



CITY OF NORMAN, OK CITY COUNCIL REGULAR MEETING

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069
Tuesday, October 22, 2024 at 6:30 PM

AMENDED AGENDA

It is the policy of the City of Norman that no person or groups of persons shall on the grounds of race, color, religion, ancestry, national origin, age, place of birth, sex, sexual orientation, gender identity or expression, familial status, marital status, including marriage to a person of the same sex, disability, relation, or genetic information, be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination in employment activities or in all programs, services, or activities administered by the City, its recipients, sub-recipients, and contractors. In the event of any comments, complaints, modifications, accommodations, alternative formats, and auxiliary aids and services regarding accessibility or inclusion, please call 405-366-5424, Relay Service: 711. To better serve you, five (5) business days' advance notice is preferred.

CITY COUNCIL, NORMAN UTILITIES AUTHORITY, NORMAN MUNICIPAL AUTHORITY, AND NORMAN TAX INCREMENT FINANCE AUTHORITY

You are required to sign up in advance of the meeting on the City's webpage, by calling the City Clerk's Office (405-366-5406), or at the Council Chambers prior to the start of the meeting with your name, ward, and item you wish to speak to including whether you are a proponent or opponent. When the time comes for public comments, the Clerk will call your name and you can make your way to the podium. Comments may be limited on items of higher interest, if so, the Mayor will announce that at the beginning of the meeting. Participants may speak one time only up to 3 minutes per person per item. There will be no yielding of time to another person. Sign up does not guarantee you will get to speak if the allotted time for that item has already been exhausted. If there is time remaining after those registered to speak have spoken, persons not previously signed up may have the opportunity to speak. Comments received must be limited to the motion on the floor only.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

PROCLAMATIONS

1. CONSIDERATION OF ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2425-8: A PROCLAMATION OF THE CITY COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING TUESDAY, OCTOBER 22, 2024, AS SOUTH CENTRAL COURT APPOINTED SPECIAL ADVOCATE (CASA) DAY IN THE CITY OF NORMAN.

2. CONSIDERATION OF ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2425-9: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING NOVEMBER 3 THROUGH NOVEMBER 9, 2024, AS OKLAHOMA MOBILITY WEEK IN THE CITY OF NORMAN

COUNCIL ANNOUNCEMENTS

CONSENT DOCKET

This item is placed on the agenda so that the City Council, by unanimous consent, can designate those routine agenda items that they wish to be approved or acknowledged by one motion. If any item proposed does not meet with approval of all Councilmembers, that item will be heard in regular order. Staff recommends that Item 3 through Item 18 be placed on the consent docket.

APPROVAL OF MINUTES

3. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE MINUTES AS FOLLOWS:

CITY COUNCIL, NORMAN UTILITIES AUTHORITY, NORMAN MUNICIPAL AUTHORITY, NORMAN TAX INCREMENT FINANCE AUTHORITY MEETING MINUTES OF OCTOBER 10, 2023. CITY COUNCIL FINANCE COMMITTEE MEETING MINUTES OF SEPTEMBER 19, 2024.

Reports/Communications

4. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE MONTHLY DEPARTMENTAL REPORTS FOR THE MONTH OF SEPTEMBER, 2024.
5. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RECEIPT OF THE FINANCE DIRECTOR'S INVESTMENT REPORT AS OF SEPTEMBER 30, 2024, AND DIRECTING THE FILING THEREOF.
6. CONSIDERATION OF SUBMISSION, ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR REJECTION OF RECEIPT OF THE CITY MANAGER'S CONTRACT AND CHANGE ORDER REPORT AND DIRECTING THE FILING THEREOF.

Appointments

7. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE MAYOR’S APPOINTMENTS AS FOLLOWS:

BOARD OF ADJUSTMENT

TERM: 10/22/24 TO 12/22/27, CURTIS MCCARTY, WARD 8
TERM: 10/22/24 TO 12/22/27, DR. BEN BIGELOW, WARD 6

ENVIRONMENTAL CONTROL ADVISORY BOARD

TERM: 10/22/24 TO 10/27/27, LAINEY PHILLIPS, WARD 6
TERM: 10/22/24 TO 10/27/27, NATHALIE ROCHER, WARD 4
TERM: 10/22/24 TO 07/31/27, TODD HOWERY, WARD 3

HISTORIC DISTRICT COMMISSION

TERM: 10/22/24 TO 10/26/27, TABOR HALFORD, WARD 4
TERM: 10/22/24 TO 10/26/27, MITCH BAROFF, WARD 4
TERM: 10/22/24 TO 10/26/27, MICHAEL ZORBA, WARD 6

NORMAN ELECTION COMMISSION

TERM: 10/22/24 TO 09/01/27, TY HARDIMAN, WARD 4

NORMAN HOUSING AUTHORITY

TERM: 10/22/24 TO 11/21/27, PEGGY STOCKWELL, WARD 4
TERM: 10/22/24 TO 11/21/27, BECKY HUNT, WARD 2

NORMAN REGIONAL HOSPITAL AUTHORITY

TERM: 10/22/24 TO 10/31/27, MARY WOMACK, WARD 5
TERM: 10/22/24 TO 10/31/27, DR. MUHAMMAD, WARD 8
TERM: 10/22/24 TO 10/31/27, DR. KELLEY LOBB, WARD 5

PLANNING COMMISSION

TERM: 10/22/24 TO 11/01/27, LIZ MCKOWN, WARD 8
TERM: 10/22/24 TO 11/01/27, DOUG MCCLURE, WARD 7
TERM: 10/22/24 TO 11/01/27, STEVEN MCDANIEL, WARD 3

Contracts

8. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CHANGE ORDER ONE TO CONTRACT K-2324-70: BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND KRAPFF-REYNOLDS CONSTRUCTION CO., IN THE NET AMOUNT OF -\$180,336, FOR THE SEWER MAINTENANCE PROJECT - 2019.

9. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RFP-2425-18 AND CONTRACT K-2425-48: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND UNLIMITED TREASURES, L.L.C., IN THE AMOUNT OF \$3,564 PER MONTH TO PROVIDE CUSTODIAL SERVICES FOR THE ADULT WELLNESS AND EDUCATION CENTER (AWE).

10. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RFP-2425-17 AND CONTRACT K-2425-49: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND ANAGO OKC, INC., IN THE AMOUNT OF \$3,142.30 PER MONTH TO PROVIDE CUSTODIAL SERVICES FOR THE 12th AVENUE RECREATION CENTER, IRVING RECREATION CENTER, WHITTIER RECREATION CENTER AND LITTLE AXE COMMUNITY CENTER.
11. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2425-61: A PUBLIC TRANSIT REVOLVING FUND AGREEMENT BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND THE OKLAHOMA DEPARTMENT OF TRANSPORTATION (ODOT) DISTRIBUTING A MAXIMUM AMOUNT OF FUNDS IN AN AMOUNT NOT-TO-EXCEED TWO HUNDRED TWENTY-TWO THOUSAND SIXTY ONE DOLLARS (\$222,061) IN THREE (3) BILLINGS PAYABLE ON OR AFTER NOVEMBER 1, 2024, FEBRUARY 1, 2025, AND JUNE 1, 2025; SUCH FUNDS TO BE USED FOR ESTABLISHING, EXPANDING, IMPROVING, AND MAINTAINING THE CITY OF NORMAN'S URBAN PUBLIC MASS TRANSPORTATION SERVICES.

Resolutions

12. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2425-52: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORMAN, OKLAHOMA APPROPRIATING \$2,655,575 FROM THE SPECIAL REVENUE FUND BALANCE; \$130,048 FROM THE WESTWOOD FUND BALANCE; \$4,681,687 FROM THE RISK MANAGEMENT FUND BALANCE; \$4,814,280 FROM THE CAPITAL FUND BALANCE; AND \$1,291 FROM THE NORMAN FORWARD FUND BALANCE, TO CLOSE OUT YEAR-END ACCOUNTING ENTRIES FOR FYE 2024.
13. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF RESOLUTION R-2425-53: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN DIRECTING STAFF TO TERMINATE CONTRACT K-2223-56, A SERVICE AND LEASE AGREEMENT WITH FOOD AND SHELTER, INC. FOR OPERATION OF AN EMERGENCY OVERNIGHT SHELTER, PURSUANT TO ITS TERMS. **THIS ITEM IS BEING POSTPONED TO ALLOW STAFF TO NEGOTIATE THE STARTING DATE FOR THE NEW CONTRACT. There will be no public comment or action taken other than postponement.**
14. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2425-56: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, DECLARING THAT THE CITY COUNCIL, NORMAN MUNICIPAL AUTHORITY, NORMAN UTILITIES AUTHORITY AND NORMAN TAX INCREMENT FINANCE AUTHORITY MEETING SCHEDULED FOR DECEMBER 24, 2024, SHALL BE CANCELLED.
15. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2425-59: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, GIVING THE SECRETARY OF THE CLEVELAND COUNTY ELECTION BOARD NOTICE OF 2025 MUNICIPAL AND MUNICIPAL RUNOFF ELECTIONS.

16. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF RESOLUTION R-2425-61: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA AUTHORIZING GRANT APPLICATION FOR THE ENERGY EFFICIENCY AND CONSERVATION BLOCK GRANT PROGRAM FROM THE UNITED STATES DEPARTMENT OF ENERGY IN THE AMOUNT OF \$171,050 TO FUND SOLAR IMPROVEMENTS TO THE HOUSEHOLD HAZARDOUS WASTE FACILITY AND THE ESTABLISHMENT OF AN ENERGY EFFICIENCY REVOLVING LOAN PROGRAM.

NON-CONSENT ITEMS

Second Reading Ordinance

17. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2425-4 ON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO GRANT SPECIAL USE FOR AUTOMOBILE SERVICE STATION IN THE C-1, LOCAL COMMERCIAL DISTRICT FOR LOT 3, BLOCK 1 OF SOUTH LAKE ADDITION SECTION 12 OF THE CITY OF NORMAN, CLEVELAND COUNTY, OKLAHOMA; AND PROVIDING FOR THE SEVERABILITY THEREOF. (3301 CLASSEN BLVD.)

18. CONSIDERATION OF ADOPTION, REJECTION, AMENEDMENT AND/OR POSTPONEMENT OF RESOLUTION R-2425-60: A RESOLUTION OF THE CITY OF NORMAN REQUESTING THE OKLAHOMA TURNPIKE AUTHORITY'S ACCESS OKLAHOMA PROGRAM TO IMPROVE AND CONSTRUCT FACILITIES IN THE VICINITY OF THE CITY OF NORMAN ALONG THE EAST-WEST CONNECTOR.

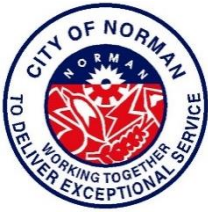
MISCELLANEOUS COMMENTS

This is an opportunity for citizens to address City Council. Due to Open Meeting Act regulations, Council is not able to participate in discussion during miscellaneous comments. Remarks should be directed to the Council as a whole and limited to three minutes or less.

ADJOURNMENT

File Attachments for Item:

1. CONSIDERATION OF ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2425-8: A PROCLAMATION OF THE CITY COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING TUESDAY, OCTOBER 22, 2024, AS SOUTH CENTRAL COURT APPOINTED SPECIAL ADVOCATE (CASA) DAY IN THE CITY OF NORMAN.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 10/22/2024

REQUESTER: Brenda Hall, City Clerk

PRESENTER: Brenda Hall, City Clerk

ITEM TITLE: CONSIDERATION OF ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2425-8: A PROCLAMATION OF THE CITY COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING TUESDAY, OCTOBER 22, 2024, AS SOUTH CENTRAL COURT APPOINTED SPECIAL ADVOCATE (CASA) DAY IN THE CITY OF NORMAN.

Proclamation

P-2425-8

A PROCLAMATION OF THE CITY COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING TUESDAY, OCTOBER 22, 2024, AS SOUTH CENTRAL COURT APPOINTED SPECIAL ADVOCATE (CASA) DAY IN THE CITY OF NORMAN.

- § 1. WHEREAS, the first South Central Court Appointed Special Advocate (CASA) volunteer program in Oklahoma was started in October of 1984 by Judge Alan Couch in the City of Norman; and
- § 2. WHEREAS, October 22, 2024, is a special day recognizing the organization’s 40th anniversary; and
- § 3. WHEREAS, a CASA volunteer is a trained community volunteer who is appointed by a Judge to represent, watch over, and advocate for abused and neglected children to help ensure they do not get lost in the child welfare system or languish in foster care; and
- § 4. WHEREAS, a CASA volunteer makes recommendations to the court based on what he or she believes to be in the best interest of each child and gives a child a voice and hope; and
- § 5. WHEREAS, South Central CASA Day will inspire people in our community to come together to ensure the best interest of abused and neglected children are not overlooked, and;
- § 6. WHEREAS, South Central CASA Day impacts lives by extending advocacy efforts and increased child well-being, including social, mental, emotional, physical, therapeutic and educational and safety needs of children.

NOW, THEREFORE, I, MAYOR OF THE CITY OF NORMAN, OKLAHOMA:

- § 7. Do hereby proclaim Tuesday, October 22, 2024, as South Central CASA Day in the City of Norman, Oklahoma, and encourage the residents of our community to join me to recognize and bring awareness to the advocacy efforts of Court Appointed Special Advocates (CASA) across the community working to improve the lives of children.

PASSED AND APPROVED this 22nd day of October, 2024.

Mayor

ATTEST:

City Clerk



File Attachments for Item:

2. CONSIDERATION OF ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2425-9: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING NOVEMBER 3 THROUGH NOVEMBER 9, 2024, AS OKLAHOMA MOBILITY WEEK IN THE CITY OF NORMAN



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 10/22/2024

REQUESTER: Brenda Hall, City Clerk

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ITEM TITLE: CONSIDERATION OF ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2425-9: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING NOVEMBER 3 THROUGH NOVEMBER 9, 2024, AS OKLAHOMA MOBILITY WEEK IN THE CITY OF NORMAN

Proclamation

P-2425-9

A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING NOVEMBER 3 THROUGH NOVEMBER 9, 2024 AS OKLAHOMA MOBILITY WEEK IN THE CITY OF NORMAN.

- § 1. WHEREAS, the City of Norman works everyday “Building an Inclusive Community”, which includes providing multiple mobility options in Norman by getting people where they need to go, from work and school, to medical appointments, grocery stores, and other essential services; and
- § 2. WHEREAS, mobility options available in Norman include, but are not limited to, fixed route bus service, paratransit service, on-demand service, e-scooters, sidewalks, bike lanes, multimodal paths, and AMTRAK service; and
- § 3. WHEREAS, the mobility options available are critical to those that choose or are unable to drive a motor vehicle; and
- § 4. WHEREAS, the mobility options provided benefit everyone in the City of Norman by reducing traffic and parking congestion, improving air quality and making our city more equitable and accessible to all.

NOW, THEREFORE, I, MAYOR OF THE CITY OF NORMAN, OKLAHOMA:

- § 9. Do hereby proclaim the week of November 3rd through the 9th, 2024, as Oklahoma Mobility Week in the City of Norman; and invite members of the public to walk, bike, or use public transportation to celebrate and discover new ways to navigate Norman.

PASSED AND APPROVED this 22nd day of October, 2024.

Larry Heikkila, Mayor

ATTEST:

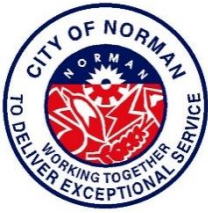
Brenda Hall, City Clerk



File Attachments for Item:

3. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE MINUTES AS FOLLOWS:

CITY COUNCIL, NORMAN UTILITIES AUTHORITY, NORMAN MUNICIPAL AUTHORITY, NORMAN TAX INCREMENT FINANCE AUTHORITY MEETING MINUTES OF OCTOBER 10, 2023.CITY COUNCIL FINANCE COMMITTEE MEETING MINUTES OF SEPTEMBER 19, 2024.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 10/22/2024

REQUESTER: Brenda Hall, City Clerk

PRESENTER: Brenda Hall, City Clerk

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE MINUTES AS FOLLOWS:

CITY COUNCIL, NORMAN UTILITIES AUTHORITY, NORMAN MUNICIPAL AUTHORITY, NORMAN TAX INCREMENT FINANCE AUTHORITY MEETING MINUTES OF OCTOBER 10, 2023.CITY COUNCIL FINANCE COMMITTEE MEETING MINUTES OF SEPTEMBER 19, 2024.



CITY OF NORMAN, OK CITY COUNCIL REGULAR MEETING

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069
Tuesday, October 10, 2023 at 6:30 PM

MINUTES

CITY COUNCIL, NORMAN UTILITIES AUTHORITY, NORMAN MUNICIPAL AUTHORITY, AND NORMAN TAX INCREMENT FINANCE AUTHORITY

The City Council of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in the Council Chambers of the Norman Municipal Building, on the 10th day of October, 2023, at 6:30 p.m., and notice of the agenda of the meeting were posted at the Municipal Building at 201 West Gray and on the City website at least 24 hours prior to the beginning of the meeting.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

1. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE MINUTES AS FOLLOWS:
CITY COUNCIL STUDY SESSION MINUTES OF FEBRUARY 2, 2023
CITY COUNCIL STUDY SESSION MINUTES OF MARCH 21, 2023
CITY COUNCIL CONFERENCE MINUTES OF JUNE 27, 2023
CITY COUNCIL CONFERENCE MINUTES OF JULY 11, 2023

Motion made by Councilmember Ward 7 Holman, Seconded by Councilmember Ward 8 Peacock.

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Schueler, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

The minutes were approved.

COUNCIL ANNOUNCEMENTS

Councilmember Holman announced the ribbon cutting at the Transit Center, the upcoming Community Planning and Transportation Commission meeting, and the Art Walk. He encouraged citizens to look at the AIM Norman website regarding the City's Comp Plan update and let their voices be heard. He thanked the Norman Police Department and other entities who participated in the National Night Out activities at Sooner Mall and the neighborhood block parties.

*

Councilmember Foreman reminded citizens to vote on the upcoming Bridge Bond election. She said when meeting with the consultants for AIM Norman, she asked them to prepare two plans, one with the turnpike and one without and encouraged everyone to get online and participate in the process. She acknowledged all the emails she has received regarding the School Resource Program and assured everyone Council is still working through the process. She announced Fall Cleanup for Ward 6 on October 26th.

*

Councilmember Nash read a letter from a Ward 5 constituent asking Council not to limit their voices at the Council meetings and allow everyone to speak.

*

Councilmember Grant announced Indigenous People's Day, Monarchs in the Park, Art Walk, and the ribbon cutting for the Transit Center. She said nominations are now open for the City's Human Rights Award and said more information can be found on the City's website. She also encouraged everyone to get involved and participate in the AIM Norman process.

*

Councilmember Montoya announced the Electronics Waste Event at to be held Reaves Park from 9:00 a.m. to noon on Saturday. She encouraged residents to sign up for Norman News on the City's website to stay informed on upcoming city issues. She said the City's monthly reports include summaries from all departments and encouraged everyone to read it.

*

Councilmember Schueler announced the Oversight Committee meeting on October 12th at 4:00 p.m.

*

Councilmember Ball announced the upcoming Norman Weather Festival. He said the new transit route changes have a large effect on Ward 1 and hoped to continue the dialogue. He mentioned terrorist events in the middle east that happened over the past weekend and wanted citizens to know the Norman Police Department is a member of the Joint Terrorism Task Force and have plans in place to help keep our community safe.

CONSENT DOCKET

This item is placed on the agenda so that the City Council, by unanimous consent, can designate those routine agenda items that they wish to be approved or acknowledged by one motion. If any item proposed does not meet with approval of all Councilmembers, that item will be heard in regular order. Staff recommends that Item 2 through Item 14 be placed on the consent docket.

Motion made by Councilmember Ward 6 Foreman, Seconded by Councilmember Ward 7 Holman.

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Schueler, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

Items 2 through 14 were placed on the Consent Docket.

First Reading Ordinance

2. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2324-11 UPON FIRST READING BY TITLE: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE LOT SEVEN (7), IN BLOCK ONE (1), TULL'S 1ST ADDITION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE R-1, SINGLE FAMILY DWELLING DISTRICT, AND PLACE SAME IN THE SPUD, SIMPLE PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (1413 North Crawford Avenue)

Motion made by Councilmember Ward 7 Holman, Seconded by Councilmember Ward 8 Peacock.

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Schueler, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

Ordinance O-2324-11 was Adopted on First Reading by Title.

- 3. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE NO. O2324-12 UPON FIRST READING BY TITLE: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE LOT TWO (2), IN BLOCK TEN (10), OF PICKARD ACRES ADDITION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE R-1, SINGLE FAMILY DWELLING DISTRICT, AND FROM THE CO, SUBURBAN OFFICE COMMERCIAL DISTRICT, AND PLACE SAME IN THE SPUD, SIMPLE PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (1027 AND 1035 SOUTH BERRY ROAD)

Motion made by Councilmember Ward 7 Holman, Seconded by Councilmember Ward 8 Peacock.

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Schueler, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

Ordinance O-2324-12 was Adopted on First Reading by Title.

- 4. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2324-13 UPON FIRST READING BY TITLE: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE THE PART OF THE SOUTHEAST QUARTER (SE/4) OF SECTION TEN (10), TOWNSHIP NINE (9) NORTH, RANGE THREE (3) WEST OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE A-2, RURAL AGRICULTURAL DISTRICT, AND PLACE SAME IN THE PUD, PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (3800 36th AVENUE N.W.)

Motion made by Councilmember Ward 7 Holman, Seconded by Councilmember Ward 8 Peacock.

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Schueler, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

Ordinance O-2324-13 was Adopted on First Reading by Title.

Easement

5. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF NORMAN RURAL CERTIFICATE OF SURVEY COS-2223-7: FOR WPDS ESTATES AND EASEMENT NUMBERS E-2324-22, E-2324-23, E-2324-24, E-2324-25 (GENERALLY LOCATED ON THE SOUTH SIDE OF FRANKLIN ROAD AND EAST OF 108TH AVENUE NE).

Motion made by Councilmember Ward 7 Holman, Seconded by Councilmember Ward 8 Peacock.

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Schueler, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

Norman Rural Certificate of Survey COS-2223-7 was Approved, E-2324-22, E-2324-23, E-2324-24, and E-2324-25 were Accepted, and the filing thereof was Director.

Contracts

6. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONMENT OF AMENDMENT NO. ONE TO CONTRACT K-1819-88: A MEMORANDUM OF UNDERSTANDING BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND THE DISTRICT ATTORNEY'S OFFICE, DISTRICT 21 (CLEVELAND COUNTY) ALLOWING THE NORMAN POLICE DEPARTMENT TO USE TWO (2) ADDITIONAL VEHICLES PURCHASED BY THE DISTRICT ATTORNEY'S OFFICE, DISTRICT 21.

Motion made by Councilmember Ward 7 Holman, Seconded by Councilmember Ward 8 Peacock.

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Schueler, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

Amendment No. One to Contract K-1819-88 with the District Attorney's Office, District 21, Cleveland County was Approved.

- 7. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT TWO TO CONTRACT K-2122-49: BY AND BETWEEN THE CITY OF NORMAN AND ADG BLATT INCREASING THE CONTRACT AMOUNT BY \$49,950 FOR A REVISED CONTRACT AMOUNT OF \$193,550 TO PROVIDE ADDITIONAL DESIGN SERVICES FOR THE FLEET MAINTENANCE FACILITIES LOCATED ON NORTH BASE AS OUTLINED IN THE STAFF REPORT.

Motion made by Councilmember Ward 7 Holman, Seconded by Councilmember Ward 8 Peacock.

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Schueler, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

Amendment No. Two to Contract K-2122-49 with ADG Blatt was Approved.

- 8. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CONTRACT K-2324-84: A RECIPROCAL EASEMENT AGREEMENT BETWEEN THE CITY OF NORMAN, NORMAN REGIONAL HOSPITAL AUTHORITY D/B/A NORMAN REGIONAL HEALTH SYSTEM, AND NEP NORMAN, LP, ESTABLISHING RECIPROCAL BLANKET EASEMENTS, PROMULGATING RULES AND DESIGN STANDARDS FOR CONSTRUCTION, AND GENERALLY SETTING STANDARDS FOR OPERATION AND USE OF COMMON, ADJACENT AND/OR JOINED ACCESSES AND AREAS WITHIN THE PORTER HEALTH CAMPUS.

Motion made by Councilmember Ward 7 Holman, Seconded by Councilmember Ward 8 Peacock.

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Schueler, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

Contract K-2324-84, a Reciprocal Easement Agreement, with Norman Regional Hospital Authority d/b/a Norman Regional Health System was Approved.

- 9. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF EASEMENT E-2324-26: A PERMANENT DRAINAGE AND UTILITY EASEMENT FROM NORMAN REGIONAL HOSPITAL AUTHORITY TO THE CITY OF NORMAN.

Motion made by Councilmember Ward 7 Holman, Seconded by Councilmember Ward 8 Peacock.

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Schueler, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

Easement E-2324-26 was Accepted and the filing thereof was Director.

- 10. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CONTRACT K-2324-68: A COMPENSATION AGREEMENT BETWEEN THE CITY OF NORMAN AND NEP NORMAN, LP, FOR NEP'S REIMBURSEMENT OF COSTS FOR THE CITY'S CONSTRUCTION OF A FIRE CIRCULATION DRIVE ON THE ADULT WELLNESS AND EDUCATION CENTER PROPERTY TO BE JOINTLY UTILIZED BY NEP AND THE CITY PURSUANT TO FURTHER AGREEMENT.

Motion made by Councilmember Ward 7 Holman, Seconded by Councilmember Ward 8 Peacock.

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Schueler, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

Contract K-2324-68 with NEP Norman, LP, was Approved.

- 11. CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A GRANT IN THE AMOUNT OF \$71,489 FROM THE UNITED STATES DEPARTMENT OF JUSTICE/OFFICE OF JUSTICE PROGRAMS (DOJ/OJP) THROUGH THE OFFICE FOR VICTIMS OF CRIME (OVC) AND AUTHORIZED THROUGH THE VICTIMS OF CRIME ACT (VOCA) TO BE USED BY THE POLICE DEPARTMENT TO EMPLOY AND PROVIDE TRAINING FOR A VICTIM ADVOCATE, CONTRACT K-2324-78, AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT.

Motion made by Councilmember Ward 7 Holman, Seconded by Councilmember Ward 8 Peacock.

Item 11, continued

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Schueler, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

The grant from the United States Department of Justice/Office of Justice Programs was Accepted and the subsequent budget appropriation was Approved.

Settlements

12. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A COURT ORDER: A RECOMMENDATION FOR APPROVAL OF A COURT ORDER IN THE TOTAL AMOUNT OF \$21,726.00 REGARDING SEAN MICHAEL TUSCHMANN VS. THE CITY OF NORMAN, OKLAHOMA WORKERS' COMPENSATION COMMISSION CASE 2022-04310 H.

Motion made by Councilmember Ward 7 Holman, Seconded by Councilmember Ward 8 Peacock.

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Schueler, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

The recommendation from the City Attorney's Office regarding the Court Order was Approved.

Resolutions

13. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF RESOLUTION R-2324-68: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, TRANSFERRING \$5,000 FROM THE MCGEE SIDEWALK CONSTRUCTION PROJECT TO THE 12TH AVENUE NE AND HIGH MEADOWS INTERSECTION PROJECT TO PAY FOR CONSULTANT TESTING SERVICES.

Motion made by Councilmember Ward 7 Holman, Seconded by Councilmember Ward 8 Peacock.

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Schueler, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

Resolution R-2324-68 was Adopted.

14. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF RESOLUTION R-2324-71: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA AUTHORIZING THE CITY MANAGER TO SUBMIT A LETTER OF INTENT TO SUBMIT AN APPLICATION FOR AN OPIOID ABATEMENT GRANT AWARD.

Motion made by Councilmember Ward 7 Holman, Seconded by Councilmember Ward 8 Peacock.

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Schueler, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

Resolution R-2324-71 was Adopted.

MISCELLANEOUS COMMENTS

Ms. Dianna Hutzler, Ward 5, commented on the Norman Police Department daily arrest summaries for the unhoused population.

*

Mr. Richard Baxter, Racism Stinks, announced the first annual Norman's Race Against Racism meeting on November 4, 2023, at the Central Library. Speakers will include Mayor Heikkila and a member of the Norman Police Department.

*

Mr. Evan Dunn, Ward 7, talked about diversity, acceptance and recognizing we all have different interpretations of God and worship.

*

Ms. Sherrylann Densow, Wards 4 and 6, encouraged everyone to listen with a open mind when trying to communicate. Thanked the Cleveland County Sheriff's Department for helping with the Student Resource Officers in Norman's elementary schools.

*

Ms. Karlinda Gravel, Ward 4, had an intruder in her home and property that was a homeless person. A neighbor suggested she contract City Council. She is concerned about safety for her family and the community.

ADJOURNMENT

The Meeting Adjourned at 7:09 p.m.

ATTEST:

City Clerk

Mayor



CITY OF NORMAN, OK
CITY COUNCIL FINANCE COMMITTEE MEETING
 Municipal Building, Executive Conference Room, 201 West Gray, Norman,
 OK 73069
 Thursday, September 19, 2024 at 4:00 PM

MINUTES

The City Council Finance Committee of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in the Executive Conference Room at the Norman Municipal Building, on the 19th day of September, 2024, at 4:00 PM, and notice of the agenda of the meeting was posted at the Norman Municipal Building at 201 West Gray and on the City website at least 24 hours prior to the beginning of the meeting.

CALL TO ORDER

PRESENT

Mayor Larry Heikkila
 Councilmember Ward 3 Bree Montoya
 Councilmember Ward 6 Josh Hinkle
 Councilmember Ward 4 Helen Grant

Absent
 None.

Others

Councilmember Ward 7 Stephen Holman
 Councilmember Ward 5 Michael Nash
 Anthony Francisco, Director of Finance
 Clint Mercer, Chief Accountant
 Chris Mattingly, Director of Utilities
 Dannielle Risenhoover, Admin. Tech IV
 Kim Coffman, Budget Manager
 Scott Sturtz, City Engineer
 Shaakira Calnick, Internal Auditor
 Joel Haaser, Forvis Mazars Partner
 Kirsty Morrison, Forvis Mazars Auditor

Mayor Heikkila called the meeting to order at approximately 4:00 PM.

AGENDA ITEMS

1. INTRODUCTION OF FORVIS, LLC, AUDITORS FOR THE CITY OF NORMAN.

City of Norman Chief Accountant Clint Mercer introduced Joel Haaser and Kirsty Morrison who are part of the team conducting the City's FY24 Annual Comprehensive Financial Report (ACFR) Audit and Single Audit. Haaser stated that the name of their company has changed from Forvis, LLC to Forvis Mazars, LLP as they now provide global services. He presented the Pre-audit Report to the Committee, outlining Forvis Mazars' auditing scope of work and responsibilities. Their responsibilities include but aren't limited to: assessing the risk of management's override

of controls, improper revenue recognition, and review of accrued liabilities. Forvis Mazars has already started their auditing process and expect it to conclude toward the end of November. They will issue their financial statements to the Committee in December. "One of the common questions that we get is 'How do you address fraud in financial statements?'" Haaser said. "Fraud in financial statements is our biggest focus. We are required to design our audits to detect any material misstatements." Haaser also stated that, this year, "There are not any significant *new* accounting standards to adopt." Forvis Mazars has what Haaser calls "machine learning technology" that reads contracts and deciphers key items that should be audited. This is the only artificial intelligence (AI) system that their company currently uses.

2. DISCUSSION REGARDING THE FYE 2024 BUDGET CLOSEOUT.

Anthony Francisco led the discussion. He presented the Committee with a Fund Summary Report that showed a comparison of the City's estimated expenditures and revenues from when the Fiscal Year 2024 (FY24) budget was adopted versus the actual, FY24 close-out amounts for expenditures and revenues. "All things taken together, our ending fund balance is about \$5 million better off than we thought it would be," Francisco said.

There are approximately \$5.3 million in encumbrances waiting to be paid out. The General Fund surplus is approximately \$9.7 million. Francisco stated, "It is at Council's discretion when that money is appropriated."

Councilmember Holman asked, "With the (Central) library situation, if we had to cover the upfront cost to get it reopened, hoping to get reimbursed, what would be the appropriate account (to draw from)?" Francisco stated, that the money could come from the Rainy Day Fund, but "A more appropriate account would be the Capital Fund; you may change around or delay some projects that are in the Capital Fund now to identify some way to pay for that. If we have an unexpected, major expense, you have to have drawn down the General Fund balance below 1% for the Rainy Day Fund to be a source that you can tap off of."

3. DISCUSSION REGARDING THE FYE 2026 BUDGET CALENDAR.

Anthony Francisco presented the Fiscal Year 2026 Budget Calendar. The calendar met the Committee's approval as no changes were requested. The Fiscal Year 2026 Budget Retreat is scheduled for March 4, 2025.

4. DISCUSSION REGARDING MONTHLY REVENUE AND EXPENDITURE REPORTS.

Anthony Francisco gave the report. He stated that City of Norman's Sales Tax collection is 1.45% below the year-to-date sales tax from one year ago. Francisco believes that the University of Oklahoma's move to the Southeastern Conference (SEC) will bring an increase to the City's Hotel-Motel Tax revenues. Councilmember Holman asked for a three-year comparison of these revenues which will be provided at the next meeting.

ADJOURNMENT

Mayor Heikkila adjourned the meeting at approximately 5:00 PM.
ATTEST:

City Clerk

Mayor

File Attachments for Item:

4. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE MONTHLY DEPARTMENTAL REPORTS FOR THE MONTH OF SEPTEMBER, 2024.



CITY OF NORMAN, OK STAFF REPORT

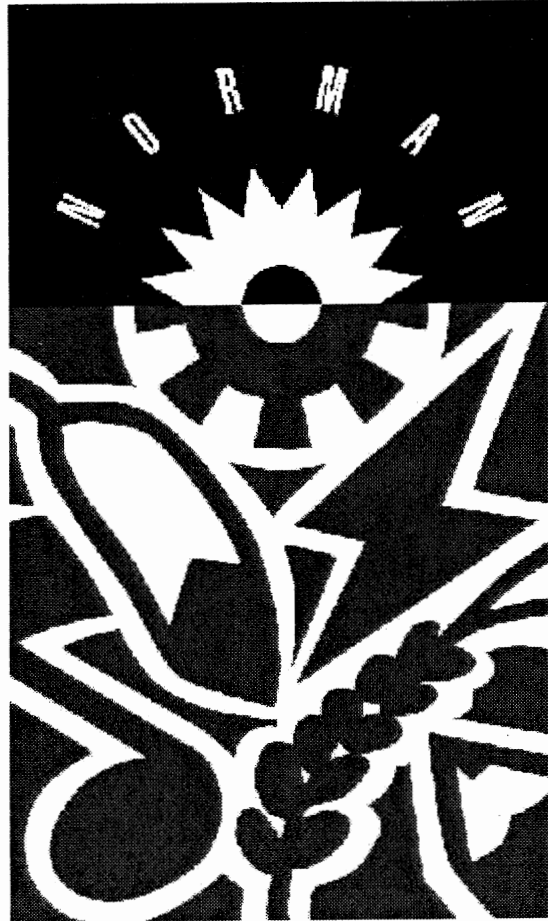
MEETING DATE: 10/22/2024

REQUESTER: Stacey Parker, Executive Assistant

PRESENTER: Stacey Parker, Executive Assistant

ITEM TITLE: CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE MONTHLY DEPARTMENTAL REPORTS FOR THE MONTH OF SEPTEMBER, 2024.

City of Norman



Monthly Departmental Report

September 2024

MONTHLY PROGRESS

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MONTHLY PROGRESS REPORTS

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CITY CLERK 1

CITY CLERK

MONTHLY PROGRESS REPORT
September 2024

ACTION CENTER				
DEPARTMENT	CALLS	CALLS YTD	ADDITIONAL CONTACTS	ADDITIONAL CONTACTS YTD
Animal Welfare	15	43	0	2
Bus Service	0	0	0	0
CDBG	1	2	1	1
City Clerk	52	155	2	3
City Manager/Mayor	2	9	2	2
City Wide Garage Sale	0	0	0	0
Code Enforcement	38	139	14	20
Finance	3	5	0	0
Fire/Civil Defense	2	5	2	4
Human Resources	9	20	0	0
I.T.	1	3	0	0
Legal	3	16	0	1
Line Maintenance	29	87	1	5
Municipal Court	3	13	0	0
Noise Complaint	0	0	0	0
Norman Forward Questions	0	0	0	0
Outreach	8	18	0	1
Parks & Recreation	35	87	2	7
Permits/Inspections	70	249	2	1
Planning	12	30	0	1
Police/Parking	69	155	2	4
Public Works	15	53	1	3
Recycling	0	0	0	0
Sanitation	56	150	10	13
Sidewalks	4	6	0	3
Storm Debris	0	0	0	0
Storm Water	10	39	2	5
Streets	23	80	1	6
Streets Lights	2	2	2	6
Traffic	22	59	1	5
Utilities	61	154	3	8
WC Questions	0	0	0	0
WC Violations	0	0	0	0
September Total:	545	1579	37	101

LICENSES

Sixteen New licenses and Four Renewals were issued during the month of September. 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	2
Brewer	0	0	Retail Spirits Store	0	1
Coin-Operated Devices	1	2	Retail Wine	0	2
Distiller	0	0	Salvage Yard	0	0
Food	7	25	Sidewalk Dining	0	1
Game Machines	0	0	Solicitor/Peddler (30 day)	1	2
Impoundment Yard	0	0	Solicitor/Peddler (60 day)	1	3
Kennel	0	2	Solicitor/Peddler (one day)	0	0
Medical Marijuana Dispensary	3	6	Special Event	0	0
Medical Marijuana Grower	0	2	Strong Beer & Wine/Winemaker	0	0
Medical Marijuana Processor	0	1	Taxi/Motorbus/Limousine	0	2
Medical Marijuana Testing Laboratory	0	0		0	0
Mixed Beverage	1	1	Temp Food (one day)	0	1
Mixed Beverage/Caterer	1	9	Temp Food (30 day)	1	8
Pawnbroker	0	0	Temp Food (180 day)	4	7
Pedicab	0	0	Transient Amusement	0	0
YTD License Total:	13	48		7	29

NEW ESTABLISHMENT LICENSES		
NAME	ADDRESS	LICENSE TYPE(S)
Mr. Green	1161 12 th Ave N.E.	Medical Marijuana Dispensary
Flight Club	1100 N. Porter Ave.	Medical Marijuana Dispensary
Gladiator Cannabis	4604 Osprey Drive	Medical Marijuana Dispensary/Food
Foxworth Galbraith Lumber Comp.	1051 W. Rock Creek Rd.	Food Service
Golden Chef Express	621 12 th N.E. #140	Food Service
Sabor Guanaco	2030 W. Lindsey	Food Service
Whataburger	2920 Classen Boulevard	Food Service
Casa Herrera Bar & Grill	2130 Alameda St.	Food Service/Mixed Beverage
The Wagon	575 S. University	Food Service/Mixed Beverage/Caterer Combo/ Coin Operated (game machines)

SOLICITOR/PEDDLER LICENSE		
60 DAY	30 DAY	1 DAY
777 Roofing & Construction LLC	Sooner Bloomers	

TEMPORARY FOOD PERMITS		
180 DAY	30 DAY	1 DAY
Ted's Café Escondido	Zing Wings	
Evans Food Stop		
El Mezcal Taqueria #2		
Doughnuttery		

LAW SUITS FILED

DATE FILED	NAME	JUSTIFICATION	AMOUNT
09/26/2024	Orrklahoma Realty Norman LLC	A portion of the 17-foot-wide Utility Easement and Right of Way vacation located in Lot 2, Block 1, in Cleveland County, OK, also known as 418 N. Interstate Drive, Norman, OK (Sooner Kia) Summons and Entry of Appearance	\$ -0-

CLAIMS FILED

DATE FILED	NAME	JUSTIFICATION	AMOUNT
09/03/24	Georjana Mauldin	On August 19, 2024, claimant alleges, the City of Norman Garbage Truck's top hit a tree limb and it fell across the top of her car parked at 1214 Woodstock Ct, Norman, OK causing damage to the vehicle top, windshield and antenna	\$ 4,018.80
09/05/2024	Tyiree Hyatt	On June 28, 2024, claimant alleges, that while stopped in westbound traffic at the traffic light on West State Highway 9 and 24 th Avenue SW, he was hit by a City of Norman Vehicle	\$75,000.00
09/26/2024	Tony Bailey & Carol Van Winkle	On or around the end of August 2024, claimant alleges that while replacing water lines in the Southlake Addition, the City of Norman brought heavy equipment into the yard at 1921 Rising Hill Drive, causing a dormant sprinkler system to come on after 35 years when the meter was changed, washing out the yard and breaking the sidewalk. The broken line caused their water bill to go up and an irrigation company had to be hired to shut off the system.	\$ 100.00 plus

BUSINESS AND COMMUNITY AFFAIRS COMMITTEE

On September 5, 2024, the Business and Community Affairs Committee met in a regular meeting to discuss the report on special events attendance and visitors.

CONFERENCE

On September 10, 2024, the City Council met in a regular meeting to discuss the internal audit charter and policies.

On September 24, 2024, the City Council met in a regular meeting to discuss the contract with Food and Shelter for the Emergency Shelter and to discuss the issuance of Request for Proposals for the sale of property in the 100 block of West Gray Street.

OVERSIGHT COMMITTEE

On September 12, 2024, the Oversight Committee met in a regular meeting to discuss the Emergency Shelter statistics for the month of August, 2024.

SPECIAL SESSION

On September 17, 2024, the City Council met in a Special Meeting to discuss the Economic Development Agreement for the Rock Creek Entertainment District and adjourned into Executive Session to discuss pending litigation in the case of Yoon vs the City of Norman, EEOC Charge of Discrimination No. 564-2024-00586.

FINANCE COMMITTEE

On September 19, 2024, the Finance Committee met in a regular meeting for introduction to Forvis, LLC, Auditors for the City of Norman, to discuss the FYE 2024 Budget Closeout, the FYE 2026 Budget Calendar and the monthly revenue and expenditure reports.

COMMUNITY PLANNING & TRANSPORTATION COMMITTEE

On September 26, 2024, the Community Planning and Transportation Committee met in a regular meeting for discussion of the monthly Transit Report, the Norman Transit Center, service options at the Adult Wellness and Education Center and Road Diets and Roundabouts.

CITY MANAGER 2

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

FINANCE 3

CITY OF NORMAN

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

Treasury Division:

In the month of September, the Treasury Division processed 40,744 payments in person and over the phone, a decrease of -0.2% from last month. Paymentus (the City's 3rd party processor of online and automated telephone payments) processed 14,482 payments in September, an increase of 1.6% from last month.

General Fund Revenues & Expenditures:

When comparing General Fund revenue sources versus budgeted levels, revenues are below target for the month of September by -10.8%. Revenues from the City's largest single source of revenue, sales tax, are below target by -4.8% for the year to date and -1.4% below last fiscal year. Following is a summary table regarding General Fund revenues and expenditures to-date.

	FYE 25 Budget To Date	FYE 25 Actual To Date	FYE 24 Actual To Date	FYE 23 Actual To Date
Sales Tax Revenue	\$14,070,812	\$13,386,477	\$13,583,720	\$13,718,968
General Fund Revenue	\$27,114,925	\$24,166,398	\$23,213,534	\$23,489,315
General Fund Expenses	\$28,337,614	\$28,435,337	\$26,117,106	\$23,697,166

Administration Division

	FYE 25		FYE 24	
	September	YTD	September	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	320.00	1,120.00	480.00	1,120.00
Total Comp Time Available	2.75	11.50	1.75	5.25
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	322.75	1,131.50	481.75	1,125.25
Benefit Hours Taken	16.00	130.00	56.00	131.50
TOTAL ACCOUNTABLE STAFF HOURS	306.75	1,001.50	425.75	993.75
 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

ACCOUNTING 3A

Accounting Division

	FYE 25		FYE 24	
	September	YTD	September	YTD
Total Regular Hours Available	1,120.00	3,760.00	1,680.00	3,920.00
Total Comp Time Available	0.75	11.50	1.75	13.75
Total Overtime Hours	4.75	38.50	11.75	35.00
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	1,125.50	3,810.00	1,693.50	3,968.75
Benefit Hours Taken	179.25	487.00	365.25	720.50
TOTAL ACCOUNTABLE STAFF HOURS	946.25	3,323.00	1,328.25	3,248.25
 PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
 TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

CITY REVENUE REPORTS

3B

City Revenue Report

	FY 25 August	FYE 25 September	Plus/Minus
Total Revenue Received (\$)	\$5,613,664	\$6,026,737	\$413,073
Utility Payments - Office (#)	40,824	40,744	(80)
Utility Payments - Office (\$)	\$5,425,248	\$5,851,631	\$426,383
Paymentus (#)	14,250	14,482	232
Paymentus (\$)	\$1,508,460	\$1,662,868	\$154,408
Lockbox (#)	7,662	8,169	507
Lockbox (\$)	\$1,423,237	\$1,600,732	\$177,495
E-Lockbox (#)	3,635	3,333	-302
E-Lockbox (\$)	655,209	432,098	(\$223,111)
Bank Draft Payments (#)	12385	12411	26
Bank Draft Payments (\$)	\$1,545,022	\$1,761,741	\$216,719
Utility Deposits (#)			\$0
Utility Deposits (\$)			\$0
Fix Payments (#)			\$0
Fix Payments (\$)			\$0
Processed Return Checks (#)	99	131	32
Processed Return Checks (\$)	(\$11,593)	(\$22,938)	(\$11,345)
Other Revenue Transactions (#)			\$0
Other Revenue Received (\$)			\$0
Accounts Receivable Payments (\$)	141,215	71,029	(\$70,186)
Municipal Court - Fines/Bonds (\$)	188,417	185,409	(\$3,008)
Municipal Court - Credit Card (#)	483	532	49
Municipal Court - Credit Card (\$)	95,470	105,950	10,480
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 (\$)	\$125,235	\$66,354	(\$58,881)

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 25		FYE 24	
	September	YTD	September	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	320.00	1,120.00	480.00	1,120.00
Total Comp Time Available	0.00	0.00	0.00	0.50
Total Overtime Hours	0.25	0.25	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	320.25	1,120.25	480.00	1,120.50
Benefit Hours Taken	19.75	143.00	75.25	218.50
TOTAL ACCOUNTABLE STAFF HOURS	300.50	977.25	404.75	902.00
 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 25		FYE 24	
	September	YTD	September	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	800.00	2,800.00	1,200.00	2,712.00
Total Comp Time Available	12.00	41.50	11.75	22.00
Total Overtime Hours	18.25	78.00	51.50	118.50
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	830.25	2,919.50	1,263.25	2,852.50
Benefit Hours Taken	141.00	634.25	195.25	489.75
TOTAL ACCOUNTABLE STAFF HOURS	689.25	2,285.25	1,068.00	2,362.75
 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 25		FYE 24	
	September	YTD	September	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	1,071.00	3,501.00	1,680.00	3,920.00
Total Comp Time Available	10.25	24.25	21.25	50.75
Total Overtime Hours	70.25	310.25	67.00	111.50
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	1,151.50	3,835.50	1,768.25	4,082.25
Benefit Hours Taken	110.00	437.75	256.75	613.75
TOTAL ACCOUNTABLE STAFF HOURS	1,041.50	3,397.75	1,511.50	3,468.50
 PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
 TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

Drive-up Window and Mail Payments - FYE 2025

	24-Aug	24-Sep
Mail Payments - Lockbox	7,662	8,169
Mail Payments - E-Lockbox	3,635	3,333
Mail Payments - Office	422	358
Total Mail Payments - Subtotal	11,719	11,860
Night Deposits	178	164
Paymentus Payments	14,250	14,482
Without assistance paymnts - Subtotal	14,428	14,646
Office Payments	2,030	2,089
With assistance payments - Subtotal	2,030	2,089
Total Payments Processed - Subtotal	28,177	28,595
Bank Draft (ACH) Payments	12385	12411
Total Payments (Utility)	40,562	41,006
Total Payments	56,354	57,190

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 2025

	FYE 25		FYE 24	
	September	YTD	September	YTD
STATUS REPORT				
Regular Utility Accounts Billed	45,306	136,572	44,646	133,520
New Deposit Ons Billed	582	2,707	694	2,357
Final Accounts Billed	517	2,314	734	2,389
TOTAL METERS READ	46,405	141,593	46,074	138,266

FIRE DEPARTMENT 4



NFD Monthly Progress Report September 2024

Incident Response Type Summary

Incident Type	Total	% of Total
1 - Fire	33	1.93%
2 - Overpressure Rupture, explosion, Overheat - No Fire	0	0.00%
3 - Rescue & emergency	1028	60.26%
4 - Hazardous Conditions (No Fire)	33	1.93%
5 - Service Call	139	8.15%
6 - Good Intent Call	361	21.16%
7 - False Alarm & False Call	80	4.69%
8 - Severe Weather & Natural Disaster	1	0.06%
9 - Special Incident Type	3	0.18%
Incomplete Reports	28	1.64%
Total Incident Count (Unique Calls)	1706	100.00%
Number of Total Unit Responses	2161	

Total Fire Loss \$546,201.00

	Number of First-In Calls	Average Time/Seconds	Average Time/Minutes
Station #1	406	288	0:04:48
Station #2	216	344	0:05:44
Station #3	287	357	0:05:57
Station #4	201	289	0:04:49
Station #5	64	615	0:10:15
Station #6	47	509	0:08:29
Station #7	157	373	0:06:13
Station #8	121	324	0:05:24
Station #9	194	343	0:05:43

Community Outreach

Tours and Special Events	21	Station Tours, CC Free Fair, Touch A Truck, Aviation Festival, Citizen's Academy, CAST, NNO
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Burn Permits

Burn Permits Issued	140	Conditions were favorable for burning 15 days in September
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Training

Total Personnel Training Hours	2371	Mgmt/Supvrs, Hazmat, Wildland, Special Healthcare, Swiftwater, Peer Support, Elevator
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NFD Monthly Progress Report										
September 2023										
Total Calls By Station										
Station 1										
	Total # of Responses	District 1	District 2	District 3	District 4	District 5	District 6	District 7	District 8	District 9
Engine 1	361	337	2	6	2	0	0	9	1	4
Brush 1	3	1	0	1	0	0	0	0	0	1
Ladder 1	52	33	3	5	1	0	0	4	1	5
Chief 301	13	0	1	3	2	0	0	4	3	0
Chief 302	21	2	2	4	3	0	0	6	1	3
Chief 303	9	2	2	1	3	0	0	0	0	1
Chief 304	9	2	0	0	0	0	0	4	3	0
Station 1 Total	468									
Station 2										
	Total # of Responses	District 1	District 2	District 3	District 4	District 5	District 6	District 7	District 8	District 9
Engine 2	233	1	216	11	2	0	0	3	0	0
Brush 2	2	0	1	1	0	0	0	0	0	0
Ladder 2	24	2	6	6	2	0	0	3	1	4
Station 2 Total	259									
Station 3										
	Total # of Responses	District 1	District 2	District 3	District 4	District 5	District 6	District 7	District 8	District 9
Engine 3	325	4	1	311	0	0	1	2	0	6
Brush 3	5	0	0	4	0	0	1	0	0	0
Station 3 Total	330									
Station 4										
	Total # of Responses	District 1	District 2	District 3	District 4	District 5	District 6	District 7	District 8	District 9
Engine 4	180	0	4	1	166	0	0	4	4	1
Brush 4	4	0	1	1	2	0	0	0	0	0
Tanker 4	2	0	0	0	2	0	0	0	0	0
Station 4 Total	186									
Station 5										
	Total # of Responses	District 1	District 2	District 3	District 4	District 5	District 6	District 7	District 8	District 9
Engine 5	13	0	0	0	0	11	1	0	0	1
Brush 5	73	0	0	0	0	70	2	0	0	1
Station 5 Total	86									
Station 6										
	Total # of Responses	District 1	District 2	District 3	District 4	District 5	District 6	District 7	District 8	District 9
Engine 6	19	0	0	2	0	3	11	0	0	3
Brush 6	76	0	0	3	0	5	65	0	0	3
Station 6 Total	95									
Station 7										
	Total # of Responses	District 1	District 2	District 3	District 4	District 5	District 6	District 7	District 8	District 9
Rescue 7	1	0	0	0	1	0	0	0	0	0
Squad 7	241	8	6	6	7	0	0	195	12	7
Brush 7	3	0	0	0	0	0	0	1	1	1
Station 7 Total	245									
Station 8										
	Total # of Responses	District 1	District 2	District 3	District 4	District 5	District 6	District 7	District 8	District 9
Engine 8	120	1	0	0	2	0	0	8	107	2
Brush 8	4	0	0	0	0	0	0	0	3	1
Tanker 8	1	0	0	0	0	0	0	0	0	1
Station 8 Total	125									
Station 9										
	Total # of Responses	District 1	District 2	District 3	District 4	District 5	District 6	District 7	District 8	District 9
Engine 9	237	12	1	7	0	1	1	3	0	212
Brush 9	5	0	0	1	0	1	1	0	0	2
Tanker 9	6	0	0	0	0	3	1	0	0	2
Chief 401	12	2	1	2	1	1	0	4	1	0
Chief 402	12	0	1	4	0	1	1	2	0	3
Chief 403	8	1	0	3	0	1	1	0	0	2
Chief 404	4	1	0	1	0	1	0	0	0	1
Station 9 Total	284									

NFD Monthly Progress Report										
September 2023										
Total Calls By Station										
Fire Prevention										
	Total # of Responses	District 1	District 2	District 3	District 4	District 5	District 6	District 7	District 8	District 9
Fire Marshal 1	2	1	0	1	0	0	0	0	0	0
Fire Marshal 2	4	1	0	2	1	0	0	0	0	0
Fire Marshal 3	14	2	1	4	1	0	0	2	3	1
Fire Marshal 4	8	0	3	2	0	0	0	1	0	2
Fire Marshal 5	4	0	0	1	0	1	0	0	1	1
Prev. Totals	32									
Notified Units										
	Total # of Responses	District 1	District 2	District 3	District 4	District 5	District 6	District 7	District 8	District 9
EM1*	17	3	2	5	1	0	0	2	1	3
EMS1*	18	4	2	5	1	0	0	2	1	3
NFD3*	16	3	1	5	1	0	0	2	1	3
Notified Total	51									
	Totals	Total by District								
	2161	423	257	409	201	99	86	261	145	280

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

September 2024 Fire Prevention Activity Summary

Prevention Department Update and Activities

Training	221 hours	Kerby in CLEET, Incendiary Fires, Information Gathering, Multi-agency training, etc
Inspection/Re-Inspection Activities	63 hours	Certificate of Occupancy, Occupancy Loads, Daycare, Fire Alarm, Fire Suppression System, General, Food Trucks, Schools, Fire Watch, Campus Corner Game Day
Smoke Detectors	2	Check/Install Smoke Detectors/Replace Batteries/Bed Shakers
Investigations	12	0 Joint, 10 Closed, 0 Complete, 2 Pending
Investigative Activities	49 hours	Juvenile Fire, Multi-Agency Op, Reviewing Video, Subpoena prep, etc
Department Meetings	21 (22 hours)	Shift Change Meetings, Staff Meeting, EBoard, Knoxbox, Crime Stoppers
Station & Equipment Maintenance	22 hours	Daily checks, supplies replenishing, cleaning & organization, drone updates and maintenance
Public Service/Education & Special Events	4	Citizen's Academy, Aviation Festival

Planning Officer Activities

Fire Planning Activities	Number	Staff Hours
Building/Protection System Plan Reviews	45	50
Building Inspections/Re-inspections	64	40
Meetings	10	15
Training (credit hour class/ target solutions/ FP plan review)	3	5
Communication	N/A	15
Totals		125
Time Off (VAC, SICK, Holiday,)	N/A	22

EMERGENCY MANAGEMENT DIVISION ACTIVITIES

Emergency Management Division

September 30, 2024


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

<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>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. This meeting has been moved to the Cleveland County Wellness Center. Limited meetings may move to the new EOC facility.</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 activities is provided each meeting.</p>

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. September was a busy month for response to house fires. We have dedicated volunteers roughly in each quadrant of the City that can respond quickly to the resident need for assistance. Our primary mission is to ensure a burnout family has assistance from the Red Cross if they request it and to stay involved until Red Cross is on scene or the family confirms connection with the Red Cross. September 6 responses were conducted.	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.
Medical Reserve CORPS	The collaboration with the health department is going very well. The unit continues to support large event venues.
Planning for the new EOC with the amateur Radio Club	Much of the equipment has been ordered and received. Again I would like note the lack of proper involvement afforded to the EM Division throughout this process. Numerous small items have to be funded from the minimal budget the EM Division receives. Technical planning on some issues cost twice the normal had the guidance from the EM Division been followed.
Future Projects are being planned for PSST funding, legal opinion for Emergency Management to receive PSST money was positive	The vote of the people approved funding for a new facility for dispatch and a new emergency operations center. The primary focus was the dispatch operation. At one point the EOC portion was dropped from the

plans. The final project allowed for a minimum EOC facility. Emergency Management was not included in the majority of the planning nor budget planning. The PSST project was approved to include the EOC. However, budgeting for support the EOC was minimal and did not include funding for the operational aspects of an EOC. Norman EM budget was required to fund those portions not properly planned for. Such items as radio equipment, antenna configurations, cabling all to be funded by the EM base budget. The Project officers refuse to spend money for office essentials for the EOC, things like trash cans, storage shelving, all items that should have been procured.

<p>New EOC facility</p>	<p>EM continues to have to fund most of the need from budget funding. An approval from the PSST funds for automation equipment was given. Once occupied there will be a listing of needed modifications created to best suit the needs of the EOC. The external tower was installed and the radio room equipment has been identified and request. An administrative assistant position has been needed and will be requested again. No funding was allocated for administrative support such as paper, pens pencils, trash cans etc.</p>
<p>New EOC Facility</p>	<p>The ribbon cutting was the August 27, 2024. The facility is an excellent facility but was very divisive in planning and input by emergency management was very limited. Convenience support items was focused on the police portion with none on the EM section. Items such as water fountain, break area are only accessible in the secure areas. The very minimal input provided by EM was not considered and the issue of running a direct path for coax for the auxcom radio tower was completed in a manner that will cost additional funds and may result in degradation of signal strength.</p>
<p></p>	<p></p>
<p>Community Preparedness Events</p>	<p></p>
<p></p>	<p></p>
<p>Demand for the Medical Reserve CORPS\Norman Response Volunteers continues to increase.</p>	<p>Anticipation of supporting several community event venues increases the ability to enhance preparedness in the community. The addition of</p>

	<p>having a UAV pilot in the group expands the capability to the community.</p>
<p>Cleveland County Fair</p>	<p>Response Volunteers provided a cooling\water station at the Cleveland County Free Fair September 5-8. It went very well with minimal medical response and overall support.</p>
<p>Moore Music Festival Parking Support at the Cleveland County Wellness Center Cooling\Aid station at the OU home game against Tennessee</p>	<p>September 21 the response volunteers supported three separate events. Parking support at the Cleveland County Well was conducted by Laura Weaver and she did an outstanding job managing the event solo. The Moore Music festival supported 12 competing marching bands from various schools around the state. Norman's own won the competition. The event had numerous medical issues and Norman EM advised the event coordinators to issue a safety message to the bands on hydration and cooling. The OU-Tennessee game brought more fans than normal to the game. The temperature was a concern for heat injuries and it didn't disappoint. Numerous medical transport by Norman Response team was completed. The OU home games has validated the need for Norman Response team to have a transport vehicle such as a multi-passenger cart or a side by side vehicle.</p>
<p>Football season started with the first four schedule OU games at home.</p>  <p>OU_QR-responses.x lsx</p>	<p>Support of the three OU home games by the Norman Response Volunteers continued. The positive response was over whelming. Simply moving a couple hundred feet to the North</p>

	<p>place the group right in the middle of all the activities of Party on the Plaza. Numerous medical calls were supported by the Response Volunteers and massive visitors to the cooling\water station was outstanding. Volunteers from across the state came to assist in supporting the events. Each game provided 250 or more value added volunteer hours.</p>
<p>Emergency Management Day at the Mall and Norman Night Out</p>	<p>On the birthday of the EM Coordinator, the Norman EM Division conducted a preparedness day at the Sooner mall. Foot traffic was moderate all day and numerous visitors discussed personal preparedness plans, severe weather and outdoor warning operations. The Health Department, Envision Success for Veterans and the NWS also supported the event. This rolled into the evening for Norman Night Out. The event was well attended and provided an opportunity to extend the public outreach to the general public. Many visitors stopped by and talked to emergency management and the local amateur radio club.</p>
<p>Small Animal Rescue Team (SmART)</p>	<p>For several years there has been a need for a small animal rescue team. Many attempts to form a team were not successful. Now, however there has been a formal process completed and a non-profit formed to house the program. Norman EM is fully involved with the team and this will be a asset during disaster operations that dislocated animals\pets like in the 2012 wildfire.</p>

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

HUMAN RESOURCES 5

HUMAN RESOURCES

Total number of Employees: 1052

Orientations: 3 - 12 new hires

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

Terminations: 1

ADMINISTRATION

- FMLA cases – 5 new cases
- Processed invoices and reconciled expense accounts
- Coordinated Birthday/Anniversary post card mail outs
 - 87 birthdays and 87 anniversary

BENEFITS

New Enrollments: 2

Benefit Participation		
	#	%
Medical	789	92%
Dental	785	91%
Vision	586	68%
Disability	422	49%
Supplemental Life	431	50%

* Total Benefit Eligible Population: 862

Claims		
Rx Claims		
	ACTIVE	\$246,848.08
	RETIREE	\$116,022.39
	HSA	\$ 58.00
Medical Claims		\$5,729,085.00
Dental Claims		\$ 79,657.27

PERSONNEL ACTIONS

NEW HIRES – 12

Dept./Div.	Position	Number of Employees
City Manager/Communications	Communications & Engagement Coord	1
Parks & Rec/Golf	Golf Course Attendant	1
Parks & Rec/Recreation	Program Coordinator	1
Parks & Rec/Recreation	Recreation Leader I	1
Parks & Rec/Tennis	Tennis Shop Attendant	1
Parks & Rec/YFAC	Lifeguard Leader	1
Planning & Comm Dev/GIS	Intern	1
Police/Patrol	Law Enforcement Advocate	3
Police/Investigations	Police Sergeant	1
Public Works/Fleet	Mechanic II	1

HUMAN RESOURCES
Monthly Report
September 2024

Item 4.

PROMOTIONS – 3

Dept./Div.	Position	Number of Employees
Planning & Comm Development	Administrative Technician IV	1
Police/Animal Welfare	Animal Welfare Officer	1
Police/Staff Services	Administrative Technician III	1

SEPARATIONS – 1

Dept./Div.	Position	Number of Employees
Parks & Rec/Recreation	Food & Beverage Tech I	1

TURNOVER STATS

Department	No. of Employees	No. of Terminated Employees	Turnover Rate
City Manager	15		0.00%
City Clerk	6		0.00%
Finance	23		0.00%
Fire	164		0.00%
Human Resources	10		0.00%
Information Technology	17		0.00%
Legal Department	9		0.00%
Municipal Court	12		0.00%
Parks & Recreation-Total	109		0.00%
Planning & Comm Dev.	38		0.00%
Police	261	1	0.04%
Public Works	125		0.00%
Utilities	163		0.00%

RECRUITMENT

Positions Requisitioned for Refill by Department/Division (# of vacancies)	
included positions are Full Time unless otherwise indicated as Part Time (PT) or Seasonal PT	
Parks & Recreation	
PT Recreation Technician (1)	PT* All Locations – Recreation Center Specialist
Program Coordinator YFAC (1)	Maintenance Worker I (Golf) (1)
PT Lifeguard Leader (1)	Tradesworker HVAC (1)
PT Recreation Leader (1)	
Police	
Police Officer (30)	Animal Welfare Technician (1)
Veterinary Technician (1)	Police Records Clerk (1)
Public Works	
Engineering - City Surveyor (1)	Capital Projects Engineer (1)
Mechanic II (Fleet) (1)	Fleet Service Technician (1)

Human Resources

Recruiter (1)	
City Manager	
Director of Public Works (1)	

DAYS TO FILL

Full Time Position	Hire Date	Date Posted	Days to fill
Lifeguard Leader	9/4/24	8/5/24	30
Intern	9/9/24	8/21/24	19
Police Sergeant	9/20/24	Perpetual	N/A
Mechanic II	9/5/24	7/1/24	66
Recreation Leader	9/20/24	8/21/24	30

PT/Seasonal Position	Hire Date	Date Posted
Tennis Shop Attendant	9/16/24	9/5/24
Law Enforcement Advocate (3)	9/18/24	9/16/24
Golf Course Attendant	9/25/24	9/21/24

*385 registrations/applications to our openings, 15 new requisitions opened.

SAFETY

Fitness for Duty Meetings

Department	Number Held	OJI/Non OJI
PD/Animal Welfare	1	OJI

Return to Work Meetings

Department	Number Held	OJI/Non OJI
Utilities/WRF	1	OJI

Recordable Injuries – OSHA

Department/Division	Nature of Injury	How Sustained	Prognosis	Prevention Method
Police/Patrol	Back Sprain	Rear ended while operating the patrol car.	Off Work	None
Parks & Rec/Park Maintenance	Groin Injury	Dragging limbs in the park and felt pain.	Off Work	Ensure team lifts are being utilized
Utilities/WLM	Back Sprain	Slipped off a wet curb and caught himself straining his back.	Light Duty Restrictions	Ensure employees are wearing nonslip shoes
Police/Patrol	Elbow Strain	Repetitively using keyboard and mouse.	Light Duty Restrictions	Microstretching throughout the day to avoid strains
Police/Animal Welfare	Skin Puncture	Moving a dog into the kennel and the dog bit him/her.	Prescriptions	Perform a behavioral test on animals before booking them into the shelter. Place muzzles on animals that are prone to biting.
Fire/Suppression	Knee Strain	Jumped off the fire truck straining the knee.	Off Work	Step off the truck rather than jumping.
Fire/Suppression	Right Shoulder Strain	Responding to a fire while pulling ladders and a hose into the attic felt pain in right shoulder	Light Duty Restrictions	None

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

2024*	2023	2022
26	11	7

*CY2024 is current YTD

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

2025	2024	2023
8	14	7

Recordable Injuries per calendar year:

2024*	2023	2022
63	78	60

*CY2024 is current YTD

Recordable Injuries per fiscal year:

2025	2024	2023
29	62	67

Complaints/Resolutions

Complaint	Resolution
Utilities/WLM requested help to look for OSHA approved face shields to operate quickie saws.	Safety Manager researched options for WLM and sent over pricing and information to purchase.

ACCESSIBILITY

ADA Complaints and Resolutions

Complaints	Resolution
9/26/2024: Citizen wanted to know what could be done about the 7-Eleven on the corner of Rock Creek & 36 th street not having an accessible parking space and no handicap signage.	9/26/2024: ADA Coordinator will go out and look at location to determine what can be done to get the accessible parking marked correctly. Will follow-up with citizen on findings and solutions.

ADA:

- Completed 'ADA Advanced Scoping Session: Project Type New Government Building' training presented by BlueDAG.
- Parts have be ordered to install automatic door openers into the Natatorium of the Adult Wellness and Education Center. Waiting on all parts to be received before installation can be scheduled.
- New door closure for the family restroom in the Development Center was ordered and installed to bring the door to ADA compliancy with the required 5 pounds of force (lbf).

Accessibility:

Employee Resource Groups (ERGs): LGBTQ+ Alliance met and discussed alternate schedules and events for the rest of the year along with other miscellaneous items. The Alliance of Black Employees (ABE) next meeting is scheduled for October.

HUMAN RESOURCES
Monthly Report
September 2024

Item 4.

- Presented a Hispanic Heritage Month event for employees to come out and learn more about what the month represents and its importance. A mariachi band came to perform and food trucks were available to grab a bite to eat! Around 85 employees attended the event.
- Completed ‘Unveiling the Power of a Data-Driven Approach’ presented by Gallagher.

Committees:

Human Rights Commission (HRC) – The monthly meeting was scheduled to take place on Monday, September 23, 2024, at City Hall, but was cancelled as a quorum was not going to be present. The next meeting is scheduled to be held on Monday, October 28, 2024, at City Hall.

ADA Citizen’s Advisory Committee – The quarterly meeting took place on Monday, September 9, 2024. Updates on the Transit Program and FY25 Concrete Projects were given. There has been a 22% increase in transportation usage and those numbers are now higher than pre-covid. Automatic door openers have been ordered for the natatorium at the Adult Wellness & Education Center (AWE) and once all parts are received installation will be scheduled. A new closure has been ordered for the family restroom in the Development Center and will be installed upon arrival and placed at 5 pounds of force (lbf) for ADA compliance. The ADA Citizen’s Advisory Committee’s next meeting will held be on Monday, December 9, 2024, at City Hall.

Cleveland County disABILITY Coalition – The monthly meeting took place on Tuesday, September 10, 2024. Miranda Hopper with the Center for Learning & Leadership presented.

- The Center for Learning and Leadership (CLL) is Oklahoma's federally designated University Center for Excellence in Developmental Disabilities (UCEDD). We are hosted by the University of Oklahoma Health Sciences. The CLL/UCEDD is a member of a national network of 68 UCEDDs. These national centers for excellence are funded in part by a competitive core grant award from the U.S. Administration on Community Living, Office on Intellectual and Developmental Disabilities.
- Their mission statement is “Partners making positive difference in the lives of people with disabilities and their families through learning and leadership.” Their goals are pre-service & continuing education, community services, research, and dissemination.

The next meeting will be held on Tuesday, October 2, 2024, at United Way.

CITY OF NORMAN EMPLOYEE DEMOGRAPHICS

Total Population
(Includes full-time, part-time, and temp/seasonal employees)

Gender	Total Population	% of Total Population
Female	287	26.9%
Male	779	73.1%

HUMAN RESOURCES
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Item 4.

1066	100.00%
-------------	----------------

Job Classification by Gender		
Job Classification	Female	Male
Full-Time	178	683
Part-Time	36	41
Temporary	73	55
	287	779

Full-Time Employee Population Only

Gender	Full-Time Population	% of Full-Time Population
Female	178	20.7%
Male	683	79.3%
	861	100.00%

Employee Population by Generations				
Generations	Birth Years	Current Age Range	Female	Male
Silent Generation	1928-1945	79-96	0	2
Baby Boomers	1946-1964	60-78	23	63
Generation X	1965-1980	44-59	76	244
Millennials (Gen Y)	1981-1996	28-43	58	295
Generation Z	1997-2012	12-27	21	79
			178	683

Total Diversity by Ethnicity		
Ethnicity	Total #	Total %
American Indian/Alaskan Native	33	3.8%
Asian	12	1.4%
Black/African American	39	4.5%
Hispanic/Latino	31	3.6%
Pacific Islander/Native Hawaiian	1	0.1%
Two or More Races	32	3.7%
White	713	82.9%
	861	100.00%

Diversity by Gender		
Ethnicity	Female	Male
American Indian/Alaskan Native	11	22
Asian	2	10
Black/African American	5	34
Hispanic/Latino	7	24
Pacific Islander/Native Hawaiian	0	1
Two or More Races	7	25
White	146	567
	178	683

Diversity % by Gender		
Ethnicity	Female	Male
American Indian/Alaskan Native	1.3%	2.6%
Asian	0.2%	1.1%
Black/African American	0.6%	3.9%
Hispanic/Latino	0.8%	2.8%
Pacific Islander/Native Hawaiian	0%	0.1%
Two or More Races	0.8%	2.9%
White	17.0%	65.9%
	20.7%	79.3%

INFORMATION TECHNOLOGY 6

CITY OF NORMAN

Information Technology Department
Monthly Report –September 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.	Implementation Complete – Project refinement ongoing: The CoN team has completed implementation work on all major core software. However, work continues in Utility Billing, HR, and Planning to refine these new systems.
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 major networking and security appliances, as well as virtual upgrades. This includes expansion of equipment for new buildings and replacement of old switch infrastructure. Funded through CIP.
Water tower and mono-pole contract negotiations.	Increased Revenue and compliance for water tower/cellular mono-pole leases. Repair requirements.	Ongoing – taken over by Utilities Admin.

Fiber Optic Installation for redundant loop at WTP and EOC	IT and the Utilites Department will be using capital funds to connect a microwave antenna from Fire station 9 to the Water treatment plant and connect to the Emergency Operations Center once that building is complete. This will create a redundant loop for the WTP and EOC incase of lost service from the main connection.	Awaiting Approval, Working with Utilities Department, land acquisition complete, right of way in negotiation possible launch in 2024
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 – ECOC, PD Moves, and Mary Abbot House expansion. Complete – HR/IT Building, Building Maintenance, YFAC, 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 monthly training continues with our cybersecurity education suite, as well as annual PEN testing of the city network and improvements from the PEN test report.
Endpoint Security Review	Review current endpoint security appliances and software and make upgrades as necessary.	In Progress

<p>Print consolidation</p>	<p>Work with outside vendor to consolidate all print, fax, copy machines in CoN facilities.</p>	<p>In Progress estimated full completion in 2027</p>
<p>Automated Meter Infrastructure</p>	<p>Implement and integrate AMI for meter reading and utility billing.</p>	<p>In Planning – customer portal configuration in progress. Communication radios installation in progress.</p>
<p>Print Shop Move to IT</p>	<p>Transition the Print Shop from the Finance Department in to the IT Department.</p>	<p>Complete.</p>
<p>Network Infrastructure Improvements</p>	<p>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.</p>	<p>In Progress: The IT Department has been granted access to 5% of the annual capital funds for business critical software and infrastructure needs.</p>
<p>Integration of Computer Aided Dispatch with OU PD</p>	<p>Create a software as a service model to share public safety software data with and between OU PD</p>	<p>Fiber infrastructure connected. Network segmentation complete. Testing of connections and software access in progress to be complete by August 24. Additional segmentation for OU presence with NPD during OU Football is in progress.</p>

Move existing secondary IT Datacenter to new location.	Move all equipment from the current secondary site to a new more robust and secure site.	Physical and virtual moves for the data center began May 2024 – full move expected to be complete by December 2024 if all tests of the new facility functionality are successful.
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Support Tickets:

The IT department is responsible for all technology needs throughout all city departments. Public safety is a high priority and the bulk of our support tickets come from public safety support. **IT Table 1** below represents the number of support tickets opened by each department for last month. The IT Department monitors trends in these numbers and makes adjustments as needed to assure that all departments have the appropriate amount of support for daily operations.

Users Supported:

The following statistics represent the number of network users supported by the IT Department. The city network is important for all business initiatives for the city of Norman. The number of devices supported reflects the growth in dependence on technology for daily operations (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 352,982 attempted incoming and 136,342 outgoing messages for the month of September 2024. Incoming messages totaling 146,437 were considered Spam or hazardous e-mails by our email-filtering appliance, and were quarantined or filtered (see **IT Table 3**). This number represents 40% of our inbound mail. This percentage has increased from previous months for malicious email/spam. Our security efforts are having a positive effect on reducing the total number of malicious email inbound. The IT Department has made the decision to block inbound traffic from specific sources with known malicious traffic that constantly try to affect our network. We continue to monitor and analyze the situation on a daily basis. Inbound email messages of this nature means increased vulnerabilities and attack vectors into the city. Without the email filter appliance, our email server would have received more mail, which increases the opportunity for entrance of a virus into the network. It also creates waste, reduces productivity, and decreases valuable storage space.

Web Site:

The City of Norman's web site is hosted, updated and maintained by the IT Department. In the month of September 2024, the City of Norman's web site had 119,797 individual web sessions access the web site for 214,799 total page views. Of those sessions, 74,903 were identified as Users to view content on the City web site (see **IT Table 4a and 4b**). 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.

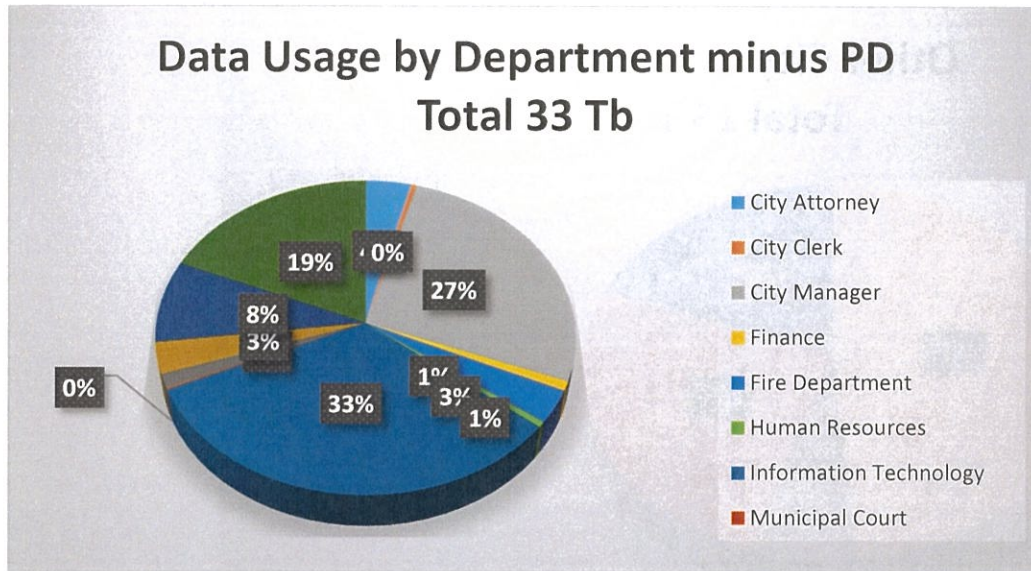
Data Storage:

The City of Norman's infrastructure depends on system availability and uptime. An important part of system availability is data storage and usage. The pie charts below (See **IT Charts A,B, and C**) represent where the bulk of IT data storage resides. The information stored in this infrastructure is important for daily operations, and public safety. This includes data that is protected in the case of a disaster that can be recovered to keep operations functional.

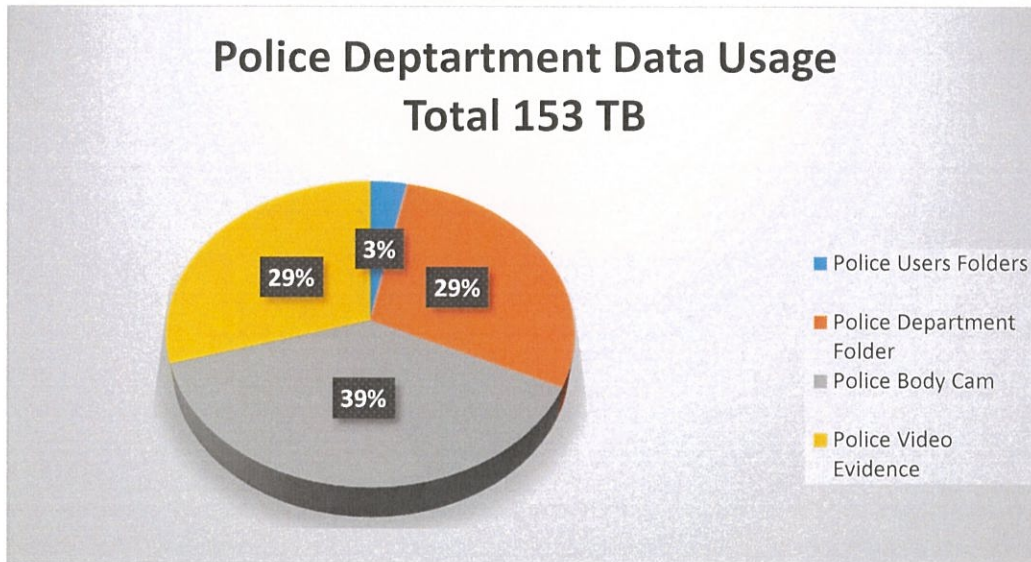
ERP Project Implementation Progress:

This project began in January of 2018 and was delayed for multiple reasons by the 2020 pandemic. The projects final implementations are complete as of March 2024. 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 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 as well as a review of the current time and attendance software.

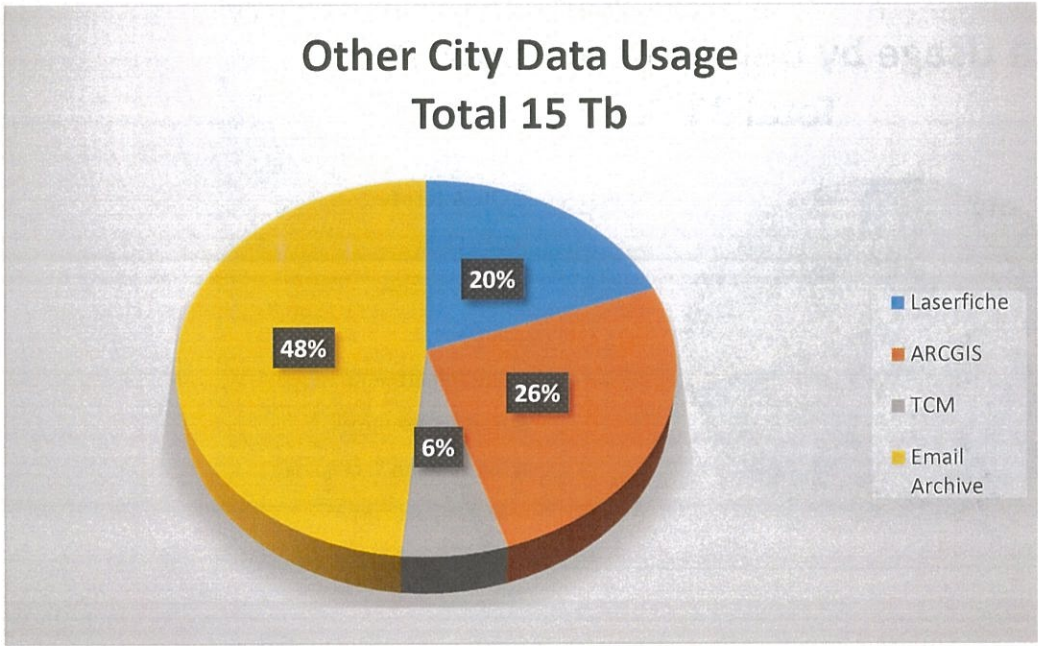
IT Table A



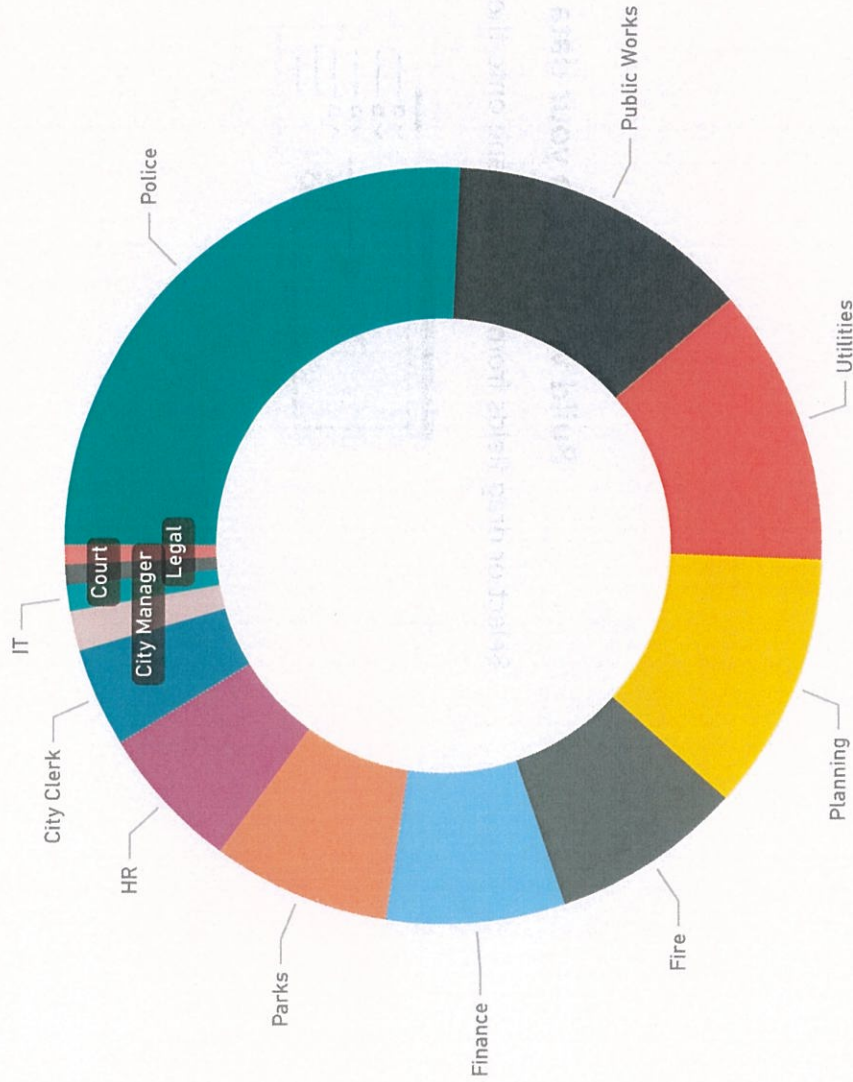
IT Table B



IT Table C

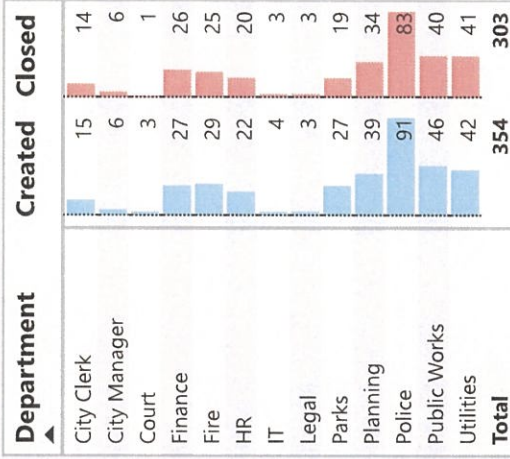


Tickets by Department



New Tickets

354



Ticket Count was highest for Police at 91, followed by Public Works and Utilities.

Police accounted for 25.71% of Ticket Count.

Build visuals with your data

Select or drag fields from the Data pane onto the report canvas.

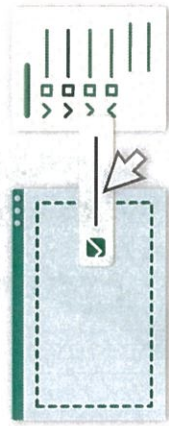
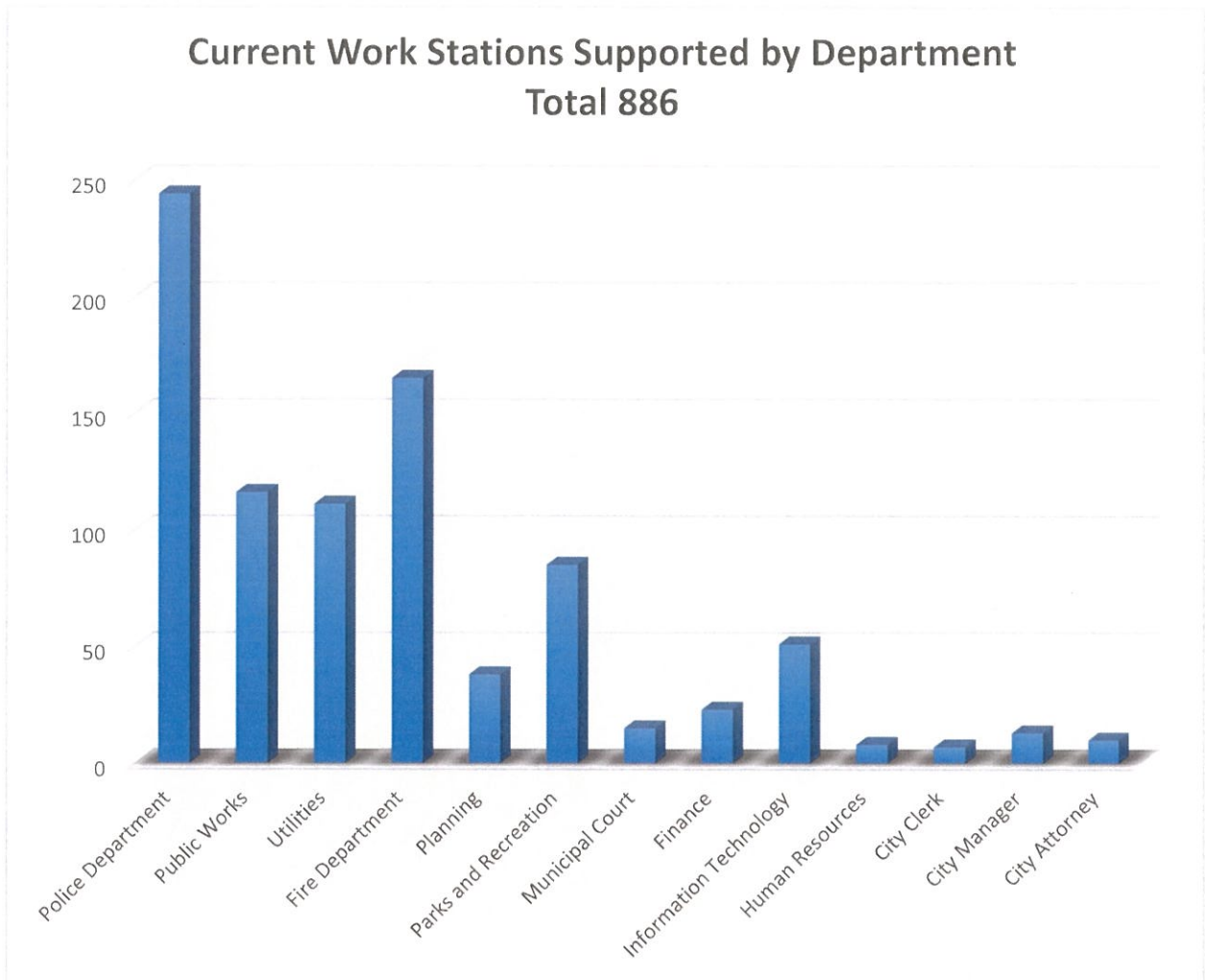


Table 2





Executive Summary

ironport.example.com

01 Sep 2024 00:00 to 30 Sep 2024 23:59 (GMT -05:00)
Data in time range: 100.0 % complete

Incoming Mail Graph

Outgoing Mail Graph

Incoming Mail Summary

Message Category	%	Messages
Stopped by IP Reputation Filtering	38.4%	135,596
Stopped by Domain Reputation Filtering	0.2%	762
Stopped as Invalid Recipients	0.0%	21
Spam Detected	2.0%	7,004
Virus Detected	0.0%	25
Detected by Advanced Malware Protection	0.0%	0
Messages with Malicious URLs	0.0%	52
Stopped by Content Filter	0.8%	2,977
Stopped by DMARC	1.2%	4,138
S/MIME Verification/Decryption Failed	0.0%	0
Total Threat Messages:	41.5%	146,437
Marketing Messages	14.1%	49,726
Social Networking Messages	1.3%	4,725
Bulk Messages	15.2%	53,727
Total Graymails:	30.6%	108,178
S/MIME Verification/Decryption Successful	0.0%	0
Clean Messages	27.9%	98,367
Total Attempted Messages:		352,982

Outgoing Mail Summary

Message Processing	%	Messages
Spam Detected	0.0%	0
Virus Detected	0.0%	0
Detected by Advanced Malware Protection	0.0%	0
Messages with Malicious URLs	0.0%	0
Stopped by Content Filter	0.0%	0
Stopped by DLP	0.0%	0
Clean Messages	100.0%	136,262
Total Messages Processed:		136,262

Message Delivery	%	Messages
Hard Bounces	4.7%	6,346
Delivered	95.3%	129,996
Total Messages Delivered:		136,342

ironport.example.com - 01 Oct 2024 01:00 (GMT -05:00)

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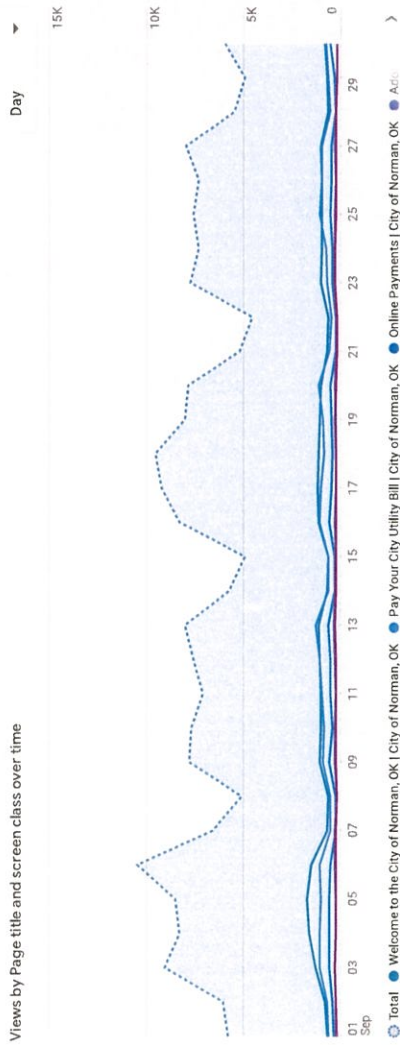
1

84

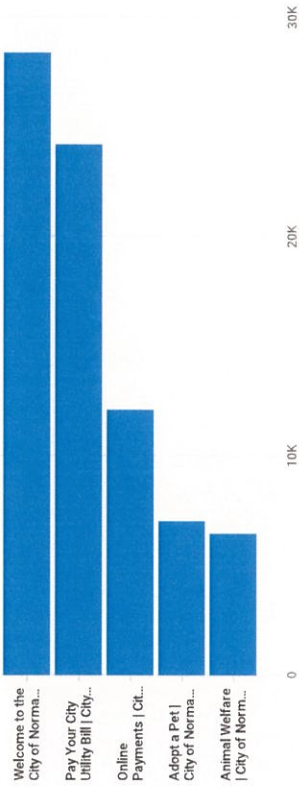
Monthly Page Views

Add filter

Views by Page title and screen class over time



Views by Page title and screen class



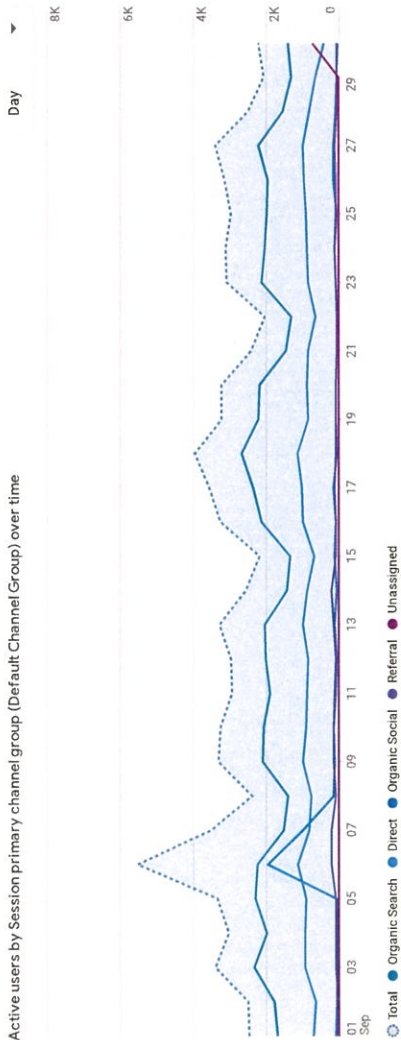
Page title and screen class	Views	Active users	Views per active user	Average engagement time per active user	Event count
Total	214,799 100% of total	74,903 100% of total	2.87 Avg 0%	54s Avg 0%	653,005 100% of total
1 Welcome to the City of Norman, OK City of Norman, OK	28,376	15,738	1.80	18s	75,865
2 Pay Your City Utility Bill City of Norman, OK	24,198	13,665	1.77	16s	87,379
3 Online Payments City of Norman, OK	12,088	7,513	1.61	12s	30,336
4 Adopt a Pet City of Norman, OK	7,015	3,793	1.85	23s	22,578
5 Animal Welfare City of Norman, OK	6,446	3,947	1.63	18s	20,257
6 Information: Proposed Entertainment District City of Norman, OK	5,701	2,621	2.18	40s	15,620
7 Job Opportunities City of Norman, OK	5,108	3,189	1.60	1m 00s	15,295
8 Department Activity Reports City of Norman, OK	4,483	2,297	1.95	45s	29,323
9 Trash & Recycling City of Norman, OK	3,889	2,480	1.57	47s	12,285
10 Norman Police Investigate Toddler Deaths City of Norman, OK	3,834	3,304	1.16	5s	11,235

All Users Add comparison

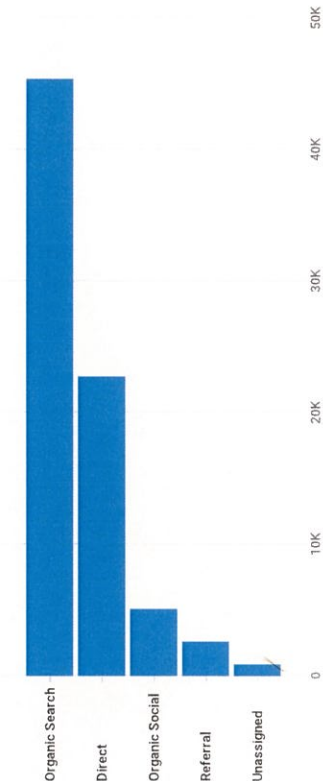
Monthly Site Traffic

Add filter

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



Active users by Session primary channel group (Default Channel Group)



	Active users	Sessions	Engaged sessions	Average engagement time	Engaged sessions per active user	Events per session	Engagement rate	Event count	Session key event rate
Total	74,903 100% of total	119,787 100% of total	66,690 100% of total	33s Avg 0%	0.89 Avg 0%	5.45 Avg 0%	55.67% Avg 0%	653,005 100% of total	0%
1 Organic Search	45,364	78,253	49,061	39s	1.08	5.71	62.7%	446,600	0%
2 Direct	22,730	30,277	14,331	23s	0.63	5.28	47.33%	159,891	0%
3 Organic Social	5,070	6,167	1,572	7s	0.31	3.62	25.49%	22,343	0%
4 Referral	2,594	3,732	1,925	33s	0.74	5.21	51.58%	19,442	0%
5 Unassigned	854	886	3	50s	<0.01	5.30	0.34%	4,699	0%
6 Organic Video	4	5	3	1m 09s	0.75	5.20	60%	26	0%
7 Email	1	1	1	6m 20s	1.00	4.00	100%	4	0%

LEGAL 7

MONTHLY REPORT - LEGAL DEPARTMENT
September 2024 Report
(Submitted October 11, 2024)

MONTHLY HIGHLIGHTS:

Orrklahoma Realty – Norman, LLC v. City of Norman et al., CV-2024-2824
 This case was filed on September 23, 2024. It seeks to vacate a utility easement.

115 W. Main LLC v. Sooner Emerald Dreams LLC, et al., CJ-2024-1318
 This case was filed on September 27, 2024. It is a foreclosure action regarding 115 West Main. The City's interest involves a lien for code violations in the amount of \$3,186.

West Lindsey Center Investors, LLC v. City of Norman, et al., CJ-2022-693 (K)
 This case was filed on June 22, 2022. It involves damages that arise out of a contractor's failure to reconnect a private sewer line during improvements to West Lindsey. The City was dismissed from this action on September 13, 2023; however, because claims against co-defendants were still pending, this case remained on the Monthly Report. On August 19, 2024, the remaining claims were dismissed. The deadline for the plaintiff to appeal the district court's ruling in favor of the City expired on September 19, 2024. Consequently, 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
Dollarhide v. Dennis Dickens, Oklahoma Highway Patrol, et al, CIV-2022-642 (K)

OKLAHOMA SUPREME COURT / COURT OF CIVIL APPEALS

COURT OF CRIMINAL APPEALS

CLEVELAND COUNTY DISTRICT COURT

A. *General Lawsuits*

115 W. Main LLC v. Sooner Emerald Dreams LLC, et al., CJ-2024-1318
Armstrong v. City of Norman, CJ-2012-1638 (K)
Bad Day Towing & Recovery v. City of Norman, CV-2024-2032 (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 (K)
Kevin Hahn v. Norman Police Department, City of Norman, CJ-2021-210 (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)
Smith et al v. Norman Regional Health System v. City of Norman, CJ-2014-874 (K)

B. *Condemnation Proceedings*

City of Norman v. Chastain Oil Company, a Corporation, et al., CV-2015-677 (M)
City of Norman v. West Lindsey Center Investors, LLC, et al., CV-2015-671 (M)
City of Norman v. Tietsort Revocable Trust, et al., CJ-2013-775 (M)
City of Norman v Apex Properties, LLC, et al., CJ-2021-221 (M)
City of Norman v. D&J Land, LLC, et al., CJ-2022-251 (M):
City of Norman v. Harold and Diana Hansmeyer, et al., CJ-2024-498 (W)

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)
Katy Construction Co., CV-2024-2213
US Bank National Association v. Hudson et al., CJ-2024-996
US Bank National Association v. Vermillion et al., CJ-2024-1019
Orrklahoma Realty – Norman, LLC v. City of Norman et al., CV-2024-2824

D. *Municipal Court Appeals*

None

E. *Small Claims Court*

None

F. *Board of Adjustment Appeals*

None

LABOR / ADMINISTRATIVE PROCEEDINGS

A. *Grievance & Arbitration Proceedings (K)*

This office has assisted with the following grievances:

- AFSCME Grievance FYE 21-02 – (COVID-19 Leave)
- AFSCME Grievance FYE 22-02 – (Jerry Younts and Bennie Gilmore – COVID-19 Leave)
- AFSCME Grievance FYE 22-02 – (Tara Klepper – COVID-19 Leave)
- AFSCME Grievance FYE 24-06 – (Malia Ross – Discipline)
- AFSCME Grievance FYE-24-09 – (James Salley – Termination)
- AFSCME Grievance FYE-24-10 – (Hurlonda Hamilton – Health Benefits)
- AFSCME Grievance FYE-24-11 - (Hurlonda Hamilton – Health Benefits)
- AFSCME Grievance FYE-25-01 - (Whiteside - Supervisor Complaint)

- IAFF Grievance FYE 21 – (Carl Shanon Smith – Improper Compensation)
- IAFF Grievance FYE 23 – (Matt Ferris – Discipline)
- IAFF Grievance FYE 23 – (Carl Shanon Smith Termination/Forced Retirement)
- IAFF Grievance FYE-23 – (Mass Casualty/Active Shooter Response)
- IAFF Grievance FYE 23 – (Change in Conditions of Employment - EMS Protocols)
- IAFF Grievance FYE-24 – (Non-Emergency Call Back)
- IAFF Grievance FYE-24 – (Failure to Staff Personnel)
- IAFF Grievance FYE-24 – (Inclement Weather Policy Denial)

FOP Grievance FYE-25-01 – (Larry Shelton – Termination Not for Just Cause)

B. *Equal Employment Opportunity Commission (EEOC)*

Yoon v. City of Norman – Charge #564-2024-00586

C. *Contested Unemployment Claims (OESC)*

Application of Donald R. Cox – Claim ID #866771528
 Application of WJ Mack – Claim ID #045587093

MUNICIPAL COURT PROSECUTIONS

This chart represents the cases prosecuted by the City Attorney’s Office in the Municipal Criminal Court through September 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 23	FYE 24	FYE 25	FYE 23	FYE 24	FYE 25	FYE 23	FYE 24	FYE 25
JULY	165	464	359	7	11	25	9	10	11

	<u>ADULT CASES</u>			<u>JUVENILE CASES</u>			<u>COURT SESSIONS</u>		
AUG	241	341	493	10	7	6	13	16	13
SEPT	245	295	395	15	18	11	10	8	10
OCT	244	346		13	7		9	11	
NOV	205	292		10	11		6	10	
DEC	165	163		5	9		8	4	
JAN	205	280		9	9		10	5	
FEB	256	338		17	20		10	12	
MAR	272	466		13	8		12	10	
APR	322	443		9	11		9	14	
MAY	395	430		17	26		13	10	
JUNE	344	333		31	7		9	9	
TOTALS / YTD	3,059	4,191	1,247	156	144	42	118	119	34

WORKERS' COMPENSATION COURT

The total number cases pending as of September 2024 are 19. There were no new workers compensation cases received during the month of September 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 25 CASES	FYE 24 CASES	FYE23 CASES	FYE22 CASES
Fire	Suppression	7	1	3	9	4
Fire	Prevention					1
Parks/Rec	Facility Maintenance	1	1			
Parks/Rec.	Park Maintenance	1				
Parks/Rec	Westwood Pool					1
Police	Criminal Investigation	2				1
Police	Patrol	3		2	1	4
Police	Administration					2
Public Works	Street Maintenance	1	1			1
Public Works	Fleet	1	1	1		
Public Works	Storm Water	2		2		
Public Works	Traffic Control				1	
Utilities	Line Maintenance	1			1	
Utilities	Sanitation				1	
TOTALS		19	4	8	13	14

List of Pending Cases

Amason, Amber v. City of Norman, WCC 2012-12306 K
 (Police, Patrol, Master Police Officer, Intestinal/Parasite/Infection)

- Boxford, Steven Lee v. City of Norman, CM-2022-03698 N
 (Police, Patrol, Master Police Officer, Left Shoulder, Neck, Left Hand, Left Arm, Left Hip, Right Knee)
- Bussell, Michael v. City of Norman, CM-2024-00740 K
 (Fire, Suppression, Asst. Fire Chief, Right Shoulder)
- Hambrick, John v. City of Norman, CM-2023-02469K
 (Fire, Suppression, Firefighter, Cancer, Body as Whole)
- Hiatt, Darin v. City of Norman, CM-2024-04540W
 (Public Works, Streets, Heavy Equipment Operator, Neck, Left Shoulder, Left Arm)
- Kizzia, Derrald v. City of Norman, WCC-2014-06995 K
 (Parks & Rec, Park Maintenance, Heavy Equipment Operator, Right Knee/Reopen Request)
- Lewis, Brian K. V. City of Norman, CM-2022-02245 H
 (Fire, Suppression, Fire Driver Engineer, Neck, Back UNS, Left Knee, Left Leg)
- Massie, Nathan v. City of Norman, CM-2024-03408 H
 (Public Works, Fleet, Service Technician, Neck+Neck, Lower Back, Ears+Neck, Bilateral Ears, Lumbar, Middle Back+Neck, Bilateral Ears, Lumbar, Middle Back, Both Shoulders, Both Arms)
- Newell, Richard v. City of Norman, CEC-2022-15014 H (Request to Reopen – Change in Condition for the Worse)
 (Police, Narcotics, Master Police Officer-Sergeant, Right Knee)
- Pierce, Daniel Ray v. City of Norman, CM-2024-02999 H
 (Police, Patrol, Master Police Officer-Sergeant, Right Knee, Reinjured)
- 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, Master Police Officer, Respiratory System/Lungs, Circulatory System Organs of the Body and Whole Person)
- Shelton, Allen W. v. City of Norman, CM-2024-03108 M
 (Public Works, Stormwater, Heavy Equipment Operator, Right Shoulder)
- Shelton, Allen W. v. City of Norman, CM-2024-03110 X
 (Public Works, Stormwater, Heavy Equipment Operator, Left Shoulder, Whole Back, Radicular Right Leg/Foot)
- Simons, Michael v. City of Norman, CM-2024-04104 L
 (Fire, Suppression, Firefighter, Right Knee)
- Terhune, Nicholas v. City of Norman, CM-2024-03394 E
 (Fire, Suppression, Fire Captain, Chest, Left Bicep Tendon)
- West, Jordan v. City of Norman, CM-2024-03327 T
 (Fire, Suppression, Firefighter, Left Knee)
- Wilkins, Levi v. City of Norman, CM-2019-05323 X
 (Fire, Suppression, Fire Driver Engineer, BAW, Cancer)
- Wilson, Jerry v. City of Norman, CM-2024-04699W
 (Parks & Recreation, Facility Maintenance, Tradesworker, Head, Right Shoulder, Lower Back, Right and Left Ribs)

TORT CLAIMS

The following is a breakdown of the Tort Claims activity through September 2024.

DEPARTMENT	FYE 25 Month	FYE 25 YTD	FYE 24 YTD	FYE 23 YTD	FYE 22 YTD
Animal Control		1		2	2
Finance – IT					
Fire			2		2
Legal					
Other		1	4	5	6
Parks		2	2	1	2
Planning				1	2
Police			8	8	8
Public Works – other			2	5	2
Public Works – Stormwater					1
Public Works – Engineering					
Public Works – Streets		3	12	8	10
Utilities – other			2		
Utilities – Water	1	2	5	16	6
Utilities – Sanitation	2	4	10	7	6
Utilities – Sewer			8	3	4
TOTAL CLAIMS	3	13	55	56	51

CURRENT CLAIM STATUS	FYE 25 TO DATE	FYE 24	FYE 23	FYE 22
Claims Filed	13	61	56	51
Claims Open and Under Consideration	7	2	0	0
Claims Not Accepted Under Statute/Other	0	1	4	3
Claims Paid Administratively	0	26	25	15
Claims Paid Through Council Approval	0	4	2	2
Claims Resulting in a Lawsuit for FY	0	1	0	5
Claims Barred by Statute (No Further Action Allowed)	0	22	25	26
Claims in Denied Status (Still Subject to Lawsuit)	6	5	0	0

MUNICIPAL COURT

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**MUNICIPAL COURT
MONTHLY REPORT
SEPTEMBER - FY '25**

CASES FILED

	<u>SEPTEMBER</u>	<u>FY 25</u>	<u>Y-T-D</u>	<u>SEPTEMBER</u>	<u>FY 24</u>	<u>Y-T-D</u>
Traffic	566		2,096	502		2,016
Non-Traffic	349		822	278		891
SUB TOTAL	915		2,918	780		2,907
Parking	740		2,317	1,397		2,707
GRAND TOTAL	1,655		5,235	2,177		5,614

CASES DISPOSED

	<u>SEPTEMBER</u>	<u>FY 25</u>	<u>Y-T-D</u>	<u>SEPTEMBER</u>	<u>FY 24</u>	<u>Y-T-D</u>
Traffic	643		2,374	599		1,822
Non-Traffic	343		907	202		712
SUB TOTAL	986		3,281	801		2,534
Parking	693		1,875	934		1,939
GRAND TOTAL	1,679		5,156	1,735		4,473

REVENUE

	<u>SEPTEMBER</u>	<u>FY 25</u>	<u>Y-T-D</u>	<u>SEPTEMBER</u>	<u>FY 24</u>	<u>Y-T-D</u>
Traffic	\$ 74,360.01		\$258,194.59	\$ 65,089.53		\$228,819.39
Non-Traffic	\$ 20,553.42		\$ 63,905.50	\$ 19,099.76		\$ 61,945.44
SUB TOTAL	\$ 94,913.43		\$322,100.09	\$ 84,189.29		\$290,764.83
Parking	\$ 24,355.00		\$ 67,722.00	\$ 29,341.00		\$ 63,436.00
GRAND TOTAL	\$ 119,268.43		\$389,822.09	\$ 113,530.29		\$ 354,200.83

MUNICIPAL COURT - MONTHLY REPORT
September 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 26 new cases and closed 26 cases during the month of September 2024. 5 Mediations were held.

PARKS AND RECREATION 9

Park Development Activities September 2024

Norman Forward Neighborhood Parks

We dedicated the new Falls-Lakeview Park playground on Friday, September 20th. The kids from Lakeview Elementary, next door to the park, helped us celebrate the event that morning and enjoyed free Kona Ice treats, as they tried out the new play equipment. The old equipment was at the end of its usable life, and was due for an upgrade. We also added soccer goals to the large play field in the western part of the park. This is our farthest-east neighborhood park, and is well-used by the folks living in the more rural part of town. We are planning another ribbon cutting next month for Sunrise Park, which is being finished this month.

Forestry

We are working with our local partners to set a date for a fall Free Tree Giveaway event in November. This is a popular event we have been doing for over a decade, in an effort to grow our urban forest. Residents will get to choose from five different varieties of trees of various sizes and type (evergreen or deciduous) and pick up their tree on a selected Friday morning to take home and plant. We purchase trees at a discount from a local nursery and are sponsored by several partners—including banks, the park foundation and the environmental services division of the City. More details will be coming soon.

Andrews Park



A new seating area was constructed on the east side of the Blake Baldwin Skatepark in Andrews Park last month. The project was coordinated by an Eagle Scout candidate, who raised funds for the new benches placed in the space; and the landscaping around the new concrete pad. Once that phase of the work was complete, we hired a separate contractor to remove and replace a large section of damaged trail along James Garner Avenue, which was used as a construction entrance for the Skatepark project, as well as this scout project. We also added a connector walk from the repaired trail section over to the new seating area. The final part of the seating area will be the installation of a shade structure over the seating area—that has been asked for by many Skatepark users since the park opened. During the Skatepark design, the budget was so tight that we had to choose between shaded seating areas or park lighting; and the overwhelming choice was for lighting. We will continue to make improvements around the Skatepark as future budgets allow. The area is prominently featured with additional seating, expansion and access routes in the Andrews Park Master Plan completed and adopted by City Council last year.

Master Plan Projects

We are into the Chapter Review process with RDG—the consultant planning group we hired to produce a new Parks and Recreation Master Plan. They have been meeting with staff and the project steering committee over the past year and visiting all of our parks, recreation centers and cultural facilities and interviewing users and staff at these facilities to gain an understanding of our entire operation. Based on this feedback and looking at current programming trends and statistics, they will produce a document that will guide the direction of the P&R Department for the next 10-plus years. This document will align with the goals and objectives of the AIM Norman Comprehensive Plan, which is also being produced by RDG in a process that is looking at all aspects of the City of Norman to plan for the next 15 years of growth. The report is expected to be finalized this year, and ready for adoption in early 2025.

We also met with our steering committee and consultants early in September to look at the first concepts for the Westwood Park Master Plan, as it relates to the golf and tennis facilities. This work is being done similar to what was done for Andrews Park; where a design concept and cost estimate are being produced which will guide our future funding requests to upgrade the clubhouses and layout of the entire operational and hosting spaces for Westwood. Once a concept is ready, we will get more feedback from user groups and refine the new concept before a final cost estimate and report is generated for final approval by the P&R Department and Council later this year.

**SEPTEMBER 2024
RECREATION DIVISION
MONTHLY REPORT**

Little Axe Community Center: For the month of September the afterschool had twelve kids enrolled with an average of six attending daily. The center also hosted a number of classes for the month of September. We had bingo, an ice cream social and hosted our third Wednesday arts and active class with Little Axe High School. Little Axe High School also partnered up with the Community center to Start WAT program. (Work Adjustment Training). The Center helps High School students learn job skills. We continued the weekly food pantry and had story time twice this month. The PLS did a free painting class to the community. The center has been an active with Community Action joining us every Thursday for residents to get assistance on their utility bills.

12th Avenue Recreation Center: 12th Avenue averaged 38 students for the month of August. The students were out of school on September 2nd for Labor Day. Attendance for the rest of the facility has picked up, with an increase in open gym (both daytime and evening) and rentals. Katelyn White's last day with the City was Tuesday, September 3rd. Alyssa Mackerelle has also moved into the Recreation Specialist role. A new Recreation Technician will be hired soon.

Irving Recreation Center: This month at Irving we gained one new student in our afterschool program for a total of 27 students. We had 409 total visits with an average of 20 students per day. CASP has started tutoring six of our students twice a week. We have started taking the children to the gym when they first arrive to allow them some gym time during the middle school volleyball season and they have enjoyed that. We have also looked into doing more technology based activities with the children.

Whittier Recreation Center: This month at Whittier Recreation Center our after school program continued with 23 students enrolled. CASP has fully started their tutoring sessions with our kids and there has already been some improvement when it comes to their reading. We have introduced beaded bead crafts to the kids and they have enjoyed it. Traci the librarian returned at the beginning of the month and she has brought book/crafts every Monday which the kids have loved.

FACILITY ATTENDANCE:	Month	Year to Date
Little Axe Community Center	840	2,775
12th Avenue Recreation Center	1,808	5,226
Irving Recreation Center	409	1,398
Whittier Recreation Center	469	1,526
Reaves Center	300	900
Tennis Center	3,322	10,533

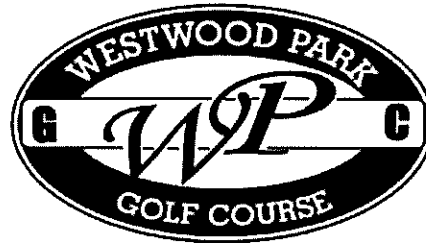
September 2024 PARK MAINTENANCE DIVISION

	FY25 MTD	FY25 YTD		FY24 MTD	FY24 YTD
SAFETY REPORT					
On-The-Job Injuries	2	6		0	6
Vehicle Accidents	0	0		0	0
Employee responsible	0	0		0	0
ROUTINE ACTIVITIES	Total Man Hours			Total Man Hours	
Big Mowing	76.00	327.00		111.75	925.75
Trim Mowing	667.00	2395.25		676.25	5797.00
Chemical Spraying	47.00	341.50		127	1948.00
Fertilization	2.00	14.00		0	92.00
Park Tree Work	188.00	518.25		138	1004.75
Street Tree Work	60.00	68.00		0	16.00
Trash Maintenance	248.50	833.00		498.75	4354.25
Sprinkler Maintenance	188.00	564.75		97.25	1607.50
Watering	31.00	60.00		0	73.00
Painting	0.00	8.00		0	138.00
Landscape Maintenance	257.00	775.75		280.75	2994.00
Seeding/Sodding	13.00	13.00		7	45.50
Ballfield Maintenance	107.50	111.50		5.5	101.00
Fence Repairs	0.00	100.00		10	384.75
Equipment Repairs/Maintenance	223.00	697.50		290	2408.25
Material Hauling	40.00	189.00		0	634.50
Snow/Ice Removal	0.00	0.00		0	297.00
Christmas Setup	0.00	0.00		0	1146.00
Vector Control	19.00	103.00		12	144.00
Events	18.00	231.25		0	590.75
Vandalism Repair	23.50	63.75		81.5	385.00
Trail Maintenance	52.00	141.00		31	150.00
Playground Maintenance	107.00	287.00		110.75	1279.50
Restroom Maintenance	0.00	0.00		1	783.00
Carpentry/Welding	48.00	148.00		24	1577.50
Shop Time	2.00	39.00		52.25	539.25
Special Projects	70.50	79.50		248.75	1387.75
Miscellaneous	26.00	75.75		130.75	1019.50

**YOUNG FAMILY ATHLETIC CENTER
SEPTEMBER 2024**

	FYE 2025 MTD	FYE 2025 YTD
YFAC Memberships	\$2,000.00	\$6,665.00
YFAC Day Passes	\$119.00	\$530.00
YFAC Gym Passes	\$1,080.00	\$5,490.00
YFAC Aqua Class/Camp	\$225.00	\$225.00
YFAC GYM Class/Camp	\$0.00	\$225.00
YFAC Misc Class/Camp	\$0.00	\$51,146.00
YFAC POOL Rental	\$7,957.50	\$21,997.50
YFAC GYM Rental	\$0.00	\$697.50
YFAC MISC Rental	\$0.00	\$0.00
YFAC POOL Tournament	\$0.00	\$0.00
YFAC GYM Tournament	\$0.00	\$67,278.00
YFAC Leases	\$3,798.00	\$15,936.59
YFAC Other Revenue/Advertising	\$0.00	\$20,659.54
YFAC Leagues	\$0.00	\$0.00
TOTAL INCOME	\$15,179.50	\$139,479.13
YFAC GYM Expenditures	\$9,552.62	\$44,273.07
YFAC POOL Expenditures	\$18,343.87	\$73,705.80
EXPENDITURES	\$27,896.49	\$117,978.87
Income vs. Expenditures	-\$12,716.99	\$21,500.26

WESTWOOD/NORMAN MUNICIPAL AUTHORITY 9A



SEPTEMBER 2024

Westwood Golf Course Division Monthly Progress Report

ACTIVITY	SEPT FYE 25	SEPT FYE 24
Regular Green Fees	829	1031
Senior Green Fees	359	433
Junior Fees	207	238
School Fees (high school golf team players)	31	0
Advanced Fees (high school golf team pre-pay)	0	0
Annual Fees (Regular, Senior & Junior Members)	939	802
Employee Comp Rounds	366	285
Golf Passport Rounds	0	0
9-Hole Green Fee	135	170
2:00 Fees	136	286
Dusk Fees or 5:00 Fees	94	96
PGA Comp Rounds	9	3
*Rainchecks (not counted in total round count)	58	25
Misc Promo Fees (birthday, players cards, OU student)	176	106
Green Fee Adjustments (fee difference on rainchecks)	4	4
Total Rounds (*not included in total round count)	3285	3454
% change from FY '24	-4.89%	
Range Tokens	3432	3598
% change from FY '24	-4.61%	
18 - Hole Carts	145	173
9 - Hole Carts	60	53
½ / 18 - Hole Carts	1064	1327
½ / 9 - Hole Carts	206	233
Total Carts	1475	1786
% change from FY '24	-17.41%	
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 '24	0.00%	0
TOTAL REVENUE	\$135,396.25	\$174,592.79
% change from FY '24	-22.45%	

**SEPTEMBER 2024
WESTWOOD GOLF DIVISION
MONTHLY PROGRESS REPORT**

Item 4.

SAFETY REPORT				
	FY 2025	FY 2025	FY 2024	FY 2024
	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				
	FY 2025	FY 2025	FY 2024	FY 2024
	MTD	YTD	MTD	YTD
Green Fees	\$42,052.20	\$127,857.02	\$56,542.51	\$115,180.62
Driving Range	\$13,726.00	\$40,152.00	\$13,908.78	\$26,880.24
Cart Rental	\$24,162.37	\$72,865.01	\$31,965.33	\$61,361.07
Golf Classes	\$0.00	\$0.00	\$0.00	\$0.00
Golf Shop Rentals	\$287.26	\$1,019.44	\$268.32	\$717.54
USGA Handicap Fees	\$0.00	\$0.00	\$0.00	\$0.00
Golf Cart Capital	\$1,908.77	\$5,623.80	\$1,848.50	\$3,743.92
Golf Merchandise	\$18,697.15	\$55,836.99	\$22,385.48	\$40,093.93
Restaurant	\$18,068.57	\$60,771.86	\$21,226.86	\$47,607.07
Golf Membership	\$15,857.74	\$37,905.13	\$0.00	\$0.00
Interest Earnings	\$636.19	\$11,266.75	\$24,454.22	\$48,063.98
TOTAL INCOME	\$135,396.25	\$413,298.00	\$174,592.79	\$345,641.16
Expenditures	\$130,502.92	\$419,446.02	\$166,386.27	\$253,270.20
Income vs Expenditures	\$4,893.33	-\$6,148.02	\$8,206.52	\$92,370.96
Rounds of Golf	3,285	10,147	3,973	8,130

We are planning to open 1, 7, and 13 greens at the end of October. We will be verti-cutting (dethatching) and sand topdressing greens on October 14th and 15th. Tree trimming of the lower branches and water sprouts is nearly completed. We have made considerable strides in controlling broadleaf weeds, weedy grasses, nutsedge and Kyllinga on the entire property and will continue this goal to be weed free at Westwood. Plans are being made to improve the driving range and tee including but not limited to: drainage, irrigation improvements, sod work and possibly a matted area to reduce divot and traffic damage as the Bermuda enters dormancy.

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SEPTEMBER 2024
WESTWOOD FAMILY AQUATIC CENTER
MONTHLY PROGRESS REPORT

Item 4.

FINANCIAL INFORMATION				
	FY 2025 MTD	FY 2025 YTD	FY 2024 MTD	FY 2024 YTD
Swim Pool Passes	\$0.00	\$140.00	\$150.00	\$1,030.00
Swim Pool Gate Admission	\$5,739.00	\$189,589.00	\$10,207.00	\$186,635.00
Swim Lesson Fees	\$0.00	\$1,638.00	\$0.00	\$5,810.15
Swim Pool Rental	\$600.00	\$50,651.01	\$3,189.38	\$44,738.18
Swim Pool Classes	\$0.00	\$600.00	\$0.00	\$677.00
Swim Pool Merchandise Sales	\$27.58	\$336.58	\$64.40	\$236.44
Swim Pool Concessions	\$2,187.32	\$97,491.03	\$7,154.64	\$104,235.37
TOTAL INCOME	\$8,553.90	\$340,445.62	\$20,765.42	\$364,127.56
Expenditures	\$56,509.32	\$545,658.63	\$109,622.34	\$614,031.85
Income vs Expenditures	-\$47,955.42	-\$205,213.01	-\$88,856.92	-\$249,904.29
ATTENDANCE INFORMATION				
	FY 2025 MTD	FY 2025 YTD	FY 2024 MTD	FY 2024 YTD
Pool Attendance	2241	51763	1405	30941
Adult Lap Swim Morning/Night	16	125	15	219
Water Walkers	62	3851	68	200
Toddler Time	0	673	20	393
Water Fitness	78	1654	23	186
Swim Team	0	60	10	10
Scuba Rentals	6	22	2	13
Scuba Participants	15	69	8	35
Swim Lesson	0	295	0	1275
Private Swim Lessons	0	30	0	35
Special Events	3	12	1	7
Party/Rentals	0	17	4	86
TOTAL FY 2025 ATTENDANCE	2421	58571	1556	33400
ATTENDANCE INFORMATION MAY 2024 TO SEPTEMBER 2024				
	Pool Attendance	99,996		
	Adult Lap Swim Morning/Night	127		
	Water Walkers	3,886		
	Toddler Time	1,157		
	Water Fitness	1,793		
	Swim Team	118		
	Scuba Rentals	34		
	Scuba Participants	125		
	Swim Lesson	375		
	Private Swim	61		
	Special Events	16		
	Party/Rentals	50		
	TOTAL FYE 2024 ATTENDANCE	107,738		

FACILITY MAINTENANCE 9B



Cost by Building with Maint Type

		SEPT. 2024						
<u>Building</u>	<u>Maint Type</u>	<u>Total Cost</u>	<u>Labor</u>	<u>Supplies</u>	<u>Equipment</u>	<u>Inventory</u>	<u>Outsourcing</u>	<u>Overhead</u>
12TH AVE REC CENTER - 1701	GENERAL	917,809.02	0.00	0.00	0.00	917,809.02	0.00	0.00
12TH AVE NE	HVAC	80.87	80.87	0.00	0.00	0.00	0.00	0.00
	PLUMBING	200.52	200.52	0.00	0.00	0.00	0.00	0.00
	Totals:	464.63	410.09	54.54	0.00	0.00	0.00	0.00
A - COURTS - 321 N WEBSTER	Totals:	918,555.03	691.47	54.54	0.00	917,809.02	0.00	0.00
	ELECTRICAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	GENERAL	40.43	40.43	0.00	0.00	0.00	0.00	0.00
	HVAC	98.53	98.53	0.00	0.00	0.00	0.00	0.00
	PLUMBING	474.18	474.18	0.00	0.00	0.00	0.00	0.00
	Totals:	38.73	38.73	0.00	0.00	0.00	0.00	0.00
ADULT WELLNESS AND EDUCATION CENTER - 602 N FINDLAY	Totals:	651.88	651.88	0.00	0.00	0.00	0.00	0.00
AGING SERVICES - 329 S PETERS	ELECTRICAL	699.21	566.07	133.14	0.00	0.00	0.00	0.00
	GENERAL	77.46	77.46	0.00	0.00	0.00	0.00	0.00
	HVAC	362.03	362.03	0.00	0.00	0.00	0.00	0.00
	PLUMBING	940.16	318.36	621.80	0.00	0.00	0.00	0.00
	Totals:	2,078.86	1,323.92	754.94	0.00	0.00	0.00	0.00
ANDREWS PARK - 200 W DAWS	ELECTRICAL	40.43	40.43	0.00	0.00	0.00	0.00	0.00
	HVAC	25.99	25.99	0.00	0.00	0.00	0.00	0.00
	PLUMBING	271.12	271.12	0.00	0.00	0.00	0.00	0.00
	Totals:	337.55	337.55	0.00	0.00	0.00	0.00	0.00
ANIMAL WELFARE - 3428 B - POLICE DEPT - 112 W DAWS	GENERAL	116.20	116.20	0.00	0.00	0.00	0.00	0.00
	HVAC	115.10	115.10	0.00	0.00	0.00	0.00	0.00
	Totals:	231.30	231.30	0.00	0.00	0.00	0.00	0.00
	HVAC	536.55	536.55	0.00	0.00	0.00	0.00	0.00
	Totals:	536.55	536.55	0.00	0.00	0.00	0.00	0.00
	GENERAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	HVAC	38.73	38.73	0.00	0.00	0.00	0.00	0.00
	PLUMBING	25.99	25.99	0.00	0.00	0.00	0.00	0.00
	Totals:	1,041.55	534.79	506.76	0.00	0.00	0.00	0.00
	Totals:	1,106.27	599.51	506.76	0.00	0.00	0.00	0.00
C - HR, IT - 313 N WEBSTER	GENERAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	HVAC	77.46	77.46	0.00	0.00	0.00	0.00	0.00
	PLUMBING	737.35	737.35	0.00	0.00	0.00	0.00	0.00
	Totals:	369.66	369.66	0.00	0.00	0.00	0.00	0.00
	Totals:	1,184.47	1,184.47	0.00	0.00	0.00	0.00	0.00
CITY HALL - 201 W GRAY	ELECTRICAL	633.47	353.79	279.68	0.00	0.00	0.00	0.00
	GENERAL	818.21	568.42	249.79	0.00	0.00	0.00	0.00
	HVAC	156.88	156.88	0.00	0.00	0.00	0.00	0.00
	PLUMBING	863.26	363.90	499.36	0.00	0.00	0.00	0.00
	Totals:	2,471.83	1,443.00	1,028.83	0.00	0.00	0.00	0.00
COMMUNITY PARKS D - DEVELOPMENT CENTER - 225 N WEBSTER	PLUMBING	58.10	58.10	0.00	0.00	0.00	0.00	0.00
	Totals:	58.10	58.10	0.00	0.00	0.00	0.00	0.00
	ELECTRICAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	GENERAL	1,531.51	420.51	1,111.00	0.00	0.00	0.00	0.00
	HVAC	527.93	277.93	250.00	0.00	0.00	0.00	0.00
	PLUMBING	513.36	513.36	0.00	0.00	0.00	0.00	0.00
	Totals:	38.73	38.73	0.00	0.00	0.00	0.00	0.00
	Totals:	2,611.53	1,250.53	1,361.00	0.00	0.00	0.00	0.00
EMERGENCY COMMUNICATIONS AND OPERATIONS FACILITY	ELECTRICAL	363.90	363.90	0.00	0.00	0.00	0.00	0.00
	GENERAL	80.87	80.87	0.00	0.00	0.00	0.00	0.00
	HVAC	163.38	163.38	0.00	0.00	0.00	0.00	0.00
	Totals:	608.15	608.15	0.00	0.00	0.00	0.00	0.00
	ELECTRICAL	242.60	242.60	0.00	0.00	0.00	0.00	0.00
MAINTENANCE - 1910 RESEARCH PARK BLVD	GENERAL	1,185.13	1,185.13	0.00	0.00	0.00	0.00	0.00
	PLUMBING	155.87	80.87	75.00	0.00	0.00	0.00	0.00
	Totals:	1,583.60	1,508.60	75.00	0.00	0.00	0.00	0.00

FIRE		0.00	0.00	0.00	0.00	0.00	0.00	0.00
ADMINISTRATO	GENERAL	161.73	161.73	0.00	0.00	0.00	0.00	0.00
N - 415 E MAIN	Totals:	161.73	161.73	0.00	0.00	0.00	0.00	0.00
FIRE STATION 1		22,922.88	0.00	0.00	0.00	22,922.88	0.00	0.00
411 E MAIN	GENERAL	122.63	80.87	41.76	0.00	0.00	0.00	0.00
	HVAC	77.97	77.97	0.00	0.00	0.00	0.00	0.00
	PLUMBING	58.10	58.10	0.00	0.00	0.00	0.00	0.00
	Totals:	23,181.58	216.93	41.76	0.00	22,922.88	0.00	0.00
FIRE STATION 2		539.52	0.00	0.00	0.00	539.52	0.00	0.00
2211 W BOYD	HVAC	103.96	103.96	0.00	0.00	0.00	0.00	0.00
	PLUMBING	127.30	121.30	6.00	0.00	0.00	0.00	0.00
	Totals:	770.78	225.26	6.00	0.00	539.52	0.00	0.00
FIRE STATION 3		98,136.00	0.00	0.00	0.00	98,136.00	0.00	0.00
500 E	GENERAL	40.43	40.43	0.00	0.00	0.00	0.00	0.00
CONSTITUTION	HVAC	13.00	13.00	0.00	0.00	0.00	0.00	0.00
	Totals:	98,189.43	53.43	0.00	0.00	98,136.00	0.00	0.00
FIRE STATION 4		23,031.94	0.00	0.00	0.00	23,031.94	0.00	0.00
4145 W	Totals:	23,031.94	0.00	0.00	0.00	23,031.94	0.00	0.00
FIRE STATION 5		200.62	0.00	0.00	0.00	200.62	0.00	0.00
1000 NE 168TH	HVAC	25.99	25.99	0.00	0.00	0.00	0.00	0.00
	PLUMBING	77.46	77.46	0.00	0.00	0.00	0.00	0.00
	Totals:	304.07	103.45	0.00	0.00	200.62	0.00	0.00
FIRE STATION 6		1,258.49	0.00	0.00	0.00	1,258.49	0.00	0.00
7405 E	HVAC	25.99	25.99	0.00	0.00	0.00	0.00	0.00
ALAMEDA	PLUMBING	38.73	38.73	0.00	0.00	0.00	0.00	0.00
	Totals:	1,323.21	64.72	0.00	0.00	1,258.49	0.00	0.00
FIRE STATION 7		726.80	0.00	0.00	0.00	726.80	0.00	0.00
2207 GODDARD	HVAC	315.62	315.62	0.00	0.00	0.00	0.00	0.00
AVE	PLUMBING	555.16	255.16	300.00	0.00	0.00	0.00	0.00
	Totals:	1,597.59	570.78	300.00	0.00	726.80	0.00	0.00
FIRE STATION 8		24,317.54	0.00	0.00	0.00	24,317.54	0.00	0.00
3901 36TH AVE	HVAC	141.09	141.09	0.00	0.00	0.00	0.00	0.00
NW	PLUMBING	158.33	158.33	0.00	0.00	0.00	0.00	0.00
	Totals:	24,616.96	299.43	0.00	0.00	24,317.54	0.00	0.00
FIRE STATION 9		1,383.04	0.00	0.00	0.00	1,383.04	0.00	0.00
3001 E	HVAC	13.00	13.00	0.00	0.00	0.00	0.00	0.00
ALAMEDA	Totals:	1,396.04	13.00	0.00	0.00	1,383.04	0.00	0.00
FIREHOUSE ART	ELECTRICAL	277.17	202.17	75.00	0.00	0.00	0.00	0.00
CENTER - 444 S	HVAC	267.34	267.34	0.00	0.00	0.00	0.00	0.00
FLOOD	PLUMBING	58.10	58.10	0.00	0.00	0.00	0.00	0.00
	Totals:	602.61	527.61	75.00	0.00	0.00	0.00	0.00
FLEET	ELECTRICAL	121.30	121.30	0.00	0.00	0.00	0.00	0.00
MAINTENANCE	HVAC	336.04	336.04	0.00	0.00	0.00	0.00	0.00
1301 DAVINCI	Totals:	457.34	457.34	0.00	0.00	0.00	0.00	0.00
IRVING REC	HVAC	25.99	25.99	0.00	0.00	0.00	0.00	0.00
CENTER - 1920	PLUMBING	137.26	137.26	0.00	0.00	0.00	0.00	0.00
ALAMEDA	Totals:	163.25	163.25	0.00	0.00	0.00	0.00	0.00
LIFT STATIONS	HVAC	165.23	165.23	0.00	0.00	0.00	0.00	0.00
	Totals:	165.23	165.23	0.00	0.00	0.00	0.00	0.00
LINDSEY YARD -	HVAC	25.99	25.99	0.00	0.00	0.00	0.00	0.00
STORMWATER -	Totals:	25.99	25.99	0.00	0.00	0.00	0.00	0.00
LINE	ELECTRICAL	260.87	80.87	180.00	0.00	0.00	0.00	0.00
MAINTENANCE	Totals:	260.87	80.87	180.00	0.00	0.00	0.00	0.00
LIONS PARK -	PLUMBING	309.86	309.86	0.00	0.00	0.00	0.00	0.00
450 S FLOOD	Totals:	309.86	309.86	0.00	0.00	0.00	0.00	0.00
LITTLE AXE REC		44,955.15	0.00	0.00	0.00	44,955.15	0.00	0.00
CENTER - 1000	ELECTRICAL	378.85	283.03	95.82	0.00	0.00	0.00	0.00
NE 168TH AVE	HVAC	51.98	51.98	0.00	0.00	0.00	0.00	0.00
	PLUMBING	77.46	77.46	0.00	0.00	0.00	0.00	0.00
	Totals:	45,463.45	412.48	95.82	0.00	44,955.15	0.00	0.00
NE LIONS PARK	ELECTRICAL	5,001,117.34	1,617.34	4,999,500.00	0.00	0.00	0.00	0.00
1800	Totals:	5,001,117.34	1,617.34	4,999,500.00	0.00	0.00	0.00	0.00
NEIGHBORHOOD	GENERAL	240.43	40.43	200.00	0.00	0.00	0.00	0.00

D PARKS	PLUMBING	3,524.19	1,374.74	2,149.45	0.00	0.00	0.00	0.00
	Totals:	3,764.62	1,415.17	2,349.45	0.00	0.00	0.00	0.00
NORMAN	ELECTRICAL	80.87	80.87	0.00	0.00	0.00	0.00	0.00
INVESTIGATION	HVAC	237.65	237.65	0.00	0.00	0.00	0.00	0.00
S CENTER -	Totals:	318.52	318.52	0.00	0.00	0.00	0.00	0.00
NORMAN		0.00	0.00	0.00	0.00	0.00	0.00	0.00
PUBLIC LIBRARY	HVAC	241.37	241.37	0.00	0.00	0.00	0.00	0.00
- CENTRAL - 103	Totals:	241.37	241.37	0.00	0.00	0.00	0.00	0.00
NORMAN		23,350.67	0.00	0.00	0.00	23,350.67	0.00	0.00
PUBLIC LIBRARY	ELECTRICAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
- EAST - 3051	GENERAL	38.73	38.73	0.00	0.00	0.00	0.00	0.00
ALAMEDA	HVAC	37.13	37.13	0.00	0.00	0.00	0.00	0.00
	PLUMBING	96.83	96.83	0.00	0.00	0.00	0.00	0.00
	Totals:	23,523.37	172.70	0.00	0.00	23,350.67	0.00	0.00
POLICE	ELECTRICAL	57.18	40.43	16.75	0.00	0.00	0.00	0.00
SHOOTING	GENERAL	323.47	323.47	0.00	0.00	0.00	0.00	0.00
RANGE - 3942	HVAC	111.40	111.40	0.00	0.00	0.00	0.00	0.00
JENKINS AVE	PLUMBING	693.25	483.50	209.75	0.00	0.00	0.00	0.00
	Totals:	1,185.30	958.80	226.50	0.00	0.00	0.00	0.00
REAVES	ELECTRICAL	343.68	343.68	0.00	0.00	0.00	0.00	0.00
GARDEN	PLUMBING	928.96	292.19	636.77	0.00	0.00	0.00	0.00
CENTER - 405 E	Totals:	1,272.65	635.88	636.77	0.00	0.00	0.00	0.00
REAVES PARK -	ELECTRICAL	283.03	283.03	0.00	0.00	0.00	0.00	0.00
515 E	GENERAL	773.32	389.02	384.30	0.00	0.00	0.00	0.00
CONSTITUTION	HVAC	126.25	126.25	0.00	0.00	0.00	0.00	0.00
	PLUMBING	292.19	292.19	0.00	0.00	0.00	0.00	0.00
	Totals:	1,474.80	1,090.50	384.30	0.00	0.00	0.00	0.00
RUBY GRANT	PLUMBING	154.93	154.93	0.00	0.00	0.00	0.00	0.00
PARK - 3110 W	Totals:	154.93	154.93	0.00	0.00	0.00	0.00	0.00
SANITATION -	ELECTRICAL	60.65	60.65	0.00	0.00	0.00	0.00	0.00
2301 GODDARD	PLUMBING	38.73	38.73	0.00	0.00	0.00	0.00	0.00
AVE	Totals:	99.38	99.38	0.00	0.00	0.00	0.00	0.00
SANTA FE	HVAC	77.97	77.97	0.00	0.00	0.00	0.00	0.00
RAILROAD	Totals:	77.97	77.97	0.00	0.00	0.00	0.00	0.00
SOONER	ELECTRICAL	44,989.85	545.85	44,444.00	0.00	0.00	0.00	0.00
THEATRE - 101 E	HVAC	692.49	692.49	0.00	0.00	0.00	0.00	0.00
MAIN	PLUMBING	98.53	98.53	0.00	0.00	0.00	0.00	0.00
	Totals:	45,780.88	1,336.88	44,444.00	0.00	0.00	0.00	0.00
TRAFFIC	ELECTRICAL	80.87	80.87	0.00	0.00	0.00	0.00	0.00
CONTROL -	HVAC	25.99	25.99	0.00	0.00	0.00	0.00	0.00
1311 DA VINCI	Totals:	106.86	106.86	0.00	0.00	0.00	0.00	0.00
TRANSFER	HVAC	38.99	38.99	0.00	0.00	0.00	0.00	0.00
STATION - 3901	Totals:	38.99	38.99	0.00	0.00	0.00	0.00	0.00
TRANSIT	HVAC	103.96	103.96	0.00	0.00	0.00	0.00	0.00
CENTER - 320 E	PLUMBING	247.10	198.76	48.34	0.00	0.00	0.00	0.00
COMANCHE	Totals:	351.06	302.72	48.34	0.00	0.00	0.00	0.00
TRANSIT/PUBLI	HVAC	25.99	25.99	0.00	0.00	0.00	0.00	0.00
C SAFETY - 1310	Totals:	25.99	25.99	0.00	0.00	0.00	0.00	0.00
WATER	HVAC	189.37	189.37	0.00	0.00	0.00	0.00	0.00
RECLAMATION -	Totals:	189.37	189.37	0.00	0.00	0.00	0.00	0.00
WATER	HVAC	25.99	25.99	0.00	0.00	0.00	0.00	0.00
TREATMENT	PLUMBING	158.50	121.30	37.20	0.00	0.00	0.00	0.00
PLANT - 3000 E	Totals:	184.49	147.29	37.20	0.00	0.00	0.00	0.00
WESTWOOD	ELECTRICAL	40.43	40.43	0.00	0.00	0.00	0.00	0.00
GOLF COURSE -	PLUMBING	77.46	77.46	0.00	0.00	0.00	0.00	0.00
2400 WESTPORT	Totals:	117.90	117.90	0.00	0.00	0.00	0.00	0.00
WESTWOOD	HVAC	89.11	89.11	0.00	0.00	0.00	0.00	0.00
POOL - 1017	Totals:	89.11	89.11	0.00	0.00	0.00	0.00	0.00
WESTWOOD	HVAC	25.99	25.99	0.00	0.00	0.00	0.00	0.00
TENNIS CENTER	PLUMBING	40.43	40.43	0.00	0.00	0.00	0.00	0.00
- 2420	Totals:	66.42	66.42	0.00	0.00	0.00	0.00	0.00
WHITTIER REC	HVAC	25.99	25.99	0.00	0.00	0.00	0.00	0.00
CENTER - 2000	PLUMBING	263.32	177.70	85.62	0.00	0.00	0.00	0.00

W BROOKS	Totals:	289.31	203.69	85.62	0.00	0.00	0.00	0.00
WHITTIER		67,723.75	0.00	0.00	0.00	67,723.75	0.00	0.00
RECREATION	Totals:	67,723.75	0.00	0.00	0.00	67,723.75	0.00	0.00
YOUNG	ELECTRICAL	281.73	161.73	120.00	0.00	0.00	0.00	0.00
FAMILY	GENERAL	218.13	218.13	0.00	0.00	0.00	0.00	0.00
ATHLETIC	HVAC	92.84	92.84	0.00	0.00	0.00	0.00	0.00
CENTER - 2201	PLUMBING	353.69	353.69	0.00	0.00	0.00	0.00	0.00
TRAE YOUNG	Totals:	946.39	826.39	120.00	0.00	0.00	0.00	0.00

PLANNING AND COMMUNITY DEVELOPMENT 10

September 2024 Residential Permit Activity



Report Category	Permit Number	Date Issued	Address	Sq Ft	Zoning	Ward	Subdivision	Contractor	Valuation
Multi-Family, New Multi-Family Unit Residential	PRMU202403418	2024-09-12	310 S SANTA FE AVE	8562	CCFB	4	LARSH'S FIRST ADD, D L	CSO DEVELOPMENT	\$ 1,100,000.00
	1								
	PRAB202404196	2024-09-09	1720 WILDERNESS DR	192	R-1	6	SUTTON PLACE ADD	TUFF SHED	\$ 11,412.00
	PRAB202404369	2024-09-25	3651 HERITAGE LN	1240	A-2	5	HERITAGE INFINITY COS	GOOD MEASURE CONSTRUCTION SERV	\$ 68,000.00
Residential, Accessory Structure	PRAB202404538	2024-09-27	5203 79TH AVE NE	1700	A-2	5	NOT SUBDIVIDED	BYNIUM, SAMUEL RAY JR & HEATHER DAWN	\$ 45,000.00
	3								
	PRAD202401848	2024-09-26	1320 OKLAHOMA AVE	2283	R-1	4	SOUTHRIDGE ADD	EDWIN AMAYA	\$ 155,000.00
Residential, Addition/Alteration	PRAD202402290	2024-09-26	2247 60TH AVE NE	1370	A-2	5	NOT SUBDIVIDED	TREY ROBERTS	\$ 80,000.00
	PRAD202403040	2024-09-17	1119 W APACHE ST	1525	R-1	4	WEST PARK ADD	BG ROOFING & CONST. LLC	\$ 75,000.00
	PRAD202403767	2024-09-25	2905 CYNTHIA CIR	526	R-1	2	SMOKING OAKS SOUTH	FORM GENERAL CONTRACTING LLC	\$ 90,000.00
	PRAD202403829	2024-09-16	712 WATERWOOD DR	435	R-1	3	ARBOR LAKE ADD., SEC. 4	J. HOWELL CONSTRUCTION, INC.	\$ 43,000.00
	PRAD202403903	2024-09-06	4117 NICOLE PL	565	R-1	8	CASTLEROCK ADD #3	J. HOWELL CONSTRUCTION, INC.	\$ 88,000.00
	PRAD202403934	2024-09-03	216 W MOSIER ST	600	R-2	4	HIGHLAND ADDITION	OKLAHOMA CUSTOM DRAINAGE SOLUTIONS	\$ 13,000.00
	PRAD202404044	2024-09-06	2002 BARRINGTON DR	695	R-1	6	HALL PARK #6	TANNER SMITH	\$ 100,000.00
	PRAD202404130	2024-09-04	2522 S BERRY RD	60	R-1	2	COLLEGE MANOR	THE PROVIDENCE COMPANY - RAYSON	\$ 49,172.57
	PRAD202404373	2024-09-18	1905 BROONE DR	651	R-1	6	PARK PLACE ADDITION SEC. 4	STONERIDGE ENTERPRISES, INC.	\$ 210,331.00
	PRAD202404481	2024-09-27	727 CHAUTAUQUA AVE	2064	R-2	4	REEDS ADD	RIVERSTONE HOMES	\$ 100,000.00
	11								
Residential, Carport	PRCP202404063	2024-09-11	1132 STUBBEMAN AVE	408	R-2	4	HIGHLAND ADDITION	TITAN BUILDING CO	\$ 4,750.00
	PRCP202404157	2024-09-10	424 BARON DR	400	R-1	6	ALAMEDA PARK ADD #2	TITAN BUILDING CO	\$ 5,500.00
	PRCP202404311	2024-09-13	7000 E LINDSEY ST	400	A-2	5	NOT SUBDIVIDED	INFINITY CARPORTS INC- MIKE ADAMS	\$ 2,400.00
	PRCP202404418	2024-09-26	3708 60TH AVE NE	800	RE	5	PRIDE #130	JEFFREY ADCOCK	\$ 7,



September 2024 Residential Permit Activity

		4				\$ 19,650.00			
Residential, Demo	PRDE202403990	2024-09-05	463 ELM AVE	SPUD	4	ELM AVENUE COTTAGES	K & M WRECKING & DIRT SERV. LLC	N/A	
	PRDE202404278	2024-09-13	1116 W EUFAULA ST	R-1	4	WEST PARK ADD	LIEBERMANN, KATJA WANDA	N/A	
	PRDE202404325	2024-09-24	1727 BRYANT CIR	RE	5	LEWIS BRYANT ADD #1	TOTAL DEMOLITION	N/A	
	PRDE202404469	2024-09-27	505 CHAUTAUQUA AVE	R-1	4	WEST UNIVERSITY ADD	SOUND BUILDS, LLC.	N/A	
4									
Residential, Manufactured Home	PRMF202403811	2024-09-19	9813 EYRE CIR	RE	5	PRIDE #032	COTTS, DIANE SUSAN	\$ 259,126.00	
	1								
Residential, New Single Family Dwelling	PRSF202400675	2024-09-23	463 ELM AVE	R-1	4	ELMWOOD	BRIDGEWAY HOMES	\$ 404,180.00	
	PRSF202400983	2024-09-04	1102 S FLOOD AVE	R-1	4	OAK RIDGE ADD - AMENDED	LAW CONSTRUCTION	\$ 600,000.00	
	PRSF202401314	2024-09-06	4702 HIGHBURY DR	PUD	8	VILLAS AT ASHTON GROVE	DENALI HOMES, LLC.	\$ 1,200,000.00	
	PRSF202403927	2024-09-03	802 MANZANO DR	PUD	5	SIENA SPRINGS SEC 2	DP GAMBLE HOMES, INC.	\$ 298,760.00	
	PRSF202403928	2024-09-03	710 FLORENCE TER	PUD	5	SIENA SPRINGS SEC 2	DP GAMBLE HOMES, INC.	\$ 304,500.00	
	PRSF202403929	2024-09-03	806 MANZANO DR	PUD	5	SIENA SPRINGS SEC 2	DP GAMBLE HOMES, INC.	\$ 304,500.00	
	PRSF202403931	2024-09-03	714 FLORENCE TER	PUD	5	SIENA SPRING SEC 2	DP GAMBLE HOMES, INC.	\$ 296,800.00	
	PRSF202403952	2024-09-10	1906 WOLFORD WAY	PUD	1	THE VILLAGES	LENNAR HOMES OF OKLAHOMA, LLC.	\$ 207,200.00	
	PRSF202403953	2024-09-10	1903 WOLFORD WAY	PUD	1	THE VILLAGES	LENNAR HOMES OF OKLAHOMA, LLC.	\$ 207,200.00	
	PRSF202403954	2024-09-10	1907 WOLFORD WAY	PUD	1	THE VILLAGES	LENNAR HOMES OF OKLAHOMA, LLC	\$ 233,100.00	
	PRSF202403955	2024-09-10	1911 WOLFORD WAY	PUD	1	THE VILLAGES	LENNAR HOMES OF OKLAHOMA, LLC	\$ 181,580.00	
	PRSF202403956	2024-09-10	1915 WOLFORD WAY	PUD	1	THE VILLAGES	LENNAR HOMES OF OKLAHOMA, LLC	\$ 207,200.00	
	PRSF202403957	2024-09-10	1919 WOLFORD WAY	PUD	1	THE VILLAGES	LENNAR HOMES OF OKLAHOMA, LLC	\$ 192,780.00	
	PRSF202403958	2024-09-10	1923 WOLFORD WAY	PUD	1	THE VILLAGES	LENNAR HOMES OF OKLAHOMA, LLC	\$ 207,200.00	
PRSF202403976	2024-09-05	1603 ZAYDEN LN	R-1	7	CEDAR LANE SEC. III	HOMESTEAD CUSTOM HOMES & CONST	\$ 364,800.00		

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September 2024 Residential Permit Activity

PRSF202403995	2024-09-09	3716 VINTAGE CREEK DR	3466	PUD	6	VINTAGE CREEK ADDITION	MUIRFIELD HOMES	\$ 327,040.00
PRSF202404067	2024-09-11	3121 PESCARA DR	3434	PUD	1	SIENA SPRINGS ADD. SEC. 2	SKYVIEW CONSTRUCTION CO.,LLC.	\$ 301,420.00
PRSF202404109	2024-09-06	3117 PESCARA DR	3592	PUD	1	SIENA SPRINGS ADD. SEC. 2	SKYVIEW CONSTRUCTION CO.,LLC.	\$ 316,820.00
PRSF202404117	2024-09-06	3113 PESCARA DR	3347	PUD	1	SIENA SPRINGS ADD. SEC. 2	SKYVIEW CONSTRUCTION CO.,LLC.	\$ 307,020.00
PRSF202404118	2024-09-06	3109 PESCARA DR	3386	PUD	1	SIENA SPRINGS ADD. SEC. 2	SKYVIEW CONSTRUCTION CO.,LLC.	\$ 312,760.00
PRSF202404123	2024-09-10	1925 TAINES TURN	4355	R-1	7	CEDAR LANE SEC. III	TABER BUILT HOMES, LLC.	\$ 550,000.00
PRSF202404217	2024-09-10	1209 WILMOT ST	2669	PUD	8	SPRINGS AT FLINT HILLS SEC. 1	LANDMARK FINE HOMES, LP.	\$ 400,000.00
PRSF202404249	2024-09-13	1914 OAKVILLE CT	2609	R-1	5	SUMMIT VALLEY ADD. SEC. 3	DP GAMBLE HOMES, INC.	\$ 231,840.00
PRSF202404250	2024-09-27	512 TIMBERBROOK DR	3501	PUD	6	VINTAGE CREEK ADDITION	WINDSTONE CONSTRUCTION & CONSTRUCTION	\$ 417,000.00
PRSF202404383	2024-09-19	1927 WOLFORD WAY	1591	PUD	1	THE VILLAGES	LENNAR HOMES OF OKLAHOMA, LLC	\$ 181,580.00
PRSF202404384	2024-09-20	1931 WOLFORD WAY	1964	PUD	1	THE VILLAGES	LENNAR HOMES OF OKLAHOMA, LLC	\$ 233,100.00
PRSF202404385	2024-09-20	1935 WOLFORD WAY	1591	PUD	1	THE VILLAGES	LENNAR HOMES OF OKLAHOMA, LLC	\$ 181,590.00
PRSF202404386	2024-09-20	1939 WOLFORD WAY	1744	PUD	1	THE VILLAGES	LENNAR HOMES OF OKLAHOMA, LLC	\$ 207,200.00
PRSF202404393	2024-09-20	1910 WOLFORD WAY	1964	PUD	1	THE VILLAGES	LENNAR HOMES OF OKLAHOMA, LLC	\$ 233,100.00
PRSF202404398	2024-09-20	1914 WOLFORD WAY	1591	PUD	1	THE VILLAGES	LENNAR HOMES OF OKLAHOMA, LLC	\$ 181,500.00
PRSF202404399	2024-09-20	1918 WOLFORD WAY	1744	PUD	1	THE VILLAGES	LENNAR HOMES OF OKLAHOMA, LLC	\$ 207,200.00
PRSF202404413	2024-09-23	3758 MUIR FOREST WAY	3294	PUD	6	RED CANYON RANCH SEC. 8	IDEAL HOMES OF NORMAN, LP	\$ 325,780.00
PRSF202404436	2024-09-27	2900 SUMMIT HOLLOW CIR	2995	R-1	1	SUMMIT LAKES ADD. SEC. 12	APPLE CONSTRUCTION, LLC.	\$ 297,920.00
PRSF202404439	2024-09-27	2914 SUMMIT HOLLOW CIR	3159	R-1	1	SUMMIT LAKES ADD. SEC. 12	APPLE CONSTRUCTION, LLC.	\$ 324,100.00
PRSF202404441	2024-09-27	2917 KINGSWOOD DR	2990	R-1	1	SUMMIT LAKES ADD. SEC. 12	APPLE CONSTRUCTION, LLC.	\$ 297,220.00
PRSF202404442	2024-09-27	2918 SUMMIT TERRACE DR	3192	R-1	1	SUMMIT LAKES ADD. SEC. 12	APPLE CONSTRUCTION, LLC.	\$ 344,680.00
PRSF202404443	2024-09-27	2813 DUNHAM DR	2505	R-1	1	SUMMIT LAKES ADD. SEC. 12	APPLE CONSTRUCTION, LLC.	\$ 247,380.00

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\$ 11,636

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September 2024 Residential Permit Activity

Permit No.	Issue Date	Address	Area	Units	Category	Description	Value
PRPO202404091	2024-09-06	4330 CRITTENDEN DR	1375	PUD	8	ASHTON GROVE ADD., SEC. 2	BELL & BELL POOLS \$ 135,500.00
PRPO202404210	2024-09-16	1915 BURNING TREE	1147	R-1	6	HALLBROOKE SEC 6	THOMPSON POOL & PATIO \$ 100,000.00
PRPO202404273	2024-09-17	2805 CRITTENDEN DR	576	PUD	8	ASHTON GROVE ADD., SEC. 3	ACE POOLS \$ 140,000.00
PRPO202404328	2024-09-25	310 ALAMOS RD	800	PUD	6	LITTLE RIVER TRAILS ADD SEC 2	PRISTINE POOLS \$ 115,000.00
PRPO202404468	2024-09-27	4501 LAS COLINAS LN	150	R-1	8	LAS COLINAS ADD. SEC. 1	ARTISTIC POOLS \$ 48,000.00
PRPO202404473	2024-09-30	612 VINTAGE DR	550	PUD	6	VINTAGE CREEK ADDITION	AQUATIC DESIGNS POOL & SPA \$ 70,000.00
PRPO202404476	2024-09-25	6613 WESTERN SKY DR	5700	A-2	5	SUNSET HILLS COS	SIGNATURE CUSTOM POOLS \$ 150,000.00
7							\$ 758,500.00
PRDB202404474	2024-09-26	1240 NORTHCLIFF AVE		RM-2	6	NORTHCLIFF ADD	GAMBOA, JESUS MARCUS \$ 50,000.00
1							\$ 50,000.00
PRSO202404126	2024-09-05	951 S BERRY RD		R-1	4	LEE CREST ADD	EIGHTTWENTY \$ 33,000.00
PRSO202404141	2024-09-05	1318 QUAIL HOLLOW DR		R-1	8	CROSSROADS WEST #2	EIGHTTWENTY \$ 32,060.00
PRSO202404162	2024-09-05	3903 BLACK MESA RD		PUD	6	RED CANYON RANCH ADD. SEC. 7	EIGHTTWENTY \$ 37,569.00
PRSO202404205	2024-09-09	1420 BARKLEY ST		R-1	4	UNIVERSITY HEIGHTS ADD	EIGHTTWENTY \$ 19,000.00
PRSO202404206	2024-09-09	3802 MISTWOOD PL		R-1	5	BELLATONA ADD. SEC. 1	EIGHTTWENTY \$ 15,000.00
PRSO202404231	2024-09-09	1213 LOMA DR		R-1	3	COUNTRY CLUB EST WILLA	EIGHTTWENTY \$ 32,000.00
PRSO202404232	2024-09-12	1128 W BROOKS ST		R-1	4	LEE CREST ADD	EIGHTTWENTY \$ 23,500.00
PRSO202404233	2024-09-09	3532 TETON LN		PUD	8	CASCADE ESTATES SEC.6	EIGHTTWENTY \$ 23,000.00
PRSO202404260	2024-09-12	4112 HARROGATE DR		R-1	3	BROOKHAVEN 21B	EIGHTTWENTY \$ 18,000.00
PRSO202404261	2024-09-12	4110 NORTHHAMPTON DR		R-1	3	BROOKHAVEN 9TH	EIGHTTWENTY \$ 51,000.00
PRSO202404265	2024-09-12	1916 SHELBY CT		R-1	1	COLONIAL EST # 8	RED EARTH ELECTRIC LLC \$ 18,800.00
PRSO202404275	2024-09-12	2238 RAVENWOOD LN		R-1	6	HALL PARK	EIGHTTWENTY \$ 38,000.00
PRSO202404467	2024-09-24	1437 PETER PAN ST		R-1	2	WESTLAND ADD	EIGHTTWENTY \$ 17,000.00

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September 2024 Residential Permit Activity

PRSO202404479	2024-09-27	533 JEAN MARIE DR		R-1	2	UNIVERSAL HEIGHTS	ION DEVELOPER LLC DBA ION SOLAR	\$	4,214.00
PRSO202404483	2024-09-27	1201 CHERRY STONE ST		R-1	2	BERRY EST	OKIE SOLAR	\$	24,000.00
PRSO202404541	2024-09-27	109 SUMMIT BEND		R-1	1	SUMMIT LAKES ADD. SEC. 9	EIGHTTWENTY	\$	37,000.00
PRSO202404542	2024-09-27	408 EGRET LN		R-1	6	SUTTON PLACE #5	EIGHTTWENTY	\$	28,000.00
PRSO202404563	2024-09-27	4221 HARROGATE DR		R-1	3	BROOKHAVEN 21B	EIGHTTWENTY	\$	35,000.00
18									
PRSS202402833	2024-09-20	1321 E ROBINSON ST		R-1	6	LAKECREST ESTATES	OKLAHOMA SHELTERS	\$	3,900.00
PRSS202404071	2024-09-03	4200 156TH AVE NE		A-2	5	PEEBLY ESTATES COS	GROUND ZERO SHELTERS	\$	3,695.00
PRSS202404080	2024-09-06	13303 E IMHOFF RD		RE	5	THUNDERBIRD HILLS	OZ SAFEROOMS TECHNOLOGIES, INC	\$	13,575.00
PRSS202404143	2024-09-04	3907 PAINTED BIRD LN		PUD	6	RED CANYON RANCH SEC. 4	GROUND ZERO SHELTERS	\$	4,000.00
PRSS202404149	2024-09-04	2017 CONWAY DR		R-1	5	EAST RIDGE ADD. SEC. 19	FLAT SAFE TORNADO SHELTERS	\$	3,300.00
PRSS202404166	2024-09-06	3304 TUCKER TRL		A-2	5	LITTLE RIVER ESTATES COS	GROUND ZERO SHELTERS	\$	3,895.00
PRSS202404182	2024-09-06	1925 TAINES TURN		R-1	7	CEDAR LANE SEC. III	STORM SAFE SHELTER, LLC.	\$	2,500.00
PRSS202404187	2024-09-06	3805 MUIR FOREST WAY		PUD	6	RED CANYON RANCH SEC. 8	STORM SAFE SHELTER, LLC.	\$	3,000.00
PRSS202404219	2024-09-09	1209 WILMOT ST		PUD	8	SPRINGS AT FLINT HILLS SEC. 1	STORM SAFE SHELTER, LLC.	\$	5,000.00
PRSS202404282	2024-09-13	1109 MEADOW RIDGE RD		R-1	3	BROOKHAVEN 5TH	OZ SAFEROOMS TECHNOLOGIES, INC	\$	11,850.00
PRSS202404318	2024-09-16	3725 ALTA VISTA DR		PUD	8	FLINT HILLS SEC. 1	GROUND ZERO SHELTERS	\$	3,000.00
PRSS202404379	2024-09-17	4924 WELLMAN WAY		R-1	3	ARBOR LAKES ADDITION, SEC.5	GROUND ZERO SHELTERS	\$	3,500.00
PRSS202404392	2024-09-18	2613 TRUFFULA CIR		PUD	8	TRAILWOODS ADDITION SEC. 3	FLAT SAFE TORNADO SHELTERS	\$	3,500.00
PRSS202404451	2024-09-20	3216 SCOTTS BLUFF		R-1	3	WILLOWBEND 3	STORM SAFE SHELTER, LLC.	\$	3,200.00
PRSS202404457	2024-09-23	4016 MILFORD PL		R-1	8	CASTLEROCK 5	GROUND ZERO SHELTERS	\$	2,645.00
PRSS202404504	2024-09-25	2618 TRAILWOOD DR		PUD	8	TRAILWOODS ADD., SEC 7	STORM SAFE SHELTER, LLC.	\$	2,750.00
PRSS202404509	2024-09-25	115 ALAMOSA RD		PUD	6	LITTLE RIVER TRAILS ADD SEC 2	STORM SAFE SHELTER, LLC.	\$	4

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September 2024 Residential Permit Activity

	PRSS202404535	2024-09-25	3809 PRESIDIO CIR	R-1	7	CEDAR LANE SEC. 1	STORM SAFE SHELTER, LLC.	\$	3,000.00
	PRSS202404584	2024-09-27	1213 WILMOT ST	PUD	8	SPRINGS AT FLINT HILLS SEC. 1	STORM SAFE SHELTER, LLC.	\$	5,000.00
	19							\$	85,360.00
Residential, Water Well	PRWL202404135	2024-09-13	7851 LETT CIR	A-2	5		MELLO, STEVEN & PATRICIA		N/A
	1								N/A
Total	107							\$	15,523,676.57



September 2024 Residential Permit Activity

Category	Count	Valuation
Multi-Family, New Multi-Family Unit Residential	1	\$ 1,100,000.00
Residential, Accessory Structure	3	\$ 124,412.00
Residential, Addition/Alteration	11	\$ 1,003,503.57
Residential, Carport	4	\$ 19,650.00
Residential, Manufactured Home	1	\$ 259,126.00
Residential, New Single Family Dwelling	37	\$ 11,636,090.00
Residential, Pool	7	\$ 758,500.00
Residential, Repair	1	\$ 50,000.00
Residential, Solar	18	\$ 487,035.00
Residential, Storm Shelter	19	\$ 85,360.00
Residential, Demo	4	
Residential, Water Well	1	
Total	107	\$ 15,523,676.57

September 2024 Non-Residential Permit Activity

Reporting Code	Permit Number	Date Issued	Address	Sq Ft	Zoning	Ward	Subdivision	Contractor	Tenant	Valuation
Commercial, New Addition/Alteration	PRAD202400533	2024-09-03	845 CHAUTAUQUA AVE	13047	R-2	4	JOHNSON'S ADD	TIMBERLAKE CONSTRUCTION	KAPPA ALPHA THETA	\$ 10,600,000.00
	PRAD202401720	2024-09-17	3700 W ROBINSON ST	1563	C-1	3	BROOKHAVEN, VILLAGE AT #3	BROOKHAVEN VILLAGE PLAZA, LLC	SYMMETRY AESTHETICS	\$ 50,000.00
	PRAD202402209	2024-09-24	690 ED NOBLE PKWY	3000	C-2	3	PARKWAY PLAZA	TREY ROBERTS	NANNA'S NEIGHBORHOOD	\$ 35,000.00
	PRAD202402952	2024-09-06	4145 W ROBINSON ST	710	R-1	3	CITY PROPERTY	CITY OF NORMAN	AT&T MOBILITY	\$ 15,000.00
	PRAD202402972	2024-09-03	2114 W LINDSEY ST	3024	C-2	2	MURPHY W. S. ADD	VOLCANO'S MEXICAN FOOD, LLC	INFERNO NIGHTCLUB	\$ 190,000.00
	PRAD202403230	2024-09-06	3200 E ROBINSON ST	0	A-2	6	NORMAN OT	CITY OF NORMAN	AT&T MOBILITY	\$ 15,000.00
	PRAD202403629	2024-09-17	13628 CRYSTAL BROOK CIR	720	A-2	5	PRIDE #005	OKGA, LLC	GLADIATOR CANNABIS LLC	\$ 150,000.00
	PRAD202403744	2024-09-18	3301 W MAIN ST	2214	C-2	3	SOONER MALL	EMILY TREMBLAY	VALUR HEALTH	\$ 80,000.00
	PRAD202403969	2024-09-05	575 S UNIVERSITY BLVD	720	C-3	4	LARSH'S UNIVERSITY ADD	RAY REYES	THE WAGON	\$ 75,000.00
	PRAD202404098	2024-09-13	1903 STUBBEMAN AVE	192	RM-5	8	NORMAN PUBLIC SCHOOLS	KYLE MURPHY	NORMAN PUBLIC SCHOOLS-NANCY O'BRIEN CENTER FOR THE PERFORMING ARTS	\$ 43,000.00
	PRAD202404137	2024-09-12	3321 W TECUMSEH RD	1825	PUD	8	CARROLL FARM ADD. SEC. 4	JNL CONSTRUCTION, LLC.	PEAK WELLNESS	\$ 80,000.00
	PRAD202404291	2024-09-20	1398 W LINDSEY ST	360	C-2	2	BERRY EST #4	MASTEC NETWORK SOLUTIONS	AT&T	\$ 15,000.00
	12									\$ 11,348,000.00
Commercial, New Commercial Building	PRNR202305037	2024-09-11	494 S ELM AVE	5200	R-3	4	LINCOLN ADD	SHELLBACK GENERAL CONTRACTING	HILLEL FOUNDATION REBUILD	\$ 5,500,000.00
	PRNR202402661	2024-09-04	2505 W MAIN ST	5000	SPUD	2	SALYER ADD	THAD DEVIER	BRAKES PLUS	\$ 2,500,000.00
	2									\$ 8,000,000.00
Commercial, Repair	PRDB202404142	2024-09-12	901 24TH AVE SW 101		RM-6	2	NOT SUBDIVIDED	SALVADOR GARCIA	THE AUTRY APTS	\$ 6,580.00
		1								\$ 6,580.00
Industrial, Addition / Alteration	PRAD202404307	2024-09-25	3240 HEALTHPLEX DR	1300	PUD	8	REPLAT NRH MED PARK WEST SEC 2	MANHATTAN CONSTRUCTION	NRHS/OUH CANCER CENTER	\$ 550,000.00
		1								\$ 550,000.00
Industrial, New Commercial Building	PRNR202402862	2024-09-12	5005 YORK DR	598	I-1	8	WESTINGHOUSE ELECTRIC	TIMBERLAKE CONSTRUCTION	JOHNSON CONTROLS	\$ 200,000.00
		1								\$ 200,000.00
Total	17									\$ 20,104,580.00



September 2024 Non-Residential Totals

Reporting Code	Count	Valuation
Commercial, Addition/Alteration	12	\$ 11,348,000.00
Commercial, New Commercial Building	2	\$ 8,000,000.00
Commercial, Repair	1	\$ 6,580.00
Industrial, Addition / Alteration	1	\$ 550,000.00
Industrial, New Commercial Building	1	\$ 200,000.00
Total	17	\$ 20,104,580.00



September Monthly Permit Activity Summary with Details
From: 1/1/2024 To: 9/30/2024

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Group	Category	2024		2023	
		Permits	Valuation	Permits	Valuation
RESIDENTIAL	Multi-Family, Addition / Alteration	7	\$584,752.00	33	\$448,916.00
	Multi-Family, Demolition	1	\$13,000.00		
	Multi-Family, Fire	2	\$100.00		
	Multi-Family, Foundation Only	1	\$680,000.00	1	\$50,000.00
	Multi-Family, New Multi-Unit Residential	3	\$3,100,000.00	4	\$8,940,000.00
	Multi-Family, Repair	2	\$700,792.00	1	\$619,021.00
	Residential, Accessory Structure	83	\$3,202,501.27	139	\$5,695,401.96
	Residential, Accessory Dwelling Unit	4	\$311,000.00		
	Residential, Addition / Alteration	92	\$7,192,580.02	107	\$7,422,804.00
	Residential, CarPort	27	\$191,789.36	32	\$226,425.57
	Residential, Demolition	27	\$135,500.00	31	
	Residential, Fire	1	\$165,000.00		
	Residential, Manufactured Home	6	\$520,078.00	10	\$1,488,826.00
	Residential, Manufactured Home Replacement			5	\$464,900.00
	Residential, New Single Family Dwelling	323	\$122,932,978.82	364	\$142,749,195.00
	Residential, New Two Family (duplex)	2	\$1,170,000.00	8	\$1,334,512.00
	Residential, Pool	66	\$5,969,692.00	97	\$8,675,680.00
	Residential, Repair	14	\$1,058,221.00	46	\$4,417,476.00
	Residential, Solar	128	\$3,705,544.67	238	\$7,860,681.83
	Residential, Storm Shelter	217	\$914,255.00	340	\$1,369,648.00
Residential, Water Well	4		29		
Total	1,010	\$152,547,784.14	1,485	\$191,763,487.36	
NON-RESIDENTIAL	Commercial, Addition / Alteration	97	\$42,507,216.00	125	\$60,201,370.00
	Commercial, Demolition	12	\$295,000.00	7	
	Commercial, Fire	47	\$1,229,219.11		
	Commercial, Foundation Only	1	\$500,000.00	3	\$1,930,000.00
	Commercial, New Commercial Building	21	\$35,145,277.00	36	\$112,590,200.00
	Commercial, Pool	1	\$250,000.00		
	Commercial, Repair	15	\$8,918,929.00	4	\$2,375,000.00
	Commercial, Solar	2	\$624,405.00		
	Industrial, Addition / Alteration	1	\$550,000.00		
	Industrial, Fire	1	\$92,000.00		
	Industrial, Foundation Only	1	\$450,000.00		
	Industrial, New Commercial Building	1	\$200,000.00		
	Institutional, Addition / Alteration	2	\$2,350,000.00		
	Institutional, Fire	8	\$396,984.07		
	Total	210	\$93,509,030.18	175	\$177,096,570.00
OTHER ACTIVITY	# of New Dwelling Units	368			
	All Field Inspections	20,466		25,516	
	Certificate of Completion (CC)	2,182			
	Certificate of Occupancy (CO)	231		1,116	
	Demo # of Dwelling Units	26			
	Demolition	6			
	Electrical Permit	965		1,730	
	Fire	1			
	Garage Sale	628		683	
	Mechanical Permit	934		1,716	
	Paving (PRIVATE PROPERTY)	70	\$525,232.71	97	\$1,384,075.00
	Plumbing Permit	1,098		1,837	
	Public Works	144	\$3,002,274.88		
	Sign	205	\$502,515.00	503	
	Street Closure(Not Event)	2			
	Structure Moving	9		23	
	Temporary Structure	16		25	\$326,580.00
Total	27,351	\$4,030,022.59	33,246	\$1,710,655.00	
Total	28,571	\$250,086,836.91	34,906	\$370,570,712.36	

POLICE 11



NORMAN POLICE DEPARTMENT

MONTHLY DEPARTMENT OVERVIEW

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SEPTEMBER | 2024

MONTHLY ACTIVITY OVERVIEW

SUMMARY OF REPORTED OFFENSES	2024	5-YEAR AVERAGE	2023
MURDER	1	0	0
SEXUAL ASSAULTS	20	20	18
ROBBERY	6	4	3
AGGRAVATED ASSAULTS	20	23	27
BURGLARY OF BUILDING	39	45	51
LARCENY/THEFT	254	236	205
MOTOR VEHICLE THEFT	2	39	32
ARSON	1	1	0
KIDNAPPING	0	1	2
FRAUD/FORGERY	68	81	80
DUI/APC	24	30	32
PUBLIC INTOXICATION	59	53	65
RUNAWAYS	51	31	23
DRUG VIOLATIONS	68	52	56
THREATS/HARASSMENT	46	47	54
VANDALISM	58	85	88
OTHER	611	617	687
TOTAL REPORTED OFFENSES	1,351	1,365	1,423
TOTAL ARRESTS:	717	674	782
PROTECTIVE CUSTODY:	61	89	109
TOTAL CASE REPORTS*	1,083	1,090	1,094
COLLISIONS	219	200	184
FATALITY	0	1	1
INJURY	29	30	29
NON-INJURY	190	169	154
NUMBER OF PEOPLE INJURED	38	42	35
CITATIONS & WARNINGS	2,079	2,575	3,290
TRAFFIC CITATIONS	495	508	513
TRAFFIC WARNINGS	855	1,017	1,386
PARKING CITATIONS & WARNINGS	729	1,049	1,391

COMMUNICATIONS CENTER ACTIVITY OVERVIEW

911 CALLS TAKEN: 5,529

NON-EMERGENCY CALLS TAKEN: 14,815

TOTAL INCOMING CALLS: 20,344

TOTAL CALLS FOR SERVICE GENERATED: 11,619

POLICE CALLS FOR SERVICE: 7,876

OFFICER INITIATED: 2,702

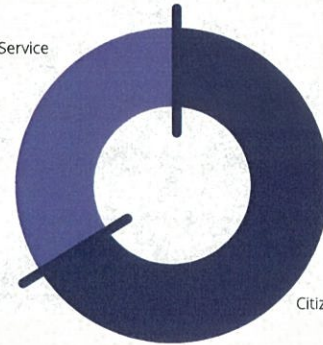
CITIZEN INITIATED: 5,174

OTHER CAD ACTIVITY:

NORMAN FIRE: 1,706

EMSSTAT: 2,037

Officer Initiated Calls for Service
2,702



Citizen Initiated Calls for Service
5,174

INVESTIGATIONS ACTIVITY

CASES OPEN DURING REPORTING PERIOD: 199

CASES ASSIGNED DURING THE CURRENT REPORTING PERIOD: 97

CASES CLOSED DURING REPORTING PERIOD: 519

CLEARED BY ARREST / WARRANT: 7

CLEARED BY EXCEPTION: 26

COP FOLLOW-UP: 1

DEACTIVATED: 375

DEACTIVATED DUE TO STAFFING: 18

MISSING PERSONS RECOVERED: 20

REFERRED INTERNALLY: 71

UNFOUNDED: 1

ANIMAL WELFARE

INTAKES: 257

LIVE RELEASES: 256

LIVE OUTCOME RATE: 90%

ANIMALS FOSTERED: 127

ANIMALS LICENSED: 62

VOLUNTEER HOURS: 206

RECORDS

CUSTOMER SERVICE CONTACTS: 1,877

IN-PERSON CONTACTS: 644

PHONE CONTACTS: 732

EMAIL CONTACTS: 501

DEPARTMENT STAFFING

AUTHORIZED COMMISSIONED: 184

ACTUAL EMPLOYED: 171

AVAILABLE FOR ASSIGNMENT: 146**

AUTHORIZED NON-COMMISSIONED: 76

ACTUAL NON-COMMISSIONED: 72

AVAILABLE FOR ASSIGNMENT: 70**

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

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

ANIMAL CONTROL 11A

Norman Animal Welfare Monthly Statistical Report September 2024



IN SHELTER ANIMAL COUNTS

	2023			2024			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Beginning	97	109	206	91	111	202	(4)	-2%
Ending	80	149	229	75	112	187	(42)	-18%

ANIMAL INTAKES

	2023			2024			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Stray at Large	99	107	206	84	106	190	(16)	-8%
Owner Relinquish	10	21	31	7	34	41	10	32%
Owner Intended Euth	0	0	0	0	0	0	0	#DIV/0!
Transfer In	1	0	1	0	0	0	(1)	-100%
Other Intakes*	2	1	3	5	2	7	4	133%
Returned Animal	11	6	17	10	9	19	2	12%
TOTAL LIVE INTAKES	123	135	258	106	151	257	(1)	0%

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

OTHER STATISTICS

	2023		2024		Comparisons	
	Total	Total	Total	Total	Difference	Percent
Wildlife Collected (DOA)	0	0	0	0	0	#DIV/0!
Dog Collected (DOA)	0	0	0	0	0	#DIV/0!
Cat Collected (DOA)	1	1	6	6	5	500%
Wildlife Transferred	0	0	0	0	0	#DIV/0!
Intake Horses	1	1	0	0	(1)	-100%
Intake Cows	0	0	0	0	0	#DIV/0!
Intake Goats	0	0	0	0	0	#DIV/0!
Intake Sheep	0	0	0	0	0	#DIV/0!
Intake Rabbits	0	0	1	1	1	#DIV/0!
Intake Pigs	0	0	0	0	0	#DIV/0!
Intake Other	8	8	1	1	(7)	-88%
TOTAL OTHER ITEMS	10	10	8	8	(2)	-20%

LENGTH OF STAY (DAYS)

	2023	2024
Dog	18.2	20.4
Puppy	8.5	8.5
Cat	18.5	9
Kitten	14.1	14.9

OWNER SURRENDER PENDING INTAKE

	Canine	Feline	Other	Total
Animals	200	38	0	238

Norman Animal Welfare Monthly Statistical Report September 2024



LIVE ANIMAL OUTCOMES

	2023			2024			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Adoption	72	79	151	83	88	171	20	13%
Return To Owner	41	2	43	22	6	28	(15)	-35%
Transferred Out	21	0	21	5	3	8	(13)	-62%
Returned to Field	0	7	7	0	37	37	30	429%
Returned to Owner in Field	N/A	N/A	N/A	12	0	12		
TOTAL LIVE OUTCOMES	134	88	222	122	134	256	34	15%

OTHER ANIMAL OUTCOMES

	2023			2024			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Died in Care	0	6	6	1	5	6	0	0%
Lost in Care	0	0	0	0	0	0	0	#DIV/0!
Shelter Euth	6	1	7	10	11	21	14	200%
Owner Intended Euth	0	0	0	2	0	2	2	#DIV/0!
TOTAL OTHER OUTCOMES	6	7	13	13	16	29	16	123%

TOTAL OUTCOMES

	2023			2024			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Total Live Outcomes	134	88	222	122	134	256	34	15%
Total Other Outcomes	6	7	13	13	16	29	16	123%
TOTAL OUTCOMES	140	95	235	135	150	285	50	21%

SHELTER EUTHANASIA DATA

	Canine	Feline	Other	Total	Percentage
	Medical - Sick	1	8		9
Medical - Injured	2	2		4	19%
Behavior - Aggressive	4	1		5	24%
Behavior - Other	3	0		3	14%
TOTAL EUTHANASIA	10	11	0	21	

MONTHLY LIVE RELEASE RATE

2023	2024
94.5%	90.5%

Live Outcomes / (Total Outcomes - Owner Int Euth)

PUBLIC WORKS 12

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

ENGINEERING DIVISION

DEVELOPMENT

The Development Manager processed two (2) Rural Certificates of Survey for Planning Commission; four (4) Preliminary Plats, one (1) Final Plat and one (1) Easement for City Council. The Development Engineer reviewed 29 sets of construction plans and four (4) punch lists. There were 151 permits reviewed and/or issued. Fees were collected in the amount of \$25,276.05.

CAPITAL PROJECTS:

James Garner Phase 2 – Acres Street to Flood Avenue:

The Oklahoma Department of Transportation (ODOT) 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. ODOT 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 7/15/2024, 96% of the total contract amount has been expended. Through 7/15/24, 85% of the contract time had expired. The contractor's activities this month were as follows:

- *Project is substantially complete*
- *Ribbon Cutting Ceremony and road was opened to traffic*
- *Contractor worked on final cleanup and punch list items*
- *Waiting on James Garner Bridge Aesthetics*

Gray Street Two-Way Conversion – University Boulevard to Porter Avenue:

On April 2, 2019, the citizens of Norman voted in favor of a Bond Issue to finance the local share of 19 transportation improvement projects. The Gray Street Two-Way 2019 Bond Project consists of the conversion of Gray Street from a one-way street to a two-way street between University Avenue and Porter Avenue, and the installation of streetscape elements along Gray Street. The intersection with James Garner Avenue will be entirely reconstructed to accommodate the future James Garner Phase 3 2019 Bond Project. In addition to the roadway and streetscape work, improvements are required to the railroad crossing just east of James Garner Avenue.

The total construction cost for the project is approximately \$7.5 million. Of that, approximately \$4.9 million will be paid by federal grants. The remaining \$2.6 million will be paid for through the City of Norman 2019 Bond Program.

The Oklahoma Department of Transportation (ODOT) conducted a bid opening on March 21, 2024, for the Gray Street Two-Way 2019 Bond Project. The low bidder was Ellsworth Construction, LLC of Oklahoma City, Oklahoma. ODOT awarded the project on April 1, 2024. Construction started on Monday, August 5, 2024, and there are 360 calendar days in the project. This timeframe will likely require just over a year to complete. ODOT is administering the construction of this project, with the assistance of WSB.

*Monthly Progress Report
Public Works (September 2024)*

Proposed improvements include:

- New sidewalks
- Conversion to reverse angle parking for on-street spaces
- New decorative roadway lighting
- Landscaping
- Decorative paving elements
- New curb and gutter
- New decorative traffic signals
- Pedestrian safety improvements
- Revised signing and striping for two-way operation
- Reconstruction of the James Garner Avenue intersection
- New gates and controls for two-way operation of the railroad crossing

As of the last pay application on 9/15/2024, 6.4% of the total contract amount has been expended. Through 9/15/24, 10% of the contract time has expired.

The contractor's activities this month were as follows:

- Mobilization
- Demolition of Paving between Peters Avenue and Porter Avenue
- Installation of lighting bases and conduit between Peters Avenue and Porter Avenue
- Relocation of water services and meters between Peters Avenue and Porter Avenue

Sidewalk Programs:

Lindsey Street Sidewalk Repair Project This project is 80% funded through an ACOG grant and is currently waiting on advertisement and bid opening. 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 winter/spring of 2025.

12th Ave NE and W Brooks Street Sidewalk Project This project is 80% funded through an ACOG grant and is currently in design with Garver, 90% plans have been received and are in review at this time. This project will include placement of sidewalks, ramps, and driveways along 12th Avenue NE from East Robinson Street to East Rock Creek Road and West Brooks Street from South Pickard Avenue to Wylie Road. Construction is anticipated to start in the spring/summer of 2025.

FYE 2025 Sidewalk Concrete Projects This project was awarded to Arroyo's Concrete LLC on 7/23/2024 and is now 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 Trails. This contract will be ongoing through June of 2025.

Flood Multimodal Path This project was awarded to Parathon Construction and is now under construction. This contract includes a 10' wide multi use path along the west side of Flood Avenue from Robinson Street to Tecumseh Road. Construction is expected to be completed by December of 2024.

State Highway 9 Multi Use Path This project is 80% funded through an ACOG grant and is currently in design, 30% plans have been completed and are in review at this time. This project will include the construction of a 10' wide Multi Use Path from 48th Ave SE to 72nd Ave SE along the north side of State Highway 9. Construction is anticipated to start in the summer of 2025.

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.

*Monthly Progress Report**Public Works (September 2024)*

The contractor mobilized on October 12, 2023. In the month of July, the contractor reached substantial completion and began working on punch list items. During the month of September, the contractor continued work on the punch list items.

FYE 2025 Street Maintenance Bond – Urban Concrete 2

Urban Concrete Bid 2 bids were opened on June 13, 2024. Eight bids were received and the contract was awarded on July 9, 2024 to Elsworth Construction in the amount of \$1,272,530.00. The project consists of select panel replacement on existing concrete streets. The project is anticipated to be completed by April 2025. During the month of September, the contractor completed work in Colonial Estates addition and began work in the Westwood Estates addition.

Bridge Maintenance Bond**60th Ave NE Bridge Replacement**

The 60th Ave NE Bridge Replacement bids were opened on June 22, 2023. Three bids were received and the contract was awarded to K&R Builders in the amount of \$3,043,805.25. The project consists of removal of the existing bridge, minor channel clean-up, construction of a new bridge, and roadway grade adjustments. The project is anticipated to be completed by February 2025. During the month of September, the contractor completed demolition of the existing bridge, graded and benched for the piling, began construction of the new water line, and successfully relocated the utilities in conflict.

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 in the process of purchasing 6 CNG cutaway transit buses for the paratransit fleet. Below is background on this purchase:
 - On June 11, 2024, Council adopted resolution R-2324-149 formally accepting the grant and authorizing the purchase. After additional approvals to enhance the vehicles the revised cost share per bus is \$129,452 federal (72%) and \$51,998 local match (28%), resulting in \$181,450 total per bus. Thus the proposed cost share for 6 cutaway buses is \$776,714 federal (72%) and \$311,986 local (28%), resulting in a \$1,088,700 total cost for 6 units.
 - On February 9, 2024, the City Manager approved the purchase of two support vehicles via state contract using funds budgeted for vehicle replacement which were available in the Public Transportation Fund. The EV charging station for these units has been installed and one of the two vehicles have been delivered and put into service.

New Route Network

City Transit staff continue to monitor and ensure the smooth transition to the new route network by working with other City staff, EMBARK staff, citizens, local organizations, and Councilmembers to identify and resolve concerns arising from the new route network. So far, four additional bus stops have been added which do not alter the times the routes operate. Signage for the new bus stops is being reevaluated for accuracy after staff recognized some minor errors. Staff will continue working with community partners and EMBARK to analyze other changes that could be implemented.

Service Expansion Priorities

Now that the new route network has been implemented, City Transit staff are reviewing and evaluating the next priorities recommended by the Go Norman Transit Plan. The next expansion recommendation to be implemented is described below:

- *Priority 2: Increased Frequency on Route 112* – This service expansion upgrades the trip frequency of Route 112 (West Lindsey) from 60 minutes to 30 minutes. Ridership on this route has increased 75-110% since the new route network was implemented. Staff submitted a budget request that was approved in the FYE 2025 budget to implement this priority. Implementation is scheduled for Monday October 28, and change notices will be posted at least 2 weeks in advance.

*Monthly Progress Report**Public Works (September 2024)***Microtransit Pilot Program with Via Transportation – Norman On-Demand**

- On July 9, 2024, Council approved contract amendments with both Via Transportation and the University of Oklahoma to extend the expanded service through the end of summer 2025. The service entered its second year of operation on August 20, 2024. More details can be found in the attached monthly performance report for this service, named Norman On-Demand.

Transit Monthly Performance Reports

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

STREETS DIVISION**CAPITAL PROJECTS**

- Savannah Addition: Halray Drive replaced concrete panels that required 92.50 cubic yards of concrete and resulted in over 310 square yards repaired.

ASPHALT PROJECTS

- Oakridge Drive deep patch required 237.90 tons of asphalt for the repair.
- Royal Oaks Addition crews worked crack repair that required 9.25 tons of asphalt for the repair.

CONCRETE PROJECTS

- Hallbrook Drive and Burning Tree replaced concrete panels that required 141.50 cubic yards of concrete and resulted in over 521 square yards repaired.

ROADSIDE OPERATIONS

- Routine pothole patching operations used approximately 20.67 tons of asphalt.
- Rights-of-Way Roadside Mowing crew during September, 2024, mowed 436 miles of rural rights-of-way and 4,114,676 sq. ft. of urban rights-of-way.

STORMWATER DIVISION**WORK ORDER RESPONSE**

Stormwater Division received 22 work order requests and closed 21 work orders.

INFRASTRUCTURE MAINTENANCE

The Infrastructure Maintenance Crew

- Repaired and filled in sinkhole at Main Street and Lahoma Street along Imhoff Channel.
- Replaced fallen pipe and flume at 4616 Osprey Drive.
- Filled sinkhole at 1616 Woodland Drive, due to collapsed pipe.
- Investigated sinkhole at 309 Hearthstone.
- Repaired leaking manhole at 1816 Winding Ridge Road

CHANNEL MAINTENANCE

The Channel Maintenance Crew

- Cleaned Whittier and Hollywood flume 1 ton of debris.
- Removed tree limb at 1806 Lakehurst.
- Filled in washout in ROW at 4526 60th Ave NW.
- Cleaned Anitol I detention area 120 tons of debris and silt removed.
- Cleaned Berry Road Channel .25 tons of debris.
- Cleaned Claremont flume .25 tons of debris.
- Cleaned flumes at Sundance Court, Bishop Channel, and Robison Street 1 ton of debris.
- Mowed 1,179,227 square feet of drainage areas.

URBAN STREET SWEEPING/CAMERA VAN OPERATIONS

The Street Sweeping/Camera Crew

- 466 lane miles were swept in September resulting in the removal of approximately 97.73 tons of debris from various curb-lined streets throughout the city.

*Monthly Progress Report**Public Works (September 2024)*

- The Camera Crew was able to camera 4,249 linear feet of stormwater infrastructure before camera went down for repairs.
- Continued OU game day sweep schedule.
- Participated in Touch-A-Truck at the Cleveland County Fairgrounds.

INLET CLEARING OPERATIONS

Stormwater crews checked 160 inlets and cleaned 55 inlets totaling .50 tons of debris removed in Ward 2.

STORMWATER OKIE LOCATES

During the month of September, 2,819 Call 811 Okie Spots were received. Of those requests, 99 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 three subgroups: Fuel Report, Maintenance Report, and Productivity Report.

FUEL REPORT

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

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

Price Per Gallon: For Inventory Purchases, each time a purchase is made the invoice information, such as quantity and total price is receipted into AssetWorks system. The AssetWorks 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.

September 2024
DEVELOPMENT COORDINATION, ENGINEERING
AND PERMIT REVIEW

Subdivision Development:

FYE 2025 Associated Fees

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

- *Norman Rural Cert of Survey... 2
- *Final Plats..... 1
- *Preliminary Plats..... 0
- *Short Form Plat..... 0
- *Center City Form Based Code.. 0
- *Concurrent Constr. Request... 0

City Council Review:

- Certificate of Survey..... 0
- Preliminary Plat..... 4
- Final Plats 1
- Certificate of Plat Correction..... 0
- Encroachment..... 0
- Easements..... 1
- Closure..... 0
- Release of Deferral..... 0

\$ 7,270.00

Development Committee:

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

\$0.00

Subtotal:

\$7,270.00

\$ 8,130.00

\$18,060.00

Permits Reviewed/Issued:

(includes Offsite Construction fees)

- **Single Family..... 37
- ***Commercial..... 10
- Multi-Family..... 1
- Addition/Alteration..... 24
- House Moving..... 1
- Paving Only..... 25
- Storage Building..... 3
- Swimming Pool..... 7
- Storm Shelters..... 19
- Public Improvements..... 4
- Temporary Encroachments..... 1
- Fire Line Pits/Misc..... 0
- Franchise Utilities 15

- Other revenue \$0.00
- Flood Plain (@\$100.00 each)..... 3 \$300.00

Total Permits.....

Grand Total.....

\$0.00	\$0.00	
\$300.00	\$300.00	\$1,000.00
\$17,706.05	\$10,214.02	\$32,902.22
\$25,276.05	\$18,644.02	\$51,962.22
29	28	73
4	3	9

***Construction Plan Review Occurrences

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

* All Final Plat review completed within ten days..... PI # 13
 ** All Single Family Permits were reviewed and completed within three days....PI # 10
 *** All Commercial Permits were reviewed and completed within seven days..... PI # 11
 **** All Construction Plans were reviewed within ten days.....PI # 12
 *****All Punch Lists prepared within one day of Final Inspection.....PI # 8

September 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	4	100%
<i>PI #10</i> SINGLE FAMILY BLDG PERMIT REVIEW W/ 3 DAYS	37	100%
<i>PI #11</i> COMMERCIAL BLDG PERMIT REVIEW W/ 7 DAYS	10	100%
<i>PI #12</i> CONSTRUCTION PLAN REVIEW W/ 10 DAYS	29	100%
<i>PI #13</i> FINAL PLAT REVIEW COMPLETED WITHIN 10 DAYS	3	100%



PERFORMANCE REPORT

Summary of Services Table: August 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.

EMBARCK Norman Service Summary	ADP Aug FY25	FY25 YTD	FY24 YTD	Service Profile	Aug FY25	Aug FY24
Fixed Routes (M-F)	1,681	66,352	57,794	Weekdays	22	23
Fixed Routes (Sat)	757	6,424	6,625	Saturdays	5	4
PLUS (M-F)	99	4,165	3,813	Gamedays	1	0
-Zone 1*	70	2,998	2,950	Holidays	0	0
-Zone 2**	29	1,167	863	Weather	1	0
PLUS (Sat)***	21	179	223	Fiscal YTD Days	53	52
				Cal. YTD Days	207	205

*Requires ¼ mile

**Operates only on Weekdays until 7:00 pm

***Operates only in Zone 1

Strategic Performance Measures

MEASURE	FY 25 YTD	FY 25 Targets	
# of Norman fixed-route passenger trips provided	72,776	400,000	▲
# of Norman paratransit trips provided	4,344	23,800	●
% of on-time Norman paratransit pick-ups	97.71%	98.58%	●
# of Norman bus passengers per service hour, cumulative	19.74	21.14	▲
# of Norman bus passengers per day, average	1,373*	800*	●
% of Norman required paratransit pick-ups denied due to capacity	0.25%*	0.00%	●
% of on-time fixed-route arrivals	67.55%	75.00%	▲

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



Performance Report

Microtransit Pilot Program Performance Report

August 2024

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 picked up within 20 minutes.

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 provides access to safe and affordable public transportation through technology, particularly during evening hours and on Sundays when other public transit options are limited. Through a collaboration with

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.

**Outside of the OU fall and spring semesters, Thursday-Saturday service ends at 1am*

the University of Oklahoma, the Norman On-Demand Program operates the University's SafeRide Program, which is designed to provide safe and free late night transportation to OU students. 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.

Key Performance Indicator Measures

Measure	Target	August 2024	Year to Date Service (8/21/23 – 8/31/24)
Average Walking Distance	<0.10 miles	0.06 miles	0.06 miles
Maximum Walking Distance	0.25 miles	0.08 miles	0.33 miles
Average Rider Wait Time*	<15 min	21.8 min	22.9 min
Maximum Rider Wait Time*	20 min	69.1 min*	86.7 min*
Percent of Ride Requests Picked Up in 20min	>80%	55.41%**	52.75%**

*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 4,694 rides in August 2024, which is a 157.30% increase from the July 2024 total of 2,984. There were a total of 15 completed trips which requested a wheelchair accessible vehicle

Ridership	August 2024	Year to Date Service (8/21/23 – 8/31/24)
Total number of passengers	4,694	33,479
Total number of Trips Completed	3,037	21,680
# of Completed Trips Requesting WAV	15	216
Ridership Per Service Hour (RPSH)	5.7	5.6

(WAV) in the month of August. Ridership per service hour (RPSH) is a ratio of the number of riders making use of the service in relation to how much service is being provided (i.e. one vehicle providing one hour of service would be one 'service hour').

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

Rider Experience	August 2024	Year to Date Service (8/21/23 – 8/31/24)
Average Ride Duration	11.4 min	10.1 min
Average Ride Distance	3.3 miles	3.1 miles
Average Ride Rating	4.9 (out of 5 stars)	4.9 (out of 5 stars)

alone are not categorized as complaints. Two complaints were reported to Via in the month of July, both regarding driver courtesy.

Program Engagement and Rider Growth

Since the Norman On-Demand App launched on August 21, 2023, a total of 7,395 individual accounts have been created, which is a 25.85% increase over the July 2024 service to date total of 5,876. Of these accounts just less than half of them (46.95%) have utilized the service at least once. Approximately 24.11% or 1,783 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 (8/16/23 – 8/31/24)		
App Accounts Created Since Launch	7,395	
OU Accounts	N/A	N/A
Active Accounts*	4,714	63.74%
Rider Accounts**	3,472	46.95%
Repeat Rider Accounts***	2,760	37.32%
*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

No accidents and one incident was reported in the month of August. The reported incident involved a rider with substances and paraphernalia. All incidents are reported to City of Norman Transit staff in a timely manner by our provider Via.

All six vehicles were in active service during the month of August, which meets the target fleet availability.

SERVICE EFFORTS AND ACCOMPLISHMENTS FYE 2025

Item 4.

STREET DIVISION					
	FYE 2025 September 2024	FYE 2025 September 2024	Year to Date	Year to Date	FYE 2025
PERFORMANCE INDICATORS	ACTUAL	PERCENT	ACTUAL	PERCENT	PROJECTED
Distribute work order requests to field personnel within one day.	99%	99%	99%	100%	100%
Patch potholes smaller than one cubic foot within 24 hours (tons of material used)	100%	100%	100%	100%	95%
	20.67		95.04		
Overlay/pave 10 miles per year.	-	0%	-	0%	100%
Replace 2,000 square yards of concrete pavement panels	831.00	42%	1,528.50	76%	100%
Grade all unpaved alleys two (2) times per year. (approximately 210 blocks)	6.00	1%	9.00	2%	100%
Mow 15 ROW-miles (1,584,000 sf) of Urban right-of-way, eight times per year	4,114,676.00	32%	13,576,387.00	107%	100%
Mow 148 miles of Rural Right-of-way three times per year	436.00	98%	1,184.00	267%	100%
Debris Removal – pre-positioned contractor on notice 24 hours prior to storm event	-	0%	-	0%	100%
Debris Removal - Issue Notice to Proceed/Task Order with 48 hours of storm event	-	0%	-	0%	100%
Bridge - Maintain 5 non-deficient bridges in a year	5	180%	9	180%	100%
Bridge - Rehab 7 structurally deficient bridges per year through outside contract	-	0%	-	0%	100%
Bridge - Replace one functionally obsolete bridge per year	-	0%	-	0%	100%
Bond Program - Contract all selected projects for the bond year within the same fiscal year				65%	100%
Capital Program – Complete all selected projects within the same fiscal year			-	40%	100%

SERVICE EFFORTS AND ACCOMPLISHMENTS FYE 2024

STORMWATER DIVISION					
	FYE 2025 SEPTEMBER, 2024	FYE 2025 SEPTEMBER, 2024	Year to Date	Year to Date	FYE25
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 (6,000 Annually)	466.00	93%	1,252.00	21%	85%
Inspect and clean 100% of the urban drainage inlets three times per year.	160.00	2%	180.00	2%	65%
Mow 2,271,548 square-feet (52 acres) of open drainage ways, six times per year.	1,179,227.00	9%	4,049,843.00	30%	70%
Permit all floodplain activities as appropriate.	3.00	3%	10.00	10%	95%
Camera stormwater infrastructure to inspect and identify. (4 map grids per month)	-	0%	3.00	6%	85%
*Camera map grids identified in FY24 and program transitioning to proactive inspection.					

**PUBLIC WORKS
FLEET DIVISION
ACTIVITY REPORT**

Item 4.

September 2025

IN GALLONS	FYE 2025	FUEL REPORT	
	<u>UNLEADED PURCHASED</u>	<u>DIESEL PURCHASED</u>	<u>CNG PURCHASED</u>
Internal pumps	20,505.00	21,578.00	30,526.69
Outside - sublet	1,023.00	834.00	135.05
TOTAL	21,528.00	22,412.00	30,661.74
TOTAL	<u>UNLEADED CONSUMED</u>	<u>DIESEL CONSUMED</u>	<u>CITY CNG CONSUMED</u>
Consumption	22,668.43	27,301.14	59,224.82
			<u>PUBLIC CNG CONSUMED</u>
			135.05

FYE 2025 TO DATE CONSUMPTION			
TOTAL	<u>UNLEADED CONSUMED</u>	<u>DIESEL CONSUMED</u>	<u>CITY CNG CONSUMED</u>
Consumption	61,341.23	65,330.84	120,135.04
			<u>PUBLIC CNG CONSUMED</u>
			4,195.17

INTERNAL PRICE PER GALLON:				EXTERNAL PRICE PER GALLON:			
UNLEADED	High	\$2.45	Low	\$2.28	UNLEADED	High	\$2.45
DIESEL	High	\$2.33	Low	\$2.20	DIESEL	High	\$2.33
CNG	High	\$0.17	Low	\$0.17	CNG	High	\$2.10
						Low	\$2.10

CONSUMABLE PARTS PURCHASED		PUBLIC CNG SALES	
REPAIR PARTS	\$119,227.67	Month Total Public CNG Sales	\$23
OILS/FLUIDS	\$10,636.04	FYE 2025 To Date Public Sales	\$8,372
TIRES	\$41,635.78	LIFE TO DATE CNG GAS GALLON EQUIVALENT	
SUBLET REPAIRS	\$11,742.60	Total Sold Gallons Life To Date	1,124,081
TOTAL SPENT ALL Parts/Sublet	\$183,242.09	Total Gross Sales Life To Date	\$1,683,155
		Life To Date CNG Gas Gallon Equivalent	
		Total Public/City Through-Put CNG Gallons @ Station:	3,672,930

Light Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	4	4	1	13
EMERGENCY ROAD CALLS	12	52	12	76
PM SERVICES	100	122	106	439
INCLEMENT WEATHER	0	0	0	0
WORK ORDERS	197	607	195	999
SCHEDULED REPAIRS	102	344	97	543
NON SCHEDULED REPAIRS	77	263	87	427

Heavy Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	11	12	0	23
EMERGENCY ROAD CALLS	16	46	18	80
PM SERVICES	49	50	61	160
INCLEMENT WEATHER	0	0	0	0
WORK ORDERS	170	341	200	711
SCHEDULED REPAIRS	34	85	47	166
NON SCHEDULED REPAIRS	113	256	135	504

Transit Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	0	0	0	0
EMERGENCY ROAD CALLS	1	0	0	1
PM SERVICES	9	14	21	44
INCLEMENT WEATHER	0	0	0	0
WORK ORDERS	34	78	53	165
SCHEDULED REPAIRS	33	78	51	162
NON SCHEDULED REPAIRS	0	0	2	2

EVT Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	0	0	0	0
EMERGENCY ROAD CALLS	0	0	1	1
PM SERVICES	16	18	19	53
INCLEMENT WEATHER	0	0	0	0
WORK ORDERS	34	88	43	165
SCHEDULED REPAIRS	30	55	28	113
NON SCHEDULED REPAIRS	4	33	15	52

COMBINED SHOPS	CURRENT MONTH	LAST MONTH	TWO MONTHS AGO	YEAR TO DATE
ROAD SERVICE	15	16	1	32
EMERGENCY ROAD CALLS	29	98	31	161
PM SERVICES	174	204	207	594
INCLEMENT WEATHER	0	0	0	0
WORK ORDERS	435	1,114	491	2,074
SCHEDULED REPAIRS	199	562	223	1,012
NON SCHEDULED REPAIRS	194	552	239	988

**FLEET DIVISION
INVENTORY
September 2024**

FUEL

WESTWOOD GOLF	310.7	gallons	UNLEADED	@	2.650	\$	823.36
WESTWOOD GOLF	225.4	gallons	DIESEL	@	3.000	\$	676.20
NORTH BASE	6,582.2	gallons	UNLEADED	@	2.330	\$	15,336.57
NORTH BASE	6,581.8	gallons	DIESEL	@	2.270	\$	14,940.78
FIRE STATION #5	425.9	gallons	UNLEADED	@	2.350	\$	1,000.87
FIRE STATION #5	467.9	gallons	DIESEL	@	2.280	\$	1,066.81
FIRE STATION #6	479.0	gallons	UNLEADED	@	2.350	\$	1,125.65
FIRE STATION #6	400.0	gallons	DIESEL	@	2.280	\$	912.00
BULK TANKS	1,200.0	gallons	DIESEL	@	2.270	\$	2,724.00

TOTAL	GALLONS:	DOLLAR:
UNLEADED	7,797.8	\$ 18,286.44
DIESEL	8,875.1	\$ 20,319.79

**PUBLIC WORKS FLEET DIVISION
PM COMPLIANCE REPORT
SEPTEMBER FYE 2025**

Industry Standard Compliance: Not To Exceed 5%

Item 4.

Department/Division	Number of PMs		Number of PMs Completed LATE	Number of PMs Missed	Current % PENDING	YearToDate Non-Compliance Trend
	Scheduled	Completed On Time				
CITY CLERK						
CITY COUNCIL		1			0%	0%
BUILDING ADMINISTRATION					0%	0%
MUNICIPAL COURT						
MUNICIPAL COURT					0%	0%
INFORMATION TECHNOLOGY						
INFORMATION TECHNOLOGY					0%	0%
HUMAN RESOURCES						
HUMAN RESOURCES					0%	0%
PLANNING						
PLANNING	1	1			0%	0%
BUILDING INSPECTIONS					0%	0%
CODE COMPLIANCE	1	1			0%	67%
PUBLIC WORKS						
ENGINEERING	3	1	1	2	67%	100%
STREETS	21	17	1	4	19%	20%
STORMWATER	5	4	2	1	20%	36%
TRAFFIC	6	4	1	3	50%	50%
STORMWATER QUALITY	2		1	1	50%	100%
FLEET	4	4			0%	0%
TRANSIT					0%	0%
POLICE						
ANIMAL CONTROL	3	1	1	1	33%	80%
POLICE ADMINISTRATION	2			2	100%	100%
POLICE STAFF SERVICES	1			1	100%	80%
POLICE CRIMINAL INVESTIGATIONS	3	3			0%	55%
POLICE PATROL	22	20	1	6	27%	57%
POLICE SPECIAL INVESTIGATIONS	1	2			0%	14%
POLICE EMERGENCY COMMUNICATIONS	1	1			0%	0%
FIRE						
FIRE ADMINISTRATION					0%	0%
FIRE TRAINING					0%	0%
FIRE PREVENTION	2	3			0%	40%
FIRE SUPPRESSION	1			1	100%	100%
FIRE DISASTER PREPAREDNESS					0%	0%
PARKS & RECREATION						
PARK MAINTENANCE	8	7	1		0%	14%
PARKS & RECREATION	1	1			0%	0%
CUSTODIAL					0%	0%
FACILITY MAINTENANCE					0%	100%
PARKS FORESTRY					0%	0%
PUBLIC SAFETY SALES TAX (PSST)						
PSST POLICE PATROL	9	7	2	2	22%	56%
PSST POLICE CRIMINAL INVESTIGATIONS	1		1		0%	100%
PSST FIRE SUPPRESSION	1	1			0%	0%
CDBG						
PLANNING CDBG					0%	0%
UTILITIES WATER						
UTILITIES ADMINISTRATION					0%	0%
WATER TREATMENT PLANT					0%	0%
WATER PLANT	1		1		0%	100%
WATER PLANT WELLS					0%	0%
WATER PLANT LAB					0%	0%
LINE MAINTENANCE ADMIN.					0%	0%
WATER LINE MAINTENANCE	9	9		2	22%	13%
UTILITIES INSPECTOR					0%	0%
METER SERVICES					0%	0%
UTILITIES WRF						
WRF ADMIN	1	1			0%	0%
WRF INDUSTRIAL					0%	0%
WRF BIOSOLIDS	4	4			0%	0%
WRF OPERATIONS	2	2			0%	0%
SEWER LINE MAINTENANCE	5	5			0%	9%
UTILITIES SANITATION						
SANITATION ADMINISTRATION					0%	0%
SANITATION RESIDENTIAL	3	3	1		0%	14%
SANITATION COMMERCIAL	10	8	1	1	10%	29%
SANITATION TRANSFER	7	7		1	14%	10%
SANITATION COMPOST	1	1			0%	0%
SANITATION RECYCLE	6	5	1		0%	13%
SANITATION YARD WASTE	2	2			0%	10%
UTILITIES EVIROMENTAL						
ENVIROMENTAL & SUSTAINABILITY					0%	0%
CITYWIDE TOTAL	150	126	16	28	19%	32%

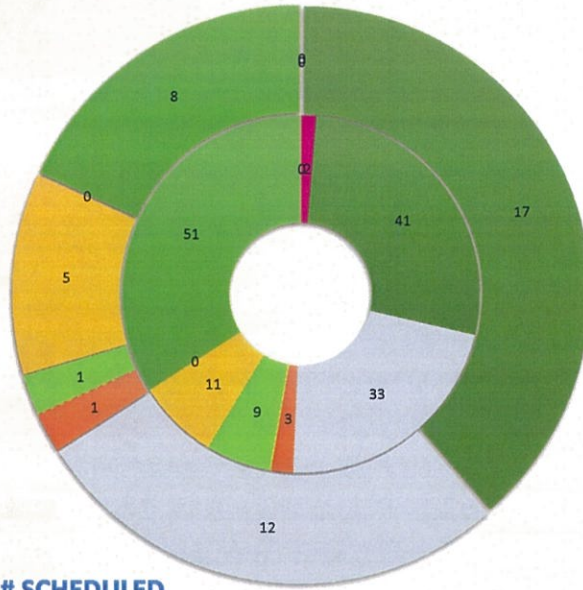
**PUBLIC WORKS FLEET DIVISION
PM COMPLIANCE REPORT
September FYE 2025**

Item 4.

Currently Past Due:

Unit #	Unit Description	Department Division	Current Odometer Reading	Meter or scheduled date	Meter Past		ORIGINAL Scheduled DATE	SHOP	Type of SERVICE	LAST PM DONE
Police										
1151	2011 Ford Crown Vic	Patrol	153737	152745	-992	Days	9/27/2024	Light Repair	PM-C	6/25/2024
1007	2010 Chevy Impala	Administration	96289	96285	-4	Miles	9/26/2024	Light Repair	PM-C	1/26/2024
1180	2016 Ford Interceptor	Patrol	121255	119166	-2089	Miles	9/26/2024	Light Repair	PM-C	7/9/2024
Public Works										
691B	2015 John Deere Rotary Cutter	Streets	9/30/2024	9/6/2024	-24		9/10/2024	Heavy Repair	PM-B	9/6/2023
627G	2020 Honda Generator	Traffic	9/30/2024	9/28/2024	-2		9/9/2024	Light Repair	PM-C	8/28/2023
Fire										
2003	2020 John Deere Mower	Fire Suppression	9/30/2024	8/8/2024	-53	Days	8/19/2024	Light Repair	PM-C	8/8/2023
Utilities										
292T	2021 Titan Trailer	Sanitation Waste Disposal	9/30/2024	9/22/2024	-8	Days	9/27/2024	Heavy Repair	PM-A	3/22/2024

**PM Compliance Report September
FYE 2025**



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

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

Department	Scheduled	Missed/Late	% Late
City Clerk	0	0	0.0%
Municipal Court	0	0	0.0%
Information Technology	0	0	0.0%
Human Resources	0	0	0.0%
Planning	2	0	0.0%
Public Works	41	17	41.5%
Police	33	12	36.4%
Fire	3	1	33.3%
Parks & Rec.	9	1	11.1%
PSST	11	5	45.5%
CDBG	0	0	0.0%
Utilities	51	8	15.7%
Citywide Total	150	44	29.3%

**PUBLIC WORKS
FLEET DIVISION**
Technician Productivity
Report

FYE 2025

September 2024

MECHANIC	DIRECT LABOR HOURS	PRODUCTIVITY		INDIVIDUAL PRODUCTIVITY	
		GOAL	ACTUAL	ACTUAL	DIFFERENCE
497	135.81	72%	83.4%	11.4%	
642	85.64	72%	86.0%	14.0%	
1554	125.76	72%	78.6%	6.6%	
1676	89.15	72%	82.7%	10.7%	
2098	81.06	72%	80.8%	8.8%	
2495	145.24	72%	82.6%	10.6%	
2745	128.03	72%	91.5%	19.5%	
3001	111.75	72%	74.6%	2.6%	
3134	0.00	72%	#DIV/0!	#DIV/0!	
3151	139.42	72%	81.7%	9.7%	
3167	146.86	72%	85.6%	13.6%	
3487	106.36	72%	84.5%	12.5%	
3502	116.46	72%	82.0%	10.0%	
3572	157.05	72%	94.3%	22.3%	
3843	131.58	72%	83.5%	11.5%	
3968	151.75	72%	85.6%	13.6%	
4033	121.97	72%	82.6%	10.6%	
4303	25.26	72%	87.1%	15.1%	
DIRECT LABOR HOURS	1999.15				
TOTAL AVAILABLE HOURS	2384.45				
PRODUCTIVITY GOAL	72.0%				
ACTUAL PRODUCTIVITY	83.8%				

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

	PROJECTED GOAL	THIS MONTH			YEAR TO DATE			
		Percentage Met	Number of Requests	Goal Met	Percentage Met	Number of Requests	Goal Met	Percentage Met
Provide initial response to citizen inquiries within 2 days	100%	123	123	123	100%	341	341	100%
Provide information requested by citizens within 7 days	95%	123	123	123	100%	341	341	100%
Complete traffic engineering studies within 45 days.	99%	6	6	6	100%	9	6	100%
Review subdivision plats, construction traffic control plans, traffic impact statements, and other transportation improvement plans within 7 days.	95%	18	18	18	100%	99	99	100%
Worker Hours Per Gallon of Paint Installed.	0.80	Gallons	Worker Hours	Gallons	Percentage Met	Worker Hours	Percentage Met	
		41	57.5	368	1.40	344.5	0.94	
Thermoplastic legend, arrows, stop bars & crosswalks installed.	4-6 Installations per day per 2 person crew. 100%	Crew Work Days	Total Installations	Crew Work Days	Average	Total Installations	Average	
		3.22	32	12.59	9.94	54	4.29	
Preventative Maintenance on each traffic signal once a year. Approximately 11 will be performed each month.	100%	Number Performed	Goal Met	Number Performed	Percentage Met	Goal Met	Percentage Met	
		14	14	44	100%	44	100%	
Response to reports on traffic signal malfunctions within one hour.	99%	Number of Reports	Goal Met	Number of Reports	Percentage Met	Goal Met	Percentage Met	
		12	12	36	100%	36	100%	
Response to reports of sign damage:	Percentage							
High Priority Stop or Yield Signs within one hour	99%	9	9	24	100%	24	100%	
Lower Priority all other signs within one day	90%	50	50	107	100%	107	100%	
Street Name Signs within two weeks	90%	18	18	44	100%	44	100%	
Percent of work hours lost due to on the job injuries.	<.01%	Total Work Hours	Work Hours Lost	Total Work Hours	Percentage Met	Work Hours Lost	Percentage Met	
		3360	0	8785	0.00	0	0.00	

UTILITIES 13

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 L.S. project has been completed. Sutton Place L.S. project has been completed. Park Hill L.S. in progress – pumps have been ordered – pending delivery.

Water Line Breaks Total – 15 in September
Water Lines Hit by Contractors – 3 (3-3/4")

Sewer Line Data

- Total obstruction service requests - 22
 - Private Plumbing: 21
 - City Infrastructure: 1
 - Sanitary Sewer Overflows: 0 on private side, 0 on city side

Lift Station D Flows:

- Days - 30
- Average daily flow: 1.162 MGD
- Total Monthly flow: 34.860 MG

UTILITIES ENGINEERING:

Line Maintenance Building (WA0329/WW0329): 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. Final payment and acceptance of the project was approved by Council in September. Staff is working on submitting final payment and closing out the PO to return funds back into their respective accounts.

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 work was determined to be more than the original contract so Contract Amendment No. 1 was approved to allow for completion of the project. Meshek's work has been completed and staff are reviewing deliverables.

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. Recommendations are being proposed and documents are being prepared to summarize the work.

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

WASTEWATER PROJECTS:

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, and on March 18, 2023, ODEQ issued a letter of "support" for the results of the pilot study. Upon receiving ODEQ's letter and as per their Contract, Garver submitted the report to a committee of independent industry experts who will review and make recommendations regarding the report's conclusions. A Technical Orientation with the committee members, NUA, and Garver convened on August 28, 2024. A final workshop to review and discuss the committee's recommendations is currently scheduled for December 17, 2024. Once those recommendations are addressed, the report will be considered final.

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 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 through 2024 for research and investigations, and grant 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. The project was officially kicked off in early November 2021, and work (research and data gathering) is ongoing. A workshop to review alternatives and select the best convened in August 2024. If funding beyond fiscal year 2024 (which ends on September 30, 2024) is authorized, design and construction of a pilot constructed wetland may occur starting in October 2024 and continuing through the remainder of fiscal year 2025 (i.e. through September 30, 2025), but this prospect is currently considered unlikely.

In April 2022, NUA learned that a third grant from BOR associated with possible IPR 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 and 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. During the remainder of 2023 and continuing into the Spring of 2024, Garver and their subconsultants completed research and created the PLOT, and, on June 11, 2024, they convened a workshop presenting the preliminary conclusions. Based on the workshop, Norman requested that additional information and analysis be provided to clarify some minor questions before a final report is issued. An additional workshop is being scheduled for August 2024 to share preliminary results with Bureau of Reclamation (BOR) and Central Oklahoma Master Conservancy District (COMCD) staff convened on August 15, 2024. Garver should address all questions raised in workshops and furnish a final report by the end of the year.

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 discussions, an additional concern arose based on the fact that until funding is approved by Congress, exact details of grant requirements will remain uncertain. Garver advised and EPA Community Grant staff affirmed that, for grants issued up to and including Fiscal Year 2024, 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 applied for and received a Clean Water State Revolving Fund (CWSRF) loan from Oklahoma Water Resources Board (OWRB). The loan request was 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 as well. OWRB has advised that, as with the EPA Community Grant, the project could start before the loan was granted. Then, once approved, NUA could immediately start seeking 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 and CWSRF loan processes and timing and the critical nature of this project, NUA chose to proceed with bidding and obtain reimbursement from EPA and/or CWSRF when those financial instruments were approved. As a result, project was advertised on 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 are ongoing. Based on current lead times for equipment, Crossland anticipates formally mobilizing to the WRF during November 2024 to commence demolition, electrical and other preparatory work. Delivery of centrifuges is now anticipated for January 2025. The first new centrifuge is then anticipated to be installed and operational by the end of February 2025. The second centrifuge will then be installed starting in March 2025. All work on project should be complete in July 2025.

In March 2024, NUA received confirmation that the EPA Community Funding Grant in the amount of \$5,000,000 had been officially authorized and funded. However, the grant included a strict Buy America Build America (BABA) clause while the project bidding documents and thus the resultant contract with Crossland Heavy Contractors did not include this requirement. Between April and June 2024, NUA convened numerous meetings with EPA and Garver to determine the appropriate path forward that would allow NUA to accept this grant. Based on EPA input, NUA is pursuing two parallel paths to achieve this goal: (1). Obtain a waiver from EPA from the BABA requirement for this project; or (2). Obtain approval of a "Technical Correction" from EPA that will allow some or all funding from the grant to be expended on two other critical projects at the WRF. In September 2024, EPA officially approved the "Technical Correction", which, as approved, will allow the grant funds to be expended on the WRF Blower Replacement and WRF Laboratory Renovation, and New Maintenance Facility projects (details on both projects are updated elsewhere in this report), while this project will now be funded using a combination of internally-generated funds and the CWSRF loan.

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 elected 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 FYE26. 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.

As noted in the discussion for WRF Dewatering Centrifuge Replacement (WW0326) project, NUA received an EPA Community Grant in the amount of \$5,000,000 for that project. However, the Bidding Documents for that project did not meet Buy America Build America (BABA) requirements, and, as a result, a request for a "Technical Correction" was made to EPA that would allow for the grant funds to be used for this project (and the WRF Blower Replacement project). This request was approved by EPA in September 2024. As a result, meetings have been scheduled with Greeley Hansen for October 2024 to discuss reactivating this project and to confirm the schedule going forward for finalizing bidding documents, obtaining permits and advertising the project for bids. Project Tasks/Dates below have been updated below based on preliminary discussions with Greeley Hansen. They will likely be further refined over the next month or two as discussions with Greeley Hansen continue.

Engineer: Greely and Hansen LLC (John Schmidt)

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.

As of May 2024, there will no longer be an exterior plate of metal welded over the leak in the roof of the digester due to safety concerns with respect to the gases escaping the leak. Garver, a consulting engineering firm, is preparing a work order for the internal assessment of the digester.

As of July 2024, the contractor onsite cleaning out another digester will be moving on to removing solids from the storm holding pond at the WRF after the current project, as they were the winning bidder for that project. In June 2024, we were going to solicit a quote for cleaning out Digester #3 after their current project concluded (cleaning out the digester they were originally contracted to clean). This Digester #3 cleanout would have been followed by an internal assessment of the structure's floating roof.

Instead, the WRF has hired staff who are experienced in welding. To save significant costs, we are currently developing a plan to drain the digester over the course of a week. Once the digester is drained, a minimum of two hydrogen sulfide and methane gas detectors (one interior near the proposed welding area and one exterior near the proposed welding area) would be placed as a safety precaution prior to any welding. Once the weld site is deemed safe from hazardous gases, WRF staff would then weld a steel plate on the exterior of the floating roof's crack to seal the roof again. Sealing the roof would allow for it to be repressurized and "float" once again.

This would be considered a temporary solution with an anticipated lifespan through 2028, when it is anticipated that more funds will be available to develop a more permanent solution, such as a roof replacement.

As of August 2024, procurement of the gas monitoring devices and execution of this project have been put on hold until the upcoming major projects at the WRF—centrifuge replacements and aeration blower replacements—begin in November or December 2024.

Engineer: Garver – On-Call services

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.

Parkhill was contacted in September regarding the status of the plans and a hard deadline was set on October 10, 2024 for Parkhill to transmit the plans to Utilities Engineering Staff.

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 January 2024. After an extended procurement process, KRCC mobilized to the project in late March 2024, and sanitary sewer replacement and manhole rehabilitation is ongoing. As of the end of September 2024, the Work is nearly 35% complete and remains generally on schedule for completion in the Summer of 2025.

Engineer: Parkhill (Sean Price)

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).

The project Kickoff Meeting occurred 7/11/24 at the WRF. Garver to develop a sampling plan based on data received by WRF staff. NUA is also holding meetings with the USGS in August and September to explore additional CEC sampling at no cost to the NUA.

As of August 2024, NUA is still in process of providing data for elements not regularly sampled. WRF staff are working on discharge permit renewal, preparation for major projects at the WRF, and restructuring of the activated sludge compliance data storage. As these are priority items for the WRF, progress on compiling the data for the more niche requests has been slowed. The submission date of the Discharge Permit Application is October 2, 2024, and data compiling to develop the sampling plan will be completed after submission.

In August, NUA staff organized a meeting with USGS Research Hydrologists Michelle Lorah and Jason Masoner, and OU Professor of Civil Engineering and Environmental Sciences Bob Nairn regarding sampling.

Engineer: Garver (Bryce Callies)

Ashton Grove Lift Station Basin Study (WW0341): On April 9, 2024, the Norman Utilities Authority approved Contract K-2324-168 with Dukes Root Control, Inc. for \$118,794.72 to assess sewer line conditions in the Ashton Grove Lift Station Basin, located east of 48th Avenue NW and south of West Rock Creek Road. The study includes several forms of assessment, including utilizing a sewer line rapid assessment tool (SLRAT) for line assessment, manhole inspections, and flow tracking using 36 iTrackers to be placed in manholes throughout the project area. All assessments and field work completed in May 2024. During the 60-day iTracker period, the City has experienced several heavy rainfall events and will only need a 60-day period for the study instead of a 90-day period to gather sufficient inflow data.

As of July 18, all field work has been completed and iTrackers collected. Project report anticipated in late August or early September.

As of August 2024, deliverables are expected in early September with a follow-up deliverables presentation by Duke's soon after in September.

Deliverables presentation occurred on September 24, 2024. Deliverables presentation included SLRAT, manhole inspection, and iTracker results. City Staff to review deliverables and identify future actions for identified problem areas in October 2024.

Water Reclamation Facility (WRF) Aeration Blower Replacements: The WRF has been in need of replacing two turbo blowers and outdated centrifugal blowers that supply the aeration basin with air for multiple years. The current turbo blowers have significant issues operating during the hottest portion of the year, and their replacements are already on-site. It is expected for the winning contractor to quickly install the new turbo blowers, but it could take upwards of a year or more to procure the other centrifugal blowers being replaced. This project also includes intake improvements for the turbo blowers and point repairs for leaks along the aeration main. Garver is the consultant on this project, and as of May 30 2024 bid opening, Crossland Heavy submitted the lowest bid, but bid award is still pending review.

In June 2024, EPA funding was authorized for this project. The authorization of the funding source is significant as this project must now meet all of the EPA requirements for funding. The project was bid with anticipation of using these funds, and now that funding is secured the project may proceed as anticipated.

Preconstruction meeting occurred on July 30, 2024 at the WRF. Crossland Construction Contractors produced a schedule of work beginning in late Fall for the install of the Turbo Blowers. Lead times for electrical components for the centrifugal blowers are a driving factor for their installation not beginning until Winter of 2025. Crossland will be onsite at the WRF in August to verify measurements and confirm their construction sequence planning.

As of August 2024, installation of the turbo blowers is expected to begin in late November or early December in 2024.

This project is expected to be funded with EPA funds and a Resolution before the Norman City Council on October 8, 2024 will be presented to convert this project to be fully funded by the EPA (80% EPA, 20% City fund match required).

Engineer: Garver (Michael Nguyen)

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

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. 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. An additional sum of \$49,286 was added to the contract for work needed to improve the design following public comments. Engineers and Landscape architects revised their rendering and are ready to be presented to the neighboring homeowners. Staff is working on getting another public meeting put together. In addition,

Engineers are working on getting their materials testing vendor to come out and test our residuals for potential use at the site for the berms, in addition to submitting 90% plans.

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)

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 "Accelerator" 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 re-painting 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. All punch list items have been completed at the apartment complex. Contractors have pulled off for another project but will be back in May to start work on the Southlake addition. Contractor resumed and is now 80% complete with this project. Final completion is expected by December of this year.

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

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

In March 2020, 2021, 2022, and 2023, Phase II was delayed until the following Spring each year. Phase II was advertised on March 7, 2024 and bids were opened on March 28, 2024. Southwest Water Works (SWWW) of Oklahoma City, Oklahoma was the apparent low bidder with a base bid of \$3,250,256. City Council authorized Contract Award on April 9, 2024, and immediately after Contract Award, Notice to Proceed with shop drawings and material procurement was issued. As per Contract, Notice to Proceed with Construction was issued on May 13, 2024 (Monday after OU's Spring 2024 Graduation Weekend), and, as of July 30, 2024, work was substantially complete, which was before the Contract Completion Date of August 4, 2024. A final inspection was completed on August 6, 2024, and it confirmed that all punchlist items had been addressed. The final change order/amendment has been negotiated and is currently being circulated for signatures. The final change order, final acceptance, and final payment should be ready for City Council approval in October 2024.

Engineer: Garver, LLC (formerly Cabiness Engineering) (Michael Nguyen)

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

During April 2022, the decision was made to defer construction on this project until Fiscal Year 2023/24. From that point, final design work and easement acquisition was scheduled at a pace intended to synchronize completion of final design, permit application/receipt, and all easement purchases with a scheduled advertisement date of early May 2023. However, while preparing easement documents during Summer 2022, Jacobs determined that there was a potential issue with a long segment of their alignment that was intended to be in easements on property owned by the United States Department of Veterans Affairs (VA) and J.D. McCarty (McCarty). There were existing easements owned by Oklahoma Gas & Electric (OG&E) on both properties (seemingly much larger than needed to accommodate OG&E's

overhead power lines in the area) extending into the area Jacobs intended to use for their current alignment for the 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.

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 in the near future and submitted for City Council approval.

Project will advertise as soon as easements can be completed and Permits issued. Finalizing easements and obtaining permits is likely to continue into Summer 2024 with Bidding and Contract Award to follow in Fall 2024. Construction would then continue until late Summer 2025.

Engineer: Jacobs Engineering (Arun Srinivasan)

Robinson Water Tower Resurfacing (WA0382), Lindsey Water Tower Resurfacing or Demolition (WA0182), and Non-Potable Water Expansion Study: Lindsey Tower was decommissioned approximately 10 years ago because it is not tall enough to act as viable potable water system storage at current system operating pressures. However, before receiving bids to demolish the tank, Norman Utilities Authority (NUA) received its *2060 Strategic Water Supply Plan*, which included a recommendation that, in the future, NUA evaluate the economics of a recycled water system for irrigation clients that could potentially use Lindsey Tower as dedicated storage. For this reason, demolition of Lindsey Tower was deferred until a future recycled water system could be evaluated. 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 has decided to 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 scope and fee proposal to analyze the possibility of constructing a recycled water system using treated effluent from the Norman Water Reclamation Facility (WRF) to supply irrigation water 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 recycled water system would necessarily run in close proximity to Lindsey Tower so, as part of their analysis, Plummer was also directed to assess the possibility of repurposing Lindsey Tower as dedicated storage for this new non-potable water 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 2024, there were multiple meetings and conference calls between Plummer and NUA to clarify details of report. Final conclusion was that neither the repurposing of Lindsey Tower for a future Non-Potable Recycled Water System nor returning Lindsey Tower to service as potable water storage were financially viable. As a result, the only option left to NUA was the demolition of Lindsey Tower.

The conclusions of Plummer's report were presented to City Council in the March 12, 2024 Conference Meeting. In response, City Council indicated that, because of its visibility and proximity to OU's stadium, the tower may have value to the City as a landmark with City of Norman logo (and possibly an OU logo paid for by OU). For this reason, City Council indicated that, depending on costs and possible contributions by others, they may be interested in City of Norman taking possession of Lindsey Tower and using General Funds (and other contributions) to paint just the exterior of the tank so it could serve as a landmark. After further discussion, NUA noted that, unrelated to Lindsey Water Tower, funding has been budgeted in FY 2025 for Project WA0382, Robinson Tower Resurfacing. Consequently, NUA could prepare a single bid package that would include both Robinson Tower Resurfacing and two alternates for Lindsey Tower: (1).

Demolition of Lindsey Tower; and (2). Resurfacing of Exterior of Lindsey Tower (so it could serve as a landmark). By combining the work on two water towers, NUA could expect to receive the most competitive bids. After bids are received, City Council could determine, based on actual costs, if they want to proceed with funding the exterior resurfacing of Lindsey Tower from the General Fund with a contribution from NUA equal to the cost of the demolition alternative or if they will simply direct NUA to accept the demolition alternative and demolish Lindsey Tower. City Council directed that NUA proceed with this option. Based on this direction, a contract was negotiated with Coastal Windforce, Inc. (formerly Dunham Engineering) to prepare a single set of Bidding Documents covering Robinson Tower Resurfacing and the two alternates for Lindsey Tower (Demolition or Exterior Resurfacing Only) and to perform construction administration and management services for the Work at both towers, and Engineering Contract No. K-2324-169 was approved at the May 14, 2024 City Council Meeting.

On March 21, 2024, the combined bid package for Robinson Tower Resurfacing and the two alternates for Lindsey Tower were advertised. These bids were opened on April 18, 2024. The actual costs for the two alternatives were presented to City Council at the April 23, 2024 Conference Meeting. During that meeting, City Council deferred a decision until they could further investigate options and implications for funding the alternative to preserve Lindsey Tower. In mid-May, NUA was directed to proceed with the resurfacing of Robinson Tower, but to defer any work on Lindsey Tower for at least 6 months to allow for further time to investigate possible funding sources to preserve it. NUA determined that most sensible path forward entailed awarding a contract to the lowest and best bidder, G&L Tank Sandblasting & Painting of Shelbyville, Tennessee (G&L), for the combined Robinson Tower Resurfacing/Lindsey Tower Demolition alternate with added contract language requiring G&L to defer demolition of Lindsey Tower for a minimum of 6 months after Contract Award. If at the end of the 6-month deferral, City Council decides to proceed with preservation of Lindsey Tower or if they wish to further defer their decision, the demolition portion of the Contract would be deleted by Change Order. Then, once a final decision is made, either the demolition or rehabilitation of Lindsey Tower would be rebid.

On May 28, 2024, City Council approved award of Contract K-2324-143 in the amount of \$816,200.00 (\$504,200.00 for the resurfacing of Robinson Tower and \$312,000.00 for the demolition of Lindsey Tower). As noted above, the awarded Contract included a requirement that demolition of Lindsey Tower be deferred a minimum of 6 months with the understanding that, at the end of that time, City of Norman will decide to either proceed with the demolition or delete that work in its entirety from the Contract. T-Mobile is scheduled to mobilize and temporarily remove their antennas from Robinson Tower (which is a prerequisite to G&L starting their work) during the first full week of October 2024. G&L, then, plans to mobilize to complete the rehabilitation of Robinson Tower during the second week of October 2024. Based on this updated schedule and weather permitting, work should be complete by mid-December 2024.

NUA has determined that they can accommodate removing Robinson Tower from service during the summer months so Notice to Proceed with resurfacing of Robinson Tower could be issued at any time. However, as of the end of June 2024, G&L was not yet ready to mobilize to complete the project. Mobilization is tentatively scheduled for August 2024, which would allow for completion of the work by September 2024.

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 waiver from the BOR was received and the project is now moving forward with contracts awarded on April 9, 2024. The formal implementation kickoff was held in June. Radio network is installed and meters are communicating and reading on the system. Integration work for software is ongoing. Initial deployment areas began in September with approximately 800 meters installed.

Consultant: E Source (Alyssa Pourciau)

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. Proposed alignment was reviewed and comments sent back to Plummer in May 2024. Next steps are to meet with Public Works on the timing of Tecumseh Road Widening Project from 24th to Flood, in an effort to determine the best window to replace the waterline along that section of road.

A meeting with ODOT occurred in June 2024, with ODOT accepting the proposed alignment. The next steps in this project are to execute the alignment survey and begin geotechnical assessment of the soil near I-35.

As of July 2024, the alignment survey is to be scheduled in September, with 30% plan development to follow the survey.

The alignment survey was completed in September 2024, and the 30% plans are currently in development. The survey yielded no unexpected findings.

Engineer: Plummer (Alan Swartz)

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 to 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. As of the first week in March 2024, design is underway. Design phase completion is expected in late April 2024. Follow-up with Parkhill on May 7, 2024 has design phase expected completion on May 17.

Plans were received on Monday October 7, 2024 and are currently under review by Norman Utilities Staff.

As of August 2024, NUA staff awaits design plans for review.

Engineer: Parkhill (Sean Price)

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. Line Maintenance has continued to complete service line inventories and, based on the results of the surveys and discussions with the ODEQ, the estimated number of unknowns is expected to be reduced to approximately 5,500 services. Final work is ongoing and will be completed and submitted to the ODEQ.

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 the analysis will then be performed and compared against actual results for a test year. Staff have been working with the consultant to provide data and working through data cleanup.

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. Proposal for disposal and recycling commodities were received this June which will impact the cost-of-service study. This new information, along with historical financials and volumes for disposal and recycling will be used to complete this study. Staff are compiling information through FYE2024 to provide the most accurate data to the consultant along with the most recent recycling information. Staff expects preliminary results in November 2024.

Compost Facility Scale House (SA0019):

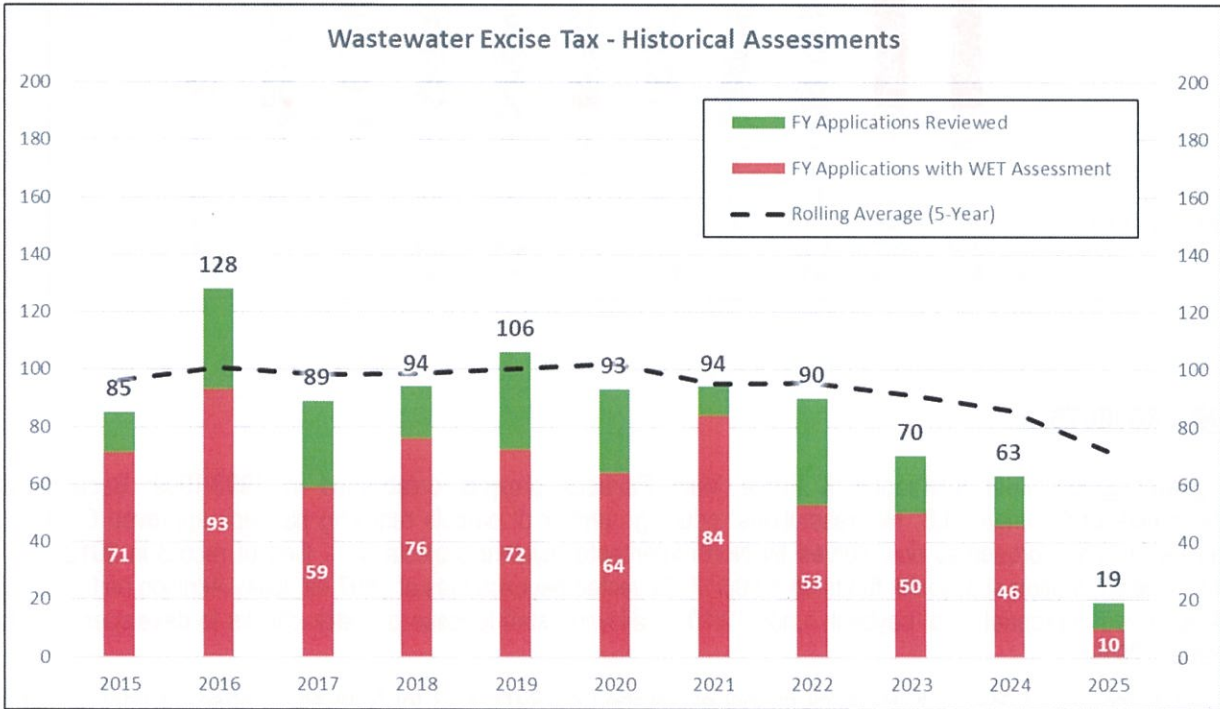
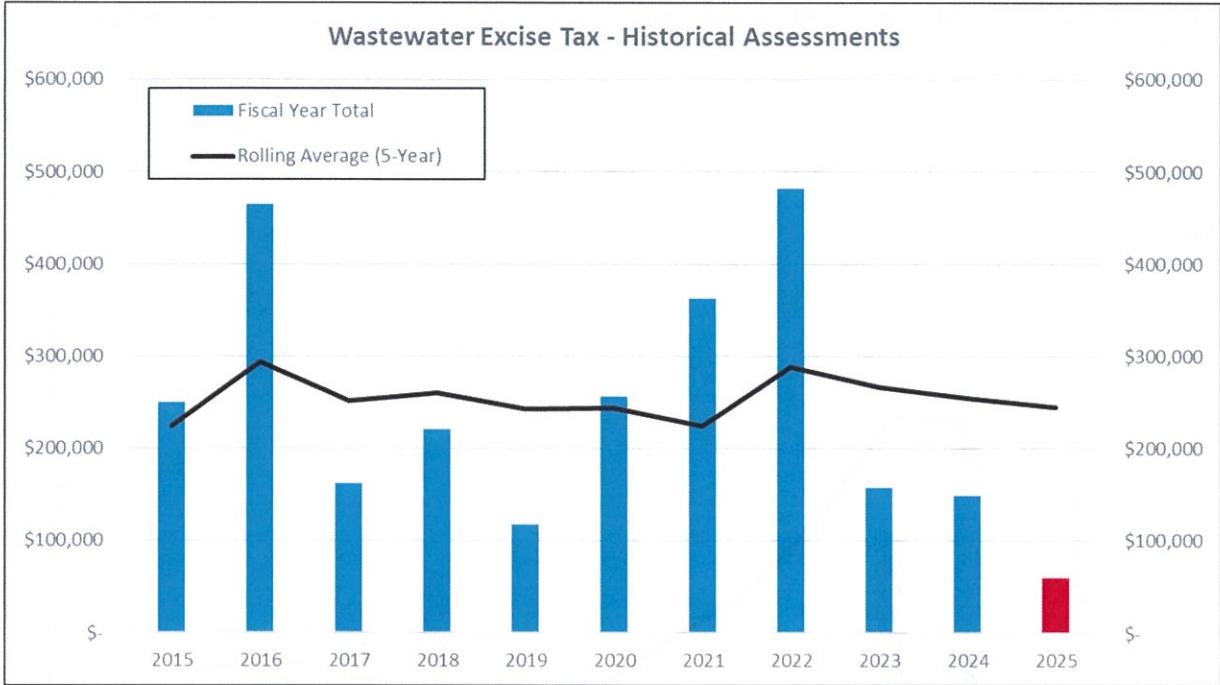
This project will modify the existing City compost facility layout located at Bratcher Minor Road, west of Jenkins, to facilitate a more efficient operation for the public and facility, install scales used for weighing large loads of compost, and construction of a modular building with potable water 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 (Convergent) 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. As of the first week in March 2024, City of Norman comments on the plans and specifications are currently being addressed by TriCore prior to entering the bidding phase of this project.

A discussion with Tricore took place on October 2, 2024 and they requested for Norman Utilities Staff to begin compiling bid documents. Bid documents are expected to be completed in October with the bidding process beginning in November.

Engineer: TriCore Group, LLC (Greg Vance)

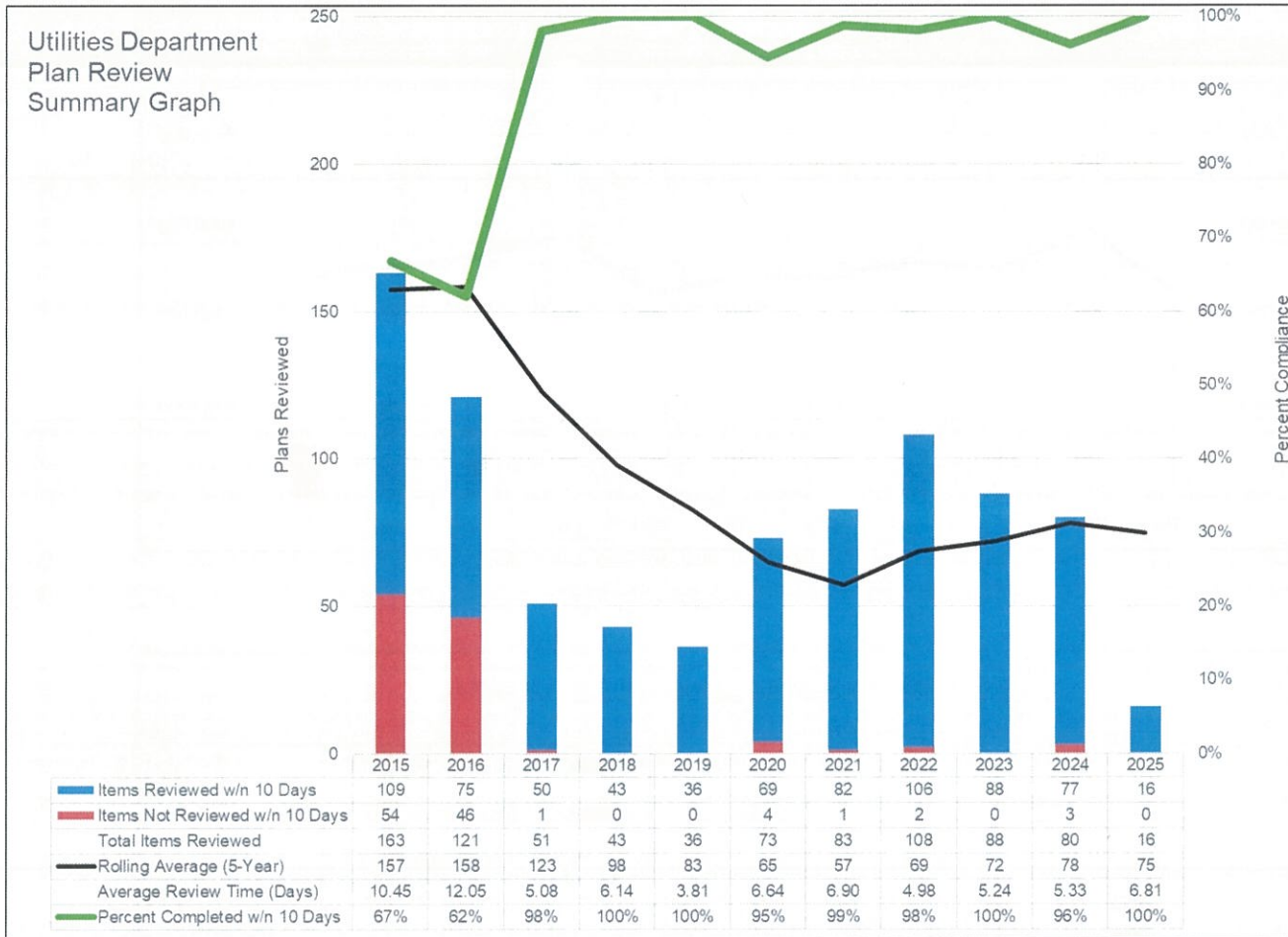
Wastewater Excise Tax – Non-Residential:

WRF Investment Fee/Wastewater Excise Tax: Staff evaluated the Wastewater Excise Tax on eight commercial entities last month. Five applications were determined to increase wastewater flows over the previous use of the site. For the fiscal year, eleven commercial properties have been reviewed and a total of \$60,654.14 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:

Eight plan sets were reviewed this past month. Staff has reviewed 16 plans for the current fiscal year with an average review time of 6.81 days and with 100 percent of plans reviewed within 10 days.



RECOUPMENT PROJECTS:

1. NW Sewer Study: 36th Interceptor & Force Main Payback projects established in 1998/1999: Because of abandonment of Carrington LS, two resolutions reducing number of parcels requiring payback approved 01/10/12. Releases for many properties now served by North interceptor system projects were filed of record in 2012. NUA approved appropriation of payback funds on 12/05/17. Collected payback fees of \$697 for Jolley Addition on 03/23/18. NUA approved appropriation of payback funds 12/10/19 allowing staff to issue payback checks to developers in late December 2019.
2. Sewer Service Area 5 Payback: Payback project established by R-0304-13 for NUA share of sewer improvements along Highway 9 from the Summit Valley Lift Station to the USPS.
3. North Porter Waterline Payback: Payback project established 04/12/05 for 12-inch waterline constructed by Calvary Free Will Baptist Church along Porter Avenue from Tecumseh Road north. Total payback to date is \$0.00 of potential \$61,177.

4. 36th Avenue NW Waterline Payback: Payback project established 08/24/99 for 24-inch waterline along 36th Avenue NW from Tecumseh Road to SE 34th in Moore. Total payback to date is \$65,123.
5. 24th Avenue NW Waterline Payback: Payback project established 04/22/08 for 24-inch waterline along 24th Avenue NW from convention center to Tecumseh Road. Medcore billed \$27,212 on 04/15/20; total payback to date is \$87,074 of original project cost of \$346,134.
6. Post Oak Lift Station Payback: Payback project approved 04/14/09 for sewer and lift station improvements to serve the Links development and other properties in SE Norman. Construction complete and final payback costs approved 01/25/11. Parcel 5 payback of \$15,717.09 paid 12/15/15; total of \$15,717.09 paid to date and will be returned to Links at end of fiscal year. Payback funds returned to Links in January 2018. Links check reissued in July 2019 as previous check was never cashed.
7. Interstate Drive Waterline Payback: NUA approved payback project on 04/22/14 for waterline improvements in University North Park in conjunction with the extension of Interstate Drive. Construction was complete in late 2015. Staff has finalized project costs, payback amounts and the Final Payback resolution approved 12/10/19. Hudiburg Subaru billed \$28,540 on 04/24/20 and UNP was billed \$32,963 for detention pond on 04/24/20.
8. Ruby Grant Waterline Payback: NUA will soon consider a new waterline payback project for waterline improvements along Franklin Road in conjunction with the Ruby Grant Park Improvements. Norman Forward through the Parks Department will fund 50% and the NUA will fund the remaining costs to be paid back over 20 years as property to the north develops. Design plans are complete and project will bid 07/25/19. Ruby Grant Waterline Payback project approved by Council 12/10/19; construction of 12-inch waterline is nearing completion. Battison Honda is considering new development along Interstate Drive north of Franklin Road that will connect to the Ruby Grant Waterline.

Private Water Well Permits Issued

2 water well permits (PRWL20240377 and PWRL202404135) were issued for the month of September.

DIVISION OF ENVIRONMENTAL RESILIENCE AND SUSTAINABILITY SEPTEMBER 2024 SUMMARY

	MONTHLY	YEAR-TO-DATE
STORMWATER CONSTRUCTION SW		
INSPECTIONS	78	238
ACTIVE SITES	80	237
CITATIONS	0	0
NOVS	0	0
CDOS	0	0
SWOS	0	0
ECPS	7	11

STORMWATER MS4 OPERATIONS		
ACTION CENTER	4	6
PWSTORMWATER	1	3
CALLS	8	37
OTHER	15	34
TOTAL INQUIRIES	28	66
OUTFALL INSPECTIONS	0	0
MCM 5 INSPECTIONS	17	111
MCM 6/P2 INSPECTIONS	0	0

PRETREATMENT/FATS, OILS, AND GREASE (FOG) PROGRAM		
FOG INSPECTIONS	18	68
FOOD LICENSE APPROVAL	5	12
SIU INSPECTIONS	6	7
SIU SITES SAMPLED	10	14
TABLE II MONITORING (%)	0	2
TABLE III MONITORING (%)	0	6

HOUSEHOLD HAZARDOUS WASTE		
HHWF: CARS SERVED	68	203
SWAP SHOP VISITS	7	18
OIL DISPOSED	5257	15302
ANTIFREEZE DISPOSED	900	1800
TIRES DISPOSED	16110	41535
HHW MATERIAL COLLECTED	4116.5	11131
E-WASTE: CARS SERVED	0	0
E-WASTE COLLECTED	0	0
TOTAL CARS SERVED	76	221
TOTAL MATERIAL COLLECTED	4116.5	13219

REVENUE		
FOG PROGRAM	\$ 250.00	\$ 800.00
SURCHARGE	\$ 8,650.05	\$ 25,729.15
LAB ANALYSIS RECOVERY	\$ -	\$ -
INDUSTRIAL DISCAHRGE PERMIT	\$ -	\$ 23,537.71
TOTAL	\$ 8,900.05	\$ 26,060.99

ACTIVITIES
<i>ECAB</i>
Provided staff liaison support including attending meetings, preparation of minutes, speaker scheduling and issue research.
Facilitated Yard by Yard, Composting and Recycling Education Information
Continued work on MCPA staff meetings
<i>DoERS</i>
Staff coordinated and assisted with WRF permit renewal application completion.
On September 9, DoERS staff monitored Dave Blue Creek and performed a bug collection.
Continued work and coordination for AIM Stormwater Subcommittee and Committee at large
Continued work and coordination on the Better Way Opioid Funding project
Planning and coordination for Monarchs in the Park
Loudenback attended and presented at OFMA in Durant September 16-18.
DoERS sit on COSWA, LTWA, LTWP, OCASA and OKRA Boards.
Haynes attended NHAMMA Conference in Austin September 23-27
On September 18, Chao attended an OU class presentation.

Upcoming Events:

- 5-Oct Monarchs in the Park
- 13-Oct SW-AWWA
- 20-Oct Ruby Grant Cleanup
- 24-Oct ODOT C-4
Colonial Commons
Cleanup and Garden
- 26-Oct Event
- 27-Oct LT Workshop and Cleanup
- 29-Oct Compost Conference
- 31-Oct Spooky Stormwater Scramble
Foraging Workshop
- 11/12&11/19
- Choctaw Nation and
CON vermicompost
- 14-Dec class

Upcoming Projects:

- EECBG Allocation
- Better Way Litter
- End of NSI

CITY OF NORMAN				
DEPARTMENT OF UTILITIES				
LINE MAINTENANCE DIVISION				
MONTHLY PROGRESS REPORT				
SEWER MAINTENANCE				
	FYE 2025		FYE 2024	
September 2024	MONTH	YTD	MONTH	YTD
Obstructions:				
City Responsibility	1	4	1	4
Property Owner Responsibility	21	49	27	57
TOTAL	22	53	28	61
Number of Feet of Sewer Cleaned:				
Cleaned	117,088	325,852	130,366	331,816
Rodded	1,105	6,346	1,520	8,525
Foamed	0	60,484	0	68,206
SL-RAT	0	2,825	0	0
TOTAL	118,193	395,507	131,886	408,547
Sewer Overflows:				
Rainwater	0	0	0	0
Grease/Paper/Roots	0	0	0	0
Obstruction	0	1	0	0
Private	0	0	2	3
Other (Lift Station, Line Break, etc.)	0	0	0	0
Total Overflows	0	1	2	3
Feet of Sewer Lines Televised	25,934	111,662	17,899	67,396
Locates Completed	266	908	333	936
Manholes:				
Inspected	1,105	3,971	1,278	3,946
New	0	0	0	0
Raised	0	4	1	5
Repaired	0	9	1	4
Feet of Sewer Lines Replaced/Repaired	0.00	4.00	5	18
Hours Worked at Lift Station	56.43	151.97	21	94
Hours Worked for Other Departments	9.65	32.05	3.13	10.33
OJI's	0	0	0	0
Square Feet of Concrete	0	0	0	0
Average Response Time (Minutes)	21.00	19.49	31.00	29.80
Number of Claims	0.00	0.00	0.00	0.00

CITY OF NORMAN				
DEPARTMENT OF UTILITIES				
LINE MAINTENANCE DIVISION				
MONTHLY PROGRESS REPORT				
WATER MAINTENANCE				
	FYE 2025		FYE 2024	
September 2024	MONTH	YTD	MONTH	YTD
New Meter Sets:	31	137	26	91
Number Short Sets	31	132	25	90
Number Long Sets	0	5	1	1
Average Meter Set Time	6.03	5.38	6.29	6.15
Number of Work Orders:				
Service Calls	485	1,780	380	1,173
Meter Resets	0	2	0	1
Meter Removals	1	9	0	4
Meter Changes	42	254	37	124
Locates Completed	514	1,740	374	1,240
Number of Water Main Breaks	15	44	14	42
Average Time Water Off	1.42	1.67	1.55	1.65
Number of Water Leaks	42	160	47	180
Fire Hydrants:				
New	0	1	0	0
Replaced	0	2	4	4
Maintained	48	191	66	255
Number of Valves Exercised	81	390	135	353
Feet of Main Construction	0	0	0	500
Hours of Main Construction	0	0	0	1,631
Meter Changeovers	0	0	0	5
OJI's	0	0	0	0
Hours Flushing/Testing New Mains	15.40	60	13	55
Hours Worked Outside of Division	0.00	0.00	0	0

City of Norman, Oklahoma
Department of Utilities

Monthly Progress Report
Water Reclamation Facility
September 1-30 2024
Flow Statistics

	FYE 2025		FYE 2024	
	<u>This Month</u>	<u>YTD</u>	<u>This Month</u>	<u>YTD</u>
Total Influent Flow (M.G.)	336.9	1033.0	332.6	1058.2
Total Effluent Flow (M.G.)	311.1	985.2	303.2	961.2
Influent Peak Flow (MGD)	18.0	25.0	13.0	28.3
Effluent Peak Flow (MGD)	18.0	24.2	10.1	27.7
Daily Avg. Influent Flow (MGD)	11.2	11.2	11.1	11.5
Daily Avg. Effluent Flow (MGD)	10.4	10.9	10.0	10.4
Precipitation (inches)	3.8	14.0	1.4	9.0

Discharge Monitoring Report Stats

5 day CBOD:

EPA minimum percentage removal 85%

Avg.

Avg.

Influent Total (mg/l)	91	194
Effluent Carbonaceous Total	3	2
Percent Removal	96.7	99.0

Total Suspended Solids:

Influent (mg/L)	165	209
Effluent (mg/L)	19	7
Percent Removal	88.5	96.7

Dissolved Oxygen:

Influent (min)	0.5	0.6
Effluent (min)	7.9	7.7

pH

Influent (Low)	6.70	6.8
(High)	7.10	7.3
Effluent (Low)	6.80	7.0
(High)	7.10	7.6

Ammonia Nitrogen

Influent (mg/L)	29.4	30.7
Effluent (mg/L)	1.6	1.7
Percent Removal	94.6	94.4

Utilities

Electrical

Total kWh Used (Plant wide)	396,660	11,280,000	395,200	1,176,720
Aeration Blowers, WSL&Headworks	148,400	384,100	108,400	341,600
UV Facility	70,000	303,000	68,600	205,800

Natural Gas

Total cubic feet/day (plant wide)	155,000	388,000	155,000	336,000
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Public Education (Tours)

0	0	1	6
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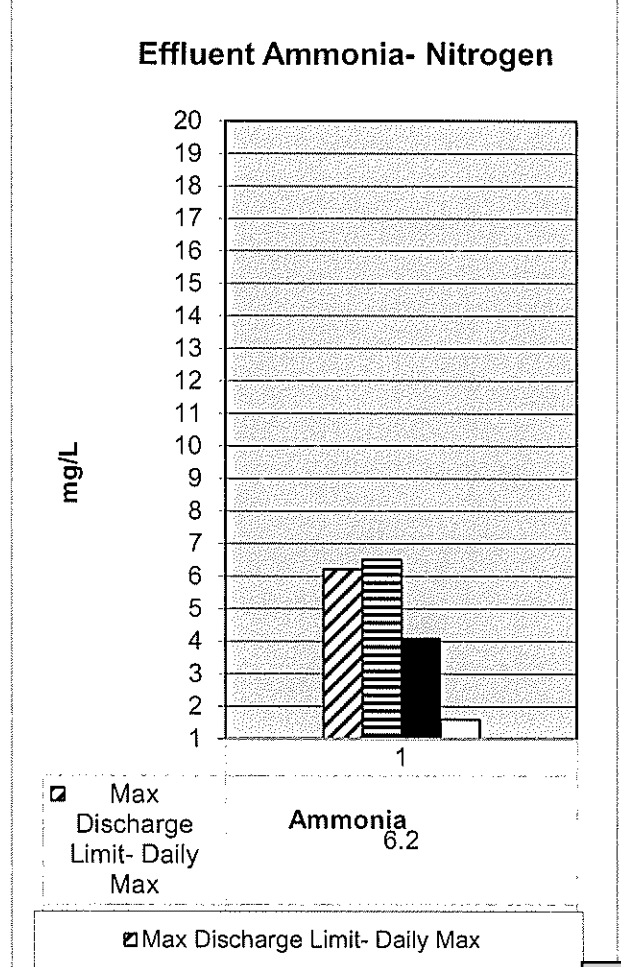
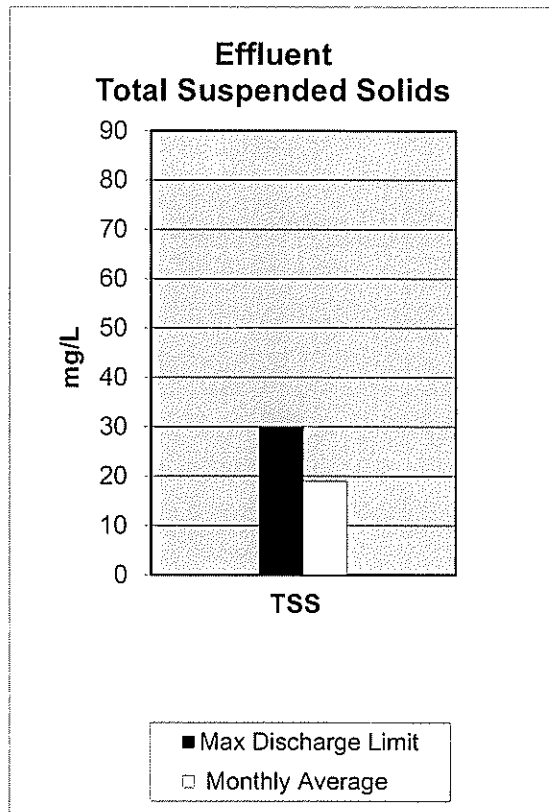
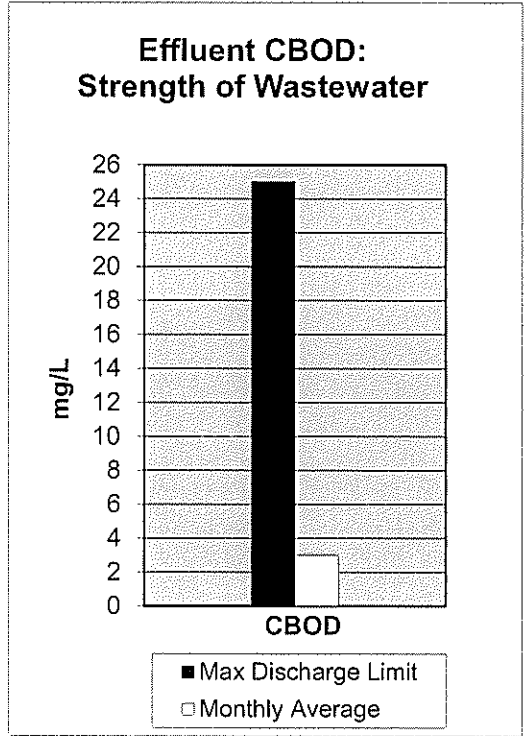
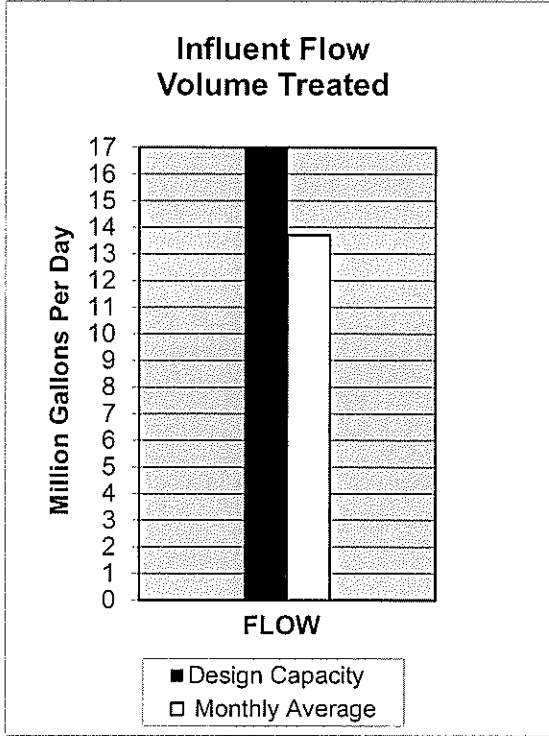
Total Attendees for FYE 25

115	114
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OU Golf Course

21.2	59.2	28.5	56.6
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E.coli Geometric Mean for September 2024 **106 MPN** (Limit is 126)



Comments here

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

WATER TREATMENT DIVISION

MONTH: September-2024

	<u>FYE 2025</u>		<u>FYE 2024</u>	
	<u>This month</u>	<u>Year to date</u>	<u>This month</u>	<u>Year to date</u>
Water Supply				
Plant Production (MG)	381.53	1340.63	435.51	1324.72
Well Production (MG)	135.98	321.12	104.25	344.70
Oklahoma City Water Used (MG)	29.99	89.69	29.58	91.20
Total Water Produced (MG)	547.50	1751.43	569.34	1760.62
Average Daily Production	18.25	19.04	18.98	19.14

Peak Day Demand

Million Gallons	20.30	23.15	23.32	23.32
Date	9/2/2024	8/6/2024	9/4/2023	9/4/2023
System Capacity (see note 1)	28.94	28.94	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	\$712,190.56	\$2,185,732.46	\$698,586.17	\$2,133,919.23
Wells	\$245,730.04	\$727,837.87	\$280,561.33	\$760,691.63
OKC	\$91,208.27	\$290,211.90	\$100,002.59	\$289,196.17
Total	\$1,049,128.87	\$3,203,782.23	\$1,079,150.09	\$3,183,807.03

Cost per Million Gallons

Plant	\$1,866.67	\$1,630.38	\$1,604.08	\$1,610.85
Wells	\$1,807.17	\$2,266.55	\$2,691.29	\$2,206.84
OKC	\$3,040.99	\$3,235.87	\$3,380.29	\$3,170.87
Total	\$1,916.22	\$1,829.23	\$1,895.45	\$1,808.35

Water Quality

Bacterial Samples in Compliance	100	301	100	300
Bacterial Samples out of Compliance	0	2	0	0
Total number of inquiries (Note 2)	1	9	2	7
Total number of complaints (Note 2)	3	5	19	28
Number of complaints per 1000 service connections	0.07	0.12	0.46	0.68

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

Safety

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

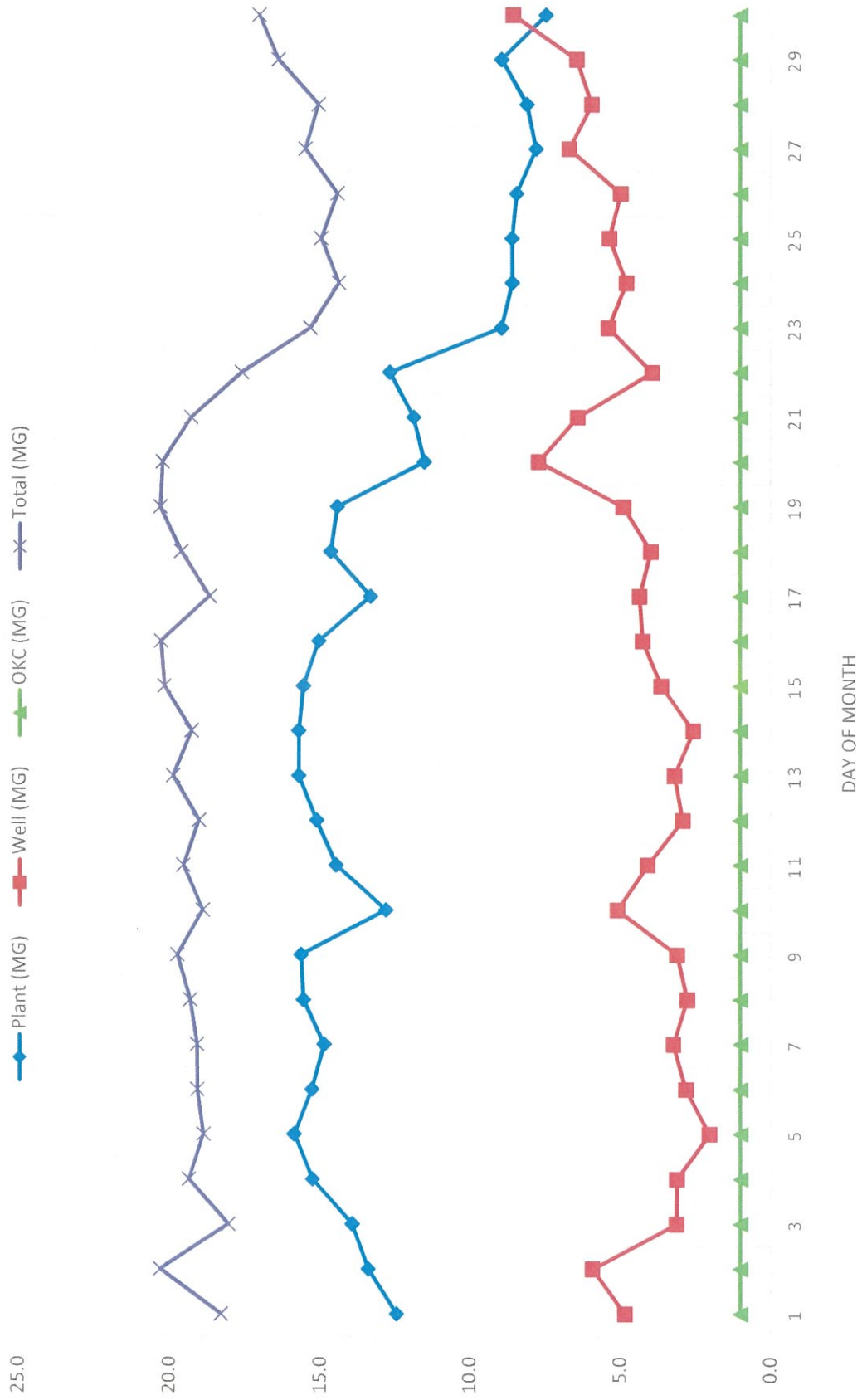
Public Education

Number of tours conducted	2	7	3	4
Number of people on tours	37	91	91	109

Notes:

Staff replaced failed check valve at Well 70. Staff replace submonitor at Well 55.
Staff switched from lagoon 2 to lagoon 3. Replaced solinoid valves on SCC 1&2 blowoffs.

WATER PRODUCTION FOR SEPTEMBER 2024



FLOW, MILLION GALLONS

DAY OF MONTH

MONTHLY TRANSFER STATION REPORT
September 2024

	TONS PER MONTH	REVENUE PER MONTH
O.U.	516.28	\$28,906.35
STANDARD GATE	1,405.92	\$117,302.06
RESIDENTIAL	191.62	\$7,488.00
TOTALS:	2,113.82	\$153,696.41

	MONTH
# OF LOADS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	506.00

# OF TONS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	8516.88
--	---------

# OF LOADS TRANSPORTED TO OKC LANDFILL BY INDIVIDUAL SANITATION TRUCKS.	0.00
--	------

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

TOTAL LOADS BROUGHT TO LANDFILLS:	506.00
GRAND TOTAL TONS TO LANDFILLS	8,516.88

DISPOSAL COST PER TON (OKC)	\$21.75
TIPPING FEE'S FOR DUMPING AT OKC:	\$185,242.14
GRAND TOTAL TIPPING FEE'S	\$185,242.14

# OF LOADS BROUGHT TO TRANSFER STATION COMMERCIAL SANITATION TRUCKS:	612.00
---	--------

# OF TONS BROUGHT TO TRANSFER STATION COMMERCIAL SANITATION TRUCKS:	4189.33
--	---------

# OF LOADS BROUGHT TO TRANSFER STATION RESIDENTIAL SANITATION TRUCKS:	408.00
--	--------

# OF TONS BROUGHT TO TRANSFER STATION RESIDENTIAL SANITATION TRUCKS:	2845.67
---	---------

TOTAL LOADS BROUGHT TO TRANSFER STATION:	1020.00
--	---------

TOTAL TONS BROUGHT TO TRANSFER STATION:	7035.00
---	---------

MISCELLANEOUS TONS BROUGHT BY OTHER DEPTS.:	124.67
---	--------

TOTAL TONS RECEIVED AT TRANSFER STATION	1530.59
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SANITATION DIVISION PROGRESS REPORT
SUMMARY FYE 2024/FYE 2025

	FYE 24		FYE 25	
	MONTH	YR-TO-DATE	MONTH	YR-TO-DATE
<u>Vehicle Accidents</u>	0	7	2	6
<u>On The Job Injuries</u>	1	1	0	0
<u>Bulk Pickups</u>	39	89	98	198
<u>Refuse Complaints</u>	115	156	120	300
<u>New Polycarts Requests</u>	64	114	50	166
<u>Polycarts Exchanges</u>	3	36	5	15
<u>Additional Polycart Requests</u>	104	147	66	222
<u>Replaced Stolen Polycarts</u>	32	66	24	102
<u>Replaced Damaged Polycarts</u>	85	322	72	244
<u>Polycarts Repaired</u>	41	129	46	124

COMPOST MONTHLY REPORT

SEPTEMBER 2024

MONTH

TONS BROUGHT IN BY COMPOST CREWS:	277.86
LANDFILL TIPPING FEE'S	\$ 21.75
SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 6,043.46

TONS BROUGHT IN BY PUBLIC:	1,600.00
TONS BROUGHT IN BY CONTRACTORS :	2,900.00
TONS BROUGHT IN BY OTHER CITY DEPARTMENTS:	400.00
LANDFILL TIPPING FEE'S	\$ 21.75
SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 106,575.00

TOTAL SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 112,618.46
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REVENUE COLLECTED FROM COMPOST SALES:	\$240.00
REVENUE COLLECTED FROM GATE SALES:	\$8,280.00

TOTAL TONS COLLECTED	5,177.86
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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	2,500
COMPOST SOLD BY CUBIC YARDS	
MULCH SOLD BY CUBIC YARDS	7,000
TOTAL:	9,500

	36
	72
	108

Drop Center Report September

MONTHLY UNIT PRICES	Revenue per ton	Proc. Fee	LBs Rejected	Tons Rejected	%	LNDFL Fee	Tons Diverted	\$ Diverted
ALUMINUM:	\$1,150.00	\$0.00		0	0	\$21.75	283.50	\$6,166.13
PLASTICS:	(\$47.00)	\$0.00						
STEEL CANS:	\$0.00	\$0.00						
MIXED OFFICE PAPER:	\$0.00	\$0.00						
CARDBOARD:	\$105.00	\$0.00						

RECYCLING CENTER DATA:	#9	Westwood		Hollywood		Transfer		Total Tons	PRO/FEE	Revenues	Net
		TONS	TONS	TONS	TONS	TONS	TONS				
ALUMINUM:		0.18	0.08	0.26	0.52	\$0.00	\$598.00	\$598.00			
PLASTICS:		3.68	1.64	5.07	10.39	\$0.00	(\$488.33)	(\$488.33)			
STEEL CANS:		0.18	0.08	0.26	0.52	\$0.00	\$0.00	\$0.00			
MIXED OFFICE PAPER:		2.94	0	4.49	7.43	\$0.00	\$0.00	\$0.00			
CARDBOARD:		21.12	11.17	31.61	66.02	\$0.00	\$6,932.10	\$6,932.10			
RECYCLING CENTER TOTALS:		28.1	12.97	41.69	84.88	\$0.00	\$7,041.77	\$7,041.77			

Commercial Cardboard Containers	Compactors		Wood		Glass		Metal	
	Revenues	TONS	Revenues	TONS	Revenues	TONS	Revenues	TONS
TONS	53.08	\$5,573.40	22.63	\$2,376.15	0	\$0.00	23.6	\$0.00
							Cost	\$0.00
							Profit	\$0.00

Expenses Average hrly++ benefits \$26.78

Cage Rolloff	Cardboard		Occ Compact		MXD Office		Total
	Hours	Vehicle cost	Hours	Vehicle cost	Hours	Vehicle cost	
Hours	54	\$0.00	16	\$0.00	16	\$0.00	291.75
Labor \$	\$1,446.12	\$0.00	\$428.48	\$0.00	\$428.48	\$0.00	\$7,813.07
Customer Revenue							\$12,377.80

Total All Recycle and Cardboard	Total Recycle Only		Total Cardboard	
	Revenues	TONS	Revenues	TONS
Revenues	\$14,991.32		\$109.67	
TONS	184.19	42.46	141.73	

Revenue	Income	Expense	Net
	\$27,369.12	\$7,813.07	\$19,556.06

File Attachments for Item:

5. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RECEIPT OF THE FINANCE DIRECTOR'S INVESTMENT REPORT AS OF SEPTEMBER 30, 2024, AND DIRECTING THE FILING THEREOF.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 10/22/2024

REQUESTER: Anthony Francisco, Director of Finance

PRESENTER: Anthony Francisco, Director of Finance

ITEM TITLE: CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RECEIPT OF THE FINANCE DIRECTOR'S INVESTMENT REPORT AS OF SEPTEMBER 30, 2024, AND DIRECTING THE FILING THEREOF.

DATE: October 15, 2024
 TO: City Council
 FROM: Anthony Francisco, Director of Finance
 REVIEWED BY: Clint Mercer, Chief Accountant
 PREPARED BY: Debbie Whitaker, Municipal Accountant III
 SUBJECT: Finance Director's Investment Report

FUND	MONTHLY COMPARISON						ANNUAL COMPARISON			
	MONTHLY BUDGETED INTEREST EARNINGS FYE25	MONTHLY INTEREST EARNINGS September 2024	MONTHLY % INCREASE (DECREASE)	MONTHLY INTEREST % OF PORTFOLIO HOLDINGS	MONTH-END BALANCE September 2,024	MONTHLY % OF PORTFOLIO HOLDINGS	ANNUAL BUDGETED INTEREST EARNINGS FYE25-YTD	INTEREST EARNINGS YTD FYE25	YTD % INCREASE (DECREASE)	YTD % PORTFOLIO HOLDINGS
GENERAL FUND	\$16,423	\$51,560	213.95%	6.21%	14,704,514	5.97%	\$32,202	\$138,446	329.92%	5.54%
NET REVENUE STABILIZATION	\$4,167	\$19,287	362.88%	2.32%	4,855,439	1.97%	\$8,333	\$58,445	601.34%	2.34%
PUBLIC SAFETY SALES TAX FUND	\$4,167	\$13,372	220.93%	1.61%	1,236,057	0.50%	\$8,333	\$25,463	205.55%	1.02%
HOUSING	N/A	\$554	100.00%	0.07%	2,727,317	1.11%	N/A	\$1,711	100.00%	0.07%
SPECIAL GRANTS FUND	N/A	\$30,929	100.00%	3.72%	15,469,748	6.28%	N/A	\$102,371	100.00%	4.09%
ROOM TAX FUND	\$208	\$3,911	1777.35%	0.47%	738,483	0.30%	\$417	\$11,094	2562.51%	0.44%
YFAC FUND	\$0	\$0	0.00%	0.00%	(176,241)	-0.07%	\$0	\$0	0.00%	0.00%
SEIZURES	\$42	\$8,294	19805.67%	1.00%	2,231,257	0.91%	\$83	\$25,258	30210.10%	1.01%
CLEET FUND	N/A	\$0	100.00%	0.00%	42	0.00%	N/A	\$0	100.00%	0.00%
TRANSIT & PARKING FUND	\$0	\$4,640	0.00%	0.56%	601,311	0.24%	\$0	\$28,422	0.00%	1.14%
ART IN PUBLIC PLACES FUND	N/A	\$8	100.00%	0.00%	2,242	0.00%	N/A	\$19	100.00%	0.00%
WESTWOOD FUND	\$625	\$636	1.79%	0.08%	1,254,921	0.51%	\$1,250	\$11,267	801.34%	0.45%
WATER FUND	\$10,000	\$173,453	1634.53%	20.87%	44,061,968	17.89%	\$20,000	\$509,085	2445.42%	20.36%
WASTEWATER FUND	\$4,167	\$32,786	686.86%	3.95%	8,477,643	3.44%	\$8,333	\$96,500	1058.00%	3.86%
SEWER MAINTENANCE FUND	N/A	\$72,392	100.00%	8.71%	17,916,442	7.27%	N/A	\$219,675	100.00%	8.79%
DEVELOPMENT EXCISE	\$5,833	\$13,507	131.55%	1.63%	3,702,593	1.50%	\$11,667	\$38,840	232.91%	1.55%
SANITATION FUND	\$25,000	\$41,593	66.37%	5.01%	10,347,313	4.20%	\$50,000	\$125,185	150.37%	5.01%
RISK MANAGEMENT FUND	N/A	\$11,184	100.00%	1.35%	1,902,034	0.77%	N/A	\$35,242	100.00%	1.41%
CAPITAL PROJECTS FUND	\$58,333	\$227,670	290.29%	27.40%	79,353,350	32.22%	\$116,667	\$731,211	526.75%	29.25%
NORMAN FORWARD SALES TAX	\$1,250	\$16,101	1188.09%	1.94%	10,537,607	4.28%	\$2,500	\$64,687	2487.46%	2.59%
PARKLAND FUND	\$833	\$3,409	309.12%	0.41%	860,334	0.35%	\$1,667	\$10,406	524.38%	0.42%
UNP TAX INCREMENT DISTRICT	\$2,000	\$48,183	2309.14%	5.80%	11,015,883	4.47%	\$40,000	\$97,003	142.51%	3.88%
CENTER CITY TAX INCREMENT DIST	\$167	\$16,606	0.00%	2.00%	4,181,478	1.70%	N/A	\$50,118	100.00%	2.00%
SINKING FUND	\$2,083	\$36,059	1630.85%	4.34%	9,087,555	3.69%	\$4,167	\$105,033	2420.79%	4.20%
SITE IMPROVEMENT FUND	N/A	\$215	100.00%	0.03%	54,219	0.02%	N/A	\$653	100.00%	0.03%
TRUST & AGENCY FUNDS	N/A	\$42	100.00%	0.01%	10,562	0.00%	N/A	\$127	100.00%	0.01%
ARTERIAL ROAD FUND	N/A	\$4,520	100.00%	0.54%	1,138,004	0.46%	N/A	\$13,698	100.00%	0.55%
	\$135,298	\$830,914	514.14%	100.00%	246,292,073	100.00%	\$305,619	\$2,499,959	718.00%	100.00%

City funds are invested in interest bearing accounts and investment securities, as directed by the City's Investment Policy. Rates of return on these investments relate directly to current Treasury and Money Market rates. Total funds on deposit of \$246.29 million as of 09/30/24 are represented by working capital cash balances of all City funds of approximately \$84.86 million, outstanding encumbrances of \$71.47 million, General Obligation Bond proceeds of \$61.06 million, NUA revenue bond proceeds of \$8.84 million, NMA bond proceeds of \$9.56 million, and UNP TIF reserve amounts of \$10.5 million.

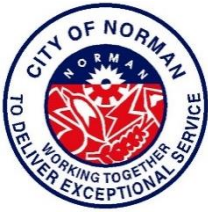
INVESTMENT BY TYPE

		September 30, 2024			EARNED		
LIST BY TYPE	SEC. NO.	PURCHASED	MATURITY	YIELD	INTEREST	COST	MARKET
**Checking							
BANK OF OKLAHOMA	GEN'L DEP.			3.12%	\$36,760.43	\$12,228,900.11	\$12,228,900.11
BANK OF OKLAHOMA	WARRANTS PAYABLE					(\$963,282.94)	(\$963,282.94)
BANK OF OKLAHOMA	PAYROLL					(\$4,139,260.19)	(\$4,139,260.19)
BANK OF OKLAHOMA	COURT BOND REFUNDS					\$192,274.80	\$192,274.80
BANK OF OKLAHOMA	INSURANCE CLAIMS					\$83,931.80	\$83,931.80
BANK OF OKLAHOMA	LOCK BOX					\$2,032,708.19	\$2,032,708.19
BANK OF OKLAHOMA	RETURN CHECKS					(\$12,369.45)	(\$12,369.45)
BANK OF OKLAHOMA	PARKS					\$0.00	\$0.00
BANK OF OKLAHOMA	FLEXIBLE SPENDING					\$2,876.05	\$2,876.05
BANK OF OKLAHOMA	CDBG-CV			3.15%	\$553.77	\$211,678.98	\$211,678.98
**Subtotal					\$37,314.20	\$9,637,457.35	\$9,637,457.35
**Money Market							
BANCFIRST-NUA	MONEY MKT.			5.19%	\$3,074.57	\$1,170,956.84	\$1,170,956.84
BANCFIRST-NMA Room Tax	MONEY MKT.			5.26%	\$718.28	\$40,003.29	\$40,003.29
BANCFIRST-NUA Water	MONEY MKT.			5.19%	\$25,266.86	\$6,676,471.17	\$6,676,471.17
BANCFIRST-NUA Clean Water	MONEY MKT.			5.26%	\$2,621.71	\$993,789.74	\$993,789.74
BANCFIRST-NMA PSST	MONEY MKT.			5.19%	\$13,372.18	\$2,230,540.73	\$2,230,540.73
BANCFIRST-NMA Norman Forward	MONEY MKT.			5.19%	\$2,772.66	\$7,285,989.03	\$7,285,989.03
BANK OF OKLAHOMA UNP TIF	MONEY MKT.			5.26%	\$46,134.62	\$10,504,439.38	\$10,504,439.38
BANK OF OKLAHOMA ARPA	MONEY MKT.			3.15%	\$30,838.16	\$12,305,339.73	\$12,305,339.73
BANK OF OKLAHOMA-Westwood	MONEY MKT.			3.15%	\$636.19	\$0.00	\$0.00
BANK OF OKLAHOMA-CW	MONEY MKT.			3.15%	\$34.21	\$13,077.66	\$13,077.66
BANK OF OKLAHOMA	MONEY MKT.			3.15%	\$90.82	\$34,714.11	\$34,714.11
BANK OF OKLAHOMA	MONEY MKT.			3.15%	\$735.99	\$277,312.34	\$277,312.34
BANK OF OKLAHOMA-SW	MONEY MKT.			3.15%	\$0.49	\$186.24	\$186.24
BANK OF OKLAHOMA-Misty Lake	MONEY MKT.			3.15%	\$1,639.20	\$626,585.53	\$626,585.53
BANK OF OKLAHOMA-2023A	MONEY MKT.			3.15%	\$66,228.19	\$25,052,010.32	\$25,052,010.32
BANK OF OKLAHOMA-2023B	MONEY MKT.			3.15%	\$37,299.50	\$14,257,707.51	\$14,257,707.51
BANK OF OKLAHOMA-2019B	MONEY MKT.			3.15%	\$1,670.86	\$1,670.86	\$1,670.86
BANK OF OKLAHOMA-2021	MONEY MKT.			3.15%	\$14,855.96	\$5,652,536.26	\$5,652,536.26
BANK OF OKLAHOMA-2024A	MONEY MKT.			3.15%	\$42,174.25	\$16,099,456.91	\$16,099,456.91
**Subtotal					\$290,164.70	\$103,222,787.65	\$103,222,787.65
**Sweep/Overnight							
GOLDMAN SACHS	GOVT SELECT 1237			5.25%	\$11,883.41	\$2,724,660.25	\$2,724,660.25
BANK OF OKLAHOMA PORTFOLIO	SHORT TERM			4.57%	\$377,723.47	\$97,207,167.48	\$97,207,167.48
**Certificate of Deposit							
FIRST FIDELITY BANK	CD	03/30/24	09/30/24	2.97%	\$618.75	\$250,000.00	\$250,000.00
GREAT NATIONS BANK	CD	09/30/23	09/30/24	4.22%	\$958.33	\$250,000.00	\$250,000.00
VALLIANCE BANK	CD	11/30/23	11/30/24	4.15%	\$864.58	\$250,000.00	\$250,000.00
FIRST NATIONAL BANK	CD	12/28/23	12/28/24	3.15%	\$656.25	\$250,000.00	\$250,000.00
**Subtotal					\$3,097.91	\$1,000,000.00	\$1,000,000.00
**U.S. Treasury Securities/Agency Securities							
FHLB	3130AVB84	07/31/23	09/13/24	5.35%	14,492.23		
FFCB	3133ENEJ5	06/30/22	11/18/24	3.15%	31,412.46	12,500,000.00	\$12,434,875.00
FHLB	3130A3GE8	01/28/22	12/13/24	1.41%	3,048.46	2,500,000.00	\$2,490,500.00
US T-STRIPS	912833LU2	08/31/22	02/15/25	3.38%	19,781.98	7,500,000.00	\$7,388,625.00
TVA Note	880591CJ9	08/31/23	11/01/25	4.89%	41,995.27	10,000,000.00	\$10,293,000.00
**Subtotal					110,730.40	32,500,000.00	\$32,607,000.00
TOTAL					830,914.09	246,292,072.73	\$243,674,412.48

The Governmental Accounting Standards Board requires the reporting of market values of investment securities. These market values represent the amount of money the security would sell for on the open market, if cash flow demands were such that the security had to be sold. The City of Norman purchases investment securities with the intent of holding them to maturity, as stated in the City's Investment Policy. Only in exceptional circumstances would securities be sold before their maturity, due to cash flow demands or favorable market conditions.

File Attachments for Item:

6. CONSIDERATION OF SUBMISSION, ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR REJECTION OF RECEIPT OF THE CITY MANAGER'S CONTRACT AND CHANGE ORDER REPORT AND DIRECTING THE FILING THEREOF.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 10/22/2024

REQUESTER: Brenda Hall

PRESENTER: Brenda Hall, City Clerk

ITEM TITLE: CONSIDERATION OF SUBMISSION, ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR REJECTION OF RECEIPT OF THE CITY MANAGER'S CONTRACT AND CHANGE ORDER REPORT AND DIRECTING THE FILING THEREOF.



DATE: August 23, 2024

TO: Darrel Pyle, City Manager
Shannon Stevenson, Assistant City Manager

FROM: Chris Mattingly, Utilities Director *CM*

SUBJECT: Consideration of Task Order under On-Call Contract K-1920-63 with The McKinney Partnership for Design of Water Plaza at Gray and RR Tracks and Transfer of Funds between Capital Projects within Fund 31

Background:

During the summer of 2014, the old Norman Utilities building known as 1 West Gray was demolished and taken out of service. During demolition of the building, Norman staff discovered (2) 300 foot deep, brick lined water wells were still present. Staff hired a local Norman well driller, AEI, Robert Keyes, to send a video camera into the wells and his company confirmed the depth of the brick constructed wells. With this information, the decision was made to place metal lids on the wells until more information was determined about their origin. Staff researched the well history and this area appears to be within the area where Norman's first deep wells were drilled in 1903. These two 300 foot wells appear to have been used to pump water using diesel engines or their precursor for our town's use and fire protection. Parks and Utilities staff enlisted the expertise of citizens well-versed in local history to volunteer their ideas and time for the potential restoration of these two wells, which are intended to serve as a historical marker branching off from the current Legacy Trail.

One of the members of the informal committee, Rick McKinney, researched the pumps used in these kind of wells in the early 1900's and found a replica at a local pump dealer's scrap yard. He obtained a price to have the pump refurbished and painted at \$13,000. One of the committee members, Robert Keyes, stated he would pay for half of the refurbished pump if the City of Norman would cover the other half of the cost. Council approved NUA's half of the cost on March 26, 2024, and the rehab is currently underway. Andy Rieger, of Norman, has drafted a historical message to be transcribed onto a historical sign and we are working with the historical sign committee to possibly include it within their current sign projects.

Discussion:

Staff worked with Rick McKinney of The McKinney Partnership (TMP) who drafted the attached scope of work and fee to be used for a task order under Contract K-1920-63. TMP will design and prepare plans for this historical water plaza with a cost not to exceed of \$9,875.

Staff recommends setting up a new capital project account WA0052, Historical Wells – 1 West Gray, (31993395) for both design and construction. Staff recommends a transfer of funds in the amount of \$10,000 into the design account from Project WA0201 (31993395 46101), Backflow Prevention Program.


Recommendation:

Staff recommends issuing a task order with TMP under Contract K-1920-63 for a cost not to exceed \$9,875 and completing the transfer of funds outlined above.

office memorandum

Reviewed by: Kim Coffman, Budget Manager
Clint Mercer, Chief Accountant
Anthony Francisco, Finance Director

8-26-24
Date


Signature

APPROVED
 DISAPPROVED

BY:

Darrel Pyle, City Manager
 Shannon Stevenson, Assistant City Manager



1 August 2024

Christopher Mattingly, PE
 Utilities Director
 City of Norman
 225 N. Webster
 Norman, OK 73069

Re: Proposal of Architectural Services
 Water Works Historical Plaza
 Norman, OK

Mr. Mattingly,

The McKinney Partnership Architects (TMP) is pleased to submit our Proposal of Architectural Services for the above referenced project located near the site of the original City water wells. We propose the following Scope, Outline of Services, Fee Structure and Schedule for this work:

SCOPE OF WORK

This new historical plaza shall include but not limited to a refurbished Fairbanks-Morse historical water pump (by others) similar to the original pumps, stone / concrete pedestal base, bronze descriptive plaque, site lighting, site accessories (bench / trash) and associated paving. The location is to be near two 300' deep wells north of Gray Street and east of James Garner Boulevard. Services shall incorporate structural, civil, and electrical engineering services if required as an additional service. As of 7/15/24 the pump refurbishment is 75% complete and should be completed by September 1. Refer to attached photos.

SERVICES

Services shall be provided according to the terms of our current On-Call Agreement with the City of Norman and include site planning, architectural design, construction documents, one cost estimate, finishes, materials, accessories, specifications on the plans, and construction observation. The City of Norman shall conduct bidding.

3600 West Main
 Suite 200
 Norman, Oklahoma
 73072
 405.360.1400 p
 405.364.8287 f
 tmparch.com

Proposal of Architectural Services
 1 August 2024
 Page 2 of 4

ARCHITECTURAL FEE

Base Fee shall be billed hourly per the rates listed on Attachment A up to a maximum cap fee of \$9,875.00.

The Base Fee shall include printing of plans for both final review and construction, plus digital PDF versions. In addition, site plans shall be provided to utility companies as required for construction and any potential relocation.

REIMBURSABLE EXPENSES:

- Geotechnical Testing and Report if required.
- Site Survey if required.

ADDITIONAL SERVICES

Any additional services for work not outlined in the Scope shall be billed hourly in addition to the Base Fee at the hourly rates listed on Attachment A including but not limited to:

- Changes to the Design or Scope causing additional work after previous phases have been approved.
- Any engineering if required.

PROJECT SCHEDULE

We are prepared to commence immediately upon receipt of notice to proceed and propose the following schedule:

- | | |
|---|---------------------|
| • Committee meeting(s) and Design Concept | 3 weeks |
| • Design and Construction Documents | 4 weeks |
| • Permitting and Bidding | As required by City |
| • Contract Negotiation and Mobilization | 3-4 weeks by City |
| • Construction | 3-4 months |

OWNER PROVISIONS

The Owner shall provide the following:

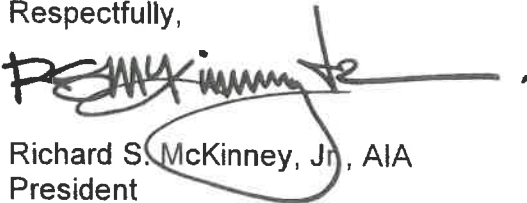
- Programming requirements and information relating to the proposed project.
- Composition of text for plaque, bidding, and coordination of plaque fabrication
- Information related to existing site, utilities, and James Garner engineering plans.
- Coordination of any utility relocations or railway submittal / approvals
- Project budget
- Permit Fees

Proposal of Architectural Services
1 August 2024
Page 3 of 4

Should this proposal meet with your approval, please execute, and return for our records.

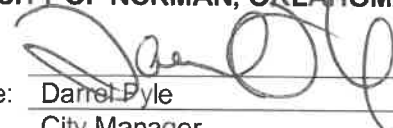
We appreciate this opportunity to be of continued assistance to the City of Norman and look forward to teaming with you on this historical marker for our community. Please do not hesitate to contact me should you have any questions or need clarification.


Respectfully,


Richard S. McKinney, Jr., AIA
President

Attachment A - Hourly Rates

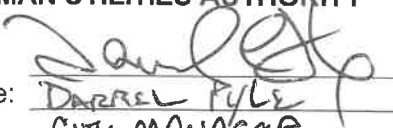
THE CITY OF NORMAN, OKLAHOMA


By: 
Name: Darrel Pyle
Title: City Manager

Attest: 
Name: Brenda Hall
Title: City Clerk
(SEAL)



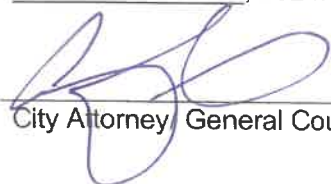
NORMAN UTILITIES AUTHORITY

By: 
Name: DARREL PYLE
Title: CITY MANAGER

Attest: 
Name: Brenda Hall
Title: City Clerk
(SEAL)



Approved as to form and legality this 7 day of Oct, 2024.

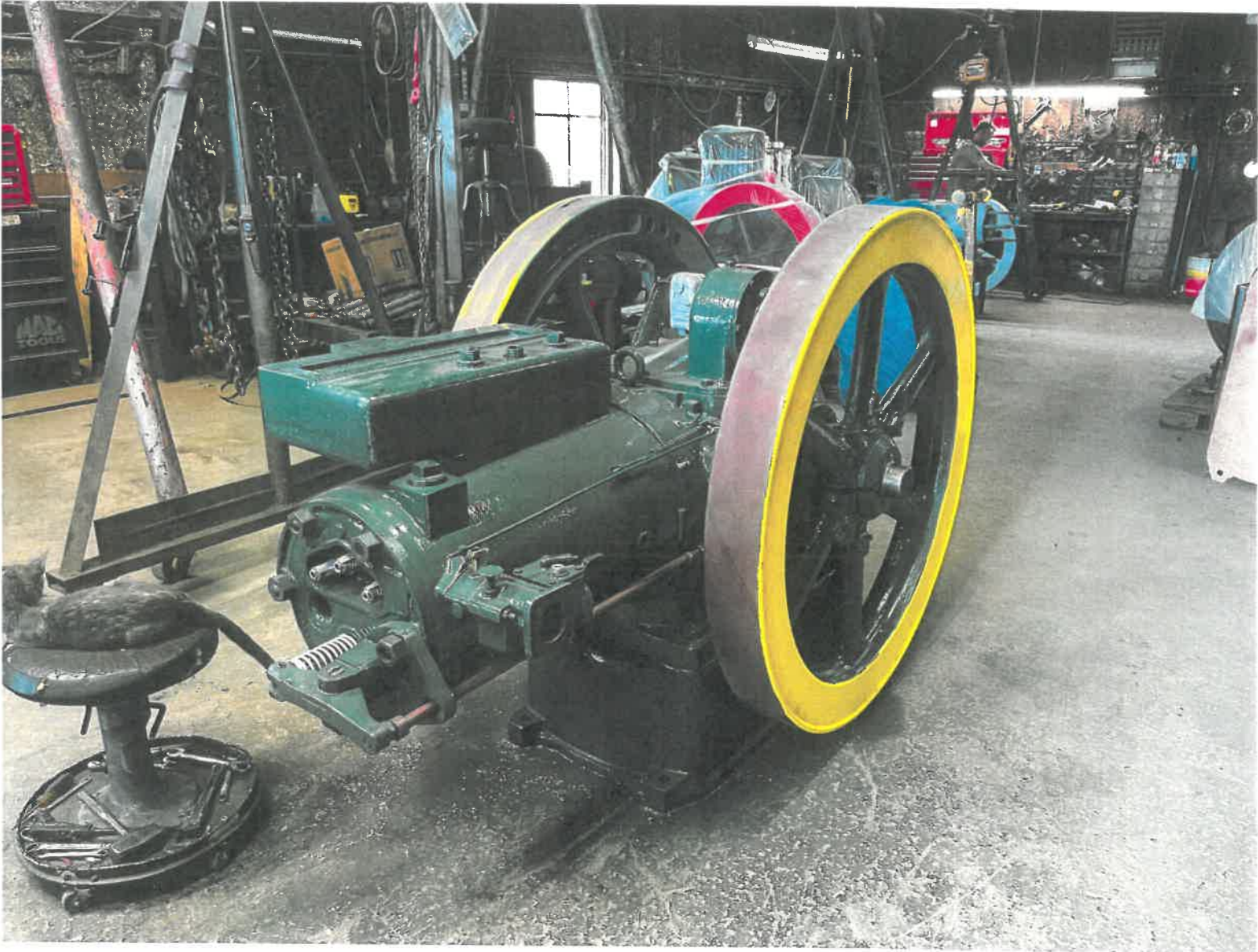

City Attorney General Counsel

Attachment A

The McKinney Partnership Architects Hourly Billing Rates

Principal	\$ 200.00
Senior Architect	\$ 185.00
Project Architect	\$ 115.00 -155.00
Project Staff	\$ 85.00 – 110.00
Project Support Staff	\$ 70.00 – 80.00
Administrative Staff	\$ 55.00 – 70.00
Clerical	\$ 30.00 – 50.00

Hourly rates may be adjusted without notice based upon annual employee reviews and salary adjustments





File Attachments for Item:

7. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE MAYOR'S APPOINTMENTS AS FOLLOWS:

BOARD OF ADJUSTMENT

TERM: 10/22/24 TO 12/22/27, CURTIS MCCARTY, WARD 8

TERM: 10/22/24 TO 12/22/27, DR. BEN BIGELOW, WARD 6

ENVIRONMENTAL CONTROL ADVISORY BOARD

TERM: 10/22/24 TO 10/27/27, LAINEY PHILLIPS, WARD 6

TERM: 10/22/24 TO 10/27/27, NATHALIE ROCHER, WARD 4

TERM: 10/22/24 TO 07/31/27, TODD HOWERY, WARD 3

HISTORIC DISTRICT COMMISSION

TERM: 10/22/24 TO 10/26/27, TABOR HALFORD, WARD 4

TERM: 10/22/24 TO 10/26/27, MITCH BAROFF, WARD 4

TERM: 10/22/24 TO 10/26/27, MICHAEL ZORBA, WARD 6

NORMAN ELECTION COMMISSION

TERM: 10/22/24 TO 09/01/27, TY HARDIMAN, WARD 4

NORMAN HOUSING AUTHORITY

TERM: 10/22/24 TO 11/21/27, PEGGY STOCKWELL, WARD 4

TERM: 10/22/24 TO 11/21/27, BECKY HUNT, WARD 2

NORMAN REGIONAL HOSPITAL AUTHORITY

TERM: 10/22/24 TO 10/31/27, MARY WOMACK, WARD 5

TERM: 10/22/24 TO 10/31/27, DR. MUHAMMAD, WARD 8

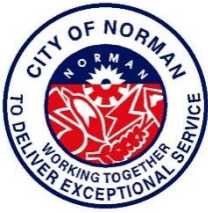
TERM: 10/22/24 TO 10/31/27, DR. KELLEY LOBB, WARD 5

PLANNING COMMISSION

TERM: 10/22/24 TO 11/01/27, LIZ MCKOWN, WARD 8

TERM: 10/22/24 TO 11/01/27, DOUG MCCLURE, WARD 7

TERM: 10/22/24 TO 11/01/27, STEVEN MCDANIEL, WARD 3



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 10/22/2024

REQUESTER: Mayor Heikkila

PRESENTER: Brenda Hall, City Clerk

ITEM TITLE: CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE MAYOR'S APPOINTMENTS AS FOLLOWS:

BOARD OF ADJUSTMENT

TERM: 10/22/24 TO 12/22/27, CURTIS MCCARTY, WARD 8

TERM: 10/22/24 TO 12/22/27, DR. BEN BIGELOW, WARD 6

ENVIRONMENTAL CONTROL ADVISORY BOARD

TERM: 10/22/24 TO 10/27/27, LAINEY PHILLIPS, WARD 6

TERM: 10/22/24 TO 10/27/27, NATHALIE ROCHER, WARD 4

TERM: 10/22/24 TO 07/31/27, TODD HOWERY, WARD 3

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TERM: 10/22/24 TO 10/26/27, MITCH BAROFF, WARD 4

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NORMAN REGIONAL HOSPITAL AUTHORITY

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TERM: 10/22/24 TO 10/31/27, DR. MUHAMMAD, WARD 8

TERM: 10/22/24 TO 10/31/27, DR. KELLEY LOBB, WARD 5

PLANNING COMMISSION

TERM: 10/22/24 TO 11/01/27, LIZ MCKOWN, WARD 8

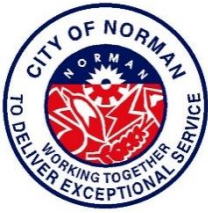
TERM: 10/22/24 TO 11/01/27, DOUG MCCLURE, WARD 7

TERM: 10/22/24 TO 11/01/27, STEVEN MCDANIEL, WARD 3

Curtis McCarty, Dr. Ben Bigelow, Lainey Phillips, Nathalie Rocher, Tabor Halford, Mitch Baroff, Michael Zorba, Ty Hardiman, Peggy Stockwell, Mary Womack, Dr. Muhammad Anwar, Liz McKown, Doug McClure, Steven McDaniel are reappointments. Todd Howery, Becky Hunt, Dr. Kelley Lobb are new appointments.

File Attachments for Item:

8. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CHANGE ORDER ONE TO CONTRACT K-2324-70: BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND KRAPFF-REYNOLDS CONSTRUCTION CO., IN THE NET AMOUNT OF -\$180,336, FOR THE SEWER MAINTENANCE PROJECT - 2019.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 10/22/2024

REQUESTER: Ken Giannone, Capital Projects Engineer

PRESENTER: Ken Giannone, Capital Projects Engineer

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CHANGE ORDER ONE TO CONTRACT K-2324-70: BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND KRAPFF-REYNOLDS CONSTRUCTION CO., IN THE NET AMOUNT OF -\$180,336, FOR THE SEWER MAINTENANCE PROJECT - 2019.

BACKGROUND:

In 2001, the citizens of Norman approved a five dollar (\$5) per month sewer maintenance fee to provide for the systematic replacement of aged and deteriorating neighborhood sewer lines. The FYE 2019 Sewer Maintenance Project (SMP-19) study area is shown on the attached map. After extensive study by Norman Utilities Authority's (NUA's) Consultant, Parkhill, and by NUA Sewer Line Maintenance Division and Utilities Engineering staff, the sanitary sewer lines within the study area were categorized into segments requiring replacement, rehabilitation using pipe-bursting, rehabilitation using cured-in-place-piping, or no action due to the pipe and appurtenances being in good condition.

As illustrated on the map, the SMP-19 study area is generally bounded by Lindsey Street to the north, 24th Avenue SW to the west, Highway 9 and Westbrooke Terrace to the south, and Berry Avenue to the east. It will replace over 32,000 linear feet (6.1 miles) of old sewer lines and rehabilitate or replace more than 150 manholes. This project was advertised on September 14 and 21, 2023, and bids were opened on October 5, 2023. Krapff-Reynolds Construction Company (KRCC) of Oklahoma City, Oklahoma was deemed the lowest and best bidder, and a contract in the amount of \$5,468,900.50 was awarded to them on November 14, 2024. Notice to Proceed was issued to KRCC on February 15, 2024 (which results in a Contract Completion Date of August 18, 2025), and work on the project commenced immediately thereafter.

DISCUSSION:

Since the contract was awarded, several potential changes in the work have arisen. First, after inspection of the manholes slated for rehabilitation under this project, KRCC made a value engineering proposal to NUA, proposing to replace the specified epoxy coating material in certain manholes with a cementitious material that would provide roughly equivalent protection for a lower price. They also proposed to reuse existing manhole rings and lids when they are in reasonably good condition rather than replace them in all manholes being rehabilitated. NUA has evaluated this proposal and agrees that this would result in equivalent condition in all rehabilitated manholes for a substantial cost savings. Cost changes would be as outlined in the following table:

Decrease Quantity of Contract Line Item 13, <i>Seal & Coat Manhole with New Ring and Lid to 6-Foot Depth</i> , by 136 Manholes	-\$428,400
Decrease Quantity of Contract Line Item 14, <i>Seal & Coat Additional Manhole Wall Greater than 6-Foot Depth</i> , by 242 Vertical Feet	-\$106,480
Create New Line Item 13A, <i>Seal & Coat Manhole to 6-Foot Depth using Strong MS-2C Cementitious Coating</i>	\$142,200
Create New Line Item 13B, <i>Replace Manhole Ring & Lid</i>	\$10,000
Create New Line Item 14A, <i>Seal & Coat Additional Manhole Wall Greater than 6-Foot Depth using Strong MS-2C Cementitious Coating</i>	\$66,000
Net Cost for Manhole Value Engineering Changes =	-\$316,680

In addition to the manhole value engineering changes, Norman Utilities Authority Line Maintenance staff recently identified approximately 1,389 linear feet (LF) of additional 8” sewer line adjacent to this project that are in very poor condition and in need of immediate rehabilitation. Because of the critical nature of the work, NUA proposes to have KRCC complete this work using Contract Line Item 8, *Pipe Bursting – 8-Inch*, which has a bid unit price of \$96/LF, for a total extra cost not to exceed \$133,344 (1,389 LF x \$96/LF = \$133,344).

Lastly, the Contract calls for KRCC to include reconnection of 4” sewer services from using no more than 10 LF of 4” PVC service line in their cost to replace sanitary sewer mains. However, in order to avoid unanticipated conflicts with existing utilities or other existing structures adjacent to the easement, KRCC has, in some cases, been required to use more than 10 LF to reconnect the sewer service. NUA proposes to reimburse KRCC for this extra work if it occurs, by creating a new line item for installation of 4” sanitary sewer service in excess of 10 LF from the sewer main. A unit price of \$30/LF has been negotiated for this new line item, and it is estimated that no more than 100 LF will be needed to complete the project, resulting in a total extra cost not to exceed \$3,000 (100 LF x \$30/LF = \$3,000).

Total net cost of this Change Order is estimated at -\$180,336.00 (-\$316,680 + \$133,344 + \$3,000 = -\$180,336) or a 3.3% reduction of the contract total. This will decrease the total contract price to \$5,288,564.50 (\$5,468,900.00 - \$180,336.00 = \$5,288,564.50). There will be no change in Contract Time so Contract Completion Date would remain August 18, 2025.

RECOMMENDATION:

Staff recommends that Change Order 1 to Contract K-2324-70, Project WW0321, Sewer Maintenance Project – 2019 (Project WW0321), in the net amount of -\$180,336 be approved.

NORMAN UTILITIES AUTHORITY
CITY OF NORMAN
CLEVELAND COUNTY, OKLAHOMA

DATE: August 12, 2024
 CHANGE ORDER NO.: One (1)
 CONTRACT NO.: K-2324-70
 PROJECT: WW0321 - Sewer Maintenance Project (SMP) - 19
 CONTRACTOR: Krapff-Reynolds Construction Co
2400 N.E. 4th Street, Oklahoma City, OK 73117

	<u>Contract Time</u>		<u>Contract Amount</u>	
ORIGINAL:	550	calendar days	\$5,468,900.50	
PREVIOUS CHANGE ORDERS:	0	calendar days	\$0.00	0.00%
THIS CHANGE ORDER:	0	calendar days	-\$180,336.00	-3.30%
REVISED AMOUNT:	550	calendar days	\$5,288,564.50	-3.30%
ORIGINAL START DATE:	February 15, 2024			
ORIGINAL COMPLETION DATE:	August 18, 2025			
PREVIOUS COMPLETION DATE:	August 18, 2025			
NEW COMPLETION DATE:	August 18, 2025			

DESCRIPTION	INCREASE/DECREASE (\$)
<u>AM 1.1 - Increase Quantity of Line Item No. 9, Pipe Bursting - 8-Inch:</u> Increase quantity by 1,389 Linear Feet (LF) for additional pipe bursting adjacent to Main Street, Logan Drive, and Thorton Drive.	\$133,344.00
<u>AM 1.2 - Decrease Quantity of Line Item No. 13, Seal and Coat Manhole w/New Ring and Lid to 6-Foot Depth:</u> Decrease quantity by 136 manholes as a value engineering item (in conjunction with new line item Nos. 13A & 13B added below as Item Nos. CO 1.1 and CO 1.2).	-\$428,400.00
<u>AM 1.3 - Decrease Quantity of Line Item No. 14, Seal & Coat Additional Manhole Wall Greater than 6-Foot Depth:</u> Decrease quantity by 242 Vertical Feet (VF) as a value engineering item (in conjunction with new line item 14A added below as Item No. CO 1.3).	-\$106,480.00
<u>CO 1.1 - Create New Line Item 13A, Seal and Coat Manhole to 6-Foot Depth using Strong MS-2C:</u> Seal and coat manhole to 6-foot depth using Strong MS-2C.	\$142,200.00
<u>CO 1.2 - Create New Line Item 13B, Replace Manhole Ring & Lid:</u> When required and/or when directed by City of Norman staff, replace existing manhole ring and lid on rehabilitated manhole.	\$10,000.00
<u>CO 1.3 - Create New Line Item 14A, Seal & Coat Additional Manhole Wall Greater Than 6-Foot Depth using Strong MS-2C:</u> Seal and coat additional manhole wall greater than 6-foot depth using Strong MS-2C.	\$66,000.00
<u>CO 1.4 - Create New Line Item 22A, 4-Inch PVC Service Line and Fittings In Excess of 10 Horizontal Feet from Centerline of Sewer:</u> Furnish & install 4-inch PVC service lines and fittings in excess of 10 horizontal feet from centerline of sewer main.	\$3,000.00
TOTAL for CO 1 =	-\$180,336.00

Krapff-Reynolds Construction Co. agrees to complete the work as amended and modified by Change Order No. 1 as described above.

CONTRACTOR:  Date: 16 Sep 2024
 Krapff-Reynolds Construction Co

RECOMMENDED BY ENGINEER:  Date: 10/01/2024
 Brian Mitchell, P.E., Parkhill

APPROVED AS TO FORM AND LEGALITY: _____ Date: _____
 City Attorney

ACCEPTED BY NORMAN UTILITIES AUTHORITY: _____ Date: _____
 Mayor

Attachment 1

AMENDMENT ITEMS (Quantity Revisions to Original Bid Line Items):

No.	Bid Line Item	Description	Units	Original Contract Quantity	Unit Price	Original Contract Amount	Proposed Qty Increase/Decrease	Cost Increase / Decrease	Percent Change
AM 1.1	9*	Pipe Bursting - 8-Inch	LF	24,694	\$96.00	\$2,370,624.00	1,389	\$133,344.00	5.62%
AM 1.2	13*	Seal and Coat Manhole w/New Ring and Lid to 6-Foot Depth	EA	158	\$3,150.00	\$497,700.00	-136	-\$428,400.00	-86.08%
AM 1.3	14*	Seal & Coat Additional Manhole Wall Greater than 6-Foot Depth	VF	440	\$440.00	\$193,600.00	-242	-\$106,480.00	-55.00%
Subtotal Amendment Items =								-\$401,536.00	-7.34%

*Additional and/or reduced quantities are estimates. Actual cost changes to the Contract will be solely based on actual quantities installed and approved by City of Norman staff paid at Contract Unit Price.

CHANGE ORDER ITEMS (New Line Items with Estimated Quantities):

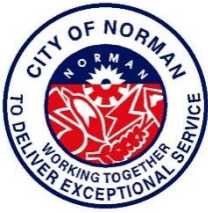
No.	Bid Line Item	Description	Units	Original Contract Quantity	Unit Price	Original Contract Amount	Proposed Quantity Increase/Decrease	Cost Increase / Decrease	Percent Change
CO 1.1	13A**	Create New Line Item 13A for: Seal and Coat Manhole to 6-Foot Depth using Strong MS-2C	EA	0	\$900.00	\$0.00	158	\$142,200.00	N/A
CO 1.2	13B**	Create New Line Item 13B for: Replace Manhole Ring & Lid	EA	0	\$500.00	\$0.00	20	\$10,000.00	N/A
CO 1.3	14A**	Create New Line Item 14A for: Seal & Coat Additional Manhole Wall Greater Than 6-Foot Depth using Strong MS-2C	VF	0	\$150.00	\$0.00	440	\$66,000.00	N/A
CO 1.4	22A**	Create New Line Item 22A for: 4-Inch PVC Service Line and Fittings In Excess of 10 Horizontal Feet from Centerline of Sewer	LF	0	\$30.00	\$0.00	100	\$3,000.00	N/A
Subtotal Change Order Line Items =								\$221,200.00	4.04%
Net Total for Change Order No. 1 =								-\$180,336.00	-3.30%

**The quantities for each new line item defined above are estimates. Actual cost changes to the project will be solely based on actual quantity of line item installed at the unit price set by this Change Order. An additional executed Change Order will be necessary if actual quantities exceed those added by this Change Order.

Original Contract Amount	\$5,468,900.50	
Net Total for Change Order No. 1	-\$180,336.00	-3.30%
Revised Contract Amount	\$5,288,564.50	-3.30%

File Attachments for Item:

9. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RFP-2425-18 AND CONTRACT K-2425-48: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND UNLIMITED TREASURES, L.L.C., IN THE AMOUNT OF \$3,564 PER MONTH TO PROVIDE CUSTODIAL SERVICES FOR THE ADULT WELLNESS AND EDUCATION CENTER (AWE).



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 10/22/2024

REQUESTER: Lance Harper, Facilities and Construction Manager

PRESENTER: Jason Olsen, Director of Parks and Recreation

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RFP-2425-18 AND CONTRACT K-2425-48: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND UNLIMITED TREASURES, L.L.C., IN THE AMOUNT OF \$3,564 PER MONTH TO PROVIDE CUSTODIAL SERVICES FOR THE ADULT WELLNESS AND EDUCATION CENTER (AWE).

BACKGROUND:

The Facility Maintenance Division's janitorial staff consists of two full-time employees assigned daily duties involving supply chain deliveries, cleaning quality control inspections, and day porting needed areas on the City Hall Campus. As the City no longer employs staff members to perform custodial daily cleanings at City Hall, the Facilities Maintenance Division has entered into month-to-month cleaning agreements with a custodial contractor.

On April 13, 2021, the Norman Municipal Authority approved Contract K-2021-115 with Crossland Construction Company, Inc., to provide Construction Management at Risk Services for the Adult Wellness and Education Center (AWE) at 602 N. Findlay Avenue, Norman, OK. The project was completed in November 2023 and is operated by Healthy Living Norman. The AWE is a 23,000-square-foot building with an indoor pool, indoor walking track, and multiple fitness areas with locker rooms having showers, bathrooms, and sinks; multipurpose and art-specific classroom and lounge areas; two restroom facilities; four cabana rooms; and one full kitchen area with one bathroom.

DISCUSSION:

Four proposals to provide custodial services for the AWE (RFP 2425-18) were received in the Parks and Recreation office on September 19, 2024, from the following cleaning contractors:

1. Anago Cleaning Service
2. Goodwill Cleaning
3. Unlimited Treasures (DQ)
4. Anchor Cleaning

Proposals were reviewed and evaluated by the Parks and Facilities Division based on experience providing similar services, references, cost, and overall ability to deliver specified

services. Unlimited Treasures and Anago were the lowest bids, with a difference of \$85.40 per month cost. After evaluating each proposal, staff recommended the proposal submitted by Unlimited Treasures, which had the lowest bid price, as they met all the requirements in the Request for Proposal. Unlimited Treasures is a full-service commercial janitorial cleaning company in Oklahoma City, Oklahoma. Unlimited Treasures is cleaning Millwood High School, Community Abundant Life Church, W Services Group, and JW Construction Properties. References were checked, and positive reviews for Unlimited Treasure's custodial services were provided.

The proposal submitted by Unlimited Treasures, LLC, includes a base fee of \$3,564 per month, which provides 45 hours per week and autonomous cleaning equipment, plus per-occurrence fees for deep cleaning of floors and windows. Funds are available in Facility Administration Services Miscellaneous Services-Other (Account 10770430-44799).

If approved, the proposed contract will become effective October 1, 2024, and continue through September 30, 2025. The contract may be extended by mutual agreement for four (4) additional twelve (12) month periods provided sufficient appropriations are made by the City Council. The services provided are outlined in Exhibit A of the contract.

RECOMMENDATION: It is recommended that City Council approve Contract K-2425-48 in the amount of \$3,564 per month (\$42,768 for a 12 month term) to provide custodial services for the Adult Wellness and Education Center (AWE).

**AGREEMENT FOR PROFESSIONAL CUSTODIAL SERVICES
FOR THE CITY OF NORMAN WELLNESS CENTER (AWE)**

This Agreement is entered into between The City of Norman ("CITY") and Unlimited Treasures, LLC for the following reasons:

1. The CITY requires custodial services ("Services") for the City of Norman Wellness Center (AWE) located at 602 N. Findlay Ave, Norman, Oklahoma 73071; and,
2. Unlimited Treasures, is prepared to provide the Services as outlined in the proposal submitted September 19th, 2024, as Exhibit "A" to this Agreement included herein and made a part hereof.

In consideration of the promises contained in this Agreement, CITY and Unlimited Treasures LLC agree as follows:

ARTICLE 1 - EFFECTIVE DATE

The effective date of this Agreement shall be the 8th of October, 2024 and shall extend until October 7th, 2025. The terms and provisions of this contract may be extended by mutual agreements of the parties for four (4) additional twelve (12) month periods unless the contract amount changes and only after sufficient appropriations shall have been made for the particular fiscal year in which renewal is sought.

ARTICLE 2 - GOVERNING LAW

This Agreement shall be governed by the laws of the State of Oklahoma. Any actions brought under the terms of this Agreement shall be heard in the United States District Court for the Western District of Oklahoma or in the District Court of Cleveland County, Oklahoma.

ARTICLE 3 - PERFORMANCE AND STANDARD OF CARE

The same degree of care, skill, and diligence shall be exercised in the performance of the Services, allocating for 6 days per week at 7.5 hours per night for a total price per month of \$3,564.00 as further described in Exhibit "A". In terms of the standard of excellence, 100% excellence in compliance and in the work performed shall be the goal.

ARTICLE 4 - INDEMNIFICATION AND LIABILITY

Indemnification. Unlimited Treasures, agrees to defend, indemnify, and hold harmless the CITY, its officers, servants, and employees, from and against any and all liability, loss, damage, cost and expense (including attorney's fees and accountants fees) caused by an error, omission, or negligent act of Unlimited Treasures in the performance of Services under this Agreement. The CITY agrees to defend, indemnify and hold harmless its officers, servants and employees, from and against any all liability, loss, damage, cost and expense (including attorney's fees and accounts' fees) caused by an error, omission, or negligent act of the CITY in the performance of Services under this Agreement, provided such indemnification shall be applicable only to the extent sovereign immunity has been waived pursuant to Oklahoma law. Unlimited Treasures and the CITY each agree to promptly serve notice on the other party of any claims arising hereunder, and shall cooperate in the defense of such claims. The acceptance by the CITY or its representatives of any certification of insurance providing for coverage

other than as required in this Agreement to be furnished by Unlimited Treasures shall not in any event be deemed a waiver of any action, right, or remedy otherwise available to the CITY under Oklahoma law.

Survival. The terms and conditions of this Article shall survive completion of the Services, or any termination of this Agreement.

ARTICLE 5 – INSURANCE

During the performance of the Services under this Agreement, Unlimited Treasures shall maintain Worker's Compensation insurance in accordance with State Laws and Employer's Liability insurance in the following amount, pursuant to State Law:

- (a) Property Damage Liability.—Limits shall be carried in the amount of not less than twenty five thousand dollars (\$25,000.00) to any one person for any number of claims for damage to or destruction of property including but not limited to consequential damages arising out of a single accident or occurrence.
- (b) All Other Liability—In an amount not less than one hundred twenty five thousand dollars (\$125,000.00) for claims including accidental death, personal injury, and all other claims to any one person out of a single accident or occurrence.
- (c) Single Occurrence of Accident Liability—in an amount not less than one million dollars (1,000,000.00) for any number of claims arising out of a single occurrence or accident.

This insurance policies shall be issued by a company approved by the City of Norman. The CITY shall be furnished with a Certificate of Insurance which shall provide that such insurance shall not be changed or canceled without ten (10) business day's prior written notice to the CITY. Certificates of Insurance shall be delivered to the CITY prior to the commencement of the Agreement.

ARTICLE 6 – TERMINATION

This Agreement may be terminated by either party upon thirty (30) day written notice to the other party.

ARTICLE 7 – NOTICES

Any notice required by this Agreement shall be made in writing to the address specified below:

CITY:

Lance Harper
Facility and Construction Manager
City of Norman P.O. Box 370
Norman, OK 73070 405-779-6525

Unlimited Treasures:
Danelle Walker
Unlimited Treasures, LLC
537 NO 169th, Edmond Ok 73012
405-240-8840 Unlimitedtreasures4@gmail.com

Nothing contained in this Article shall be construed to restrict the transmission of routine communication between representatives of CITY and Unlimited Treasures.

ARTICLE 8 – DISPUTES

In the event of a dispute between CITY and Unlimited Treasures arising out of or related to this Agreement, the aggrieved party shall notify the other party of the dispute within a reasonable time after such dispute arises. If the parties cannot thereafter resolve the dispute, each party shall nominate a senior officer of its management to meet to resolve the dispute by direct negotiation or mediation.

ARTICLE 9 – NONDISCRIMINATION

Unlimited Treasures agrees that it, or any of its subcontractors, will not discriminate against any persons on the basis of race, color, religion, ancestry, national origin, age, place of birth, disability, sex, sexual orientation, gender identity or expression, familial status, or marital status, including marriage to a person of the same sex.

ARTICLE 10 – NON-WAIVER

No failure on the part of either party to exercise, and no delay in exercising, any right hereunder shall operate as a waiver thereof; nor shall any single or partial exercise by either party of any right hereunder preclude any other or future exercise thereof or the exercise of any other right. The remedies herein provided are cumulative and not exclusive of any remedy available to either party at law or in equity. Further, any waiver by either CITY or Unlimited Treasures of any breach of this Agreement shall be in writing. Such a waiver shall not affect the waiving party's rights with respect to any other further breach.

ARTICLE 11 – ENTIRE AGREEMENT; AMENDMENTS

This Agreement, including Exhibit "A", the proposal submitted by Unlimited Treasures on September 19th, 2024, incorporated by reference, and represents the entire and integrated agreement between CITY and Unlimited Treasures. It supersedes all prior and contemporaneous communications, representations, and agreements, wither oral or written, relating to the subject matter of this Agreement. This Agreement may not be amended or modified, except in writing, signed by each of the parties hereto.

ARTICLE 12 – SEVERABILITY

If any provision of this Agreement is determined to be unenforceable, invalid or illegal, then the enforceability, validity and legality of the remaining provisions will not in any way be affected or impaired, and such provision will be deemed to be restated to reflect the original intentions of the parties as nearly as possible in accordance with applicable law.

ARTICLE 13 – ASSIGNMENT

Neither CITY nor Unlimited Treasures shall assign any rights or duties under this Agreement without the prior written consent of the other party.

ARTICLE 14 – NO THIRD PARTY RIGHTS

The services provided for in this Agreement are for the sole use and benefit of CITY and Unlimited Treasures. Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than CITY and Unlimited Treasures.

ARTICLE 15 – BINDING EFFECT

This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

[Signatures on page to follow]

IN WITNESS WHEREOF, the CITY and Unlimited Treasures, have executed this Agreement,

Dated this _____ day of _____ 202__

The City of Norman:

Signature: _____

Name: _____

Title: _____

Date: 9/26/2024

Attest: _____
Deputy City Clerk

Approved as to form and legality this ____ day of _____ 202__

City Attorney

Unlimited Treasures LLC.

Signature: Donelle Walker

Name: Donelle Walker

Title: CHIEF OPERATING OFFICER

STATE OF OKLAHOMA SS: COUNTY OF Oklahoma

Before me, the undersigned, a Notary Public in and for said County and State, On this 26th day of September 2024, personally appeared Donelle Walker to me known to be the identical person who executed the foregoing, and acknowledged to me that he/she executed the same as his free and voluntary act and deed for the sue and purposes therein set forth.

WITNESS my hand and seal the day and year last above written,

Notary Public: [Signature]

My commission: 10-06-25



EXHIBIT A



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

09/30/2024

Item 9.

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER		CONTACT NAME: Derek Perry	
Suracy Insurance Agency, Inc		PHONE (A/C, No, Ext): 855.213.4224	FAX (A/C, No):
16774 W Park Circle Dr		E-MAIL ADDRESS: service@suracy.com	
Chagrin Falls OH 44023		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Next Insurance US Company	NAIC # 16285
		INSURER B: Wesco Insurance Company	25011
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	
INSURED			
Unlimited Treasures			
1709 NE 24th St			
Oklahoma City OK 73111			

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
A	GENERAL LIABILITY			NXTHW37W34-00-GL	09/04/2024	09/04/2025	EACH OCCURRENCE	\$ 1,000,000	
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY		Y				Y	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR							MED EXP (Any one person)	\$ 15,000
	GEN'L AGGREGATE LIMIT APPLIES PER:							PERSONAL & ADV INJURY	\$ 1,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						GENERAL AGGREGATE	\$ 2,000,000	
	AUTOMOBILE LIABILITY						PRODUCTS - COMP/OP AGG	\$ 2,000,000	
	<input type="checkbox"/> ANY AUTO							\$	
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					COMBINED SINGLE LIMIT (Ea accident)	\$	
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					BODILY INJURY (Per person)	\$	
							BODILY INJURY (Per accident)	\$	
	UMBRELLA LIAB						PROPERTY DAMAGE (Per accident)	\$	
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> OCCUR						\$	
		<input type="checkbox"/> CLAIMS-MADE					EACH OCCURRENCE	\$	
	<input type="checkbox"/> DED	<input type="checkbox"/> RETENTION \$					AGGREGATE	\$	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY							\$	
B	<input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input type="checkbox"/> N		WWC3737872	08/28/2024	08/28/2025	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER		
	If yes, describe under DESCRIPTION OF OPERATIONS below		N/A					E.L. EACH ACCIDENT	\$ 1,000,000
								E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
								E.L. DISEASE - POLICY LIMIT	\$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

The City of Norman
201 W. Gary St.

Norman

OK 73069

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Derek Perry

ACORD 25 (2010/05)

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CERTIFICATE OF LIABILITY INSURANCE

Item 9.

DATE (MM/DD/YYYY)
09/30/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Next First Insurance Agency, Inc. PO Box 60787 Palo Alto, CA 94306	CONTACT NAME: PHONE (A/C, No, Ext): (855) 222-5919 FAX (A/C, No): E-MAIL ADDRESS: support@nextinsurance.com	
	INSURER(S) AFFORDING COVERAGE NAIC # INSURER A : Next Insurance US Company 16285	
INSURED Unlimited Treasures 1709 NE 24th St Oklahoma City, OK 73111	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	
	INSURER G :	

COVERAGES **CERTIFICATE NUMBER:** 451259282 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			NXTHW37W34-00-GL	09/04/2024	09/04/2025	EACH OCCURRENCE \$1,000,000.00 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000.00 MED EXP (Any one person) \$15,000.00 PERSONAL & ADV INJURY \$1,000,000.00 GENERAL AGGREGATE \$2,000,000.00 PRODUCTS - COMP/OP AGG \$2,000,000.00 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / <input checked="" type="checkbox"/> N / A If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The Certificate Holder is The City of Norman, OK - Government. This Certificate Holder is an Additional Insured on the General Liability policy per the Additional Insured Automatic Status Endorsement. All Certificate Holder privileges apply only if required by written agreement between the Certificate Holder and the insured, and are subject to policy terms and conditions.

CERTIFICATE HOLDER

The City of Norman, OK - Government
201 W Gray St
Norman, OK 73069

LIVE CERTIFICATE



Click or scan to view

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

REQUEST FOR PROPOSAL**EXHIBIT A****RFP-2425-18**

NOTICE is hereby given that the City of Norman will receive proposals at the, **OFFICE OF Parks & Recreation, 225 N. Webster Ave, Norman, Oklahoma, 73069, until 5:00 p.m. on September 19th 2024**, for the following:

Request for Proposal RFP-2425-18 – **Custodial Services for the City of Norman Adult Wellness and Education Center, AWE (senior center) located at 602 N Findlay Norman, Ok**, for a period of one year with four one year renewal options.

A **non-mandatory** Pre-Proposal Conference shall be conducted on **September 11th, 2023, at 9:00 AM** for all who desire to submit a proposal. The meeting will be held in the **AWE building 602 N. Findlay, Norman, Oklahoma**, to allow all interested parties to tour and evaluate this facility in order to submit their proposal. All who wish to be considered for this agreement are encouraged to attend this meeting.

ALL WRITTEN PROPOSALS MUST BE RECEIVED IN THE OFFICE OF THE CITY PARKS AND RECREATION DEPARTMENT AT 225 N. Webster Ave, BY September 19th, 2024, AT 5:00 P.M.

All questions concerning this proposal are to be submitted via email to Lance Harper, Construction and Facilities Manager, Lf.harper@normanok.gov. Phone: 405-779-6525. WWW.Normanok.gov for complete RFP.

REQUEST FOR PROPOSAL**RFP-2425-18****TO PROVIDE CUSTODIAL SERVICES****FOR THE City of Norman Adult Wellness and Education Center (AWE)****I. GOAL:**

The goal of this request for proposal is to enter into a contract with a selected company that provides quality janitorial services. The city has an obligation to provide a safe, clean, and sanitary environment for employees and the public.

II. CONTRACT PERIOD:

The contract shall commence on October 1st, 2024, and extend through September 30th, 2025. The terms and provisions of this contract may be extended by mutual agreements of the parties for four additional 12 month periods unless the contract amount changes and after sufficient appropriations shall have been made for the particular fiscal year in which renewal is sought. Either party may terminate this agreement by giving a thirty (30) day notice in writing to the other party. In no event shall this contract be extended to September 30, 2029.

III. LOCATION TO BE SERVICED:

602 N. Findlay, Norman, Ok 73069

IV. PROPOSAL INSTRUCTIONS, PRE-REQUISITES & SUBMISSIONS:

Proposal costs should include providing all equipment and cleaning supplies/products used by the contractor(except liquid solution provided through concentrated cleaning solution disperser, the contractor will work with city staff to select the options for cleaning solutions provided by the City). The City shall provide urinal blocks and sanitary napkin disposal bags required for proper maintenance of the buildings. The City of Norman shall provide products for cleaning solutions for floors and restrooms, soap dispensers, toilet paper dispensers, paper towel dispensers, and trashcan liners. The contractor shall be responsible for restocking these dispensers as necessary. The City of Norman will provide Toilet Paper, Paper Towels, and Soap. The City will provide a floor maintainer that must be used by the contractor.

Only proposers who can comply with the following should submit proposals:

The proposer shall have been in the cleaning business handling commercial or industrial accounts for at least three years prior to submission of its Proposal and shall have experience in cleaning a large (10,000 sq. ft. or more) office (private or public) building for one year or more.

The proposer shall furnish all equipment as required to successfully perform the cleaning per these specifications.

The proposer shall have an adequate number of full-time employees on the payroll engaged directly in cleaning work as of the date of the submission of its proposal, and if awarded the contract, the vendor shall maintain such minimum number of employees throughout the term of the contract, as necessary to satisfactorily perform the duties and obligations of said contract. Subcontractors or franchise participants shall not be used or counted toward the full-time employees unless the Proposer has received prior written approval from the Facility Manager or a designee for the use of the subcontractors or franchise participants. The granting of such written approval shall rest in the sole discretion of the Facility Manager or a designee, and if given, shall be subject to revocation without cause upon 10 days written notice being given to the Contractor. Failure of the Contractor to comply with this subsection shall constitute cause for termination of the contract. Approved subcontractors shall be required to submit the same insurance certificate required of the Contractor. It is the Contractor's responsibility to notify subcontractors of the City's insurance requirements and obtain and submit the insurance certificate to the City of Norman

prior to any services being provided. It is the Contractor's responsibility to ensure subcontractors abide by all terms and conditions of this agreement.

The work as specified under this contract is to be completed between the hours of 9:00 p.m. and 6:00 a.m. or as designated by the City's Facility Maintenance Manager. The Proposer must include, along with its proposal, a submission of the anticipated number of man hours/day and the anticipated work force required to carry out the specified work.

If the proposed staffing is less than the experience the City has shown to be the minimum of employees needed to perform the required services, the City of Norman may reject the proposal submitted, unless the Proposer is able to demonstrate to the satisfaction of the City prior to the contract award that they can adequately and satisfactorily perform the services as specified under this contract with fewer employees.

The proposer shall include in its proposal, a listing of at least four references, one of which shall be a medium to large office building or a similar government agency.

V. GENERAL SCOPE OF WORK AND SERVICES TO BE INCLUDED IN PROPOSAL:

A.W.E. 602 N Findlay, Norman, ok

GENERAL INFORMATION

FLOORS

Carpeted surface cleaning, vacuumed, spot removal, and steam cleaning of carpet, to be part of proposal. Hard surface cleaning, sweeping, mopping, stripping and waxing, to be part of proposal. Intervals of time for this cleaning to be part of the proposal daily, weekly, monthly, etc.

WINDOWS

Entrance glass doors, windows, interior and exterior cleaning, to be part of proposal. Intervals of time for this cleaning to be part of the proposal daily, weekly, monthly, yearly, etc.

BATHROOMS, MECHANICAL/JANITORIAL ROOMS, AND BREAK ROOMS

Cleaning of fixtures, cabinets, counter tops, panels, water fountains, sinks, walls and dispensers, periodic deep cleaning of bathroom tile walls. Intervals of time for this cleaning to be part of the proposal daily, weekly, monthly, etc.

GENERAL HOUSEKEEPING

Interior facility services should include emptying trash cans interior and exterior, replacing with new liners, dusting, and high cob web removal, general straightening of furniture, window ledges, doors, and baseboards, outside of doors and inside air locks. Intervals of time for this cleaning to be part of the proposal daily, weekly, monthly, etc.

Specifications for the facilities included the following attachments:

1) Square feet of space: 23,000 GSF

2) Number of restrooms & amenities:

Main Bathrooms; Two (2) Restroom facilities: one (1) Men, one (1) women, Four (4) toilet stalls, two (2) urinals

Cabana rooms: Four (4) cabana rooms with (1) toilet: one (1) sink, one (1) shower.

Locker rooms: Two (2): (1) Men, one (1) women, each locker room has, 2 showers, 2 bathrooms, 3 sinks

Other:

Kitchen: One Sink, counter tops

Gym; work out equipment and walking track, one bathroom with 1 toilet, 1 sink.

VI. CUSTODIAL PERSONNEL:

All employees shall complete an Oklahoma State Bureau of Investigation (OSBI) background check for felony convictions. OSBI background checks must be submitted to the Parks and Recreation office, attn: Lance Harper, P.O. Box 370, Norman, OK 73070 prior to beginning work.

Identification badges (to be visible at all times); access cards and keys shall be issued to the contractor who shall be responsible for their use. The contractor shall return all keys, key fobs, and identification badges upon demand if deemed necessary by the City at any time. Loss of keys, key fobs, and/or identification badges must be reported immediately to the Facility Maintenance or his/her designee. **Under no circumstances shall**

children, animals or personnel not employed by the successful vendor accompany the custodial personnel while performing this job.

The Contractor shall replace the services of any employee whose conduct the City's designee feels is detrimental to the best interest of the City. Final determination shall rest with the City.

VII. GENERAL SAFETY AND SECURITY:

The selected contractor shall be responsible for the safety of its employees and to provide to the Custodial Coordinator of the City of Norman copies of all Material Safety Data Sheets of products used on this property and to keep them updated in accordance with OSHA standards.

It shall be the contractor's responsibility to secure all exterior doors of each building during and after work is performed. Leave interior doors either locked or unlocked in the condition that they are found. All work must be performed at agreed upon scheduled times. No personnel shall perform work outside of this schedule without prior pre approval by the Custodial Coordinator.

VIII. INSPECTION AND COMPLIANCE OF WORK PERFORMED:

The contract, once awarded, shall be monitored by the City's Facility maintenance Supervisor. This person is the point of contact for the Contractor and has the authority to instruct custodial personnel as to the needs of the Adult Wellness Center. The contractor shall provide a person to act as the company representative and point of contact who is authorized to make binding decisions on behalf of the company. Walk-through inspections with the Facility Supervisor shall be scheduled on a once-a-month basis with the designated representative. The City of Norman is dealing with public funds that are entrusted to pay for services rendered. If services are of poor quality, the Facilities Supervisor, with supervisor approval, shall have the authority to withhold all or a portion of the monthly payment to the contractor in direct correlation to the work that has not been completed. The City of Norman is committed to paying for services rendered but is not obligated to pay for services not performed or for inadequate service.

All performance shall be subject to inspection and approval by the City's Facility Supervisor. In terms of standard of excellence, 100% excellence in the work performed

and compliance shall be the goal. The City reserves the right to recover the actual cost for damages caused through the inattention, omissions, or negligence of the contractor's employees or subcontractors. **CONTRACT NON-COMPLIANCE ISSUES WILL BE ENFORCED.**

IX. MAINTENANCE PROCEDURE AND MATERIALS

The City of Norman desires to be a good steward of the environment and a good citizen and neighbor to all the citizens of Norman. The Green Team Initiative also applies to cleaning and janitorial services to our buildings. Green Cleaning is defined as "cleaning to protect health without harming the environment." Procedures and products utilized in this proposal, which contribute to healthy surroundings for the building occupants and Proposer's staff members and minimize the impact of cleaning operations on the environment are very desirable by the City of Norman. Building cleanliness is not solely evaluated on appearance. Additional emphasis will be placed on the environmental sustainability of cleaning operations and overall building health. Proposers are encouraged to address the specifics of their green cleaning program and initiatives in all applicable areas below in the procedures and materials sections. The Proposer's response to this initiative is part of the overall evaluation criteria.

CLEANING PROCESS AND PROCEDURE: The Proposer shall include in their proposal the process and procedure their staff will use in each of the following areas.

- Floor Vacuuming
- Mopping
- Spray Buffing
- Floor Stripping and waxing
- Commodes
- Urinals
- Wash Bowls
- Drinking Fountains
- Toilet Room Cleaning
- Care of Dispensers
- Trash Removal
- Training of contractor staff
- Window cleaning
- Carpet Spot Cleaning and Stain Removal

- Wiping down work-out machines and equipment

REPAIR OF BUILDING: The Custodial Coordinator shall be notified immediately by phone call, of any fixtures, building equipment or materials that have become loose, out of order, or in need of repair or replacement.

X. SELECTION PROCESS

EVALUATION: Proposals will be evaluated based upon experience providing similar services; references; cost; quality, and overall ability to provide specified services. This evaluation may include, at the City's option, site visits to locations the vendor is currently cleaning to assess the quality of cleaning services. References should be within the Oklahoma City metropolitan area.

PROPOSAL EVALUATION PROCESS: A selection committee will independently evaluate each proposal. The committee may make its selection based on the written proposals received, or may, at its discretion, conduct oral interviews with some or all of the Proposers. The committee will make its recommendation to the City Council of the City of Norman. The City Council will approve the recommended Proposer, a different Proposer or may decline to contract with any Proposer.

SELECTION CRITERIA: Proposers will be recommended for selection based on their overall responsiveness to meet all listed requirements of the RFP. Emphasis will be placed on the following criteria (in no particular order):

- Experience providing similar services
- References
- Total cost of services proposed
- Overall ability to provide specified services

XI. EMPLOYMENT DISCRIMINATION BY CONTRACTOR PROHIBITED:

A. During the performance of this contract, the contractor agrees as follows:

The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin or age, except where religion,

sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provision of this non-discrimination clause.

The Contractor, in all solicitations or advertisements for employment placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer.

XII. AWARD OF CONTRACT:

The contract shall be awarded to the firm whose proposal is responsive to the RFP and is most advantageous to the City, considering the factors identified in the RFP.

XIII. INSURANCE:

LIABILITY & PROPERTY DAMAGE INSURANCE: The contractor assumes all risks incident to or in connection with its purpose to be conducted herein under and shall indemnify, defend, and save the City of Norman harmless from damage or injuries of whatever nature or kind to persons or property arising directly or indirectly out of the contractor's operations and arising from acts or omissions of his employees and shall indemnify, defend, and save harmless the City of Norman from any penalties for violation of any law, ordinance, or regulation affecting or having application to said operation or resulting from the carelessness, negligence, or improper conduct of contractor or any of his agents or employees.

In the connection therewith, the contractor shall carry Workers' Compensation in accordance with State Laws and Employer's Liability Insurance in the following amounts:

Property Damage Liability – Limits shall be carried in the amount of not less than twenty five thousand dollars (\$25,000.00) to any one person for any number of claims for damage to or destruction of property including but not limited to consequential damages arising out of a single accident or occurrence.

All Other Liability – In an amount not less than one hundred twenty-five thousand dollars (\$125,000.00) for claims including accidental death, personal injury, and all other claims to any one person out of a single accident or occurrence.

Single Occurrence or Accident Liability – In an amount not less than one million dollars (\$1,000,000.00) for any number of claims arising out of a single occurrence or accident.

The insurance policies shall be issued by a company approved by the City of Norman. The City shall be furnished with a Certificate of Insurance which shall provide that such insurance shall not be changed or canceled without ten (10) days prior written notice to the City of Norman. Certificates of Insurance shall be delivered to the City of Norman prior to the commencement of the agreement. THE POLICY SHALL LIST THE CITY OF NORMAN AS “CO-INSURED” OR “ADDITIONAL INSURED.”

This RFP does not commit the City of Norman to award a contract, or to any obligation for costs incurred in the preparation in response to the RFP. Furthermore, the City reserves the right to accept or reject any or all proposals received as a result of this RFP and to negotiate with any qualified source or to cancel in part or in its entirety this RFP, if it is determined to be in the best interest of the City to do so.

NOTICE TO RFP RECIPIENTS

When submitting responses to RFPs, corporate entities are required to comply with State law regarding authorized signatures.

State statute requires that bids/RFPs “be signed by the chair or vice chair of the Board of Directors, or the President, or by a Vice President, and attested by the Secretary or an Assistant Secretary; or by officers as may be duly authorized to exercise the duties....”
18 O.S. § 1007.A.2

However, if some other official with the corporation, such as a secretary signing a document, such signature needs to be accompanied by a certificate or a copy of a resolution adopted by the Board setting forth the authority of that individual to execute a contract.

With respect to limited liability corporations, every manager is an agent of the company for the purpose of business and binds the limited liability company. Therefore, instruments and documents shall be valid and binding upon the limited liability company if executed by one or more of its managers. 18 O.S. § 2019A

As set forth above when submitting bids and RFPs, certification adhering to the state statutes should accompany documents being turned in for review.

AFFIDAVIT OF NON-COLLUSION

STATE OF _____)

COUNTY OF _____)ss

_____, of lawful age, being first duly sworn, on oath says, that (s) he is the agent authorized by the bidder to submit the attached bid. Affidavit further states that the bidder has not been a party to any collusion among bidders in restraint to freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any city official or employee as to quantity, quality, or price in the prospective contract, or any other terms of prospective contract; or in any discussion between bidders and any city official concerning exchange of money or other thing of value for special consideration in the letting of a contract; that the bidder/contractor has not paid, given or donated or agreed to pay, give or donate to any officer or employee of the City of Norman, Oklahoma any money or other thing of value, either directly or indirectly, in the procuring of the award of a contract pursuant to this bid.

Proposer

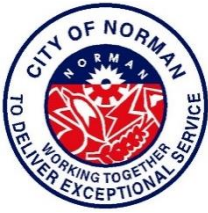
By: _____

Subscribed and sworn to before me on this _____ day of _____, 20_____

My Commission Expires _____

File Attachments for Item:

10. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RFP-2425-17 AND CONTRACT K-2425-49: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND ANAGO OKC, INC., IN THE AMOUNT OF \$3,142.30 PER MONTH TO PROVIDE CUSTODIAL SERVICES FOR THE 12th AVENUE RECREATION CENTER, IRVING RECREATION CENTER, WHITTIER RECREATION CENTER AND LITTLE AXE COMMUNITY CENTER.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 10/22/2024

REQUESTER: Lance Harper, Facilities and Construction Manager

PRESENTER: Jason Olsen, Director of Parks and Recreation

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RFP-2425-17 AND CONTRACT K-2425-49: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND ANAGO OKC, INC., IN THE AMOUNT OF \$3,142.30 PER MONTH TO PROVIDE CUSTODIAL SERVICES FOR THE 12th AVENUE RECREATION CENTER, IRVING RECREATION CENTER, WHITTIER RECREATION CENTER AND LITTLE AXE COMMUNITY CENTER.

BACKGROUND:

The Facility Maintenance Division's janitorial staff consists of two full-time employees assigned daily duties involving supply chain deliveries, cleaning quality control inspections, and day porting needed areas on the City Hall Campus. As the City no longer employs staff members to perform custodial daily cleanings at City Hall, the Facilities Maintenance Division has entered into month-to-month cleaning agreements with a custodial contractor.

The Parks Department recreation centers provide services and activities for Norman residents, including child care throughout the year, summer and out-of-school camps, library services, recreational opportunities such as basketball, tennis, and pickleball courts, and rental space for meetings, dance, karate, gymnastics, and various community gatherings.

DISCUSSION:

Five proposals to provide custodial services for recreation centers (RFP 2425-17) were received in the Parks and Recreation office on September 26, 2024, from the following cleaning contractors:

1. Anago LLC
2. OK Elite Cleaning Service
3. Crowders Cleaning Service
4. Unlimited Treasures, LLC
5. Anchor Janitorial

Proposals were reviewed and evaluated by the Parks and Facilities Division based on experience providing similar services, references, cost, and overall ability to deliver specified

services. Crowders Cleaning Service was disqualified for technical reasons. Anago and Unlimited Treasures were the lowest bids, with a difference of \$372.70 per month cost. After evaluating each proposal, staff recommended the proposal submitted by Anago LLC with the lowest bid price, as they met all the requirements in the Request for Proposal. Anago, LLC is a full-service commercial janitorial cleaning company in Oklahoma City, Oklahoma, with branch offices in Kansas City. Anago is cleaning the American Fidelity Company, Cleveland County Health Department, Quail Springs Baptist Church, Cambria Energy, and MacArthur Associated Consultants. References were checked, and positive reviews of Anago custodial services were provided.

The proposal submitted by Anago, LLC includes a base fee of \$3,142.30 per month, which provides for 35 hours per week for autonomous cleaning equipment, plus per-occurrence fees for deep cleaning of floors and windows. Funds are available in Facility Administrative Services Miscellaneous Services-Other (Account 10770430-44799).

If approved, the proposed contract will become effective October 1, 2024, and continue through September 30, 2025. The contract may be extended by mutual agreement for four (4) additional twelve (12) month periods provided sufficient appropriations are made by the Council for the particular fiscal year in which renewal is sought. The services provided are outlined in Exhibit A of the contract.

RECOMMENDATION: It is recommended that City Council approve Contract K-2425-49 to Anago LLC., in the amount of \$3,142.30 per month (\$37,707.60 for a 12 month term) to provide custodial services for the 12th Avenue Recreation Center, Irving Recreation Center, Whittier Recreation Center and Little Axe Community Center.

AGREEMENT FOR PROFESSIONAL CUSTODIAL SERVICES
FOR THE CITY OF NORMANS RECREATIONS CENTERS (4)

This Agreement is entered into between The City of Norman ("CITY") and Anago, LLC ("Anago") for the following reasons:

1. The CITY requires custodial services ("Services") for and, **including 12th Avenue Recreation Center located at 1701 12th Ave NE, Irving Recreation Center located at 125 Vicksburg Drive, Whittier Recreation Center located at 2000 w Brooks street, and Little Axe Community Center located at 1000 168th Ave NE, and**
2. Anago is prepared to provide the Services as outlined in the proposal RFP-2425-17, as Exhibit "A" to this Agreement included herein and made a part hereof.

In consideration of the promises contained in this Agreement, CITY and Anago agree as follows:

ARTICLE 1 - EFFECTIVE DATE

The effective date of this Agreement shall be the 9th day of October, 2024 and shall extend for one year thereafter. The terms and provisions of this contract may be extended by mutual agreements of the parties for four (4) additional twelve (12) month periods, unless the contract amount changes and only after sufficient appropriations shall have been made for the particular fiscal year in which renewal is sought.

ARTICLE 2 - GOVERNING LAW

This Agreement shall be governed by the laws of the State of Oklahoma. Any actions brought under the terms of this Agreement shall be heard in the United States District Court for the Western District of Oklahoma or in the District Court of Cleveland County, Oklahoma.

ARTICLE 3 – PERFORMANCE AND STANDARD OF CARE

The same degree of care, skill, and diligence shall be exercised in the performance of the Services, allocating for six (5) days per week for a total price per month of \$3,142.30, and a total annual cost of \$37,707.60, as further described in Exhibit "A". In terms of the standard of excellence, 100% excellence in compliance and in the work performed shall be the goal.

ARTICLE 4 – INDEMNIFICATION AND LIABILITY

Indemnification. Anago agrees to defend, indemnify, and hold harmless the CITY, its officers, servants, and employees, from and against any and all liability, loss, damage, cost and expense (including attorney's fees and accountants fees) caused by an error, omission, or negligent act of Anago in the performance of Services under this Agreement. The CITY agrees to defend, indemnify and hold harmless Anago, its officers, servants and employees, from and against any all liability, loss, damage, cost and expense (including attorney's fees and accounts' fees) caused by an error, omission, or negligent act of the CITY in the performance under this Agreement, provided such indemnification shall be applicable only to the extent sovereign immunity has been waived pursuant to Oklahoma law. Anago and the CITY each agree to promptly serve notice on the other party of any claims arising hereunder, and shall

cooperate in the defense of such claims. The acceptance by the CITY or its representatives of any certification of insurance providing for coverage other than as required in this Agreement to be furnished by Anago shall not in any event be deemed a waiver of any action, right, or remedy otherwise available to the CITY under Oklahoma law.

Survival. The terms and conditions of this Article shall survive completion of the Services, or any termination of this Agreement.

ARTICLE 5 – INSURANCE

During the performance of the Services under this Agreement, Anago shall maintain Worker's Compensation insurance in accordance with State Laws and Employer's Liability insurance in the following amount, pursuant to State Law:

- (a) Property Damage Liability.—Limits shall be carried in the amount of not less than twenty five thousand dollars (\$25,000.00) to any one person for any number of claims for damage to or destruction of property including but not limited to consequential damages arising out of a single accident or occurrence.
- (b) All Other Liability.—In an amount not less than one hundred twenty five thousand dollars (\$125,000.00) for claims including accidental death, personal injury, and all other claims to any one person out of a single accident or occurrence.
- (c) Single Occurrence of Accident Liability.—in an amount not less than one million dollars (1,000,000.00) for any number of claims arising out of a single occurrence or accident.

This insurance policies shall be issued by a company approved by the City of Norman. The CITY shall be furnished with a Certificate of Insurance which shall provide that such insurance shall not be changed or canceled without ten (10) business day's prior written notice to the CITY. Certificates of Insurance shall be delivered to the CITY prior to the commencement of the Agreement.

ARTICLE 6 – TERMINATION

This Agreement may be terminated by either party upon thirty (30) days written notice to the other party.

ARTICLE 7 – NOTICES

Any notice required by this Agreement shall be made in writing to the address specified below:

CITY:

Lance Harper
Facility and Construction Manager
City of Norman P.O. Box 370
Norman, OK 73070
405-779-6525

Anago:

Eric E. Adame
Anago Cleaning Systems

6303 N. Portland Ave, Suite 201
Oklahoma City, Ok 73112
eric@anagookc.com

Nothing contained in this Article shall be construed to restrict the transmission of routine communication between representatives of CITY and Anago.

ARTICLE 8 – DISPUTES

In the event of a dispute between CITY and Anago arising out of or related to this Agreement, the aggrieved party shall notify the other party of the dispute within a reasonable time after such dispute arises. If the parties cannot thereafter resolve the dispute, each party shall nominate a senior officer of its management to meet to resolve the dispute by direct negotiation or mediation.

ARTICLE 9 –NONDISCRIMINATION

Anago agrees that it, or any of its subcontractors, will not discriminate against any persons on the basis of race, color, religion, ancestry, national origin, age, place of birth, disability, sex, sexual orientation, gender identity or expression, familial status, or marital status, including marriage to a person of the same sex.

ARTICLE 10 – NON-WAIVER

No failure on the part of either party to exercise, and no delay in exercising, any right hereunder shall operate as a waiver thereof; nor shall any single or partial exercise by either party of any right hereunder preclude any other or future exercise thereof or the exercise of any other right. The remedies herein provided are cumulative and not exclusive of any remedy available to either party at law or in equity. Further, any waiver by either CITY or Anago of any breach of this Agreement shall be in writing. Such a waiver shall not affect the waiving party’s rights with respect to any other further breach.

ARTICLE 11 – ENTIRE AGREEMENT; AMENDMENTS

This Agreement, including Exhibit “A”, the proposal submitted by Anago on September 11, 2024, incorporated by reference, and represents the entire and integrated agreement between CITY and Anago. It supersedes all prior and contemporaneous communications, representations, and agreements, wither oral or written, relating to the subject matter of this Agreement. This Agreement may not be amended or modified, except in writing, signed by each of the parties hereto.

ARTICLE 12 – SEVERABILITY

If any provision of this Agreement is determined to be unenforceable, invalid or illegal, then the enforceability, validity and legality of the remaining provisions will not in any way be affected or impaired, and such provision will be deemed to be restated to reflect the original intentions of the parties as nearly as possible in accordance with applicable law.

ARTICLE 13 – ASSIGNMENT

Neither CITY nor Anago shall assign any rights or duties under this Agreement without the prior written consent of the other party.

ARTICLE 14 – NO THIRD PARTY RIGHTS

The services provided for in this Agreement are for the sole use and benefit of CITY and Anago. Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than CITY and Anago.

K-2425-~~48~~

ARTICLE 15 – BINDING EFFECT

This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

IN WITNESS WHEREOF, the CITY and Anago have executed this Agreement as of the Effective Date.

The City of Norman:

Signature: _____

Name: _____

Title: _____

Date: _____

Attest: _____

City Clerk

Approved as to form and legality this ____ day of _____ 202__

City Attorney

Anago Cleaning systems, LLC:

Signature: Eric E. Adame

Name: ERIC E. ADAME

Title: President

STATE OF Oklahoma COUNTY OF Cleveland SS:

Before me, the undersigned, a Notary Public in and for said County and State, On this 2nd day of October 2024, personally appeared Eric Adame to me known to be the identical person who executed the foregoing, and acknowledged to me that he/she executed the same as his free and voluntary act and deed for the sue and purposes therein set forth.

WITNESS my hand and seal the day and year last above written,

Notary Public: Karla Sitton

My commission: January 9, 2027





ANAGCLE-18

KH

Item 10.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
9/5/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER McNamara Company 1330 Highway 96 E White Bear Lake, MN 55110	CONTACT NAME:	
	PHONE (A/C, No, Ext): (651) 426-0607	FAX (A/C, No): (651) 426-6790
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Liberty Mutual	23035
INSURED UCG2 LLC dba Anago of Oklahoma City 20 SW 27TH AVE STE 300 POMPANO BEACH, FL 33069	INSURER B : Hanover Insurance Companies	22292
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		BKS65252983	10/1/2024	10/1/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/POP AGG \$ 2,000,000
	GENTL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:					
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		BKS65252983	10/1/2024	10/1/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		USO65252983	10/1/2024	10/1/2025	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	W2XJ154842	10/1/2024	10/1/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Crime		BKS65252983	10/1/2024	10/1/2025	50,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
This certificate is evidencing coverage for the above named insured.

CERTIFICATE HOLDER

**** Informational Certificate ****

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

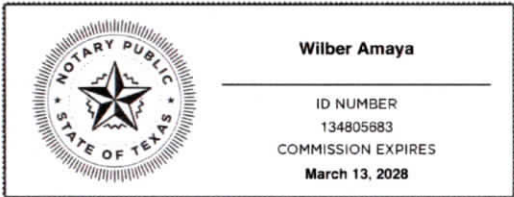
AUTHORIZED REPRESENTATIVE
Alison McNamara

AFFIDAVIT OF NON-COLLUSION

STATE OF Texas)

COUNTY OF Harris) ss:

Eric Adame, of lawful age, being first duly sworn, on oath says, that (s) he is the agent authorized by the bidder to submit the attached bid. Affidavit further states that the bidder has not been a party to any collusion among bidders in restraint to freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any city official or employee as to quantity, quality, or price in the prospective contract, or any other terms of prospective contract; or in any discussion between bidders and any city official concerning exchange of money or other thing of value for special consideration in the letting of a contract; that the bidder/contractor has not paid, given or donated or agreed to pay, give or donate to any officer or employee of the City of Norman, Oklahoma any money or other thing of value, either directly or indirectly, in the procuring of the award of a contract pursuant to this bid.



Electronically signed and notarized online using the Proof platform.

Eric E. Adame

Proposer

Eric Adame

By: Wilber Amaya

Subscribed and sworn to before me on this 11th day of September, 2024

Wilber Amaya

My Commission Expires 03/13/2028

REQUEST FOR PROPOSAL**EXHIBIT A****RFP-2425-17**

NOTICE is hereby given that the City of Norman will receive proposals at the, **OFFICE OF Parks & Recreation, 225 N. Webster Ave, Norman, Oklahoma, 73069, until 5:00 p.m. on September 19th, 2024**, for the following:

Request for Proposal RFP-2425-17 – Custodial Services for the City of Norman Recreation Centers, including 12th Avenue Recreation Center located at 1701 12th Ave NE, Irving Recreation Center located at 125 Vicksburg Drive, Whittier Recreation Center located at 2000 w Brooks street, and Little Axe Community Center located at 1000 168th Ave NE, for a period of one year with four one year renewal options.

A **non-mandatory** Pre-Proposal Conference shall be conducted on **September 10th, 2024, at 9:00 AM** for all who desire to submit a proposal. The meeting will be held in the **12th street Recreation center, 1701 12th Ave NE, Norman, Oklahoma**, to allow all interested parties to tour and evaluate these facilities in order to submit their proposal. All who wish to be considered for this agreement are encouraged to attend this meeting.

ALL WRITTEN PROPOSALS MUST BE RECEIVED IN THE OFFICE OF THE CITY PARKS AND RECREATION DEPARTMENT AT 225 N. Webster Ave, By September 19th, 2024, AT 5:00 P.M.

All questions concerning this proposal are to be submitted via email to Lance Harper, Construction and Facilities Manager, Lf.harper@normanok.gov. Phone: 405-779-6525. WWW.Normanok.gov for full RFP.

REQUEST FOR PROPOSAL**RFP-2425-17****TO PROVIDE CUSTODIAL SERVICES****FOR THE CITY OF NORMAN RECREATION CENTER FACILITIES****I. GOAL:**

The goal of this request for proposal is to enter into a contract with a selected company that provides quality janitorial services. The City has an obligation to provide a safe, clean, and sanitary environment for employees and the public.

II. CONTRACT PERIOD:

The contract shall commence on October 1st, 2024, and extend through September 30th, 2025. The terms and provisions of this contract may be extended by mutual agreements of the parties for four additional twelve (12) month periods unless the contract amount changes and only after sufficient appropriations shall have been made for the particular fiscal year in which renewal is sought. Either party may terminate this agreement by giving a thirty (30) day notice in writing to the other party. In no event shall this contract be extended past September 30, 2029.

III. LOCATIONS TO BE SERVICED:

12th Avenue Recreation Center – 1701 NE 12th Avenue Norman, OK 73071

Irving Recreation Center – 125 Vicksburg Ave Norman, OK 73071

Whittier Recreation Center – 2000 Brooks St Norman. OK 73072

Little Axe Community Center – 1000 168th Ave N.E.

IV. PROPOSAL INSTRUCTIONS, PRE-REQUISITES & SUBMISSIONS:

Proposal costs should include providing all equipment and cleaning supplies/products used by the contractor (except liquid solution provided through concentrated cleaning solution disperser, the contractor will work with City staff to select the options for cleaning solutions provided by the City). The contractor shall provide urinal blocks and sanitary napkin disposal bags required for proper maintenance of the buildings. The City of Norman shall provide products for cleaning solutions for floors and restrooms, soap dispensers, toilet paper dispensers, paper towel dispensers, and trashcan liners. The contractor shall be responsible for restocking these dispensers as necessary. The City of Norman will provide Toilet Paper, Paper Towels, and Soap.

Only proposers who can comply with the following should submit proposals:

The proposer shall have been in the cleaning business handling commercial or industrial accounts for at least three years prior to submission of its Proposal and shall have experience in cleaning a large (10,000 sq. ft. or more) office (private or public) building for one year or more.

The proposer shall furnish all equipment as required to successfully perform the cleaning per these specifications.

The proposer shall have an adequate number of full-time employees on the payroll engaged directly in cleaning work as of the date of the submission of its proposal, and, if awarded the contract, the vendor shall maintain such minimum number of employees throughout the term of the contract as necessary to satisfactorily perform the duties and obligations of said contract. Subcontractors or franchise participants shall not be used or counted toward the full-time employees unless the Proposer has received prior written approval from the Facility Manager or their designee for the use of the subcontractors or franchise participants. The granting of such written approval shall rest in the sole discretion of the Facility Manager or their designee, and if given, shall be subject to revocation without cause upon ten (10) days written notice being given to the Contractor. Failure of the Contractor to comply with this subsection shall constitute cause for termination of the contract. Approved subcontractors shall be required to submit the same insurance certificate required of the Contractor. It is the Contractor's responsibility to notify subcontractors of the City's insurance requirements and obtain and submit the insurance certificate to the City of Norman prior to any services being provided. It is the Contractor's responsibility to ensure subcontractors abide by all terms and conditions of this agreement.

The work as specified under this contract is to be completed between the hours of 9:00 p.m. and 6:00 a.m., or as designated by the City's Facility Maintenance Manager. The

Proposer must include, along with its proposal, a submission of the anticipated number of man hours per day and the anticipated work force required to carry out the specified work.

If the proposed staffing is less than the experience the City has shown to be the minimum of employees needed to perform the required services, the City of Norman may reject the proposal submitted, unless the Proposer is able to demonstrate to the satisfaction of the City, prior to the contract award, that they can adequately and satisfactorily perform the services as specified under this contract with fewer employees.

The proposer shall include in its proposal, a listing of at least four references, one of which shall be a medium to large office building or a similar government agency.

V. GENERAL SCOPE OF WORK AND SERVICES TO BE INCLUDED IN PROPOSAL:

12th Avenue Recreation Center
Irving Recreation Center
Whittier Recreation Center
Little Axe Community Center

GENERAL INFORMATION

FLOORS

Carpeted surface cleaning, vacuumed, spot removal, and steam cleaning of carpet, to be part of proposal. Hard surface cleaning, sweeping, mopping, stripping and waxing, to be part of proposal. Intervals of time for this cleaning to be part of the proposal daily, weekly, monthly, etc.

WINDOWS

Entrance glass doors, windows, interior and exterior cleaning, to be part of proposal. Intervals of time for this cleaning to be part of the proposal daily, weekly, monthly, yearly, etc.

BATHROOMS, MECHANICAL/JANITORIAL ROOMS, AND BREAK ROOMS

Cleaning of fixtures, cabinets, counter tops, panels, water fountains, sinks, walls and dispensers, periodic deep cleaning of bathroom tile walls. Intervals of time for this cleaning to be part of the proposal daily, weekly, monthly, etc.

GENERAL HOUSEKEEPING

Interior facility services should include emptying trash cans interior and exterior, replacing with new liners, dusting, and high cob web removal, general straightening of furniture, window ledges, doors, and baseboards, outside of doors and inside air locks. Intervals of time for this cleaning to be part of the proposal daily, weekly, monthly, etc.

Specifications for the facilities included the following attachments:

1) Square feet of space: 23,000 GSF

2) Number of restrooms & amenities:

12th Avenue Recreation Center: Two (2) Restroom facilities: one (1) Men, one (1) women, four (4) toilet stalls, two (2) urinals

Irving Recreation Center: Two (2) Restroom facilities: one (1) Men, one (1) women, four (4) toilet stalls, two (2) urinals

Whittier Recreation Center: Two (2) Restroom facilities: one (1) Men, one (1) women, four (4) toilet stalls, two (2) urinals

Irving Recreation Center and Whittier Recreation center gyms: the gyms will only be cleaned on a "per request basis". Provide gym cleaning cost separate from daily cleaning cost of these two recreation centers.

Little Axe Community Center: Two (2) restroom facilities; one (1) Men, one (1) woman, five (5) toilet stalls, two (2) urinals.

VI. CUSTODIAL PERSONNEL:

All employees shall complete an Oklahoma State Bureau of Investigation (OSBI) background check for felony convictions. OSBI background checks must be submitted to the Parks and Recreation office, attn: Lance Harper, P.O. Box 370, Norman, OK 73070 prior to beginning work.

Identification badges (to be visible at all times); access cards and keys shall be issued to the Contractor who shall be responsible for their use. The Contractor shall return all keys, key fobs, and identification badges upon demand if deemed necessary by the City at any time. Loss of keys, key fobs, and/or identification badges must be reported immediately to the Facility Maintenance Manager or their designee. **Under no circumstances shall**

children, animals or personnel not employed by the successful vendor accompany the custodial personnel while performing this job.

The Contractor shall replace the services of any employee whose conduct the City's designee feels is detrimental to the best interest of the City. Final determination shall rest with the City.

VII. GENERAL SAFETY AND SECURITY:

The selected contractor shall be responsible for the safety of its employees and to provide to the Custodial Coordinator of the City of Norman copies of all Material Safety Data Sheets of products used on this property and to keep them updated in accordance with OSHA standards.

It shall be the Contractor's responsibility to secure all exterior doors of each building during and after work is performed. Leave interior doors either locked or unlocked in the condition that they are found. All work must be performed at agreed upon scheduled times. No personnel shall perform work outside of this schedule without prior pre approval by the Custodial Coordinator.

VIII. INSPECTION AND COMPLIANCE OF WORK PERFORMED:

The contract, once awarded, shall be monitored by the City's Facility Maintenance Supervisor. This person is the point of contact for the Contractor and has the authority to instruct custodial personnel as to the needs of the Norman Recreation Centers. The Contractor shall provide a person to act as the company representative and point of contact who is authorized to make binding decisions on behalf of the company. Walk-through inspections with the Facility Supervisor shall be scheduled on a once-a-month basis with the designated representative. The City of Norman is dealing with public funds that are entrusted to pay for services rendered. If services are of poor quality, the Facilities Supervisor, with supervisor approval, shall have the authority to withhold all or a portion of the monthly payment to the Contractor in direct correlation to the work that has not been completed. The City of Norman is committed to paying for services rendered but is not obligated to pay for services not performed or for inadequate service.

All performance shall be subject to inspection and approval by the City's Facility Supervisor. In terms of standard of excellence, 100% excellence in the work performed

and compliance shall be the goal. The City reserves the right to recover the actual cost for damages caused through the inattention, omissions, or negligence of the Contractor's employees or subcontractors. **CONTRACT NON-COMPLIANCE ISSUES WILL BE ENFORCED.**

IX. MAINTENANCE PROCEDURE AND MATERIALS

The City of Norman desires to be a good steward of the environment and a good citizen and neighbor to all the citizens of Norman. The Green Team Initiative also applies to cleaning and janitorial services to our buildings. Green Cleaning is defined as "cleaning to protect health without harming the environment." Procedures and products utilized in this proposal which contribute to healthy surroundings for the building occupants and Proposer's staff members and minimize the impact of cleaning operations on the environment, are very desirable by the City of Norman. Building cleanliness is not solely evaluated on appearance. Additional emphasis will be placed on the environmental sustainability of cleaning operations and overall building health. Proposers are encouraged to address the specifics of their green cleaning program and initiatives in all applicable areas below in the procedures and materials sections. The Proposer's response to this initiative is part of the overall evaluation criteria.

CLEANING PROCESS AND PROCEDURE: The Proposer shall include in their proposal the process and procedure their staff will use in each of the following areas.

- Floor Vacuuming
- Mopping
- Spray Buffing
- Floor Stripping and Waxing
- Commodes
- Urinals
- Wash Bowls
- Drinking Fountains
- Toilet Room Cleaning
- Care of Dispensers
- Trash Removal
- Training of Contractor staff
- Window Cleaning
- Carpet Spot Cleaning and Stain Removal

REPAIR OF BUILDING: The Custodial Coordinator shall be notified immediately, by phone call, of any fixtures, building equipment or materials that have become loose, out of order, or in need of repair or replacement.

X. SELECTION PROCESS

EVALUATION: Proposals will be evaluated based upon experience providing similar services; references; cost; quality; and overall ability to provide specified services. This evaluation may include, at the City's option, site visits to locations the vendor is currently cleaning to assess the quality of cleaning services. References should be within the Oklahoma City metropolitan area.

PROPOSAL EVALUATION PROCESS: A selection committee will independently evaluate each proposal. The committee may make its selection based on the written proposals received, or may, at its discretion, conduct oral interviews with some or all of the Proposers. The committee will make its recommendation to the City Council of the City of Norman. The City Council will approve the recommended Proposer, a different Proposer or may decline to contract with any Proposer.

SELECTION CRITERIA: Proposers will be recommended for selection based on their overall responsiveness to meet all listed requirements of the RFP. Emphasis will be placed on the following criteria (in no particular order):

- Experience providing similar services
- References
- Total cost of services proposed
- Overall ability to provide specified services

XI. EMPLOYMENT DISCRIMINATION BY CONTRACTOR PROHIBITED:

A. During the performance of this contract, the contractor agrees as follows:

The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, ancestry, national origin, age, place of birth, disability, sex, sexual orientation, gender identity or expression, familial status, or marital status, including marriage to a person of the same sex, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal

operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provision of this non-discrimination clause.

The Contractor, in all solicitations or advertisements for employment placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer.

XII. AWARD OF CONTRACT:

The contract shall be awarded to the firm whose proposal is responsive to the RFP and is most advantageous to the City, considering the factors identified in the RFP.

XIII. INSURANCE:

LIABILITY & PROPERTY DAMAGE INSURANCE: The contractor assumes all risks incident to or in connection with its purpose to be conducted herein under and shall indemnify, defend, and save the City of Norman harmless from damage or injuries of whatever nature or kind to persons or property arising directly or indirectly out of the Contractor's operations and arising from acts or omissions of its employees and shall indemnify, defend, and save harmless the City of Norman from any penalties for violation of any law, ordinance, or regulation affecting or having application to said operation or resulting from the carelessness, negligence, or improper conduct of Contractor or any of its agents or employees.

In connection therewith, the contractor shall carry Workers' Compensation in accordance with State Laws and Employer's Liability Insurance in the following amounts:

Property Damage Liability – Limits shall be carried in the amount of not less than twenty five thousand dollars (\$25,000.00) to any one person for any number of claims for damage to or destruction of property including but not limited to consequential damages arising out of a single accident or occurrence.

All Other Liability – In an amount not less than one hundred twenty-five thousand dollars (\$125,000.00) for claims including accidental death, personal injury, and all other claims to any one person out of a single accident or occurrence.

Single Occurrence or Accident Liability – In an amount not less than one million dollars (\$1,000,000.00) for any number of claims arising out of a single occurrence or accident.

The insurance policies shall be issued by a company approved by the City of Norman. The City shall be furnished with a Certificate of Insurance which shall provide that such insurance shall not be changed or canceled without ten (10) days prior written notice to the City of Norman. Certificates of Insurance shall be delivered to the City of Norman prior to the commencement of the agreement. THE POLICY SHALL LIST THE CITY OF NORMAN AS “CO-INSURED” OR “ADDITIONAL INSURED.”

This RFP does not commit the City of Norman to award a contract, or to any obligation for costs incurred in the preparation in response to the RFP. Furthermore, the City reserves the right to accept or reject any or all proposals received as a result of this RFP and to negotiate with any qualified source or to cancel in part or in its entirety this RFP, if it is determined to be in the best interest of the City to do so.

NOTICE TO RFP RECIPIENTS

When submitting responses to RFPs, corporate entities are required to comply with State law regarding authorized signatures.

State statute requires that bids/RFPs “be signed by the chair or vice chair of the Board of Directors, or the President, or by a Vice President, and attested by the Secretary or an Assistant Secretary; or by officers as may be duly authorized to exercise the duties....”
18 O.S. § 1007.A.2

However, if some other official with the corporation, such as a secretary signing a document, such signature needs to be accompanied by a certificate or a copy of a resolution adopted by the Board setting forth the authority of that individual to execute a contract.

With respect to limited liability corporations, every manager is an agent of the company for the purpose of business and binds the limited liability company. Therefore, instruments and documents shall be valid and binding upon the limited liability company if executed by one or more of its managers. 18 O.S. § 2019A

As set forth above when submitting bids and RFPs, certification adhering to the state statutes should accompany documents being turned in for review.

AFFIDAVIT OF NON-COLLUSION

STATE OF _____)

COUNTY OF _____) ss:

_____, of lawful age, being first duly sworn, on oath says, that (s) he is the agent authorized by the bidder to submit the attached bid. Affidavit further states that the bidder has not been a party to any collusion among bidders in restraint to freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any city official or employee as to quantity, quality, or price in the prospective contract, or any other terms of prospective contract; or in any discussion between bidders and any city official concerning exchange of money or other thing of value for special consideration in the letting of a contract; that the bidder/contractor has not paid, given or donated or agreed to pay, give or donate to any officer or employee of the City of Norman, Oklahoma any money or other thing of value, either directly or indirectly, in the procuring of the award of a contract pursuant to this bid.

Proposer

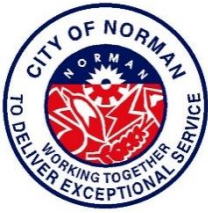
By: _____

Subscribed and sworn to before me on this _____ day of _____, 20_____

My Commission Expires _____

File Attachments for Item:

11. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2425-61: A PUBLIC TRANSIT REVOLVING FUND AGREEMENT BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND THE OKLAHOMA DEPARTMENT OF TRANSPORTATION (ODOT) DISTRIBUTING A MAXIMUM AMOUNT OF FUNDS IN AN AMOUNT NOT-TO- EXCEED TWO HUNDRED TWENTY-TWO THOUSAND SIXTY ONE DOLLARS (\$222,061) IN THREE (3) BILLINGS PAYABLE ON OR AFTER NOVEMBER 1, 2024, FEBRUARY 1, 2025, AND JUNE 1, 2025; SUCH FUNDS TO BE USED FOR ESTABLISHING, EXPANDING, IMPROVING, AND MAINTAINING THE CITY OF NORMAN'S URBAN PUBLIC MASS TRANSPORTATION SERVICES.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 10/22/2024

REQUESTER: Taylor Johnson, Transit and Parking Program Manager

PRESENTER: Scott Sturtz, P.E. Interim Director of Public Works

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2425-61: A PUBLIC TRANSIT REVOLVING FUND AGREEMENT BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND THE OKLAHOMA DEPARTMENT OF TRANSPORTATION (ODOT) DISTRIBUTING A MAXIMUM AMOUNT OF FUNDS IN AN AMOUNT NOT-TO-EXCEED TWO HUNDRED TWENTY-TWO THOUSAND SIXTY ONE DOLLARS (\$222,061) IN THREE (3) BILLINGS PAYABLE ON OR AFTER NOVEMBER 1, 2024, FEBRUARY 1, 2025, AND JUNE 1, 2025; SUCH FUNDS TO BE USED FOR ESTABLISHING, EXPANDING, IMPROVING, AND MAINTAINING THE CITY OF NORMAN'S URBAN PUBLIC MASS TRANSPORTATION SERVICES.

BACKGROUND:

69 O.S. § 4301 creates in the State of Oklahoma Treasury a revolving fund called the "Public Transit Revolving Fund" for ODOT to be used for the purpose of establishing, expanding, improving, and maintaining rural and urban public transportation services. Eligible entities to apply for disbursement of such funds are defined as those entities receiving federal financial assistance through the Federal Transit Administration (FTA) Block Grant for Urbanized Areas and Formula Grant Program for Areas other than Urbanized Areas, under 49 U.S.C. §§ 1607a and 1614, and other public mass transportation programs provided by entities, municipalities, and community action programs which have submitted an audited financial statement showing total reported vehicle revenue mileage for the prior year to ODOT.

On May 22, 2019, the Governor of Oklahoma designated the City of Norman to be the direct recipient of federal funds to be used for the provision of public transportation services effective upon the date the FTA formally approves the City eligible to receive such federal funds. On June 20, 2019, the FTA formally designated the City to be the direct recipient of such federal public transportation funds. As a result of this designation by the FTA, the City is also eligible to receive disbursement of funds from the Oklahoma Department of Transportation (ODOT) Public Transit Revolving Fund to be used to establish, expand, improve, and maintain its public transportation system.

DISCUSSION:

The City of Norman is eligible to receive disbursement from the Public Transit Revolving Fund due to it being an entity approved to receive federal financial assistance through the FTA Block Grant for Urbanized Areas. Each year, entities must have their previous fiscal year's vehicle revenue mileage audited to include in their applications to ODOT. The City did have a mileage audit performed by Forvis for fiscal year 2024. After ODOT reviewed all applications, the City of Norman was approved for a maximum amount of funds in an amount not to exceed \$222,061 to be distributed in fiscal year 2025. This agreement provides that such maximum disbursement shall be distributed in three billings on or after November 1, 2024, February 1, 2025, and June 1, 2025.

This amount is slightly more than fiscal year 2024's distributed funds (\$207,400) to the City. The amount distributed can fluctuate based on how many miles are submitted by each agency and the amount of funding available. It should be noted that contrary to the Revolving Fund name, the funds, once distributed, are not required to be paid back.

This Agreement further provides that the City of Norman certifies that at least fifty percent (50%) of the funding provided by this agreement shall be spent for services for the elderly and disabled. Norman's paratransit service, known as "EMBARK Plus", fulfills this criteria.

Funds distributed pursuant to this agreement shall be deposited into the Public Transportation and Parking Fund, Other Revenue/State Grant Reimbursements (Account 275-331380) and appropriated for public transportation operations use.

RECOMMENDATION:

This agreement provides integral public transportation funding needed to continue, improve, and maintain the City's public transportation operations. Staff recommends approval of Contract K-2425-61.

**STATE OF OKLAHOMA
DEPARTMENT OF TRANSPORTATION
STATE PUBLIC TRANSIT REVOLVING FUND PROGRAM
STATE FISCAL 2025
PROJECT NO: STPTRF-9025(559), JOB PIECE NO. 26110(20),
CLEVELAND COUNTY
AGREEMENT NO. RF2025-03**

This Agreement made and entered into by and between the Oklahoma Department of Transportation, hereinafter called the “**DEPARTMENT**”, acting for and on behalf of the State of Oklahoma, the Governor’s designee for the administration of the State Public Transit Revolving Fund and the **City of Norman.**, hereinafter referred to as the “**AGENCY**”, for the purpose of providing financial assistance pursuant to the Public Transit Revolving Fund, Section 4031 of Title 69 of the Oklahoma Statutes, as amended, hereinafter referred to as the “**FUND**”, and subject to the following terms and conditions. The above stated parties to this contract will hereinafter be referred to collectively, as the **PARTICIPANT** or **PARTICIPANTS**.

WITNESSETH:

WHEREAS, Section 4031 of Title 69 of the Oklahoma Statutes created a revolving fund for the DEPARTMENT designated as the “Public Transit Revolving Fund” for the purpose of establishing, expanding, improving and maintaining rural and urban public transportation services; and,

WHEREAS, \$10,750,000.00 has been allocated to the FUND for establishing, expanding, improving and maintaining rural and urban public mass transportation services; and,

WHEREAS, Ninety-five percent or \$10,212,500.00 of the aforementioned FUND is available to existing public mass transportation programs; and,

WHEREAS, Eligible entities shall be defined as those entities receiving federal financial assistance through the Federal Transit Administration’s Block Grant for Urbanized Areas and Formula Grant Program for Areas Other Than Urbanized Areas, 49 U.S. C., Sections 1607a and 1614, respectively, and other public mass transportation programs provided by entities, municipalities, and community action programs which have submitted an audited financial statement showing total reported vehicle revenue mileage for the prior year to the **DEPARTMENT**; and,

WHEREAS, The DEPARTMENT has determined that the AGENCY is an eligible entity to participate in the aforementioned FUND; and,

WHEREAS, The **DEPARTMENT** desires to distribute said FUND to eligible existing public mass transportation providers. The PARTICIPANTS hereto agree as follows:

SECTION 1: PURPOSE OF AGREEMENT

The purpose of this Agreement is to state the terms, conditions and mutual understanding of the parties as to the manner in which the distribution of monies from the State Public Transit Revolving Fund is to be carried out.

SECTION 2: PROGRAM SCOPE

The funding allocated from the Public Transit Revolving Fund by the DEPARTMENT is budgeted for the purpose of establishing, expanding, improving and maintaining rural and urban public mass transportation service; available funds may also be used for local share or matching funds for the purpose of federal capital or operating grants. Prior to the allocation of funds from the Public Transit Revolving Fund, each eligible entity desiring monies from the Public Transit Revolving Fund shall provide to the Department, a proposed budget outlining the proposed use of the monies for the corresponding fiscal year. Any eligible entity not submitting a proposed budget shall be deemed to waive any claim to available funds from the Public Transit Revolving Fund for the corresponding fiscal year. All funds distributed among the eligible entities shall be audited to ensure compliance with applicable law and the latest available audited financial statement shall be provided to the DEPARTMENT.

Eligible entity receiving funds from the Public Transit Revolving Fund shall expend a minimum of fifty percent (50%) of their allocated funding for services for the Elderly and the Disabled. Available program funds shall not be subject to the Central Purchasing Act, Section 85.1 et seq. of Title 74 of the Oklahoma Statutes. However, any equipment purchased with available funds, shall be subject to the Central Purchasing Act added by Laws 1990, c. 250, § 3, operative July 1, 1990 as amended.

SECTION 3: TIME FOR PERFORMANCE

This Agreement shall be in effect for a period, which will commence on the date indicated that the DEPARTMENT has executed this Agreement and extend through June 30, 2025. It is understood and agreed upon between the parties hereto that the DEPARTMENT is subject to certain funding restrictions which prevent the DEPARTMENT from making a commitment that obligates the DEPARTMENT to pay any funds beyond the aforementioned Agreement period.

SECTION 4: COMPENSATION

The DEPARTMENT agrees to distribute said monies to the AGENCY on the basis of three billings. The first billing of \$74,020.00 shall be payable on or after November 1, 2024. The second billing shall be for \$74,020.00, payable on or after February 1, 2025. The final payment shall be for \$74,021.00 and shall be due on or after June 1, 2025. The maximum amount of funds available to the AGENCY under this Agreement shall not exceed TWO HUNDRED TWENTY TWO THOUSAND SIXTY ONE DOLLARS (\$222,061.00). Unused funds at the end of the contract period will go back into the general Revolving fund to be redistributed the following fiscal year.

Compensation for services performed under this Agreement will be based on the number of vehicle revenue miles of service provided, using the AGENCY's actual audited vehicle revenue mileage records. A vehicle revenue mile shall be defined as a mile operated by vehicles available for public transportation services. Deadhead miles shall not be eligible for reimbursement and are defined as miles traveled while moving a revenue vehicle in other than revenue service. A revenue vehicle shall be defined as a vehicle used to provide public mass transportation services for which remuneration is normally required. The DEPARTMENT shall not be obligated to provide funding to the

AGENCY beyond the limits of funds available in the FUND for the corresponding fiscal year.

The DEPARTMENT will make three payments to the AGENCY based upon properly prepared invoices supplied by the DEPARTMENT and executed by the AGENCY.

The mileage upon which payment is to be made shall be that mileage reported by the AGENCY to the United States Secretary of Transportation, as required by U.S.C., Section 1611, as amended, or as reported on the DEPARTMENT's approved data intake form for the previous year. Other eligible public mass transit services provided by entities, municipalities, and community action programs shall submit an audited financial statement showing total reported mileage for the prior year to the DEPARTMENT as described in the Program Scope section of this agreement. The DEPARTMENT, based on evidence provided by the applicant, shall determine if any entity meets the criteria of being a public transit program and therefore to take part in the FUND. The vehicle revenue miles for all eligible entities shall be added together to form a total. This total vehicle revenue mileage shall be divided into the total dollars available in the FUND to arrive at a per mile rate to be used to calculate the maximum amount of funds available to each eligible entity for the fiscal year.

SECTION 5: CHANGE MODIFICATIONS

No changes or alterations, modification or amendment of any term or condition of this Agreement shall be effective unless reduced to writing and executed with same formalities that are observed in the execution of this Agreement.

SECTION 6: GOVERNING LAWS AND REGULATIONS

This Contract shall be governed and implemented in accordance with the laws of the State of Oklahoma and the applicable rules, regulations, policies, and procedures of the Oklahoma Transportation Commission. Venue for any action to construe or have enforced any provision of this Contract shall be in the District Court of Oklahoma County, State of Oklahoma.

SECTION 7: DISPUTE RESOLUTION

The parties hereto have entered into this Contract in the State of Oklahoma and the laws of the State of Oklahoma shall apply. The parties agree to bargain in good faith in direct negotiation to achieve resolutions of any dispute and, if such efforts are unsuccessful, to retain a neutral mediation service to mediate the dispute prior to filing court action. Mediation shall be conducted in the Oklahoma City area and the costs of such mediation shall be borne equally by the parties. If mediation is not successful, venue for any action brought to enforce the terms of this Contract shall be Oklahoma County, State of Oklahoma. Each party shall bear any costs and attorney fees incurred by that party in such litigation.

SECTION 8: ACCESS TO RECORDS AND AUDIT REQUIREMENT

The AGENCY and its subcontractors shall maintain all books, documents, papers, accounting records, instructions receipts, vouchers, memoranda and other evidence pertaining to funding associated with this agreement and to make such materials available at its respective offices at all reasonable times, during the agreement period and for three (3) years from the date of final payment under the agreement. The AGENCY shall permit inspections by representatives of the Department, and if requested, to the State Auditor and Inspector, or any other authorized representatives of the state governments.

The AGENCY hereby certifies that all records shall be maintained in accordance with generally accepted accounting principles and shall conform to the standards set forth in the U.S. Department of Transportation 49 CFR Part 18, "*Uniform Administration Requirements for Grants and Cooperative Agreements to State and Local Government*", as amended.

SECTION 9: THIRD PARTY AGREEMENTS

Unless otherwise authorized in writing by the DEPARTMENT, the AGENCY shall not assign any portion of this Agreement by executing any subcontract, amendment or change order thereto, or obligate itself in any manner with any third party with respect to its rights and responsibilities under this Agreement.

SECTION 10: TERMINATION

The DEPARTMENT may terminate the project and cancel this Agreement by giving thirty (30) days written notice if the continuation of the program, in the DEPARTMENT's opinion, would not produce beneficial results commensurate with the further expenditure of funds.

The DEPARTMENT may, by written notice to the AGENCY, terminate this Agreement for any of the following reasons:

1. The AGENCY discontinues providing transportation services as outlined within their proposal. The AGENCY takes any action pertaining to this Agreement without the approval of the DEPARTMENT and which, under the conditions established by this Agreement, would have required the approval of the DEPARTMENT.
2. The DEPARTMENT determines that the AGENCY is not utilizing available funds as outlined in Section 4031 of Title 69 of the Oklahoma Statutes.
3. The commencement, execution, or timely completion by the AGENCY is, for any reason, rendered improbably, impossible, or illegal.
4. The AGENCY shall be in default under any provision of this Agreement.
5. By mutual agreement and consent of the PARTICIPANTS hereto this Agreement may be terminated.

6. Termination of the FUND will result in immediate expiration of this Agreement.

SECTION 11: COVENANT AGAINST CONTINGENT FEES

The AGENCY warrants that it has not employed or retained any company or person specifically to solicit or secure this Agreement, and that it has not paid or agreed to pay any fee, commission, percentage, brokerage fee, gifts, or any other consideration, contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the DEPARTMENT shall have the right to annul this Agreement without liability.

SECTION 12: EQUAL EMPLOYMENT OPPORTUNITY

In connection with the execution of this Agreement, the AGENCY shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age or national origin. The AGENCY shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, age or national origin. Such actions shall include, but not be limited to, the following: employment; upgrading, demotion or transfer; recruitment or advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The AGENCY further agrees to insert similar provisions in all subcontracts, except subcontracts for standard commercial supplies or raw materials.

SECTION 13: TITLE VI – CIVIL RIGHT ACT OF 1964

The AGENCY shall comply with all requirements imposed by Title VI of the Civil Rights Act of 1964 (P.L. 88-352), the Regulations of the Department of Transportation issued thereunder (CFR Title 49, Subtitle A, Part 21 as amended), and the assurances by the CONTRACTOR pursuant thereto.

SECTION 14: HOLD HARMLESS CLAUSE

The AGENCY shall hold harmless the DEPARTMENT from all claims and liability due to its negligent acts or omissions or the negligent acts or omissions of its subcontractors, agents or employee under this Agreement, including but not limited to negligent injury or damage to persons or property and the interference with the contract rights of others.

SECTION 15: PRIOR UNDERSTANDING

This Agreement incorporates and reduces to writing all prior understandings, promises, agreements, commitments, covenants, or conditions, and constitutes the full and complete understanding and contractual relationship of the PARTICIPANTS.

SECTION 16: SERVICES TO THE ELDERLY AND THE DISABLED

By executing this Agreement, the AGENCY does hereby certify that, at a minimum, fifty percent (50%) of the funding provided by this agreement shall be spend for services for the elderly and the Disabled.

SECTION 17: INSURANCE

The AGENCY shall obtain and maintain for the duration of the Agreement from a licensed carrier duly authorized to offer policies of liability insurance and to do business in the State of Oklahoma, an insurance policy in the face amount of not less than one million dollars (\$1,000,000). Said insurance policy is to protect the AGENCY against claims and suits in law or equity, alleging negligence on the part of said AGENCY, his agents or employees and demands for compensation for damages to either persons or property.

The AGENCY shall further obtain in amounts as specified by law, Worker’s Compensation Insurance for all persons employed by the AGENCY, said policy to be obtained from a company authorized to provide such insurance in the State of Oklahoma.

The AGENCY shall provide the DEPARTMENT, for the inclusion in the agreement file, copies of certificates of insurance evidencing coverage as to both workers’ compensation and liability, said copies to be furnished to the DEPARTMENT within five (5) working days of execution of this Agreement.

SECTION 18: GOVERNING LAW AND REGULATIONS

This Agreement shall be governed and construed in accordance with the laws of the State of Oklahoma and the applicable rules, regulation, policies and procedures of the Oklahoma Transportation Commission.

SECTION 19: HEADINGS

Article headings used in this Agreement are inserted for convenience of reference only and shall not be deemed a part of this Agreement for any purpose.

SECTION 20: BINDING EFFECT

This Agreement shall be binding upon and inure to the benefit of the DEPARTMENT and the AGENCY and shall be binding upon their successors and subject to the limitation of Oklahoma Law.

SECTION 21: SEVERABILITY

This agreement shall be construed in conformation with the Constitution and Laws of the State of Oklahoma. The provisions of this agreement shall be considered as several. In the event that any provision of the agreement is determined by a court of competent jurisdiction, to be contrary to the Constitution of Law of the State of Oklahoma, such finding shall not invalidate the remaining provisions of this agreement if the same shall permit completion of work set forth in this contract. Venue for any action to construe or have

enforced any provision of this agreement shall be in District Court of Oklahoma County, State of Oklahoma.

SECTION 22: NOTICE

All notices, demands requests or other communications which may be or are required to be given, served or sent by either party to the other pursuant to this Agreement shall be in writing and shall be deemed to have been properly given or sent:

If intended for the DEPARTMENT, by mailing by first class mail, by registered or certified mail, with postage prepaid, addressed to:

Office of Mobility & Public Transit
Department of Transportation
200 N.E. 21st Street Room, C – 1B
Oklahoma City, OK 73105-3204

If intended for the AGENCY, by mailing by first class mail, by registered or certified mail, with postage prepaid, addressed to:

City of Norman
P.O. Box 370
Norman, OK 73070

EXECUTION OF AGREEMENT

IN WITNESS HEREOF, the Deputy Director, pursuant to authority vested in them by the State Transportation Commission, has here into subscribed their name as Deputy Director of the Oklahoma Department of Transportation and City of Norman has executed same pursuant to authority prescribed by law. The official execution date for the CONTRACTOR and the DEPARTMENT contract is the latest signature on this page.

FOR THE AGENCY

City of Norman

Larry Heikkila
Mayor

Federal Tax I. D. Number
APPROVED AS TO FORM

ATTEST: _____
Brenda Hall
City Clerk

Anthony Purinton Date
Assistant City Attorney

State of: OKLAHOMA) ss:
County of: CLEVELAND)

Subscribed and sworn to before me this _____ day of _____, 2024

Notary Public

Commission Expiration Date

AFFIX SEAL

Commission Number

FOR THE DEPARTMENT

STATE OF OKLAHOMA DEPARTMENT OF TRANSPORTATION

REVIEWED AND RECOMMENDED
FOR APPROVAL

APPROVED AS TO FORM

Jared Schwennesen, Manager Date
Office of Mobility & Public Transit

David Miley Date
Assistant General Counsel

Dawn Sullivan Date
Deputy Director

STATUTORY CERTIFICATION

The undersigned hereby certifies to the following statutory requirements:

A. Pursuant to Title 74 O.S. § 85.22, I certify:

1. I am the duly authorized agent of the contractor, for the purpose of certifying facts pertaining to the existence of collusion among and between bidders and suppliers and state officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in connection with the prospective acquisition;
2. I am fully aware of the facts and circumstances surrounding the acquisition or making of the bid to which this statement relates and have been personally and directly involved in events leading to the acquisition or submission of such bid; and
3. Neither the business entity that I represent in this certification nor anyone subject to the business entity's direction or control has been a party:
 - a. to any collusion among bidders or suppliers in restraint of freedom of competition by agreement to bid or contract at a fixed price or to refrain from bidding or contracting,
 - b. to any collusion with any state official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor
 - c. to any discussions between bidders or suppliers and any state official concerning exchange of money or other thing of value for special consideration in connection with the prospective contract.

B. I certify pursuant to 74 OS §85.22, if awarded the contract, whether competitively bid or not, neither the business entity I represent nor anyone subject to the business entity's direction or control has paid, given or donated or agreed to pay, give or donate to any officer or employee of this state any money or other thing of value, either directly or indirectly, in procuring the contract to which this statement relates.

C. I certify pursuant to Title 74 O.S. § 85.42, that no person who has been involved in any manner in the development of this Agreement while employed by the State of Oklahoma shall be employed to fulfill any of the services provided under this contract.

D. That, to the best of my knowledge and belief, the contractor has not previously entered into a contract with the Oklahoma Department of Transportation or any other agency of the State of Oklahoma which could result in a substantial duplication of the services required by this contract.

E. That the contractor has registered and fully participates in the Status Verification System, as required by Title 25 O.S. § 1313(B)(1), to verify the work eligibility status of all new employees of the contractor.

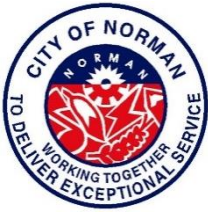
F. In full compliance with Title 74 O.S. § 582, the contractor certifies that the contractor is not currently engaged in a boycott of goods or services from Israel.

Certified by the contractor's authorized representative, DATED: _____

CERTIFIER _____

File Attachments for Item:

12. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2425-52: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORMAN, OKLAHOMA APPROPRIATING \$2,655,575 FROM THE SPECIAL REVENUE FUND BALANCE; \$130,048 FROM THE WESTWOOD FUND BALANCE; \$4,681,687 FROM THE RISK MANAGEMENT FUND BALANCE; \$4,814,280 FROM THE CAPITAL FUND BALANCE; AND \$1,291 FROM THE NORMAN FORWARD FUND BALANCE, TO CLOSE OUT YEAR-END ACCOUNTING ENTRIES FOR FYE 2024.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 10/22/2024

REQUESTER: Kimberly Coffman, Budget Manager

PRESENTER: Anthony Francisco, Director of Finance

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2425-52: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORMAN, OKLAHOMA APPROPRIATING \$2,655,575 FROM THE SPECIAL REVENUE FUND BALANCE; \$130,048 FROM THE WESTWOOD FUND BALANCE; \$4,681,687 FROM THE RISK MANAGEMENT FUND BALANCE; \$4,814,280 FROM THE CAPITAL FUND BALANCE; AND \$1,291 FROM THE NORMAN FORWARD FUND BALANCE, TO CLOSE OUT YEAR-END ACCOUNTING ENTRIES FOR FYE 2024.

BACKGROUND:

At the end of each fiscal year (June 30th), the Finance Department posts all year-end accounting entries. In order to help with this process, some division's categories of expenses require a transfer to cover negative balances in line-item accounts. Oklahoma statutes require that each fund be balanced at the object category of expenditures, which include: salaries and benefits; materials and supplies; services and maintenance; and capital equipment ("capital outlay"). City of Norman policy requires the City Manager's approval for transfers within a City fund, or of funds between departments; from salary and benefit category accounts; and transfers from operating accounts to capital equipment accounts. The City Manager has already approved needed year-end transfers under his authority on recommendation from Finance Department staff (see attached memorandum). In some cases, however, some expenses cannot be covered from available allocations within the same fund and require an appropriation of fund balance or a transfer between funds. Oklahoma Statutes require that all appropriations of fund balance be approved by the City Council (governing body).

DISCUSSION:

At fiscal year-end (FYE) 2024, five funds lacked the needed funds within existing appropriations to cover expenses made during the year, for varying reasons. These include the Special Revenue Fund, the Westwood Fund, the Risk Management Fund, the Capital Fund, and the Norman Forward Fund. Adequate fund balance exists in these funds to cover the recommended appropriations.

In the Special Revenue Fund, an additional \$2,655,575 needs to be appropriated from fund balance to cover interfund-transfers to the Capital Fund for grant-funded capital projects.

In the Westwood Fund, an additional \$130,048 needs to be appropriated from fund balance to cover higher than anticipated salary expenditures.

In the Risk Management Fund, an additional \$4,681,687 needs to be appropriated from fund balance to cover higher than anticipated health claim and administration payments.

In the Capital Fund, an additional \$4,814,280 needs to be appropriated from fund balance to cover transfers to the

General Fund for capital equipment that was ordered in prior years but delivered in FYE 24 due to supply chain issues.

In the Norman Forward Fund, an additional \$1,291 needs to be appropriated from fund balance to cover higher than anticipated Trustee fees.

RECOMMENDATION:

Staff recommends the following appropriations be approved:

\$2,655,575 from Special Revenue Fund Balance (account number 22-29000) to Interfund Transfer – Capital Fund (account number 22930194-48050).

\$130,048 from Westwood Fund Balance (account number 29-29000) to Salaries - Temporary (account number 29970133-42003).

\$4,681,687 from Risk Management Fund Balance (account number 43-29000) to Self Insurance – Health Claim Payments (account number 43330105-44420).

\$4,814,280 from Capital Fund Balance (account number 50-29000) to Interfund Transfer – To General Fund (account number 50930194-48010).

\$1,291 from Norman Forward Fund Balance (account number 51-29000) to Debt Service Charges – Revenue (account number 51930149-47202).

Resolution

R-2425-52

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, THE NORMAN MUNICIPAL AUTHORITY, AND THE NORMAN UTILITIES AUTHORITY APPROPRIATING \$2,655,575 FROM THE SPECIAL REVENUE FUND BALANCE; \$130,048 FROM THE WESTWOOD FUND BALANCE; \$4,681,687 FROM THE RISK MANAGEMENT FUND BALANCE; \$4,814,280 FROM THE CAPITAL FUND BALANCE; AND \$1,291 FROM THE NORMAN FORWARD FUND BALANCE, TO CLOSE OUT YEAR END ACCOUNTING ENTRIES FOR FYE 2024.

- § 1. WHEREAS, at the end of FYE 2024 fiscal year several accounts exceeded their budgetary balances and by law the City cannot overdraw expenditure accounts beyond budgetary balances; and
- § 2. WHEREAS, \$2,655,575 needs to be appropriated from the Special Revenue Fund to cover interfund-transfers to the Capital Fund for grant-funded capital projects; and
- § 3. WHEREAS, \$130,048 needs to be appropriated from the Westwood Fund to cover higher than anticipated salary expenditures; and
- § 4. WHEREAS, \$4,681,687 needs to be appropriated from the Risk Management Fund to cover higher than anticipated health claim and administration payments; and
- § 5. WHEREAS, \$4,814,280 needs to be appropriated from the Capital Fund to cover transfers to the General Fund for capital equipment that was ordered in prior years but delivered in FYE 24 due to supply chain issues; and
- § 6. WHEREAS, \$1,291 needs to be appropriated from the Norman Forward Fund to cover higher than anticipated Trustee fees.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, THE NORMAN MUNICIPAL AUTHORITY, AND THE NORMAN UTILITIES AUTHORITY:

- § 7. That the following appropriation be made for reasons as stated above:

Account Name	Losing Account	Gaining Account	Amount
Interfund Transfer – Capital Fund	22-29000	22930194-48050	\$2,655,575
Salaries - Temporary	29-29000	29970133-42003	\$130,048
Self Insurance – Health Claim Payments	43-29000	43330105-44420	\$4,681,687
Interfund Transfer – To General Fund	50-29000	50930194-48010	\$4,814,280
Debt Service Charges – Revenue	51-29000	51930149-47202	\$1,291

PASSED AND ADOPTED this 22nd day of October, 2024.

Mayor/Chairman

ATTEST:

City Clerk/Secretary





DATE: October 2, 2024

TO: Darrel Pyle, City Manager

FROM: Kim Coffman, Budget Manager *Kim Coffman*

THROUGH: Anthony Francisco, Director of Finance *A. Francisco*

SUBJECT: Clean-up of FYE 2024 – All Expenditure Accounts

BACKGROUND & DISCUSSION:

Accounting is in the process of posting year-end closing entries. In order to help with the process some divisions require a transfer to cover their negative balances. Most of these transfers can be made from savings in other line items within the individual department. Legally we must have each division balanced at the object category of expenditures which includes: total salaries and benefits, total materials and supplies, total services and maintenance, and total capital equipment. Finance policy requires the City Manager’s approval for items requiring a transfer of funds from one department to another, transfers involving any Salaries and Benefit general ledger line items, and transfers from operating accounts to capital equipment accounts.

RECOMMENDATION:

We recommend the attached list of transfer requests be approved in order to clean up all FYE 2024 expenditure accounts and to comply with the Municipal Budget Act.

As always, we stand ready to respond to any questions you have regarding this matter.

APPROVED *[Signature]*

DENIED _____

Reviewed by: Clint Mercer, Chief Accountant *[Signature]*

office memorandum

FUND	ROLLUP	ORG	OBJ	ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	AVAILABLE BUDGET	
10		10110101	44811	Internal Serv Build Overhead	4,153	17,265.02	-13,112	\$
10	0012A	10110101	42901	City Share-Fica-Medicare	0	773.02	-773	\$
10	1102A	10110110	42001	Salaries-Full-Time	266,247	312,750.62	-46,504	\$
10	1103A	10110110	43016	Gen Sup-Reception & Meeting	9,750	11,882.64	-2,133	\$
10	1104A	10110110	44604	Employ Trav Wkshop & Seminar	394	6,429.23	-6,035	\$
10		10110111	44811	Internal Serv Build Overhead	461	3,836.66	-3,376	\$
10	1112A	10110111	42001	Salaries-Full-Time	101,679	117,397.74	-15,719	\$
10		10110113	44811	Internal Serv Build Overhead	923	1,918.33	-995	\$
10	1132A	10110113	42001	Salaries-Full-Time	172,104	179,901.48	-7,797	\$
10		10660115	44813	Internal Serv Building Repair	36,400	84,730.67	-48,331	\$
10	6152A	10660115	42001	Salaries-Full-Time	2,627,498	3,114,198.87	-486,701	\$
10	6152A	10660115	42110	Oth Sal-Overtime-Regular	13,263	216,367.09	-203,104	\$
10	6152A	10660115	42111	Oth Sal Overtime-Holiday	3,437	157,102.19	-153,665	\$
10	6152A	10660115	42210	Oth Bene-Medical Insurance	543,383	631,674.49	-88,291	\$
10	6152A	10660115	42901	City Share-Fica-Medicare	200,344	267,754.45	-67,410	\$
10	6152A	10660115	42904	City Share-Retirement-Police	219,500	301,383.22	-81,883	\$
10		10121120	44811	Internal Serv Build Overhead	5,076	36,448.39	-31,372	\$
10	1262A	10121120	42001	Salaries-Full-Time	760,552	786,003.46	-25,451	\$
10		10123121	44811	Internal Serv Build Overhead	6,921	23,020.03	-16,099	\$
10	3212A	10123121	42210	Other Benefits-Medical Insuran	241,633	254,387.30	-12,754	\$
10	3214A	10123121	44017	Prof Svs-Training & Developmen	52,305	4,094.88	48,210	\$
10	3222A	10330122	42001	Salaries-Full-Time	274,102	298,390.21	-24,288	\$
10	1232A	10123123	42201	Oth Bene-Longevity	0	1,676.30	-1,676	\$
10		10330125	44811	Internal Serv Build Overhead	2,307	9,591.68	-7,285	\$
10	3252A	10330125	42110	Other Salary-Overtime-Regular	4,000	17,816.76	-13,817	\$
10		10770126	42902	City Share-Retirement-Employee	0	652.61	-653	\$
10	7262A	10770126	42002	Salaries-Part-Time	0	20,116.83	-20,117	\$
10		10330130	44821	Internal Service Charges-Print	8,343	13,885.32	-5,542	\$
10	3302A	10330130	42001	Salaries-Full-Time	157,917	163,971.21	-6,054	\$
10	3304A	10330130	44701	Miscellaneous Services-Postage	0	438.24	-438	\$
10		10770131	42209	Oth Bene-Dental Insurance	375	414.43	-39	\$
10		10770131	44801	Int Svs-Fleet Overhead	673	935.39	-262	\$
10	7312B	10770131	42110	Oth Sal-Overtime-Regular	500	1,563.74	-1,064	\$
10	7314B	10770131	44303	Utility Svs-Telephone - Specia	400	522.12	-122	\$
10		10770132	44802	Int Svs-Fleet Auto Repair	5,328	8,909.92	-3,582	\$
10	7324B	10770132	44210	Maint & Rep Svs-Bldg & Facilit	112,371	84,798.23	27,573	\$
10		10660139	44811	Internal Serv Build Overhead	11,074	42,203.36	-31,129	\$
10	6392A	10660139	42110	Oth Sal-Overtime-Regular	100,000	295,717.26	-195,717	\$
10	6393A	10660139	43219	Maint Sup-Computer	46,000	4,401.29	41,599	\$
10	6394A	10660139	44225	Maint & Rep ContrPlantOp Equip	318,456	256,603.00	61,853	\$
10	4402A	10440140	42001	Salaries-Full-Time	422,780	508,527.95	-85,748	\$
10	4403A	10440140	43016	Gen Sup-Reception & Meeting	324	1,806.56	-1,483	\$
10		10664141	44811	Internal Serv Build Overhead	461	3,836.66	-3,376	\$
10	6412A	10664141	42110	Oth Sal-Overtime-Regular	1,788	11,187.18	-9,399	\$
10		10664142	44811	Internal Serv Build Overhead	2,307	13,428.34	-11,121	\$
10	6422A	10664142	42001	Salaries-Full-Time	456,465	536,919.45	-80,454	\$
10	6423A	10664142	43011	Gen Sup-Books Report	600	2,124.00	-1,524	\$
10		10664143	44811	Internal Serv Build Overhead	54,909	232,118.61	-177,210	\$
10		10664143	45005	Service Equipment-Fire Trucks	1,967,277	1,599,951.74	367,325	\$
10		10664143	45113	Plant & Operating Equip-Fire F	347,723	234,755.05	112,968	\$
10	6432A	10664143	42110	Oth Sal-Overtime-Regular	418,145	1,023,757.09	-605,612	\$
10	6433A	10664143	43501	Uniform & Clthing-Recruit	52,000	9,888.14	42,112	\$
10	6434A	10664143	44099	Prof Svs-Other Professional	85,245	25,819.20	59,426	\$
10	6442A	10664144	42001	Salaries-Full-Time	97,346	101,074.03	-3,728	\$
10	6443A	10664144	43207	Maint Sup-Radio Com Parts	75,014	2,057.00	72,957	\$
10		10440150	44811	Internal Serv Build Overhead	1,384	5,755.00	-4,371	\$
10	4502A	10440150	42001	Salaries-Full-Time	303,047	315,586.22	-12,539	\$
10	4504A	10440150	44099	Prof Svs-Other Professional	25,000	0.00	25,000	\$
10		10440151	44811	Internal Serv Build Overhead	6,921	28,775.04	-21,854	\$
10	4512A	10440151	42001	Salaries-Full-Time	1,208,349	1,236,536.71	-28,188	\$

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10	4514A	10440151	44604	Employ Trav Wkshop & Seminar	29,537	4,201.47	25,336	\$	(34,937)
10		10440152	44811	Internal Serv Build Overhead	2,769	13,428.34	-10,659	\$	Item 12.
10	4522A	10440152	42001	Salaries-Full-Time	362,358	377,342.49	-14,984	\$	
10		10440153	44811	Internal Serv Build Overhead	2,307	3,836.66	-1,530	\$	1,530
10	4532A	10440153	42001	Salaries-Full-Time	400,235	251,093.62	149,141	\$	(162,317)
10	4534A	10440153	44009	Prof Svs-Consultant-Other	100,000	0.00	100,000	\$	(101,265)
10	2702A	10550170	42001	Salaries-Full-Time	325,021	346,885.14	-21,864	\$	36,444
10	2704A	10550170	44310	Utility Services-Electricity -	77,349	257.87	77,091	\$	(97,867)
10	0733A	10550173	43118	Oth Sup-Mat-Outside Fuel	1,771,714	1,394,485.60	377,228	\$	(640,377)
10	0734A	10550173	44242	Maint & Rep Auto Rep Outs HD	220,228	134,845.42	85,383	\$	(152,602)
10		10550175	45199	Plant & Operating Equip-Other	78,500	3,476.00	75,024	\$	(75,024)
10	0753A	10550175	43126	Oth Sup-Mat-Outside Fuel - CNG	123,900	65,786.64	58,113	\$	(113,193)
10	0754A	10550175	44229	Maint & Repair ContractOther	77,545	30,742.88	46,802	\$	(93,173)
10		10770182	44813	Internal Serv Building Repair	0	2,321.04	-2,321	\$	2,321
10		10770183	44813	Internal Serv Building Repair	5,231	8,543.92	-3,313	\$	3,313
10		10131190	45310	Telecom Eq Telecom	0	631.80	-632	\$	632
10	1902A	10131190	42001	Salaries-Full-Time	192,148	116,521.57	75,626	\$	(75,579)
10	1904A	10131190	44017	Prof Svs-Training & Developmen	28,350	0.00	28,350	\$	(40,998)
10		10930194	48050	Interfund Transfer-To Capital	1,796,635	405,000.00	1,391,635	\$	(916,928)
10	0983A	10110198	43016	Gen Sup-Reception & Meeting	25,000	3,238.93	21,761	\$	(21,761)
10		10330199	49009	Audit Adjustments-Inventory	0	5,295.11	-5,295	\$	5,295
10	2012A	10550201	42001	Salaries-Full-Time	234,732	157,412.01	77,320	\$	(29,872)
10		10550210	44811	Internal Serv Build Overhead	5,999	32,611.72	-26,613	\$	31,158
10	2102A	10550210	42001	Salaries-Full-Time	933,154	906,105.38	27,049	\$	(70,047)
10		10122220	44811	Internal Serv Build Overhead	4,153	19,183.36	-15,030	\$	7,346
10		10550221	44811	Internal Serv Build Overhead	15,227	63,305.07	-48,078	\$	5,246
10		10550221	45008	Service Equipment-Heavy Duty	1,797,044	1,452,200.86	344,843	\$	(365,531)
10	2212A	10550221	42110	Other Salary-Overtime-Regular	90,322	33,139.10	57,183	\$	(123,431)
10	2213A	10550221	43396	Const Mat-County Asphalt	65,945	765.00	65,180	\$	(242,036)
10	2214A	10550221	44114	Bus Svs-Mowing-Abatement	285,721	119,128.85	166,592	\$	(224,230)
10		10550222	45008	Service Equipment-Heavy Duty	772,355	586,757.51	185,598	\$	(296,140)
10	2222A	10550222	42001	Salaries-Full-Time	1,104,800	1,054,324.82	50,475	\$	(121,266)
10	2223A	10550222	43802	Internal Serv Fleet Parts	100,928	55,401.65	45,526	\$	(77,918)
10	2224A	10550222	44099	Prof Svs-Other Professional	88,541	61,514.61	27,026	\$	(52,676)
10		10550223	44811	Internal Serv Build Overhead	9,229	36,448.39	-27,219	\$	38,695
10		10550223	45003	Service Equipment-Trucks & Van	196,757	122,272.74	74,484	\$	(100,968)
10	2252A	10550225	42001	Salaries-Full-Time	0	49,370.48	-49,370	\$	60,536
10		10660230	44811	Internal Serv Build Overhead	3,230	17,265.02	-14,035	\$	22,114
10		10664240	44811	Internal Serv Build Overhead	3,691	5,755.00	-2,064	\$	966
10		10664240	45003	Service Equipment-Trucks & Van	98,000	0.00	98,000	\$	(966)
10		10660270	44802	Internal Serv Fleet Auto Repai	12,273	32,740.91	-20,468	\$	30,346
10		10660270	45003	Service Equipment-Trucks & Van	13,787	3,144.88	10,642	\$	(10,642)
10		10660270	45302	Telecom Eq Pers Computer	11,060	10,990.32	69	\$	(69)
10	6702A	10660270	42110	Oth Sal-Overtime-Regular	11,349	67,685.36	-56,336	\$	40,651
10		10770271	42001	Salaries-Full-Time	143,049	174,441.50	-31,393	\$	44,340
10		10770271	44802	Int Svs-Fleet Auto Repair	168	2,843.30	-2,675	\$	2,438
10		10120280	44813	Internal Serv Building Repair	53,575	94,088.71	-40,514	\$	54,882
10		10770281	44813	Internal Serv Building Repair	3,932	9,903.05	-5,971	\$	5,971
10	3032A	10330301	42001	Salaries-Full-Time	208,184	216,162.02	-7,978	\$	9,817
10	3033A	10330301	43219	Maint Sup-Computer	0	187.96	-188	\$	329
10	6102A	10660310	42001	Salaries-Full-Time	866,554	927,399.18	-60,845	\$	83,716
10		10330320	44811	Internal Serv Build Overhead	3,230	9,591.68	-6,362	\$	4,842
10	3202A	10330320	42001	Salaries-Full-Time	518,370	539,929.82	-21,560	\$	23,125
10		10660321	44811	Internal Serv Build Overhead	11,536	49,876.72	-38,341	\$	58,113
10		10660321	45002	Service Equipment-Police Cars	12,783	12,000.00	783	\$	(783)
10		10660321	45302	Telecom Eq Pers Computer	45,000	38,466.12	6,534	\$	(6,534)
10	6212A	10660321	42110	Oth Sal-Overtime-Regular	30,938	174,448.16	-143,510	\$	301,013
10		10660322	44811	Internal Serv Build Overhead	36,452	195,670.22	-159,218	\$	152,928
10		10660322	45002	Service Equipment-Police Cars	513,324	391,193.18	122,130	\$	(122,130)
10		10660322	45003	Service Equipment-Trucks & Van	333,000	327,390.00	5,610	\$	
10		10660322	45121	Plant & Op Eq-Safety Equipment	444,147	415,838.37	28,309	\$	263

10	.6222A	10660322	42110	Oth Sal-Overtime-Regular	87,499	554,768.50	-467,270	\$	524,000
10		10770323	44813	Internal Serv Building Repair	9,929	33,814.94	-23,886	\$	Item 12.
10		10770323	45302	Telecom Eq Pers Computer	2,000	1,920.15	80	\$	(80)
10	7234A	10770323	44310	Utility Svs-Electricity-Basic	0	25,333.27	-25,333	\$	31,565
10		10110343	42003	Salaries-Temporary	0	504.00	-504	\$	504
10		10110343	44811	Int Svs-Building Overhead	2,307	10,291.79	-7,985	\$	15,154
10		10110343	45201	Office Furn Eq-Furniture & Fix	1,000	0.00	1,000	\$	(1,000)
10		10110343	45302	Telecom Equip Personal Compute	6,100	0.00	6,100	\$	(6,100)
10		10110343	45304	Telecom Eq Computer Software	1,450	0.00	1,450	\$	(1,450)
10		10110343	45310	Telecom Eq Telecom	850	0.00	850	\$	(850)
10	1432A	10110343	42001	Salaries-Full-Time	293,492	340,654.23	-47,162	\$	28,250
10		10770370	44811	Internal Serv Build Overhead	1,384	9,591.68	-8,208	\$	9,222
10	7702A	10770370	42110	Other Salary-Overtime-Regular	4,043	25,015.49	-20,972	\$	51,037
10	7704A	10770370	44341	Utility Services-Water	203,827	258,404.19	-54,577	\$	92,636
10		10770410	44813	Internal Serv Building Repair	72,500	151,746.81	-79,247	\$	140,713
10		10770410	45008	Service Equipment-Heavy Duty	620,691	436,095.40	184,596	\$	(230,396)
10	7102A	10770410	42110	Other Salary-Overtime-Regular	17,500	67,760.56	-50,261	\$	8,385
10	7103A	10770410	43206	Maint Sup-Plumbing & Electrica	1,637	15,741.77	-14,105	\$	10,077
10		10120420	44812	Internal Serv Build Custodial	7,107	19,796.58	-12,690	\$	14,778
10	1242A	10120420	42997	City Share-Payroll Accrual	0	56,621.92	-56,622	\$	48,037
10		10770421	44813	Internal Serv Building Repair	50,165	97,879.26	-47,714	\$	94,663
10	7252A	10770425	42001	Salaries-Full-Time	60,798	121,512.86	-60,715	\$	110,721
10	7302A	10770430	42001	Salaries-Full-Time	120,622	181,345.67	-60,724	\$	95,424
10		10131530	44811	Internal Serv Build Overhead	3,230	15,346.69	-12,117	\$	5,173
10				Total 10 General Fund	114,965,791	110,995,325.61	3,970,466	\$	-

15	6392B	15661139	42001	Salaries-Full-Time	236,128	81,593.41	154,535	\$	(165,488)
15	6432B	15665143	42110	Oth Sal-Overtime-Regular	97,046	330,102.63	-233,057	\$	561,801
15	6433B	15665143	43802	Internal Svs Fleet Parts	2,476	76,856.08	-74,380	\$	29,526
15		15550172	42209	Oth Bene-Dental Insurance	1,225	1,786.10	-561	\$	1,240
15		15550172	43233	Maint Sup-Fleet Parts LD	217,558	196,752.52	20,806	\$	(1,240)
15	1552A	15550172	42210	Oth Bene-Medical Insurance	19,165	28,686.94	-9,522	\$	12,448
15		15661313	42209	Oth Bene-Dental Insurance	7,350	8,537.91	-1,188	\$	1,188
15		15661313	43801	Internal Svs Mat Fleet Fuel	5,883	64.15	5,819	\$	(1,188)
15		15661321	44802	Int Svs-Fleet Auto Repair	3,153	4,506.33	-1,353	\$	1,900
15		15661322	44802	Int Svs-Fleet Auto Repair	81,406	90,949.92	-9,544	\$	1,875
15		15661322	45002	Service Equip-Police Cars	554,216	206,786.92	347,429	\$	(1,875)
15	6222B	15661322	42001	Salaries-Full-Time	2,857,434	2,053,261.42	804,173	\$	(440,187)
15				Total 15 Public Safety Sales Tax Fu	24,954,133	20,223,151.44	4,730,982	\$	-

21		21240001	42001	Salaries-Full-Time	27,686	0.00	27,686	\$	(27,686)
21		21240001	44009	Prof Svs-Consultant-Other	54,388	21,000.00	33,388	\$	(33,388)
21		21240020	44712	Misc Svs-Rental Housing	292,542	0.00	292,542	\$	(292,542)
21		21240025	43199	Oth Sup-Mat-Miscellaneous	25,848	11,705.68	14,142	\$	(14,142)
21		21240028	42997	City Share-Payroll Accrual	0	3,586.19	-3,586	\$	7,705
21		21240028	43203	Maint Sup Outside Fleet Parts	1,476	0.00	1,476	\$	(589)
21		21240028	44710	Misc Svs-Owner Rehab Loans	215,619	192,819.48	22,800	\$	(22,800)
21		21240028	44801	Int Svs-Fleet Overhead	673	935.39	-262	\$	208
21		21240029	44003	Prof Svs-Consult-Plan-Dev	73,137	66,538.95	6,598	\$	(6,598)
21		21240029	44710	Misc Svs-Owner Rehab Loans	90,461	0.00	90,461	\$	(90,461)
21		21240030	42001	Salaries-Full-Time	30,000	0.00	30,000	\$	(30,000)
21		21240030	44712	Misc Svs-Rental Housing	283,765	0.00	283,765	\$	(283,765)
21		21240030	44725	Misc Svs-Home Buyers Assoc	60,000	0.00	60,000	\$	(60,000)
21		21240030	44798	Misc Svs-Uninsured Losses	70,000	0.00	70,000	\$	(70,000)
21		21930194	48050	Interfund Transfer-To Capital	0	1,258,057.91	-1,258,058	\$	1,258,058
21		21240303	42001	Salaries-Full-Time	234,000	0.00	234,000	\$	(234,000)
21		21240303	44009	Prof Svs-Consultant-Other	100,000	0.00	100,000	\$	(100,000)
21				Total 21 Community Development Fund	4,890,726	2,738,489.29	2,152,237	\$	264

22	0464A	22440146	44701	Miscellaneous Services-Postag	750	752.48	-2	\$	Item 12.
22		22930194	48050	Interfund Transfer-To Capital	0	2,655,572.19	-2,655,572	\$	
22				Total 22 Special Revenue Fund	27,479,331	14,182,503.71	13,296,827	\$	2,655,575
Appropriation to Reimburse Capital Fund for Grant-funded Projects									
24	7122A	24770412	42110	Oth Sal-Overtime-Regular	0	18,362.78	-18,363	\$	5,427
24	7124A	24770412	44229	Maint & Rep Svs-Contract Other	75,776	68,848.85	6,927	\$	(5,427)
24				Total 24 YFAC Special Revenue Fund	973,067	706,455.29	266,612	\$	-
25		25660138	45002	Service Equip-Police Cars	289,800	0.00	289,800	\$	(675)
25	0384C	25660138	44750	Miscellaneous Services-Bank Se	0	675.24	-675	\$	675
25				Total 25 Seizures and Restitutions	1,461,780	675.24	1,461,105	\$	-
27		27550276	42209	Oth Bene-Dental Insurance	845	1,471.08	-626	\$	626
27		27550276	45001	Service Equip-Automobile	113,657	54,153.30	59,504	\$	(626)
27	5762A	27550276	42001	Salaries-Full-Time	338,748	344,995.25	-6,247	\$	4,821
27	5763A	27550276	43203	Maint Supp Outside Fleet Parts	198,487	166,373.36	32,114	\$	(17,941)
27		27550277	42997	City Share-Payroll Accrual	0	1,036.68	-1,037	\$	1,591
27		27550277	44821	Internal Service Charges-Print	100	130.80	-31	\$	31
27	5772A	27550277	42001	Salaries-Full-Time	248,381	257,898.65	-9,518	\$	11,498
27				Total 27 Public Transportation & Pa	9,450,596	8,008,994.26	1,441,602	\$	-
28		28930199	49005	Audit Adjustments-Bad Debt Exp	0	20.00	-20	\$	20
28		28730241	44741	Misc Svs-Contributions-Organiz	16,000	7,754.00	8,246	\$	(20)
28				Total 28 Art in Public Places Fund	16,000	7,774.00	8,226	\$	-
29		29770035	42997	City Share-Payroll Accrual	0	861.69	-862	\$	862
29	7352A	29770035	42003	Salaries-Temporary	45,000	36,557.52	8,442	\$	(1,383)
29	7353A	29770035	43131	Oth Sup-Mat-Concession Pool	99,000	77,768.57	21,231	\$	(13,178)
29	7354A	29770035	44140	Business Serv-Advertise-Gen	8,500	0.00	8,500	\$	(861)
29		29970133	44813	Internal Serv Building Repair	6,330	18,119.15	-11,789	\$	11,689
29		29970133	45101	Plant & Op Eq-Furniture & Fixt	50,000	46,227.00	3,773	\$	(3,773)
29	0332A	29970133	42003	Salaries-Temporary	500,000	660,145.07	-160,145	\$	174,219
29	0333A	29970133	43108	Oth Sup-Mat-Operating Chemical	47,191	35,889.43	11,302	\$	(13,540)
29	0334A	29970133	44299	Maint & Rep Other Misc	243,831	186,994.96	56,836	\$	(11,741)
29		29930199	49009	Audit Adjustments-Inventory	0	-49,781.40	49,781	\$	(49,781)
29		29970231	44813	Internal Serv Building Repair	29,120	40,251.90	-11,132	\$	19,784
29		29970231	45099	Service Equip-Other	14,000	13,490.00	510	\$	(510)
29		29970231	45102	Plant & Op Eq-Appliances	13,448	13,006.25	442	\$	(442)
29	7312A	29970231	42001	Salaries-Full-Time	352,961	336,457.41	16,504	\$	(37,163)
29	7313A	29970231	43204	Maint Sup-Machinery & Equip Pa	11,585	9,579.30	2,006	\$	(1,401)
29		29970332	44811	Internal Serv Build Overhead	923	3,836.66	-2,914	\$	2,797
29	7322A	29970332	42001	Salaries-Full-Time	175,167	186,556.70	-11,390	\$	44,464
29	7323A	29970332	43001	Gen Sup-Office	2,925	1,350.24	1,575	\$	(420)
29	7324A	29970332	44750	Miscellaneous Services-Bank S	5,000	65,348.46	-60,348	\$	10,426
29				Total 29 Westwood Park Fund	2,935,051	3,015,341.38	-80,290	\$	130,048
Appropriation for Overages in Temp Salaries									
31		31930122	42997	City Share-Payroll Accrual	0	142.33	-142	\$	142
31	W222A	31930122	42001	Salaries-Full-Time	30,646	31,638.99	-993	\$	2,527
31		31930149	47102	Debt Service-Interest - Revenu	5,264,201	1,418,914.99	3,845,286	\$	(3,483,093)
31		31930199	49001	Audit Adjustments-Depreciation	0	7,569,421.13	-7,569,421	\$	2,775,679
31	W332A	31955233	42001	Salaries-Full-Time	78,902	81,925.71	-3,024	\$	4,109
31		31955251	44811	Internal Serv Build Overhead	16,150	47,958.41	-31,808	\$	67,646
31	W512A	31955251	42110	Other Salary-Overtime-Regular	35,000	75,628.44	-40,628	\$	
31		31955330	44811	Internal Serv Build Overhead	2,307	11,510.03	-9,203	\$	265

31		31955330	48010	Interfund Transfer-To General	1,126,436	1,431,427.04	-304,991	\$	
31		31955331	44811	Internal Serv Build Overhead	7,844	32,611.72	-24,768	\$	Item 12.
31	W312A	31955331	42041	Salaries-Termination Payout	0	31,595.83	-31,596	\$	37,749
31		31955335	44802	Internal Serv Fleet Auto Repai	2,115	2,938.12	-823	\$	742
31	W352A	31955335	42001	Salaries-Full-Time	117,318	153,968.24	-36,650	\$	61,345
31		31955350	44811	Internal Serv Build Overhead	1,384	7,673.34	-6,289	\$	5,880
31	W502A	31955350	42001	Salaries-Full-Time	212,627	220,777.69	-8,151	\$	10,570
31	w102a	31950510	42001	Salaries-Full-Time	34,168	35,478.50	-1,311	\$	1,323
31	w102a	31950510	42997	City Share-Payroll Accrual	0	108.15	-108	\$	356
31				Total 31 Water Fund	71,701,292	26,213,830.97	45,487,461	\$	-

32		32930122	42997	City Share-Payroll Accrual	0	138.47	-138	\$	138
32	S222A	32930122	42001	Salaries-Full-Time	29,745	30,709.99	-965	\$	2,434
32		32955145	44802	Internal Serv Fleet Auto Repai	9,236	18,065.00	-8,829	\$	6,041
32		32955145	44901	Cost Alloc Management	42,173	45,007.00	-2,834	\$	2,618
32		32930199	49002	Audit Adjustments-Reclass PPE	0	-5,437,204.48	5,437,204	\$	(267,665)
32		32955244	44901	Cost Alloc Management	42,173	45,007.00	-2,834	\$	3,256
32		32955246	44811	Internal Serv Build Overhead	10,151	34,530.03	-24,379	\$	46,112
32		32955246	44904	Cost Alloc Data Processing	78,457	83,097.00	-4,640	\$	1,030
32	S462A	32955246	42041	Salaries-Termination Payout	0	77,029.69	-77,030	\$	91,548
32		32955252	44811	Internal Serv Build Overhead	9,228	44,121.72	-34,894	\$	56,528
32		32955252	44904	Cost Alloc Data Processing	196,144	207,749.00	-11,605	\$	2,186
32		32955341	44802	Internal Serv Fleet Auto Repai	2,174	5,885.61	-3,712	\$	1,957
32	S412A	32955341	42001	Salaries-Full-Time	361,178	371,472.78	-10,295	\$	11,020
32		32955343	44811	Internal Serv Build Overhead	0	5,054.89	-5,055	\$	8,026
32		32955343	44901	Cost Alloc Management	126,517	135,016.00	-8,499	\$	9,077
32	S432A	32955343	42001	Salaries-Full-Time	0	32,353.15	-32,353	\$	23,741
32	S434a	32955343	44303	Utility Services-Telephone - S	0	621.10	-621	\$	581
32	s102A	32950510	42001	Salaries-Full-Time	34,168	35,478.47	-1,310	\$	1,372
32				Total 32 Wastewater Fund	43,739,423	17,603,745.83	26,135,677	\$	-

33		33930122	42997	City Share-Payroll Accrual	0	138.43	-138	\$	138
33	T222A	33930122	42001	Salaries-Full-Time	29,745	30,709.35	-964	\$	2,433
33		33955160	44813	Internal Serv Building Repair	10,993	30,867.04	-19,874	\$	24,607
33	T602A	33955160	42110	Other Salary-Overtime-Regular	2,063	24,483.27	-22,420	\$	41,836
33		33955161	44901	Cost Alloc Management	122,487	133,394.00	-10,907	\$	9,101
33	T612A	33955161	42110	Other Salary-Overtime-Regular	104,500	211,441.87	-106,942	\$	157,402
33	T612A	33955161	42224	Other Benefits-Interdepartment	0	112,611.42	-112,611	\$	157,402
33		33955162	44901	Cost Alloc Management	99,279	108,124.00	-8,845	\$	7,377
33		33955162	45004	Service Equipment-Sanitation T	1,030,600	0.00	1,030,600	\$	(1,002,142)
33	T622A	33955162	42110	Other Salary-Overtime-Regular	66,000	217,800.50	-151,801	\$	163,479
33	T623A	33955162	43299	Maint Sup-Other Repairs	20,446	30,097.75	-9,651	\$	338
33		33955163	44901	Cost Alloc Management	49,639	54,059.00	-4,420	\$	3,685
33	T632A	33955163	42110	Other Salary-Overtime-Regular	71,500	224,037.06	-152,537	\$	235,576
33	T652A	33955165	42110	Other Salary-Overtime-Regular	24,200	87,679.47	-63,479	\$	89,991
33	T653A	33955165	43802	Internal Serv Fleet Parts	18,933	48,181.19	-29,248	\$	26,015
33		33955166	44901	Cost Alloc Management	16,492	17,957.00	-1,465	\$	1,222
33	T662A	33955166	42110	Other Salary-Overtime-Regular	9,455	33,299.92	-23,845	\$	15,899
33		33955168	44811	Internal Serv Build Overhead	5,537	47,958.39	-42,421	\$	28,096
33		33955168	44901	Cost Alloc Management	208,521	227,085.00	-18,564	\$	15,458
33	T683A	33955168	43801	Internal Serv Mat Fleet Fuel	52,895	79,434.46	-26,539	\$	15,067
33		33950172	42201	Oth Bene-Longevity	0	2,322.57	-2,323	\$	7,020
33				Total 33 Sanitation Fund	24,812,920	17,266,987.23	7,545,933	\$	-

43	0022A	43330102	42131	Other Salary-Orders-Settlement	510,000	204,566.34	305,434	\$	(339,759)
43	0024A	43330102	44022	Prof Svs-TTD-PPD Payments	400,000	274,512.51	125,487	\$	(200,000)
43	0032A	43330103	42132	Other Salary-Unemployment	21,700	11,683.12	10,017	\$	(266)

43	0034A	43330103	44099	Prof Svs-Other Professional	500	3,634.16	-3,134	\$	3,134
43	3042A	43330104	42001	Salaries-Full-Time	205,986	211,590.26	-5,604	\$	
43	3044A	43330104	44798	Miscellaneous Services-Uninsu	310,437	244,240.69	66,196	\$	Item 12.
43	1052A	43330105	42001	Salaries-Full-Time	78,042	81,837.27	-3,795	\$	4,736
43	1054A	43330105	44420	Self Insurance-Health Claim Pa	11,105,284	15,112,255.75	-4,006,972	\$	4,909,780
43		43930194	48060	Interfund Transfer-To Debt Ser	0	373,193.10	-373,193	\$	373,193
43				Total 43 Risk Management Fund	17,073,040	21,696,484.43	-4,623,445	\$	4,681,687

Appropriation for higher than anticipated Health Claim Payments and Administration

50		50930149	47203	Debt Service-Issuance Costs	0	124,070.00	-124,070	\$	52,378
50		50930194	48010	Interfund Transfer-To General	4,720,756	9,402,318.96	-4,681,563	\$	4,734,845
50		50330199	44750	Miscellaneous Services-Bank S	16,000	2,611.05	13,389	\$	(13,389)
50	5702A	50770370	42001	Salaries-Full-Time	103,948	81,757.41	22,191	\$	(32,811)
50	5112A	50550411	42001	Salaries-Full-Time	892,263	946,182.27	-53,919	\$	57,348
50	5302a	50120430	42001	Salaries-Full-Time	13,075	23,389.29	-10,314	\$	15,909
50				Total 50 Capital Projects Fund	86,859,373	45,095,804.92	41,763,568	\$	4,814,280

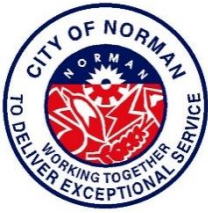
Appropriation due to increased transfers to the General Fund for Capital Equipment that was ordered in prior years and delivered in FYE 24.

51	1114B	51110111	44003	Prof Serv Consult-Plan-Dev	78,389	76,628.85	1,760	\$	(1,760)
51		51930149	47202	Debt Service-Charges - Revenue	7,500	10,551.71	-3,052	\$	3,051
51				Total 51 Norman Forward Sales Tax F	34,295,088	27,202,876.04	7,092,212	\$	1,291

Appropriation due to higher than anticipated Trustee Fees

File Attachments for Item:

13. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONMENT OF RESOLUTION R-2425-53: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN DIRECTING STAFF TO TERMINATE CONTRACT K-2223-56, A SERVICE AND LEASE AGREEMENT WITH FOOD AND SHELTER, INC. FOR OPERATION OF AN EMERGENCY OVERNIGHT SHELTER, PURSUANT TO ITS TERMS. **THIS ITEM IS BEING POSTPONED TO ALLOW STAFF TO NEGOTIATE THE STARTING DATE FOR THE NEW CONTRACT. There will be no public comment or action taken other than postponement.**



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 10/22/2024

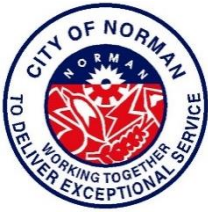
REQUESTER:

PRESENTER: Anthony Purinton, Assistant City Attorney

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONMENT OF RESOLUTION R-2425-53: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN DIRECTING STAFF TO TERMINATE CONTRACT K-2223-56, A SERVICE AND LEASE AGREEMENT WITH FOOD AND SHELTER, INC. FOR OPERATION OF AN EMERGENCY OVERNIGHT SHELTER, PURSUANT TO ITS TERMS. THIS ITEM IS BEING POSTPONED TO ALLOW STAFF TO NEGOTIATE THE STARTING DATE FOR THE NEW CONTRACT. There will be no public comment or action taken other than postponement.

File Attachments for Item:

14. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2425-56: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, DECLARING THAT THE CITY COUNCIL, NORMAN MUNICIPAL AUTHORITY, NORMAN UTILITIES AUTHORITY AND NORMAN TAX INCREMENT FINANCE AUTHORITY MEETING SCHEDULED FOR DECEMBER 24, 2024, SHALL BE CANCELLED.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 10/22/2024

REQUESTER: City Council

PRESENTER: Brenda Hall, City Clerk

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2425-56: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, DECLARING THAT THE CITY COUNCIL, NORMAN MUNICIPAL AUTHORITY, NORMAN UTILITIES AUTHORITY AND NORMAN TAX INCREMENT FINANCE AUTHORITY MEETING SCHEDULED FOR DECEMBER 24, 2024, SHALL BE CANCELLED.

Resolution

R-2425-56

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, DECLARING THAT THE CITY COUNCIL, NORMAN MUNICIPAL AUTHORITY, NORMAN UTILITIES AUTHORITY AND NORMAN TAX INCREMENT FINANCE AUTHORITY MEETING SCHEDULED FOR DECEMBER 24, 2024, SHALL BE CANCELLED.

- § 1. WHEREAS, Section 2-104 of the Code of the City of Norman, Oklahoma, states "The City Council shall meet in regular session the second and fourth Tuesday of each month at 6:30 p.m. unless otherwise announced or delegated by the Council"; and
- § 2. WHEREAS, the City Council is hereby cancelling the meeting scheduled for December 24, 2024; and

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA:

- § 3. That the regular City Council meeting of December 24, 2024, shall be cancelled.

PASSED AND ADOPTED this 22nd day of October, 2024.

Mayor

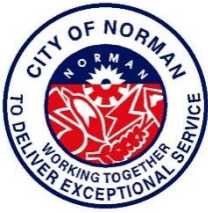
ATTEST:

City Clerk



File Attachments for Item:

15. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2425-59: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, GIVING THE SECRETARY OF THE CLEVELAND COUNTY ELECTION BOARD NOTICE OF 2025 MUNICIPAL AND MUNICIPAL RUNOFF ELECTIONS.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 10/22/2024

REQUESTER: Brenda Hall, City Clerk

PRESENTER: Brenda Hall, City Clerk

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2425-59: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, GIVING THE SECRETARY OF THE CLEVELAND COUNTY ELECTION BOARD NOTICE OF 2025 MUNICIPAL AND MUNICIPAL RUNOFF ELECTIONS.

Resolution

R-2425-59

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, GIVING THE SECRETARY OF THE CLEVELAND COUNTY ELECTION BOARD NOTICE OF 2025 MUNICIPAL AND MUNICIPAL RUNOFF ELECTIONS.

- § 1. WHEREAS, Title 26 of the Oklahoma Statutes, §13-102, requires Notice of Election be filed with the Secretary of the Cleveland County Election Board by Resolution of the City Council no fewer than fifteen (15) days before the filing period begins; and
- § 2. WHEREAS, Article II, Section 5, of the Charter of the City of Norman requires that City Council adopt a resolution each year to designate a date for a non-partisan Municipal Election for the election of officers, such election will be held on Tuesday, February 11, 2025; and
- § 3. WHEREAS, a filing period shall be opened by the Cleveland County Election Board beginning at 8:00 a.m. on Monday, December 2, 2024, and ending at 5:00 p.m. on Wednesday, December 4, 2024; and
- § 4. WHEREAS, Article II, Section 6, of the Charter of the City of Norman requires that City Council adopt a resolution each year to designate a date for a non-partisan Municipal Runoff Election for the election of officers, such election will be held on April 1, 2025, subject to the provisions for the ipso facto election of an officer in the Municipal Election found in Article II, Section 17; and
- § 5. WHEREAS, said elections aforementioned in Sections 2 and 4 shall be held to elect the Mayor *at-large* for a term of three (3) years, and Councilmembers filling Ward position numbers one (1), three (3), five (5) and seven (7), for terms of two (2) years; and
- § 6. WHEREAS, each candidate must be a registered voter of the City of Norman for six (6) months prior to the date of the Municipal election and in the case of Ward City Councilmembers, a candidate must reside in the ward from which they seek election on the date of filing.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA:

- § 7. That notice be given of the 2025 Municipal and Municipal Runoff Elections by transmittal of this Resolution to the Secretary of the Cleveland County Election Board.

PASSED AND ADOPTED this 22nd day of October, 2024.

ATTEST:

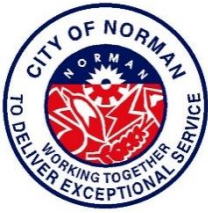
Mayor

City Clerk



File Attachments for Item:

16. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF RESOLUTION R-2425-61: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA AUTHORIZING GRANT APPLICATION FOR THE ENERGY EFFICIENCY AND CONSERVATION BLOCK GRANT PROGRAM FROM THE UNITED STATES DEPARTMENT OF ENERGY IN THE AMOUNT OF \$171,050 TO FUND SOLAR IMPROVEMENTS TO THE HOUSEHOLD HAZARDOUS WASTE FACILITY AND THE ESTABLISHMENT OF AN ENERGY EFFICIENCY REVOLVING LOAN PROGRAM.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 10/22/2024

REQUESTER: Michele Loudenback

PRESENTER: Michele Loudenback, Environmental and Sustainability Manager

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF RESOLUTION R-2425-61: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA AUTHORIZING GRANT APPLICATION FOR THE ENERGY EFFICIENCY AND CONSERVATION BLOCK GRANT PROGRAM FROM THE UNITED STATES DEPARTMENT OF ENERGY IN THE AMOUNT OF \$171,050 TO FUND SOLAR IMPROVEMENTS TO THE HOUSEHOLD HAZARDOUS WASTE FACILITY AND THE ESTABLISHMENT OF AN ENERGY EFFICIENCY REVOLVING LOAN PROGRAM.

BACKGROUND:

The Energy Efficiency and Conservation Block Grant Program (EECBG) was designed to assist local governments and tribes in implementing strategies to reduce energy use, cut carbon emissions, and improve energy efficiency. The program is authorized under Title V, Subtitle E of the Energy Independence and Security Act ("EISA") of 2007, as amended, 42 U.S.C. 17151 et seq., which was signed into law on December 19, 2007.

Additionally, on August 9, 2005, Mayor Haralson signed the United States Mayors' Climate Protection Agreement which consisted of 12 recommended action items designed to reduce global warming emissions and increase energy conservation. Norman's Environmental Control Advisory Board (ECAB) is tasked with creating and updating recommendations every five years. The most recent review was finalized in 2023. Recommendations include reducing City of Norman operations' greenhouse gas emissions by 25% by 2028 and increasing renewable energy use throughout the City with a goal of reaching 100% renewable energy consumption by the year 2050.

DISCUSSION:

The non-competitive eligible grant funds allocated to the City is based on population numbers for the City and County and is in an amount not to exceed \$171,050. Staff plans to use approximately half of the funding for solar energy installations for the Household Hazardous Waste (HHW) Facility and half for establishing a revolving loan program.

The solar panel project planned for the HHW Facility will reduce the facility's greenhouse gas emissions through the use of renewable energy. This reduction will help in the efforts to reach the emission reduction goals outlined in the Mayors' Climate Protection Agreement and its subsequent updates. The addition of the panels also takes advantage of the City-wide Norman Solar Initiative.

The revolving loan program will allow residents to make energy efficiency and conservation-based upgrades to their homes. This program will be open to all residents and is anticipated to include principal forgiveness for participants who meet income requirements. Recipients will be able to use the funds for the purchase and/or installation of appliance, fixtures or home improvements that increase energy efficiency and conservation. These simple acts will have a direct impact on participants' resources by lowering energy bills.

Resolution R-2425-61 authorizes Staff to submit an application for grant funding for the purpose of funding solar improvements at the Household Hazardous Waste Facility and for the establishment of an energy efficiency revolving loan program.

RECOMMENDATION:

Staff recommends adoption of Resolution R-2435-61.

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA AUTHORIZING GRANT APPLICATION FOR THE ENERGY EFFICIENCY AND CONSERVATION BLOCK GRANT PROGRAM FROM THE OFFICE OF THE UNITED STATES DEPARTMENT OF ENERGY IN THE AMOUNT OF \$171,050 TO FUND SOLAR IMPROVEMENTS TO THE HOUSEHOLD HAZARDOUS WASTE FACILITY AND THE ESTABLISHMENT OF AN ENERGY EFFICIENCY REVOLVING LOAN PROGRAM.

- § 1. WHEREAS, the Energy Efficiency and Conservation Block Grant Program (“EECBG”) was designed to assist local governments and tribes in implementing strategies to reduce energy use, cut carbon emissions, and improve energy efficiency; and
- § 2. WHEREAS, the EECBG Program is authorized under Title V, Subtitle E of the Energy Independence and Security Act (“EISA”) of 2007, as amended, 42 U.S.C. 17151 et seq., which was signed into law on December 19, 2007; and
- § 3. WHEREAS, the City understands the non-competitive eligible grant funds allocated to the City based on population numbers for the City and County is in the amount not to exceed \$171,050 from the Department of Energy; and
- § 4. WHEREAS, the Norman City Council wishes to apply for the EECBG program in order to fund solar improvements to the Household Hazardous Waste Facility and the establishment of an energy efficiency revolving loan program; and
- § 5. WHEREAS, the City understands the funds available under the EECBG will be subject to DOE regulations, EECBG rules and regulations and any agreement required to obtain the grant; and
- § 6. WHEREAS, grant applications are typically accompanied by a resolution from the City Council authorizing the application and setting forth how the funds shall be used or expended.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA:

- § 7. That, an application for grant funds in the amount of \$171,050 is hereby authorized for the purpose of funding solar improvements to the household hazardous waste facility and establishment of an energy efficiency revolving loan program.

ADOPTED by the Council of the City of Norman on the 22nd day of October, 2024.

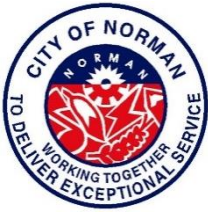
By: _____
Mayor

ATTEST:

By: _____
CITY CLERK

File Attachments for Item:

17. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2425-4 ON SECOND AND FINAL READING:
AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO GRANT SPECIAL USE FOR AUTOMOBILE SERVICE STATION IN THE C-1, LOCAL COMMERCIAL DISTRICT FOR LOT 3, BLOCK 1 OF SOUTH LAKE ADDITION SECTION 12 OF THE CITY OF NORMAN, CLEVELAND COUNTY, OKLAHOMA; AND PROVIDING FOR THE SEVERABILITY THEREOF. (3301 CLASSEN BLVD.)



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 10/22/2024

REQUESTER: South Lakes Group, LLC

PRESENTER: Jane Hudson, Planning & Community Development Director

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2425-4 ON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO GRANT SPECIAL USE FOR AUTOMOBILE SERVICE STATION IN THE C-1, LOCAL COMMERCIAL DISTRICT FOR LOT 3, BLOCK 1 OF SOUTH LAKE ADDITION SECTION 12 OF THE CITY OF NORMAN, CLEVELAND COUNTY, OKLAHOMA; AND PROVIDING FOR THE SEVERABILITY THEREOF. (3301 CLASSEN BLVD.)

GENERAL INFORMATION

APPLICANT: South Lakes Group LLC

LOCATION: 3301 Classen Blvd.

WARD: 5

REQUESTED ACTION: Rezoning from C-1, Local Commercial District, to C-1, Local Commercial District, with Special Use for Automobile Service Station

LAND USE PLAN DESIGNATION: Commercial

GROWTH AREA DESIGNATION: Current Urban Service Area

BACKGROUND: The subject property is currently zoned C-1, Local Commercial District, which does not allow for automobile service stations without the granting of a special use. Situated in an active commercial corridor along Classen Blvd., the 1.24-acre parcel is currently vacant. The applicant intends to construct a Brakes Plus (automobile service station - auto repair shop with services including oil changes, brake repair, alignments, etc.). The proposed site plan depicts one 4,975 square-foot building and associated parking areas. Applicant has been informed that the project must meet all pertinent Zoning Ordinance requirements for commercial

projects, including landscaping, recommended parking, building requirements, and commercial outdoor lighting standards.

PROCEDURAL REQUIREMENTS:

GREENBELT COMMISSION MEETING: This property is already platted, therefore Greenbelt was not a requirement.

PRE-DEVELOPMENT: PD24-12, August 22, 2024

The neighbor who attended this meeting had concerns about the detention and suggested the detention is inadequate; they thought this should be addressed prior to adding development on the parcel. (See Public Works section below.)

BOARD OF PARKS COMMISSIONERS: This project was not required to present at the Board of Parks Commissioners because it is not a residential preliminary plat.

ZONING ORDINANCE CITATION: A Special Use request shall be reviewed and evaluated on the following criteria according to Sec. 36-560, Special Uses:

1. Conformance with applicable regulations and standards established by the Zoning Regulations.
2. Compatibility with existing or permitted uses on abutting sites, in terms of building height, bulk and scale, setbacks and open spaces, landscaping and site development, and access and circulation features.
3. Potentially unfavorable effects or impacts on other existing or permitted uses on abutting sites, to the extent such impacts exceed those which reasonably may result from use of the site by a permitted use. (NOTE: Throughout this Section, "Permitted Use" means any use authorized as a matter of right under the applicable zoning district.)
4. Modifications to the site plan which would result in increased compatibility, or would mitigate potentially unfavorable impacts, or would be necessary to conform to applicable regulations and standards and to protect the public health, safety, morals, and general welfare.
5. Safety and convenience of vehicular and pedestrian circulation in the vicinity, including traffic reasonably expected to be generated by the proposed "Special Use" and other uses authorized and anticipated in the area, considering existing zoning and land uses in the area.
6. That any conditions applicable to approval are the minimum necessary to minimize potentially unfavorable impacts on nearby uses and to ensure compatibility of the proposed "Special Use" with existing or permitted uses in the surrounding area.

STAFF ANALYSIS: The applicant proposes to construct a Brakes Plus (automobile service station), a 4,975 square-foot building, with an associated 25-space parking area. The project is surrounded by restaurants to the north, a dental office to the south, public storage to

the west, across State Highway 77, and open parkland to the east. Development of an automobile service station on this site would not be detrimental to the surrounding uses. Special Use for an automobile service station parking recommendations (Sec. 36-548 (C)) are two (2) spaces per service bay, one (1) each per service vehicle and one (1) space for every two employees. The applicant expressed that a typical Brakes Plus project will include eight (8) service bays and five to six (5-6) employees on site at any given time, resulting in a recommended nineteen (19) spaces. Six (6) additional spaces for customer parking, for a total of 25-spaces on-site, are proposed for this project. Over-parking could cause unfavorable impacts on the surrounding development – increasing impervious coverage and removing landscaping opportunities. However, the site does meet all the landscaping requirements and adding the six spaces for customer parking does not seem to cause any negative impacts. The applicant intends to meet all applicable regulations and standards for the Special Use of an automobile service station, and any recommendations deemed necessary from the Planning Commission or City Council.

ALTERNATIVES/ISSUES:

IMPACTS:

- The surrounding area currently has access to City water, sewer, and stormwater, making the subject property suitable for development.

OTHER AGENCY COMMENTS:

FIRE DEPARTMENT AND BUILDING PERMIT REVIEW: Items regarding fire hydrants, fire and building codes will be considered at the building permit stage.

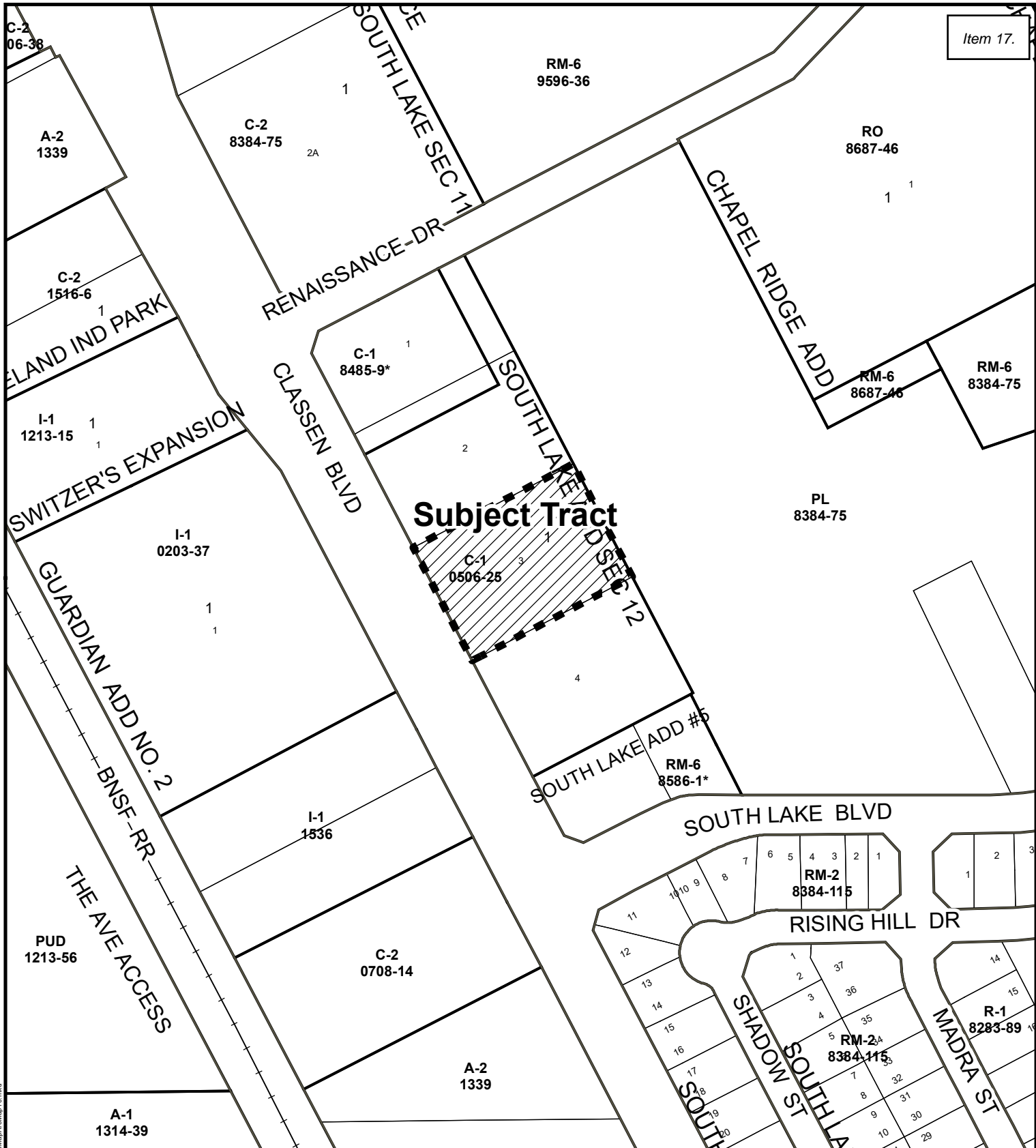
PUBLIC WORKS: The subject property is part of South Lake Addition, Section 12. In response to the questions at the Pre-Development meeting regarding detention, the project engineer for Olsson and Associates agreed to rerun the calculations to make sure the detention pond has adequate capacity for the proposed development.

TRAFFIC ENGINEER: The City Traffic Engineer stated a Traffic Impact Analysis (TIA) was completed and submitted with the plat in May of 2007; the existing TIA meets the requirements for this proposed development.

UTILITIES: Water and sewer are adjacent to the existing property and available for connection.

CONCLUSION: Staff forwards this request for Special Use of an Automobile Service Station, in the C-1, Local Commercial District, and Ordinance O-2425-4 for consideration by Planning Commission and recommendation to City Council.

PLANNING COMMISSION RESULTS: At their meeting of September 12, 2024, Planning Commission recommended adoption of Ordinance No. O-2425-4 by a vote of 5-0.

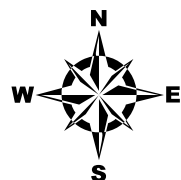


Item 17.

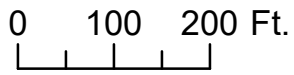
Location Map




Map Produced by the City of Norman Geographic Information System. The City of Norman assumes no responsibility for errors or omissions in the information presented.



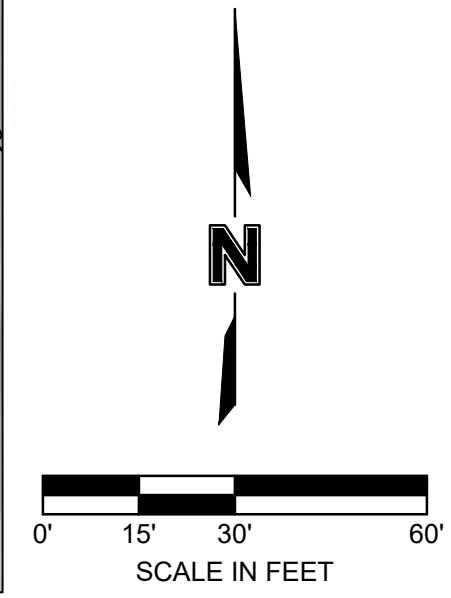
August 5, 2024



 Subject Tract

\\norman-city-departments\GIS\GIS\GIS\GIS\Map_Templates\Bk11_LocationMap\Arctap10.mxd

BRAKES PLUS NORMAN, OK



**PRELIMINARY
NOT FOR
CONSTRUCTION**

REV. NO.	DATE	REVISIONS DESCRIPTION

CONCEPT SITE PLAN AERIAL BACKGROUND VIEW	2024
BRAKES PLUS SOUTH NORMAN	
NORMAN, OK	

drawn by:	SCD
checked by:	
approved by:	
QA/QC by:	
project no.:	024-03804
drawing no.:	
date:	09.06.24

SHEET
2

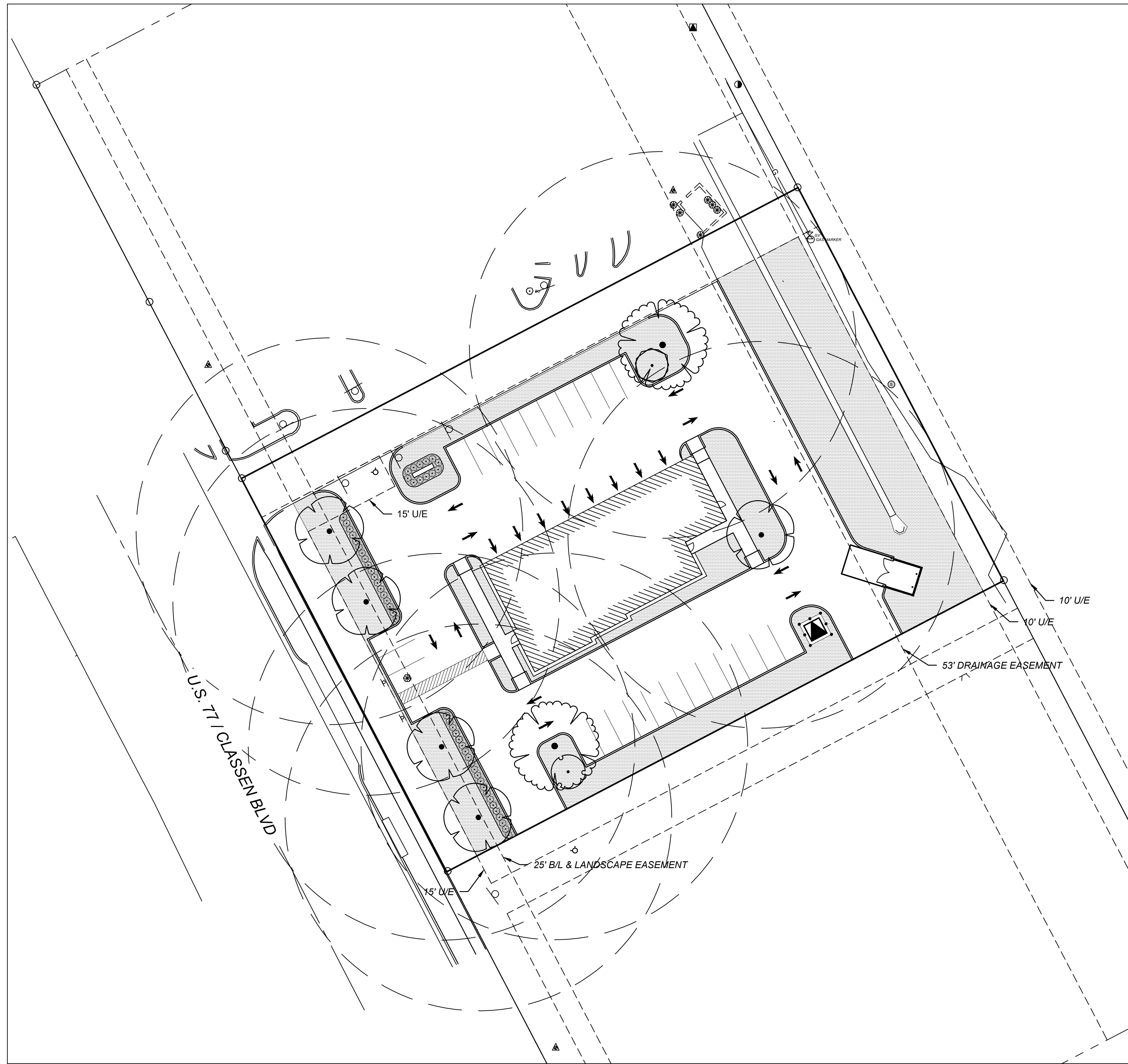
DWG: F:\2024\03501-04000\024-03804\0-Design\AutoCAD\Final Plans\Xref\C_PBASE-2_02403804.dwg USER: sdarr
 DATE: Sep 05, 2024 11:25am XREFS: V_XBNDY_02403804 V_XALT_02403804 C_XTOPO_02403804



-CAUTION-

THE LOCATION OF UNDERGROUND UTILITIES DEPICTED ON THESE DRAWINGS ARE BASED ON VISUAL SURFACE EVIDENCE AND/OR AS-BUILT DRAWINGS PROVIDED BY OTHERS AND, THEREFORE, MAY NOT REPRESENT ALL UTILITIES PRESENT OR THEIR ACTUAL LOCATIONS. IT IS THE CONTRACTOR'S RESPONSIBILITY FOR COORDINATING WITH INDIVIDUAL UTILITY OWNERS TO ASCERTAIN THE EXACT LOCATION OF EXISTING UTILITIES AT SPECIFIC POINTS OF CONNECTION AND FOR NOTIFYING AHJ PRIOR TO ANY EXCAVATION ON SITE.

BRAKES PLUS NORMAN, OK



LEGEND

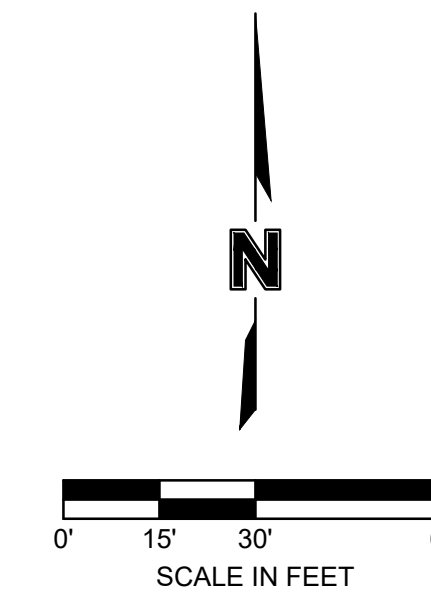
	PROPERTY BOUNDARY
	EXISTING EASEMENT
	EXISTING CURB AND GUTTER
	PROPOSED CURB AND GUTTER
	PROPOSED BUILDING

PLANT SCHEDULE									
SYMBOL	CODE	QTY	BOTANICAL NAME	COMMON NAME	SIZE	CONTAINER TYPE	M. HT.	M. WTH.	WATER
TREES									
	OC	1	CERES CANADENSIS 'OKLAHOMA'	OKLAHOMA REDBUD	1.5" CAL. 8' HT.	B&B			
	MP	1	MALLUS X 'PRAIRIFIRE'	PRAIRIFIRE CRABAPPLE	1.5" CAL. 8' HT.	B&B			
	NS	2	NYSSA SYLVATICA	BLACK OLM	1.5" CAL. 8' HT.	B&B			
	OS	5	QUERCUS SHUMARDII	SHUMARD OAK	1.5" CAL. 8' HT.	B&B			
SHRUBS									
	AR	55	ABELIA X 'ROSE CREEK'	ROSE CREEK ABELIA	3 GAL.	CONTAINER	2'-3'	3'-4'	MEDIUM

MEASURE CALIPER 8" ABOVE GRADE
SHRUBS SHALL BE 24" IN HEIGHT AFTER INSTALLATION AND INITIAL PRUNING

HATCH LEGEND

	SOD
	ROCK MULCH - 2"-4" WASHED RIVER ROCK



olsson

Oklahoma Certificate of Authorization
#C24283, Renewal Date: 06-30-2025
11600 Broadway Ex., Suite 300
Oklahoma City, OK 73114
TEL: 405.242.6800
www.olsson.com

PRELIMINARY
NOT FOR
CONSTRUCTION

REVISIONS DESCRIPTION

DATE

REV. NO.

REVISIONS

2024

CONCEPT LANDSCAPE PLAN

BRAKES PLUS SOUTH NORMAN

NORMAN, OK

drawn by: SCD
checked by: _____
approved by: _____
QA/QC by: _____
project no.: 024-03804
drawing no.: _____
date: 09-06-24

SHEET
3



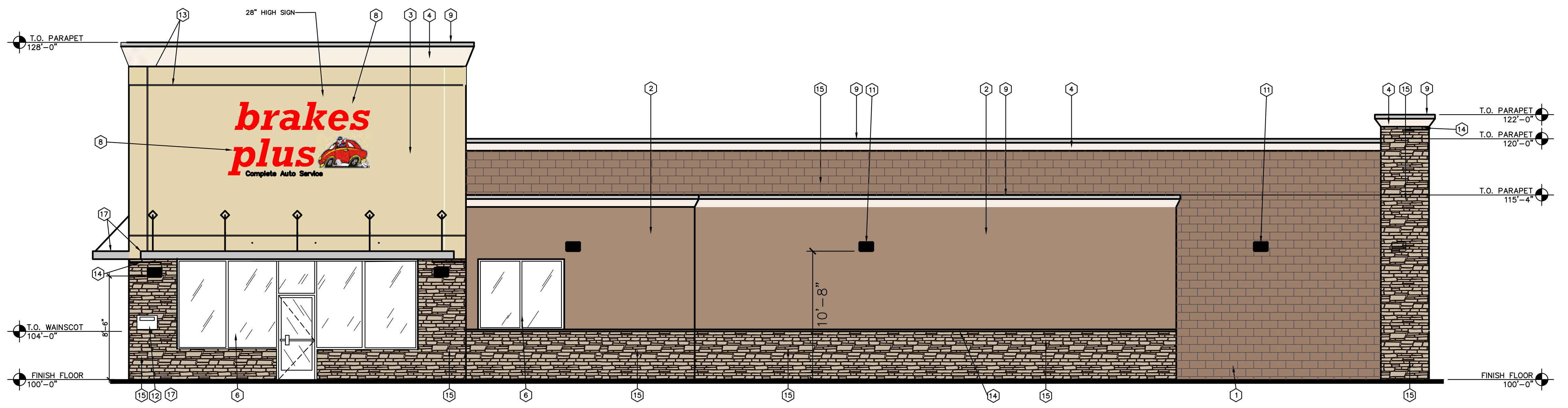
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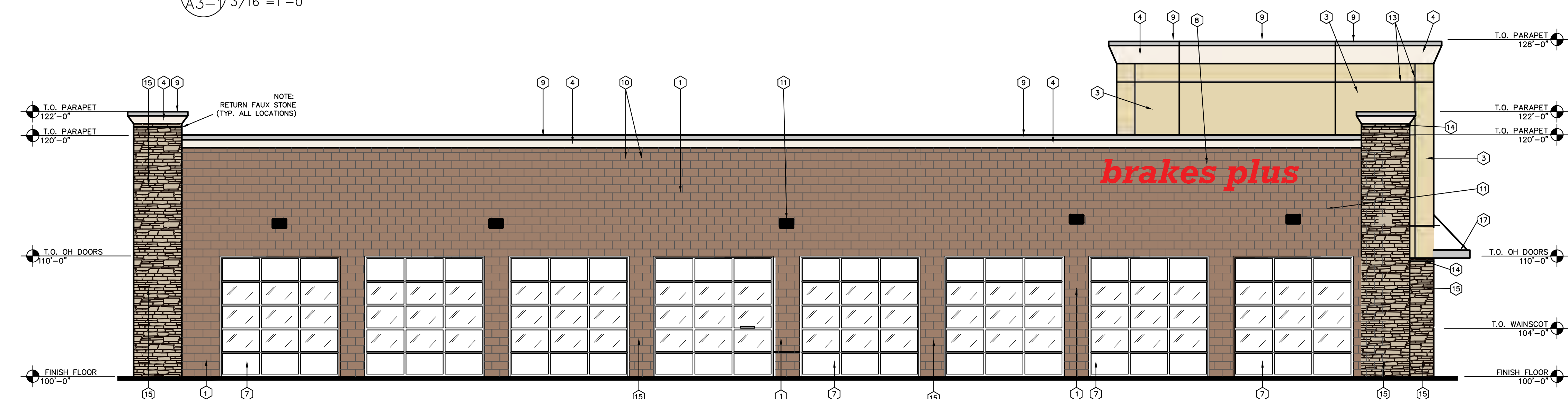
KEYNOTES

- 1. SMOOTH FACE CONCRETE BLOCK BY BEST BLOCK COLOR: MEDIUM BROWN
- 2. EIFS - INTEGRAL COLOR TO MATCH SHERWIN WILLIAMS #2835 CRAFTSMAN BROWN
- 3. EIFS - INTEGRAL COLOR TO MATCH SHERWIN WILLIAMS #2834 BIRDSEYE MAPLE
- 4. EIFS - INTEGRAL COLOR TO MATCH SHERWIN WILLIAMS #6105 DIVINE WHITE
- 5. METAL MAN DOOR. PAINT TO MATCH MASONRY
- 6. ALUMINUM/GLASS STOREFRONT CLEAR ANODIZED ALUMINUM
- 7. ALUMINUM SECTIONAL OVERHEAD DOORS CLEAR ANODIZED ALUMINUM
- 8. ILLUMINATED SIGNAGE (UNDER SEPARATE PERMIT)
- 9. PRE-FINISHED METAL CAP FLASHING PREFINISHED TO MATCH FINISH ANODIZED STOREFRONT FRAMING
- 10. NOT USED.
- 11. DECORATIVE LIGHT FIXTURE.
- 12. KEY DROP BOX
- 13. 1 1/2" X 3/4" REVEAL
- 14. WATER SILL - FAUX STONE - CULTURED STONE - WHITE OAK COUNTRY LEDGESTONE CV-20046
- 15. FAUX STONE - CULTURED STONE - WHITE OAK COUNTRY LEDGESTONE CV-20046
- 16. METAL HVAC GRILLE - PAINT TO MATCH BLOCK
- 17. METAL AWNING - BERRIDGE "ZINC-COTE"

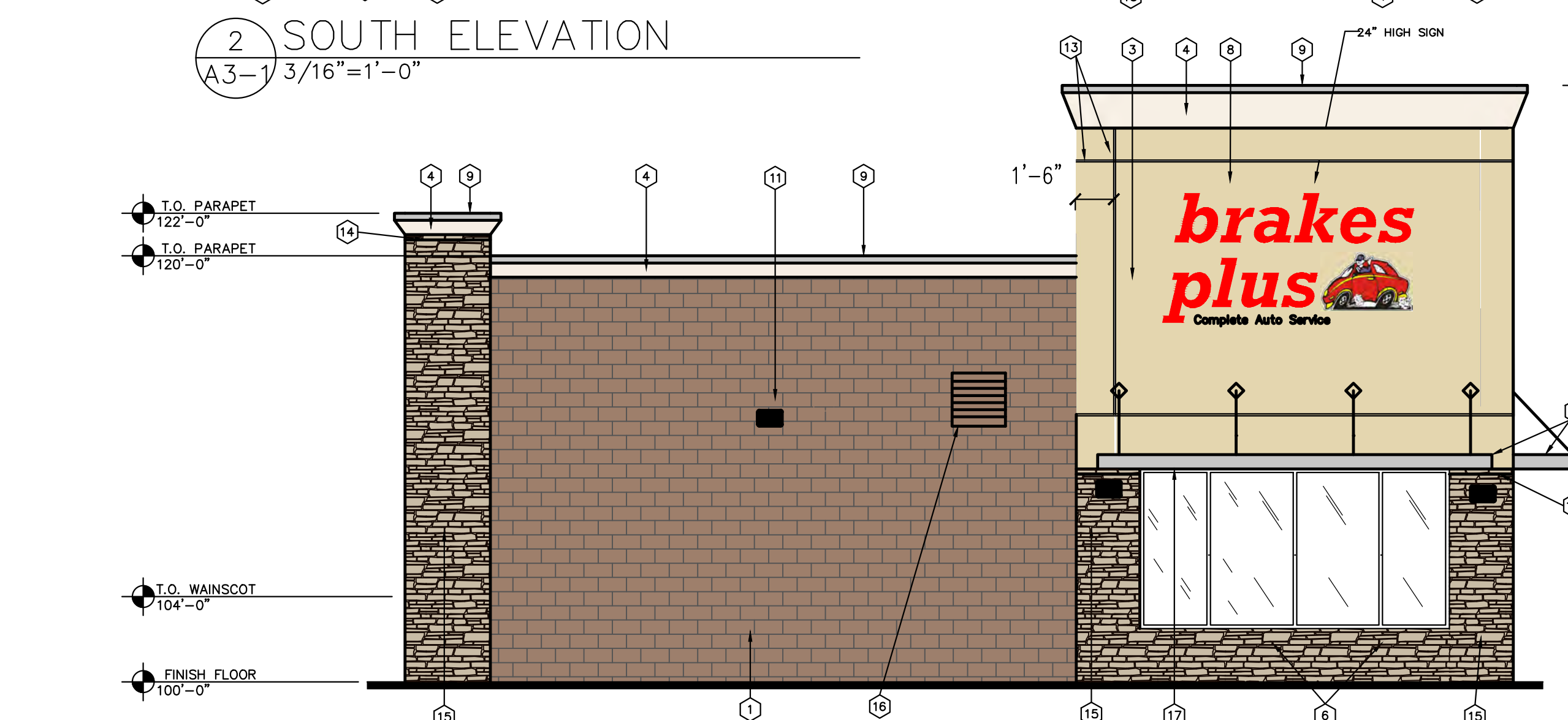
Building Size: 4,975 Sq feet



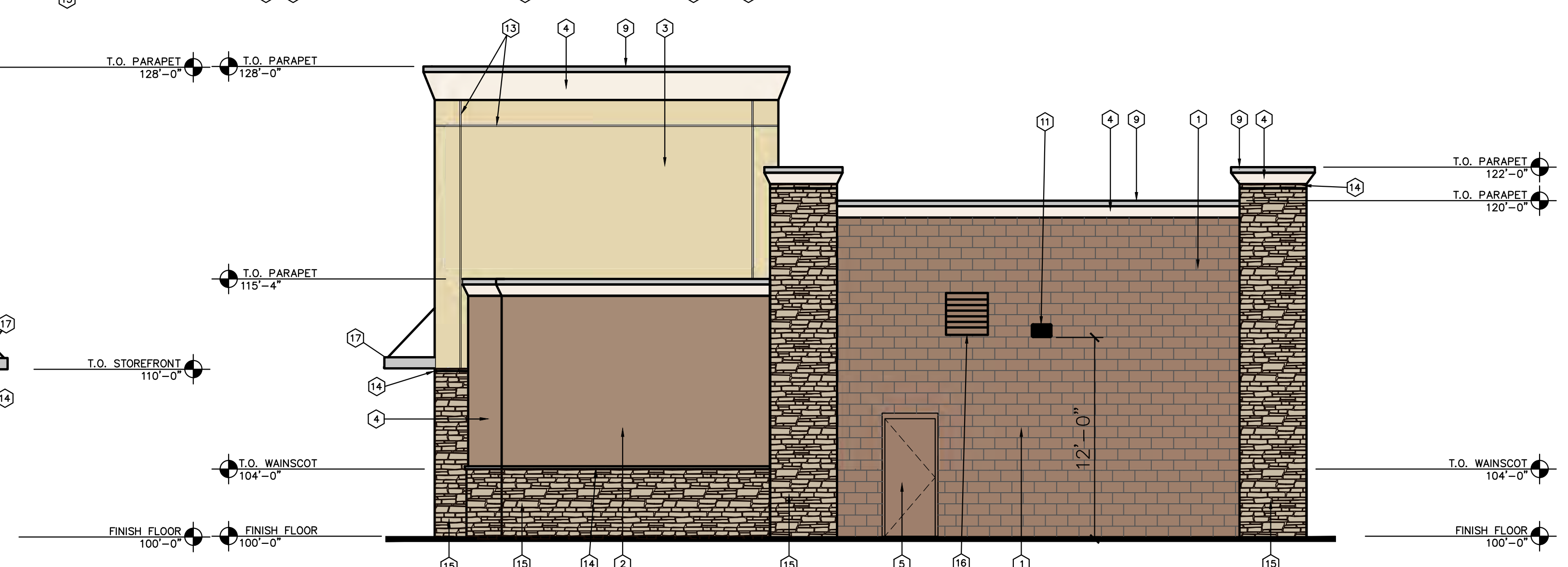
1 NORTH ELEVATION
A3-1 3/16"=1'-0"



2 SOUTH ELEVATION
A3-1 3/16"=1'-0"



3 EAST ELEVATION
A3-1 3/16"=1'-0"



4 WEST ELEVATION
A3-1 3/16"=1'-0"

BRAKES PLUS
PROTOTYPE EXTERIOR ELEVATIONS

REVISION	DATE	COMMENTS

ARCODEV JOB #: _____
 CLIENT JOB #: _____
 DRAWN BY: _____
 CHECKED BY: _____
 DATE OF ISSUE: 06.25.24

SHEET
A3-1
EXTERIOR ELEVATIONS

Applicant: South Lakes Group, LLC

Project Location: 3301 Classen Blvd

Case Number: PD24-12

Time: 5:30 p.m.

Applicant Representative:

Jason Mohler
Dax Ogden

Attendees:

Jay Cervil

City Staff:

Justin Fish, Planner I

Application Summary:

The applicant submitted a request for a special use permit for an automobile service station. The property located at 3301 Classen Boulevard is currently zoned C-1, Local Commercial District.

Neighbor's Comments/Concerns/Responses:

There was one attendee present for the meeting. The attendee voiced concerns that the detention for the subject lot was not adequate. This inadequacy could in turn lead to drainage problems. The representative stated that these concerns would be addressed.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 09/12/2024

REQUESTER: South Lakes Group, LLC

PRESENTER: Kelly Abell, Planner I

ITEM TITLE: CONSIDERATION OF ADOPTION, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2425-4: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO GRANT SPECIAL USE FOR AUTOMOBILE SERVICE STATION IN THE C-1, LOCAL COMMERCIAL DISTRICT FOR LOT 3, BLOCK 1 OF SOUTH LAKE ADDITION SECTION 12 OF THE CITY OF NORMAN, CLEVELAND COUNTY, OKLAHOMA; AND PROVIDING FOR THE SEVERABILITY THEREOF. (3301 CLASSEN BLVD.)

GENERAL INFORMATION

APPLICANT: South Lakes Group LLC

LOCATION: 3301 Classen Blvd.

WARD: 5

REQUESTED ACTION: Rezoning from C-1, Local Commercial District, to C-1, Local Commercial District, with Special Use for Automobile Service Station

LAND USE PLAN DESIGNATION: Commercial

GROWTH AREA DESIGNATION: Current Urban Service Area

BACKGROUND: The subject property is currently zoned C-1, Local Commercial District, which does not allow for automobile service stations without the granting of a special use. Situated in an active commercial corridor along Classen Blvd., the 1.24-acre parcel is currently vacant. The applicant intends to construct a Brakes Plus (automobile service station - auto repair shop with services including oil changes, brake repair, alignments, etc.). The proposed site plan depicts one 4,975 square-foot building and associated parking areas. Applicant has been informed that the project must meet all pertinent Zoning Ordinance requirements for commercial

projects, including landscaping, recommended parking, building requirements, and commercial outdoor lighting standards.

PROCEDURAL REQUIREMENTS:

GREENBELT COMMISSION MEETING: This property is already platted, therefore Greenbelt was not a requirement.

PRE-DEVELOPMENT: PD24-12, August 22, 2024

The neighbor who attended this meeting had concerns about the detention and suggested the detention is inadequate; they thought this should be addressed prior to adding development on the parcel. (See Public Works section below.)

BOARD OF PARKS COMMISSIONERS: This project was not required to present at the Board of Parks Commissioners because it is not a residential preliminary plat.

ZONING ORDINANCE CITATION: A Special Use request shall be reviewed and evaluated on the following criteria according to Sec. 36-560, Special Uses:

1. Conformance with applicable regulations and standards established by the Zoning Regulations.
2. Compatibility with existing or permitted uses on abutting sites, in terms of building height, bulk and scale, setbacks and open spaces, landscaping and site development, and access and circulation features.
3. Potentially unfavorable effects or impacts on other existing or permitted uses on abutting sites, to the extent such impacts exceed those which reasonably may result from use of the site by a permitted use. (NOTE: Throughout this Section, "Permitted Use" means any use authorized as a matter of right under the applicable zoning district.)
4. Modifications to the site plan which would result in increased compatibility, or would mitigate potentially unfavorable impacts, or would be necessary to conform to applicable regulations and standards and to protect the public health, safety, morals, and general welfare.
5. Safety and convenience of vehicular and pedestrian circulation in the vicinity, including traffic reasonably expected to be generated by the proposed "Special Use" and other uses authorized and anticipated in the area, considering existing zoning and land uses in the area.
6. That any conditions applicable to approval are the minimum necessary to minimize potentially unfavorable impacts on nearby uses and to ensure compatibility of the proposed "Special Use" with existing or permitted uses in the surrounding area.

STAFF ANALYSIS: The applicant proposes to construct a Brakes Plus (automobile service station), a 4,975 square-foot building, with an associated 25-space parking area. The project is surrounded by restaurants to the north, a dental office to the south, public storage to

the west, across State Highway 77, and open parkland to the east. Development of an automobile service station on this site would not be detrimental to the surrounding uses. Special Use for an automobile service station parking recommendations (Sec. 36-548 (C)) are two (2) spaces per service bay, one (1) each per service vehicle and one (1) space for every two employees. The applicant expressed that a typical Brakes Plus project will include eight (8) service bays and five to six (5-6) employees on site at any given time, resulting in a recommended nineteen (19) spaces. Six (6) additional spaces for customer parking, for a total of 25-spaces on-site, are proposed for this project. Over-parking could cause unfavorable impacts on the surrounding development – increasing impervious coverage and removing landscaping opportunities. However, the site does meet all the landscaping requirements and adding the six spaces for customer parking does not seem to cause any negative impacts. The applicant intends to meet all applicable regulations and standards for the Special Use of an automobile service station, and any recommendations deemed necessary from the Planning Commission or City Council.

ALTERNATIVES/ISSUES:

IMPACTS:

- The surrounding area currently has access to City water, sewer, and stormwater, making the subject property suitable for development.

OTHER AGENCY COMMENTS:

FIRE DEPARTMENT AND BUILDING PERMIT REVIEW: Items regarding fire hydrants, fire and building codes will be considered at the building permit stage.

PUBLIC WORKS: The subject property is part of South Lake Addition, Section 12. In response to the questions at the Pre-Development meeting regarding detention, the project engineer for Olsson and Associates agreed to rerun the calculations to make sure the detention pond has adequate capacity for the proposed development.

TRAFFIC ENGINEER: The City Traffic Engineer stated a Traffic Impact Analysis (TIA) was completed and submitted with the plat in May of 2007; the existing TIA meets the requirements for this proposed development.

UTILITIES: Water and sewer are adjacent to the existing property and available for connection.

CONCLUSION: Staff forwards this request for Special Use of an Automobile Service Station, in the C-1, Local Commercial District, and Ordinance O-2425-4 for consideration by Planning Commission and recommendation to City Council.

NON-CONSENT ITEMS

3301 Classen Blvd. Special Use

4. CONSIDERATION OF ADOPTION, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2425-4: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO GRANT SPECIAL USE FOR AUTOMOBILE SERVICE STATION IN THE C-1, LOCAL COMMERCIAL DISTRICT FOR LOT 3, BLOCK 1 OF SOUTH LAKE ADDITION SECTION 12 OF THE CITY OF NORMAN, CLEVELAND COUNTY, OKLAHOMA; AND PROVIDING FOR THE SEVERABILITY THEREOF. (3301 CLASSEN BLVD.)

ITEMS SUBMITTED FOR THE RECORD

- 1. Staff Report
- 2. Location Map
- 3. Site Plan
- 4. Elevations
- 5. Pre-Development Summary

Staff Presentation

Kelly Abell, Planner I, presented the staff report.

Applicant Presentation

Ashley Bernatski, Brakes Plus, presented on the proposed Special Use.

Commissioner Griffith clarified that this would just be minor auto repairs. Ms. Bernatski responded to this question stating yes it is only minor repairs.

Motion by Commissioner McClure to recommend approval of Ordinance O-2425-4; **Second** by Commissioner Jablonski.

The motion passed with a vote of 5-0.

MISCELLANEOUS COMMENTS OF PLANNING COMMISSION AND STAFF

There were no miscellaneous comments.

ADJOURNMENT

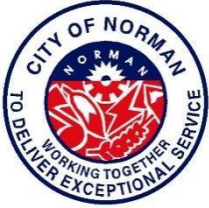
The meeting was adjourned at 5:44 p.m.

Passed and approved this _____ day of _____ 2024.

Planning Commission

File Attachments for Item:

18. CONSIDERATION OF ADOPTION, REJECTION, AMENEDMENT AND/OR POSTPONEMENT OF RESOLUTION R-2425-60: A RESOLUTION OF THE CITY OF NORMAN REQUESTING THE OKLAHOMA TURNPIKE AUTHORITY'S ACCESS OKLAHOMA PROGRAM TO IMPROVE AND CONSTRUCT FACILITIES IN THE VICINITY OF THE CITY OF NORMAN ALONG THE EAST-WEST CONNECTOR.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: October 22, 2024

REQUESTER: Scott Sturtz

PRESENTER: Scott Sturtz, Interim Director of Public Works

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2425-60: RESOLUTION OF THE CITY OF NORMAN REQUESTING THE OKLAHOMA TURNPIKE AUTHORITY'S ACCESS OKLAHOMA PROGRAM TO IMPROVE AND CONSTRUCT FACILITIES IN THE VICINITY OF THE CITY OF NORMAN ALONG THE EAST-WEST CONNECTOR.

BACKGROUND:

The Oklahoma Turnpike Authority (OTA) operates a turnpike system within Oklahoma that connects state highways/interstates and local road systems. Access Oklahoma was introduced by the OTA in December 2021 with plans to upgrade and expand the turnpike system across the state. The Access Oklahoma plan proposed two new turnpike corridors in the Norman City limits. The first was the East West Connector (EWC) that would connect I-44 near Newcastle to I-40 at the Kickapoo Turnpike across northern Norman. The second was the South Extension Turnpike (SET) that would connect to I-35 north of Purcell and continue through east Norman and connect to the EWC. This Resolution applies exclusively to the EWC.

DISCUSSION:

The OTA has requested that the Norman City Council pass a resolution to present the City's requests and expectations of the OTA for any future coordination and construction on the EWC. Currently the EWC is under evaluation for the alignment of the roadway to begin further design work on this corridor. The OTA has requested that a resolution be provided so any City of Norman requests can be incorporated into the plans for the first phase that will impact Norman from 72nd Avenue Northwest to 48th Avenue Northeast including the interchange at I-35. The construction of the turnpike system is expected begin in late 2025 with the mainline opening to traffic by the end of 2027. Future sections may follow.

RECOMMENDATION:

Staff recommends approval of Resolution No. R-2425-60 a resolution of the Council of the City of Norman, Oklahoma acknowledging the Oklahoma Turnpike Authority's Access Oklahoma program to improve and construct turnpike facilities in the City of Norman and to protect and preserve the Lake Thunderbird watershed, the Canadian River corridor, the City's drinking water supply, and the City's flood hazard areas.

RESOLUTION OF THE CITY OF NORMAN REQUESTING THE OKLAHOMA TURNPIKE AUTHORITY'S ACCESS OKLAHOMA PROGRAM TO IMPROVE AND CONSTRUCT FACILITIES IN THE VICINITY OF THE CITY OF NORMAN ALONG THE EAST-WEST CONNECTOR.

- § 1. WHEREAS, the Oklahoma Turnpike Authority (OTA) operates a turnpike system within Oklahoma that connects with the state highway /interstate and local road system; and
- § 2. WHEREAS, the OTA has announced a 15-year, long-range turnpike improvement and expansion program for projects defined in the Advancing and Connecting Communities and Economies Safely Statewide "ACCESS Program"; and
- § 3. WHEREAS, the ACCESS Program represents approximately \$5 billion in improvements to Oklahoma's turnpike system; and
- § 4. WHEREAS, the ACCESS Program includes the construction of a new turnpike route from the I-44 Tri-City area (Newcastle, Blanchard, Tuttle) at SH-37, crossing the South Canadian River, east to I-35, then continuing east along Indian Hills Road and then northeast to I-40, connecting to the new Kickapoo Turnpike (East-West Connector or "EWC" Project); and
- § 5. WHEREAS, the City of Norman requests construction of access points along the East-West Connector to include the the following: 60th Avenue NW, 36th Avenue NW, I-35, 12th Avenue NW/Broadway, SH-77H (12th Avenue NE), 48th Avenue NE, South Extension Turnpike, (120th Avenue NE), (S. Choctaw Road) and 156th Avenue NE (Peebly Road); and
- § 6. WHEREAS, the City of Norman requests the construction of one-way service roads along the turnpike from 60th Avenue NW to 48th Avenue NE; and
- § 7. WHEREAS, the development of the EWC project will involve improvements to roadways that either interchange with the EWC or are grade-separated from the EWC project; and
- § 8. WHEREAS, 36th Avenue NW will be reconstructed to 4-lane with 10-foot off street bike lane per current design plans from East-West Connector north to City Limits and from East-West Connector South to Franklin Road; and
- § 9. WHEREAS, a 10-foot wide multimodal path will be constructed on the south side of the EWC; and
- § 10. WHEREAS, efforts will be made to mitigate the storm water effects of the construction of the EWC to both stormwater quantity and quality by the use of green infrastructure practices as applicable to protect the Little River and meet attainment goals of the the Lake Thunderbird Total Maximum Daily Load (TMDL); and
- § 11. WHEREAS, the OTA as with every project will receive all required federal and state permits including but not limited to the Federal Highway Administration, and US. Corps of Engineers before the construction of the EWC Project; and



R-2425-60

§ 12. WHEREAS, the City of Norman requests that it be allowed to create and install public art on the EW Project I-35 overpass; and

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA:

§ 13. That the Council of the City of Norman as a reflection of its commitment and in support of a partnership between the City of Norman and the Oklahoma Turnpike Authority, the City of Norman commits to the development of the EWC Project thereafter to maintain the EWC Project service roads as city streets.

PASSED AND ADOPTED this 22nd day of October, 2024.

ATTEST:

Mayor / Larry Heikkila

City Clerk