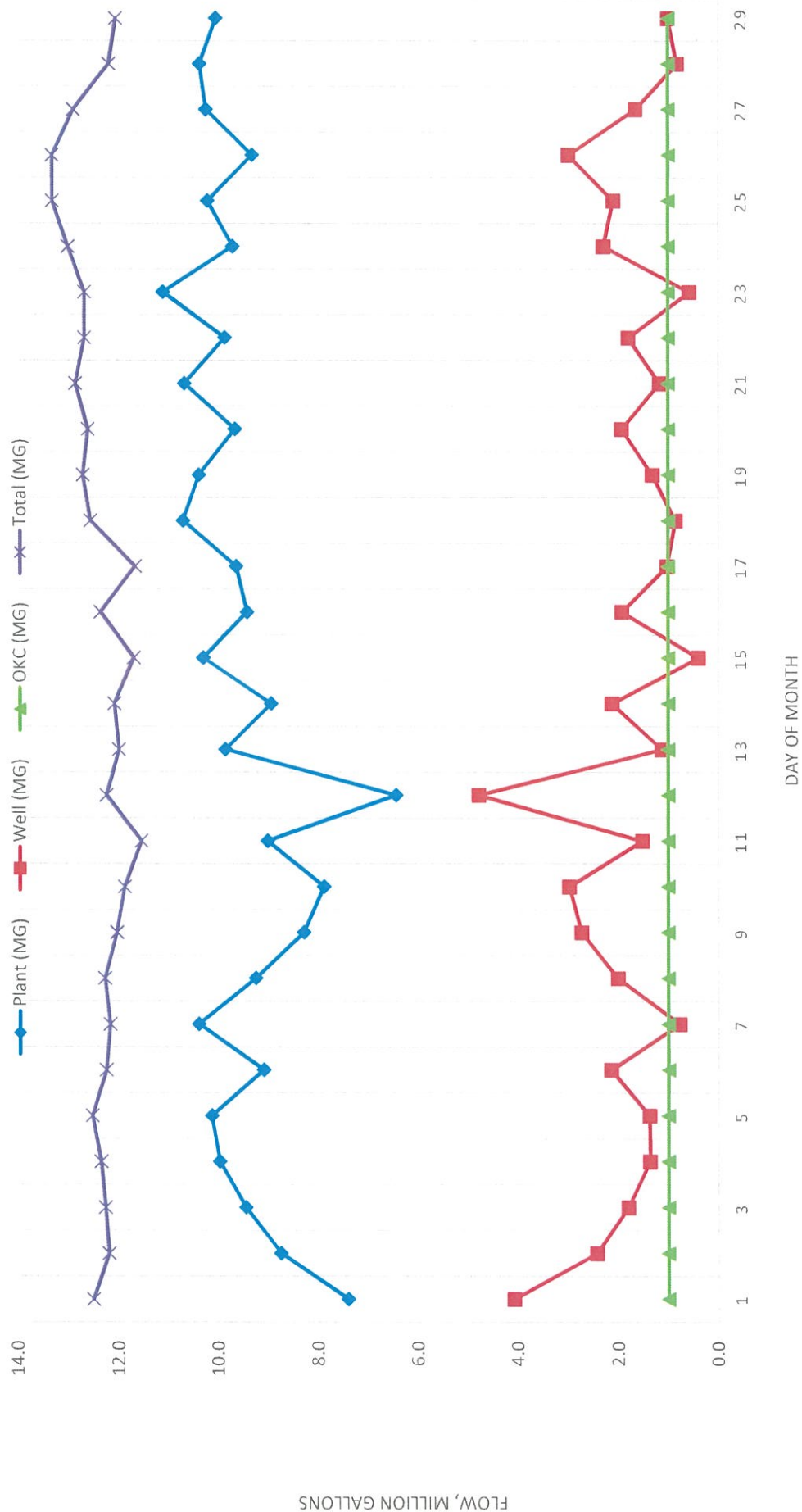
Public Education

Number of tours conducted	1	10	0	4
Number of people on tours	24	161	0	110

Notes:

Staff replaced CO2 booster pump at well 31. Pumps and motors have been replace at wells 60, 43 and 3.
Staff replaced ozone diffusers in ozone contact basin. Repair CO2 feed line going to ozone conact basin.
Baker Brothwers electric repaired damaged meter base at well 8. Staff added CO2 storage tank to SCADA.

WATER PRODUCTION FOR FEBRUARY 2024



MONTHLY TRANSFER STATION REPORT

February 2024

	TONS PER MONTH	REVENUE PER MONTH
O.U.	355.08	\$19,454.12
STANDARD GATE	1,749.57	\$147,163.08
RESIDENTIAL	506.25	\$19,934.60
TOTALS:	2,610.90	\$186,551.80

	MONTH
# OF LOADS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	488.00

# OF TONS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	9110.83
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# OF LOADS TRANSPORTED TO OKC LANDFILL BY INDIVIDUAL SANITATION TRUCKS.	0.00
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# OF TONS TRANSPORTED TO OKC LANDFILL BY INDIVIDUAL SANITATION TRUCKS:	0.00
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TOTAL LOADS BROUGHT TO LANDFILLS:	488.00
GRAND TOTAL TONS TO LANDFILLS	9,110.83

DISPOSAL COST PER TON (OKC)	\$22.91
TIPPING FEE'S FOR DUMPING AT OKC:	\$208,729.12
GRAND TOTAL TIPPING FEE'S	\$208,729.12

# OF LOADS BROUGHT TO TRANSFER STATION COMMERCIAL SANITATION TRUCKS:	629.00
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# OF TONS BROUGHT TO TRANSFER STATION COMMERCIAL SANITATION TRUCKS:	3751.77
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# OF LOADS BROUGHT TO TRANSFER STATION RESIDENTIAL SANITATION TRUCKS:	401.00
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# OF TONS BROUGHT TO TRANSFER STATION RESIDENTIAL SANITATION TRUCKS:	2495.58
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TOTAL LOADS BROUGHT TO TRANSFER STATION:	1030.00
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TOTAL TONS BROUGHT TO TRANSFER STATION:	6247.35
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MISCELLANEOUS TONS BROUGHT BY OTHER DEPTS.:	215.29
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TOTAL TONS RECEIVED AT TRANSFER STATION	9073.54
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SANITATION DIVISION PROGRESS REPORT

SUMMARY 2024

	FYE 23		FYE 24	
	MONTH	YR-TO-DATE	MONTH	YR-TO-DATE
<u>Vehicle Accidents</u>	2	21	1	7
<u>On The Job Injuries</u>	1	4	0	0
<u>Bulk Pickups</u>	40	173	55	218
<u>Refuse Complaints</u>	120	473	90	430
<u>New Polycarts Requests</u>	48	383	49	185
<u>Polycarts Exchanges</u>	7	80	8	21
<u>Additional Polycart Requests</u>	66	443	73	216
<u>Replaced Stolen Polycarts</u>	29	153	19	76
<u>Replaced Damaged Polycarts</u>	51	731	57	191
<u>Polycarts Repaired</u>	25	319	19	122

COMPOST MONTHLY REPORT

FEBRUARY 2024

MONTH

TONS BROUGHT IN BY COMPOST CREWS:	215.29
LANDFILL TIPPING FEE'S	\$ 22.91
SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 4,932.29

TONS BROUGHT IN BY PUBLIC:	1,800.00
TONS BROUGHT IN BY CONTRACTORS :	2,300.00
TONS BROUGHT IN BY OTHER CITY DEPARTMENTS:	300.00
LANDFILL TIPPING FEE'S	\$ 22.91
SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 100,804.00

TOTAL SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 105,736.29
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REVENUE COLLECTED FROM COMPOST SALES:	\$1,780.00
REVENUE COLLECTED FROM GATE SALES:	\$9,800.00

TOTAL TONS COLLECTED	4,615.29
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MULCH CUBIC YDS
MONTH

COMPOST CUBIC YDS
MONTH

PARKS DEPT.	
ROAD & CHANNEL	
LINE MAINTENANCE	
STREET DEPT.	
WATER TREATMENT	
MURPHY PRODUCTS OKC	
SELF LOADING BIN	
DRYING BEDS	2,000
COMPOST SOLD BY CUBIC YARDS	
MULCH SOLD BY CUBIC YARDS	2,600
TOTAL:	2,000

33
178
211

CURBSIDE MONTHLY RECYCLING REPORT**Feb-24****PROGRAM STATISTICS**

	AVERAGE
	MONTH
SET OUT/PARTICIPATION RATE:	80%
AVERAGE TONS PER DAY :	10.25
POUNDS PER HOME:	8.46

COMMODITY BY TON

	% of Total	TONS
ALUMINUM BEVERAGE CAN	2.10%	6.24
#1 PET	5.50%	16.34
NEWS	0.00%	0
GLASS CONTAINERS	5.72%	16.99
MIX PAPER	33.40%	99.22
PLASTIC FILM	0.57%	1.69
#2 NATURAL	0.90%	2.67
#2 COLOR	1.10%	3.27
#3-#7	0.00%	0
METAL	0.82%	2.44
RIGIDS	0.89%	2.64
TIN-STEEL SCRAP	3.30%	9.8
TRASH	28.30%	84.07
OCC	17.40%	51.69
TOTAL	100.00%	297.06

	MONTH
SERVICE CALLS (MISSES)	47
HOUSESIDE	7
REMINDER	2
SCATTERED	0
MISC.	0
REPAIR	16
NEW	29
ADD	5
MISSING	11
EXCHANGE	2
REPLACE	10
PICK UP	26
TOTAL CALLS	155.00

	MONTH
LANDFILL COST AVOIDANCE	\$5,866.94

Drop Center Report February

MONTHLY UNIT PRICES	Revenue per ton	Proc. Fee	LBS Rejected	Tons Rejected	%	LNDFL Fee	Tons Diverted	\$ Diverted
ALUMINUM:	\$1,050.00	\$0.00		0	0	0%	\$22.91	\$5,417.30
PLASTICS:	\$5.00	\$0.00					236.46	
STEEL CANS:	\$0.00	\$0.00						
MIXED OFFICE PAPER:	\$0.00	\$0.00						
CARDBOARD:	\$90.00	\$0.00						

RECYCLING CENTER DATA:	#9	Westwood	Hollywood	Transfer
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	TONS	TONS	TONS	Total Tons	PRO/FEE	Revenues	Net
ALUMINUM:	0.18	0.09	0.29	0.02	0.58	\$0.00	\$609.00
PLASTICS:	3.07	1.26	5.79	0.45	10.57	\$0.00	\$52.85
STEEL CANS:	0.18	0.09	0.29	0.02	0.58	\$0.00	\$0.00
MIXED OFFICE PAPER:	1.79	1.7	7.71	0	11.2	\$0.00	\$0.00
CARDBOARD:	19.92	11.19	32.84	2.32	66.27	\$0.00	\$5,964.30
RECYCLING CENTER TOTALS:	25.14	14.33	46.92	2.81	89.2	\$0.00	\$6,626.15

Commercial Cardboard Containers	Compactors	Revenues	WOOD	Glass	Metal
TONS	TONS	Revenues	TONS	TONS	TONS
45.57	3.14	\$282.60	0	21.88	3.04
					Revenues
					Cost
					Profit

Expenses	Average hrly+ benefits	\$26.78
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	Cage Rolloff	Cardboard	Occ Compact	MXD Office	Total
Hours	52	204	6	16	278
Labor \$	\$1,392.56	\$5,463.12	\$160.68	\$428.48	\$7,444.84
Vehicle cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Customer Revenue	\$12,377.80
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Total All Recycle and Cardboard	Revenues
Tons	\$10,780.68

Total Recycle Only	Revenues
Tons	\$432.48

Total Cardboard	Revenues
Tons	\$10,348.20

Revenue	Income	Expense	Net
	\$23,158.48	\$7,444.84	\$ 15,713.64