CITY OF NORMAN, OK
CITY COUNCIL REGULAR MEETING

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069
Tuesday, November 26, 2024 at 6:30 PM

AGENDA

Amended

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, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2425-11: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING SATURDAY, DECEMBER 14, 2024, AS NATIONAL WREATHS ACROSS AMERICA DAY, IN THE CITY OF NORMAN.

2. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2425-13: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING SATURDAY, NOVEMBER 30, 2024, AS SMALL BUSINESS SATURDAY 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 20 be placed on the consent docket.

APPROVAL OF MINUTES

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

   CITY COUNCIL SPECIAL MEETING MINUTES OF NOVEMBER 5, 2024 AND NOVEMBER 12, 2024.
   CITY COUNCIL BUSINESS AND COMMUNITY AFFAIRS COMMITTEE MEETING MINUTES OF MARCH 4, 2021.
   CITY COUNCIL OVERSIGHT COMMITTEE MEETING MINUTES OF AUGUST 11, 2022, OCTOBER 13, 2022, JANUARY 12, 2023, MARCH 9, 2023 AND NOVEMBER 14, 2024.

First Reading Ordinance

4. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2425-9 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 NORTHEAST QUARTER (NE/4) OF SECTION SIXTEEN (16), TOWNSHIP EIGHT (8) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE PUD, PLANNED UNIT DEVELOPMENT DISTRICT, AND PLACE SAME IN THE PUD, PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (GENERALLY LOCATED SOUTH OF EAST CEDAR LANE ROAD AND EAST OF CLASSEN BLVD)

Reports/Communications

5. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RECEIPT OF THE FINANCE DIRECTOR'S INVESTMENT REPORT AS OF OCTOBER 31, 2024, AND DIRECTING THE FILING THEREOF.

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

Request for Payment

7. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF SPECIAL CLAIM SC-2425-2: SUBMITTED BY DAVID AND KIMBERLY GRISSAM IN THE TOTAL AMOUNT OF $12,843.13 FOR DAMAGE TO THEIR VEHICLE AS A RESULT OF AN INCIDENT THAT OCCURRED ON AUGUST 1, 2024 AT THE NORMAN POLICE DEPARTMENT PARKING LOT.

8. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF SPECIAL CLAIM SC-2425-3: SUBMITTED BY FAITH RICHARDS IN THE TOTAL AMOUNT OF $18,010.47 FOR DAMAGE TO HER VEHICLE AS A RESULT OF AN INCIDENT THAT OCCURRED ON AUGUST 1, 2024 AT THE NORMAN POLICE DEPARTMENT PARKING LOT.

9. CONSIDERATION OF AUTHORIZATION, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE PURCHASE OF BUILDINGS AND CONTENTS INSURANCE FOR THE CITY OF NORMAN FROM AFFILIATED FM INSURANCE COMPANY IN THE AMOUNT OF $741,450 FOR THE PERIOD OF DECEMBER 1, 2024, TO DECEMBER 1, 2025, AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT.

Contracts

10. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CHANGE ORDER ONE TO CONTRACT K-2324-80: BY AND BETWEEN THE CITY OF NORMAN UTILITIES AUTHORITY AND INDUSTRIAL HYDRO SERVICES FOR THE REMOVAL AND DISPOSAL OF BIOSOLIDS FROM DIGESTER, IN THE AMOUNT OF $18,760.29, FINAL ACCEPTANCE OF THE PROJECT, AND FINAL PAYMENT IN THE AMOUNT OF $18,760.62.

11. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT ONE TO CONTRACT K-2324-153: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND H.W. LOCHNER INC, IN THE AMOUNT OF $136,162.30 FOR A REVISED CONTRACT AMOUNT OF $359,212.30 FOR THE DESIGN OF THE FRANKLIN ROAD BRIDGE OVER LITTLE RIVER BOND PROJECT AND BUDGET APPROPRIATION.

12. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF AWARDING OF BID 2425-20 AND CONTRACT K-2425-64: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND G&S SERVICES, L.L.C., IN THE AMOUNT OF $186,480, MAINTENANCE BOND MB-2425-24, PERFORMANCE BOND B-2425-33, AND STATUTORY BOND B-2425-34, FOR THE MUNICIPAL COMPLEX SIGNAGE PROJECT; APPROVAL OF CHANGE ORDER NO. 1 TO CONTRACT K-2425-64 IN THE AMOUNT OF $5,414; AND ADOPTION OF PROJECT AGENT RESOLUTION R-2425-58, GRANTING TAX EXEMPT STATUS FOR THE PROJECT.

13. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A GRANT IN THE AMOUNT OF $6,000 FROM THE AMERICAN SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS TO BE USED BY THE ANIMAL WELFARE DIVISION, AS REIMBURSEMENT FOR A WAIVED/REDUCED FEE ADOPTION EVENT AND THE ASSOCIATED COSTS; APPROVAL OF CONTRACT K-2425-72; AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT.

Resolutions

14. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2425-65: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING JOINT PETITION SETTLEMENT OF THE CLAIM FILED BY JORDAN WEST UNDER THE PROVISIONS OF THE WORKERS' COMPENSATION STATUTES OF THE STATE OF OKLAHOMA IN THE CASE OF *JORDAN WEST V. THE CITY OF NORMAN,* WORKERS' COMPENSATION COMMISSION CASE 2024-03327 T; DIRECTING THE LEGAL DEPARTMENT TO THEN FILE SUCH SETTLEMENT AND ALL ATTENDANT COSTS IN THE WORKERS' COMPENSATION COMMISSION, OKLAHOMA CITY, OKLAHOMA; AND AUTHORIZING AND DIRECTING THE FINANCE DIRECTOR TO SUBSEQUENTLY PURCHASE SUCH WORKERS' COMPENSATION COMMISSION JUDGMENT FROM THE RISK MANAGEMENT INSURANCE FUND.

15. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2425-66: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING JOINT PETITION SETTLEMENT OF THE CLAIM FILED BY NICHOLAS TERHUNE UNDER THE PROVISIONS OF THE WORKERS' COMPENSATION STATUTES OF THE STATE OF OKLAHOMA IN THE CASE OF *NICHOLAS TERHUNE V. THE CITY OF NORMAN,* WORKERS' COMPENSATION COMMISSION CASE 2024-03394 E; DIRECTING THE LEGAL DEPARTMENT TO THEN FILE SUCH SETTLEMENT AND ALL ATTENDANT COSTS IN THE WORKERS' COMPENSATION COMMISSION, OKLAHOMA CITY, OKLAHOMA; AND AUTHORIZING AND DIRECTING THE FINANCE DIRECTOR TO SUBSEQUENTLY PURCHASE SUCH WORKERS' COMPENSATION COMMISSION JUDGMENT FROM THE RISK MANAGEMENT INSURANCE FUND.

16. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2425-72: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROPRIATING $53,366.22 FROM THE REFUNDS REIMBURSEMENTS MISCELLANEOUS RISK MANAGEMENT ACCOUNT RECEIVED FROM INSURANCE COMPANIES AND/OR THE RESPONSIBLE PARTIES TO REPAIR AND REPLACE DAMAGED TRAFFIC SIGNAL EQUIPMENT OR TRAFFIC SIGNS DAMAGED IN TRAFFIC COLLISIONS.

17. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF RESOLUTION R-2425-68: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROPRIATING $50,000 FROM THE ROOM TAX FUND BALANCE TO THE MISCELLANEOUS SERVICES, FOR NORMAN ARTS COUNCIL.

18. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF RESOLUTION R-2425-70: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA AUTHORIZING SUBMITTAL OF CLOSEOUT DOCUMENTS FOR CONTRACT K-2122-57 WITH THE OKLAHOMA DEPARTMENT OF COMMERCE.

19. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2324-76: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING THE NORMAN 2025 LAND USE AND TRANSPORTATION PLAN SO AS TO REMOVE PART OF THE SOUTHWEST QUARTER (SW/4) OF SECTION EIGHT (8), TOWNSHIP EIGHT (8) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN (I.M.), CLEVELAND COUNTY, OKLAHOMA, FROM THE INDUSTRIAL DESIGNATION AND PLACE THE SAME IN THE MIXED USE DESIGNATION AND CHANGE APPROXIMATELY 11.5 ACRES FROM FUTURE URBAN SERVICE AREA TO CURRENT URBAN SERVICE AREA. (SOUTHEAST CORNER OF HIGHWAY 9 AND JENKINS AVENUE). ***POSTPONED AT THE REQUEST OF THE APPLICANT UNTIL DECEMBER 10, 2024.***

20. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2324-28 UPON 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 REMOVE PART OF THE SOUTHWEST QUARTER (SW/4) OF SECTION EIGHT (8), TOWNSHIP EIGHT (8) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE I-1, LIGHT INDUSTRIAL DISTRICT, AND PLACE SAME IN THE PUD, PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (SOUTHEAST CORNER OF HIGHWAY 9 AND JENKINS AVENUE). ***POSTPONED AT THE REQUEST OF THE APPLICANT UNTIL DECEMBER 10, 2024.***

NON-CONSENT ITEMS

Second Reading Ordinance

21. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2425-6 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING CHAPTER 36 ("ZONING"), SECTIONS 36-101 ("DEFINITIONS"), 36-513 ("RE, RESIDENTIAL ESTATE DWELLING DISTRICT"), 36-518 ("RM-4, MOBILE HOME PARK DISTRICT") AND 36-564 ("HOME OCCUPATIONS") IN ORDER TO ALLOW HOME OCCUPATIONS TO BE CARRIED ON IN RE, RESIDENTIAL ESTATE DWELLING DISTRICT, AND RM-4, MOBILE HOME PARK DISTRICT, AND TO REDEFINE, TO MAKE LANGUAGE THROUGHOUT THE ZONING ORDINANCE CONSISTENT, AND ALLOW ADDITIONAL ACTIVITES AS HOME OCCUPATIONS WITH STATED RESTRICTIONS, AND PROVIDING FOR THE SEVERABILITY THEREOF.

22. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2425-8 UPON 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 REMOVE ALL OF BLOCK ONE (1) OF THE SECOND STATE UNIVERSITY ADDITION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE RM-6, MEDIUM-DENSITY APARTMENT DISTRICT, AND PLACE SAME IN THE SPUD, SIMPLE PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (310 E BOYD STREET)

23. 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.

24. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CONTRACT K-2425-58: A SERVICE AND LEASE AGREEMENT WITH CITY CARE, INC., FOR THE OPERATION OF AN EMERGENCY OVERNIGHT SHELTER; AND FUND APPROPRIATIONS AS OUTLINED IN THE STAFF REPORT.

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, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2425-11: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING SATURDAY, DECEMBER 14, 2024, AS NATIONAL WREATHS ACROSS AMERICA DAY, IN THE CITY OF NORMAN.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 11/26/2024

REQUESTER: Mayor Larry Heikkila

PRESENTER: Mayor Larry Heikkila

ITEM TITLE: CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2425-11: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING SATURDAY, DECEMBER 14, 2024, AS NATIONAL WREATHS ACROSS AMERICA DAY, IN THE CITY OF NORMAN.

Proclamation

P-2425-11

A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING SATURDAY, DECEMBER 14, 2024, AS NATIONAL WREATHS ACROSS AMERICA DAY, IN THE CITY OF NORMAN.

§ 1. WHEREAS, Wreaths Across America is a national nonprofit organization founded in 2007 to continue and expand the annual wreath-laying ceremony at Arlington National Cemetery begun by Maine businessman Morrill Worcester in 1992; and

§ 2. WHEREAS, Wreaths Across America's mission is to remember the fallen, honor those who serve, and teach the next generation about the true cost of freedom; and

§ 3. WHEREAS, Wreaths Across America is made up of more than 4,700 participating locations across the country run by dedicated volunteers looking to share the mission to remember, honor and teach, through annual wreath-laying ceremonies each December and awareness and education events throughout the year.

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

§ 7. Do hereby proclaim Saturday, December 14, 2024, as Nation Wreath's Across America Day in the City of Norman and extend thanks and appreciation to our veterans and Gold Star Families for their service and sacrifice and to Wreaths Across America for bringing this honor to our community.

PASSED AND APPROVED this 26th day of November 2024.

_____
Mayor

ATTEST:

_____
City Clerk

File Attachments for Item:

2. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2425-13: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING SATURDAY, NOVEMBER 30, 2024, AS SMALL BUSINESS SATURDAY IN THE CITY OF NORMAN.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 11/26/2024

REQUESTER: Mayor Larry Heikkila

PRESENTER: Mayor Larry Heikkila

ITEM TITLE: CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2425-13: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING SATURDAY, NOVEMBER 30, 2024, AS SMALL BUSINESS SATURDAY IN THE CITY OF NORMAN.

Proclamation

P-2425-13

A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING SATURDAY, NOVEMBER 30, 2024, AS SMALL BUSINESS SATURDAY IN THE CITY OF NORMAN.

§ 1. WHEREAS, the City of Norman, Oklahoma, celebrates our local small businesses and the contributions they make to our local economy and community; and

§ 2. WHEREAS, according to the United States Small Business Administration, there are 34.7 million small businesses in the United States, small businesses represent 99.7% of firms with paid employees, small businesses are responsible for 61.1% of net new jobs created since 1995, and small businesses employ 45.9% of the employees in the private sector in the United States; and

§ 3. WHEREAS, 68 cents of every dollar spent at a small business in the U.S. stays in the local community and every dollar spent at small businesses creates an additional 48 cents in local business activity as a result of employees and local businesses purchasing local goods and services; and

§ 4. WHEREAS, 59% of U.S. consumers aware of Small Business Saturday shopped or ate at a small, independently owned retailer or restaurant on Small Business Saturday 2023; and

§ 5. WHEREAS, Norman, Oklahoma, supports our local businesses that create jobs, boost our local economy, and preserve our communities; and

§ 6. WHEREAS, advocacy groups, as well as public and private organizations, across the country have endorsed the Saturday after Thanksgiving as Small Business Saturday.

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

§ 7. Do hereby proclaim Saturday, November 30, 2024, as Small Business Saturday in the City of Norman, Oklahoma, and urge the residents of our community, and communities across the country, to support small businesses and merchants on Small Business Saturday and help us celebrate its 15th year and continue to encourage our residents to Shop Small throughout the year.

PASSED AND APPROVED this 26th day of November, 2024.

_____
Mayor

ATTEST:

_____
City Clerk

File Attachments for Item:

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

CITY COUNCIL SPECIAL MEETING MINUTES OF NOVEMBER 5, 2024 AND NOVEMBER 12, 2024.

CITY COUNCIL BUSINESS AND COMMUNITY AFFAIRS COMMITTEE MEETING MINUTES OF MARCH 4, 2021.

CITY COUNCIL OVERSIGHT COMMITTEE MEETING MINUTES OF AUGUST 11, 2022, OCTOBER 13, 2022, JANUARY 12, 2023, MARCH 9, 2023 AND NOVEMBER 14, 2024.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 11/26/2024

REQUESTER: Brenda Hall

PRESENTER: Brenda Hall, City Clerk

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

CITY COUNCIL SPECIAL MEETING MINUTES OF NOVEMBER 5, 2024 AND NOVEMBER 12, 2024.
CITY COUNCIL BUSINESS AND COMMUNITY AFFAIRS COMMITTEE MEETING MINUTES OF MARCH 4, 2021.
CITY COUNCIL OVERSIGHT COMMITTEE MEETING MINUTES OF AUGUST 11, 2022, OCTOBER 13, 2022, JANUARY 12, 2023, MARCH 9, 2023 AND NOVEMBER 14, 2024.

CITY OF NORMAN, OK
CITY COUNCIL SPECIAL MEETING

Municipal Building, Executive Conference Room, 201 West Gray, Norman, OK 73069

Tuesday, November 05, 2024 at 5:30 PM

MINUTES

The City Council Special Meeting of the City of Norman, Cleveland County, State of Oklahoma, will meet in Special Session in the Municipal Building Executive Conference Room, on Tuesday, November 05, 2024 at 5:30 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 48 hours prior to the beginning of the meeting.

CALL TO ORDER

PRESENT
Mayor Larry Heikkila
Councilmember Ward 1 Austin Ball
Councilmember Ward 2 Lauren Peacock
Councilmember Ward 3 Bree Montoya
Councilmember Ward 4 Helen Grant
Councilmember Ward 5 Michael Nash
Councilmember Ward 6 Elizabeth Hinkle
Councilmember Ward 7 Stephen Holman
Councilmember Ward 8 Matthew Dixon

AGENDA ITEMS

1. CONSIDERATION OF ADJOURNING INTO AN EXECUTIVE SESSION AS AUTHORIZED BY OKLAHOMA STATUTES, FOR THE ITEMS LISTED BELOW:

   AS AUTHORIZED BY OKLAHOMA STATUTES, TITLE 25 § 307(B)(4) TO DISCUSS PENDING TORT CLAIM IN THE AMOUNT OF $65,000 SUBMITTED BY ANDRES VERGARA ;

   AS AUTHORIZED BY OKLAHOMA STATUTES, TITLE 25 § 307(B)(4) TO DISCUSS PENDING LITATION IN THE CASE OF UNIVERSITY TOWN CENTER, LLC, VS. CITY OF NORMAN, CLEVELAND COUNTY COURT CASE NO. CJ-2024-1405 JV (CCDC 2024); AND

   AS AUTHORIZED UNDER TITLE 25 § 307(B)(1) IN ORDER TO EVALUATE THE INTERNAL AUDITOR AS REQUIRED BY SECTION 18 OF CONTRACT K-2324-76.

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

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

The City Council adjourned into Executive Session at 5:31 p.m. Mr. Darrel Pyle, City Manager; Ms. Shannon, Stevenson, Assistant City Manager; Mr. Rick Knighton, Interim City Attorney; Ms. AshLynn Wilkerson, Assistant City Attorney; Mr. Anthony Francisco, Director of Finance, and Ms. Shaakira Calnick, Internal Auditor, were in attendance at the Executive Session.

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 7 Holman.

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

The Executive Session was adjourned out of and the Special Session was reconvened at 7:09 p.m.

Pending tort claim in the amount of $65,000 submitted by Andres Vergara, pending litigation in the case of University Town Center, LLC., vs City of Norman, Cleveland County Court Case No. CJ-2024-1405 JV, evaluation of the Internal Auditor were discussed in Executive Session. No action was taken and no votes were cast.

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ADJOURNMENT

The meeting adjourned at 7:10 p.m.

City Clerk

Mayor

CITY OF NORMAN, OK
CITY COUNCIL SPECIAL MEETING

Municipal Building, Executive Conference Room, 201 West Gray, Norman, OK 73069
Tuesday, November 12, 2024 at 5:30 PM

MINUTES

The City Council Special Meeting of the City of Norman, Cleveland County, State of Oklahoma, will meet in Special Session in the Municipal Building Executive Conference Room, on Tuesday, November 12, 2024 at 5:30 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 48 hours prior to the beginning of the meeting.

CALL TO ORDER

PRESENT
Mayor Larry Heikkila
Councilmember Ward 1 Austin Ball
Councilmember Ward 2 Lauren Peacock
Councilmember Ward 3 Bree Montoya
Councilmember Ward 4 Helen Grant
Councilmember Ward 5 Michael Nash
Councilmember Ward 6 Elizabeth Hinkle
Councilmember Ward 7 Stephen Holman
Councilmember Ward 8 Matthew Dixon

AGENDA ITEMS

1. CONSIDERATION OF ADJOURNING INTO AN EXECUTIVE SESSION AS AUTHORIZED BY OKLAHOMA STATUTES AS AUTHORIZED UNDER TITLE 25 § 307(B)(1) IN ORDER TO EVALUATE THE INTERNAL AUDITOR AS REQUIRED BY SECTION 18 OF CONTRACT K-2324-76.

   Motion made by Councilmember Ward 7 Holman, Seconded by Councilmember Ward 4 Grant.

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

   The City Council adjourned into Executive Session at 5:32 p.m. Ms. Shaakira Calnick, Internal Auditor, was in attendance at the Executive Session.

Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 1 Ball.

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

The Executive Session was adjourned out of and the Special Session was reconvened at 6:14 p.m.

An evaluation of the Internal Auditor was discussed in Executive Session. No action was taken and no votes were cast.

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ADJOURNMENT

The meeting adjourned at 6:15 p.m.

City Clerk

Mayor

CITY OF NORMAN, OK
CITY COUNCIL BUSINESS & COMMUNITY AFFAIRS COMMITTEE MEETING

Municipal Building, Executive Conference Room, 201 West Gray, Norman, OK 73069
Thursday, March 04, 2021 at 4:00 PM

MINUTES

A virtual Meeting of the City Council Business and Community Affairs Committee was hosted at the Municipal Building Council Chambers, Cleveland County, State of Oklahoma on the 4th day of March 2021, at 4:00 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
Chairman Petrone called the meeting to order.

PRESENT:
Councilmember Ward 3 Alison Petrone (Chair)
Councilmember Ward 4 Lee Hall
Councilmember Ward 5 Michael Nash

OTHERS PRESENT:
Mayor Breea Clark
Councilmember Ward 6 Elizabeth Foreman
Councilmember Ward 8 Matthew Peacock
Ms. Michelle Evans, Homeless Program Coordinator
Ms. Brenda Hall, City Clerk
Lieutenant Cary Bryant, SRO/Officer
Mr. Darrel Pyle, City Manager

1. **UPDATE ON THE CLEVELAND COUNTY CONTINUUM OF CARE EFFORTS TO ADDRESS HOMELESS.**

Ms. Michelle Evans, Homeless Program Coordinator, said beginning in 1994 there was a Housing and Urban Development (HUD) requirement for community wide planning for individuals and families to address homelessness in the City's service area, it is Called OK504 and encompasses all of Cleveland County in participation within the Continuum of Care (COC). It is a requirement of the Community Development Block Grant (CDBG) Entitlement Program, based on our population; The City receives a formula allocation and only 15% can be used for homelessness. It is also a Federal Program Continuum of Care through HUD. The COC has around 40 different agencies, nonprofits, faith based, and governmental entities, working in Norman and Cleveland County. The COC meet in quarterly meetings, which are open to the public to have the community support. It is the COC Executive Board who set the guidelines as a whole. The Board must consist of one representative to be homeless or formerly a homeless individual. The City of Norman is a Collaborative Applicant (CA) and is referred to as the lead agency or the CA. The CA is a union of state or local government. The CA does not provide direct client services the many agencies within the COC provide services. The City of Norman as the CA is here to administer the COC and Environmental Social and Governance (ESG) Programs at the local level and help monitor the federally funded partner organizations. We provide service coordination and project planning within the COC area. The COC provides annual training for all of our providers coordinating the implementation of housing and service system within the areas. The City of Norman serving as the CA, is responsible for all of the coordination and organizing the information, tracking the availability of resources. Understanding the regulatory requirements of multiple programs to address homeless within our community. There are many independent providers within our own area with different missions and funding resources. All funding is contracted directly from the funder, which would be HUD or ODOC, which is the Oklahoma Department of Commerce, to the agency in most cases. Continuum of Care funding has $443,000 from our FY19 budget that rolls into the FY20 budget. The Emergency Solutions Grant (ESG) is from the ODOC and the ESG the awards totaled $251,403. The COC ESG Coronavirus (CV) funds is a totally separate award totaling $767,882 and Staff is applying for additional $1.2 million with the ESG CV grant. The City of Norman received $188,502 out of the $767,882, Food and Shelter received $368,000 and Thunderbird Clubhouse $211,190.

Since 2015 the COC has housed over 200 Veterans and over 380 chronic homeless persons across the Continuum. Our community reached Functional Zero for veterans the City ranked first in the State and seventh in the Nation and reached all federal criteria benchmarks for Zero Criteria. Functional Zero means COC had enough bed space for as many veterans as we can count in our jurisdictional area. The City of Norman had over 40 participating organizations, which helped accomplish being the first in the state to effectively end veteran homelessness.

It all starts with the By Name List (BNL) if we do not know who is homeless, where the gaps are and segment of the population are not receiving the care. It is very important to maintain the BNL list. No community can end homelessness of any kind without the real time persons.

specific data. The COC community uses the VI_SPDAT triage tool to quickly assess the health and social needs of homeless individuals/families to match them with the most appropriate support and housing interventions that are available. It is very important to realize the data that comes from that, the COC can provide case conferencing and prioritize housing based on the acuity scores and placement on the list. Through the VI SPDAT it monitors people's housing

status housed or unhoused and most importantly, each person has a file that includes their name, history of homelessness, health and their housing needs. That is where all of our partners can go in and view a particular person and see their history.

On December 6, 2019, the COC used the building formerly occupied by the Pioneer Library as a winter warming shelter with sleeping mats, COC had a cleaning service and a blanket service was covered by the Norman Police Department budget of $37,946. That amount did not cover the CDBG staff or reimbursement to COC partners for working shifts through February 29, 2020. COC registered 204 unduplicated individuals and 174 names were new to the system. Vulnerability Index Assessment 84 individuals attached to a housing plan and 64 housed out of the warming shelter. COC counted two chronic Veterans at the time and six non chronic and all were put in housing program. Fiscal Year 2021 opened again December 6, 2020 and was in operations until March 31, 2021. An Emergency Solutions Grant (ESG) was written, which covered all costs including staff, the Grant amount was $147,692. To date individuals checked into the shelter; is 134 total (100 males/34 females) individuals who had a VI Assessment 75, individuals attached to housing plan 35. Non Chronic Veterans 12 are currently in a housing program with SSVF or VA.

Chairman Petrone asked if they plan on doing a count mid-year count along with the January 28th count.

Ms. Evans said yes and the reason that HUD does the count in January is because it is the coldest month of the year people will be sheltered and easy to count.

Chairman Petrone said she and other councilmembers would be glad to participate in the count.

Ms. Evans said operations at Salvation Army opens at 4:30 pm dinner served at 5:00 pm, wake up at 6:00 am breakfast is served and guest do chores before they exit at 8:00 am they are not using the family room due to Covid and it is being used as an isolation room. During winter storm operations the quests were allowed to stay the whole day. Food and Shelter operate 8:00 am to 4:00 pm they serve breakfast and lunch and they have a day shelter as well with individuals for case management. Winter storm operations opened up from 6:45 am till 7:30 pm to help fill the gap until our winter shelter opened. The City of Norman shelter was opened from 8:00 pm to 6:30 am during winter storm opened at 7:00 pm and closed 7:00 am until transportation could get them over to Food and Shelter during the day.

Funding Summary to recap, the Community Development Block Grant. Funding, $75,000 annually for coordination of COC activities and housing startup kits. A housing startup kit is just that, when someone gets housed from the By Name List, they get $200 in gift cards and a case manager goes shopping with them to get the much needed items they need. CDBG Cares Act funding $296,000 provided two years of funding for two outreach staff, housing startup and warming shelter rent and COC funding to agencies.

Councilmember Hall asked what role United Way played during the storm.

Ms. Evans said they are a major partner and help fund many of our agencies throughout the continuum and let the COC know they were available if any further assistance during the winter storm was needed.

Item 1, continued

Mr. Darrel Pyle, City Manager, said we have a special community that are willing to help in crisis and I tell them to contact the United Way because they are very good at organizing volunteer efforts and getting the money back out to our COC partners who are boots on the ground

Councilmember Hall asked what is the percentage of individuals would be considered chronically homeless because they are just not interested in a housing plan.

Ms. Evans said around 20% of our overall homeless population do not want housing. We continually offer them housing plans and communicate with them and try to help them overcome their reasons for not wanting to be housed. Often time individuals are not aware of what their choices are and that they are not alone.

Councilmember Hall asked do we have enough housing for everyone.

Ms. Evans said no we do not that is one of our main conversations with COC partners and with Federal partners we will never have enough housing. It is a goal to reach an inventory that the COC feels comfortable with, based on our numbers.

Councilmember Hall said the community at large needs to understand that addressing the homeless also means addressing affordable housing.

Councilmember Nash said with the information that is being collected, can COC do projections that we might be able to help individuals from becoming homeless in the first place.

Ms. Evans said that the ESG is what COC receives for prevention the last one was only $250,000 and that is typically low. There are several different rules and criteria that individuals have to meet so they do not become homeless and it is a struggle to get individuals to contact someone for help before becoming homeless.

Councilmember Nash said he would like to see businesses in the community give leniency to accommodate individuals that have some existing problems like mental health issues.

Ms. Evans said she would welcome any business that would partner up with COC to do that and to also get landlords to rent a home to these individuals.

Councilmember Nash asked how many of the individuals have been in prison or a conviction that follows them the rest of their life.

Ms. Evans said around 30-40% and that is from minor infraction to very serious.

Lieutenant Cary Bryant, SRO/ Officer said the Department of Correction (DOC) needs to have a "Release Plan" and follow through with it. The COC is trying to reduce recidivism as much as we can.

Chairman Petrone asked if the City has a plan to get these high risk individuals covid vaccines.

Ms. Evans said the Norman Regional Partners are setting up in the next couple of weeks at their facilities and the warming shelter to get everyone that wants a vaccination taken care of.

Chairman Petrone said there has been talks about using the building at 718 N. Porter asked if it would be sufficient to use it for the homeless individuals.

Ms. Evans said she does not have direct knowledge of this project but believes it would be sufficient space when she toured it.

2. **MISCELLANEOUS COMMENTS.**

Chairman Petrone said Council would like an update on The Wilmington Property.

Mr. Pyle, said staff is scheduling a meeting with Mr. Mattoon. Staff has gone over the ULI Plan which includes the detail of trail development from Alameda up Robinson along Bishop Creek. He said a portion of Bishop Creek is on Mr. Mattoon's property. Community partners and the City's Park maintenance staff are putting together a cleanup strategy for that particular piece of property to assure there is no damage to Bishop Creek or the watershed. Then the goal is to turn the property over to Dr. Carrie Evenson, Stormwater Manager, for some strategic thought on community education and project sites for engineered solutions to protect the watershed in the watershed protection zone.

Chairman Petrone asked if staff have an estimated timeline on acquisition of the property.

Mr. Pyle, said should be around April and the goal is to have it cleaned appropriately and safe in early May.

ADJOURNMENT

The meeting adjourned at 5:10pm

ATTEST:

City Clerk

Mayor

CITY OF NORMAN, OK
CITY COUNCIL OVERSIGHT COMMITTEE MEETING

Municipal Building, Executive Conference Room, 201 West Gray, Norman, OK 73069
Thursday, August 11, 2022 at 4:00 PM

MINUTES

The City Council Oversight Committee of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in the Executive Conference Room on the 11th day of August 2022 at 4:00 p.m. and notice of the agenda of the meeting was 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

Chairman Lynn called the meeting to order at 4:03 p.m.

PRESENT

Councilmember Ward 3 Kelly Lynn, (Chair)
Councilmember Ward 1 Brandi Studley
Councilmember Ward 2 Lauren Schueler
Councilmember Ward 4 Helen Grant
Councilmember Ward 7 Stephen Holman

ABSENT

None

OTHERS PRESENT:

Ms. Kathryn Walker, City Attorney
Mr. Darrel Pyle, City Manager
Ms. Jane Hudson, Planning & Community Development Director
Mr. Jason Olsen, Director of Parks and Recreation
Ms. Brenda Hall, City Clerk
Ms. Lisa Webb, Admin Tech III

AGENDA ITEMS

ITEM 1: CONTINUED DISCUSSION REGARDING THE CITY'S BOARDS, COMMISSIONS AND COMMITTEES

Ms. Kathryn Walker, City Attorney, presented the following combined information and recommendations from the Charter Review Commission and Council Retreat for review and consider for action.

She said staff is currently waiting on recodification of the City Codes to be completed in the fall of 2022 to make these changes. The recodification will cause renumbering of chapters and items so it is best to make these changes once Municode is finished with the process and updated ordinances submitted to date.

The Oversight Committee has been discussing Boards and Commissions since October 2019. At each meeting, the Committee members have considered consolidating, re-scoping, eliminating some committees, increasing membership on some and creating some new ones.

Specialized committee composition has been discussed to ensure relevant interest areas are being represented and the value of ward specific members on certain committees was discussed to ensure the interests of all areas of Norman are represented.

There are currently 36 Boards, Commissions and Committees

21 Established by Ordinance
4 Established by Charter
5 Established by Resolution
2 Established by virtue of statute and/or contract
1 Established by Contract only
2 by Mayor Appointment
7 of the Committees Ad Hoc Committees

All but 6 of the 36 Boards, Commissions and Committees are staff supported, where the staff prepare the agendas, back up materials, minutes and attends the meetings.

Proposals to date have been compiled, recommended, and discussed as below.

Proposal One: Consolidate Planning Commission and Green Belt Committee, making Planning Commission Appointments Ward specific.

Proposed Changes:

Planning Commission (Charter, Article XIX, Section 2)

1. Add amendment to Article XIX, Section 2 to Charter Election Ballot:

   In order to avail itself of the powers conferred by this Article, the City Council shall appoint the Norman Planning Commission. Such Commission shall consist of a total of nine (9) members, one (1) from each ward and one (1) at-large and who shall be nominated by the Mayor, and confirmed by the City Council, each for a term of three

years; provided, however, that in the first instance, one-third shall be for three years, one-third for two years, and one-third for one year. Two of the appointments shall be appointed based upon their interests or expertise regarding open-space preservation. Appointments to fill vacancies shall be for the unexpired term only. Such Commission shall serve without pay, and it shall be the duty of such Commission to exercise all powers granted by this Article or ordinances enacted pursuant thereto. The Commission shall have the power and authority to employ personnel for the purpose of carrying out its functions, subject to approval of the appropriations of funds by the City Council.

Greenbelt Commission (Code, Section 4-2022):

2. Eliminate Article XXI-Greenbelt Commission from Chapter 4 of the Code

At the April 2021 meeting, Council had mixed views on whether to consolidate the Greenbelt Commission and Planning Commission. Some liked that it would keep the Greenbelt in an advisory role, but members also expressed concerns about losing input on topics important to people in the community. If combined, members felt it would be important to ensure some of the deep knowledge in the Greenbelt would be represented on Planning Commission.

At the August 2021 meeting, there no longer appears to be support for consolidation. A suggestion was made to consider reducing the Greenbelt Commission meetings to quarterly instead of monthly to address staffing concerns. Because the Greenbelt Commission reviews certain aspects of development applications, quarterly meetings would negatively impact the timeline for development review.

At the June 2022 and August 2022 meetings, there was no consensus among committee members to consolidate Greenbelt and Planning Commission. Members recognized the Greenbelt meeting frequency could not be reduced given the impact on the timeline for development review. Oversight Committee members expressed a desire to make ward-specific Planning Commission appointments that could be implemented through ordinance revision with no Charter conflict. Not set in stone if unable to find someone to fill the ward specific seat.

Proposal Two: Consolidate Tree Board, Bicycle Advisory Committee, Parks Board

Proposed Changes:

Tree Board (Code, Section 4-1301)
Bicycle Advisory Board (Resolution R-0607-58, Section 10)
Board of Park Commissioners (Charter, Article VIII, Section 1)

At the April 2021, August 2021 and June 2022 meetings, support was expressed for consolidating the Tree Board and Parks Board. The committee feels the Bicycle Advisory Committee fits in more with the Transportation Committee. In lieu of Charter change, provisions will be added to the Parks Board in Chapter 4 of the Code as long as they are not in conflict with the Charter provisions. Members expressed a desire to add some qualifiers to Park Board appointments to ensure adequate representation for tree concerns, which would include possible Ward specific representation.

1. Add amendment to Article VIII, Section 1 to Charter Election Ballot:

The Mayor, with the approval of the Council, shall appoint a Board of Park Commissioners consisting of nine registered voters, who shall serve without compensation, and shall have such powers and duties as are now provided by law or may hereafter be conferred by ordinance. Two appointees shall be selected based on their interest or expertise regarding urban forestry and two appointees shall be selected based on their interest in cycling, including residents from cycling and transportation groups; health promotion organizations; the University of Oklahoma; Norman Schools; local businesses which support bicycle use and other interested citizens. The City Manager, or his designate, shall be ex-officio member of the Board of Park Commissioners, but shall have no vote. His advice and services shall be at the disposal of the Board of Park Commissioners in the planning and execution of its work.

Proposal Three: Re-scope the Animal Welfare Oversight Committee

Proposed Change:

(Resolution R-0203-111, Section 10)

1. Rescind Resolution R-0203-11.

2. Codify the committee in Chapter 4 and require some rural representation. Further discussion is needed about possible updates to duties.

At the April 2021 meeting there was support for re-scoping the Animal Welfare Oversight Committee (AWOC) and making it permanent. Discussion about possible role of (AWOC) should include promoting education (spaying and neutering for example), helping Staff develop two social media posts per month, etc.

On August 2021 there was some discussion about whether (AWOC) was a more appropriate fit as a sub-committee versus a standalone committee. Recognition that professional expertise and resident input should be reflected in board appointments, as well as rural representation.

At the June 2022 meeting, there was support for re-scoping the committee to make it permanent.

At the August 2022 meeting, the consensus is, there needs to be some changes to the committee makeup, roles, and promoting of the Animal Welfare Oversight Committee. But, if the OKC Humane Society is going to take over the running of the shelter would a committee still be needed. City Attorney Walker said if the OKC Humane Society is taking over, the contract should include language for Norman representation on their board.

Proposal Four: Eliminate the Children's Rights Coordinating Commission

The Children's Rights Coordinating commission has not met in more than six years, but the Youth Council originated from this commission. At the April 2021, August 2021 and June 2022 meetings, the consensus is for elimination of the Children's Rights Commission. The below change will be included in the final Code rewrite.

Proposed Change:

1. Repeal Article XVII, Section 4-1701 in its entirety

This will be included with the rewrite of Chapter 4 after the recodification process is completed.

Proposal Five: Increase Committee Membership on Board of Adjustment

Proposed Changes:

At the April 2021, August 2021, June 2022 and August 2022 meetings, the consensus supported the board expansion to 7 members. The below change will be included in the final Code rewrite.
Section 4-101(b):

The number of appointive members of each respective body and their overall respective terms of office shall be:

(1) Seven (7) persons for three-year terms.
Section 22:441(4) of Zoning Ordinance:

The concurring vote of four (4) members of the board shall be necessary to reverse any order, requirement, decision, or determination of the administrative official, to decide in favor of the applicant on any matter upon which it is required to pass under this ordinance, or to effect any variation in the application of this ordinance.

Proposal Six: Increase Committee Membership on Norman Election Commission

Proposed Changes:

At the April 2021, August 2021 and June 2022 meetings, the members support the member number increase to seven.

Proposal Seven: Create the following new committees – Senior Issues Committee, Youth Advisory Committee, Transportation Committee, Budget Committee, and Core Norman Development Committee

Proposed Changes:

1. Codify each committee in Chapter 4.

2. Outline duties, frequency of meetings, etc.
3. Determine desired representation; interest groups, specific qualifications, ward specific, etc.)
4. Work with City Manager to identify the Department that will be charged with staffing the Committee.

At the April and August 2021 meetings, new committees proposed include:

- **Senior Issues Committee** – Members thought the Senior Issues Committee should not be a City of Norman committee; but a Senior Center Operator facilitated committee.
- **Youth Advisory Committee** – to replace Youth Council and provide an avenue for input to Council for city policies on youth issues; open to middle and high school; still do field trips to City facilities but also work on policies/advocacy. Consensus to re-scope and rename Youth Council to Youth Advisory Committee.
- **Citizen's Transportation Advisory Committee** – Bicycle Advisory Committee could be rolled into this. Some discussion was had about a Citizen's Transportation Advisory Committee – some members felt these topics are handled adequately in Council's Community Planning and Transportation Committee and if additional input is needed, it could be handled through an ad hoc committee.
- There was no support to roll the Bicycle Advisory Committee into another committee, consensus is to leave as a stand-alone committee.
- **Budget Committee** – There was support for a Budget Committee that would serve as a sub-committee of the Council Finance Committee, with ward-specific appointments, to meet September to March and work through the Budget process before it goes to council for review.
- **Core Norman Development Committee** – discussion about a preference to focus on Center City Ad Hoc Committee at this point. At the June 2022 meeting, there was no longer support for a Core Norman Development Committee.

Proposal Eight: Change every committee appointment in Chapter 4 to 3-year terms, 3 term limit.

Proposed Changes:

1. Large scale ordinance amendment for each board
2. Consider how to address current appointments

At the April 2021, August 2021, June 2022 and August 2022 meetings, the consensus is for three-year terms and a limit of three terms and to allow flexibility for experts to serve on committees longer.

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ITEM 2: STAFF REPORT ON HOMELESS ACTIVITY

Ms. Jane Hudson, Planning and Community Development Director, presented the Homeless Activity Report to the committee.

A 30-day notice to vacate was received on May 31st from the property owner for the Emergency Shelter. The last day of operations was June 26/27. The shelter, which has operated continuously since December 4, 2020, was funded with Emergency Shelter Grants. Since the shelter is now closed, Oklahoma Department of Commerce is in the process of reallocating the $89,000 remaining funds to other Norman entities for their use.

Two proposals were received for the operation of an Emergency Shelter in Norman; the Salvation Army for a low barrier shelter for up to 20 women and children and Food and Shelter for a low barrier shelter for up to 50 men. Interviews were held with both applicants and the proposals are still being evaluated.

The Department of Housing and Urban Development has completed the transfer of the Collaborative Applicant for OK504 Continuum of Care from the City of Norman to the Thunderbird Clubhouse.

On July 19th, the City was informed by private contractors that construction would begin on the University North Park parcel north of Crest and there was evidence of an encampment on the property. Regular scheduled outreach had occurred at the site over several years and reports indicated there was one full-time resident still on the property. The outreach team let the resident know site clearing was beginning and worked with the resident to vacate the property. A protest was held at the site on July 20th and 20 individuals were residing on the site at the time and were provided hotel rooms through donated funds.

ADJOURNMENT

The meeting was adjourned at 4:57 p.m.

ATTEST:

City Clerk

Mayor

CITY OF NORMAN, OK
CITY COUNCIL OVERSIGHT COMMITTEE MEETING

Municipal Building, Executive Conference Room, 201 West Gray, Norman, OK 73069
Thursday, October 13, 2022 at 4:00 PM

MINUTES

The City Council Oversight Committee of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in the Executive Conference Room on the 13th day of October 2022, at 4:00 p.m. and notice of the agenda of the meeting was 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

Chairman Lynn called the meeting to order.

PRESENT

Councilmember Ward 3 Kelly Lynn, (Chair)
Councilmember Ward 1 Brandi Studley
Councilmember Ward 2 Lauren Schueler
Councilmember Ward 4 Helen Grant
Councilmember Ward 7 Stephen Holman

ABSENT

None

OTHERS PRESENT:

Ms. Heather Poole, Assistant City Attorney
Ms. Beth Muckala, Assistant City Attorney
Ms. Jane Hudson, Planning & Community Development Director
Mr. Jason Olsen, Director of Parks and Recreation
Ms. Bethany Grissom, Park Planner
Ms. Sara Sancak, Cleveland County TSET Healthy Living Program
Ms. Sara Bloom, Cleveland County TSET Healthy Living Program
Ms. Lisa Webb, Admin Tech III

AGENDA ITEMS

Chairman Lynn said they will move item number 2 to the beginning of the meeting to handle first.

ITEM 2: DISCUSSION REGARDING POSSIBLE AMENDMENTS TO THE SMOKING ORDINANCE

Ms. Sara Sancak and Ms. Sara Bloom, with the Cleveland County TSET Healthy Living Program, presented information on the Tobacco Free City Owned Property Policy and the benefits of establishing Tobacco-Free properties.

The TSET Healthy Living Program serving Cleveland County works with local community partners to help prevent cancer and cardiovascular disease by reducing tobacco use.

Tobacco use is the number one preventable cause of Death in the United States, with more than 7,500 Oklahomans dying every year. Tobacco smoke contains 250 harmful chemicals and at least 69 known carcinogens, causing cancer, heart disease and respiratory illness.

The following information was compiled to show the environment of Norman without a current tobacco free City Owned Property Ordinance in place. Norman Tobacco-Free City Owned Property Policy currently prohibits smoking and the use of tobacco products and/or vapor products on all indoor/outdoor city owned/operated property except the below.

1. Westwood Golf Course
2. Parking Lots of Playgrounds

Going Tobacco-Free will demonstrate Norman cares about the health of its citizens and employees and it will give everyone the opportunity to demonstrate by example that tobacco use is not the norm and is unhealthy. Secondhand smoke is responsible for nearly 50,000 deaths among adult nonsmokers each year in the United States.

More than 81 percent of Oklahomans want cities and towns to adopt smoke-free policies for all workplaces. At least 52 Oklahoma communities have passed tobacco-free ordinances. In 2012 American poison control centers received more than 8,600 reports of poisoning from the ingestion of cigarettes, cigarette butts and other tobacco products, with nearly 85 percent of these poisonings in children ages five and younger.

Passing a tobacco free policy will contribute to a reduction in exposure to second-hand smoke, educate the community on the dangers of smoking, support current smokers' efforts to quit, and promote healthy lifestyle choices, as well as becoming eligible for TSET grants up to $100,000 to fund park improvements.

The City of Norman is eligible for $100,000 and the FY23 Grant application period is open November 1, through November 30. TSET Grant Funding is based upon the city adopting a comprehensive ordinance that prohibits smoking and the use of tobacco products and/or vapor products on all indoor/outdoor city owned/operated property, the strength of the policy and the municipalities practices in support of the policy.

TSET staff has been working with the City of Norman since 2015/2016 and received positive feedback from the Oversight Committee in June 2022, but asked that the policy get the support

from Westwood Golf Course. Unanimous support from the Board of Park Commissioners to move forward was received in September 2022 and sent this back to the Oversight Committee for review before going to full Council.

The next steps are to present City Council with the information on a proposed policy for all city-owned properties to be Tobacco-Free, write and approve a model policy, and apply for the Healthy Incentive Grants on behalf of City of Norman based on the updated policy.

Councilmember Studley said the lack of survey results was previously a concern and wanted to know if TSET staff was able to get more information from Westwood Golf Course patrons and staff, and asked Mr. Olson for his opinion about this policy.

Mr. Olson said they do not believe there will be any overall effects on revenue, nor has the policy caused someone to go to another place to golf. The Golf Pro spoke with golfers and the feedback received was all positive on implementing a No-Smoking policy at the Golf Course.

Chairman Lynn said he has a bunch of questions regarding a smoking ban at Westwood Golf Course and needs more feedback from Westwood Golf Course staff and patrons. He asked how big of a problem is smoking on the golf course, private golf courses allow smoking so why would we prohibit it at Westwood. Are we doing this just to get a grant?

Ms. Sancak, with TSET said the Smoke Free designation is to protect the health of everyone; the vulnerable at risk people, including our children. Ms. Sancak asked what is the problem with making the golf course Smoke Free. Chairman Lynn said they would be limiting freedoms of adults and he will not support passing this item on to council and is proceeding to agenda item number one, Zoning for City Parks.

Committee members Schuler, Grant, Studley and Holman stressed that discussion on this item continue so it can be moved on to the full council for consideration. Chairman Lynn said he would recognize Councilmember Grant to speak as she had her hand up prior to him closing discussion on the No-Smoking Policy.

Councilmember Grant said she was present for the June meeting and TSET did follow up with golfers and asked if teen golfers were included in the survey. Mr. Olson said mostly adults were asked. Public versus private, private allows smoking on their property for it is for a select group, public is open to everyone, including children.

Councilmember Schuler supports moving forward. She thanked TSET for additional survey results and recognizes that many other entities have passed Smoke Free Policies and let them know that their work is valued. She also said it is significant to be eligible for TSET $100,000 grant money to do additional park projects and to maximize City funds whenever possible.

Councilmember Schuler asked Mr. Olson what would be done with the funds if the grant is received. Mr. Olson said it would be opened to public input for discussion on how and where to use the money within the park system for eligible projects

Councilmember Studley and Councilmember Holman both said they support moving the Smoke Free Policy forward, along with Grant and Schuler, so the whole council can review it and make the final determination on the Policy.

Chairman Lynn said as chair, he does not want this to move forward to the council. Councilmember Studley asked Assistant City Attorney Beth Muckala to explain duties to the Chairman and members so those that are new understand how things are supposed to work.

After being recognized by Chairman Lynn, Assistant City Attorney Muckala said the procedure, has a chair that controls the flow of the conversation. The committee members are there to communicate views on agenda items before making a recommendation to the full council. She is unaware of a policy that has to have chair direction to move items forward, but she can get more definitive information if needed. Councilmember Studley asked Assistant City Attorney Muckala to please research the information for the committee.

Chairman Lynn closed the discussion on Agenda Item Two and moved the meeting back to Item One.

*****

ITEM 1: DISCUSSION REGARDING ZONING FOR CITY PARKS

Mr. Jason Olson presented information for zoning of the City Parks to the committee. He said, during the process of opening a new park, Bentley Park, staff recognized that there were over 30 parks not properly zoned.

City codes need to properly define and expand the definition of park land. Proper designation of the land affects appraisals and need to make sure the zoning is accurate for future development so that it will not improperly affect values. We also need to make sure we preserve green spaces, recreational and cultural areas by designation.

Everything would be rezoned as Parkland under the expanded code definitions, with designations for Green Spaces, Recreational areas, (YFAC, Westwood), Cultural Areas, (Depot, Sooner Theatre), and Parks. Adjacent property owners would have to be notified of the zoning change and the Public Hearings.

Ms. Jane Hudson, Planning and Community Development Director said that Park Land located in a PUD will not be readdressed.

Leased parks will not be rezoned because the City does not own the property, i.e.; Griffin Park, Sutton Wilderness, Monroe Park, etc.

Councilmember Schuler asked how long the rezoning process would take. Mr. Jason Olson, Parks and Recreation Director said it could take 12 – 18 months. Each park will be an individual item on the agenda with individual ordinance numbers and will have to go through the entire rezoning process.

ADJOURNMENT

The meeting was adjourned at 4:36 p.m.

ATTEST:

City Clerk Mayor

CITY OF NORMAN, OK
CITY COUNCIL OVERSIGHT COMMITTEE MEETING

Municipal Building, Executive Conference Room, 201 West Gray, Norman, OK 73069
Thursday, January 12, 2023 at 4:00 PM

MINUTES

The City Council Oversight Committee of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in the Executive Conference Room on the 12th day of January 2023, at 4:00 p.m. and notice of the agenda of the meeting was 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

Chairman Lynn called the meeting to order.

PRESENT

Councilmember Ward 3 Kelly Lynn, (Chair)
Councilmember Ward 2 Lauren Schueler
Councilmember Ward 7 Stephen Holman

ABSENT

Councilmember Ward 1 Brandi Studley

OTHERS PRESENT:

Mayor Larry Heikkila
Councilmember Ward 4 Helen Grant
Ms. Kathryn Walker, City Attorney
Mr. Rick Knighton, Assistant City Attorney
Mr. Shawn O'Leary, Director of Public Works

AGENDA ITEMS

Chairman Lynn moved item number 2 to the beginning of the meeting.

ITEM 2: OVERVIEW/UPDATE OF PENDING LITIGATION AGAINST THE CITY OF NORMAN

Mr. Rick Knighton, Assistance City Attorney, presented the November 2022 City of Norman Pending Litigation Monthly Report to the committee.

Two cases in the United States Court of Appeals for the Tenth Circuit.
Two cases in the United States District Court for the Western District of Oklahoma
One case in the Oklahoma Supreme Court
One case in the Oklahoma Court of Civil Appeals
Fourteen Civil cases in the Cleveland County District Court
Seven condemnation cases in the Cleveland County District Court

Committee members asked that an update be provided to Council in Executive Session on the outstanding cases and possibly move for dismissal on some to reduce the list of open cases. Ms. Kathryn Walker, City Attorney, said that lawsuits are included with the annual audit report listing legal exposures to the City of Norman.

Chairman Lynn asked that the below cases be included in the updates and discussion for possible closure and removal from the City of Norman's open cases.

Wilkins v City of Norman – Workers Comp
Thompson v City of Norman (Hospital)

FOP 2005 – Health Care Premium increases - Union sued the City of Norman even though the Department of Labor upheld the requirement for completed wage deduction forms from FOP members.

IAFF 2011 – case was for a determination on whether or not holiday pay is considered regular pay for fire fighter pension contributions.

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ITEM 1: DISCUSSION REGARDING THE CITY'S ROLE IN REPRODUCTIVE HEALTH PRIVACY MATTERS.

Mr. Rick Knighton, Assistance City Attorney, presented information on a proposed resolution and the City's role in Reproductive Health Privacy matters, giving background information on a proposed resolution for enforcement and restricting the use of City resources and personnel for reproductive health matters.

The purpose of the resolution is to state that law enforcement can not use public funds to store or catalog any report of an abortion, miscarriage or other reproductive healthcare act or provide information to any other governmental body or agency about the same, nor conduct surveillance, or collect information related to an individual or organization for the purpose of determining whether an abortion has occurred.

ITEM 1: (continued) DISCUSSION REGARDING THE CITY'S ROLE IN REPRODUCTIVE HEALTH PRIVACY MATTERS.

City of Norman legal department has been unable to find a municipality that has passed this or a similar resolution limiting how City funds are used.

Mr. Knighton said anything the City of Norman does will only be symbolic and will have a lot of unintended consequences that outweigh benefits. If this resolution is passed by Council, it would be a violation of the City Charter and Codes that limit Council rule making directly governing employees, when the City Manager is designated as the head of city departments and the oversight of employees, as well as violation of Federal HIPPA regulations.

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ITEM 3: WARMING SHELTER UPDATE

Councilmember Schueler asked for this item to be placed on the agenda in order to establish a process for regular reports from the contracted provider on Warming Shelter statistics.

No information was provided at this meeting, but Staff will contact the contractor to establish a monthly reporting process.

ADJOURNMENT

The meeting was adjourned at 4:40 p.m.

ATTEST:

_____ _____

City Clerk Mayor

CITY OF NORMAN, OK
CITY COUNCIL OVERSIGHT COMMITTEE MEETING

Municipal Building, Executive Conference Room, 201 West Gray, Norman, OK 73069
Thursday, March 9, 2023 at 4:00 PM

MINUTES

The City Council Oversight Committee of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in the Executive Conference Room on the 9th day of March 2023, at 4:00 p.m. and notice of the agenda of the meeting was 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

Mayor Larry Heikkila called the meeting to order.

PRESENT

Councilmember Ward 3 Kelly Lynn, (Chair)
Councilmember Ward 2 Lauren Schueler
Councilmember Ward 7 Stephen Holman

ABSENT

Councilmember Ward 1 Vacant

OTHERS PRESENT:

Mayor Larry Heikkila
Councilmember Ward 4 Helen Grant
Councilmember Ward 5 Rarchar Tortorello
Mr. Darrell Pyle, City Manager
Mr. Anthony Purinton, Assistant City Attorney
Ms. April Heiple, Food and Shelter Director
Ms. Karen Wallier Dodge, Chief of Client Services, Oklahoma Indigent Defense System, (OIDS)

ITEM 1: WARMING SHELTER UPDATE AS WELL AS CURRENT CONTRACT TERMS/END

Ms. April Heipel presented the February 2023 warming shelter report.

Four guests have moved to permanent housing
Five guests have started employment
Two guests have gone to long-term treatment
Four guests started working with Central Oklahoma Community Mental Health Center

Representatives from the Veterans Administration come to the shelter two times a week and the Department of Mental Health visits the shelter weekly to work with the shelter guests.

Chairman Lynn asked what percentage of funding comes from government funds. Ms. Heipel said that funding for the Warming Shelter has been received from the Sarkeys Foundation, American Rescue Plan Act (ARPA) Funds, HUD Grant Funds, United Way funds ($10,000 max), Private Funds, with 18% being from government grants.

Chairman Lynn asked Ms. Heipel what she would like to see happen with the warming shelter to which she replied she would like to see the temporary contract be extended at the current location until a permanent plan and location can be found.

Councilmember Tortorello asked about the current location and what is proposed to go into the facility. City Manager Pyle said they are approximately two years out until Factory Obscura would possibly be ready for the location.

Councilmember Schueler asked what Food and Shelter is wanting to do with the contract. Ms. Heipel said the current agreement expires March 31, 2023, but the weather has not cooperated and they may not be able to close then. She said she would like to see the contract extended for six months at a time until something more permanent is decided.

Councilmember Schueler asked what the monthly costs are to operate the shelter. Ms. Heipel said the City funds $53,000, but Food and Shelter is spending $65,000 and supplementing with other funds. She asked if it would be possible to continue on a quarterly or six-month basis, instead of monthly.

Councilmember Schueler asked if there is a downside to finding another temporary location. Ms. Heipel said she did not believe so, but they would have to close down for a few days and move the industrial bunk beds.

City Manager Pyle said that Staff has not had a conversation about finding a larger space for the shelter as of yet, but will look into more space that could be open.

Councilmember Holman asked how many shelter guests have been moved into permanent housing since November to which Ms. Heipel said 11. The shelter moved to a "save bed" model in January, which reduced the loitering issues. Allowing staff to get more services to people and reducing the worry and stress on the homeless regarding where they would sleep at night, so they could concentrate on working.

Councilmember Tortorello asked about statistics on people seeking treatment since last yea how many employed, can the City of Norman hire people to help with tornado cleanup.

City Manager Pyle said we can always use extra hands in Parks and Recreation, Sanitation, etc. There is a program in Oklahoma City that we can use to model in Norman. City Manager Pyle will get more information on this.

Mayor Heikkila said the City will need to secure a space that is large enough to house people that want to work and help clean up debris. City Manager Pyle said they will review the request for a larger capacity facility and incentives for workers. The consensus of the Committee Members is to move forward on this.

Chairman Lynn asked how many churches are in Norman, need to get them involved and raise donations so that tax payer money is not used for this work program. Ms. Heipel said there are currently 27 partner churches with Food and Shelter.

City Manager Pyle said he will have a draft agreement with a 45-day window to continue the existing contract on a quarterly agreement with navigation to a permanent location for the next council agenda.

Chairman Lynn asked that Ms. Heipel send Councilmembers the Friends House reports from November 2022 forward so that they can have a cumulative picture of people served and helped since then.

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ITEM 2: DISCUSSION REGARDING UNSOLICITED JUNK MAIL

Mr. Anthony Purinton, Assistant City Attorney, provided a presentation on the Regulation of Unsolicited Written Materials to the committee members. He said for the past 10+ years the City Attorney's office has updated Council on potential solutions to the City's longstanding issue with the haphazard distribution of unsolicited written materials on the lawns of private residences, with these materials ultimately filling the streets, clogging the storm grates and the storm water system.

A potential solution is an Ordinance similar to the Lexington-Fayette Ordinance designating where these materials can be delivered to a premises.

There would be 1st Amendment concerns and violations with this type of ordinance, such as free speech, time, place, and manner restrictions and could receive legal challenges. Ordinance cannot be too broad, has to allow alternative communication methods and the City has to sufficiently prove harm to public safety.

The City has developed a robust data evidence collection to prove the harm is real, consider alternatives, and leave open alternative routes for communication. The StormWater Division has gathered photographic evidence at different times, with focus after heavy rain events, showing the visual blight. Citizen complaints need to be logged through the Action Center, emails to City staff and Council and direct complaints to the City Attorney's office.

Chairman Lynn asked about creating a permit process for delivery of the flyers. Assistant City Attorney Purinton said this would not correct the fling and fly delivery of unsolicited mail and keep it out of the storm water system.

Mayor Heikkila said taking action on this item would affect political advertising and asked how good is the argument that this is pollution?

Mr. Purinton said the content is not the issue, but how it is being delivered and that it is getting into the streets and storm water system. The city is looking for a way to reduce the materials from becoming litter and subsequently entering the drainage system.

By mirroring an already approved Ordinance, the City can reduce the changes of it being challenged.

A draft ordinance will be brought to the Oversight Committee for review when the Legal Department has it completed. When the Oversight Committee has completed its review, it will be taken to a council study session and on to Council for the First Reading and Second Reading and approval.

ADJOURNMENT

The meeting was adjourned at 5:07 p.m.

ATTEST:

Mayor

City Clerk

CITY OF NORMAN, OK
CITY COUNCIL OVERSIGHT COMMITTEE MEETING

Municipal Building, Executive Conference Room, 201 West Gray, Norman, OK 73069

Thursday, November 14, 2024 at 4:00 PM

MINUTES

The City Council Oversight Committee of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in the Executive Conference Room on the 14th day of November 2024, at 4:00 p.m. and notice of the agenda of the meeting was 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

Chairman Mayor Heikkila called the meeting to order.

PRESENT

Mayor Larry Heikkila, Chair
Councilmember Ward 4 Helen Grant
Councilmember Ward 7 Stephen Holman
Councilmember Ward 8 Scott Dixon

ABSENT

Councilmember Ward 1 Austin Ball

OTHERS PRESENT:

Councilmember Ward 5 Michael Nash
Councilmember Ward 6 Joshua Hinkle
Ms. Shannon Stevenson, Assistant City Manager
Ms. Beth Muckala, Assistant City Attorney
Mr. Scott Sturtz, Interim Public Works Director
Mr. Jason Olsen, Parks and Recreation Director
Mr. James Briggs, Park Development Manager
Mr. Chris Mattingly, Director of Utilities
Ms. Kathy Hammans, Tech III, City Clerk Office

ITEM 1: PRESENTATION OF EMERGENCY SHELTER STATISTICS FOR THE MONTH OF OCTOBER, 2024.

Mayor Heikkila presented the Emergency Shelter Statistics provided by Ms. April Doshier, Executive Director, Food and Shelter for the Oversight Committee.

A Friends House provided shelter for…

86 unique quests
Five Veterans
20 with physical disabilities
Four with developmental disabilities
Nine with chronic health conditions.

Those with income report having $1,000 or less per month is insufficient to maintain housing costs in Norman. Housing vouchers have been placed on hold causing housing placements to come to a stop.

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ITEM 2: DISCUSSION REGARDING SMOKING IN PARKS

Mr. Jason Olsen, Director of Parks and Recreations, presented the history on Smoking in Parks and why it is necessary to designate them as Tobacco Free.

"Why Tobacco Free!" Secondhand smoke is hazardous to everyone's health and is responsible for nearly 50,000 deaths among adult nonsmokers each year in the United States. More than 81 percent of Oklahomans want cities and towns to adopt smoke free policies for all workplaces.

Litter from tobacco products is harmful to children, pets and the environment. Going tobacco free will demonstrate that the community cares about the health of its citizens and employees.

The City of Norman is the only government entity in Oklahoma that is not fully tobacco free. The only location not designated as Smoke Free at this time is Westwood Municipal Golf Course. When the TSET Smoke Free program was first brought before the council, there was a lot of push back because the golf course is located outside and Golfers, like to enjoy a smoke and a beer when golfing.

Recent surveys conducted by TSET and Parks employees showed that this is no longer the sentiment and that everyone sees the value in making the Golf Course Smoke Free.

In order to be eligible for additional T-SET Grants at the Gold Level and Built Environmental Grants, Council would need to pass an ordinance designating all City facilities, vehicles and parks, including the Golf Course, as Smoke Free.

This designation is especially important to carry out the Master Plan for Reaves Park, a plan which includes a spot for a "Miracle Field", specifically designed for children with physical and or cognitive challenges. This field is made with a rubberized surface that is fully wheelchair

accessible, bases and pitching mounds are painted onto the surface so that there are no raised obstacles found on a typical baseball field. Everything is enlarged to accommodate wheelchairs and other apparatus, allowing children with physical and cognitive challenges to play sports like their peers. When these children were asked what was important to them, they quickly answered "to play sports in the same place that their siblings and peers played".

In addition to the Miracle Field, the Kids Space Playground that was created as a community partnership approximately 25 years ago, is past its useful life, (recently graded a D and C) and is not ADA accessible. This was originally built as a Community Build Project and volunteers can be rounded up again, with contractors on site for concrete work and to ensure things are constructed to meet building codes and safety standards. Mr. Olsen said the new Kids Space Playground will be built with Trex, which will allow it to last longer, be splinter free and safer for kids.

Both of these projects will cost between $750,000 to $1,000,000 each and grants through TSET and Built Environmental could be a vital part of turning them into a reality without too much financial strain on any one entity. Councilmember Grant asked where would the balance of the project funds come from. Mr. Olsen said 20% would be from City funds, a portion from Grants and other groups are anxious to raise funds for the Park Foundation to be used for park projects.

Ordinances, signage and employee Wellness Programs will need to be updated to meet grant eligibility requirements. Councilmember Grant asked what needs to be done to meet the guidelines. Assistant City Attorney Muckala said what needs to happen right now is pretty simple and Ms. AshLynn Wilkerson, Assistant City Attorney, is working on a draft to meet these guidelines, as well as Zoning Ordinance changes.

Existing business' selling tobacco within 300 feet of schools will be grandfathered in, as long as they remain open or until ownership changes. Ms. Muckala also stressed that this ordinance needs to be completed before the state changes their regulation from 300 feet to 1,000 feet.

Councilmember Hinkle asked if this will be limiting only the sale of tobacco or will it include other smoked products. Councilmember Holman said there are already limits on other smoking products and the distance from schools that sales are allowed. He said that the definition of school needs to be clearly spelled out in the ordinance.

Mayor Heikkila said he visited the Golf course and did not find any cigarette butts or trash and feels the amount of good that comes from going Smoke Free will be impactful.

Councilmember Grant asked about enforcement, will tickets and fines be issued. Mr. Olsen said the Smoke Free Ordinance has been in place since 2012 and no tickets have been issued in any parks since it was passed.

Mr. Olsen said he would like to see them come back in December with an Ordinance to so Staff can meet the deadline for the next TSET grant and not get another application kicked back.

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ITEM 3: DISCUSSION REGARDING THE DECLARATION OF A TEMPORARY MORATORIUM ON THE ISSUANCE OF PERMITS FOR LARGE CONSTRUCTION PROJECTS.

Councilmember Nash presented a power point on a Large Projects Ordinance to the Oversight Committee. He said that Norman has well established expectations for smaller, relatively benign projects, but upon review of the City of Norman's permit process he has found that it does not address large scale projects and the need for an environmental impact study.

He said water independence is very important for the City of Norman and efforts must be taken to protect its continued viability. Councilmember Nash would like to propose an ordinance that will put requirements for an environmental study for projects meeting at least three of the following criteria: encompasses at least 640 acres within City limits; covers at least 100 acres within the Lake Thunderbird Watershed: covers at least 100 acres within any flood plain as defined by FEMA: crosses a stream or creek that is recognized as impaired: would result in the taking of at least 20 properties through eminent domain: would result in the taking of at least 10 primary homes through eminent domain; and has a cumulative cost of $500 million or more.

The original intent was to require the developer to perform National Environmental Policy Act (NEPA) studies, which a municipality cannot do. He would like to see the City of Norman define their own study standards, drawing from NEPA, California Environmental Quality Act (CEQA) and other similar policies, define our own Environmental Assessments (EA) and Environmental Impact Statements (EIS). The end result would be stakeholder (resident) protection.

Mr. Scott Sturtz, Interim Public Works Director, talked about Environmental Study requirements by the City of Norman on Federal projects and the Oklahoma Turnpike Authority (OTA) Environmental Study done on the proposed turnpike expansion.

Councilmember Nash said that this Ordinance is not intended to stop or change OTA, but about putting protections in place for major projects in the future.

Councilmember Grant said she understood that the City of Norman's Environmental Engineering Design Criteria would take care of platting, but asked if we have something in place that would fit a large project now. Mr. Sturtz said that the Engineering Design Center would definitely take care of these projects in the review process.

Mayor Heikkila said that Norman does not have any parcels that would fit the size of a large project as evidenced by a recent notice put out by the Department of Commerce looking for large parcels throughout the state and not producing any in the State of Oklahoma. He also said that the new AIM Plan for Norman will help take care of some of the larger projects in the municipality. He also said Oklahoma Water Resources Board (OWRB) is very strict on flood plain disturbances in the City of Norman and feels the City already has protections in place for our resources.

Councilmember Nash suggested that being reactionary versus being pro-active is not a good route to take. Councilmember Grant said when looking at the future, some things included on the list does not matter in the City of Norman. Councilmember Hinkle said he has no desire to support the ordinance for a moratorium as it will further hinder projects and send out a negative perception of Norman.

ITEM 3: (continued) DISCUSSION REGARDING THE DECLARATION OF A TEMPORAR MORATORIUM ON THE ISSUANCE OF PERMIT FOR LARGE CONSTRUCTION PROJECTS.

Councilmember Nash said he is worried that Council would make decisions based on others perceptions. Mayor Heikkila said building legislation into ordinances is going too far. He further said that an Association of Central Governments (ACOG) Study is coming out in the near future and asked if Councilmember Nash would like to be on the committee to be part of the process to ensure sustainability for communities.

Councilmember Nash said he would be disappointed if the ordinance was rejected without everyone fulling understanding the ordinance and the need for it to be in place. He asked if the presentation could be given to the full council at a study session before a final decision is made.

Mayor Heikkila requested that staff include this item on a study session for the full council members to consider.

ADJOURNMENT

The meeting was adjourned at 5:39 p.m.

ATTEST:

City Clerk

Mayor

File Attachments for Item:

4. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2425-9 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 NORTHEAST QUARTER (NE/4) OF SECTION SIXTEEN (16), TOWNSHIP EIGHT (8) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE PUD, PLANNED UNIT DEVELOPMENT DISTRICT, AND PLACE SAME IN THE PUD, PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (GENERALLY LOCATED SOUTH OF EAST CEDAR LANE ROAD AND EAST OF CLASSEN BLVD)

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 11/12/2024

REQUESTER: Royce Enterprises, Inc. & Sooner Investment Dev. Co.

PRESENTER: Jane Hudson, Planning & Community Development Director

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2425-9 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 NORTHEAST QUARTER (NE/4) OF SECTION SIXTEEN (16), TOWNSHIP EIGHT (8) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE PUD, PLANNED UNIT DEVELOPMENT DISTRICT, AND PLACE SAME IN THE PUD, PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (GENERALLY LOCATED SOUTH OF EAST CEDAR LANE ROAD AND EAST OF CLASSEN BLVD)

APPLICANT/REPRESENTATIVE	Royce Enterprises, Inc. and Sooner Investment Development Co./Rieger Sadler Joyce LLC
LOCATION	South of E Cedar Lane, east of Classen Blvd and west of 24th Avenue SE
WARD	5
REQUESTED ACTION	Rezoning from PUD, Planned Unit Development to a revised PUD and a Preliminary Plat for a proposed retail development for approximately 40.41 acres.
LAND USE PLAN DESIGNATION	Mixed Use
GROWTH AREA DESIGNATION	Current Urban Service Area

BACKGROUND: The subject property was rezoned in 2023 from I-1, Light Industrial District, to a PUD, Planned Unit Development, for a mix of uses including commercial, office, senior living, and apartments. A Preliminary Plat accompanied the zoning application. The applicant

would like to revise the Site Plan and the signage regulations with the current rezoning application.

PROCEDURAL REQUIREMENTS:

GREENBELT MEETING: GBC 23-14, June 20, 2023
The item passed on the Consent Docket, 5-1 during the Greenbelt Commission meeting on 06/20/2023. Minutes included in Planning Commission packet.

PRE-DEVELOPMENT: PD24-13, September 26, 2024
A neighbor had concerns about detention. The developer said there are two detention ponds with landscaping on the property, a pond to the north and a pond to the south. Another attendee had concerns about the additional traffic and a lack of traffic signals going in and out of the development site. The applicant stated it was up to ODOT where a traffic signal would be installed.

BOARD OF PARKS COMMISSIONERS:
This application is not required to go before Parks Board until such time the determination is made to include residential use(s) on this site. At that time, the Site Development Plan will be amended and the applicant must submit to the Board of Parks Commissioners for determination of park fees for residential unit count.

ZONING ORDINANCE CITATION:
SECTION 36-509, PUD, PLANNED UNIT DEVELOPMENT

1. Statement of Purpose. It is the intent of this section to encourage developments with a superior built environment brought about through unified development and to provide for the application of design ingenuity in such developments while protecting existing and future surrounding areas in achieving the goals of the comprehensive plan of record. The "PUD" Planned Unit Development district herein established is intended to provide for greater flexibility in the design of buildings, yards, courts, circulation, and open space than would otherwise be possible through the strict application of other district regulations. In this way, applicants may be awarded certain premiums in return for assurances of overall planning and design quality, or which will be of exceptional community benefit and which are not now required by other regulations. By permitting and encouraging the use of such procedures, the Planning Commission and City Council will be able to make more informed land use decisions and thereby guide development more effectively in the best interest of the health, safety, and welfare of the City.

Specifically, the purposes of this section are to encourage:

(a) A maximum choice in the types of environment and living units available to the public.
(b) Provision of more usable and suitably located open space, recreation areas, or other common facilities than would otherwise be required under conventional land development regulations.
(c) Maximum enhancement and minimal disruption of existing natural features and amenities.

(d) Comprehensive and innovative planning and design of diversified developments which are consistent with the City's long range plan and remain compatible with surrounding developments.
(e) More efficient and economic use of land resulting in smaller networks of utilities and streets, thereby lowering costs.
(f) Preparation of more complete and useful information which will enable the Planning Commission and City Council to make more informed decisions on land use.

The PUD (Planned Unit Development) Regulations are designed to provide for small and large scale developments incorporating a single type or a variety of residential, commercial, industrial and related uses which are planned and developed as a unit. Such development may consist of individual lots, or it may have common building sites. Private or public common land and open space must be an essential, major element of the development which is related to, and affects, the long term value of the homes and other development. A Planned Unit Development shall be a separate entity with a distinct character that respects and harmonizes with surrounding development.

EXISTING ZONING: The property is currently zoned PUD, Planned Unit Development, with Ordinance O-2324-3. This PUD allowed for similar uses but had a slightly different site plan. This PUD included a residential component on the site plan.

STAFF ANALYSIS: The particulars of this PUD include:

USE: The allowable uses for this PUD are included in the PUD Narrative as Exhibit E, Allowable Uses. In general, the site is allowing retail, office, and support services for the surrounding community. The Narrative does state the option of residential uses although none are shown on the Site Plan. Should the applicant decide to include residential uses, they will be required to present to Parks Board for any required park fees and amend the Site Plan. The initial phase is anticipated to be the bank site as shown on the Site Development Plan. The timing and number of future phases will be determined by market demand and absorption rates.

SITE PLAN/ACCESS: The proposed Site Development Plan shows access from Classen Boulevard from the west by way of two private street intersections. There is one access point off of 24th Avenue SE, which is also via private street; all private streets will be designed for full access to the proposed development. Commercial and office buildings are proposed along the western and southern perimeters of the development. Two retail buildings are proposed on the east of the subject property.

HEIGHT: There are no proposed height restrictions for the commercial and office uses within the property.

PARKING: The proposed development parking will meet or exceed Section 36-548, Off-Street Parking Requirements of the Zoning Ordinance, as amended from time to time.

LANDSCAPING: Landscaping for the proposed development will be installed and maintained according to Section 36-551, Landscaping Requirements for Off-Street Parking Facilities of the Zoning Ordinance, as amended from time to time.

FENCING: Any fencing placed on the property will meet City ordinances.

SIGNAGE: The applicant submitted an overall sign package for this site. In summary, signage for all lots with an office or retail use shall comply with the City of Norman's applicable commercial signage restrictions, as amended from time to time. Signage for all other lots shall comply with the City of Norman's applicable signage restrictions then in effect for the actual use of the lot, as may change from time to time. In addition to the signage allowances contained herein, the Property shall be allowed to feature the additional signage allowances enumerated on Exhibits F and F-1

LIGHTING: All exterior lighting shall be installed in conformance with applicable City of Norman Commercial Outdoor Lighting Standards in the Zoning Ordinance, as such may be amended from time to time.

SANITATION: Dumpsters will be utilized for sanitation services in locations shown on the attached Preliminary Site Development Plan. All locations will be reviewed and approved by City Staff.

EXTERIOR MATERIALS: Exterior materials of the building to be constructed on the property may be brick, glass, stone, synthetic stone, stucco, EIFS, masonry, metal accents, composition shingles, synthetic slate shingles, metal roofs, or other comparable roofing materials, and any combination thereof. The Applicant may file restrictive covenants against the property to more narrowly tailor architectural review within the development.

OPEN SPACE: Open space and green space areas are located throughout the property. The development will contain a minimum of 29.7% open/pervious space throughout the development. There shall be no maximum impervious coverage restriction on each lot within the development.

ALTERNATIVES/ISSUES:

IMPACTS: The applicant submitted a traffic impact study, which was evaluated by the City Traffic Engineer. It was determined no traffic operational issues are anticipated due to the development. It was also determined the proposed improvements will allow capacity to exceed demand in this area.

OTHER AGENCY COMMENTS:

FIRE DEPARTMENT AND BUILDING PERMIT REVIEW: Items regarding fire hydrants and fire/building codes will be considered at the building permit stage.

PUBLIC WORKS/ENGINEERING: The applicant is concurrently submitting for platting the property.

TRAFFIC ENGINEER: Please see attached reports from the City Traffic Engineer.

UTILITIES: City Utilities are available in this area with extensions to be completed in accordance with City requirements. Sanitation services for the Property will comply with the City of Norman's sanitation ordinances, rules, and regulations.

CONCLUSION: Staff forwards this request for a new PUD, Planned Unit Development, and Ordinance O-2425-9 for consideration by City Council.

PLANNING COMMISSION RESULTS: At their meeting of October 10, 2024, Planning Commission recommended adoption of Ordinance No. O-2425-9 by a vote of 6-0.

STAFF REPORT UPDATE:

BACKGROUND: The subject property was rezoned in 2023 from I-1, Light Industrial District, to a PUD, Planned Unit Development, for a mix of uses including commercial, office, senior living, and apartments. A Preliminary Plat accompanied the zoning application. The applicant would like to revise the Site Plan and the signage regulations with the current rezoning application.

Additional proposed changes, after the October 10, 2024 Planning Commission meeting, the request to include the allowed use of "outdoor storage" has been added to the PUD Narrative.

After the October 10, 2024 Planning Commission meeting, staff met with the applicant representative to review the upcoming zoning application/request at City Council. As is typical, review of the possible uses for the site was a topic of discussion for this PUD Narrative. At that meeting it was brought to staff's attention there could be the need for an "outdoor storage use" for the site. Staff reviewed the Narrative and the Zoning Ordinance with the applicant, staff and Legal came to the conclusion, for "outdoor storage" to be allowed at the site, the use needed to be specifically added to the PUD Narrative for consideration by City Council.

In *Sec 36-524, C-1, Local Commercial District*, it is specifically stated "*no outdoor storage or display of material or good is permitted*". However, in *Sec 36-547, Exterior Appearance*, it is stated as follows:

(b) Outdoor storage or display of materials and goods is prohibited in the CO and C-1 districts and within any required setback area in the TC district, as well as all public rights-of-way. However, in all commercial districts, an exception is granted for items located within five feet of the primary structure for display of vending machines, newspaper racks, bagged ice storage, small-scale propane sales, and other such similar items, provided that no such items encroach onto a public right-of-way or easement. In all other commercial zoning districts after October 28, 2005, the following criteria must be observed:

1. *In those zoning districts that allow outdoor storage or display of merchandise, such items may not be located immediately adjacent to any public right-of-way, but instead must be stored or displayed no closer than half the distance between the right-of-way and the principal building, or 25 feet, whichever is greater. However, display of living plant materials and ornamental statuaries may occur at any location so long as it does not*

create a visual barrier to traffic and is not within ten feet of a public right-of-way. This exception does not include landscape timbers, blocks, stones, bags of wood chips or soil, fencing materials, or other similar items.

2. *In those districts that allow the sale or repair of vehicles, where the principal use of the premises involves the sale and display of finished vehicles, such as automobiles, boats, recreational vehicles, construction vehicles and heavy equipment, no special setbacks are required other than landscaping that would be required for parking areas and buildings by other sections of this chapter. Vehicles or equipment may not be parking or displayed within any required landscape area.*
3. *In no instance shall outside display of merchandise be located within, nor encroach upon, a fire lane, maneuvering aisle, or a parking space necessary to meet the minimum parking requirements of all of the uses on the lot.*
4. *All existing outdoor storage areas must comply with the requirements of this subsection within two years of October 28, 2005, the effective date of the ordinance from which this article is derived, or seek approval by the City Council for a revised site plan that shows substantial compliance with these requirements. For all new or expanded areas of outside display or storage, such locations must be clearly identified on a site plan that has been approved by the City Council.*

To allow the uses of outdoor storage for this site the applicant is requesting the PUD Narrative be allowed a floor amendment per the item title – "CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF ……"

The proposed floor amendment consists of the following two additions to the existing Allowable Uses in Exhibit E:

- Garden Center.
- Outdoor Storage and/or Outdoor Display, noting that covered/shaded/open outdoor storage and/or display areas shall not be considered building coverage areas for purposes of determining building coverage within the Property.

Including this floor amendment will allow for outdoor storage of goods, in compliance with the parameters of Sec 36-547.

O-2425-9

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 NORTHEAST QUARTER (NE/4) OF SECTION SIXTEEN (16), TOWNSHIP EIGHT (8) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE PUD, PLANNED UNIT DEVELOPMENT DISTRICT, AND PLACE SAME IN THE PUD, PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (GENERALLY LOCATED SOUTH OF EAST CEDAR LANE AND EAST OF CLASSEN BLVD)

§ 1. WHEREAS, Royce Enterprises, Inc & Sooner Investment Dev. Co., the owners of the hereinafter described property, have made application to have the subject property removed from the PUD, Planned Unit Development District and placed in the PUD, Planned Unit Development District; and

§ 2. WHEREAS, said application has been referred to the Planning Commission of said City and said body has, after conducting a public hearing on October 10, 2024 as required by law, considered the same and recommended that the same should be granted and an ordinance adopted to effect and accomplish such rezoning; and

§ 3. WHEREAS, the City Council of the City of Norman, Oklahoma, has thereafter considered said application and has determined that said application should be granted and an ordinance adopted to effect and accomplish such rezoning.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA:

§ 4. That Section 36-201 of the Code of the City of Norman, Oklahoma, is hereby amended so as to remove the following described property from the PUD, Planned Unit Development District and place the same in the PUD, Planned Unit Development District, to wit:

A tract of land situated within the Northeast Quarter (NE/4) of Section Sixteen (16), Township Eight (8) North, Range Two (2) West of the Indian Meridian, Cleveland County, Oklahoma, being more particularly described by metes and bounds as follows:

COMMENCING at the Southeast Corner of said Northeast Quarter (NE/4); Thence North 00°00'54" West along the East Line of said Northeast Quarter (NE/4) (being the basis of bearing for this description) a distance of 371.87 feet to the Northeast Corner of SOUTH LAKE INDUSTRIAL PARK

ADDITION, a plat filed in the Office of the Cleveland County Clerk, in Book 15 of Plats, Page 116, same being the POINT OF BEGINNING;

Thence South 89°06'09" West along the North line of said plat a distance of 805.91 feet to a point on the current (2022) Easterly Right of Way line of State Highway 77, being marked by a 3/8" iron pin found in place;
Thence North 27°37'26' West a distance of 218.04 feet to a point marked by a 3/8" iron pin found in place;
Thence North 28°26'32" West a distance of 700.07 feet to a point marked by a 3/8" iron pin found in place;
Thence North 27°37'26" West a distance of 500.00 feet to a point marked by a 3/8" iron pin found in place;
Thence North 25°42'53" West a distance of 205.41 feet;
Thence North 25°42'53" West a distance of 93.87 feet to a point marked by a 1/2" iron pin w/ cap stamped "DTM CA6391" found in place;
Thence North 89°08'14" East a distance of 140.35 feet to a point on the exterior line of Lot 1, Block 1, ST. JAMES CENTRE SECTION 1, a plat filed in the office of the Cleveland County Clerk, in Book 24 of Plats, Page 53, being marked by a 1/2" iron pin w/ cap stamped "DTM CA6391" found in place;
Thence along said line the following three (3) courses:
1. South 01°12'49" East a distance of 85.00 feet;
2. North 89°08'14" East a distance of 1117.53 feet;
3. North 00°00'14" East a distance of 85.01 feet;
Thence North 89°08'14" East a distance of 342.10 feet to a point on the East line of said Northeast Quarter (NE/4), said point marked by a 120D nail found in place;
Thence South 00°00'54" East along said line a distance of 1532.90 feet to the POINT OF BEGINNING

Said described tract of land contains a gross area of 1,760,461 square feet or 40.4146 acres and
a net area, less streets rights of way, of 1,709,941 square feet or 39.2548 acres more or less.

§ 5. Further, pursuant to the provisions of Section 36-509 of the Code of the City of Norman, as amended, the following condition is hereby attached to the zoning of the tract:

a. The site shall be developed in accordance with the PUD Narrative, Site Development Plan, and supporting documentation, which are made a part hereof.

§ 6. Severability. If any section, subsection, sentence, clause, phrase, or portion of this ordinance is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions of this ordinance.

ADOPTED this _____ day of

_____, 2024.

_____
(Mayor)

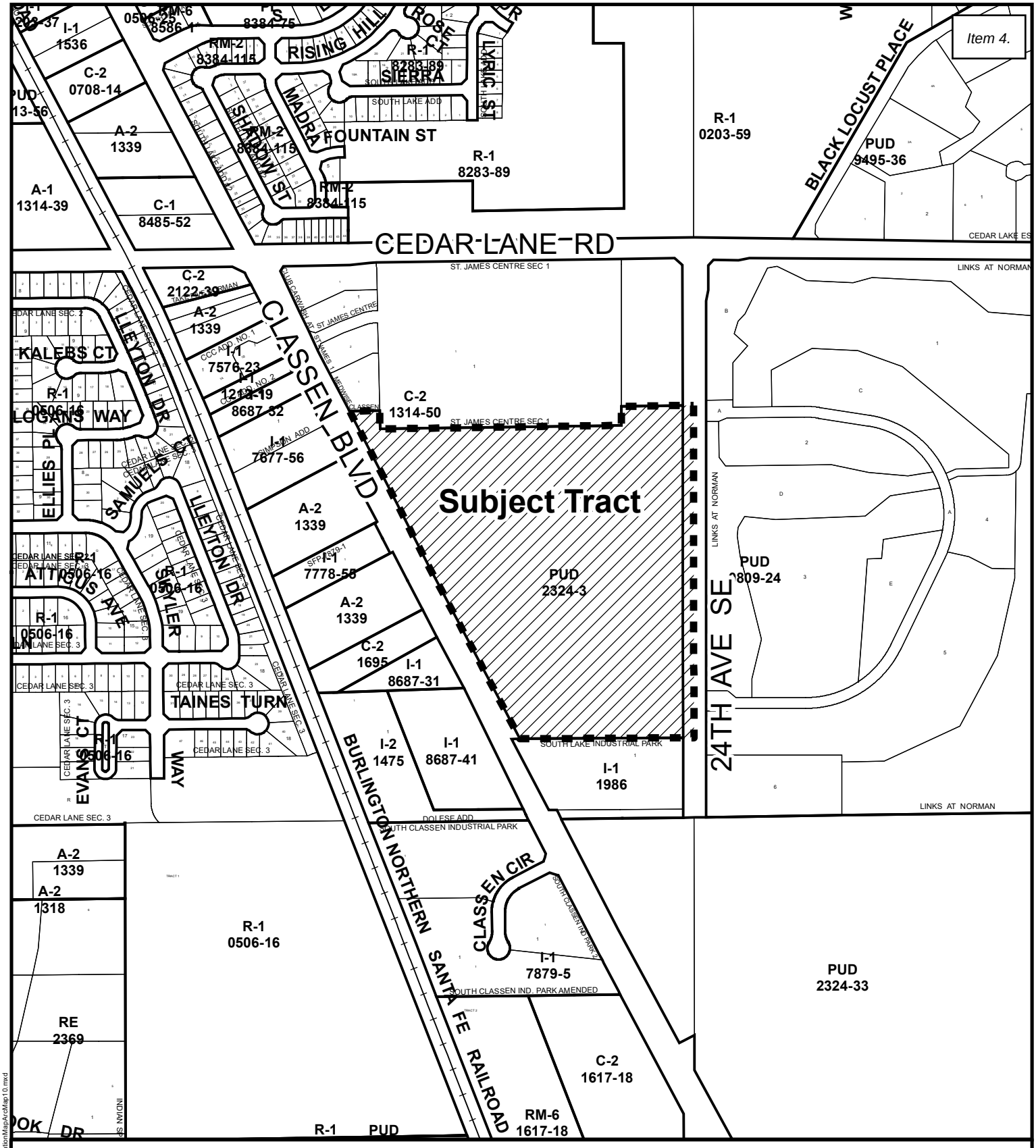
NOT ADOPTED this _____day of

_____, 2024.

_____
(Mayor)

ATTEST:

_____
(City Clerk)



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.

N W E S

September 4, 2024

0 300 600 Ft.

Subject Tract

Zoning

\\con-isilon\city\departments\GIS\ArcGIS10 MapTemplates\8x11_LocationMapArcMap10.mxd

ARMSTRONG BANK CONSOLIDATION PROJECT
A PLANNED UNIT DEVELOPMENT

NORMAN, OKLAHOMA

APPLICANT:

ROYCE ENTERPRISES, INC. & SOONER INVESTMENT DEV CO.

Revised 11.15.24
following Planning
Commission.

APPLICATION FOR:

PLANNED UNIT DEVELOPMENT
PRELIMINARY PLAT

Submitted September 3, 2024
Revised November 15, 2024

PREPARED BY:

RIEGER SADLER JOYCE LLC
136 Thompson Drive
Norman, Oklahoma 73069

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I. INTRODUCTION

Royce Enterprises, Inc. and Sooner Investment Dev Co. (collectively, the "**Applicant**") seek to rezone a portion of property located in Ward 5 of the City of Norman. More particularly, the site is located South of East Cedar Lane, East of Classen Blvd., and West of 24th Ave SE, as more particularly described on the attached **Exhibit A** (collectively referred to herein as the "**Property**").

The Applicant intends to put forth the parameters for which the Property may develop over time. Through the use of this Planned Unit Development ("**PUD**"), the Property may be developed as a retail development that shall be permitted to include a mixture of uses as further laid out within this PUD.

This PUD will allow for a creative and enhanced development of the Property, providing a compatible masterplan layout that will entice private investment in the area in close proximity to the University of Oklahoma. This proposal is compatible with the Property's current NORMAN 2025 designation of Mixed-Use.

II. PROPERTY DESCRIPTION/GENERAL SITE CONDITIONS

A. Location

The Property lies South of East Cedar Lane, East of Classen Blvd., and West of 24th Ave SE. A location map is included on the attached Preliminary Site Development Plan and Preliminary Plat.

B. Existing Land Use and Zoning

The Property is currently zoned PUD, Planned Unit Development, and the current NORMAN 2025 land use designation is Mixed-Use.

The Property is surrounded by various differing zoning categories and 2025 designations, which makes this site an ideal location for the proposed mixed-use development. The property to the North is zoned C-2, General Commercial and 2025 designated as Commercial. The Links development to the East of the Property is zoned PUD, with 2025 designation of Medium Residential. The properties to the Southeast and South are zoned I-1, Light Industrial and PUD, Planned Unit Development, with Mixed-Use 2025 designations. The properties to the West of the Property are zoned I-1, Light Industrial, A-2, Rural Agricultural, and C-2, General Commercial; however, all of these properties have a 2025 designation of Industrial.

C. Elevation and Topography

The Property is currently unimproved raw land. The Property generally slopes from the Northeast to the Southwest, as more particularly discussed in the preliminary drainage report provided to City Staff as part of the Preliminary Plat application.

D. Drainage

A drainage report has been provided by the Applicant to City Staff as part of the Preliminary Plat application. The Applicant shall comply with all City ordinances and regulations unless otherwise indicated on the attached site plans.

E. Utility Services

The necessary utility services for this project are already located in relative proximity to the Property. The Applicant shall extend such utility services to the Property, as necessary.

F. Fire Protection Services

Fire Protection services will be provided by the City of Norman Fire Department and by the Applicant as such are required by adopted City codes.

G. Traffic Circulation and Access

Access to the Property shall be permitted in the manner depicted on the attached Preliminary Site Development Plan.

III. DEVELOPMENT PLAN AND DESIGN CONCEPT

The Property is planned to accommodate a retail development that may also contain a mixture of uses as set forth herein. To the extent possible, the Property shall be developed in substantial compliance with the Preliminary Site Development Plan, attached to this PUD, subject to final design development and the changes allowed by Section 36-509(g) of the City of Norman's PUD Ordinance, as may be amended from time to time. The Exhibits attached hereto, and as submitted on behalf of the Applicant, are incorporated herein by reference and further depict the development criteria for the Property.

A. Uses Permitted:

As contemplated herein, the Property will be allowed to develop over time as a retail development, that may also contain a mixture of the allowable uses as set forth on **Exhibit E**.

B. Area Regulations:

1. **Setback off of Classen Blvd:**

All Lots within the Property that front Classen Blvd. shall have a minimum ten (10') foot building setback from the property line fronting Classen Blvd.

2. **Setback off of North Property Line:**

All Lots within the Property that abut the neighboring property located to the North of the Property shall have a minimum ten (10') foot building setback from the North property line.

3. **Setback off of 24th Ave. SE:**

All Lots within the Property that front 24th Ave. SE shall have a minimum ten (10') foot building setback from the property line fronting 24th Ave. SE.

4. **Setback off of South Property Line:**

All Lots within the Property that abut the neighboring property located to the South of the Property shall have a minimum ten (10') foot building setback from the South property line.

5. **Setback off of Interior Streets:**

All Lots within the Property that abut any interior platted private street shall have a minimum ten (10') foot building setback from the property line fronting said interior street.

6. **Setback off of Utility Easements:**

If a utility easement or other public easement is not located within the building setbacks enumerated above on a Lot within the Property, all buildings and vertical habitable structures shall be setback a minimum of one (1') foot from said easement located on the Lot. Paving shall be allowed over drainage and utility easements.

7. **No Interior Lot Setbacks:**

Except for the building setbacks enumerated herein, there shall be no other required setbacks, side yards, rear yards, or front yards for the Lots located within the Property to allow for a flexible development of the Property over time.

8. **Height**:

There shall be no height restriction for the commercial and office uses within the Property.

C. Parking:

Parking will meet or exceed the requirements of Norman's parking ordinances.

D. Dumpster and Trash Enclosures

Trash may be handled through on-site dumpsters. A trash compactor(s) and its enclosure(s) may also be located on site to facilitate trash removal. Any dumpster or trash facilities shall be screened within enclosures that are built of materials to be compatible with the building exteriors in the main building.

E. Miscellaneous Development Criteria

1. Site Plan

The Preliminary Site Development Plan for the Property is concurrently submitted with this PUD and shall be incorporated herein as an integral part of the PUD and the development of the property shall be substantially constructed as presented thereon, subject to final design and the changes allowed by the City of Norman's PUD Ordinance.

2. Open Space

Open space and green space areas are located throughout the Property. The Property shall contain a minimum of 29.7% open/pervious space throughout the development, however, the total amount of open space actually developed within the Property may be less than the amount shown on the Preliminary Open Space Plan, pursuant to final design development and the changes allowed by Section 36-509 of the City of Norman's PUD Ordinance, as may be amended from time to time. There shall be no maximum impervious coverage restriction on each Lot within the Property. The Property shall contain drainage and detention solutions that adequately control, contain, and channel stormwater runoff from the Property in accordance with all applicable City ordinances and regulations. Landscape buffers within the Property may be located within and/or may contain utility easements, waterline easements, and drainage easements.

3. Signage

Signage for all Lots with an office or retail use shall comply with the City of Norman's applicable commercial signage standards, as amended from time to time. Signage for all other Lots shall comply with the City of Norman's applicable signage restrictions then in effect for the actual use of the Lot, as may change from time to time. In addition to the signage allowances contained herein, the Property shall be allowed to feature the

additional signage allowances enumerated on Exhibit F and as more particularly shown on Exhibit F-1.

4. Traffic access/circulation/parking and sidewalks

Access to the Property shall be permitted in the manner depicted on the attached Site Development Plan, Exhibit B. The Property shall comply with the City of Norman laws and standards to allow for emergency access and fire access as necessary, as such laws and standards may be amended from time to time. The Property shall be allowed to contain private internal streets.

5. Lighting

All exterior lighting shall be installed in conformance with any applicable City of Norman Commercial Outdoor Lighting Standards, as such may be amended from time to time.

6. Landscaping

Landscaping shall be provided in conformity to the City of Norman ordinances, as amended from time to time.

7. Fencing

Fencing, such as, by way of example and not limitation, wrought iron, stockade wood, composite, and other fencing types, is permissible but is not required within the Property. The Applicant may file restrictive covenants against the Property to more narrowly tailor architectural review of fencing within the development. Fencing placement and height shall comply with applicable City ordinances, as amended from time to time.

8. Phasing

It is anticipated that the Property will be developed in multiple phases. The initial phase is anticipated to be the bank site as shown on the Site Development Plan. The timing and number of future phases will be determined by market demand and absorption rates, and shall comply with Norman City Code 36-509.

9. Exterior Materials

Exterior materials of the building to be constructed on the Property may be brick, glass, stone, synthetic stone, stucco, EIFS, masonry, metal accents, composition shingles, synthetic slate shingles, metal roofs, or other comparable roofing materials, and any combination thereof. The

Applicant may file restrictive covenants against the Property to more narrowly tailor architectural review within the development.

EXHIBIT A

Legal Description of the Property

A tract of land situated within the Northeast Quarter (NE/4) of Section Sixteen (16), Township (8) North, Range Two (2) West of the Indian Meridian, Cleveland County, Oklahoma, being more particularly described by metes and bounds as follows:

COMMENCING at the Southeast Corner of said Northeast Quarter (NE/4);
Thence North 00°00'54" West along the East Line of said Northeast Quarter (NE/4) (being the basis of bearing for this description) a distance of 371.87 feet to the Northeast Corner of SOUTH LAKE INDUSTRIAL PARK ADDITION, a plat filed in the Office of the Cleveland County Clerk, in Book 15 of Plats, Page 116, same being the POINT OF BEGINNING;

Thence South 89°06'09" West along the North line of said plat a distance of 805.91 feet to a point on the current (2022) Easterly Right of Way line of State Highway 77, being marked by a 3/8" iron pin found in place;
Thence North 27°37'26' West a distance of 218.04 feet to a point marked by a 3/8" iron pin found in place;
Thence North 28°26'32" West a distance of 700.07 feet to a point marked by a 3/8" iron pin found in place;
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Thence North 25°42'53" West a distance of 205.41 feet;
Thence North 25°42'53" West a distance of 93.87 feet to a point marked by a 1/2" iron pin w/ cap stamped "DTM CA6391" found in place;
Thence North 89°08'14" East a distance of 140.35 feet to a point on the exterior line of Lot 1, Block 1, ST. JAMES CENTRE SECTION 1, a plat filed in the office of the Cleveland County Clerk, in Book 24 of Plats, Page 53, being marked by a 1/2" iron pin w/ cap stamped "DTM CA6391" found in place;
Thence along said line the following three (3) courses:
1. South 01°12'49" East a distance of 85.00 feet;
2. North 89°08'14" East a distance of 1117.53 feet;
3. North 00°00'14" East a distance of 85.01 feet;
Thence North 89°08'14" East a distance of 342.10 feet to a point on the East line of said Northeast Quarter (NE/4), said point marked by a 120D nail found in place;
Thence South 00°00'54" East along said line a distance of 1532.90 feet to the POINT OF BEGINNING

Said described tract of land contains a gross area of 1,760,461 square feet or 40.4146 acres and a net area, less streets rights of way, of 1,709,941 square feet or 39.2548 acres more or less.

EXHIBIT B

Site Development Plan

Full Size Documents Submitted to City Staff

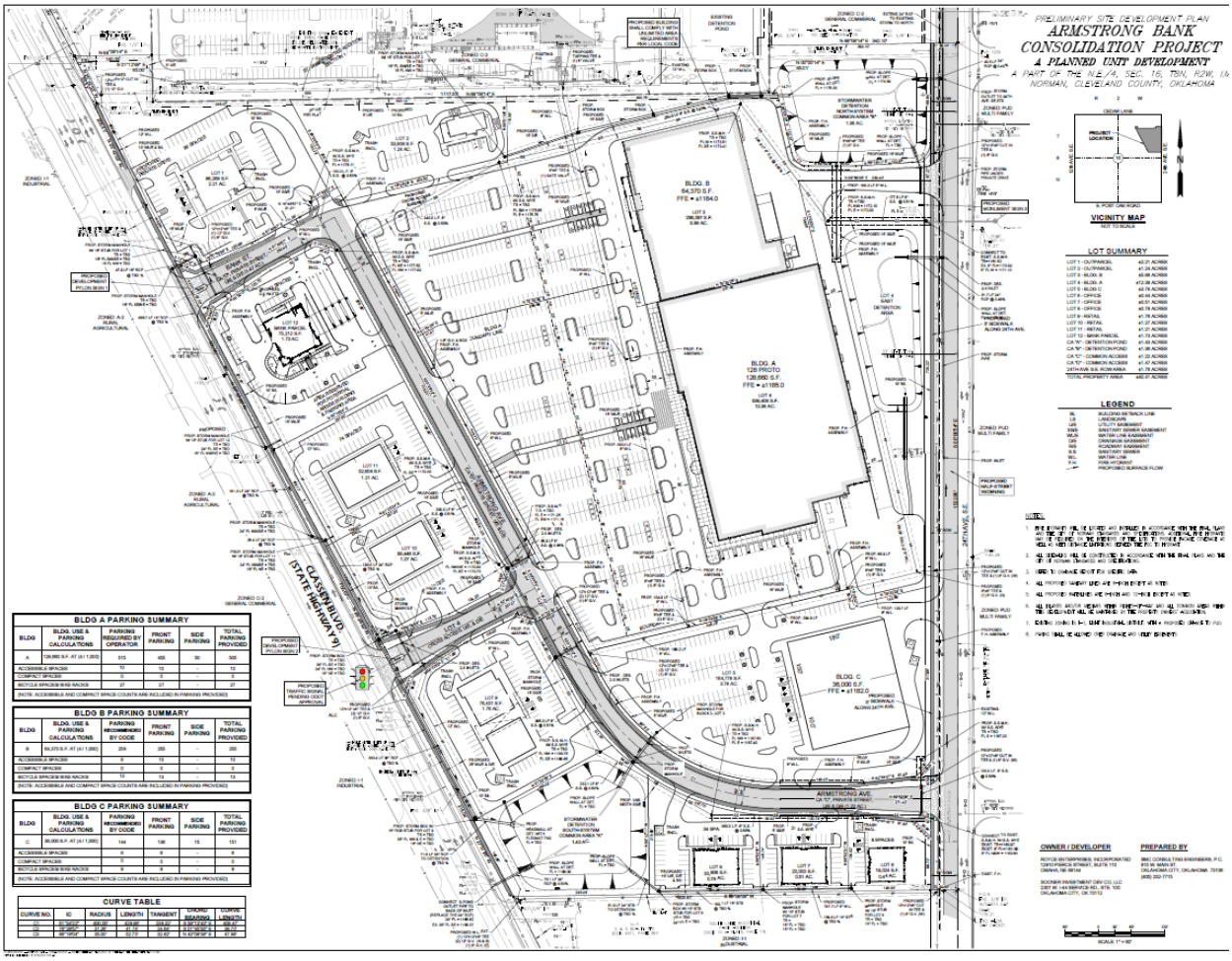


EXHIBIT C

Preliminary Plat

Full Size Documents Submitted to City Staff

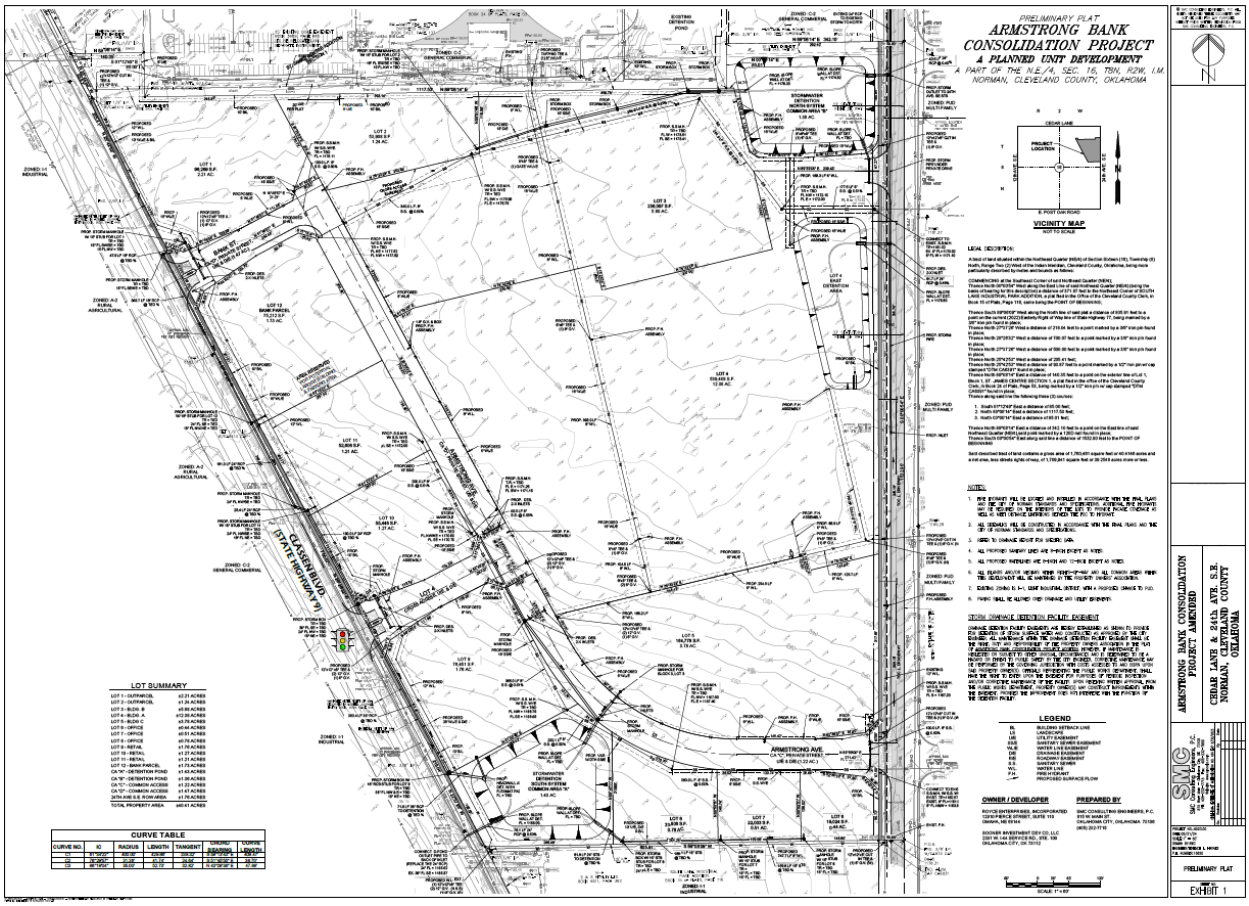


EXHIBIT D

Preliminary Open Space Plan

Full Size Documents Submitted to City Staff

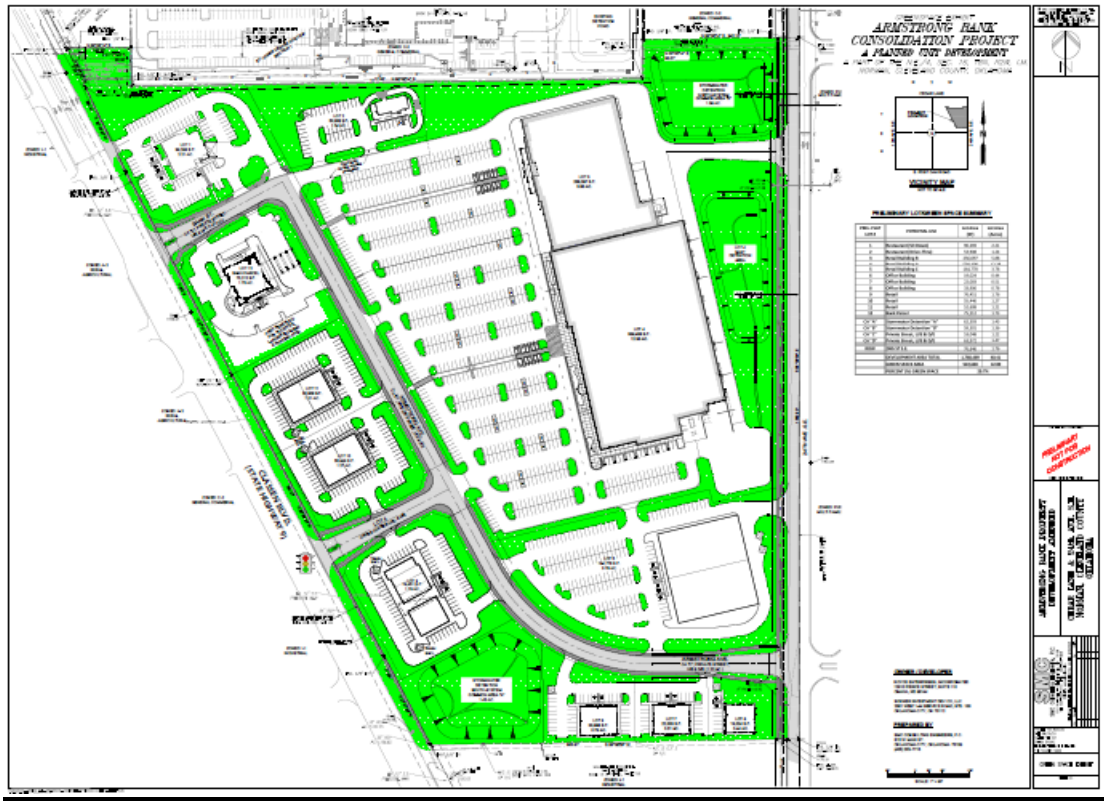


EXHIBIT E

Allowable Uses

- Art Gallery/Studio.
- Assembly Halls of non-profit corporations.
- Libraries.
- Museums.
- Music Conservatories.
- Office uses.
- Trade schools and schools for vocational training.
- Churches and other places of worship.
- Short-term rentals.
- Antique shop.
- Appliance Store.
- Artist materials supply, or studio.
- Automobile parking lots.
- Automobile supply store.
- Baby shop.
- Bakery/Baked Goods store.
- Bank.
- Barber shop, or beauty parlor.
- Book or stationery store.
- Camera shop.
- Candy store.
- Catering establishment.
- Child Care / Day Care establishment.
- Clothing or apparel store.
- Coffee house or coffee shop.
- Commercial uses/shops/or services.
- Dairy products or ice cream store.
- Delicatessen store.
- Dress shop.
- Drug store or fountain.
- Dry Cleaning and Laundry Establishment.
- Dry goods store.
- Fabric or notion store.
- Florist/Flower Shop.
- Furniture Store.
- Garden Center
- Gift Shop.
- Grocery or supermarket.
- Hardware store.
- Hotel or motel.
- Interior decorating store.
- Jewelry shop.
- Key shop.

- Leather Store and/or Leather Goods Store.
- Locksmith.
- Medical Marijuana Dispensary, as allowed by state law.
- Music, Radio, Electronics, Telephone, or Television Store.
- Outdoor Storage and/or Outdoor Display, noting that covered/shaded/open outdoor storage and/or display areas shall not be considered building coverage areas for purposes of determining building coverage within the Property.
- Painting and decorating shop.
- Pet shop/or Small Animal Hospital.
- Pharmacy.
- Photographer's studio.
- Restaurant/Bar/Lounge/Tavern - may include live entertainment and/or a dance floor, (all such activity fully within an enclosed building) provided the kitchen remains open with full food service whenever live entertainment is offered.
- Retail Shops or Stores.
- Retail spirits store/Liquor store.
- Spa or Similar Establishment.
- Smoke, Tobacco, Vape, or Similar Shop.
- Self-service laundry.
- Sewing machine sales.
- Sporting goods sales.
- Shoe store or repair shop.
- Sign Store/Printing Store.
- Shopping Center.
- T-Shirt Printing
- Senior Living.
- Tanning Spa or Tanning Establishment.
- Tailor shop.
- Theater (excluding drive-in theaters), Bowling Alley, Arcade, or Similar Establishments, including those that sell alcoholic beverages in compliance with state law.
- Tier I Medical Marijuana Processor, as allowed by state law.
- Tier II Medical Marijuana Processor, as allowed by state law.
- Toy store.
- Apartments/Multi-Family Residential Dwelling Units.

EXHIBIT F

Additional Signage Allowances

The following signage is permissible within the Property in addition to all other allowances enumerated in the City of Norman's Commercial Zone Sign Standards:

a. **Development Entrance Signs** – Up to four signs within the Property advertising the Property and any tenants located therein. Each Development Entrance Sign may be as shown on **Exhibit F-1**, each sign having no more than two (2) advertised sides. The maximum height for Development Entrance Signs shall be as shown on **Exhibit F-1**. Sign 1 and Sign 2 of the attached Signage Package are preliminary conceptual renderings of potential Development Entrance Signs.

b. **Monument Signs** – Each platted lot within the Property shall be entitled to include a Monument Sign as shown on **Exhibit F-1**, each sign having no more than two (2) advertised sides. The maximum height for each Monument Sign shall be as shown on **Exhibit F-1**. Signs 3 – 6 of the attached Signage Package are preliminary conceptual renderings of potential Monument Signs.

c. **Directional Signs** – Up to ten Directional Signs within the Property indicating directions to the different offices, locations, services, or entrances contained within the Property. The Directional Signs are intended to contain directions to multiple locations or destinations on each sign, such as directions to the main entrance, specific offices or services, and parking locations. Each Directional Sign may be a maximum of 150 square feet per side.

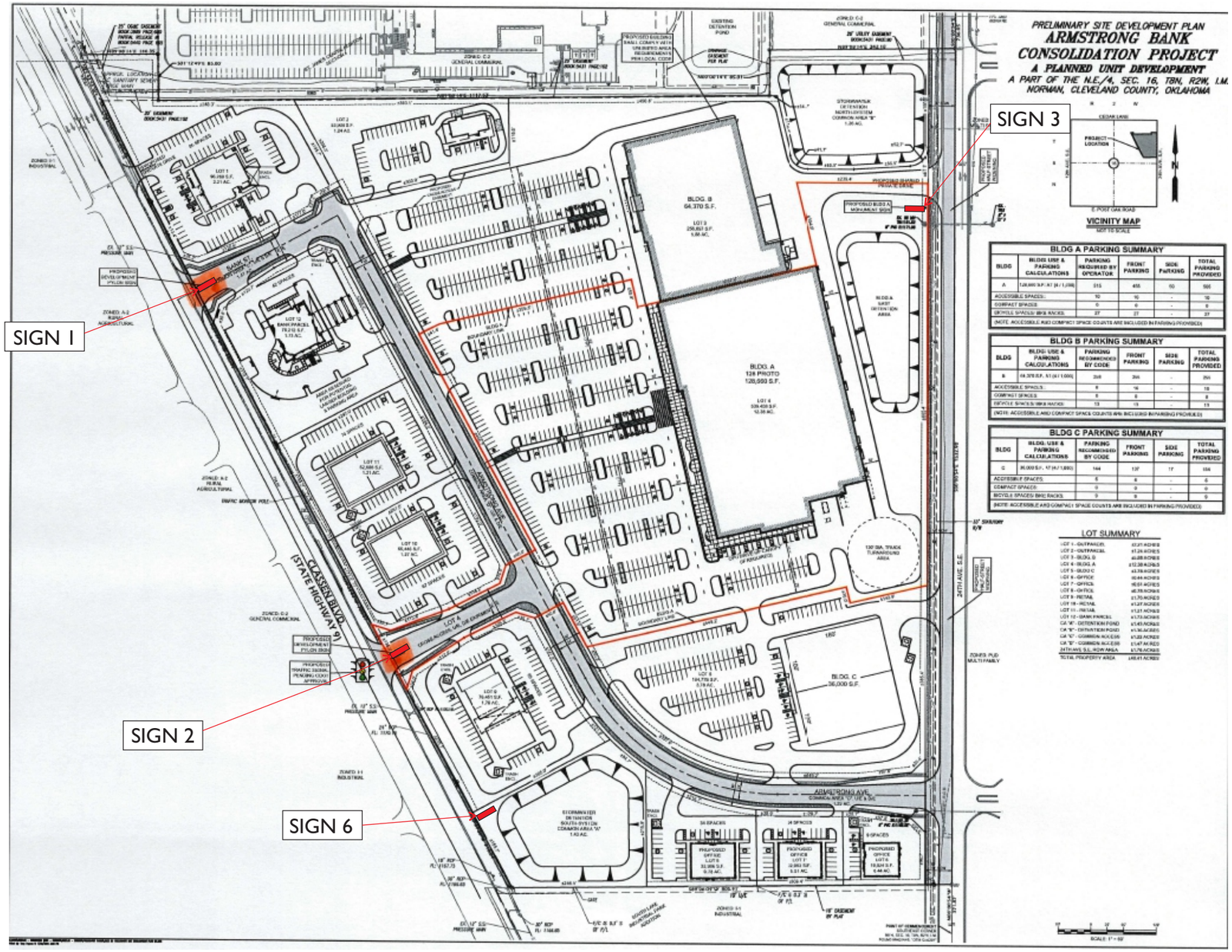
d. **Illumination** – All of the signage discussed herein may be illuminated in accordance with the maximum extent allowable under the City of Norman's applicable commercial signage restrictions, as amended from time to time.

e. **Sight Triangle Protection** – All signage within the Property shall be placed in appropriate locations to not interfere with applicable traffic sight triangles.

f. **Platted Easements** – Signs may not be placed in any platted easements without first obtaining consent to such encroachment from the applicable utility providers and City Council.

g. **Wall Signs** – Wall signs are permissible on all sides of the buildings to be constructed on the Property. The maximum height for a wall sign within the Property shall be the height of the building upon which the sign is attached. Notwithstanding the foregoing, the main anchor and junior anchor buildings, conceptually planned as Building A on Lot 4 and Building B on Lot 3 respectively, shall be allowed to have wall signs that exceed the height of the building upon which the sign is attached, up to a maximum height of 150 feet. There shall be no maximum square footage for wall signs located on the front of the main anchor and junior anchor buildings. All other sides of the anchor buildings, as well as all other buildings within the Property, shall comply with the maximum wall sign square footage allowed by the City of Norman's Commercial Zone Sign Standards.

SITE MAP

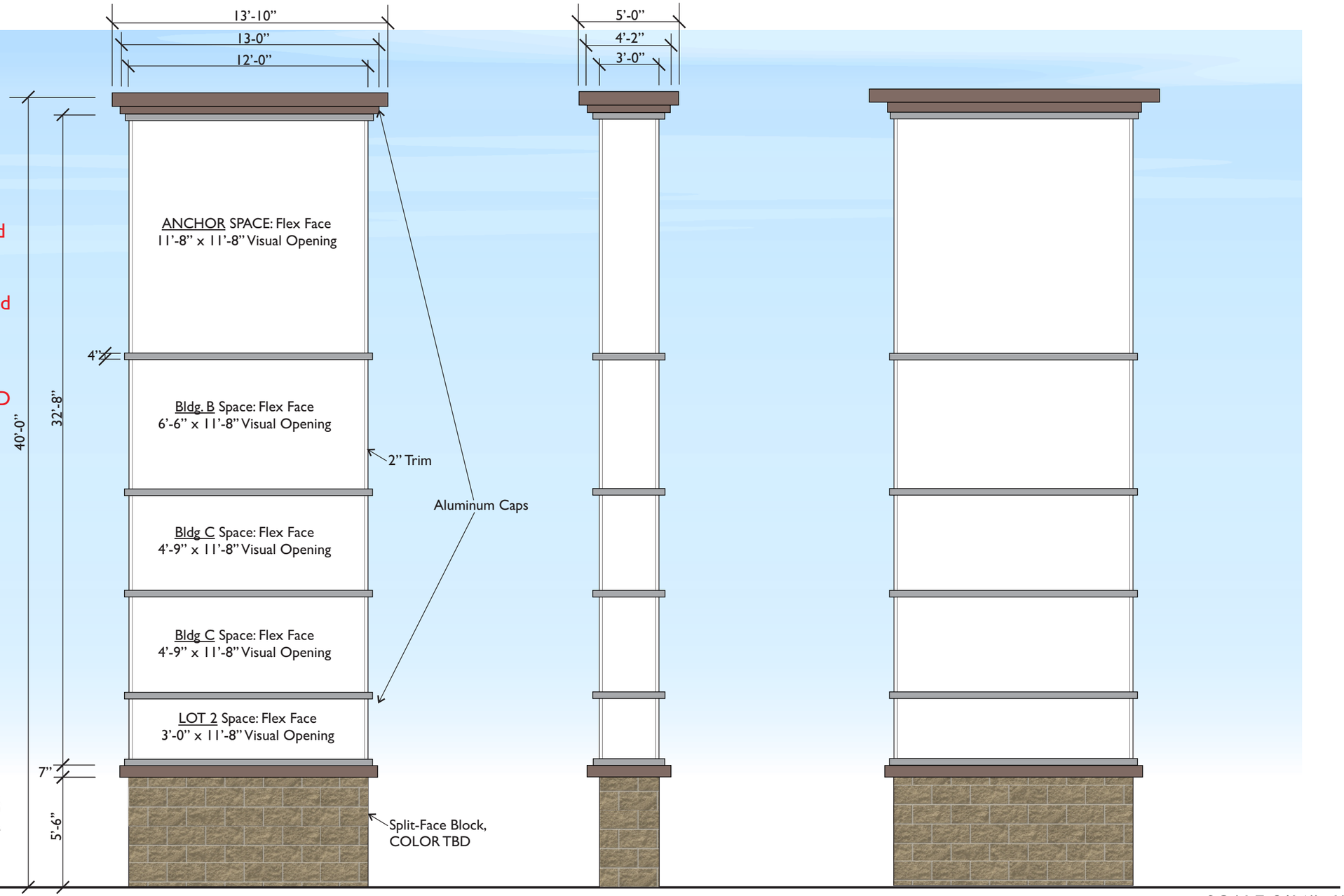


project: South Classen Sign Exhibit	drwg:
address: Cedar Lane and 24th Ave SE Norman OK 73071	scale:
client:	pg:

G&S Sign
SERVICES, LLC. Premium Custom Sign Company
1634 SE 23rd St. Okc, OK. 405-604-3636

SIGN 1

SCOPE:
-Fabricate and Install new sign Turn Key
-Sign cabinet with mulit tenants
-Illuminated with LED
-Flex Face material for faces (Provide blanks, Tenants will need to print on their own material and replace blanks)
-Aluminum caps, retainer, skin and accent bars
-COLORS TBD
-SPLIT FACE BASE TBD
-LETTERS/LOGO ON BASE TBD
-Set footing and 2 piers
-Install sign cabinet



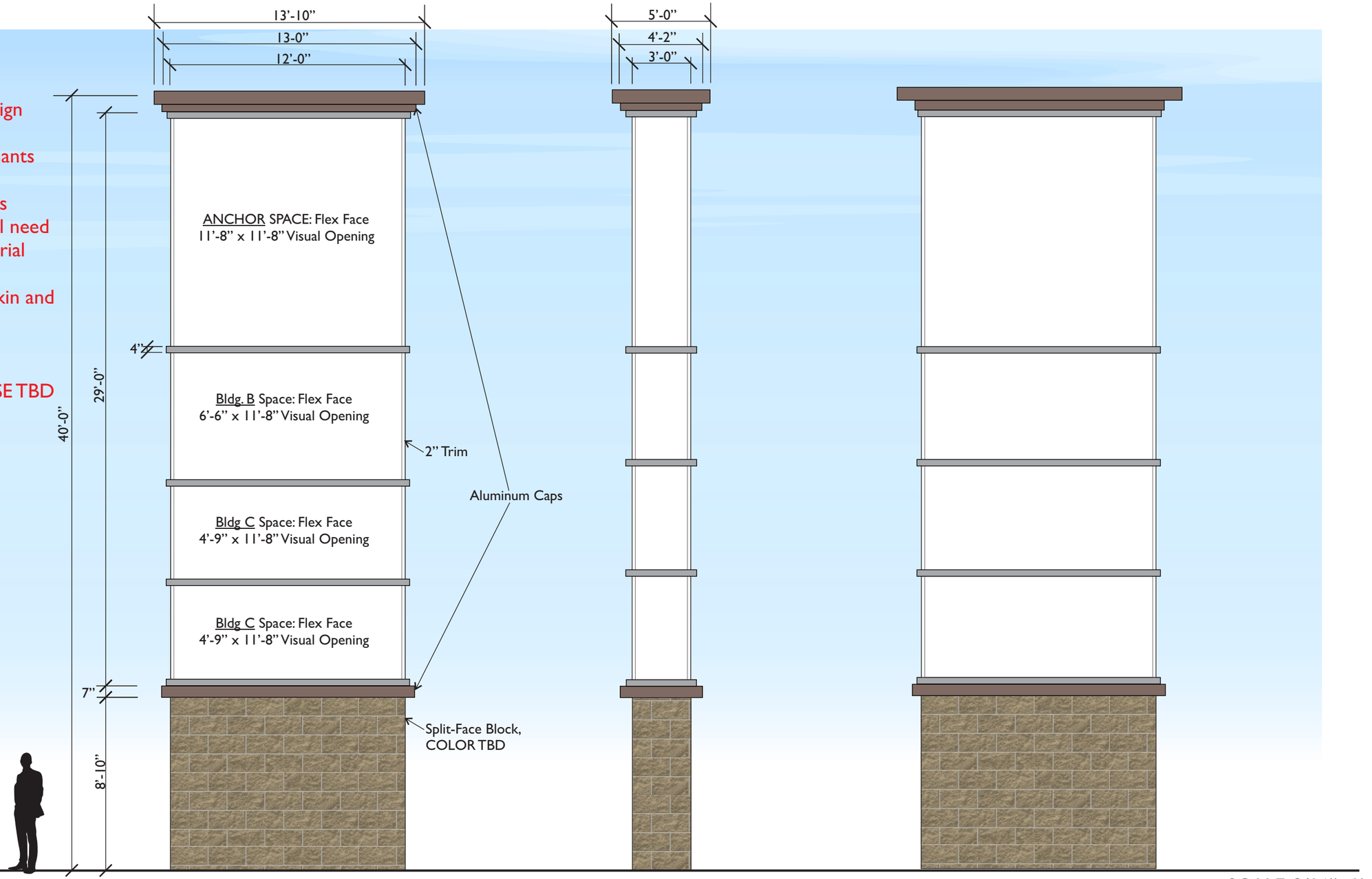
SCALE: 3/16"=1'

G&S Sign
SERVICES, LLC. Premium Custom Sign Company
1634 SE 23rd St. Okc, OK. 405-604-3636

project: South Classen Sign Exhibit	drwg:
address: Cedar Lane and 24th Ave SE Norman OK 73071	scale:
client:	pg:

SIGN 2

SCOPE:
-Fabricate and Install new sign Turn Key
-Sign cabinet with mulit tenants
-Illuminated with LED
-Flex Face material for faces (Provide blanks, Tenants will need to print on their own material and replace blanks)
-Aluminum caps, retainer, skin and accent bars
-COLORS TBD
-SPLIT FACE BASE TBD
-LETTERS/LOGO ON BASE TBD
-Set footing and 2 piers
-Install sign cabinet



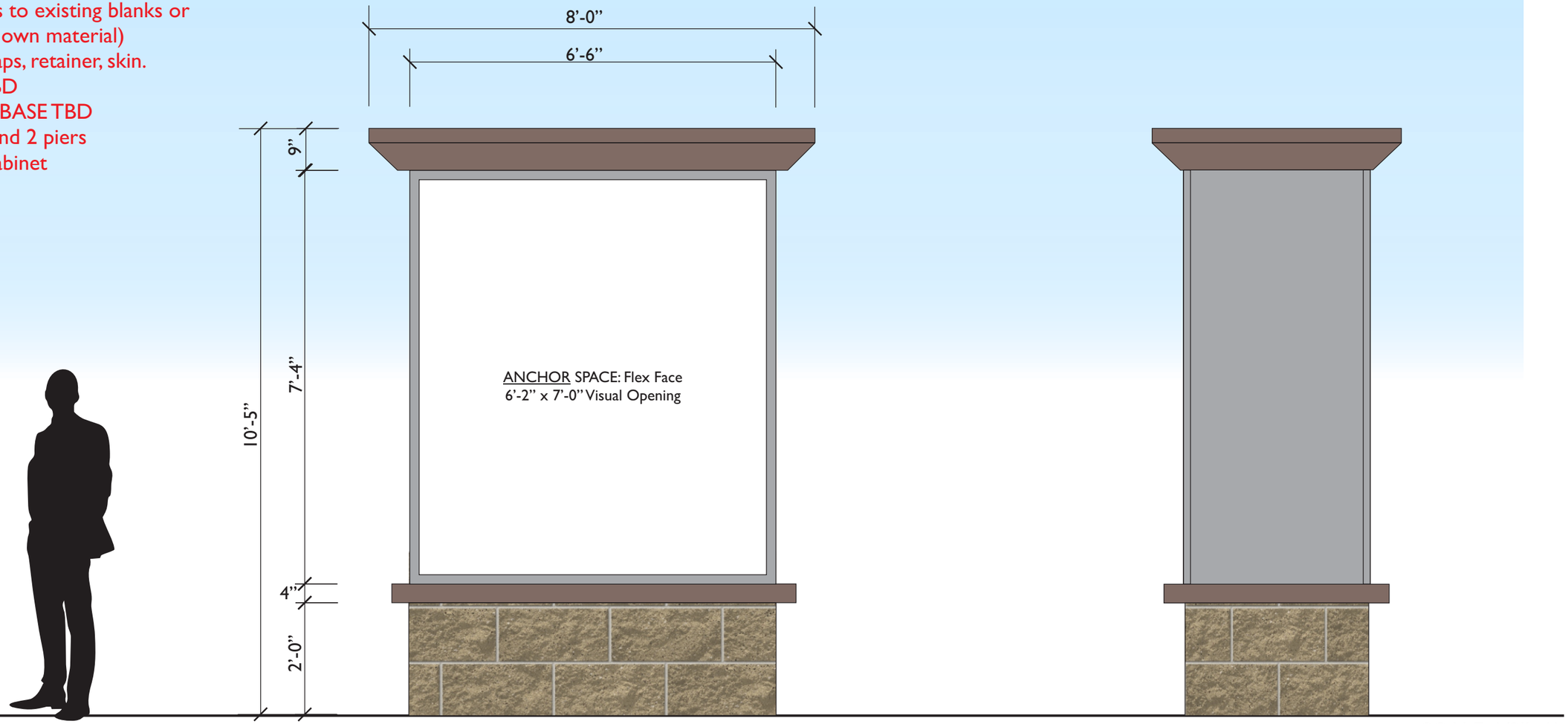
SCALE: 3/16"=1'

project: South Classen Sign Exhibit	drwg:
address: Cedar Lane and 24th Ave SE Norman OK 73071	scale:
client:	pg:

G&S Sign
SERVICES, LLC. Premium Custom Sign Company
1634 SE 23rd St. Okc, OK. 405-604-3636

SIGN 3, ANCHOR TENANT

SCOPE:
-Fabricate and Install new sign
Turn Key
-Sign cabinet with SINGLE tenant
-Illuminated with LED
-Flex material for faces
(Provide blanks, Tenants will need apply graphics to existing blanks or provide their own material)
-Aluminum caps, retainer, skin.
-COLORS TBD
-SPLIT FACE BASE TBD
-Set footing and 2 piers
-Install sign cabinet



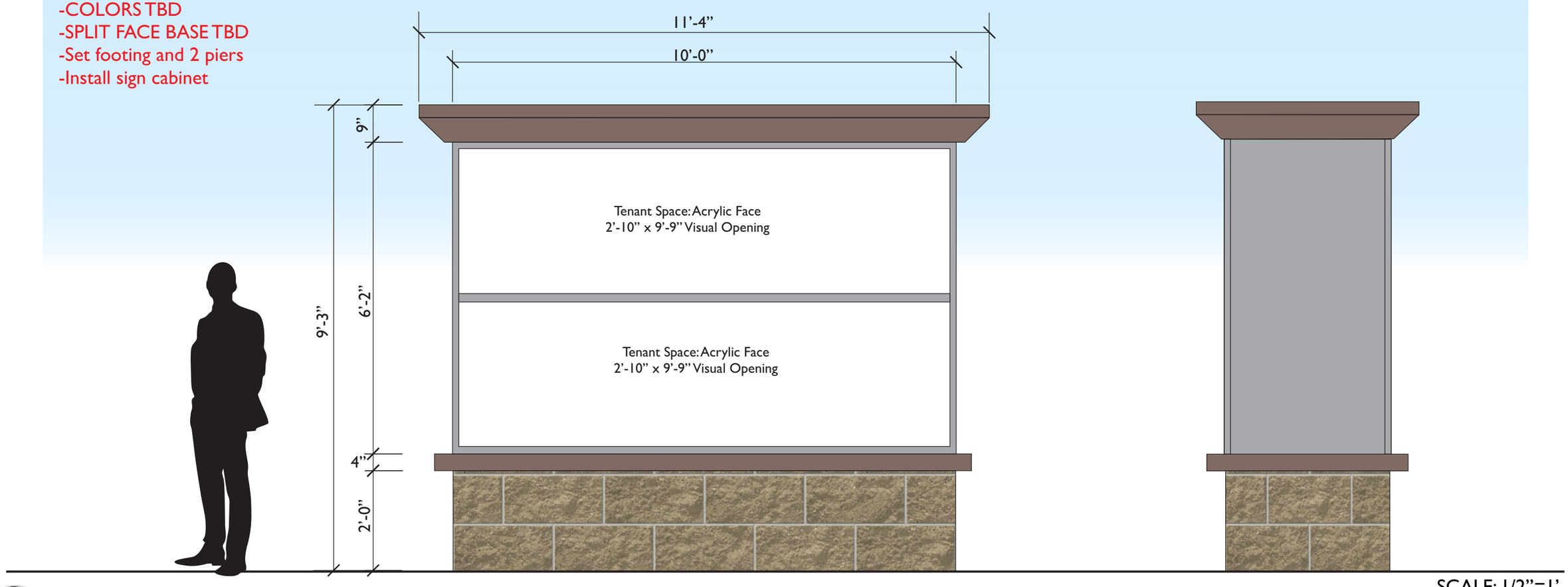
SCALE: 1/2"=1'

project: South Classen Sign Exhibit	drwg:
address: Cedar Lane and 24th Ave SE Norman OK 73071	scale:
client:	pg:

G&S Sign
SERVICES, LLC. Premium Custom Sign Company
1634 SE 23rd St. Okc, OK. 405-604-3636

SIGN 4, DOUBLE TENANT

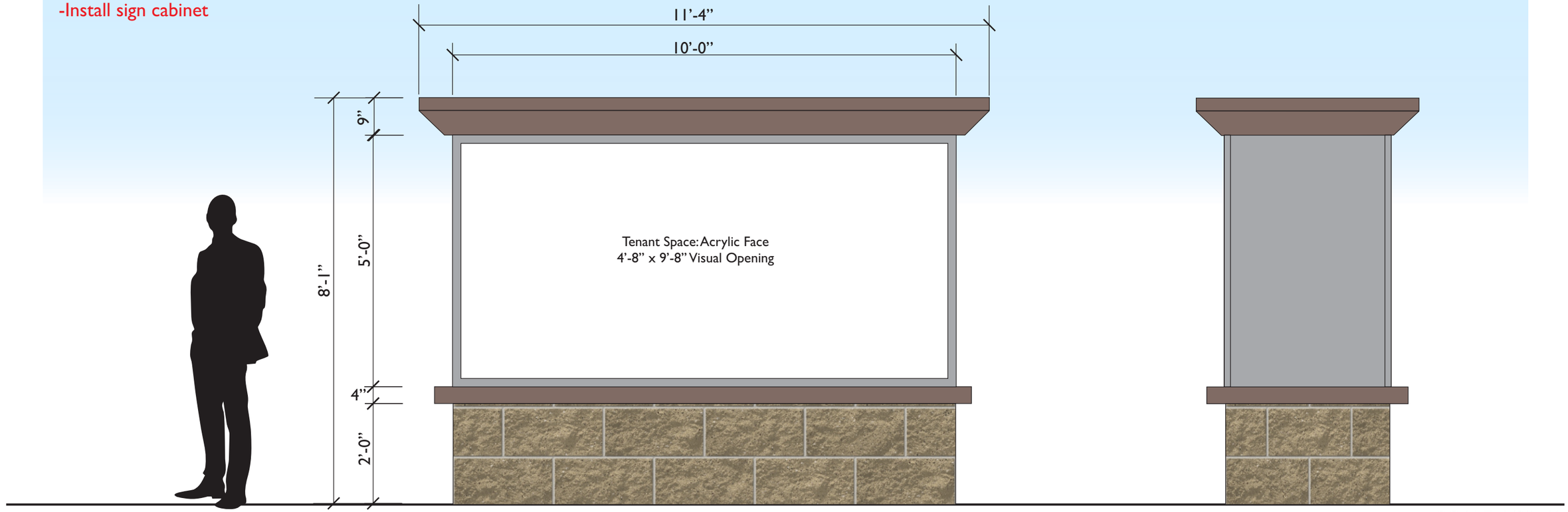
SCOPE:
-Fabricate and Install new sign
Turn Key
-Sign cabinet with DOUBLE tenants
-Illuminated with LED
-Acrylic Face material for faces
(Provide blanks, Tenants will need
apply graphics to existing blanks or
provide their own panels)
-Aluminum caps, retainer, skin.
-COLORS TBD
-SPLIT FACE BASE TBD
-Set footing and 2 piers
-Install sign cabinet



SCALE: 1/2"=1'

SIGN 5, SINGLE TENANT

SCOPE:
-Fabricate and Install new sign
Turn Key
-Sign cabinet with SINGLE tenant
-Illuminated with LED
-Acrylic Face material for faces
(Provide blanks, Tenants will need
apply graphics to existing blanks or
provide their own panels)
-Aluminum caps, retainer, skin.
-COLORS TBD
-SPLIT FACE BASE TBD
-Set footing and 2 piers
-Install sign cabinet



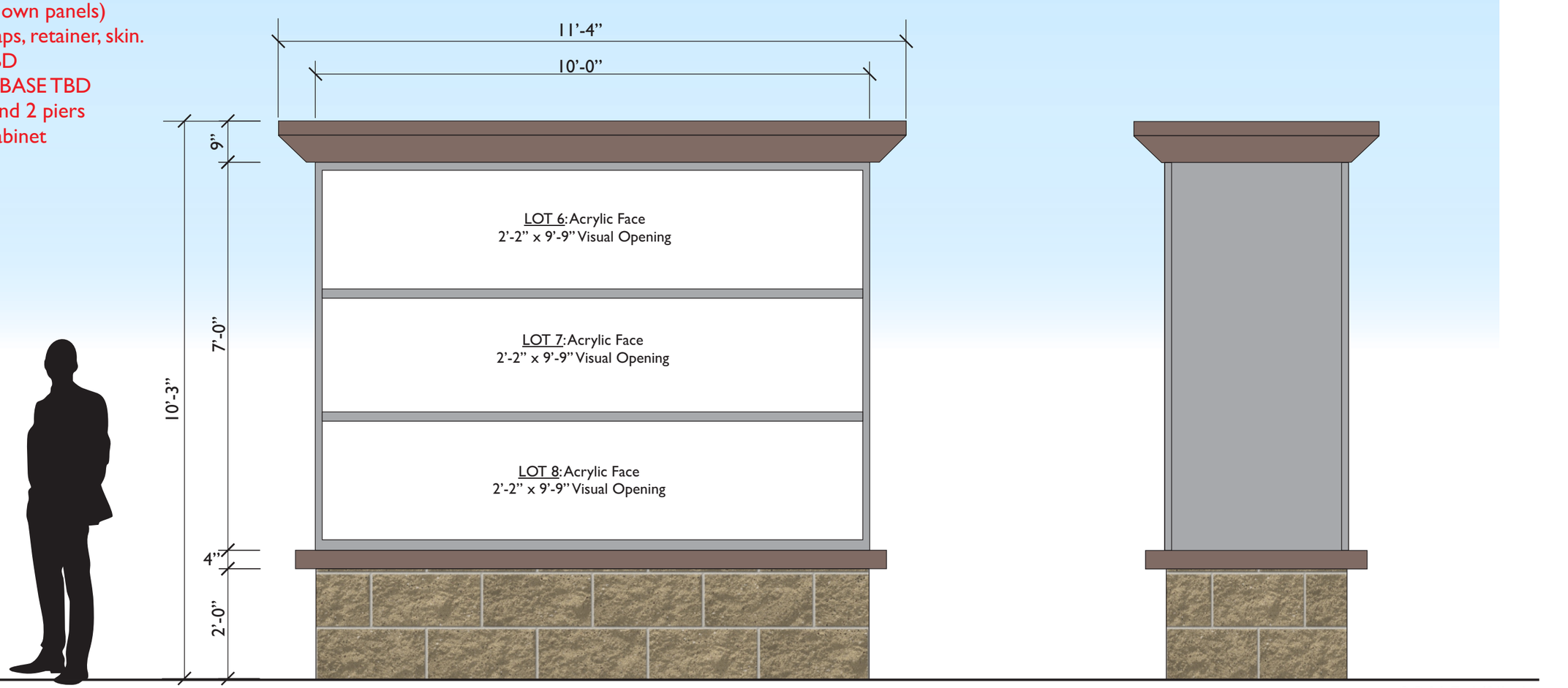
SCALE: 1/2"=1'

project: South Classen Sign Exhibit	drwg:
address: Cedar Lane and 24th Ave SE Norman OK 73071	scale:
client:	pg:

G&S Sign
SERVICES, LLC. Premium Custom Sign Company
1634 SE 23rd St. Okc, OK. 405-604-3636

SIGN 6, TRIPLE TENANT

SCOPE:
-Fabricate and Install new sign
Turn Key
-Sign cabinet with DOUBLE tenants
-Illuminated with LED
-Acrylic Face material for faces
(Provide blanks, Tenants will need
apply graphics to existing blanks or
provide their own panels)
-Aluminum caps, retainer, skin.
-COLORS TBD
-SPLIT FACE BASE TBD
-Set footing and 2 piers
-Install sign cabinet



SCALE: 1/2"=1'

G&S Sign
SERVICES, LLC. Premium Custom Sign Company
1634 SE 23rd St. Okc, OK. 405-604-3636

project: South Classen Sign Exhibit	drwg:
address: Cedar Lane and 24th Ave SE Norman OK 73071	scale:
client:	pg:

ARMSTRONG BANK CONSOLIDATION PROJECT
A PLANNED UNIT DEVELOPMENT

NORMAN, OKLAHOMA

APPLICANT:

ROYCE ENTERPRISES, INC. & SOONER INVESTMENT DEV CO.

Edited 11.15.24 following Planning Commission

APPLICATION FOR:

PLANNED UNIT DEVELOPMENT
PRELIMINARY PLAT

Submitted September 3, 2024
Revised November 15, 2024

PREPARED BY:

RIEGER SADLER JOYCE LLC
136 Thompson Drive
Norman, Oklahoma 73069

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I. INTRODUCTION

Royce Enterprises, Inc. and Sooner Investment Dev Co. (collectively, the "**Applicant**") seek to rezone a portion of property located in Ward 5 of the City of Norman. More particularly, the site is located South of East Cedar Lane, East of Classen Blvd., and West of 24th Ave SE, as more particularly described on the attached **Exhibit A** (collectively referred to herein as the "**Property**").

The Applicant intends to put forth the parameters for which the Property may develop over time. Through the use of this Planned Unit Development ("**PUD**"), the Property may be developed as a retail development that shall be permitted to include a mixture of uses as further laid out within this PUD.

This PUD will allow for a creative and enhanced development of the Property, providing a compatible masterplan layout that will entice private investment in the area in close proximity to the University of Oklahoma. This proposal is compatible with the Property's current NORMAN 2025 designation of Mixed-Use.

II. PROPERTY DESCRIPTION/GENERAL SITE CONDITIONS

A. Location

The Property lies South of East Cedar Lane, East of Classen Blvd., and West of 24th Ave SE. A location map is included on the attached Preliminary Site Development Plan and Preliminary Plat.

B. Existing Land Use and Zoning

The Property is currently zoned PUD, Planned Unit Development, and the current NORMAN 2025 land use designation is Mixed-Use.

The Property is surrounded by various differing zoning categories and 2025 designations, which makes this site an ideal location for the proposed mixed-use development. The property to the North is zoned C-2, General Commercial and 2025 designated as Commercial. The Links development to the East of the Property is zoned PUD, with 2025 designation of Medium Residential. The properties to the Southeast and South are zoned I-1, Light Industrial and PUD, Planned Unit Development, with Mixed-Use 2025 designations. The properties to the West of the Property are zoned I-1, Light Industrial, A-2, Rural Agricultural, and C-2, General Commercial; however, all of these properties have a 2025 designation of Industrial.

C. Elevation and Topography

The Property is currently unimproved raw land. The Property generally slopes from the Northeast to the Southwest, as more particularly discussed in the preliminary drainage report provided to City Staff as part of the Preliminary Plat application.

D. Drainage

A drainage report has been provided by the Applicant to City Staff as part of the Preliminary Plat application. The Applicant shall comply with all City ordinances and regulations unless otherwise indicated on the attached site plans.

E. Utility Services

The necessary utility services for this project are already located in relative proximity to the Property. The Applicant shall extend such utility services to the Property, as necessary.

F. Fire Protection Services

Fire Protection services will be provided by the City of Norman Fire Department and by the Applicant as such are required by adopted City codes.

G. Traffic Circulation and Access

Access to the Property shall be permitted in the manner depicted on the attached Preliminary Site Development Plan.

III. DEVELOPMENT PLAN AND DESIGN CONCEPT

The Property is planned to accommodate a retail development that may also contain a mixture of uses as set forth herein. To the extent possible, the Property shall be developed in substantial compliance with the Preliminary Site Development Plan, attached to this PUD, subject to final design development and the changes allowed by Section 36-509(g) of the City of Norman's PUD Ordinance, as may be amended from time to time. The Exhibits attached hereto, and as submitted on behalf of the Applicant, are incorporated herein by reference and further depict the development criteria for the Property.

A. Uses Permitted:

As contemplated herein, the Property will be allowed to develop over time as a retail development, that may also contain a mixture of the allowable uses as set forth on **Exhibit E**.

B. Area Regulations:

1. **Setback off of Classen Blvd:**

All Lots within the Property that front Classen Blvd. shall have a minimum ten (10') foot building setback from the property line fronting Classen Blvd.

2. **Setback off of North Property Line:**

All Lots within the Property that abut the neighboring property located to the North of the Property shall have a minimum ten (10') foot building setback from the North property line.

3. **Setback off of 24th Ave. SE:**

All Lots within the Property that front 24th Ave. SE shall have a minimum ten (10') foot building setback from the property line fronting 24th Ave. SE.

4. **Setback off of South Property Line:**

All Lots within the Property that abut the neighboring property located to the South of the Property shall have a minimum ten (10') foot building setback from the South property line.

5. **Setback off of Interior Streets:**

All Lots within the Property that abut any interior platted private street shall have a minimum ten (10') foot building setback from the property line fronting said interior street.

6. **Setback off of Utility Easements:**

If a utility easement or other public easement is not located within the building setbacks enumerated above on a Lot within the Property, all buildings and vertical habitable structures shall be setback a minimum of one (1') foot from said easement located on the Lot. Paving shall be allowed over drainage and utility easements.

7. **No Interior Lot Setbacks:**

Except for the building setbacks enumerated herein, there shall be no other required setbacks, side yards, rear yards, or front yards for the Lots located within the Property to allow for a flexible development of the Property over time.

8. **Height**:

There shall be no height restriction for the commercial and office uses within the Property.

C. Parking:

Parking will meet or exceed the requirements of Norman's parking ordinances.

D. Dumpster and Trash Enclosures

Trash may be handled through on-site dumpsters. A trash compactor(s) and its enclosure(s) may also be located on site to facilitate trash removal. Any dumpster or trash facilities shall be screened within enclosures that are built of materials to be compatible with the building exteriors in the main building.

E. Miscellaneous Development Criteria

1. Site Plan

The Preliminary Site Development Plan for the Property is concurrently submitted with this PUD and shall be incorporated herein as an integral part of the PUD and the development of the property shall be substantially constructed as presented thereon, subject to final design and the changes allowed by the City of Norman's PUD Ordinance.

2. Open Space

Open space and green space areas are located throughout the Property. The Property shall contain a minimum of 29.7% open/pervious space throughout the development, however, the total amount of open space actually developed within the Property may be less than the amount shown on the Preliminary Open Space Plan, pursuant to final design development and the changes allowed by Section 36-509 of the City of Norman's PUD Ordinance, as may be amended from time to time. There shall be no maximum impervious coverage restriction on each Lot within the Property. The Property shall contain drainage and detention solutions that adequately control, contain, and channel stormwater runoff from the Property in accordance with all applicable City ordinances and regulations. Landscape buffers within the Property may be located within and/or may contain utility easements, waterline easements, and drainage easements.

3. Signage

Signage for all Lots with an office or retail use shall comply with the City of Norman's applicable commercial signage standards, as amended from time to time. Signage for all other Lots shall comply with the City of Norman's applicable signage restrictions then in effect for the actual use of the Lot, as may change from time to time. In addition to the signage allowances contained herein, the Property shall be allowed to feature the

additional signage allowances enumerated on Exhibit F and as more particularly shown on Exhibit F-1.

4. Traffic access/circulation/parking and sidewalks

Access to the Property shall be permitted in the manner depicted on the attached Site Development Plan, Exhibit B. The Property shall comply with the City of Norman laws and standards to allow for emergency access and fire access as necessary, as such laws and standards may be amended from time to time. The Property shall be allowed to contain private internal streets.

5. Lighting

All exterior lighting shall be installed in conformance with any applicable City of Norman Commercial Outdoor Lighting Standards, as such may be amended from time to time.

6. Landscaping

Landscaping shall be provided in conformity to the City of Norman ordinances, as amended from time to time.

7. Fencing

Fencing, such as, by way of example and not limitation, wrought iron, stockade wood, composite, and other fencing types, is permissible but is not required within the Property. The Applicant may file restrictive covenants against the Property to more narrowly tailor architectural review of fencing within the development. Fencing placement and height shall comply with applicable City ordinances, as amended from time to time.

8. Phasing

It is anticipated that the Property will be developed in multiple phases. The initial phase is anticipated to be the bank site as shown on the Site Development Plan. The timing and number of future phases will be determined by market demand and absorption rates, and shall comply with Norman City Code 36-509.

9. Exterior Materials

Exterior materials of the building to be constructed on the Property may be brick, glass, stone, synthetic stone, stucco, EIFS, masonry, metal accents, composition shingles, synthetic slate shingles, metal roofs, or other comparable roofing materials, and any combination thereof. The

Applicant may file restrictive covenants against the Property to more narrowly tailor architectural review within the development.

EXHIBIT A

Legal Description of the Property

A tract of land situated within the Northeast Quarter (NE/4) of Section Sixteen (16), Township (8) North, Range Two (2) West of the Indian Meridian, Cleveland County, Oklahoma, being more particularly described by metes and bounds as follows:

COMMENCING at the Southeast Corner of said Northeast Quarter (NE/4);
Thence North 00°00'54" West along the East Line of said Northeast Quarter (NE/4) (being the basis of bearing for this description) a distance of 371.87 feet to the Northeast Corner of SOUTH LAKE INDUSTRIAL PARK ADDITION, a plat filed in the Office of the Cleveland County Clerk, in Book 15 of Plats, Page 116, same being the POINT OF BEGINNING;

Thence South 89°06'09" West along the North line of said plat a distance of 805.91 feet to a point on the current (2022) Easterly Right of Way line of State Highway 77, being marked by a 3/8" iron pin found in place;
Thence North 27°37'26' West a distance of 218.04 feet to a point marked by a 3/8" iron pin found in place;
Thence North 28°26'32" West a distance of 700.07 feet to a point marked by a 3/8" iron pin found in place;
Thence North 27°37'26" West a distance of 500.00 feet to a point marked by a 3/8" iron pin found in place;
Thence North 25°42'53" West a distance of 205.41 feet;
Thence North 25°42'53" West a distance of 93.87 feet to a point marked by a 1/2" iron pin w/ cap stamped "DTM CA6391" found in place;
Thence North 89°08'14" East a distance of 140.35 feet to a point on the exterior line of Lot 1, Block 1, ST. JAMES CENTRE SECTION 1, a plat filed in the office of the Cleveland County Clerk, in Book 24 of Plats, Page 53, being marked by a 1/2" iron pin w/ cap stamped "DTM CA6391" found in place;
Thence along said line the following three (3) courses:
1. South 01°12'49" East a distance of 85.00 feet;
2. North 89°08'14" East a distance of 1117.53 feet;
3. North 00°00'14" East a distance of 85.01 feet;
Thence North 89°08'14" East a distance of 342.10 feet to a point on the East line of said Northeast Quarter (NE/4), said point marked by a 120D nail found in place;
Thence South 00°00'54" East along said line a distance of 1532.90 feet to the POINT OF BEGINNING

Said described tract of land contains a gross area of 1,760,461 square feet or 40.4146 acres and a net area, less streets rights of way, of 1,709,941 square feet or 39.2548 acres more or less.

EXHIBIT B

Site Development Plan

Full Size Documents Submitted to City Staff

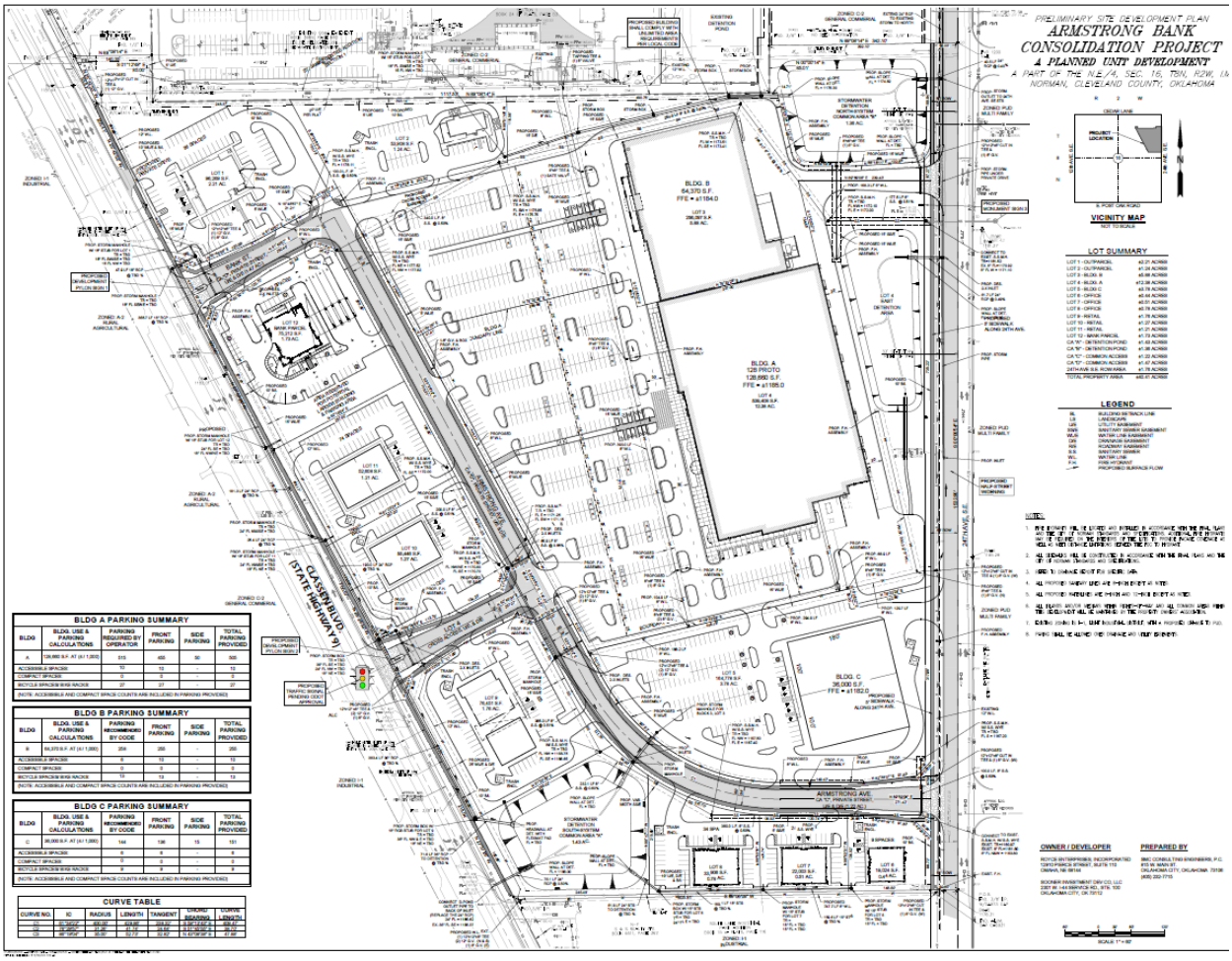

EXHIBIT C

Preliminary Plat

Full Size Documents Submitted to City Staff

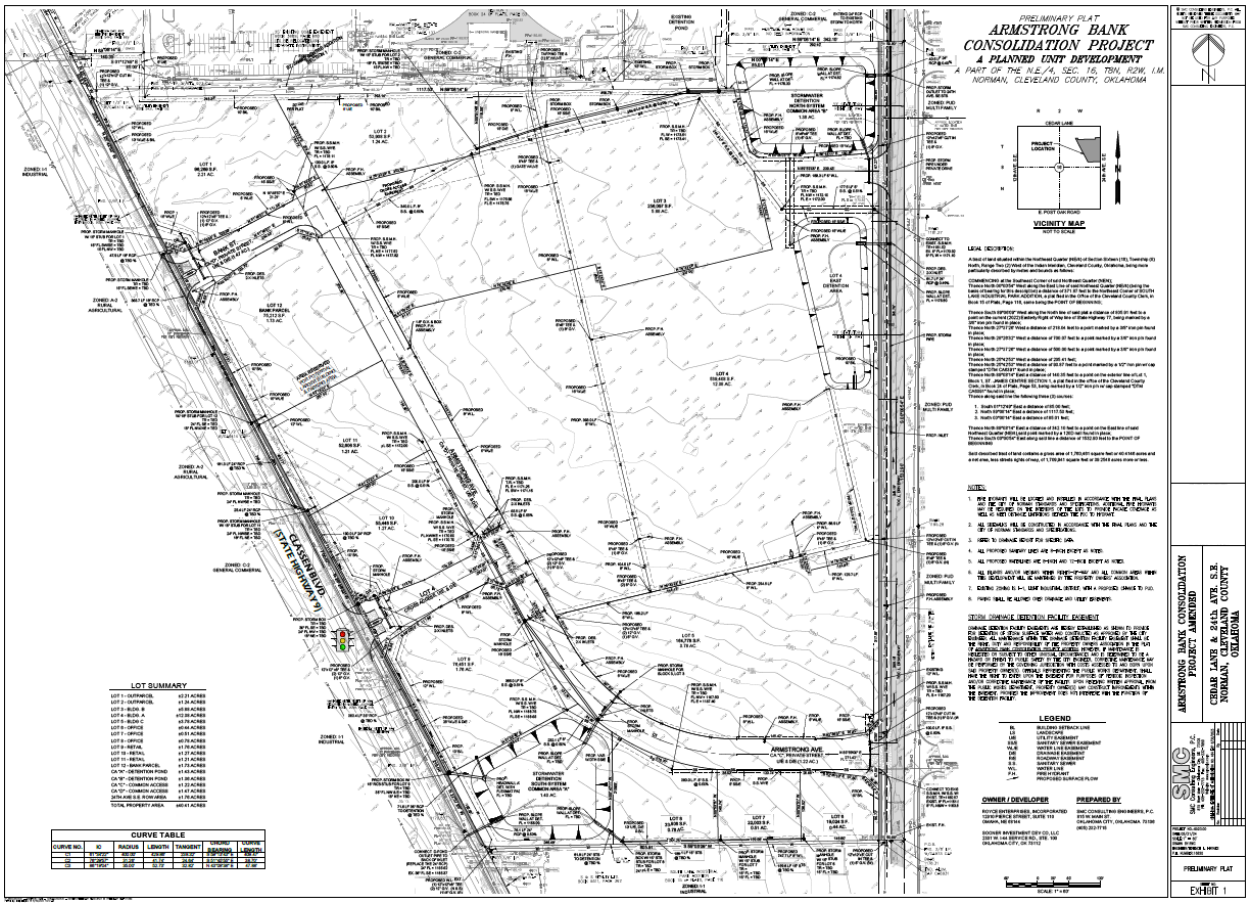

EXHIBIT D

Preliminary Open Space Plan

Full Size Documents Submitted to City Staff

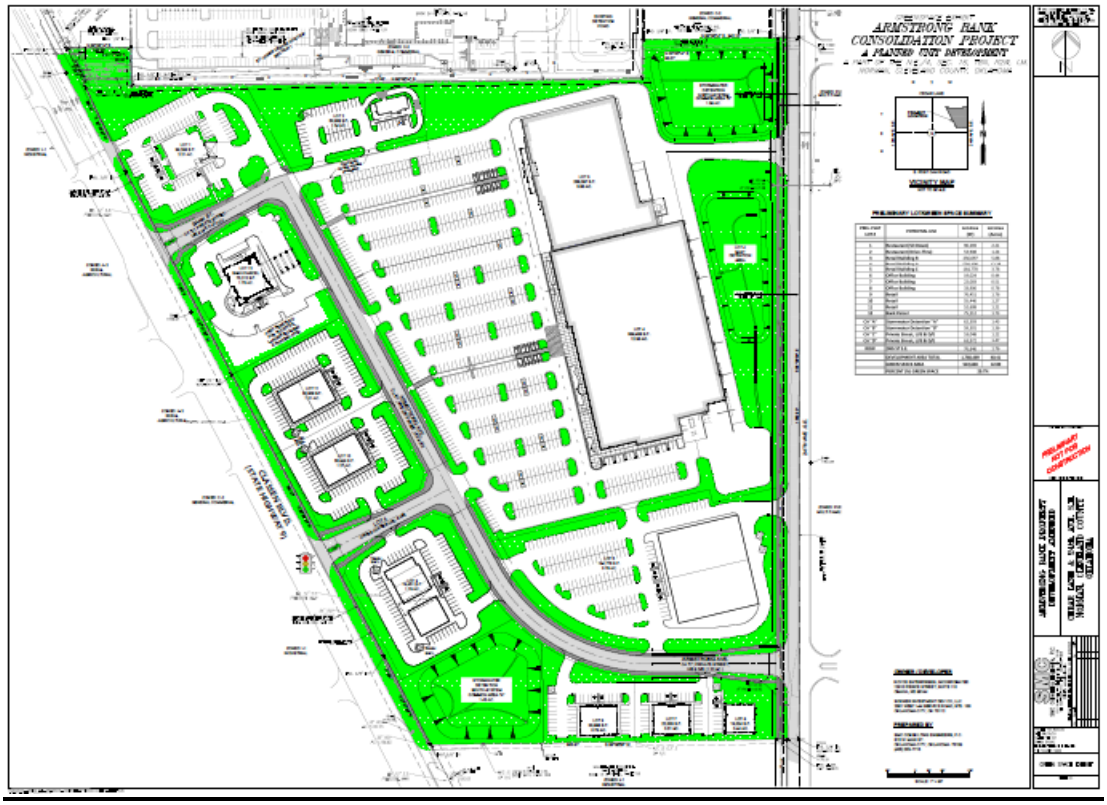

EXHIBIT E

Allowable Uses

- Art Gallery/Studio.
- Assembly Halls of non-profit corporations.
- Libraries.
- Museums.
- Music Conservatories.
- Office uses.
- Trade schools and schools for vocational training.
- Churches and other places of worship.
- Short-term rentals.
- Antique shop.
- Appliance Store.
- Artist materials supply, or studio.
- Automobile parking lots.
- Automobile supply store.
- Baby shop.
- Bakery/Baked Goods store.
- Bank.
- Barber shop, or beauty parlor.
- Book or stationery store.
- Camera shop.
- Candy store.
- Catering establishment.
- Child Care / Day Care establishment.
- Clothing or apparel store.
- Coffee house or coffee shop.
- Commercial uses/shops/or services.
- Dairy products or ice cream store.
- Delicatessen store.
- Dress shop.
- Drug store or fountain.
- Dry Cleaning and Laundry Establishment.
- Dry goods store.
- Fabric or notion store.
- Florist/Flower Shop.
- Furniture Store.
- Garden Center
- Gift Shop.
- Grocery or supermarket.
- Hardware store.
- Hotel or motel.
- Interior decorating store.
- Jewelry shop.
- Key shop.

- Leather Store and/or Leather Goods Store.
- Locksmith.
- Medical Marijuana Dispensary, as allowed by state law.
- Music, Radio, Electronics, Telephone, or Television Store.
- Outdoor Storage and/or Outdoor Display, noting that covered/shaded/open outdoor storage and/or display areas shall not be considered building coverage areas for purposes of determining building coverage within the Property.
- Painting and decorating shop.
- Pet shop/or Small Animal Hospital.
- Pharmacy.
- Photographer's studio.
- Restaurant/Bar/Lounge/Tavern - may include live entertainment and/or a dance floor, (all such activity fully within an enclosed building) provided the kitchen remains open with full food service whenever live entertainment is offered.
- Retail Shops or Stores.
- Retail spirits store/Liquor store.
- Spa or Similar Establishment.
- Smoke, Tobacco, Vape, or Similar Shop.
- Self-service laundry.
- Sewing machine sales.
- Sporting goods sales.
- Shoe store or repair shop.
- Sign Store/Printing Store.
- Shopping Center.
- T-Shirt Printing
- Senior Living.
- Tanning Spa or Tanning Establishment.
- Tailor shop.
- Theater (excluding drive-in theaters), Bowling Alley, Arcade, or Similar Establishments, including those that sell alcoholic beverages in compliance with state law.
- Tier I Medical Marijuana Processor, as allowed by state law.
- Tier II Medical Marijuana Processor, as allowed by state law.
- Toy store.
- Apartments/Multi-Family Residential Dwelling Units.

EXHIBIT F

Additional Signage Allowances

The following signage is permissible within the Property in addition to all other allowances enumerated in the City of Norman's Commercial Zone Sign Standards:

a. **Development Entrance Signs** – Up to four signs within the Property advertising the Property and any tenants located therein. Each Development Entrance Sign may be as shown on **Exhibit F-1**, each sign having no more than two (2) advertised sides. The maximum height for Development Entrance Signs shall be as shown on **Exhibit F-1**. Sign 1 and Sign 2 of the attached Signage Package are preliminary conceptual renderings of potential Development Entrance Signs.

b. **Monument Signs** – Each platted lot within the Property shall be entitled to include a Monument Sign as shown on **Exhibit F-1**, each sign having no more than two (2) advertised sides. The maximum height for each Monument Sign shall be as shown on **Exhibit F-1**. Signs 3 – 6 of the attached Signage Package are preliminary conceptual renderings of potential Monument Signs.

c. **Directional Signs** – Up to ten Directional Signs within the Property indicating directions to the different offices, locations, services, or entrances contained within the Property. The Directional Signs are intended to contain directions to multiple locations or destinations on each sign, such as directions to the main entrance, specific offices or services, and parking locations. Each Directional Sign may be a maximum of 150 square feet per side.

d. **Illumination** – All of the signage discussed herein may be illuminated in accordance with the maximum extent allowable under the City of Norman's applicable commercial signage restrictions, as amended from time to time.

e. **Sight Triangle Protection** – All signage within the Property shall be placed in appropriate locations to not interfere with applicable traffic sight triangles.

f. **Platted Easements** – Signs may not be placed in any platted easements without first obtaining consent to such encroachment from the applicable utility providers and City Council.

g. **Wall Signs** – Wall signs are permissible on all sides of the buildings to be constructed on the Property. The maximum height for a wall sign within the Property shall be the height of the building upon which the sign is attached. Notwithstanding the foregoing, the main anchor and junior anchor buildings, conceptually planned as Building A on Lot 4 and Building B on Lot 3 respectively, shall be allowed to have wall signs that exceed the height of the building upon which the sign is attached, up to a maximum height of 150 feet. There shall be no maximum square footage for wall signs located on the front of the main anchor and junior anchor buildings. All other sides of the anchor buildings, as well as all other buildings within the Property, shall comply with the maximum wall sign square footage allowed by the City of Norman's Commercial Zone Sign Standards.

ARMSTRONG BANK CONSOLIDATION PROJECT
A PLANNED UNIT DEVELOPMENT

NORMAN, OKLAHOMA

APPLICANT:

ROYCE ENTERPRISES, INC. & SOONER INVESTMENT DEV CO.

Edited 11.15.24 following Planning Commission

APPLICATION FOR:

PLANNED UNIT DEVELOPMENT
PRELIMINARY PLAT

Submitted September 3, 2024
Revised ~~September 27, 2024~~November 15, 2024

PREPARED BY:

RIEGER SADLER JOYCE LLC
136 Thompson Drive
Norman, Oklahoma 73069

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I. INTRODUCTION

Royce Enterprises, Inc. and Sooner Investment Dev Co. (collectively, the "**Applicant**") seek to rezone a portion of property located in Ward 5 of the City of Norman. More particularly, the site is located South of East Cedar Lane, East of Classen Blvd., and West of 24th Ave SE, as more particularly described on the attached **Exhibit A** (collectively referred to herein as the "**Property**").

The Applicant intends to put forth the parameters for which the Property may develop over time. Through the use of this Planned Unit Development ("**PUD**"), the Property may be developed as a retail development that shall be permitted to include a mixture of uses as further laid out within this PUD.

This PUD will allow for a creative and enhanced development of the Property, providing a compatible masterplan layout that will entice private investment in the area in close proximity to the University of Oklahoma. This proposal is compatible with the Property's current NORMAN 2025 designation of Mixed-Use.

II. PROPERTY DESCRIPTION/GENERAL SITE CONDITIONS

A. Location

The Property lies South of East Cedar Lane, East of Classen Blvd., and West of 24th Ave SE. A location map is included on the attached Preliminary Site Development Plan and Preliminary Plat.

B. Existing Land Use and Zoning

The Property is currently zoned PUD, Planned Unit Development, and the current NORMAN 2025 land use designation is Mixed-Use.

The Property is surrounded by various differing zoning categories and 2025 designations, which makes this site an ideal location for the proposed mixed-use development. The property to the North is zoned C-2, General Commercial and 2025 designated as Commercial. The Links development to the East of the Property is zoned PUD, with 2025 designation of Medium Residential. The properties to the Southeast and South are zoned I-1, Light Industrial and PUD, Planned Unit Development, with Mixed-Use 2025 designations. The properties to the West of the Property are zoned I-1, Light Industrial, A-2, Rural Agricultural, and C-2, General Commercial; however, all of these properties have a 2025 designation of Industrial.

C. Elevation and Topography

The Property is currently unimproved raw land. The Property generally slopes from the Northeast to the Southwest, as more particularly discussed in the preliminary drainage report provided to City Staff as part of the Preliminary Plat application.

D. Drainage

A drainage report has been provided by the Applicant to City Staff as part of the Preliminary Plat application. The Applicant shall comply with all City ordinances and regulations unless otherwise indicated on the attached site plans.

E. Utility Services

The necessary utility services for this project are already located in relative proximity to the Property. The Applicant shall extend such utility services to the Property, as necessary.

F. Fire Protection Services

Fire Protection services will be provided by the City of Norman Fire Department and by the Applicant as such are required by adopted City codes.

G. Traffic Circulation and Access

Access to the Property shall be permitted in the manner depicted on the attached Preliminary Site Development Plan.

III. DEVELOPMENT PLAN AND DESIGN CONCEPT

The Property is planned to accommodate a retail development that may also contain a mixture of uses as set forth herein. To the extent possible, the Property shall be developed in substantial compliance with the Preliminary Site Development Plan, attached to this PUD, subject to final design development and the changes allowed by Section 36-509(g) of the City of Norman's PUD Ordinance, as may be amended from time to time. The Exhibits attached hereto, and as submitted on behalf of the Applicant, are incorporated herein by reference and further depict the development criteria for the Property.

A. Uses Permitted:

As contemplated herein, the Property will be allowed to develop over time as a retail development, that may also contain a mixture of the allowable uses as set forth on **Exhibit E~~D~~**.

B. Area Regulations:

1. **Setback off of Classen Blvd:**

All Lots within the Property that front Classen Blvd. shall have a minimum ten (10') foot building setback from the property line fronting Classen Blvd.

2. **Setback off of North Property Line:**

All Lots within the Property that abut the neighboring property located to the North of the Property shall have a minimum ten (10') foot building setback from the North property line.

3. **Setback off of 24th Ave. SE:**

All Lots within the Property that front 24th Ave. SE shall have a minimum ten (10') foot building setback from the property line fronting 24th Ave. SE.

4. **Setback off of South Property Line:**

All Lots within the Property that abut the neighboring property located to the South of the Property shall have a minimum ten (10') foot building setback from the South property line.

5. **Setback off of Interior Streets:**

All Lots within the Property that abut any interior platted private street shall have a minimum ten (10') foot building setback from the property line fronting said interior street.

6. **Setback off of Utility Easements:**

If a utility easement or other public easement is not located within the building setbacks enumerated above on a Lot within the Property, all buildings and vertical habitable structures shall be setback a minimum of one (1') foot from said easement located on the Lot. Paving shall be allowed over drainage and utility easements.

7. **No Interior Lot Setbacks:**

Except for the building setbacks enumerated herein, there shall be no other required setbacks, side yards, rear yards, or front yards for the Lots located within the Property to allow for a flexible development of the Property over time.

8. **Height**:

There shall be no height restriction for the commercial and office uses within the Property.

C. Parking:

Parking will meet or exceed the requirements of Norman's parking ordinances.

D. Dumpster and Trash Enclosures

Trash may be handled through on-site dumpsters. A trash compactor(s) and its enclosure(s) may also be located on site to facilitate trash removal. Any dumpster or trash facilities shall be screened within enclosures that are built of materials to be compatible with the building exteriors in the main building.

E. Miscellaneous Development Criteria

1. Site Plan

The Preliminary Site Development Plan for the Property is concurrently submitted with this PUD and shall be incorporated herein as an integral part of the PUD and the development of the property shall be substantially constructed as presented thereon, subject to final design and the changes allowed by the City of Norman's PUD Ordinance.

2. Open Space

Open space and green space areas are located throughout the Property. The Property shall contain a minimum of 29.7% open/pervious space throughout the development, however, the total amount of open space actually developed within the Property may be less than the amount shown on the Preliminary Open Space Plan, pursuant to final design development and the changes allowed by Section 36-509 of the City of Norman's PUD Ordinance, as may be amended from time to time. There shall be no maximum impervious coverage restriction on each Lot within the Property. The Property shall contain drainage and detention solutions that adequately control, contain, and channel stormwater runoff from the Property in accordance with all applicable City ordinances and regulations. Landscape buffers within the Property may be located within and/or may contain utility easements, waterline easements, and drainage easements.

3. Signage

Signage for all Lots with an office or retail use shall comply with the City of Norman's applicable commercial signage standards, as amended from time to time. Signage for all other Lots shall comply with the City of Norman's applicable signage restrictions then in effect for the actual use of the Lot, as may change from time to time. In addition to the signage allowances contained herein, the Property shall be allowed to feature the

additional signage allowances enumerated on Exhibit F and as more particularly shown on Exhibit F-1.

4. Traffic access/circulation/parking and sidewalks

Access to the Property shall be permitted in the manner depicted on the attached Site Development Plan, Exhibit B. The Property shall comply with the City of Norman laws and standards to allow for emergency access and fire access as necessary, as such laws and standards may be amended from time to time. The Property shall be allowed to contain private internal streets.

5. Lighting

All exterior lighting shall be installed in conformance with any applicable City of Norman Commercial Outdoor Lighting Standards, as such may be amended from time to time.

6. Landscaping

Landscaping shall be provided in conformity to the City of Norman ordinances, as amended from time to time.

7. Fencing

Fencing, such as, by way of example and not limitation, wrought iron, stockade wood, composite, and other fencing types, is permissible but is not required within the Property. The Applicant may file restrictive covenants against the Property to more narrowly tailor architectural review of fencing within the development. Fencing placement and height shall comply with applicable City ordinances, as amended from time to time.

8. Phasing

It is anticipated that the Property will be developed in multiple phases. The initial phase is anticipated to be the bank site as shown on the Site Development Plan. The timing and number of future phases will be determined by market demand and absorption rates, and shall comply with Norman City Code 36-509.

9. Exterior Materials

Exterior materials of the building to be constructed on the Property may be brick, glass, stone, synthetic stone, stucco, EIFS, masonry, metal accents, composition shingles, synthetic slate shingles, metal roofs, or other comparable roofing materials, and any combination thereof. The

Applicant may file restrictive covenants against the Property to more narrowly tailor architectural review within the development.

EXHIBIT A

Legal Description of the Property

A tract of land situated within the Northeast Quarter (NE/4) of Section Sixteen (16), Township (8) North, Range Two (2) West of the Indian Meridian, Cleveland County, Oklahoma, being more particularly described by metes and bounds as follows:

COMMENCING at the Southeast Corner of said Northeast Quarter (NE/4);
Thence North 00°00'54" West along the East Line of said Northeast Quarter (NE/4) (being the basis of bearing for this description) a distance of 371.87 feet to the Northeast Corner of SOUTH LAKE INDUSTRIAL PARK ADDITION, a plat filed in the Office of the Cleveland County Clerk, in Book 15 of Plats, Page 116, same being the POINT OF BEGINNING;

Thence South 89°06'09" West along the North line of said plat a distance of 805.91 feet to a point on the current (2022) Easterly Right of Way line of State Highway 77, being marked by a 3/8" iron pin found in place;
Thence North 27°37'26' West a distance of 218.04 feet to a point marked by a 3/8" iron pin found in place;
Thence North 28°26'32" West a distance of 700.07 feet to a point marked by a 3/8" iron pin found in place;
Thence North 27°37'26" West a distance of 500.00 feet to a point marked by a 3/8" iron pin found in place;
Thence North 25°42'53" West a distance of 205.41 feet;
Thence North 25°42'53" West a distance of 93.87 feet to a point marked by a 1/2" iron pin w/ cap stamped "DTM CA6391" found in place;
Thence North 89°08'14" East a distance of 140.35 feet to a point on the exterior line of Lot 1, Block 1, ST. JAMES CENTRE SECTION 1, a plat filed in the office of the Cleveland County Clerk, in Book 24 of Plats, Page 53, being marked by a 1/2" iron pin w/ cap stamped "DTM CA6391" found in place;
Thence along said line the following three (3) courses:
1. South 01°12'49" East a distance of 85.00 feet;
2. North 89°08'14" East a distance of 1117.53 feet;
3. North 00°00'14" East a distance of 85.01 feet;
Thence North 89°08'14" East a distance of 342.10 feet to a point on the East line of said Northeast Quarter (NE/4), said point marked by a 120D nail found in place;
Thence South 00°00'54" East along said line a distance of 1532.90 feet to the POINT OF BEGINNING

Said described tract of land contains a gross area of 1,760,461 square feet or 40.4146 acres and a net area, less streets rights of way, of 1,709,941 square feet or 39.2548 acres more or less.

EXHIBIT B

Site Development Plan

Full Size Documents Submitted to City Staff

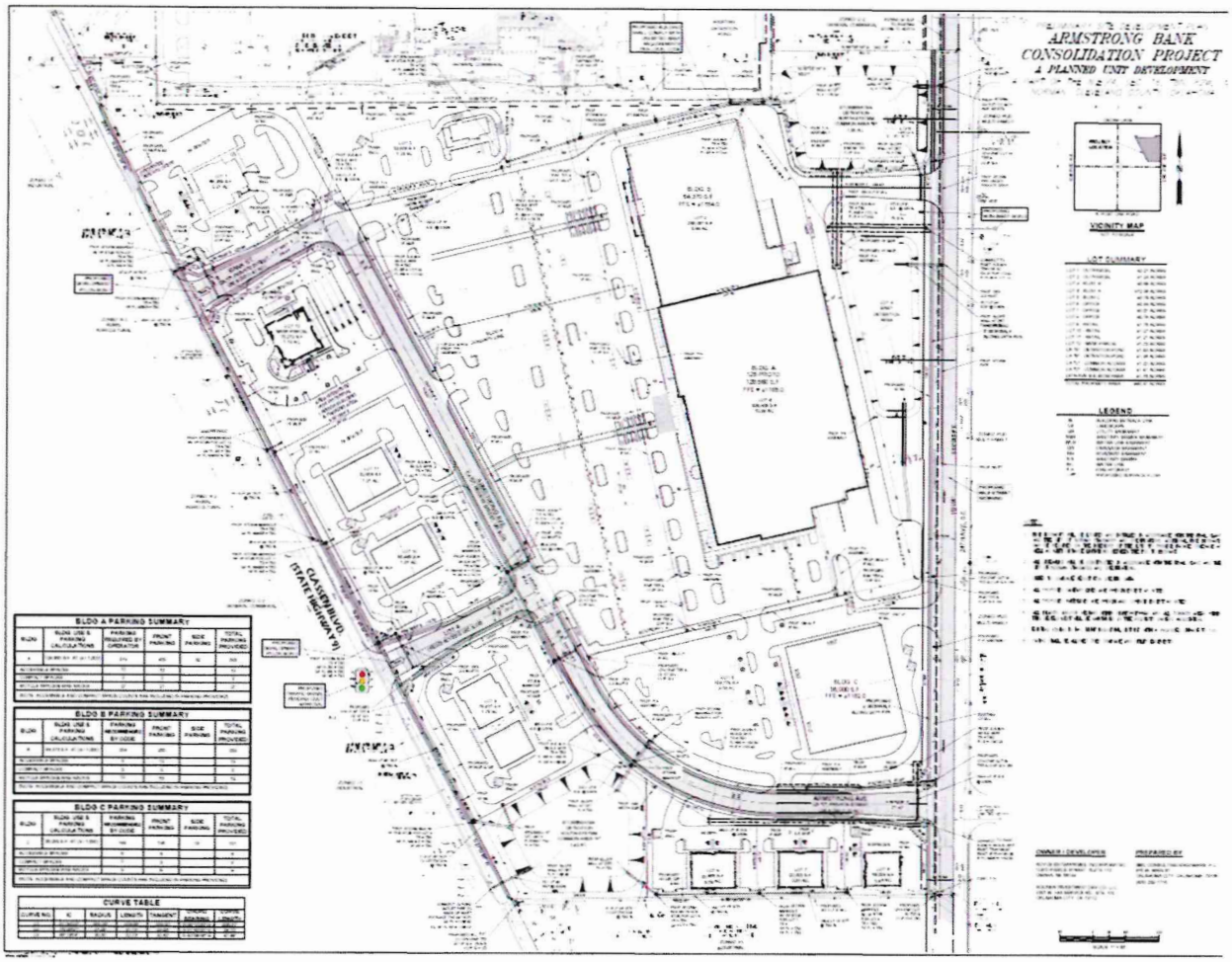

EXHIBIT C

Preliminary Plat

Full Size Documents Submitted to City Staff

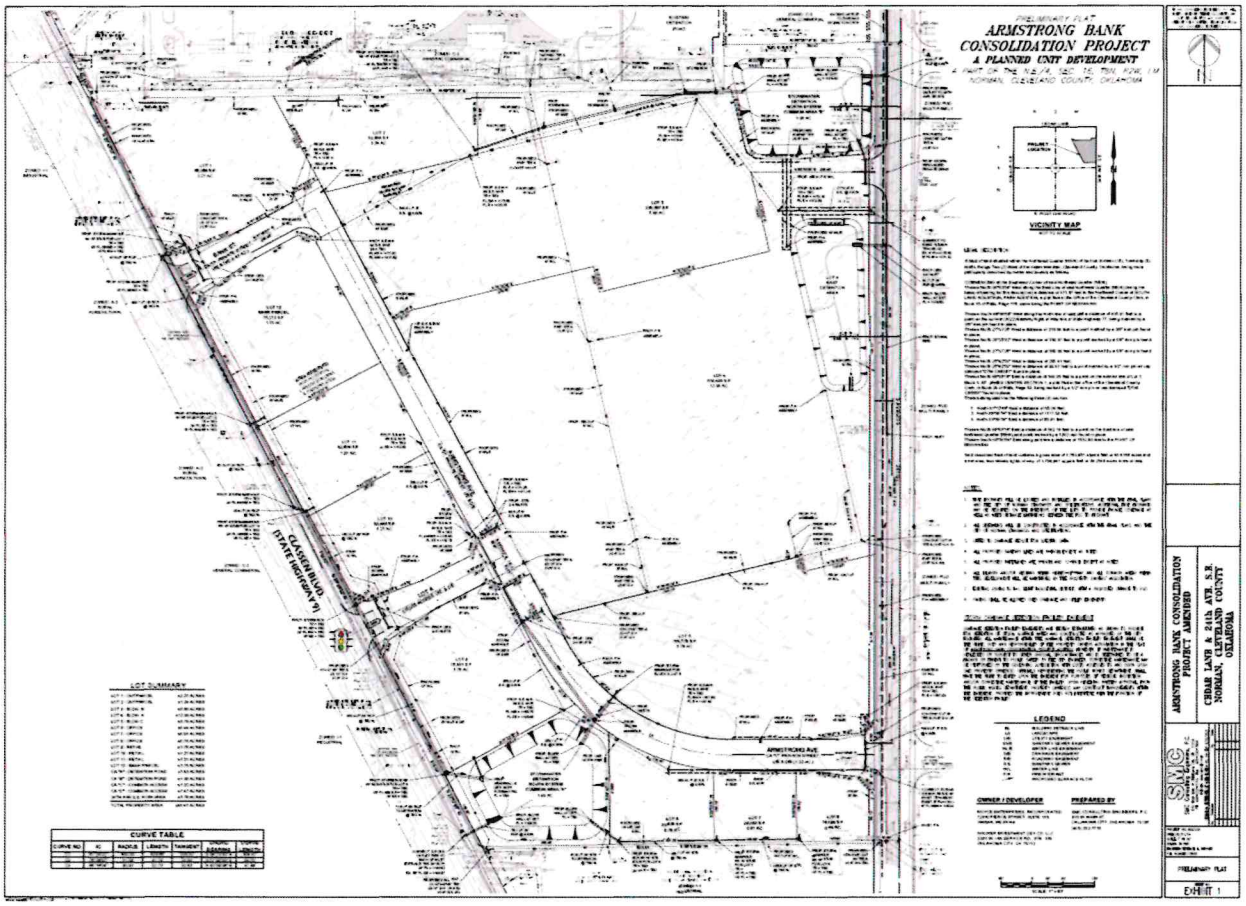

EXHIBIT D

Preliminary Open Space Plan

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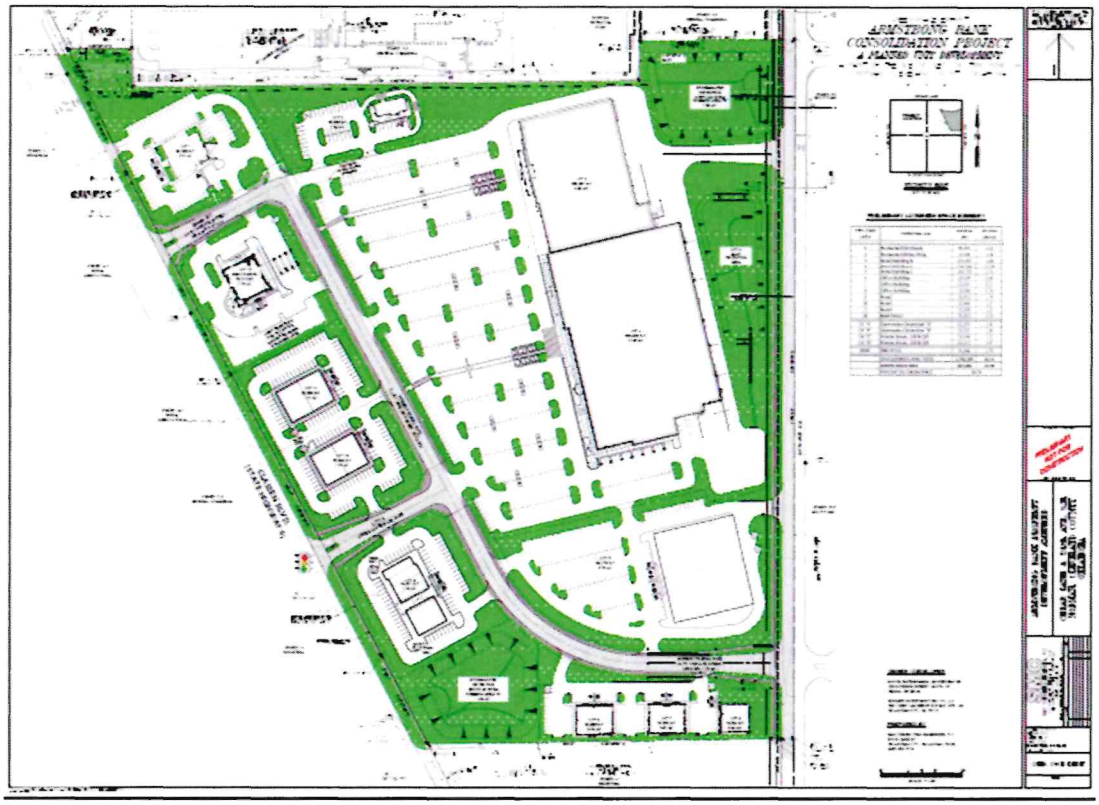

EXHIBIT E
Allowable Uses

- Art Gallery/Studio.
- Assembly Halls of non-profit corporations.
- Libraries.
- Museums.
- Music Conservatories.
- Office uses.
- Trade schools and schools for vocational training.
- Churches and other places of worship.
- Short-term rentals.
- Antique shop.
- Appliance Store.
- Artist materials supply, or studio.
- Automobile parking lots.
- Automobile supply store.
- Baby shop.
- Bakery/Baked Goods store.
- Bank.
- Barber shop, or beauty parlor.
- Book or stationery store.
- Camera shop.
- Candy store.
- Catering establishment.
- Child Care / Day Care establishment.
- Clothing or apparel store.
- Coffee house or coffee shop.
- Commercial uses/shops/or services.
- Dairy products or ice cream store.
- Delicatessen store.
- Dress shop.
- Drug store or fountain.
- Dry Cleaning and Laundry Establishment.
- Dry goods store.
- Fabric or notion store.
- Florist/Flower Shop.
- Furniture Store.
- Garden Center
- Gift Shop.
- Grocery or supermarket.
- Hardware store.
- Hotel or motel.
- Interior decorating store.
- Jewelry shop.
- Key shop.

- Leather Store and/or Leather Goods Store.
- Locksmith.
- Medical Marijuana Dispensary, as allowed by state law.
- Music, Radio, Electronics, Telephone, or Television Store.
- Outdoor Storage and/or Outdoor Display, noting that covered/shaded/open outdoor storage and/or display areas shall not be considered building coverage areas for purposes of determining building coverage within the Property.
- Painting and decorating shop.
- Pet shop/or Small Animal Hospital.
- Pharmacy.
- Photographer's studio.
- Restaurant/Bar/Lounge/Tavern - may include live entertainment and/or a dance floor, (all such activity fully within an enclosed building) provided the kitchen remains open with full food service whenever live entertainment is offered.
- Retail Shops or Stores.
- Retail spirits store/Liquor store.
- Spa or Similar Establishment.
- Smoke, Tobacco, Vape, or Similar Shop.
- Self-service laundry.
- Sewing machine sales.
- Sporting goods sales.
- Shoe store or repair shop.
- Sign Store/Printing Store.
- Shopping Center.
- T-Shirt Printing
- Senior Living.
- Tanning Spa or Tanning Establishment.
- Tailor shop.
- Theater (excluding drive-in theaters), Bowling Alley, Arcade, or Similar Establishments, including those that sell alcoholic beverages in compliance with state law.
- Tier I Medical Marijuana Processor, as allowed by state law.
- Tier II Medical Marijuana Processor, as allowed by state law.
- Toy store.
- Apartments/Multi-Family Residential Dwelling Units.

EXHIBIT F

Additional Signage Allowances

The following signage is permissible within the Property in addition to all other allowances enumerated in the City of Norman's Commercial Zone Sign Standards:

a. **Development Entrance Signs** – Up to four signs within the Property advertising the Property and any tenants located therein. Each Development Entrance Sign may be as shown on **Exhibit F-1**, each sign having no more than two (2) advertised sides. The maximum height for Development Entrance Signs shall be as shown on **Exhibit F-1**. Sign 1 and Sign 2 of the attached Signage Package are preliminary conceptual renderings of potential Development Entrance Signs.

b. **Monument Signs** – Each platted lot within the Property shall be entitled to include a Monument Sign as shown on **Exhibit F-1**, each sign having no more than two (2) advertised sides. The maximum height for each Monument Sign shall be as shown on **Exhibit F-1**. Signs 3 – 6 of the attached Signage Package are preliminary conceptual renderings of potential Monument Signs.

c. **Directional Signs** – Up to ten Directional Signs within the Property indicating directions to the different offices, locations, services, or entrances contained within the Property. The Directional Signs are intended to contain directions to multiple locations or destinations on each sign, such as directions to the main entrance, specific offices or services, and parking locations. Each Directional Sign may be a maximum of 150 square feet per side.

d. **Illumination** – All of the signage discussed herein may be illuminated in accordance with the maximum extent allowable under the City of Norman's applicable commercial signage restrictions, as amended from time to time.

e. **Sight Triangle Protection** – All signage within the Property shall be placed in appropriate locations to not interfere with applicable traffic sight triangles.

f. **Platted Easements** – Signs may not be placed in any platted easements without first obtaining consent to such encroachment from the applicable utility providers and City Council.

g. **Wall Signs** – Wall signs are permissible on all sides of the buildings to be constructed on the Property. The maximum height for a wall sign within the Property shall be the height of the building upon which the sign is attached. Notwithstanding the foregoing, the main anchor and junior anchor buildings, conceptually planned as Building A on Lot 4 and Building B on Lot 3 respectively, shall be allowed to have wall signs that exceed the height of the building upon which the sign is attached, up to a maximum height of 150 feet. There shall be no maximum square footage for wall signs located on the front of the main anchor and junior anchor buildings. All other sides of the anchor buildings, as well as all other buildings within the Property, shall comply with the maximum wall sign square footage allowed by the City of Norman's Commercial Zone Sign Standards.

ARMSTRONG BANK CONSOLIDATION PROJECT
A PLANNED UNIT DEVELOPMENT

NORMAN, OKLAHOMA

APPLICANT:

ROYCE ENTERPRISES, INC. & SOONER INVESTMENT DEV CO.

APPLICATION FOR:

PLANNED UNIT DEVELOPMENT
PRELIMINARY PLAT

Submitted September 3, 2024
Revised September 27, 2024

PREPARED BY:

RIEGER SADLER JOYCE LLC
136 Thompson Drive
Norman, Oklahoma 73069

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G. Traffic Circulation and Access

III. DEVELOPMENT PLAN AND DESIGN CONCEPT

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EXHIBITS

A. Legal Description of the Property
B. Preliminary Site Development Plan
C. Preliminary Plat
D. Preliminary Open Space Plan
E. Allowable Uses
F. Additional Signage Allowances

I. INTRODUCTION

Royce Enterprises, Inc. and Sooner Investment Dev Co. (collectively, the "**Applicant**") seek to rezone a portion of property located in Ward 5 of the City of Norman. More particularly, the site is located South of East Cedar Lane, East of Classen Blvd., and West of 24th Ave SE, as more particularly described on the attached **Exhibit A** (collectively referred to herein as the "**Property**").

The Applicant intends to put forth the parameters for which the Property may develop over time. Through the use of this Planned Unit Development ("**PUD**"), the Property may be developed as a retail development that shall be permitted to include a mixture of uses as further laid out within this PUD.

This PUD will allow for a creative and enhanced development of the Property, providing a compatible masterplan layout that will entice private investment in the area in close proximity to the University of Oklahoma. This proposal is compatible with the Property's current NORMAN 2025 designation of Mixed-Use.

II. PROPERTY DESCRIPTION/GENERAL SITE CONDITIONS

A. Location

The Property lies South of East Cedar Lane, East of Classen Blvd., and West of 24th Ave SE. A location map is included on the attached Preliminary Site Development Plan and Preliminary Plat.

B. Existing Land Use and Zoning

The Property is currently zoned PUD, Planned Unit Development, and the current NORMAN 2025 land use designation is Mixed-Use.

The Property is surrounded by various differing zoning categories and 2025 designations, which makes this site an ideal location for the proposed mixed-use development. The property to the North is zoned C-2, General Commercial and 2025 designated as Commercial. The Links development to the East of the Property is zoned PUD, with 2025 designation of Medium Residential. The properties to the Southeast and South are zoned I-1, Light Industrial and PUD, Planned Unit Development, with Mixed-Use 2025 designations. The properties to the West of the Property are zoned I-1, Light Industrial, A-2, Rural Agricultural, and C-2, General Commercial; however, all of these properties have a 2025 designation of Industrial.

C. Elevation and Topography

The Property is currently unimproved raw land. The Property generally slopes from the Northeast to the Southwest, as more particularly discussed in the preliminary drainage report provided to City Staff as part of the Preliminary Plat application.

D. Drainage

A drainage report has been provided by the Applicant to City Staff as part of the Preliminary Plat application. The Applicant shall comply with all City ordinances and regulations unless otherwise indicated on the attached site plans.

E. Utility Services

The necessary utility services for this project are already located in relative proximity to the Property. The Applicant shall extend such utility services to the Property, as necessary.

F. Fire Protection Services

Fire Protection services will be provided by the City of Norman Fire Department and by the Applicant as such are required by adopted City codes.

G. Traffic Circulation and Access

Access to the Property shall be permitted in the manner depicted on the attached Preliminary Site Development Plan.

III. DEVELOPMENT PLAN AND DESIGN CONCEPT

The Property is planned to accommodate a retail development that may also contain a mixture of uses as set forth herein. To the extent possible, the Property shall be developed in substantial compliance with the Preliminary Site Development Plan, attached to this PUD, subject to final design development and the changes allowed by Section 36-509(g) of the City of Norman's PUD Ordinance, as may be amended from time to time. The Exhibits attached hereto, and as submitted on behalf of the Applicant, are incorporated herein by reference and further depict the development criteria for the Property.

A. Uses Permitted:

As contemplated herein, the Property will be allowed to develop over time as a retail development, that may also contain a mixture of the allowable uses as set forth on **Exhibit D**.

B. Area Regulations:

1. **Setback off of Classen Blvd:**

All Lots within the Property that front Classen Blvd. shall have a minimum ten (10') foot building setback from the property line fronting Classen Blvd.

2. **Setback off of North Property Line:**

All Lots within the Property that abut the neighboring property located to the North of the Property shall have a minimum ten (10') foot building setback from the North property line.

3. **Setback off of 24th Ave. SE:**

All Lots within the Property that front 24th Ave. SE shall have a minimum ten (10') foot building setback from the property line fronting 24th Ave. SE.

4. **Setback off of South Property Line:**

All Lots within the Property that abut the neighboring property located to the South of the Property shall have a minimum ten (10') foot building setback from the South property line.

5. **Setback off of Interior Streets:**

All Lots within the Property that abut any interior platted private street shall have a minimum ten (10') foot building setback from the property line fronting said interior street.

6. **Setback off of Utility Easements:**

If a utility easement or other public easement is not located within the building setbacks enumerated above on a Lot within the Property, all buildings and vertical habitable structures shall be setback a minimum of one (1') foot from said easement located on the Lot. Paving shall be allowed over drainage and utility easements.

7. **No Interior Lot Setbacks:**

Except for the building setbacks enumerated herein, there shall be no other required setbacks, side yards, rear yards, or front yards for the Lots located within the Property to allow for a flexible development of the Property over time.

8. **Height**:

There shall be no height restriction for the commercial and office uses within the Property.

C. Parking:

Parking will meet or exceed the requirements of Norman's parking ordinances.

D. Dumpster and Trash Enclosures

Trash may be handled through on-site dumpsters. A trash compactor(s) and its enclosure(s) may also be located on site to facilitate trash removal. Any dumpster or trash facilities shall be screened within enclosures that are built of materials to be compatible with the building exteriors in the main building.

E. Miscellaneous Development Criteria

1. Site Plan

The Preliminary Site Development Plan for the Property is concurrently submitted with this PUD and shall be incorporated herein as an integral part of the PUD and the development of the property shall be substantially constructed as presented thereon, subject to final design and the changes allowed by the City of Norman's PUD Ordinance.

2. Open Space

Open space and green space areas are located throughout the Property. The Property shall contain a minimum of 29.7% open/pervious space throughout the development, however, the total amount of open space actually developed within the Property may be less than the amount shown on the Preliminary Open Space Plan, pursuant to final design development and the changes allowed by Section 36-509 of the City of Norman's PUD Ordinance, as may be amended from time to time. There shall be no maximum impervious coverage restriction on each Lot within the Property. The Property shall contain drainage and detention solutions that adequately control, contain, and channel stormwater runoff from the Property in accordance with all applicable City ordinances and regulations. Landscape buffers within the Property may be located within and/or may contain utility easements, waterline easements, and drainage easements.

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Access to the Property shall be permitted in the manner depicted on the attached Site Development Plan, Exhibit B. The Property shall comply with the City of Norman laws and standards to allow for emergency access and fire access as necessary, as such laws and standards may be amended from time to time. The Property shall be allowed to contain private internal streets.

5. Lighting

All exterior lighting shall be installed in conformance with any applicable City of Norman Commercial Outdoor Lighting Standards, as such may be amended from time to time.

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Landscaping shall be provided in conformity to the City of Norman ordinances, as amended from time to time.

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8. Phasing

It is anticipated that the Property will be developed in multiple phases. The initial phase is anticipated to be the bank site as shown on the Site Development Plan. The timing and number of future phases will be determined by market demand and absorption rates, and shall comply with Norman City Code 36-509.

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Exterior materials of the building to be constructed on the Property may be brick, glass, stone, synthetic stone, stucco, EIFS, masonry, metal accents, composition shingles, synthetic slate shingles, metal roofs, or other comparable roofing materials, and any combination thereof. The

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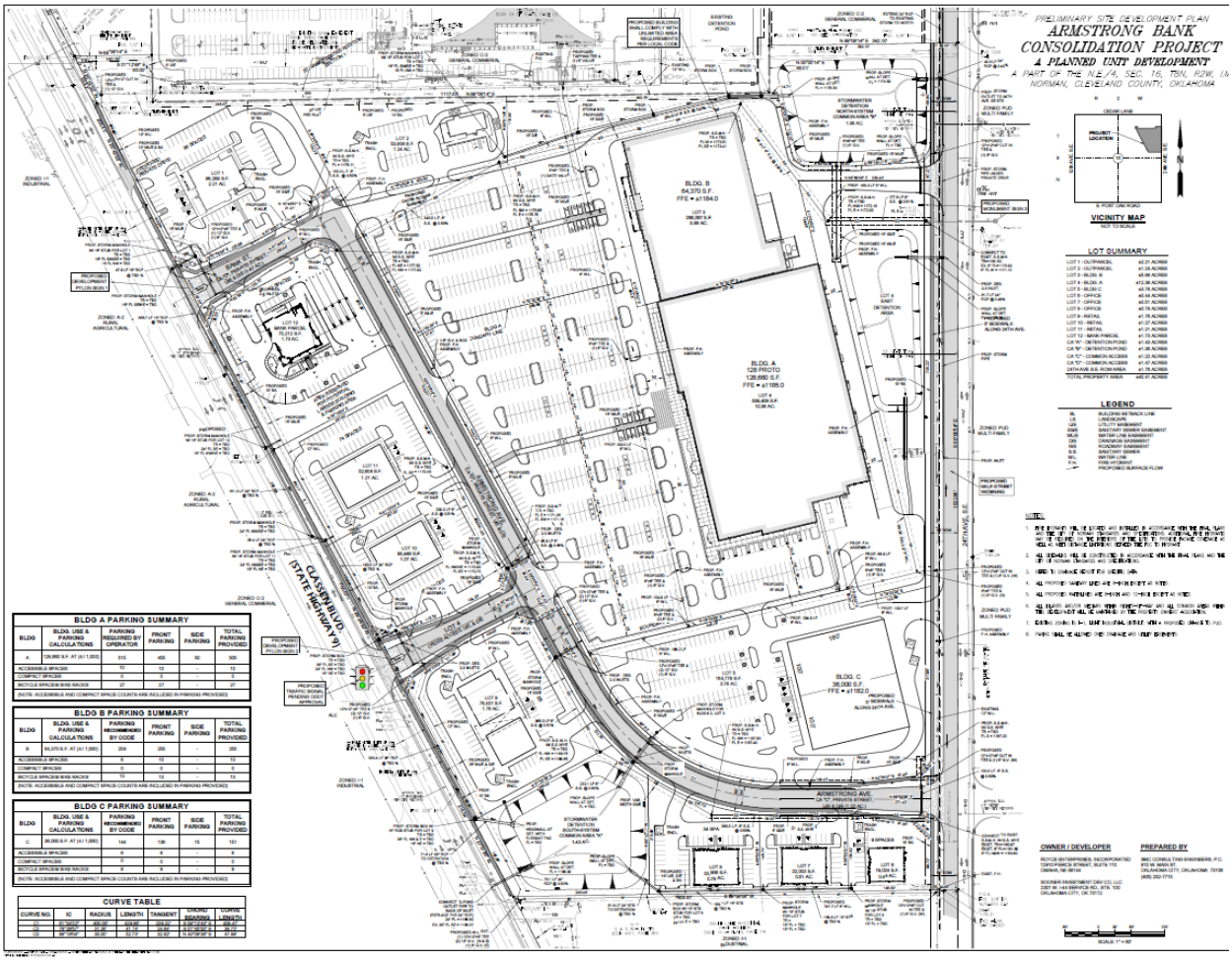

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Preliminary Plat

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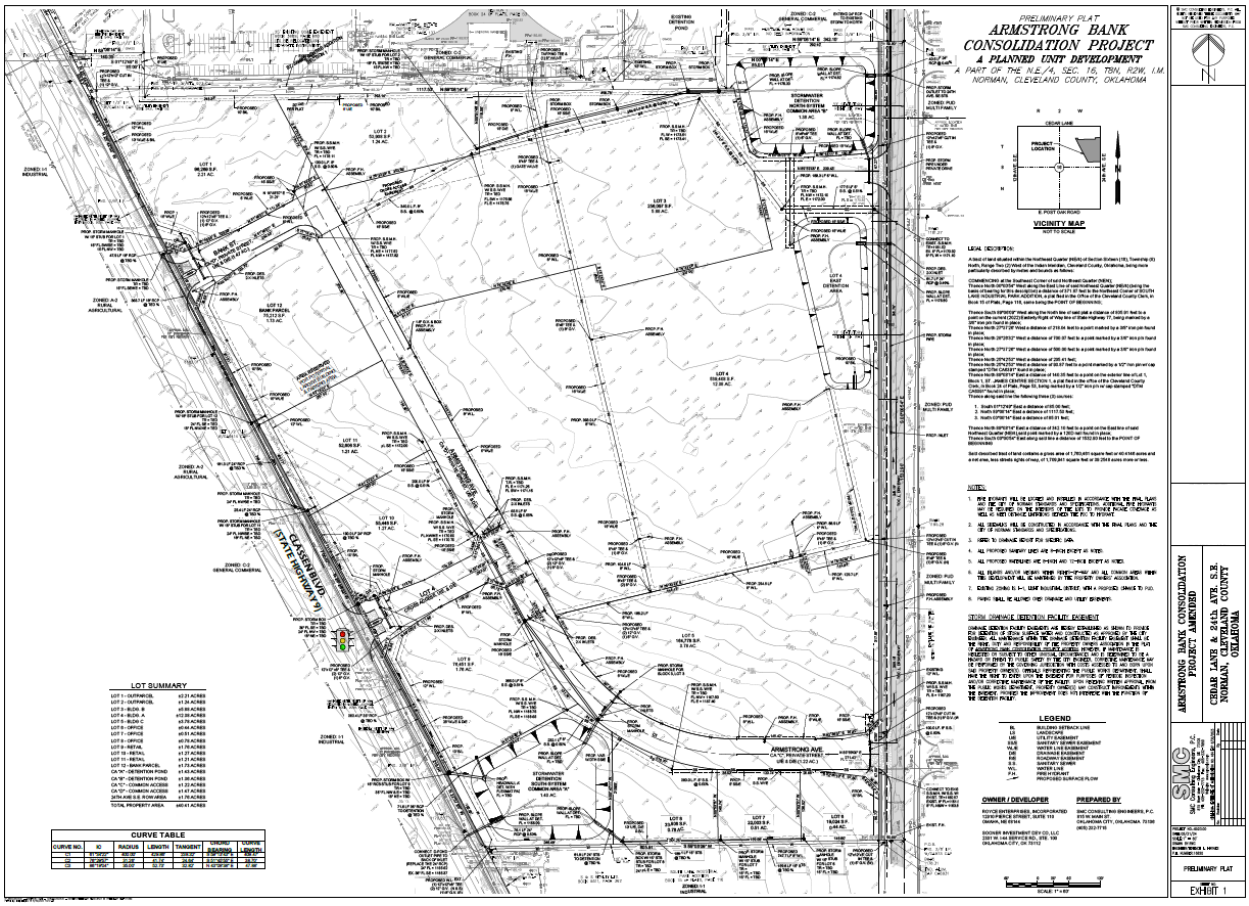
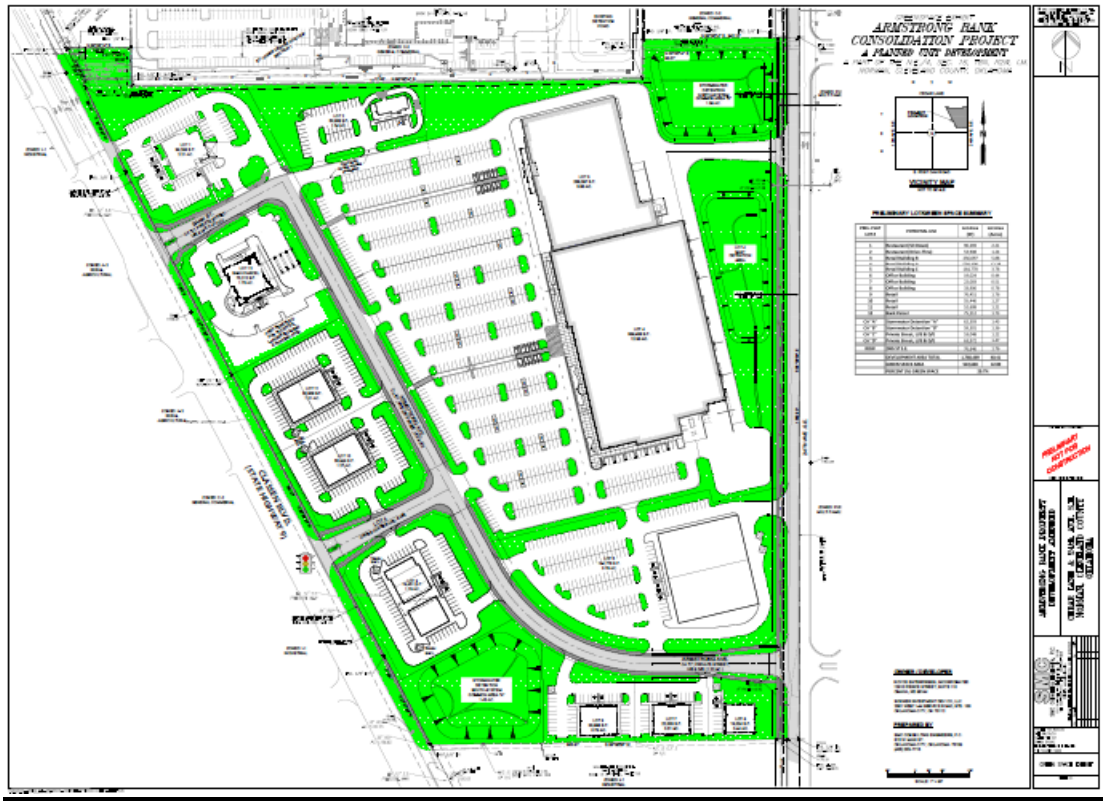


EXHIBIT D

Preliminary Open Space Plan

Full Size Documents Submitted to City Staff



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- Tailor shop.
- Theater (excluding drive-in theaters), Bowling Alley, Arcade, or Similar Establishments, including those that sell alcoholic beverages in compliance with state law.
- Tier I Medical Marijuana Processor, as allowed by state law.
- Tier II Medical Marijuana Processor, as allowed by state law.
- Toy store.
- Apartments/Multi-Family Residential Dwelling Units.

EXHIBIT F

Additional Signage Allowances

The following signage is permissible within the Property in addition to all other allowances enumerated in the City of Norman's Commercial Zone Sign Standards:

a. **Development Entrance Signs** – Up to four signs within the Property advertising the Property and any tenants located therein. Each Development Entrance Sign may be as shown on **Exhibit F-1**, each sign having no more than two (2) advertised sides. The maximum height for Development Entrance Signs shall be as shown on **Exhibit F-1**. Sign 1 and Sign 2 of the attached Signage Package are preliminary conceptual renderings of potential Development Entrance Signs.

b. **Monument Signs** – Each platted lot within the Property shall be entitled to include a Monument Sign as shown on **Exhibit F-1**, each sign having no more than two (2) advertised sides. The maximum height for each Monument Sign shall be as shown on **Exhibit F-1**. Signs 3 – 6 of the attached Signage Package are preliminary conceptual renderings of potential Monument Signs.

c. **Directional Signs** – Up to ten Directional Signs within the Property indicating directions to the different offices, locations, services, or entrances contained within the Property. The Directional Signs are intended to contain directions to multiple locations or destinations on each sign, such as directions to the main entrance, specific offices or services, and parking locations. Each Directional Sign may be a maximum of 150 square feet per side.

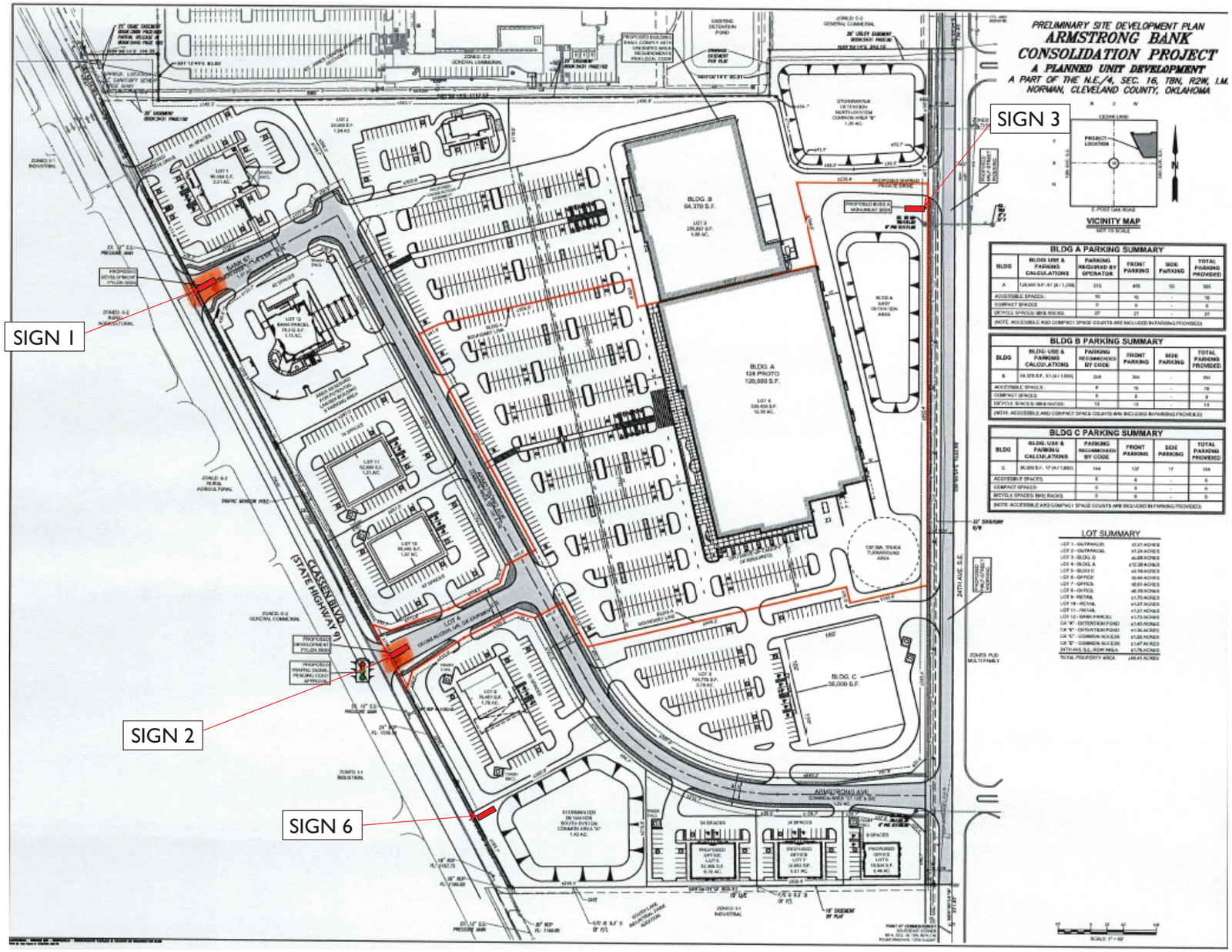
d. **Illumination** – All of the signage discussed herein may be illuminated in accordance with the maximum extent allowable under the City of Norman's applicable commercial signage restrictions, as amended from time to time.

e. **Sight Triangle Protection** – All signage within the Property shall be placed in appropriate locations to not interfere with applicable traffic sight triangles.

f. **Platted Easements** – Signs may not be placed in any platted easements without first obtaining consent to such encroachment from the applicable utility providers and City Council.

g. **Wall Signs** – Wall signs are permissible on all sides of the buildings to be constructed on the Property. The maximum height for a wall sign within the Property shall be the height of the building upon which the sign is attached. Notwithstanding the foregoing, the main anchor and junior anchor buildings, conceptually planned as Building A on Lot 4 and Building B on Lot 3 respectively, shall be allowed to have wall signs that exceed the height of the building upon which the sign is attached, up to a maximum height of 150 feet. There shall be no maximum square footage for wall signs located on the front of the main anchor and junior anchor buildings. All other sides of the anchor buildings, as well as all other buildings within the Property, shall comply with the maximum wall sign square footage allowed by the City of Norman's Commercial Zone Sign Standards.

SITE MAP

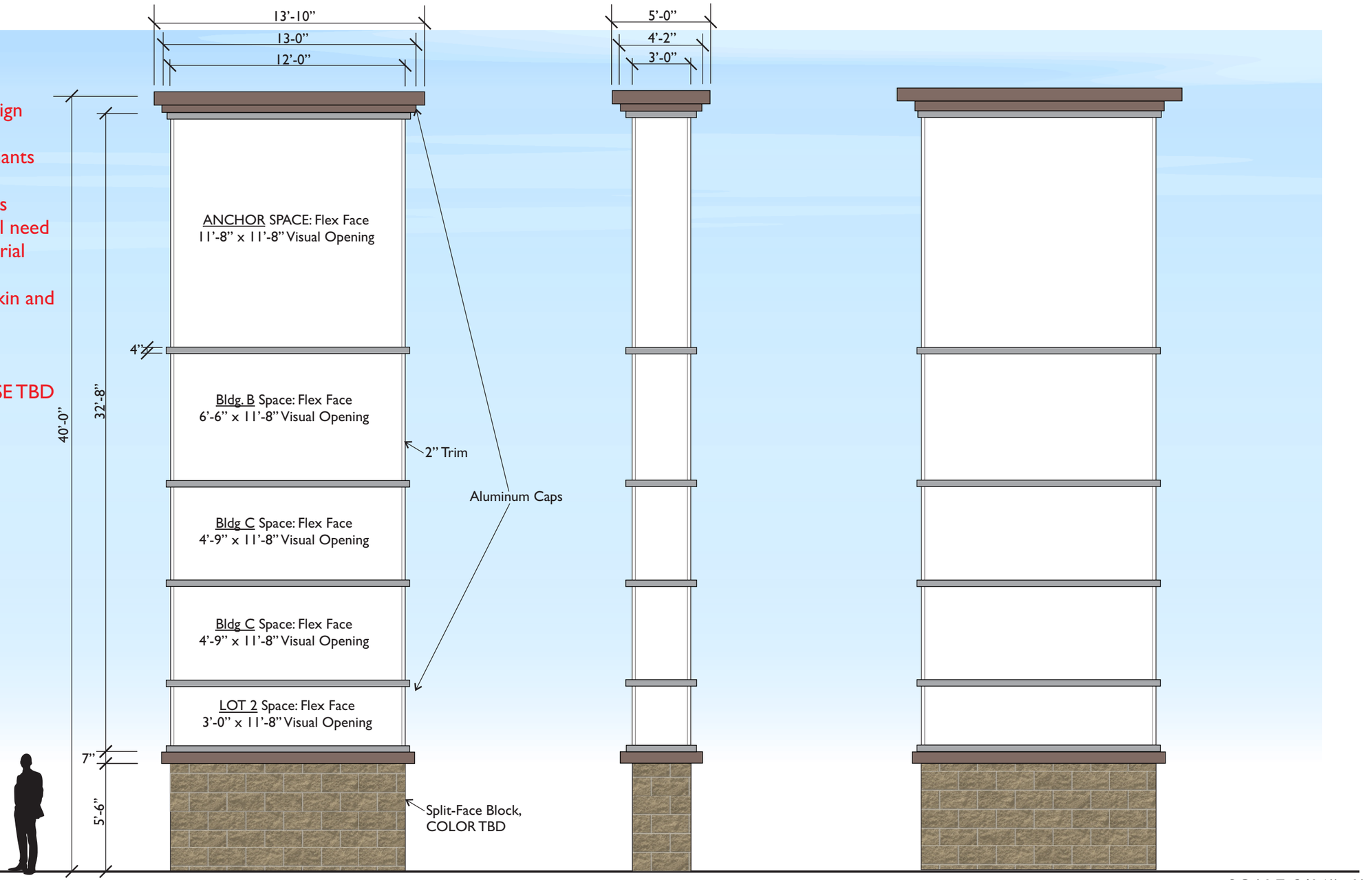


project: South Classen Sign Exhibit	drwg:
address: Cedar Lane and 24th Ave SE Norman OK 73071	scale:
client:	pg:

G&S Sign
SERVICES, LLC. Premium Custom Sign Company
1634 SE 23rd St. Okc, OK. 405-604-3636

SIGN 1

SCOPE:
-Fabricate and Install new sign Turn Key
-Sign cabinet with mulit tenants
-Illuminated with LED
-Flex Face material for faces (Provide blanks, Tenants will need to print on their own material and replace blanks)
-Aluminum caps, retainer, skin and accent bars
-COLORS TBD
-SPLIT FACE BASE TBD
-LETTERS/LOGO ON BASE TBD
-Set footing and 2 piers
-Install sign cabinet



SCALE: 3/16"=1'

G&S Sign
SERVICES, LLC. Premium Custom Sign Company
1634 SE 23rd St. Okc, OK. 405-604-3636

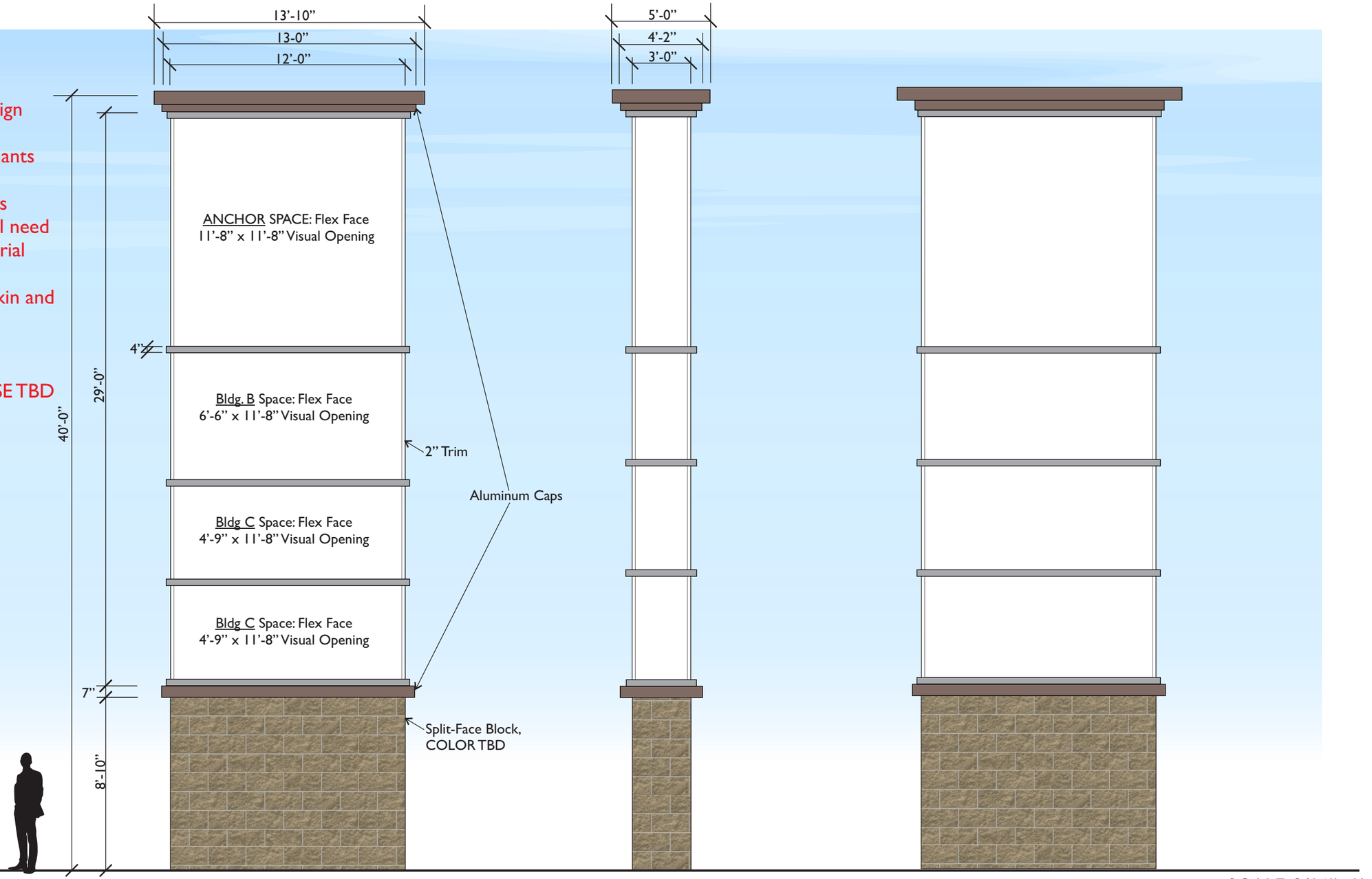
project: South Classen Sign Exhibit	drwg:
address: Cedar Lane and 24th Ave SE Norman OK 73071	scale:
client:	pg:

South Classen

WO# X

SIGN 2

SCOPE:
-Fabricate and Install new sign Turn Key
-Sign cabinet with mulit tenants
-Illuminated with LED
-Flex Face material for faces (Provide blanks, Tenants will need to print on their own material and replace blanks)
-Aluminum caps, retainer, skin and accent bars
-COLORS TBD
-SPLIT FACE BASE TBD
-LETTERS/LOGO ON BASE TBD
-Set footing and 2 piers
-Install sign cabinet



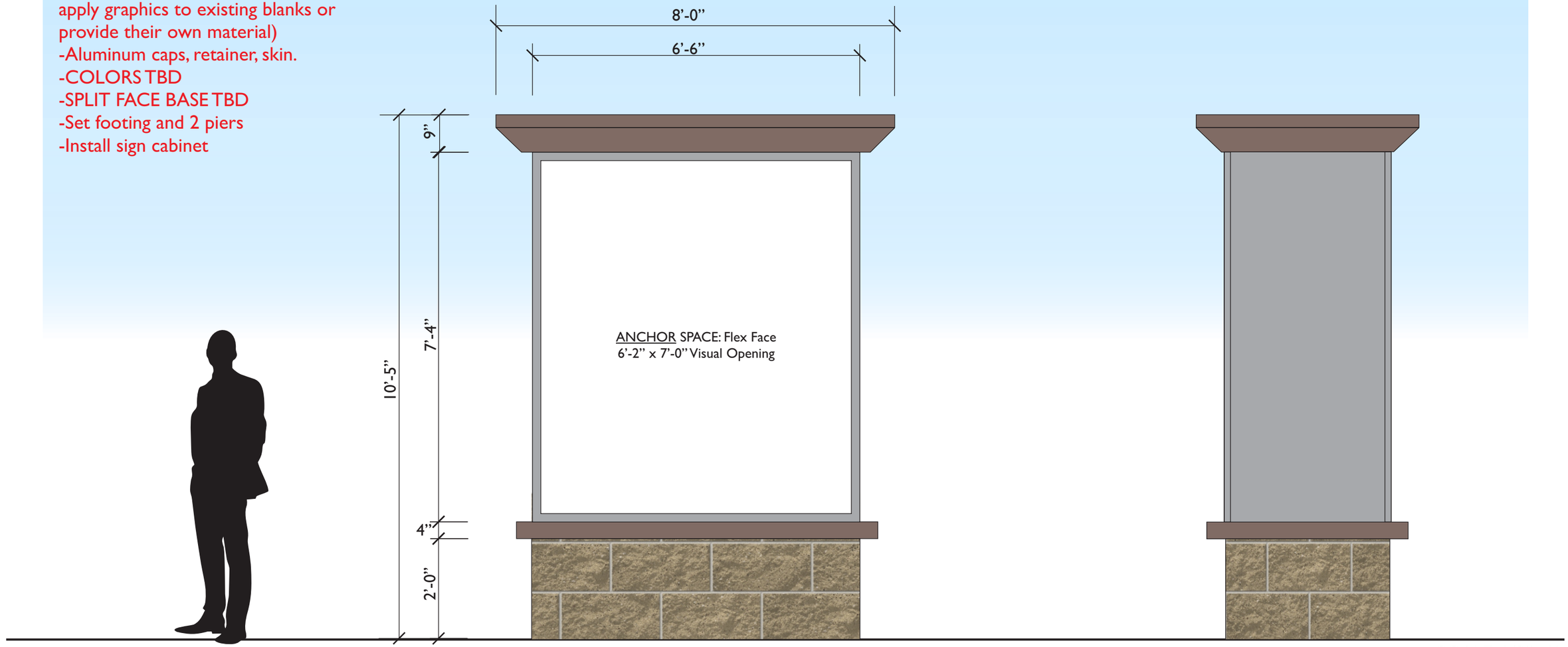
SCALE: 3/16"=1'

G&S Sign
SERVICES, LLC. Premium Custom Sign Company
1634 SE 23rd St. Okc, OK. 405-604-3636

project: South Classen Sign Exhibit	drwg:
address: Cedar Lane and 24th Ave SE Norman OK 73071	scale:
client:	pg:

SIGN 3, ANCHOR TENANT

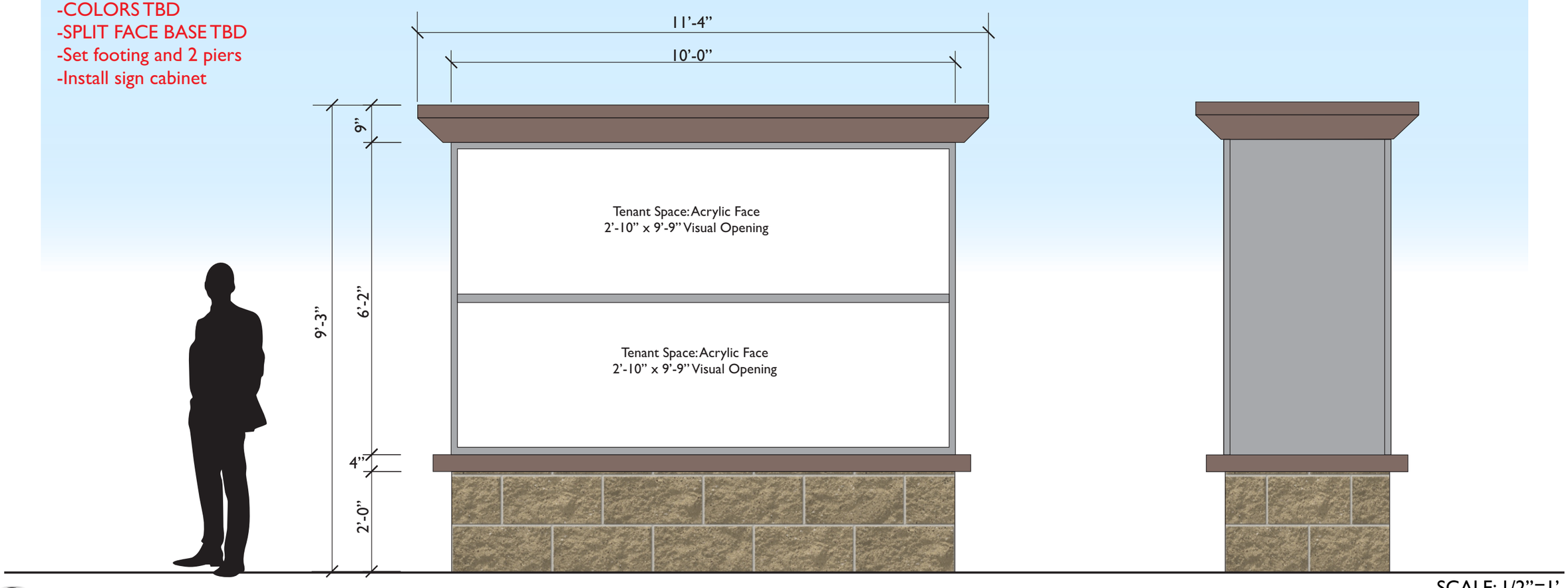
SCOPE:
-Fabricate and Install new sign
Turn Key
-Sign cabinet with SINGLE tenant
-Illuminated with LED
-Flex material for faces
(Provide blanks, Tenants will need apply graphics to existing blanks or provide their own material)
-Aluminum caps, retainer, skin.
-COLORS TBD
-SPLIT FACE BASE TBD
-Set footing and 2 piers
-Install sign cabinet



SCALE: 1/2"=1'

SIGN 4, DOUBLE TENANT

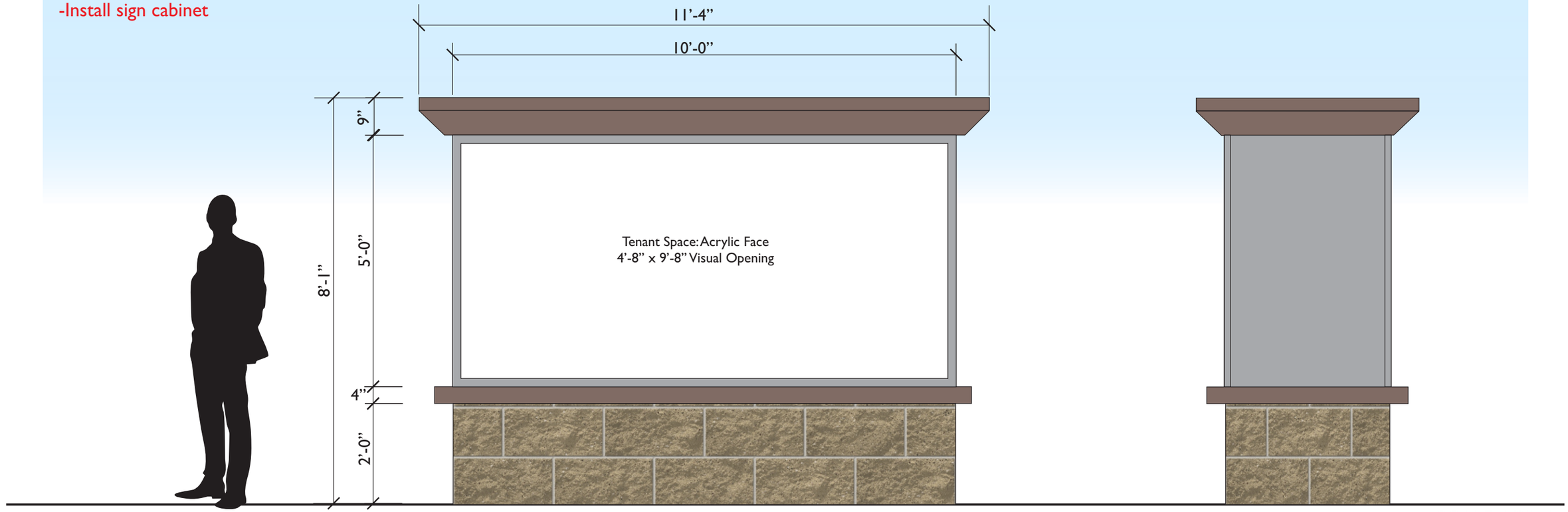
SCOPE:
-Fabricate and Install new sign
Turn Key
-Sign cabinet with DOUBLE tenants
-Illuminated with LED
-Acrylic Face material for faces
(Provide blanks, Tenants will need
apply graphics to existing blanks or
provide their own panels)
-Aluminum caps, retainer, skin.
-COLORS TBD
-SPLIT FACE BASE TBD
-Set footing and 2 piers
-Install sign cabinet



SCALE: 1/2"=1'

SIGN 5, SINGLE TENANT

SCOPE:
-Fabricate and Install new sign
Turn Key
-Sign cabinet with SINGLE tenant
-Illuminated with LED
-Acrylic Face material for faces
(Provide blanks, Tenants will need
apply graphics to existing blanks or
provide their own panels)
-Aluminum caps, retainer, skin.
-COLORS TBD
-SPLIT FACE BASE TBD
-Set footing and 2 piers
-Install sign cabinet



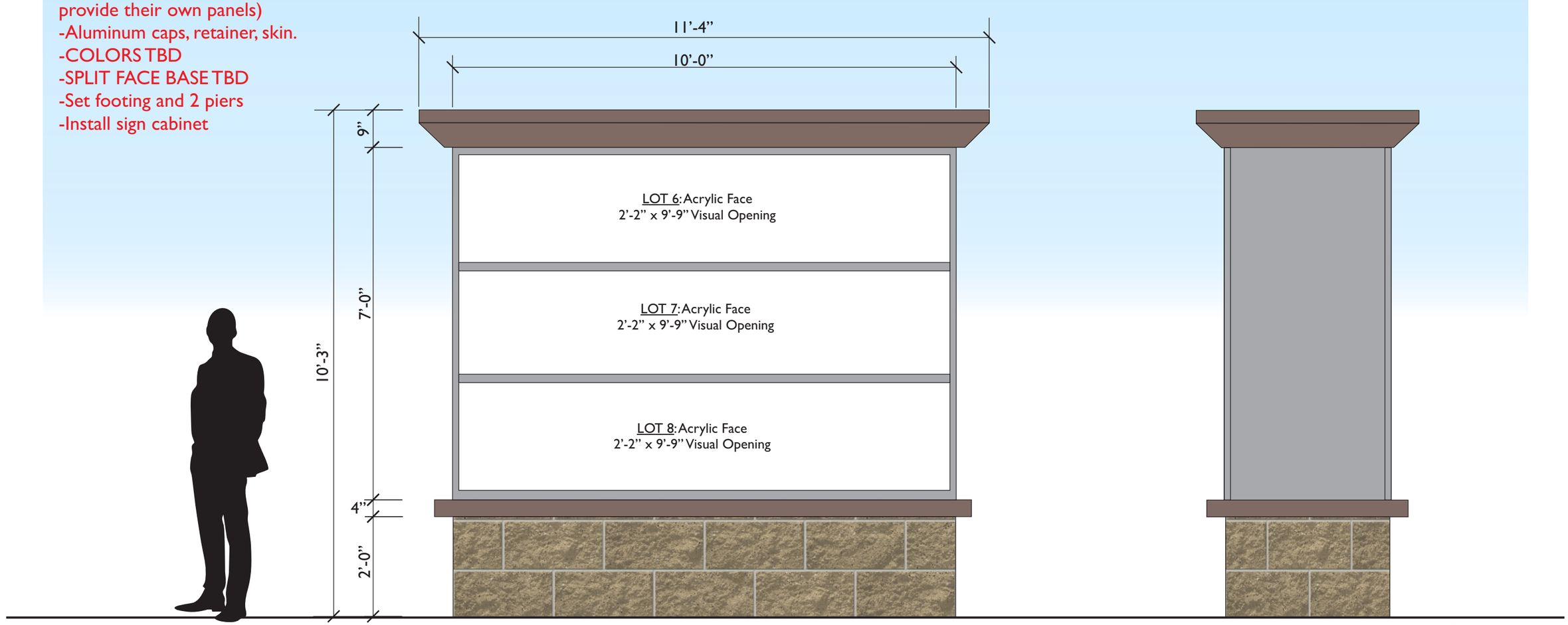
SCALE: 1/2"=1'

project: South Classen Sign Exhibit	drwg:
address: Cedar Lane and 24th Ave SE Norman OK 73071	scale:
client:	pg:

G&S Sign
SERVICES, LLC. Premium Custom Sign Company
1634 SE 23rd St. Okc, OK. 405-604-3636

SIGN 6, TRIPLE TENANT

SCOPE:
-Fabricate and Install new sign
Turn Key
-Sign cabinet with DOUBLE tenants
-Illuminated with LED
-Acrylic Face material for faces
(Provide blanks, Tenants will need
apply graphics to existing blanks or
provide their own panels)
-Aluminum caps, retainer, skin.
-COLORS TBD
-SPLIT FACE BASE TBD
-Set footing and 2 piers
-Install sign cabinet



SCALE: 1/2"=1'

ARMSTRONG BANK CONSOLIDATION PROJECT
A PLANNED UNIT DEVELOPMENT

NORMAN, OKLAHOMA

APPLICANT:

ROYCE ENTERPRISES, INC. & SOONER INVESTMENT DEV CO.

APPLICATION FOR:

PLANNED UNIT DEVELOPMENT
PRELIMINARY PLAT

Submitted September 3, 2024
Revised September 27, 2024

PREPARED BY:

RIEGER SADLER JOYCE LLC
136 Thompson Drive
Norman, Oklahoma 73069

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B. Existing Land Use and Zoning
C. Elevation and Topography
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A. Legal Description of the Property
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D. Preliminary Open Space Plan
E. Allowable Uses
F. Additional Signage Allowances

I. INTRODUCTION

Royce Enterprises, Inc. and Sooner Investment Dev Co. (collectively, the "**Applicant**") seek to rezone a portion of property located in Ward 5 of the City of Norman. More particularly, the site is located South of East Cedar Lane, East of Classen Blvd., and West of 24th Ave SE, as more particularly described on the attached **Exhibit A** (collectively referred to herein as the "**Property**").

The Applicant intends to put forth the parameters for which the Property may develop over time. Through the use of this Planned Unit Development ("**PUD**"), the Property may be developed as a retail development that shall be permitted to include a mixture of uses as further laid out within this PUD.

This PUD will allow for a creative and enhanced development of the Property, providing a compatible masterplan layout that will entice private investment in the area in close proximity to the University of Oklahoma. This proposal is compatible with the Property's current NORMAN 2025 designation of Mixed-Use.

II. PROPERTY DESCRIPTION/GENERAL SITE CONDITIONS

A. Location

The Property lies South of East Cedar Lane, East of Classen Blvd., and West of 24th Ave SE. A location map is included on the attached Preliminary Site Development Plan and Preliminary Plat.

B. Existing Land Use and Zoning

The Property is currently zoned PUD, Planned Unit Development, and the current NORMAN 2025 land use designation is Mixed-Use.

The Property is surrounded by various differing zoning categories and 2025 designations, which makes this site an ideal location for the proposed mixed-use development. The property to the North is zoned C-2, General Commercial and 2025 designated as Commercial. The Links development to the East of the Property is zoned PUD, with 2025 designation of Medium Residential. The properties to the Southeast and South are zoned I-1, Light Industrial and PUD, Planned Unit Development, with Mixed-Use 2025 designations. The properties to the West of the Property are zoned I-1, Light Industrial, A-2, Rural Agricultural, and C-2, General Commercial; however, all of these properties have a 2025 designation of Industrial.

C. Elevation and Topography

The Property is currently unimproved raw land. The Property generally slopes from the Northeast to the Southwest, as more particularly discussed in the preliminary drainage report provided to City Staff as part of the Preliminary Plat application.

D. Drainage

A drainage report has been provided by the Applicant to City Staff as part of the Preliminary Plat application. The Applicant shall comply with all City ordinances and regulations unless otherwise indicated on the attached site plans.

E. Utility Services

The necessary utility services for this project are already located in relative proximity to the Property. The Applicant shall extend such utility services to the Property, as necessary.

F. Fire Protection Services

Fire Protection services will be provided by the City of Norman Fire Department and by the Applicant as such are required by adopted City codes.

G. Traffic Circulation and Access

Access to the Property shall be permitted in the manner depicted on the attached Preliminary Site Development Plan.

III. DEVELOPMENT PLAN AND DESIGN CONCEPT

The Property is planned to accommodate a retail development that may also contain a mixture of uses as set forth herein. To the extent possible, the Property shall be developed in substantial compliance with the Preliminary Site Development Plan, attached to this PUD, subject to final design development and the changes allowed by Section 36-509(g) of the City of Norman's PUD Ordinance, as may be amended from time to time. The Exhibits attached hereto, and as submitted on behalf of the Applicant, are incorporated herein by reference and further depict the development criteria for the Property.

A. Uses Permitted:

As contemplated herein, the Property will be allowed to develop over time as a retail development, that may also contain a mixture of the allowable uses as set forth on **Exhibit D**.

B. Area Regulations:

1. **Setback off of Classen Blvd:**

All Lots within the Property that front Classen Blvd. shall have a minimum ten (10') foot building setback from the property line fronting Classen Blvd.

2. **Setback off of North Property Line:**

All Lots within the Property that abut the neighboring property located to the North of the Property shall have a minimum ten (10') foot building setback from the North property line.

3. **Setback off of 24th Ave. SE:**

All Lots within the Property that front 24th Ave. SE shall have a minimum ten (10') foot building setback from the property line fronting 24th Ave. SE.

4. **Setback off of South Property Line:**

All Lots within the Property that abut the neighboring property located to the South of the Property shall have a minimum ten (10') foot building setback from the South property line.

5. **Setback off of Interior Streets:**

All Lots within the Property that abut any interior platted private street shall have a minimum ten (10') foot building setback from the property line fronting said interior street.

6. **Setback off of Utility Easements:**

If a utility easement or other public easement is not located within the building setbacks enumerated above on a Lot within the Property, all buildings and vertical habitable structures shall be setback a minimum of one (1') foot from said easement located on the Lot. Paving shall be allowed over drainage and utility easements.

7. **No Interior Lot Setbacks:**

Except for the building setbacks enumerated herein, there shall be no other required setbacks, side yards, rear yards, or front yards for the Lots located within the Property to allow for a flexible development of the Property over time.

8. **Height**:

There shall be no height restriction for the commercial and office uses within the Property.

C. Parking:

Parking will meet or exceed the requirements of Norman's parking ordinances.

D. Dumpster and Trash Enclosures

Trash may be handled through on-site dumpsters. A trash compactor(s) and its enclosure(s) may also be located on site to facilitate trash removal. Any dumpster or trash facilities shall be screened within enclosures that are built of materials to be compatible with the building exteriors in the main building.

E. Miscellaneous Development Criteria

1. Site Plan

The Preliminary Site Development Plan for the Property is concurrently submitted with this PUD and shall be incorporated herein as an integral part of the PUD and the development of the property shall be substantially constructed as presented thereon, subject to final design and the changes allowed by the City of Norman's PUD Ordinance.

2. Open Space

Open space and green space areas are located throughout the Property. The Property shall contain a minimum of 29.7% open/impervious space throughout the development, however, the total amount of open space actually developed within the Property may be less than the amount shown on the Preliminary Open Space Plan, pursuant to final design development and the changes allowed by Section 36-509 of the City of Norman's PUD Ordinance, as may be amended from time to time. There shall be no maximum impervious coverage restriction on each Lot within the Property. The Property shall contain drainage and detention solutions that adequately control, contain, and channel stormwater runoff from the Property in accordance with all applicable City ordinances and regulations. Landscape buffers within the Property may be located within and/or may contain utility easements, waterline easements, and drainage easements.

3. Signage

Signage for all Lots with an office or retail use shall comply with the City of Norman's applicable commercial signage standards, as amended from time to time. Signage for all other Lots shall comply with the City of Norman's applicable signage restrictions then in effect for the actual use of the Lot, as may change from time to time. In addition to the signage allowances contained herein, the Property shall be allowed to feature the

additional signage allowances enumerated on Exhibit F and as more particularly shown on Exhibit F-1.

4. Traffic access/circulation/parking and sidewalks

Access to the Property shall be permitted in the manner depicted on the attached Site Development Plan, Exhibit B. The Property shall comply with the City of Norman laws and standards to allow for emergency access and fire access as necessary, as such laws and standards may be amended from time to time. The Property shall be allowed to contain private internal streets.

5. Lighting

All exterior lighting shall be installed in conformance with any applicable City of Norman Commercial Outdoor Lighting Standards, as such may be amended from time to time.

6. Landscaping

Landscaping shall be provided in conformity to the City of Norman ordinances, as amended from time to time.

7. Fencing

Fencing, such as, by way of example and not limitation, wrought iron, stockade wood, composite, and other fencing types, is permissible but is not required within the Property. The Applicant may file restrictive covenants against the Property to more narrowly tailor architectural review of fencing within the development. Fencing placement and height shall comply with applicable City ordinances, as amended from time to time.

8. Phasing

It is anticipated that the Property will be developed in multiple phases. The initial phase is anticipated to be the bank site as shown on the Site Development Plan. The timing and number of future phases will be determined by market demand and absorption rates, and shall comply with Norman City Code 36-509.

9. Exterior Materials

Exterior materials of the building to be constructed on the Property may be brick, glass, stone, synthetic stone, stucco, EIFS, masonry, metal accents, composition shingles, synthetic slate shingles, metal roofs, or other comparable roofing materials, and any combination thereof. The

Applicant may file restrictive covenants against the Property to more narrowly tailor architectural review within the development.

EXHIBIT A

Legal Description of the Property

A tract of land situated within the Northeast Quarter (NE/4) of Section Sixteen (16), Township (8) North, Range Two (2) West of the Indian Meridian, Cleveland County, Oklahoma, being more particularly described by metes and bounds as follows:

COMMENCING at the Southeast Corner of said Northeast Quarter (NE/4);
Thence North 00°00'54" West along the East Line of said Northeast Quarter (NE/4) (being the basis of bearing for this description) a distance of 371.87 feet to the Northeast Corner of SOUTH LAKE INDUSTRIAL PARK ADDITION, a plat filed in the Office of the Cleveland County Clerk, in Book 15 of Plats, Page 116, same being the POINT OF BEGINNING;

Thence South 89°06'09" West along the North line of said plat a distance of 805.91 feet to a point on the current (2022) Easterly Right of Way line of State Highway 77, being marked by a 3/8" iron pin found in place;
Thence North 27°37'26' West a distance of 218.04 feet to a point marked by a 3/8" iron pin found in place;
Thence North 28°26'32" West a distance of 700.07 feet to a point marked by a 3/8" iron pin found in place;
Thence North 27°37'26" West a distance of 500.00 feet to a point marked by a 3/8" iron pin found in place;
Thence North 25°42'53" West a distance of 205.41 feet;
Thence North 25°42'53" West a distance of 93.87 feet to a point marked by a 1/2" iron pin w/ cap stamped "DTM CA6391" found in place;
Thence North 89°08'14" East a distance of 140.35 feet to a point on the exterior line of Lot 1, Block 1, ST. JAMES CENTRE SECTION 1, a plat filed in the office of the Cleveland County Clerk, in Book 24 of Plats, Page 53, being marked by a 1/2" iron pin w/ cap stamped "DTM CA6391" found in place;
Thence along said line the following three (3) courses:
1. South 01°12'49" East a distance of 85.00 feet;
2. North 89°08'14" East a distance of 1117.53 feet;
3. North 00°00'14" East a distance of 85.01 feet;
Thence North 89°08'14" East a distance of 342.10 feet to a point on the East line of said Northeast Quarter (NE/4), said point marked by a 120D nail found in place;
Thence South 00°00'54" East along said line a distance of 1532.90 feet to the POINT OF BEGINNING

Said described tract of land contains a gross area of 1,760,461 square feet or 40.4146 acres and a net area, less streets rights of way, of 1,709,941 square feet or 39.2548 acres more or less.

EXHIBIT B

Site Development Plan

Full Size Documents Submitted to City Staff

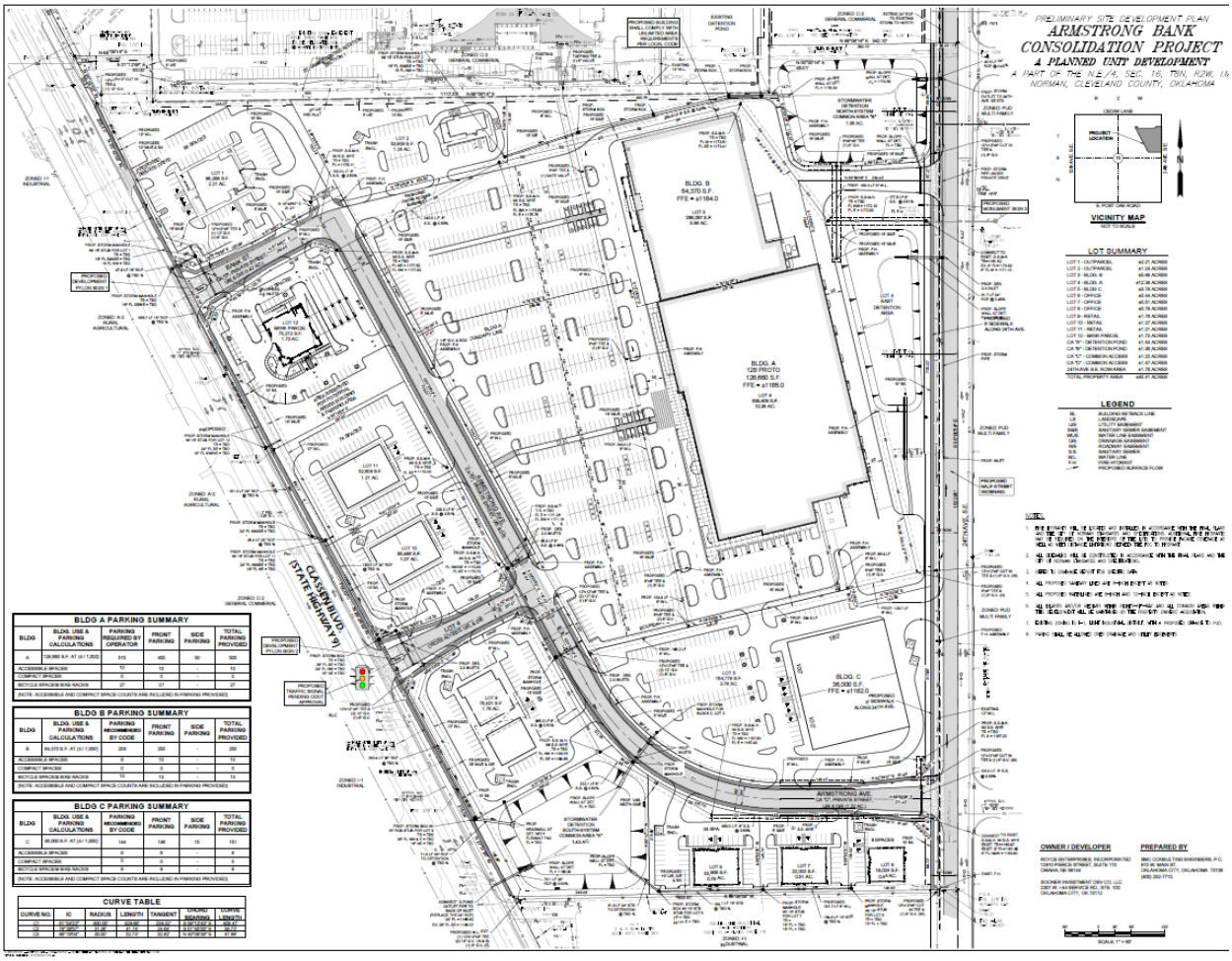

EXHIBIT C

Preliminary Plat

Full Size Documents Submitted to City Staff

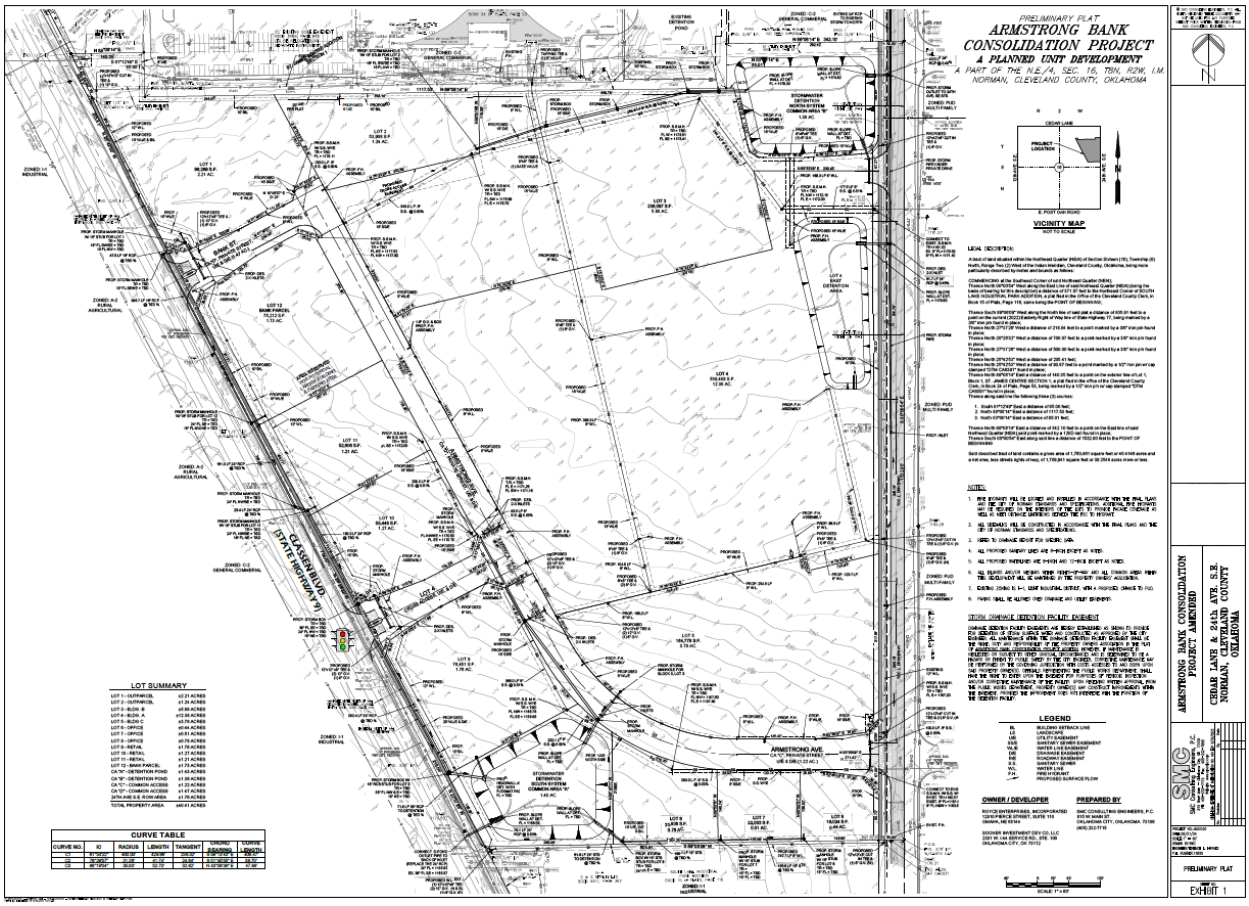

EXHIBIT D

Preliminary Open Space Plan

Full Size Documents Submitted to City Staff

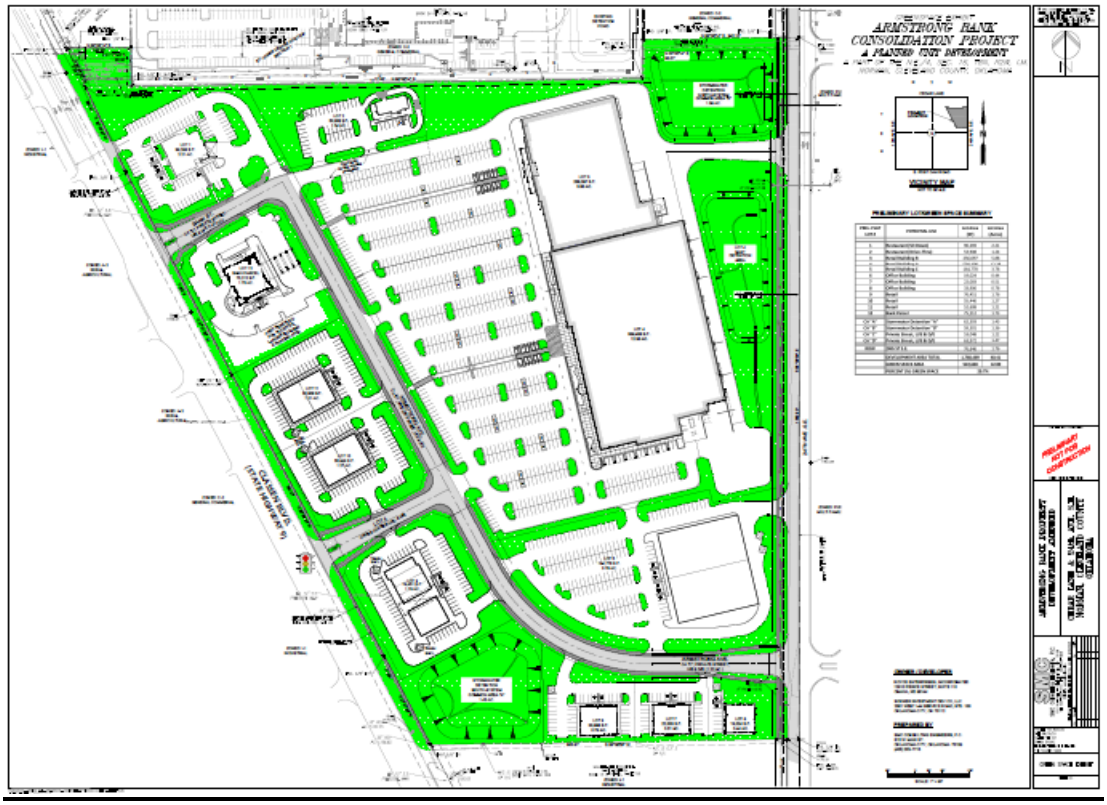

EXHIBIT E

Allowable Uses

- Art Gallery/Studio.
- Assembly Halls of non-profit corporations.
- Libraries.
- Museums.
- Music Conservatories.
- Office uses.
- Trade schools and schools for vocational training.
- Churches and other places of worship.
- Short-term rentals.
- Antique shop.
- Appliance Store.
- Artist materials supply, or studio.
- Automobile parking lots.
- Automobile supply store.
- Baby shop.
- Bakery/Baked Goods store.
- Bank.
- Barber shop, or beauty parlor.
- Book or stationery store.
- Camera shop.
- Candy store.
- Catering establishment.
- Child Care / Day Care establishment.
- Clothing or apparel store.
- Coffee house or coffee shop.
- Commercial uses/shops/or services.
- Dairy products or ice cream store.
- Delicatessen store.
- Dress shop.
- Drug store or fountain.
- Dry Cleaning and Laundry Establishment.
- Dry goods store.
- Fabric or notion store.
- Florist/Flower Shop.
- Furniture Store.
- Gift Shop.
- Grocery or supermarket.
- Hardware store.
- Hotel or motel.
- Interior decorating store.
- Jewelry shop.
- Key shop.
- Leather Store and/or Leather Goods Store.

- Locksmith.
- Medical Marijuana Dispensary, as allowed by state law.
- Music, Radio, Electronics, Telephone, or Television Store.
- Painting and decorating shop.
- Pet shop/or Small Animal Hospital.
- Pharmacy.
- Photographer's studio.
- Restaurant/Bar/Lounge/Tavern - may include live entertainment and/or a dance floor, (all such activity fully within an enclosed building) provided the kitchen remains open with full food service whenever live entertainment is offered.
- Retail Shops or Stores.
- Retail spirits store/Liquor store.
- Spa or Similar Establishment.
- Smoke, Tobacco, Vape, or Similar Shop.
- Self-service laundry.
- Sewing machine sales.
- Sporting goods sales.
- Shoe store or repair shop.
- Sign Store/Printing Store.
- Shopping Center.
- T-Shirt Printing
- Senior Living.
- Tanning Spa or Tanning Establishment.
- Tailor shop.
- Theater (excluding drive-in theaters), Bowling Alley, Arcade, or Similar Establishments, including those that sell alcoholic beverages in compliance with state law.
- Tier I Medical Marijuana Processor, as allowed by state law.
- Tier II Medical Marijuana Processor, as allowed by state law.
- Toy store.
- Apartments/Multi-Family Residential Dwelling Units.

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Additional Signage Allowances

The following signage is permissible within the Property in addition to all other allowances enumerated in the City of Norman's Commercial Zone Sign Standards:

a. **Development Entrance Signs** – Up to four signs within the Property advertising the Property and any tenants located therein. Each Development Entrance Sign may be as shown on **Exhibit F-1**, each sign having no more than two (2) advertised sides. The maximum height for Development Entrance Signs shall be as shown on **Exhibit F-1**. Sign 1 and Sign 2 of the attached Signage Package are preliminary conceptual renderings of potential Development Entrance Signs.

b. **Monument Signs** – Each platted lot within the Property shall be entitled to include a Monument Sign as shown on **Exhibit F-1**, each sign having no more than two (2) advertised sides. The maximum height for each Monument Sign shall be as shown on **Exhibit F-1**. Signs 3 – 6 of the attached Signage Package are preliminary conceptual renderings of potential Monument Signs.

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d. **Illumination** – All of the signage discussed herein may be illuminated in accordance with the maximum extent allowable under the City of Norman's applicable commercial signage restrictions, as amended from time to time.

e. **Sight Triangle Protection** – All signage within the Property shall be placed in appropriate locations to not interfere with applicable traffic sight triangles.

f. **Platted Easements** – Signs may not be placed in any platted easements without first obtaining consent to such encroachment from the applicable utility providers and City Council.

g. **Wall Signs** – Wall signs are permissible on all sides of the buildings to be constructed on the Property. The maximum height for a wall sign within the Property shall be the height of the building upon which the sign is attached. Notwithstanding the foregoing, the main anchor and junior anchor buildings, conceptually planned as Building A on Lot 4 and Building B on Lot 3 respectively, shall be allowed to have wall signs that exceed the height of the building upon which the sign is attached, up to a maximum height of 150 feet. There shall be no maximum square footage for wall signs located on the front of the main anchor and junior anchor buildings. All other sides of the anchor buildings, as well as all other buildings within the Property, shall comply with the maximum wall sign square footage allowed by the City of Norman's Commercial Zone Sign Standards.

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REVISED PRELIMINARY PLAT

ARMSTRONG BANK CONSOLIDATION PROJECT

A PLANNED UNIT DEVELOPMENT

A PART OF THE N.E./4, SEC. 16, T8N, R2W, I.M.
NORMAN, CLEVELAND COUNTY, OKLAHOMA

SECTION 1
BOOK 24 OF PLATS, PAGE 53
N-F WAL-MART REAL ESTATE BUISINESS TRUST BOOK 5427, PAGE 137
EXISTING DETENTION POND
ZONED: C-2 GENERAL COMMERIAL
ZONED: C-2 GENERAL COMMERIAL
HERITAGE FINE HOMES INC. NO DEED INFORMATION
N 89°08'14" E 342.10'
FND. 3/8" I.P.
FND. 1/2" I.P.
N 89°08'14" E 140.35'
S 01°12'49" E 85.00'
OKAHOMA GAS AND ELECTRIC EASEMENT BOOK 5440, PAGE 665
25' EXISTING OG&E EASEMENT BOOK 3989, PAGE 680 (TO BE RELOCATED BY SEPARATE INSTRUMENT)
ST. JAMES CENTRE ADDITION SECTION 1
PROP. STORM MANHOLE W/ 15" STUB FOR LOT 2 TR = TBD 18" FL SW/SE = TBD 15 FL NW = TBD
EXISTING F.H.
PROPOSED TAPPING TEE & (1) 8" VALVE
EXISTING 12" W.L.
PROP. STORM BOX
PROP. STORM BOX
EXISTING 10" W.L.
EXISTING 24" RCP
EXISTING 12" W.L.
EXISTING 8" W.L.
EXISTING 12" W.L.
PROPOSED 12"x12"x12" TAPPING TEE & (1) 12" G.V.
FND. 3/8" I.P. W/CTA 973 CAP
FND. 1/2" I.P. W/DAMAGED
BM #5 1181.44
SET 1/2" I.P. W/CA6414 CAP
20' UTILITY EASEMENT BOOK 5431, PAGE 102
248.33'
393.14'
1117.53'
N 89°08'14" E
490.78'
EX. 20' U/E PER PLAT BK 5427, PG 137
PROPOSED 10' B/L
PROPOSED 5' U/E
PROPOSED 10' B/L
PROPOSED 8" W.L.
PROPOSED 15' D/E
PROP. STORM BOX
PROP. STORM BOX
15' SS/E
764 SLF @ 0.5 @ 0.50%
PROP. SLOPE WALL AT DET. FL = 1176.30
PROP. SLOPE WALL AT DET. FL= 1174.82
STORMWATER DETENTION NORTH-SYSTEM COMMON AREA "B", D/E 1.36 AC.
33' STATUORY RIGHT OF WAY
APPROX. LOCATION 12" WATER LINE PER CITY RECORDS
PROP. 192.5 LF 8" W.L.
PROP. F.H. ASSEMBLY
PROPOSED 8"x8"x8" TEE & (1) 8"x6" REDUCER (1) 6 GATE VALVE
PROP. SLOPE WALL AT DET. FL = TBD
PROP. 60.3 LF 6" W.L.
PROPOSED 15' WL/E
N 89°59'06" E 85.50'
N 88°18'11" E 102.60'
N 89°59'06" E 239.43'
ZONED: PUD MULTI FAMILY
PROPOSED 12"x12"x8" TAPPING TEE & (1) 8" G.V. (W)
PROP. 24" RCP STORM PIPE UNDER PRIVATE DRIVE
PLB
TPED
AT&T
FND 120D NAIL
40.5 LF 24" RCP @ 0.40%
PROP. STORM OUTLET TO 24TH AVE. SE STS
ZONED: I-1 INDUSTRIAL
LOT 1 96,269 S.F. 2.21 AC.
LOT 2 53,908 S.F. 1.24 AC.
LOT 3 256,097 S.F. 5.88 AC.
LOT 4 EAST DETENTION AREA
PROP. S.S.M.H. W/ S.S. WYE TR = 1186.5 FL = 1178.11
100.0 L.F. 8" S.S. @ 0.50%
PROP. F.H. ASSEMBLY
PROP. S.S.M.H. TR = 1181.5 FL W = 1173.51 FL SE = 1173.41
PROP. S.S.M.H. W/ S.S. WYE TR = 1185.85 FL SW = 1175.85 FL SE = 1175.75
PROP. S.S.M.H. TR = 1182.7 FL NW = 1172.10 FL E = 1172.00
177.5 LF 8" S.S. @ 0.51%
PROPOSED 8"x8" TEE & (1) GATE VALVE
PROPOSED 15' SS/E
PROPOSED 15' WL/E
PROPOSED 15' SS/E
PROPOSED 15' WL/E
PROPOSED 15' WL/E
PROPOSED 15' SS/E
PROPOSED 15' WL/E
PROPOSED 15' SS/E
PROPOSED 15' WL/E
PROPOSED 15' SS

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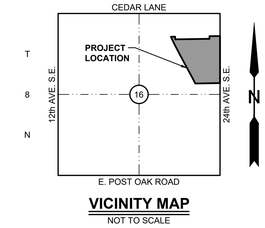
GREENSPACE EXHIBIT

ARMSTRONG BANK CONSOLIDATION PROJECT

A PLANNED UNIT DEVELOPMENT

A PART OF THE N.E./4, SEC. 16, T8N, R2W, I.M.
NORMAN, CLEVELAND COUNTY, OKLAHOMA



VICINITY MAP

NOT TO SCALE

PRELIMINARY LOT/GREEN SPACE SUMMARY

PREL. PLAT BLOCK & LOT #	POTENTIAL USE	Lot Area (SF)	Lot Area (Acres)
BL 1, LOT 1	Restaurant (Sit Down)	96,269	2.21
BL 1, LOT 2	Restaurant (Drive-Thru)	53,908	1.24
BL 1, LOT 3	Retail Building B	256,097	5.88
BL 1, LOT 4	Retail Building A	513,507	11.79
BL 1, LOT 5	Retail Building C	164,778	3.78
BL 2, LOT 1	Bank Parcel	75,212	1.73
BL 2, LOT 2	Retail	52,608	1.21
BL 2, LOT 3	Retail	55,446	1.27
BL 3, LOT 1	Retail	76,451	1.76
BL 4, LOT 1	Office Building	33,906	0.78
BL 4, LOT 2	Office Building	22,003	0.51
BL 4, LOT 3	Office Building	19,024	0.44
CA "A"	Stormwater Detention "A"	62,393	1.43
CA "B"	Stormwater Detention "B"	59,301	1.36
BLOCK A	Cross Access, U/E & D/E	63,972	1.47
BLOCK B	Cross Access, U/E & D/E	25,902	0.59
BLOCK C	Cross Access, U/E & D/E	53,048	1.22
ROW	24th ST S.E.	76,638	1.76
	DEVELOPMENT AREA TOTAL	1,760,461	40.41
	GREEN SPACE AREA	522,669	12.00
	PERCENT (%) GREEN SPACE w/ ROW	29.7%	

OWNER / DEVELOPER

ROYCE ENTERPRISES, INCORPORATED
12910 PIERCE STREET, SUITE 110
OMAHA, NE 68144

SOONER INVESTMENT DEV CO, LLC
2301 WEST I-44 SERVICE ROAD, STE. 100
OKLAHOMA CITY, OK 73112

PREPARED BY

SMC CONSULTING ENGINEERS, P.C.
815 W. MAIN ST.
OKLAHOMA CITY, OKLAHOMA 73106
(405) 232-7715

SCALE: 1" = 60'

NOT VALID FOR CONSTRUCTION

PRELIMINARY NOT FOR CONSTRUCTION

UNLESS SIGNED IN THIS BLOCK

ARMSTRONG BANK PROPERTY DEVELOPMENT AMENDED

CEDAR LANE & 24th AVE. S.E. NORMAN, CLEVELAND COUNTY OKLAHOMA

SMC Consulting Engineers, P.C.
315 W. Main Street, Norman, OK 73069
P.E. #COA-2233 Fax: (405) 232-7464
Website: www.smcokc.com
OKLAHOMA CERTIFICATE OF AUTHORIZATION NO. 640 EXP. 6/30/2025

No.	Revision	By	Date
1	PRE CITY DRT REVIEW COMMENTS	DH	09/13/24

PROJECT NO.: 6523.00
DATE: 08/19/24
SCALE: 1" = 60'
DRAWN BY: RWC
ENGINEER: TERENCE L. HAYNES
P.E. NUMBER: 16820

GREEN SPACE EXHIBIT

SHEET NO.

N:\ENGR\6523.00 - ARMSTRONG BANK - NORMAN\6523.20 - SOONER\PRELIMINARY PLAT\6523 20 GREEN SPACE EXHIBIT 31.DWG
Plotted by: Terry Haynes @ 9/13/2024 1:44 PM

REVISED PRELIMINARY SITE DEVELOPMENT PLAN
ARMSTRONG BANK CONSOLIDATION PROJECT
A PLANNED UNIT DEVELOPMENT
A PART OF THE N.E./4, SEC. 16, T8N, R2W, I.M.
NORMAN, CLEVELAND COUNTY, OKLAHOMA

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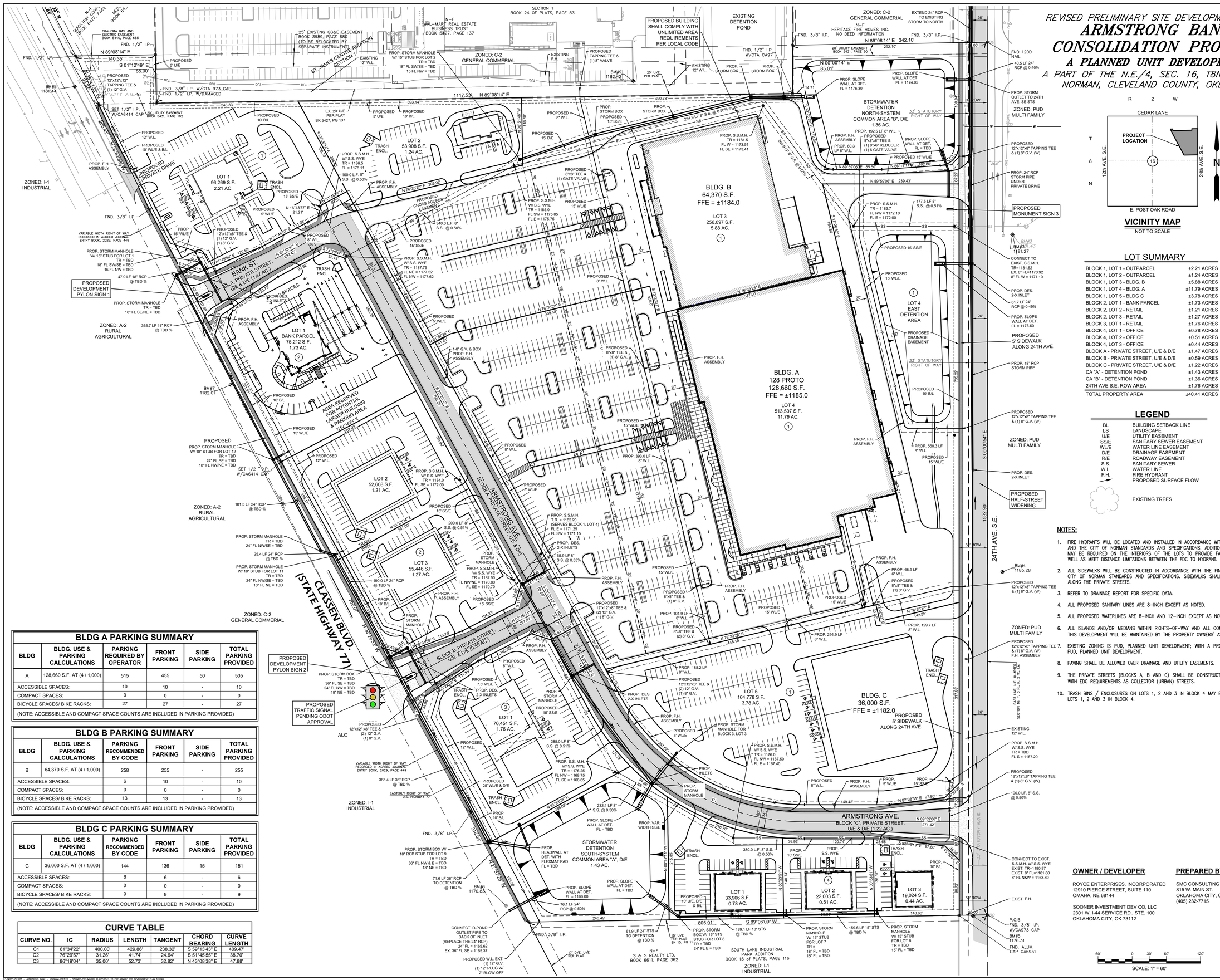

SECTION 1
BOOK 24 OF PLATS, PAGE 53
ST. JAMES CENTRE ADDITION SECTION 1
WAL-MART REAL ESTATE BUSINESS TRUST BOOK 5427, PAGE 137
ZONED: C-2 GENERAL COMMERIAL
PROPOSED BUILDING SHALL COMPLY WITH UNLIMITED AREA REQUIREMENTS PER LOCAL CODE
EXISTING DETENTION POND
ZONED: C-2 GENERAL COMMERIAL
HERITAGE FINE HOMES INC. NO DEED INFORMATION
EXTEND 24" RCP TO EXISTING STORM TO NORTH
ZONED: I-1 INDUSTRIAL
ZONED: A-2 RURAL AGRICULTURAL
ZONED: PUD MULTI FAMILY
STORMWATER DETENTION NORTH-SYSTEM COMMON AREA "B", D/E 1.36 AC.
33' STATUTORY RIGHT OF WAY
LOT 1 96,269 S.F. 2.21 AC.
LOT 2 53,908 S.F. 1.24 AC.
LOT 3 256,097 S.F. 5.88 AC.
LOT 4 513,507 S.F. 11.79 AC.
BANK ST. A PRIVATE STREET, U/E & D/E (1.47 AC.)
LOT 1 BANK PARCEL 75,212 S.F. 1.73 AC.
LOT 2 52,608 S.F. 1.21 AC.
LOT 3 55,446 S.F. 1.27 AC.
LOT 1 76,451 S.F. 1.76 AC.
LOT 4 EAST DETENTION AREA
BLDG. A 128 PROTO 128,660 S.F. FFE = ±1185.0
BLDG. B 64,370 S.F. FFE = ±1184.0
BLDG. C 36,000 S.F. FFE = ±1182.0
ARMSTRONG AVE. BLOCK "C", PRIVATE STREET, U/E & D/E (1.22 AC.)
BLOCK A, PRIVATE STREET, U/E & D/E
BLOCK B, PRIVATE STREET, U/E & D/E (0.69 AC.)
STORMWATER DETENTION SOUTH-SYSTEM COMMON AREA "A", D/E 1.43 AC.
LOT 1 33,906 S.F. 0.78 AC.
LOT 2 22,003 S.F. 0.51 AC.
LOT 3 19,024 S.F. 0.44 AC.
LOT 5 164,778 S.F. 3.78 AC.
AREA RESERVED FOR POTENTIAL LARGER BUILDING & PARKING AREA
PROPOSED DEVELOPMENT PYLON SIGN 1
PROPOSED DEVELOPMENT PYLON SIGN 2
PROPOSED TRAFFIC SIGNAL PENDING ODOT APPROVAL
PROPOSED MONUMENT SIGN 3
CLASSEN BLVD. (STATE HIGHWAY 77)
ARMSTRONG AVE.
24TH AVE. S.E.
PROPOSED 5' SIDEWALK ALONG 24TH AVE.
PROPOSED HALF-STREET WIDENING
EXISTING 12' W.L.
PROP. 24" RCP STORM PIPE UNDER PRIVATE DRIVE
PROP. 18" RCP STORM PIPE
PROP. 393.0 LF 8" W.L.
PROP. 568.3 LF 8" W.L.
PROP. 294.9 LF 8" W.L.
PROP. 129.7 LF 8" W.L.
PROP. 188.2 LF 8" W.L.
PROP. 104.9 LF 8" W.L.
PROP. 68.9 LF 6" W.L.
PROP. 192.5 LF 8" W.L.
PROP. 200.0 LF 8" S.S. @ 0.51%
PROP. 340.0 LF 8" S.S. @ 0.50%
PROP. 385.0 LF 8" S.S. @ 0.51%
PROP. 380.0 L.F. 8" S.S. @ 0.50%
PROP. 232.1 LF 8" S.S. @ 0.50%
PROP. 177.5 LF 8" S.S. @ 0.51%
PROP. 100.0 LF. 8" S.S. @ 0.50%
PROP. 204.4 LF 8" S.S. @ 0.50%
PROP. 265.4 LF 8" S.S. @ 0.50%
PROP. 61.7 LF 24" RCP @ 0.49%
PROP. 76.1 LF 24" RCP @ 0.50%
PROP. 25.4 LF 24" RCP @ TBD %
PROP. 47.9 LF 18" RCP @ TBD %
PROP. 365.7 LF 18" RCP @ TBD %
PROP. 181.3 LF 24" RCP @ TBD %
PROP. 190.0 LF 24" RCP @ TBD %
PROP. 383.4 LF 36" RCP @ TBD %
PROP. 71.6 LF 36" RCP TO DETENTION @ TBD %
PROP. 65.9 LF 8" S.S. @ 0.55%
PROP. 102.86'
PROP. 160.45'
PROP. 142.80'
PROP. 149.42'
PROP. 97.80'
PROP. 27.42'
PROP. 148.60'
PROP. 159.6 LF 15" STS @ TBD %
PROP. 189.1 LF 18" STS @ TBD %
PROP. 61.9 LF 24" STS TO DETENTION @ TBD %
PROP. 805.91'
S 89°06'09" W
N 89°08'14" E 1117.53'
N 89°08'14" E 342.10'
N 00°00'14" E 85.01'
N 89°59'06" E 239.43'
S 00°00'54" E 1532.80'
S 01°12'49" E 140.95'
N 89°08'14" E 85.00'
FND. 1/2" I.P.
FND. 3/8" I.P.
SET 1/2" I.P. W/CA6414 CAP
FND. 3/8" I.P. W/CTA 973 CAP
FND. 1/2" I.P. W/DAMAGED
BM#8 1181.44
BM#7 1182.01
BM#6 1170.63
BM#5 1176.31
BM#4 1185.28
BM#3 1191.27
BM#2 1182.42
OKAHOMA GAS AND ELECTRIC EASEMENT BOOK 5440, PAGE 665
25' EXISTING OG&E EASEMENT BOOK 3989, PAGE 680 (TO BE RELOCATED BY SEPARATE INSTRUMENT)
20' UTILITY EASEMENT BOOK 5431, PAGE 102
EX. 20' U/E PER PLAT BK 5427, PG 137
VARIABLE WIDTH RIGHT OF WAY RECORDED IN AGREED JOURNAL ENTRY BOOK, 2029, PAGE 449
EASTERLY RIGHT OF WAY U.S. HIGHWAY 77
CONNECT D-POND OUTLET PIPE TO BACK OF INLET (REPLACE THE 24" RCP) 24" FL = 1165.62 EX. 36" FL SE = 1165.37
PROPOSED W.L. EXT. (1) 12" G.V. (1) 12" PLUG W/ 2" BLOW-OFF
CONNECT TO EXIST. S.S.M.H. W/ S.S. WYE EXIST TR=1180.97 EXIST. 8" FL=1161.80 8" FL N&W = 1163.80
CONNECT TO EXIST. S.S.M.H. W/ S.S. WYE EXIST TR=1181.52 EX. 8" FL=1170.92 8" FL W = 1171.10
PROP. STORM MANHOLE TR = TBD 24" FL SE = TBD 18" FL NW/NE = TBD
PROP. STORM MANHOLE TR = TBD 24" FL NW/SE = TBD 18" FL NE = TBD
PROP. STORM MANHOLE TR = TBD 18" FL SW/SE = TBD 15 FL NW = TBD
PROP. STORM MANHOLE W/ 15" STUB FOR LOT 1 TR = TBD 18" FL SW/SE = TBD 15 FL NW = TBD
PROP. STORM MANHOLE W/ 18" STUB FOR LOT 12 TR = TBD 24" FL SE = TBD 18" FL NW/NE = TBD
PROP. STORM MANHOLE W/ 18" STUB FOR LOT 11 TR = TBD 24" FL NW/SE = TBD 18" FL NE = TBD
PROP. STORM BOX W/ 18" RCB STUB FOR LOT 9 TR = TBD 36" FL NW & E = TBD 18" NE = TBD
PROP. STORM BOX TR = TBD 36" FL SE = TBD 24" FL NW = TBD 18" NE = TBD
PROP. STORM MANHOLE W/ 15" STUB FOR LOT 2 TR = TBD 18" FL SW/SE = TBD 15 FL NW = TBD
PROP. STORM MANHOLE TR = TBD 18" FL SE/NE = TBD
PROP. STORM MANHOLE TR = TBD 24" FL NW/SE = TBD 18" FL

Applicant: Royce Enterprises, Inc. & Sooner Investment Development Co.

Project Location: South of E Cedar Lane and 24th Avenue SE

Case Number: PD24-13

Time: 5:30PM

Applicant/Representative
Sean Rieger
Libby Smith
Gunner Joyce
Chris Chullis
Josh White
John Cervi

Attendees
Kale Streeter
Jay Cervi
Patrick Shrank
Erica Bird
Aden Boyle
Austin Pretiger

City Staff
Kelly Abell, Planner I
Beth Muckala, City Attorney

Application Summary
Rezoning from PUD, Planned Unit Development to a revised PUD and a Preliminary Plat for a proposed retail development for approximately 40.41 acres.

Neighbor's Comments/Concerns/Responses
A neighbor had concerns about detention. The developer said there are two detention ponds with landscaping on the property, a pond to the north and a pond to the south. Another attendee had concerns about the additional traffic and a lack of traffic signals going in and out of the development site. The applicant stated it was up to ODOT where a traffic signal would be installed.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 10/10/2024

REQUESTER: Royce Enterprises, Inc. & Sooner Investment Dev. Co.

PRESENTER: Kelly Abell, Planner I

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2425-9: 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 NORTHEAST QUARTER (NE/4) OF SECTION SIXTEEN (16), TOWNSHIP (8) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE PUD, PLANNED UNIT DEVELOPMENT DISTRICT, AND PLACE SAME IN THE PUD, PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (GENERALLY LOCATED SOUTH OF EAST CEDAR LANE ROAD AND EAST OF CLASSEN BLVD)

APPLICANT/REPRESENTATIVE	Royce Enterprises, INC. and Sooner Investment Development CO.
LOCATION	South of E Cedar Lane and west of 24th Avenue SE
WARD	5
REQUESTED ACTION	Rezoning from PUD, Planned Unit Development to a revised PUD and a Preliminary Plat for a proposed retail development for approximately 40.41 acres.
LAND USE PLAN DESIGNATION	Mixed Use
GROWTH AREA DESIGNATION	Current Urban Service Area

BACKGROUND: The subject property was rezoned in 2023 from I-1, Light Industrial District, to a PUD, Planned Unit Development, for a mix of uses including commercial, office, senior living, and apartments. A Preliminary Plat accompanied the zoning application. The applicant

would like to revise the Site Plan and the signage regulations with the current rezoning application.

PROCEDURAL REQUIREMENTS:

GREENBELT MEETING: GBC 23-14, June 20, 2023
The item passed on the Consent Docket, 5-1 during the Greenbelt Commission meeting on 06/20/2023. Minutes included in Planning Commission packet.

PRE-DEVELOPMENT: PD24-13, September 26, 2024
A neighbor had concerns about detention. The developer said there are two detention ponds with landscaping on the property, a pond to the north and a pond to the south. Another attendee had concerns about the additional traffic and a lack of traffic signals going in and out of the development site. The applicant stated it was up to ODOT where a traffic signal would be installed.

BOARD OF PARKS COMMISSIONERS:
This application is not required to go before Parks Board until such time the determination is made to include residential use(s) on this site. At that time, the Site Development Plan will be amended and the applicant must submit to the Board of Parks Commissioners for determination of park fees for residential unit count.

ZONING ORDINANCE CITATION:
SECTION 36-509, PUD, PLANNED UNIT DEVELOPMENT

1. Statement of Purpose. It is the intent of this section to encourage developments with a superior built environment brought about through unified development and to provide for the application of design ingenuity in such developments while protecting existing and future surrounding areas in achieving the goals of the comprehensive plan of record. The "PUD" Planned Unit Development district herein established is intended to provide for greater flexibility in the design of buildings, yards, courts, circulation, and open space than would otherwise be possible through the strict application of other district regulations. In this way, applicants may be awarded certain premiums in return for assurances of overall planning and design quality, or which will be of exceptional community benefit and which are not now required by other regulations. By permitting and encouraging the use of such procedures, the Planning Commission and City Council will be able to make more informed land use decisions and thereby guide development more effectively in the best interest of the health, safety, and welfare of the City.

Specifically, the purposes of this section are to encourage:

(a) A maximum choice in the types of environment and living units available to the public.
(b) Provision of more usable and suitably located open space, recreation areas, or other common facilities than would otherwise be required under conventional land development regulations.
(c) Maximum enhancement and minimal disruption of existing natural features and amenities.

(d) Comprehensive and innovative planning and design of diversified developments which are consistent with the City's long range plan and remain compatible with surrounding developments.
(e) More efficient and economic use of land resulting in smaller networks of utilities and streets, thereby lowering costs.
(f) Preparation of more complete and useful information which will enable the Planning Commission and City Council to make more informed decisions on land use.

The PUD (Planned Unit Development) Regulations are designed to provide for small and large scale developments incorporating a single type or a variety of residential, commercial, industrial and related uses which are planned and developed as a unit. Such development may consist of individual lots, or it may have common building sites. Private or public common land and open space must be an essential, major element of the development which is related to, and affects, the long term value of the homes and other development. A Planned Unit Development shall be a separate entity with a distinct character that respects and harmonizes with surrounding development.

EXISTING ZONING: The property is currently zoned PUD, Planned Unit Development, with Ordinance O-2324-3. This PUD allowed for similar uses but had a slightly different site plan. This PUD included a residential component on the site plan.

STAFF ANALYSIS: The particulars of this PUD include:

USE: The allowable uses for this PUD are included in the PUD Narrative as Exhibit E, Allowable Uses. In general, the site is allowing retail, office, and support services for the surrounding community. The Narrative does state the option of residential uses although none are shown on the Site Plan. Should the applicant decide to include residential uses, they will be required to present to Parks Board for any required park fees and amend the Site Plan. The initial phase is anticipated to be the bank site as shown on the Site Development Plan. The timing and number of future phases will be determined by market demand and absorption rates.

SITE PLAN/ACCESS: The proposed Site Development Plan shows access from Classen Boulevard from the west by way of two private street intersections. There is one access point off of 24th Avenue SE, which is also via private street; all private streets will be designed for full access to the proposed development. Commercial and office buildings are proposed along the western and southern perimeters of the development. Two retail buildings are proposed on the east of the subject property.

HEIGHT: There are no proposed height restrictions for the commercial and office uses within the property.

PARKING: The proposed development parking will meet or exceed Section 36-548, Off-Street Parking Requirements of the Zoning Ordinance, as amended from time to time.

LANDSCAPING: Landscaping for the proposed development will be installed and maintained according to Section 36-551, Landscaping Requirements for Off-Street Parking Facilities of the Zoning Ordinance, as amended from time to time.

FENCING: Any fencing placed on the property will meet City ordinances.

SIGNAGE: The applicant submitted an overall sign package for this site. In summary, signage for all lots with an office or retail use shall comply with the City of Norman's applicable commercial signage restrictions, as amended from time to time. Signage for all other lots shall comply with the City of Norman's applicable signage restrictions then in effect for the actual use of the lot, as may change from time to time. In addition to the signage allowances contained herein, the Property shall be allowed to feature the additional signage allowances enumerated on Exhibits F and F-1

LIGHTING: All exterior lighting shall be installed in conformance with applicable City of Norman Commercial Outdoor Lighting Standards in the Zoning Ordinance, as such may be amended from time to time.

SANITATION: Dumpsters will be utilized for sanitation services in locations shown on the attached Preliminary Site Development Plan. All locations will be reviewed and approved by City Staff.

EXTERIOR MATERIALS: Exterior materials of the building to be constructed on the property may be brick, glass, stone, synthetic stone, stucco, EIFS, masonry, metal accents, composition shingles, synthetic slate shingles, metal roofs, or other comparable roofing materials, and any combination thereof. The Applicant may file restrictive covenants against the property to more narrowly tailor architectural review within the development.

OPEN SPACE: Open space and green space areas are located throughout the property. The development will contain a minimum of 29.7% open/impervious space throughout the development. There shall be no maximum impervious coverage restriction on each lot within the development.

ALTERNATIVES/ISSUES:

IMPACTS: The applicant submitted a traffic impact study, which was evaluated by the City Traffic Engineer. It was determined no traffic operational issues are anticipated due to the development. It was also determined the proposed improvements will allow capacity to exceed demand in this area.

OTHER AGENCY COMMENTS:

FIRE DEPARTMENT AND BUILDING PERMIT REVIEW: Items regarding fire hydrants and fire/building codes will be considered at the building permit stage.

PUBLIC WORKS/ENGINEERING: The applicant is concurrently submitting for platting the property.

TRAFFIC ENGINEER: Please see attached reports from the City Traffic Engineer.

UTILITIES: City Utilities are available in this area with extensions to be completed in accordance with City requirements. Sanitation services for the Property will comply with the City of Norman's sanitation ordinances, rules, and regulations.

CONCLUSION: Staff forwards this request for a new PUD, Planned Unit Development, and Ordinance O-2425-9 to the Planning Commission for consideration and recommendation to City Council.

5. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2425-9: 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 NORTHEAST QUARTER (NE/4) OF SECTION SIXTEEN (16), TOWNSHIP (8) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE PUD, PLANNED UNIT DEVELOPMENT DISTRICT, AND PLACE SAME IN THE PUD, PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (GENERALLY LOCATED SOUTH OF EAST CEDAR LANE ROAD AND EAST OF CLASSEN BLVD)

ITEMS SUBMITTED FOR THE RECORD:

1. Staff Report
2. Location Map
3. PUD Narrative
4. Preliminary Plat
5. Green Space Exhibit
6. Site Development Plan
7. Pre-Development Summary

6. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PP-2425-4: CONSIDERATION OF A REVISED PRELIMINARY PLAT SUBMITTED BY ROYCE ENTERPRISES, INC & SOONER INVESTMENT DEV. CO. (SMC CONSULTING ENGINEERS, PC) FOR ARMSTRONG BANK CONSOLIDATION PROJECT, A PLANNED UNIT DEVELOPMENT FOR APPROXIMATELY 40.41 ACRES OF PROPERTY GENERALLY LOCATED AT THE SOUTH OF EAST CEDAR LANE AND EAST OF CLASSEN BLVD.

ITEMS SUBMITTED FOR THE RECORD:

1. Staff Report
2. Location Map
3. Preliminary Plat
4. Site Development Plan
5. Traffic Analysis
6. Traffic Review Form

Staff Presentation

Kelly Abell, Planner I, presented the proposed amended PUD.

Applicant Presentation

Sean Rieger, Rieger Sadler Joyce LLC, presented on the proposed amendments. Mr. Rieger explained that they would be amending the site plan, signage, and internal roads.

Commissioner McKown stated that the site plan is showing dry detention ponds but those are could be utilized in a more decorative way.

Commissioner Griffith requested that if they are going to be dry detention ponds, to make sure they are maintained.

Commissioner Jablonski asked about the plans in regards to the heat generated from the parking lot. Mr. Rieger explained that the retailer's site plan requests lots of islands including trees to help with the heat.

Public Comment

Trey Kirby, 311 Roserock Dr, Norman, OK (protest)

Commissioner Kindel explained that there were no definitive plans a year ago so they are not losing anything in regards to the housing that was on the original PUD.

Motion by Commissioner McKown to recommend approval of Ordinance O-2425-9 and PP-2425-4; **Second** by Commissioner Griffith.

The motion was passed unanimously with a vote of 6-0.

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 OCTOBER 31, 2024, AND DIRECTING THE FILING THEREOF.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 11/26/2024

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 OCTOBER 31, 2024, AND DIRECTING THE FILING THEREOF.

DATE: November 6, 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

	MONTHLY COMPARISON						ANNUAL COMPARISON			
FUND	MONTHLY BUDGETED INTEREST EARNINGS FYE25	MONTHLY INTEREST EARNINGS October 2024	MONTHLY % INCREASE (DECREASE)	MONTHLY INTEREST % OF PORTFOLIO HOLDINGS	MONTH-END BALANCE October 2024	MONTHLY % OF PORTFOLIO HOLDINGS	ANNUAL BUDGETED INTEREST EARNINGS FYE25-YTD	INTEREST EARNINGS YTD FYE25	YTD % INCREASE (DECREASE)	YTD % PORTFOLIO HOLDINGS
GENERAL FUND	$16,423	$51,072	210.98%	6.32%	14,983,561	6.35%	$64,405	$189,518	194.26%	5.73%
NET REVENUE STABILIZATION	$4,167	$18,688	348.51%	2.31%	4,802,190	2.04%	$16,667	$77,133	362.80%	2.33%
PUBLIC SAFETY SALES TAX FUND	$4,167	$13,785	230.84%	1.71%	909,509	0.39%	$16,667	$39,248	135.49%	1.19%
HOUSING	N/A	$538	100.00%	0.07%	2,630,425	1.11%	N/A	$2,249	100.00%	0.07%
SPECIAL GRANTS FUND	N/A	$29,680	100.00%	3.67%	15,533,352	6.58%	N/A	$132,052	100.00%	3.99%
ROOM TAX FUND	$208	$4,272	1950.73%	0.53%	1,147,317	0.49%	$833	$15,366	1743.94%	0.46%
YFAC FUND	$0	$0	0.00%	0.00%	(198,283)	-0.08%	$0	$0	0.00%	0.00%
SEIZURES	$42	$7,398	17655.99%	0.92%	1,827,831	0.77%	$167	$32,657	19494.05%	0.99%
CLEET FUND	N/A	$0	100.00%	0.00%	(2,889)	0.00%	N/A	$0	100.00%	0.00%
TRANSIT & PARKING FUND	$0	$2,204	0.00%	0.27%	754,050	0.32%	$0	$30,626	0.00%	0.93%
ART IN PUBLIC PLACES FUND	N/A	$7	100.00%	0.00%	1,003	0.00%	N/A	$26	100.00%	0.00%
WESTWOOD FUND	$625	$228	-63.54%	0.03%	1,230,705	0.52%	$2,500	$11,495	359.79%	0.35%
WATER FUND	$10,000	$174,488	1644.88%	21.58%	42,325,448	17.94%	$40,000	$683,573	1608.93%	20.66%
WASTEWATER FUND	$4,167	$30,611	634.66%	3.79%	6,779,318	2.87%	$16,667	$127,111	662.66%	3.84%
SEWER MAINTENANCE FUND	N/A	$69,585	100.00%	8.61%	18,005,916	7.63%	N/A	$289,260	100.00%	8.74%
DEVELOPMENT EXCISE	$5,833	$13,392	129.58%	1.66%	2,805,875	1.19%	$23,333	$52,232	123.85%	1.58%
SANITATION FUND	$25,000	$40,519	62.07%	5.01%	9,832,811	4.17%	$100,000	$165,704	65.70%	5.01%
RISK MANAGEMENT FUND	N/A	$8,788	100.00%	1.09%	1,545,933	0.66%	N/A	$44,030	100.00%	1.33%
CAPITAL PROJECTS FUND	$58,333	$221,800	280.23%	27.43%	78,689,738	33.35%	$233,333	$953,011	308.43%	28.81%
NORMAN FORWARD SALES TAX	$1,250	$16,622	1229.77%	2.06%	6,863,708	2.91%	$5,000	$81,309	1526.17%	2.46%
PARKLAND FUND	$833	$3,215	285.81%	0.40%	825,074	0.35%	$3,333	$13,621	308.64%	0.41%
UNP TAX INCREMENT DISTRICT	$2,000	$48,073	2303.63%	5.95%	11,031,510	4.68%	$80,000	$145,075	81.34%	4.39%
CENTER CITY TAX INCREMENT DIST	$167	$16,115	0.00%	1.99%	4,150,712	1.76%	N/A	$66,233	100.00%	2.00%
SINKING FUND	$2,083	$32,755	1472.25%	4.05%	8,299,465	3.52%	$8,333	$137,788	1553.46%	4.16%
SITE IMPROVEMENT FUND	N/A	$209	100.00%	0.03%	53,625	0.02%	N/A	$861	100.00%	0.03%
TRUST & AGENCY FUNDS	N/A	$41	100.00%	0.01%	10,446	0.00%	N/A	$168	100.00%	0.01%
ARTERIAL ROAD FUND	N/A	$4,380	100.00%	0.54%	1,125,523	0.48%	N/A	$18,078	100.00%	0.55%
	$135,298	$808,465	497.54%	100.00%	235,963,871	100.00%	$611,238	$3,308,423	441.27%	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 $235.96 million as of 10/31/24 are represented by working capital cash balances of all City funds of approximately $86.66 million, outstanding encumbrances of $66.31 million, General Obligation Bond proceeds of $60.66 million, NUA revenue bond proceeds of $5.88 million, NMA bond proceeds of $5.9 million, and UNP TIF reserve amounts of $10.55 million.

INVESTMENT BY TYPE

October 31, 2024

LIST BY TYPE	SEC. NO.	PURCHASED	MATURITY	YIELD	EARNED INTEREST	COST	MARKET
**Checking							
BANK OF OKLAHOMA	GEN'L DEP.			3.00%	$35,178.71	$9,738,872.13	$9,738,872.13
BANK OF OKLAHOMA	WARRANTS PAYABLE					($884,500.04)	($884,500.04)
BANK OF OKLAHOMA	PAYROLL					($4,080,118.93)	($4,080,118.93)
BANK OF OKLAHOMA	COURT BOND REFUNDS					$202,997.76	$202,997.76
BANK OF OKLAHOMA	INSURANCE CLAIMS					($509,589.96)	($509,589.96)
BANK OF OKLAHOMA	LOCK BOX					$2,387,967.27	$2,387,967.27
BANK OF OKLAHOMA	RETURN CHECKS					($8,311.67)	($8,311.67)
BANK OF OKLAHOMA	PARKS					$0.00	$0.00
BANK OF OKLAHOMA	FLEXIBLE SPENDING					$17,883.31	$17,883.31
BANK OF OKLAHOMA	CDBG-CV			3.05%	$537.87	$212,216.85	$212,216.85
**Subtotal					$35,716.58	$7,077,416.72	$7,077,416.72
**Money Market							
BANCFIRST-NUA	MONEY MKT.			5.19%	$3,755.82	$235,215.50	$235,215.50
BANCFIRST-NMA Room Tax	MONEY MKT.			5.26%	$845.43	$75,664.76	$75,664.76
BANCFIRST-NUA Water	MONEY MKT.			5.19%	$26,819.58	$5,440,281.85	$5,440,281.85
BANCFIRST-NUA Clean Water	MONEY MKT.			5.26%	$3,194.19	$206,092.16	$206,092.16
BANCFIRST-NMA PSST	MONEY MKT.			5.19%	$13,785.00	$2,443,038.73	$2,443,038.73
BANCFIRST-NMA Norman Forward	MONEY MKT.			5.19%	$5,743.05	$3,378,975.44	$3,378,975.44
BANK OF OKLAHOMA UNP TIF	MONEY MKT.			5.26%	$46,116.61	$10,550,555.99	$10,550,555.99
BANK OF OKLAHOMA ARPA	MONEY MKT.			3.05%	$28,730.94	$11,930,120.32	$11,930,120.32
BANK OF OKLAHOMA-Westwood	MONEY MKT.			3.05%	$227.90	$0.00	$0.00
BANK OF OKLAHOMA-CW	MONEY MKT.			3.05%	$33.23	$13,110.89	$13,110.89
BANK OF OKLAHOMA	MONEY MKT.			3.05%	$88.21	$34,802.32	$34,802.32
BANK OF OKLAHOMA	MONEY MKT.			3.05%	$697.92	$278,010.26	$278,010.26
BANK OF OKLAHOMA-SW	MONEY MKT.			3.05%	$0.47	$186.71	$186.71
BANK OF OKLAHOMA-Opioid Abt	MONEY MKT.			3.05%	$861.08	$1,212,999.15	$1,212,999.15
BANK OF OKLAHOMA-Misty Lake	MONEY MKT.			3.05%	$1,592.14	$628,177.67	$628,177.67
BANK OF OKLAHOMA-2023A	MONEY MKT.			3.05%	$63,562.94	$25,073,159.96	$25,073,159.96
BANK OF OKLAHOMA-2023B	MONEY MKT.			3.05%	$36,228.54	$14,293,864.94	$14,293,864.94
BANK OF OKLAHOMA-2021	MONEY MKT.			3.05%	$14,192.81	$5,594,089.43	$5,594,089.43
BANK OF OKLAHOMA-2024A	MONEY MKT.			3.05%	$39,891.76	$15,696,361.18	$15,696,361.18
**Subtotal					$286,367.62	$97,084,707.26	$97,084,707.26
**Sweep/Overnight							
GOLDMAN SACHS	GOVT SELECT 1237			5.25%	$3,543.68	$728,203.93	$728,203.93
BANK OF OKLAHOMA PORTFOLIO	SHORT TERM			4.57%	$382,662.48	$97,573,543.23	$97,573,543.23
**Certificate of Deposit							
FIRST FIDELITY BANK	CD	09/30/24	03/31/25	2.97%	$618.75	$250,000.00	$250,000.00
GREAT NATIONS BANK	CD	09/30/24	09/30/25	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							
FFCB	3133ENEJ5	06/30/22	11/18/24	3.15%	32,155.72	12,500,000.00	$12,477,375.00
FHLB	3130A3GE8	01/28/22	12/13/24	1.41%	2,959.10	2,500,000.00	$2,494,475.00
US T-STRIPS	912833LU2	08/31/22	02/15/25	3.38%	20,441.38	7,500,000.00	$7,403,175.00
TVA Note	880591CJ9	08/31/23	11/01/25	4.89%	41,520.11	10,000,000.00	$10,229,300.00
**Subtotal					97,076.31	32,500,000.00	$32,604,325.00
TOTAL					808,464.58	235,963,871.14	$235,339,992.21

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

CITY OF NORMAN, OK

STAFF REPORT

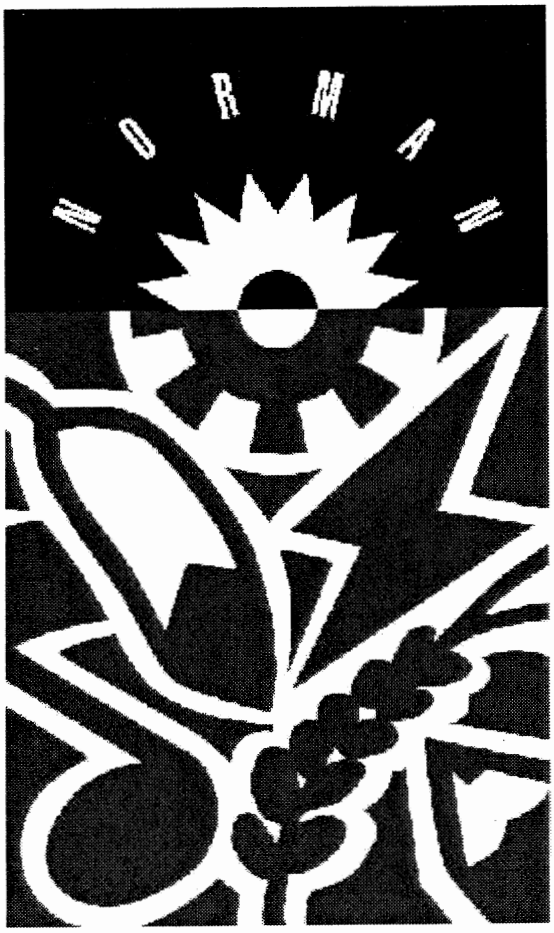
MEETING DATE: 10/22/2024

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 OCTOBER, 2024.

City of Norman



Monthly Departmental Report

October 2024

MONTHLY PROGRESS

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CITY CLERK 1

CITY CLERK

MONTHLY PROGRESS REPORT
October 2024

ACTION CENTER				
DEPARTMENT	CALLS	CALLS YTD	ADDITIONAL CONTACTS	ADDITIONAL CONTACTS YTD
Animal Welfare	17	60	0	2
Bus Service	0	0	0	0
CDBG	0	2	0	1
City Clerk	54	209	1	4
City Manager/Mayor	2	11	0	2
City Wide Garage Sale	0	0	0	0
Code Enforcement	28	167	0	20
Finance	1	6	0	0
Fire/Civil Defense	2	7	0	4
Human Resources	4	24	0	0
I.T.	0	3	0	0
Legal	9	25	0	1
Line Maintenance	25	112	0	5
Municipal Court	6	19	0	0
Noise Complaint	0	0	0	0
Norman Forward Questions	0	0	0	0
Outreach	6	24	0	1
Parks & Recreation	33	120	0	7
Permits/Inspections	66	43	0	1
Planning	13	203	0	1
Police/Parking	48	75	0	4
Public Works	22	2	0	3
Recycling	2	211	0	0
Sanitation	61	6	1	14
Sidewalks	0	0	0	3
Storm Debris	0	0	0	0
Storm Water	6	45	2	7
Streets	33	113	0	6
Streets Lights	4	6	5	11
Traffic	5	64	0	5
Utilities	79	233	1	9
WC Questions	0	0	0	0
WC Violations	0	0	0	0
October Total:	**526**	**2105**	**37**	**111**

LICENSES

Fourteen New licenses and Zero Renewals were issued during the month of October. Following is a list of each license type and the number issued for that specific type:

LICENSE TYPE	NUMBER ISSUED	FYE YTD	LICENSE TYPE	NUMBER ISSUED	FYE YTD
Bee Keeper	0	0	Retail Beer	0	2
Brewer	0	0	Retail Spirits Store	0	1
Coin-Operated Devices	0	2	Retail Wine	0	2
Distiller	0	0	Salvage Yard	0	0
Food	8	33	Sidewalk Dining	0	1
Game Machines	0	0	Solicitor/Peddler (30 day)	0	2
Impoundment Yard	0	0	Solicitor/Peddler (60 day)	0	3
Kennel	0	2	Solicitor/Peddler (one day)	0	0
Medical Marijuana Dispensary	1	7	Special Event	0	0
Medical Marijuana Grower	1	3	Strong Beer & Wine/Winemaker	1	1
Medical Marijuana Processor	0	1	Taxi/Motorbus/Limousine	0	2
Medical Marijuana Testing Laboratory	0	0			
Mixed Beverage	0	1	Temp Food (one day)	2	3
Mixed Beverage/Caterer	2	11	Temp Food (30 day)	2	10
Pawnbroker	0	0	Temp Food (180 day)	0	7
Pedicab	0	0	Transient Amusement	0	0
YTD License Total:	**12**	**60**		**5**	**34**

NEW ESTABLISHMENT LICENSES		
NAME	ADDRESS	LICENSE TYPE(S)
Outback Canabis	8323 120th Avenue	Medical Marijuana Dispensary
Up In The Clouds Cultivation	14950 E Indian Hills Road	Medical Marijuana Grower
Magic Noodle	1915 Classen Blvd 119	Strong Wine and Beer
The Standard	315 E Gray	Food Service
Sabor Guanaco	2030 Lindsey	Food Service
Crab and Catfish Co.	2539 W. Main	Food Service/Mixed Beverage/Caterer
Tamashii Ramen House	126 W. Main	Food Service/Mixed Beverage/Caterer
Stone Hill Hotel Norman	3100 Medical Park Place	Food Service
Sky European Gourmet	211 34th Ave SE	Food Service
HTeaO	1807 W Lindsey	Food Service
Menchies Frozen Yogurt	1432 24th Ave NW	Food Service

SOLICITOR/PEDDLER LICENSE		
60 DAY	30 DAY	1 DAY

TEMPORARY FOOD PERMITS		
180 DAY	30 DAY	1 DAY
		The Whoopie Wagon OKC
	General Lee's BBQ	
		The Hangry Halo Mini Donut Co.
	The Krab Sensation & Seafood On The Go	

LAW SUITS FILED

DATE FILED	NAME	JUSTIFICATION	AMOUNT
10/18/24	University Town Center, LLC	Case CJ-2024-1405 was filed by University Town Center, LLC on October 16, 2024 seeking answers to "Why the City and Authority have not done what they agreed to in their 2019 contract with UTC and Why City Manager and Finance Director are preventing Plaintiff from receiving any of the funds entitled to under contract. Plaintiff says contract provides for reimbursement for up to $5,000,000.00 for infrastructure and other improvements for the University North Park development.	$5,000,000.00

CLAIMS FILED

DATE FILED	NAME	JUSTIFICATION	AMOUNT
10/01/24	Regena Grace	On June 17, 2024, claimant alleges, that she was traversing the sidewalk when she fell and sustained injuries due to the dangerous condition of the pavement.	Not Specified
10/11/24	Brett Burger	On August 19, 2024, claimant alleges, that his vehicle was damaged by a City of Norman Sanitation truck.	$ 2,140.29
10/18/24	Cynthia Ann Nolan-Smith	On October 23, 2023, claimant alleges, that she was a passenger on an Embark Bus traveling southbound in the inside lane on Stubbeman Avenue when the bus collided into the back portion of another vehicle hauling a trailer in the outside lane of traffic.	$ 125,000.00
10/23/24	Julia Yoon	On November 16, 2023, claimant alleges that she was wrongfully terminated after being unfairly treated by Planning Staff Members.	$ 376,968.43

SPECIAL MEETING

On October 1, 2024, the City Council met in a special meeting to discuss the contract with Food and Shelter for the Emergency Shelter and entered into an executive session to discuss possible litigation regarding the construction of the Norman Central Library.

On October 22, 2024, the City Council met in a special meeting to discuss the operation of the Emergency Shelter, and entered into executive session to discuss pending litigation in the case of UTC v. City of Norman, ET AL, Case No. CJ-2024-1405 JV (CCDC 2024).

BUSINESS AND COMMUNITY AFFAIRS COMMITTEE

On October 3, 2024, the Business and Community Affairs Committee met in a regular meeting to discuss special events attendance and visitors, and discussion regarding creation of a Tax Increment Finance (TIF) Master Plan.

CONFERENCE

On October 8, 2024, the City Council met in a regular Conference Meeting and continued discussion regarding the Emergency Shelter.

OVERSIGHT COMMITTEE

On October 10, 2024, the Oversight Committee met in a regular meeting to discuss Emergency Shelter Statistics for the month of September 2024 and to discuss regarding the declaration of a temporary moratorium on the issuance of permit for large construction projects.

STUDY SESSION

On October 15, 2024, the City Council met in a regular Study Session to discuss amendments to the Tree Ordinance, a proposed Ordinance amending the City Council Meetings time and procedures, and to discuss infrastructure improvements along the East-West Indian Hills Road portion of the Oklahoma Turnpike Authority's Access Program.

FINANCE COMMITTEE

On October 17, 2024, the Finance Committee met in a regular meeting to discuss Capital Improvements for the Sooner Theatre and Monthly Revenue and Expenditure Reports.

COMMUNITY PLANNING & TRANSPORTATION COMMITTEE

On October 24, 2024, the Community Planning and Transportation Committee met in a regular meeting to discuss the Monthly Transit Report and the use of Road Diets and Roundabouts on City of Norman roadways.

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 – October 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 October are discussed below:

Treasury Division:

In the month of October, the Treasury Division processed 43,697 payments in person and over the phone, an increase of 7.3% from last month. Paymentus (the City's 3rd party processor of online and automated telephone payments) processed 16,566 payments in October, an increase of 14.4% from last month.

General Fund Revenues & Expenditures:

When comparing General Fund revenue sources versus budgeted levels, revenues are below target for the month of October by -8.1%. Revenues from the City's largest single source of revenue, sales tax, are below target by -2.3% for the year to date and -0.6% 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	$18,761,082	$18,323,114	$18,442,548	$18,581,376
General Fund Revenue	$36,153,233	$33,210,812	$32,612,015	$32,810,799
General Fund Expenses	$37,861,469	$37,261,636	$34,862,048	$31,310,119

Administration Division

	FYE 25		FYE 24	
	October	YTD	October	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	320.00	1,440.00	320.00	1,440.00
Total Comp Time Available	1.75	13.25	1.25	6.50
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	321.75	1,453.25	321.25	1,446.50
Benefit Hours Taken	32.00	162.00	54.50	186.00
TOTAL ACCOUNTABLE STAFF HOURS	289.75	1,291.25	266.75	1,260.50
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

ACCOUNTING 3A

Accounting Division

	FYE 25		FYE 24	
	October	YTD	October	YTD
Total Regular Hours Available	1,120.00	4,880.00	1,120.00	5,040.00
Total Comp Time Available	1.00	12.50	0.25	14.00
Total Overtime Hours	2.00	40.50	6.00	41.00
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	1,123.00	4,933.00	1,126.25	5,095.00
Benefit Hours Taken	152.50	639.50	168.50	889.00
TOTAL ACCOUNTABLE STAFF HOURS	970.50	4,293.50	957.75	4,206.00
PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

City Revenue Report

	FY 25 September	FYE 25 October	Plus/Minus
Total Revenue Received ($)	$6,026,737	$6,821,567	$794,830
Utility Payments - Office (#)	40,744	43,697	2,953
Utility Payments - Office ($)	$5,851,631	$6,622,176	$770,545
Paymentus (#)	14,482	16,566	2,084
Paymentus ($)	$1,662,868	$1,938,479	$275,611
Lockbox (#)	8,169	8,768	599
Lockbox ($)	$1,600,732	$1,902,642	$301,910
E-Lockbox (#)	3,333	3,792	459
E-Lockbox ($)	432,098	485,375	$53,277
Bank Draft Payments (#)	12411	12242	(169)
Bank Draft Payments ($)	$1,761,741	$1,723,853	($37,888)
Utility Deposits (#)			$0
Utility Deposits ($)			$0
Fix Payments (#)			$0
Fix Payments ($)			$0
Processed Return Checks (#)	131	115	(16)
Processed Return Checks ($)	($22,938)	($13,816)	$9,122
Other Revenue Transactions (#)			$0
Other Revenue Received ($)			$0
Accounts Receivable Payments ($)	71,029	65,273	($5,756)
Municipal Court - Fines/Bonds ($)	185,409	196,167	$10,758
Municipal Court - Credit Card (#)	532	557	25
Municipal Court - Credit Card ($)	105,950	101,856	(4,094)
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	$0
Accounts Receivable Billed ($)	$66,354	$0	($66,354)

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	
	October	YTD	October	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	320.00	1,440.00	320.00	1,440.00
Total Comp Time Available	0.25	0.25	0.00	0.50
Total Overtime Hours	0.00	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	1,440.50	320.00	1,440.50
Benefit Hours Taken	89.25	232.25	38.00	256.50
TOTAL ACCOUNTABLE STAFF HOURS	231.00	1,208.25	282.00	1,184.00
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	
	October	YTD	October	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	800.00	3,600.00	800.00	3,512.00
Total Comp Time Available	17.75	59.25	0.75	22.75
Total Overtime Hours	17.25	95.25	33.50	152.00
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	835.00	3,754.50	834.25	3,686.75
Benefit Hours Taken	153.50	787.75	124.75	614.50
TOTAL ACCOUNTABLE STAFF HOURS	681.50	2,966.75	709.50	3,072.25
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

UTILITY 3C

Utility Division

	FYE 25		FYE 24	
	October	YTD	October	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	1,120.00	4,621.00	1,120.00	5,040.00
Total Comp Time Available	9.50	33.75	18.50	69.25
Total Overtime Hours	40.75	351.00	54.50	166.00
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	1,170.25	5,005.75	1,193.00	5,275.25
Benefit Hours Taken	131.75	569.50	145.00	758.75
TOTAL ACCOUNTABLE STAFF HOURS	1,038.50	4,436.25	1,048.00	4,516.50
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-Sep	24-Oct
Mail Payments - Lockbox	8,169	8,768
Mail Payments - E-Lockbox	3,333	3,792
Mail Payments - Office	358	358
Total Mail Payments - Subtotal	**11,860**	**12,918**
Night Deposits	164	175
Paymentus Payments	14,782	16,566
Without assistance paymnts - Subtotal	**14,946**	**16,741**
Office Payments	2,089	2,266
With assistance payments - Subtotal	**2,089**	**2,266**
Total Payments Processed - Subtotal	**28,895**	**31,925**
Bank Draft (ACH) Payments	12411	12242
Total Payments (Utility)	**41,306**	**44,167**
Total Payments	**57,790**	**63,850**

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	
	October	YTD	October	YTD
STATUS REPORT				
Regular Utility Accounts Billed	45,434	182,006	44,801	223,122
New Deposit Ons Billed	642	3,349	651	3,659
Final Accounts Billed	623	2,937	705	3,799
TOTAL METERS READ	46,699	188,292	46,157	230,580

FIRE DEPARTMENT 4

NFD Monthly Progress Report
October 2024

Incident Response Type Summary

Incident Type	Total	% of Total
1 - Fire	40	2.30%
2 - Overpressure Rupture, explosion, Overheat - No Fire	0	0.00%
3 - Rescue & emergency	1067	61.32%
4 - Hazardous Conditions (No Fire)	19	1.09%
5 - Service Call	168	9.66%
6 - Good Intent Call	353	20.29%
7 - False Alarm & False Call	70	4.02%
8 - Severe Weather & Natural Disaster	0	0.00%
9 - Special Incident Type	2	0.11%
Incomplete Reports	21	1.21%
Total Incident Count (Unique Calls)	1740	100.00%
Number of Total Unit Responses	2237	

Total Fire Loss $557,254.00

	Number of First-In Calls	Average Time/Seconds	Average Time/Minutes
Station #1	408	302	0:05:02
Station #2	235	343	0:05:43
Station #3	278	381	0:06:21
Station #4	188	310	0:05:10
Station #5	69	567	0:09:27
Station #6	57	540	0:09:00
Station #7	139	341	0:05:41
Station #8	152	327	0:05:27
Station #9	206	359	0:05:59

Community Outreach

Tours and Special Events	35	Fire Prevention Month, Baseball Buddies, Fall Festivals, Down With Driving, Twilight Market

Burn Permits

Burn Permits Issued	43	Conditions were favorable for burning 2 days in October

Training

Total Personnel Training Hours	2054	Mgmt/Supvsr, Hazmat, Wildland, Special Healthcare, Swiftwater, Peer Support, Elevator

NFD Monthly Progress Report

October 2024

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	384	355	2	10	1		1	8	1	6
Brush 1	4	3							1	
Ladder 1	73	61	2	4	2			4		
Chief 301	10	3	1	3	1		1	1		
Chief 302	14	4	2	2			1	4	1	
Chief 303	15	2	3	1	6			1	1	1
Chief 304	13	3	1		1	1		5	2	
Station 1 Total	513									

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	241	1	232	4	2			1	1	
Brush 2	9		8	1						
Ladder 2	19	3	5	4	2			3	2	
HAZMAT	1	1								
Station 2 Total	269									

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	294	6		276	1	2	3	3		3
Brush 3	6			4		1				1
Station 3 Total	300									

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	199	3	4		188			1	3	
Brush 4	4		2		2					
Station 4 Total	203									

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	26					22	4			
Brush 5	81			1		76	4			
Station 5 Total	107									

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	40	1				11	23			5
Brush 6	75	2				10	58			5
Rescue Boat 6	1					1				
Station 6 Total	116									

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							1		
Squad 7	163	7	5	5	3			136	4	3
Brush 7	2								2	
Station 7 Total	166									

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	169	1	1	2	7			6	152	
Brush 8	6			1	2				3	
Tanker 8	3					1	1		1	
Station 8 Total	178									

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	232	4		9		3	7	4		205
Brush 9	6					2	2			2
Tanker 9	7					5	2			
Chief 401	16		1	4		5	2	2		2
Chief 402	16	2	1	2		5	3	2		1
Chief 403	14			1	2	4	2			5
Chief 404	6	1				2	2	1		
Station 9 Total	297									

NFD Monthly Progress Report

October 2024

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	5	1	2	0	0	0	0	2	0	0
Fire Marshal 2	11	0	2	1	0	1	3	2	1	1
Fire Marshal 3	8	0	2	0	0	4	1	1	0	0
Fire Marshal 4	9	3	2	1	0	1	1	1	0	0
Fire Marshal 5	7	1	1	0	2	2	0	0	0	1
Prev. Totals	40									

Specialty Units										
	Total # of Responses	District 1	District 2	District 3	District 4	District 5	District 6	District 7	District 8	District 9
Bike 20 (Game)	4			4						
Bike 21 (Game)	2			2						
MA	1	0	0	0	0	0	1	0	0	0
Specialty Totals	7									

Notified Units										
	Total # of Responses	District 1	District 2	District 3	District 4	District 5	District 6	District 7	District 8	District 9
EM1*	16	3	2	4	2	1	2	2	0	0
EMS1*	16	3	2	4	2	1	2	2	0	0
NFD3*	16	3	2	4	2	1	2	2	0	0
Notified Total	48									
	Totals	Total by District								
	2237	477	285	354	228	162	128	195	175	241

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

EMERGENCY MANAGEMENT DIVISION ACTIVITIES

Emergency Management Division October 31, 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

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	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 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.
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.	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.
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	Meetings are conducted at the Fire Training Center and usually held on an as needed basis.
Local Emergency Preparedness Committee	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.

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. October 4 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 shelfing, all items that should have been procured.

New EOC facility	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.
New EOC Facility	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.
New EOC Facility	Progress continues in the AUXCOM room. The PS radio is in place and the amateur radio is functional. The cradle point for the internet system has been received and will be installed in November. Operational issues continue, such as keys needing

	to be made available to the EM Coordinator. The AV controls are functional. He conference room zoom capability is functional. The utility room was made available but work remains at the expense of the EM Budget. FOB access is getting better.
Community Preparedness Events	
Medical Reserve CORPS	The 2025 Operational Readiness Grant is open and an application will be submitted
Demand for the Medical Reserve CORPS\Norman Response Volunteers continues to increase.	Anticipation of supporting several community event venues increases the ability to enhance preparedness in the community. The addition of having a UAV pilot in the group expands the capability to the community.
Small Animal Rescue Team (SmART)	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.
Unmanned Aerial Vehicle support team	The Norman UAV team has supported numerous fires, missing child, manhunts and other various support. Discussions are ongoing with mutual aid partners on the formation of a UAV task force.
Support of OU games	Response volunteers continue to provide medical transport for OU games

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
Hazard Mitigation Plan	Process on the update is in full swing. A meeting with representatives of the departments was held on October 2, 2024.
Critical facility generator review	A notice of intent was submitted to the state EM and the approval to apply was received. A request for a temporary position to assist in completion of the grant was approved.
Severe Weather Issues	
National Weather Service Storm Spotter Training	NWS Norman Spotter Schedule (weather.gov)

October 2024 Fire Prevention Activity Summary

Prevention Department Update and Activities

Training	245 hours	Kerby in CLEET, Search/Rescue, Fire and Arson, Legal Aspects, Fire Protection Systems, Structural Collapse
Inspection/Re-Inspection Activities	81 hours	Occupancy Load, Daycare, Fire Alarm, Fire Suppression System, General, Food Trucks, Schools, Fire Watch, Campus Corner Game Day
Smoke Detectors	1	Check/Install Smoke Detectors/Replace Batteries/Bed Shakers
Investigations	8	0 Joint, 7 Closed, 0 Complete, 1 Pending
Investigative Activities	49 hours	Fire Investigations, Report Writing, Reviewing Video, Subpoena prep, etc
Department Meetings	26 (27 hours)	Shift Change Meetings, EBoard, Knoxbox, Crime Stoppers, Drones
Station & Equipment Maintenance	45 hours	Daily checks, supplies replenishing, cleaning & organization, drone updates and maintenance
Public Service/Education & Special Events	3	Fire Extinguisher & Basic Office and Home Safety.

Planning Officer Activities

Fire Planning Activities	Number	Staff Hours
Building/Protection System Plan Reviews	56	60
Building Inspections/Re-inspections	47	20
Meetings	10	10
Training (target solutions/ AFC Inspect II)	2	43
Communication	N/A	10
Totals		**143**
Time Off (VAC, SICK, Holiday,)	N/A	13

HUMAN RESOURCES 5

HUMAN RESOURCES

Total number of Employees: 1032
Orientations: 3 - 10 new hires
*All orientations require input from each area of the Human Resources Department
Terminations: 52 (including temporary/seasonal)

ADMINISTRATION

- FMLA cases – 4 new cases
- Processed invoices and reconciled expense accounts
- Coordinated Birthday/Anniversary post card mail outs
    - 82 birthdays and 36 anniversary

BENEFITS

Total Benefit Eligible Population: 878

New Enrollments: 4

Benefit Participation		
	#	%
Medical	800	91%
Dental	796	91%
Vision	598	68%
Disability	419	48%
Supplemental Life	786	90%

Claims		
Rx Claims		
	ACTIVE	$216,749.01
	RETIREE	$110,864.37
	HSA	$ 354.30
Medical Claims		$6,201,758.00
Dental Claims		$ 88,599.74

PERSONNEL ACTIONS

NEW HIRES – 10

Dept./Div.	Position	Number of Employees
Parks & Rec/Recreation	Recreation Center Specialist	1
Parks & Rec/Recreation	Recreation Technician	1
Parks & Rec/YFAC	Program Coordinator	1
Police/PST School Resources	Police Officer	1
Police/Staff Services	Police Officer	4
Public Works/Fleet	Mechanic II	1
Public Works/Fleet	Fleet Service Technician	1

PROMOTIONS – 2

Dept./Div.	Position	Number of Employees
Fire/Suppression	Captain	2

SEPARATIONS – 52

Dept./Div.	Position	Number of Employees
Fire/Suppression	Fire Captain	1
Parks & Rec/Facility Maintenance	Laborer	1
Parks & Rec/Recreation	Recreation Center Specialist	2
Parks & Rec/Westwood Pool	Admissions Clerk I	12
Parks & Rec/Westwood Pool	Admissions Clerk II	1
Parks & Rec/Westwood Pool	Assistant Aquatic Manager	3
Parks & Rec/Westwood Pool	Head Lifeguard	1
Parks & Rec/Westwood Pool	Lifeguard	14
Parks & Rec/Westwood Pool	Slide & Gate Attendant	3
Parks & Rec/Westwood Pool	Swim Instructor	6
Parks & Rec/YFAC	Recreation Center Specialist	2
Planning	Admin Tech IV	1
Police/Investigations	Victim Advocate	1
Public Works/Traffic	Traffic Signal Technician	1
Utilities/Sanitation	Sanitation Worker I	1
Utilities/WLM	Utility Distribution Worker I	1
Utilities/WLM	Utility Distribution Worker II	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	1	0.60%
Human Resources	10		0.00%
Information Technology	17		0.00%
Legal Department	9		0.00%
Municipal Court	12		0.00%
Parks & Recreation-Total	109	45	4.13%
Planning & Comm Dev.	38	1	2.63%
Police	261	1	0.04%
Public Works	125	1	0.80%
Utilities	163	3	1.80%

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	
Tradesworker HVAC (1)	PT* All Locations – Recreation Center Specialist
Maintenance Worker II (Parks) (1)	Maintenance Worker I (Golf) (1)
PT* Golf Course Attendant (1)	
Police	
Police Officer (30)	Animal Welfare Technician (1)
Veterinary Technician (1) Hired	Police Records Clerk (1) Offered
Communications Officer II (1)	
Public Works	
Engineering - City Surveyor (1)	Capital Projects Engineer (1)
Maintenance Worker II (Fleet) (1)	Fleet Service Technician (1)
Utilities	
Sanitation Worker I (1) Offered	Sanitation Worker II (1) Offered
Utility Distribution Worker I (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
Fleet Service Technician	10/2/24	9/3/24	29
Program Coordinator	10/4/24	8/6/24	59
Recreation Technician	10/16/24	9/16/24	30
Mechanic II	10/7/24	9/3/24	34

PT/Seasonal Position	Hire Date	Date Posted
Recreation Center Specialist	10/9/24	Perpetual

*280 registrations/applications to our openings, 10 new requisitions opened.

SAFETY

Return to Work Meetings

Department	Number Held	OJI/Non OJI
Fire	2	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
31	11	7

**CY2024 is current YTD*

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

2025	2024	2023
13	14	7

Recordable Injuries per calendar year:

2024*	2023	2022
69	78	60

**CY2024 is current YTD*

Recordable Injuries per fiscal year:

2025	2024	2023
35	62	67

Complaints/Resolutions

Complaint	Resolution
Stormwater: Currently the City of Norman does not have an authored SDS for manufactured brine onsite. The Stormwater Division needs an SDS made for manufactured Brine onsite.	Contacted KHA SDS Solutions and was provided with referrals to a company that will author an SDS for the City of Norman.
Fleet: There has been a request to certify employees for Forklift Operation.	Scheduling Train the Trainer class for the Safety Manager.
Park Maintenance: lack of lock out tag out (LOTO) kits.	Purchasing LOTO equipment for Park Maintenanc

ACCESSIBILITY

ADA Complaints and Resolutions

Complaints	Resolution
7-11 9/26/2024: Citizen wanted to know what could be done about the 7-Eleven on the corner of Rock Creek & 36th 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. 10/3/2024: Second follow-up from 9/26/2024, the handicap sign has been out up at the 7-Eleven location and the store has been notified by Code Compliance that the parking space needs to be repainted and restriped.
---	---
10/3/2024: Citizen wanted to know if an additional handicap parking space could be added to the parking lot at All Saints School. Citizen stated that the actual sign was located in front of the loading strips instead of the parking spot.	10/3/2024: ADA Coordinator will go out and look at the parking spaces and assess how many parking spots there are. 10/25/2024: Second follow-up from 10/3/2024, went to the school and spoke with security about moving over the sign to the correct spot. The ADA standard is that one handicap parking spot is required per every twenty-five spots and if it is only one spot required, it must be van accessible. There are 50-70 parking spots on the parking lot, therefore the parking lot is in compliance. As of 10/31/24, the handicap sign has not been moved. Will work with Code Compliance to make sure the complaint is resolved.

ADA:

- Completed 'Accessible Dwelling Unit Design in the 2021 IBC and ANSI A117.1' 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.

Accessibility:

Employee Resource Groups (ERGs): LGBTQ+ Alliance next meeting is scheduled for December. The Alliance of Black Employees (ABE) next meeting is scheduled for November.

- Presented Medicare Presentation along with Benefits for employees already utilizing Medicare and/or those approaching 65.
- Completed 'Implementing a Data-Driven Approach' presented by Gallagher.

Committees:

Human Rights Commission (HRC) – The monthly meeting was scheduled to take place on Monday, October 28, 2024, at City Hall. Chair Aisha Ali stated the location and date the Interfaith Breakfast, which has been finalized. The Human Rights Award nominating criteria is being finalized and will be open to nominations in November. The winners will be recognized at the December City Council Meeting. Upcoming proclamations and recognitions were also discussed and a schedule for the next year is being looked at. The next meeting is scheduled to be held on Monday, November 25, 2024, at City Hall.

ADA Citizen's Advisory Committee –The ADA Citizen's Advisory Committee's next quarterly meeting will held be on Monday, December 9, 2024, at City Hall.

Cleveland County disABILITY Coalition – The monthly meeting was scheduled to take place on Tuesday, October 2, 2024, at United Way, but was cancelled due to illness. The next meeting is scheduled to be held on Tuesday, November 5, 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	261	25.3%
Male	771	7.7%
	1032	**100.00%**

Job Classification by Gender		
Job Classification	**Female**	**Male**
Full-Time	178	682
Part-Time	35	41
Temporary	48	48
	261	**771**

Full-Time Employee Population Only

Gender	Full-Time Population	% of Full-Time Population
Female	178	20.7%
Male	682	79.3%
	860	**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	62
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	**682**

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%
	860	**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	**682**

INFORMATION TECHNOLOGY 6

CITY OF NORMAN

Information Technology Department
Monthly Report –October 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 – PD Moves and Mary Abbot House expansion. Complete – ECOC, 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

Print consolidation	Work with outside vendor to consolidate all print, fax, copy machines in CoN facilities.	In Progress estimated full completion in 2027
Automated Meter Infrastructure	Implement and integrate AMI for meter reading and utility billing.	In Planning – customer portal configuration in progress. Communication radios installation in progress.
Print Shop Move to IT	Transition the Print Shop from the Finance Department in to the IT Department.	Complete.
Network Infrastructure Improvements	Utilize our new Network Engineer who will work closely with the Network and Infrastructure Manager, to review and improve our cabling, switching, and network configuration.	In Progress: The IT Department has been granted access to 5% of the annual capital funds for business critical software and infrastructure needs.
Integration of Computer Aided Dispatch with OU PD	Create a software as a service model to share public safety software data with and between OU PD	Complete. Additional segmentation for OU presence with NPD during OU Football is in progress.
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.

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 385,342 attempted incoming and 151,804 outgoing messages for the month of October 2024. Incoming messages totaling 186,647 were considered Spam or hazardous e-mails by our email-filtering appliance, and were quarantined or filtered (see **IT Table 3**). This number represents 48% of our inbound mail. This percentage 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 October 2024, the City of Norman's web site had 120,540 individual web sessions access the web site for 211,427 total page views. Of those sessions, 68,943 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.

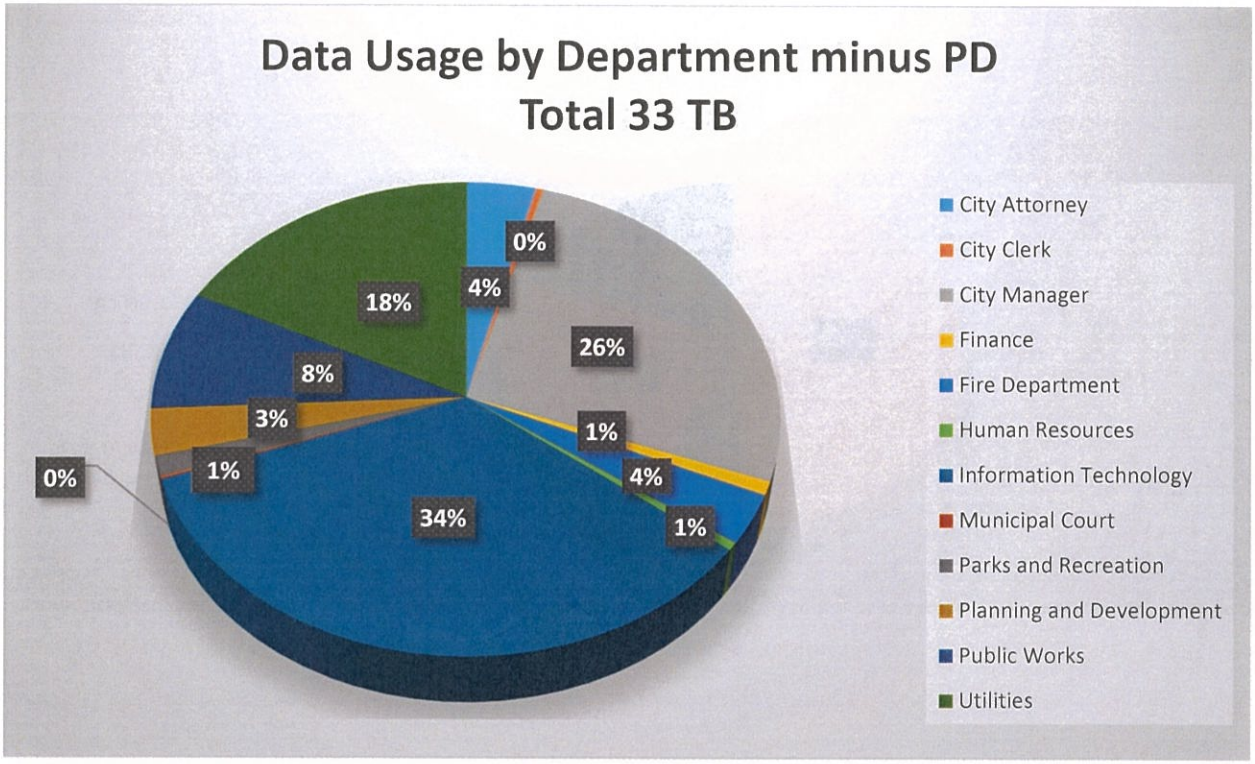
Data Storage:

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.

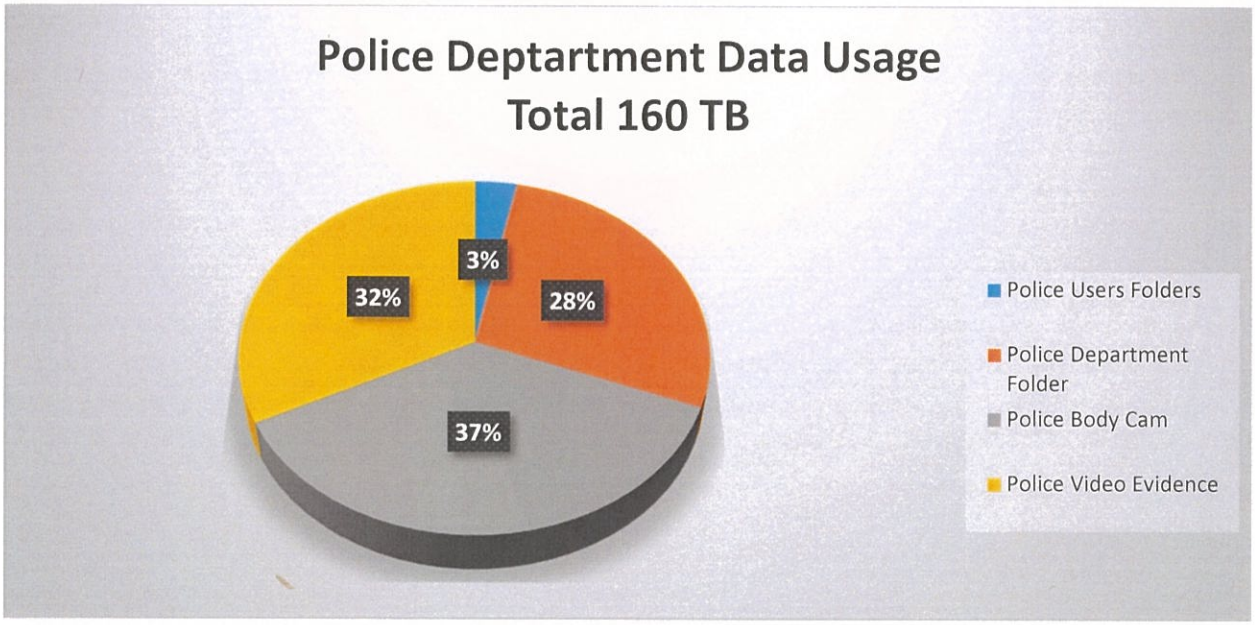
ERP Project Implementation Progress:

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 Attendence, 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.

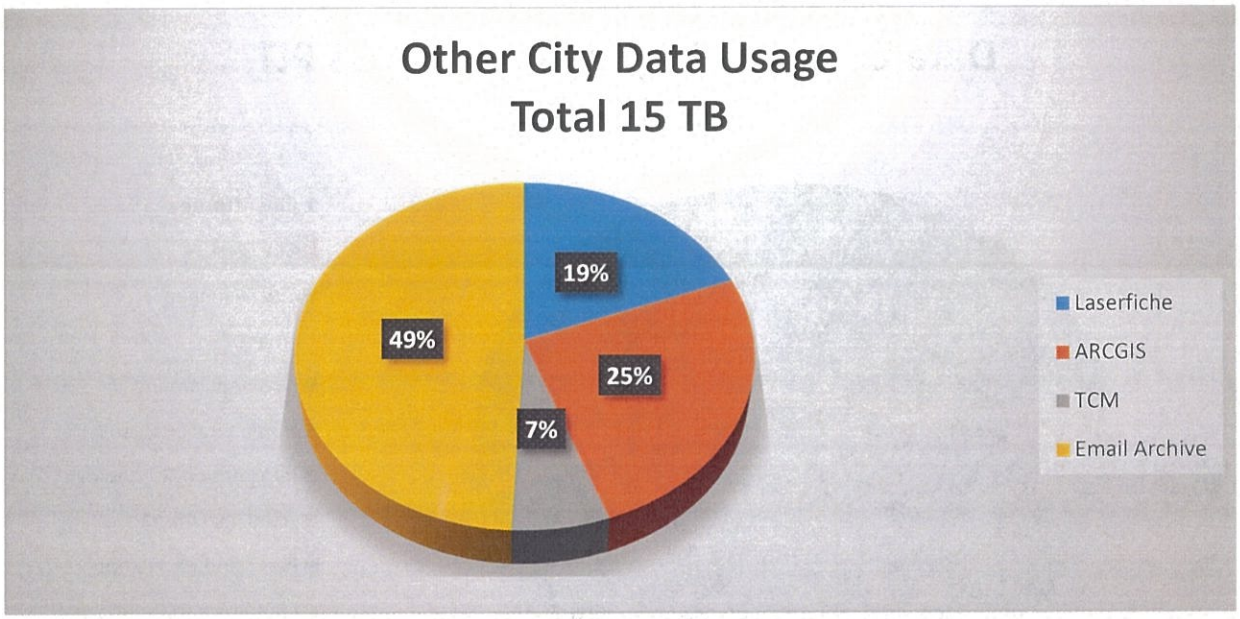
IT Table A



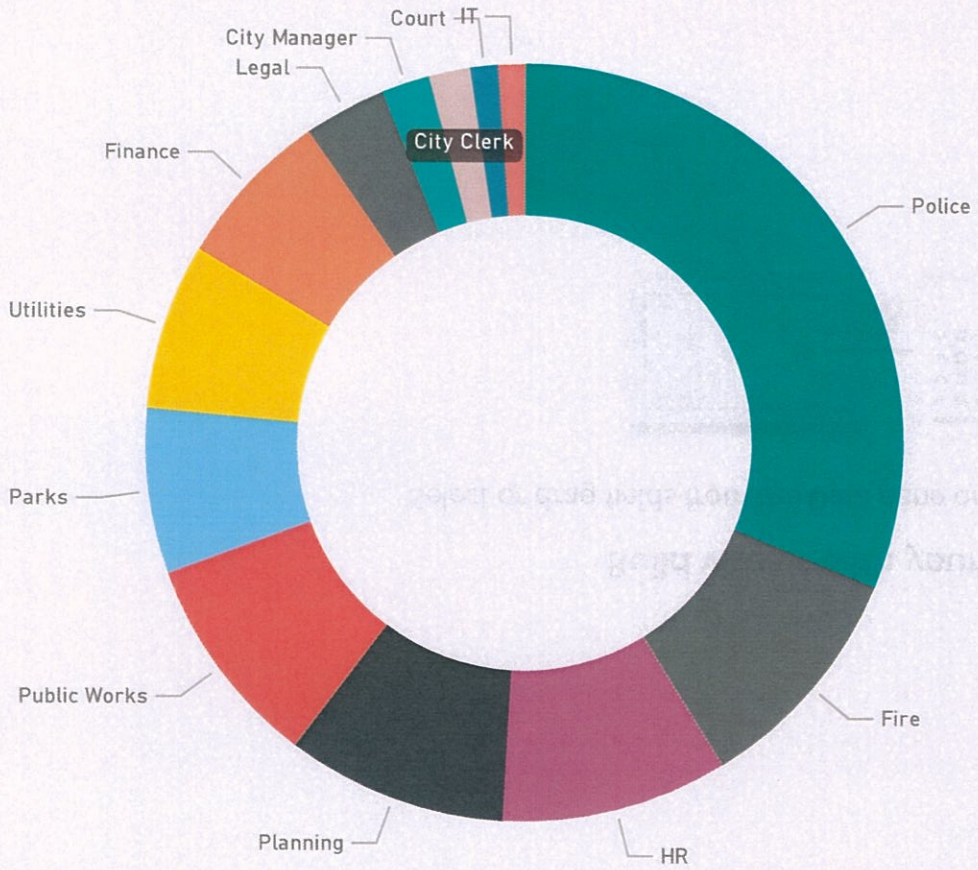
IT Table B



IT Table C


Other City Data Usage
Total 15 TB
19%
25%
7%
49%
Laserfiche
ARCGIS
TCM
Email Archive

Tickets by Department



New Tickets

340

Department	Created	Closed
City Clerk	6	6
City Manager	7	6
Court	4	4
Finance	23	20
Fire	34	29
HR	33	33
IT	4	4
Legal	12	11
Parks	24	18
Planning	32	27
Police	106	94
Public Works	31	23
Utilities	24	18
Total	**340**	**282**

Ticket Count was highest for Police at 106, followed by Fire and HR.

Police accounted for 31.18% of Ticket Count.

Build visuals with your data

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

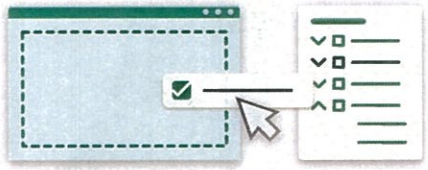
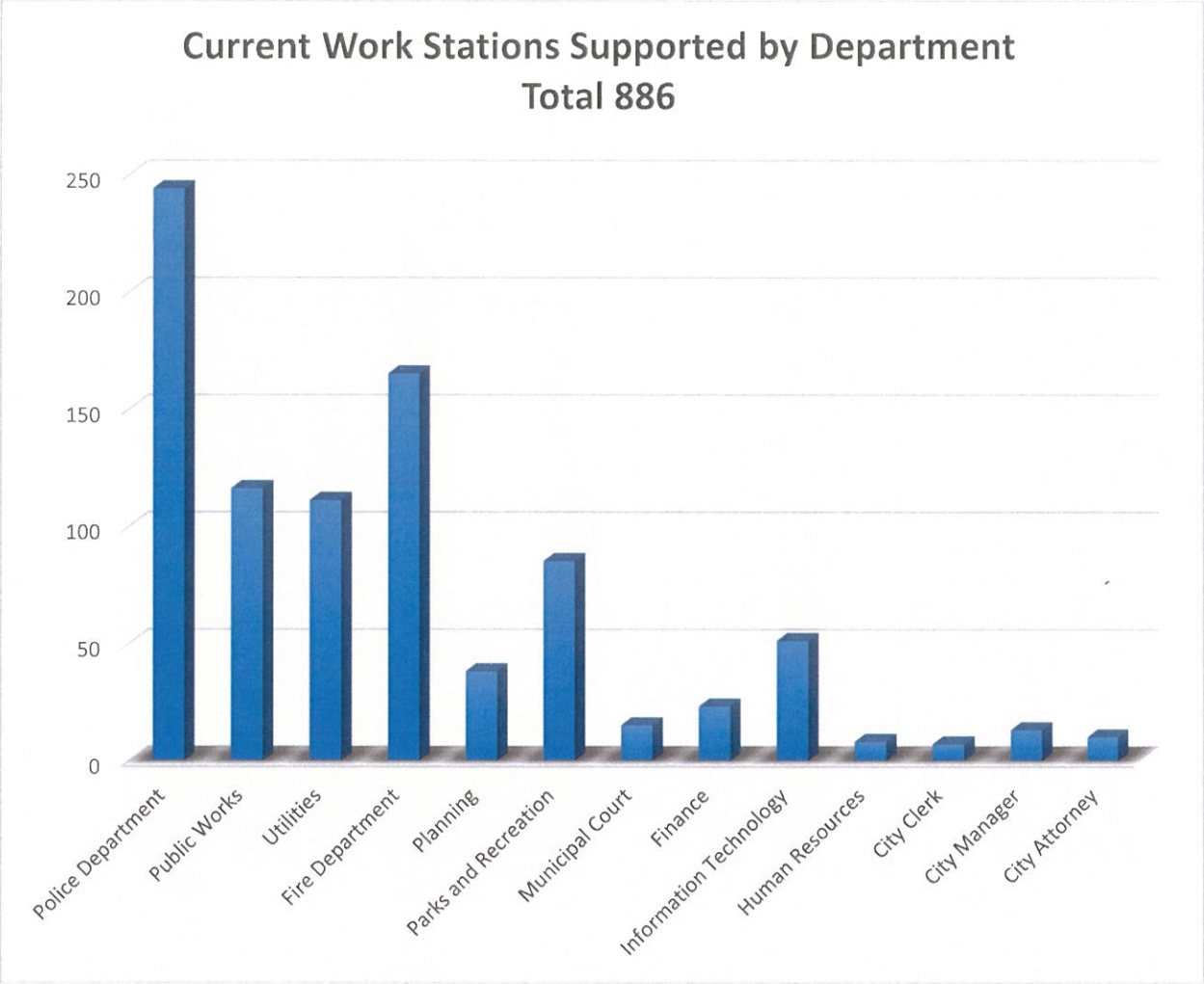


Table 2


Current Work Stations Supported by Department
Total 886
250
200
150
100
50
0
Police Department
Public Works
Utilities
Fire Department
Planning
Parks and Recreation
Municipal Court
Finance
Information Technology
Human Resources
City Clerk
City Manager
City Attorney

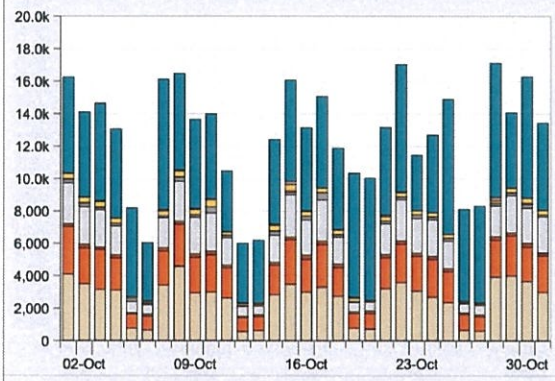
SECURE EMAIL GATEWAY

Executive Summary

ironport.example.com

01 Oct 2024 00:00 to 31 Oct 2024 23:59 (GMT -05:00) — **Data in time range: 100.0 % complete**

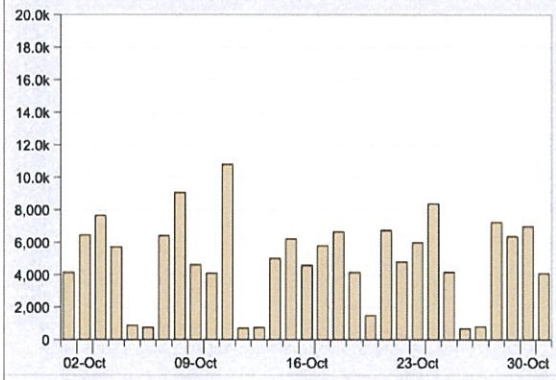
Incoming Mail Graph



Incoming Mail Summary

Message Category	%	Messages
Stopped by IP Reputation Filtering	45.9%	176,948
Stopped by Domain Reputation Filtering	0.4%	1,447
Stopped as Invalid Recipients	0.0%	4
Spam Detected	2.0%	7,638
Virus Detected	0.0%	32
Detected by Advanced Malware Protection	0.0%	0
Messages with Malicious URLs	0.0%	33
Stopped by Content Filter	0.1%	545
Stopped by DMARC	1.3%	5,032
S/MIME Verification/Decryption Failed	0.0%	0
Total Threat Messages:	**48.4%**	**186,647**
Marketing Messages	14.1%	54,200
Social Networking Messages	1.4%	5,576
Bulk Messages	15.1%	58,024
Total Graymails:	**30.6%**	**117,800**
S/MIME Verification/Decryption Successful	0.0%	0
Clean Messages	21.0%	80,895
Total Attempted Messages:		**385,342**

Outgoing Mail Graph



Outgoing Mail Summary

Message Processing	%	Messages
Spam Detected	0.0%	0
Virus Detected	0.0%	0
Detected by Advanced Malware Protection	0.0%	0
Messages with Malicious URLs	0.0%	0
Stopped by Content Filter	0.0%	0
Stopped by DLP	0.0%	0
Clean Messages	100.0%	151,813
Total Messages Processed:		**151,813**

Message Delivery	%	Messages
Hard Bounces	5.1%	7,805
Delivered	94.9%	143,999
Total Messages Delivered:		**151,804**

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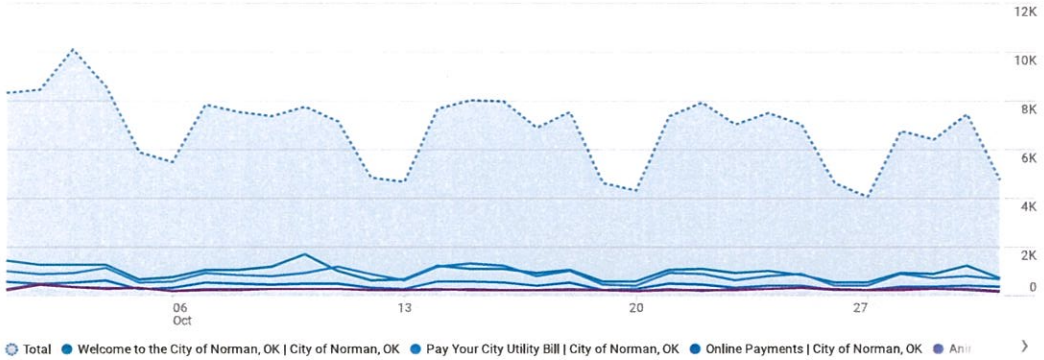
All Users | Add comparison | Custom Oct 1 - Oct 31, 2024

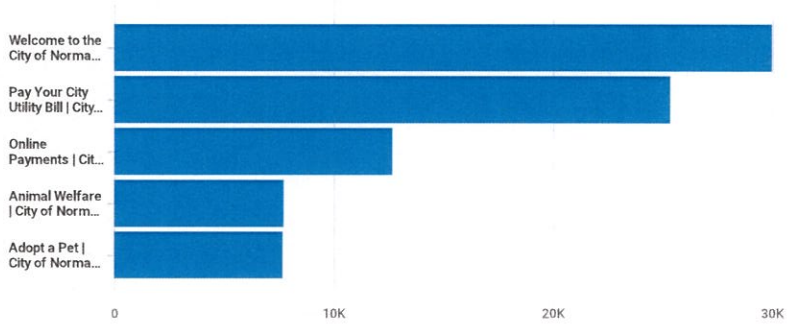
Monthly Page Views

Add filter

Views by Page title and screen class over time — Day



Views by Page title and screen class



Plot rows | Search... | Rows per page: 10 | Go to: 1 | 1-10 of 1516

		Page title and screen class	Views	Active users	Views per active user	Average engagement time per active user	Event count (All events)
☑		Total	211,427 100% of total	68,943 100% of total	3.07 Avg 0%	58s Avg 0%	641,449 100% of total
☑	1	Welcome to the City of Norman, OK | City of Norman, OK	29,958	15,578	1.92	20s	78,578
☑	2	Pay Your City Utility Bill | City of Norman, OK	25,312	13,919	1.82	16s	91,791
☑	3	Online Payments | City of Norman, OK	12,650	7,918	1.60	12s	31,670
☑	4	Animal Welfare | City of Norman, OK	7,701	4,648	1.66	16s	23,940
☑	5	Adopt a Pet | City of Norman, OK	7,651	4,241	1.80	21s	24,057
☐	6	Job Opportunities | City of Norman, OK	5,200	3,183	1.63	1m 10s	15,749
☐	7	2024 Residential Fall Cleanup Information | City of Norman, OK	4,619	2,789	1.66	30s	12,317
☐	8	Trash & Recycling | City of Norman, OK	4,528	2,725	1.66	46s	13,600
☐	9	Department Activity Reports | City of Norman, OK	3,623	1,775	2.04	51s	28,173
☐	10	Search Results | City of Norman, OK	3,455	1,669	2.07	41s	8,133

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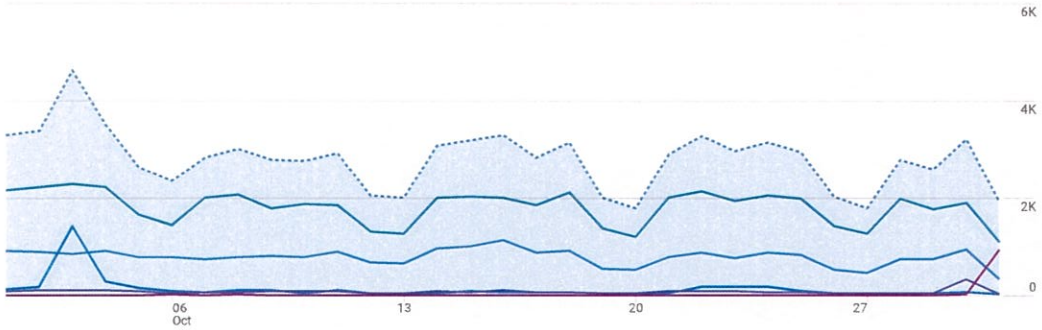
All Users | Add comparison | Custom Oct 1 - Oct 31, 2024

Monthly Site Traffic

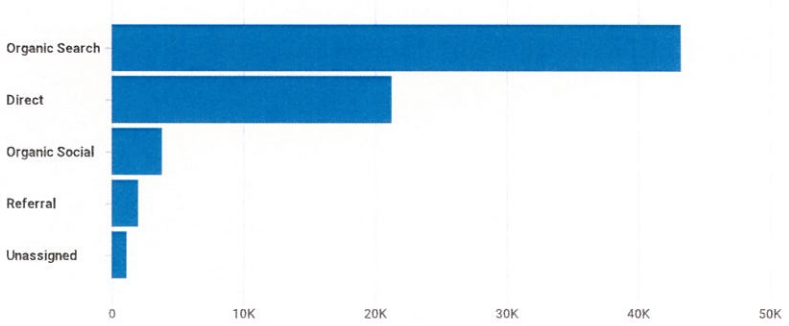
Add filter

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

Day



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



Plot rows | Search... | Rows per page: 10 | 1-7 of 7

		Session primary...Channel Group)	Active users	Sessions	Engaged sessions	Average engagement time per session	Engaged sessions per active user	Events per session	Engagement rate	Event count All events	Session key event rate All events
☑		Total	68,943 100% of total	120,540 100% of total	66,951 100% of total	33s Avg 0%	0.97 Avg 0%	5.32 Avg 0%	55.54% Avg 0%	641,449 100% of total	0%
☑	1	**Organic Search**	43,198	80,043	48,803	38s	1.13	5.52	60.97%	441,484	0%
☑	2	**Direct**	21,225	28,890	14,141	23s	0.67	5.42	48.95%	156,515	0%
☑	3	**Organic Social**	3,780	4,742	2,224	13s	0.59	4.27	46.9%	20,237	0%
☑	4	**Referral**	1,979	3,159	1,699	37s	0.86	5.62	53.78%	17,766	0%
☑	5	**Unassigned**	1,101	1,123	4	46s	<0.01	4.84	0.36%	5,433	0%
☐	6	**Email**	1	2	2	52s	2.00	5.50	100%	11	0%
☐	7	**Organic Video**	1	1	0	0s	0.00	3.00	0%	3	0%

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LEGAL 7

MONTHLY REPORT - LEGAL DEPARTMENT
October 2024 Report
(Submitted November 8, 2024)

MONTHLY HIGHLIGHTS:

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.

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)
Norman Municipal Authority and City of Norman v. Flintco, LLC, et al, CJ-2024-1343
This case was filed on October 2, 2024. It seeks damages caused by faulty design and construction of the Central Library. Attorneys from Phillips Murrah have been retained to represent the Norman Municipal Authority and the City.
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)
University Town Center, LLC v. City of Norman et al, CJ-2024-1405
This case was filed on October 16, 2024. It seeks disbursement of $5 million in development incentives for certain businesses located in the University North Park development.

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 October 2024. The chart does not represent those cases disposed of prior to Court through actions of the City Attorney and the Court.

	ADULT CASES			JUVENILE CASES			COURT SESSIONS		
Month	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
AUG	241	341	493	10	7	6	13	16	13
SEPT	245	295	395	15	18	11	10	8	10

	ADULT CASES			JUVENILE CASES			COURT SESSIONS		
OCT	244	346	420	13	7	13	9	11	10
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	1,667	156	144	55	118	119	44

WORKERS' COMPENSATION COURT

The total number cases pending as of October 2024 are 21. There was one new workers compensation case received during the month of October 2024 and one case returning to the Court for consideration. 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	8	2	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	4	1	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		21	6	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)
Hiett, 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)
Mosley, Kent v. City of Norman, CM-2020-00585 X
(Police, Patrol, Sergeant, Mid & Low Back, Radicular Pain Down L. & R. Leg, R. Big Toe, R. & L. Buttocks + Neck, Headaches + Consequential Erectile Dysfunction) + Disfigurement to Stomach
Newell, Richard v. City of Norman, 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)
Tipton, Jared v. City of Norman, CM-2024-05980 T
(Fire, Suppression, Fire Driver Engineer, R. Shoulder)
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 October 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	1	3	2	1	2
Planning	1	1		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		2	5	16	6
Utilities – Sanitation	1	5	10	7	6
Utilities – Sewer			8	3	4
TOTAL CLAIMS	**3**	**16**	**55**	**56**	**51**

CURRENT CLAIM STATUS	FYE 25 TO DATE	FYE 24	FYE 23	FYE 22
Claims Filed	16	61	56	51
Claims Open and Under Consideration	7	1	0	0
Claims Not Accepted Under Statute/Other	0	1	4	3
Claims Paid Administratively	1	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	23	25	26
Claims in Denied Status (Still Subject to Lawsuit)	8	5	0	0

MUNICIPAL COURT 8

MUNICIPAL COURT
MONTHLY REPORT
OCTOBER - FY '25

CASES FILED

	FY 25 OCTOBER	FY 25 Y-T-D	FY 24 OCTOBER	FY 24 Y-T-D
Traffic	732	2,828	692	2,708
Non-Traffic	284	1,106	248	1,139
SUB TOTAL	1,016	3,934	940	3,847
Parking	1,692	4,009	535	3,242
GRAND TOTAL	2,708	7,943	1,475	7,089

CASES DISPOSED

	FY 25 OCTOBER	FY 25 Y-T-D	FY 24 OCTOBER	FY 24 Y-T-D
Traffic	753	3,127	737	2,559
Non-Traffic	269	1,176	248	960
SUB TOTAL	1,022	4,303	985	3,519
Parking	1,121	2,996	717	2,656
GRAND TOTAL	2,143	7,299	1,702	6,175

REVENUE

	FY 25 OCTOBER	FY 25 Y-T-D	FY 24 OCTOBER	FY 24 Y-T-D
Traffic	$ 80,880.72	$ 339,075.31	$ 82,477.79	$ 311,297.18
Non-Traffic	$ 24,007.30	$ 87,912.80	$ 26,049.81	$ 87,995.25
SUB TOTAL	$ 104,888.02	$ 426,988.11	$ 108,527.60	$ 399,292.43
Parking	$ 35,131.00	$ 102,853.00	$ 23,456.00	$ 86,892.00
GRAND TOTAL	$ 140,019.02	$ 529,841.11	$ 131,983.60	$ 486,184.43

MUNICIPAL COURT - MONTHLY REPORT
October 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 32 new cases and closed 30 cases during the month of October 2024. 4 Mediations were held.

PARKS AND RECREATION 9

October 2024 PARK MAINTENANCE DIVISION				
SAFETY REPORT	**FY25 MTD**	**FY25 YTD**	**FY24 MTD**	**FY24 YTD**
On-The-Job Injuries	1	7	0	6
Vehicle Accidents	0	0	0	0
Employee responsible	0	0	0	0
ROUTINE ACTIVITIES	**Total Man Hours**		**Total Man Hours**	
Big Mowing	107.50	434.50	72	925.75
Trim Mowing	670.25	3065.50	387.5	5797.00
Chemical Spraying	30.00	371.50	10.5	1948.00
Fertilization	3.00	17.00	10	92.00
Park Tree Work	321.00	839.25	221	1004.75
Street Tree Work	30.00	98.00	0	16.00
Trash Maintenance	203.00	1036.00	423.5	4354.25
Sprinkler Maintenance	133.50	698.25	92	1607.50
Watering	18.00	78.00	0	73.00
Painting	0.00	8.00	0	138.00
Landscape Maintenance	432.75	1208.50	246.5	2994.00
Seeding/Sodding	12.00	25.00	10	45.50
Ballfield Maintenance	54.00	165.50	8	101.00
Fence Repairs	9.00	109.00	123	384.75
Equipment Repairs/Maintenance	263.00	960.50	218.5	2408.25
Material Hauling	12.50	201.50	0	634.50
Snow/Ice Removal	0.00	0.00	0	297.00
Christmas Setup	16.00	16.00	137.5	1146.00
Vector Control	0.00	103.00	0	144.00
Events	153.00	384.25	118.5	590.75
Vandalism Repair	13.50	77.25	13	385.00
Trail Maintenance	0.00	141.00	0	150.00
Playground Maintenance	107.00	394.00	241.75	1279.50
Restroom Maintenance	7.00	7.00	0	783.00
Carpentry/Welding	85.00	233.00	121	1577.50
Shop Time	15.00	54.00	33	539.25
Special Projects	14.50	94.00	170	1387.75
Miscellaneous	55.50	131.25	212	1019.50

OCTOBER 2024
RECREATION DIVISION
MONTHLY REPORT

Little Axe Community Center: For the month of October, the after school program had twelve kids enrolled with an average of eight attending daily. October was a busy month for the Little Axe Community Center. We hosted bingo and ice cream social the center also hosted its third Wednesday arts and active class with Little Axe High School. We continued the weekly food pantry and had story time with Pioneer Library system.The center did a free pumpkin making class open to all ages. The center has been an active with Community Action joining us every Thursday for residents to get assistance on their utility bills. Little Axe High School also partnered up with the Community Center to start WAT (work adjustment training) program to help teach students new job skills.

12th Avenue Recreation Center: 12th Avenue averaged 31 students for the month of October. Students were out of school from the 9th-11th and during that time, staff was hard at work making the annual haunted house for the after school students. Goody bags were also made for everyone in the program. 12th Avenue held an out of school camp on the 25th for Parent/Teacher conferences. Seventeen campers were in attendance for the day. Staff assisted with the Undead Run and Harvest Festival on the 26th at Ruby Grant Park. On the 31st, all students in the after school program were allowed to go through the haunted house.

Irving Recreation Center: This month at Irving we had a total of 27 students enrolled in our program. We had 403 total visits with an average of 21 students per day. We have had many craft days and made many things such as origami bats as well and pumpkins that hang from the ceiling. We also did lots of coloring. The new pattern of going to the gym before snack and DEAR time has continued to work well for us.

Whittier Recreation Center: This month at Whittier Recreation Center our after school program continued with 25 students enrolled. This month was short due to fall break occurring in the beginning of the month, but we have been working on a craft to replace our monster craft in the front hallway. On Halloween, the staff dressed up with the kids and had a great time.

FACILITY ATTENDANCE:	Month	Year to Date
Little Axe Community Center	1,003	3,778
12th Avenue Recreation Center	2,087	7,313
Irving Recreation Center	403	1,801
Whittier Recreation Center	532	2,058
Reaves Center	300	1,200
Tennis Center	3,137	13,670

YOUNG FAMILY ATHLETIC CENTER
OCTOBER 2024

	FYE 2025 MTD	FYE 2025 YTD
YFAC Memberships	$3,220.00	$9,885.00
YFAC Day Passes	$127.00	$657.00
YFAC Gym Passes	$1,669.00	$7,159.00
YFAC Aqua Class/Camp	$35.00	$260.00
YFAC GYM Class/Camp	$0.00	$35.00
YFAC Misc Class/Camp	$0.00	$51,146.00
YFAC POOL Rental	$19,425.75	$41,423.25
YFAC GYM Rental	$170.00	$867.50
YFAC MISC Rental	$0.00	$0.00
YFAC POOL Tournament	$0.00	$0.00
YFAC GYM Tournament	$24,897.66	$92,175.66
YFAC Leases	$3,460.00	$19,396.59
YFAC Other Revenue/Advertising	$16,675.28	$37,334.82
YFAC Leagues	$0.00	$0.00
TOTAL INCOME	**$69,679.69**	**$209,158.82**
YFAC GYM Expenditures	$10,470.15	$54,743.22
YFAC POOL Expenditures	$14,518.53	$88,224.33
EXPENDITURES	**$24,988.68**	**$142,967.55**
Income vs. Expenditures	$44,691.01	$66,191.27

WESTWOOD/NORMAN MUNICIPAL AUTHORITY 9A

OCTOBER 2024

Westwood Golf Course Division Monthly Progress Report

ACTIVITY	OCT FYE 25	OCT FYE 24
Regular Green Fees	805	572
Senior Green Fees	359	425
Junior Fees	128	162
School Fees (high school golf team players)	29	0
Advanced Fees (high school golf team pre-pay)	0	0
Annual Fees (Regular, Senior & Junior Members)	942	777
Employee Comp Rounds	390	288
Golf Passport Rounds	0	0
9-Hole Green Fee	167	168
2:00 Fees	98	101
Dusk Fees or 5:00 Fees	32	59
PGA Comp Rounds	10	3
*Rainchecks (not counted in total round count)	48	25
Misc Promo Fees (birthday, players cards, OU studen	207	93
Green Fee Adjustments (fee difference on rainchecks)	88	6
Total Rounds (*not included in total round count)	**3255**	**2654**
% change from FY '24	22.65%	
Range Tokens	**3048**	**2257**
% change from FY '24	35.05%	
18 - Hole Carts	111	101
9 - Hole Carts	48	40
½ / 18 - Hole Carts	1054	736
½ / 9 - Hole Carts	190	200
Total Carts	**1403**	**1077**
% change from FY '24	30.27%	
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%	
TOTAL REVENUE	$125,081.76	$114,194.13
% change from FY '24	9.53%	

OCTOBER 2024
WESTWOOD GOLF DIVISION
MONTHLY PROGRESS REPORT

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	$40,911.97	$168,768.99	$37,047.94	$212,645.17
Driving Range	$12,180.00	$52,332.00	$9,010.63	$52,390.45
Cart Rental	$22,575.42	$95,440.43	$19,244.87	$113,933.51
Golf Classes	$0.00	$0.00	$0.00	$0.00
Golf Shop Rentals	$256.14	$1,275.58	$272.58	$1,393.74
USGA Handicap Fees	$0.00	$0.00	$0.00	$0.00
Golf Cart Capital	$1,634.68	$7,258.48	$1,119.71	$6,856.42
Golf Merchandise	$21,478.98	$77,315.97	$12,430.66	$70,351.78
Restaurant	$16,683.76	$77,455.62	$9,346.20	$78,687.49
Golf Membership	$9,132.91	$47,038.04	$0.00	$0.00
Interest Earnings	$227.90	$11,494.65	$25,721.54	$98,417.47
TOTAL INCOME	**$125,081.76**	**$538,379.76**	**$114,194.13**	**$636,668.82**
Expenditures	$108,549.83	$527,995.85	$107,686.58	$532,017.52
Income vs Expenditures	$16,531.93	$10,383.91	$6,507.55	$104,651.30
Rounds of Golf	3,285	13,432	2,654	14,238

We have opened all greens and the verticutting to the greens is also complete. Greens scar repairs remains a priority until it is completed. Brush around the perimeters of the course are being trimmed and cleaned as time and weather allows. We lost a few trees during the last storm and are planning the cleanup. Drainage to #7 pond is in the final stages. Equipment maintenance has begun as the weather conditions change.

OCTOBER 2024
WESTWOOD FAMILY AQUATIC CENTER
MONTHLY PROGRESS REPORT

FINANCIAL INFORMATION				
	FY 2025 MTD	FY 2025 YTD	FY 2024 MTD	FY 2024 YTD
Swim Pool Passes	$60.00	$200.00	$0.00	$1,030.00
Swim Pool Gate Admission	$0.00	$189,589.00	$0.00	$186,635.00
Swim Lesson Fees	$0.00	$1,638.00	$0.00	$5,810.15
Swim Pool Rental	$4,530.36	$55,181.37	$3,189.38	$47,927.56
Swim Pool Classes	$100.00	$700.00	$0.00	$677.00
Swim Pool Merchandise Sales	$0.00	$336.58	$0.00	$236.44
Swim Pool Concessions	$1,271.73	$98,762.76	$10.12	$104,245.49
TOTAL INCOME	**$5,962.09**	**$346,407.71**	**$3,199.50**	**$349,761.14**
Expenditures	$20,498.31	$566,156.94	$27,010.43	$641,042.28
Income vs Expenditures	-$14,536.22	-$219,749.23	-$23,810.93	-$291,281.14

ATTENDANCE INFORMATION	FY 2025 MTD	FY 2025 YTD	FY 2024 MTD	FY 2024 YTD
Pool Attendance	0	51763	1405	32346
Adult Lap Swim Morning/Night	0	125	15	234
Water Walkers	0	3851	68	268
Toddler Time	0	673	20	413
Water Fitness	0	1654	23	209
Swim Team	0	60	10	20
Scuba Rentals	0	22	2	15
Scuba Participants	0	69	8	43
Swim Lesson	0	295	0	1275
Private Swim Lessons	0	30	0	35
Special Events	0	12	1	8
Party/Rentals	0	17	4	90
TOTAL FY 2025 ATTENDANCE	**0**	**58571**	**1556**	**34956**

ATTENDANCE INFORMATION MAY 2024 TO OCTOBER 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 ATTENDANCE	107,738

FACILITY MAINTENANCE 9B

Cost by Building with Maint Type

OCTOBER 2024

Building	Maint Type	Total Cost	Labor	Supplies	Equipment	Inventory	Outsourcing	Overhead
12TH AVE REC	GENERAL	258.56	258.56	0.00	0.00	0.00	0.00	0.00
CENTER - 1701	HVAC	38.99	38.99	0.00	0.00	0.00	0.00	0.00
12TH AVE NE	PLUMBING	368.85	313.26	55.59	0.00	0.00	0.00	0.00
	Totals:	666.40	610.81	55.59	0.00	0.00	0.00	0.00
A - COURTS -	GENERAL	309.86	309.86	0.00	0.00	0.00	0.00	0.00
321 N WEBSTER	HVAC	352.77	352.77	0.00	0.00	0.00	0.00	0.00
	Totals:	662.63	662.63	0.00	0.00	0.00	0.00	0.00
ADULT	ELECTRICAL	40.43	40.43	0.00	0.00	0.00	0.00	0.00
WELLNESS AND	GENERAL	238.46	77.46	161.00	0.00	0.00	0.00	0.00
EDUCATION	HVAC	545.87	545.87	0.00	0.00	0.00	0.00	0.00
CENTER - 602 N	PLUMBING	121.83	40.43	81.40	0.00	0.00	0.00	0.00
FINDLAY	**Totals:**	946.60	704.20	242.40	0.00	0.00	0.00	0.00
AGING	GENERAL	40.43	40.43	0.00	0.00	0.00	0.00	0.00
SERVICES - 329	HVAC	51.98	51.98	0.00	0.00	0.00	0.00	0.00
S PETERS	PLUMBING	1,513.78	857.21	656.57	0.00	0.00	0.00	0.00
	Totals:	1,606.19	949.62	656.57	0.00	0.00	0.00	0.00
ANIMAL	ELECTRICAL	551.40	335.60	215.80	0.00	0.00	0.00	0.00
WELFARE - 3428	PLUMBING	319.66	213.03	106.63	0.00	0.00	0.00	0.00
S JENKINS	**Totals:**	871.05	548.62	322.43	0.00	0.00	0.00	0.00
B - POLICE DEPT	ELECTRICAL	40.43	40.43	0.00	0.00	0.00	0.00	0.00
-112 W DAWS	HVAC	68.70	68.70	0.00	0.00	0.00	0.00	0.00
	PLUMBING	311.56	311.56	0.00	0.00	0.00	0.00	0.00
	Totals:	420.69	420.69	0.00	0.00	0.00	0.00	0.00
C - HR, IT - 313	ELECTRICAL	158.33	158.33	0.00	0.00	0.00	0.00	0.00
N WEBSTER	GENERAL	135.56	135.56	0.00	0.00	0.00	0.00	0.00
	HVAC	956.19	956.19	0.00	0.00	0.00	0.00	0.00
	PLUMBING	245.29	177.70	67.59	0.00	0.00	0.00	0.00
	Totals:	1,495.37	1,427.78	67.59	0.00	0.00	0.00	0.00
CITY HALL - 201	ELECTRICAL	1,615.18	970.40	644.78	0.00	0.00	0.00	0.00
W GRAY	GENERAL	116.20	116.20	0.00	0.00	0.00	0.00	0.00
	HVAC	222.80	222.80	0.00	0.00	0.00	0.00	0.00
	PLUMBING	500.11	202.17	297.94	0.00	0.00	0.00	0.00
	Totals:	2,454.29	1,511.57	942.72	0.00	0.00	0.00	0.00
COMMUNITY	PLUMBING	154.93	154.93	0.00	0.00	0.00	0.00	0.00
PARKS	**Totals:**	154.93	154.93	0.00	0.00	0.00	0.00	0.00
D -	ELECTRICAL	485.20	485.20	0.00	0.00	0.00	0.00	0.00
DEVELOPMENT	GENERAL	341.66	316.66	25.00	0.00	0.00	0.00	0.00
CENTER - 225 N	HVAC	514.29	514.29	0.00	0.00	0.00	0.00	0.00
WEBSTER	PLUMBING	288.48	272.83	15.65	0.00	0.00	0.00	0.00
	Totals:	1,629.62	1,588.97	40.65	0.00	0.00	0.00	0.00
EMERGENCY	HVAC	189.37	189.37	0.00	0.00	0.00	0.00	0.00
COMMUNCATI	**Totals:**	189.37	189.37	0.00	0.00	0.00	0.00	0.00
ENVIRONMENT	HVAC	25.99	25.99	0.00	0.00	0.00	0.00	0.00
AL SERVICES -	**Totals:**	25.99	25.99	0.00	0.00	0.00	0.00	0.00
FACILITY	GENERAL	5,643.79	1,079.79	4,564.00	0.00	0.00	0.00	0.00
MAINTENANCE -	**Totals:**	5,643.79	1,079.79	4,564.00	0.00	0.00	0.00	0.00
FIRE	ELECTRICAL	933.89	161.73	772.16	0.00	0.00	0.00	0.00
ADMINISTRATO	HVAC	38.99	38.99	0.00	0.00	0.00	0.00	0.00
N - 415 E MAIN	**Totals:**	972.88	200.72	772.16	0.00	0.00	0.00	0.00
FIRE STATION 1 -	HVAC	113.25	113.25	0.00	0.00	0.00	0.00	0.00
411 E MAIN	**Totals:**	113.25	113.25	0.00	0.00	0.00	0.00	0.00
FIRE STATION 2 -	HVAC	25.99	25.99	0.00	0.00	0.00	0.00	0.00
2211 W BOYD	PLUMBING	77.46	77.46	0.00	0.00	0.00	0.00	0.00
	Totals:	103.45	103.45	0.00	0.00	0.00	0.00	0.00
FIRE STATION 3 -	PLUMBING	244.15	158.33	85.82	0.00	0.00	0.00	0.00
500 E	**Totals:**	244.15	158.33	85.82	0.00	0.00	0.00	0.00
FIRE STATION 6 -	PLUMBING	81.71	79.17	2.54	0.00	0.00	0.00	0.00

7405 E	**Totals:**	81.71	79.17	2.54	0.00	0.00	0.00	0.00
FIRE STATION 8 -	PLUMBING	158.33	158.33	0.00	0.00	0.00	0.00	0.00
3901 36TH AVE	**Totals:**	158.33	158.33	0.00	0.00	0.00	0.00	0.00
FIREHOUSE ART	ELECTRICAL	684.28	586.28	98.00	0.00	0.00	0.00	0.00
CENTER - 444 S	GENERAL	860.62	242.60	618.02	0.00	0.00	0.00	0.00
FLOOD	HVAC	170.81	170.81	0.00	0.00	0.00	0.00	0.00
	PLUMBING	153.79	121.30	32.49	0.00	0.00	0.00	0.00
	Totals:	1,869.50	1,120.99	748.51	0.00	0.00	0.00	0.00
FLEET	ELECTRICAL	40.43	40.43	0.00	0.00	0.00	0.00	0.00
MAINTENANCE -	GENERAL	77.46	77.46	0.00	0.00	0.00	0.00	0.00
1301 DAVINCI	HVAC	25.99	25.99	0.00	0.00	0.00	0.00	0.00
	Totals:	143.89	143.89	0.00	0.00	0.00	0.00	0.00
IRVING REC	ELECTRICAL	186.30	121.30	65.00	0.00	0.00	0.00	0.00
CENTER - 1920	HVAC	25.99	25.99	0.00	0.00	0.00	0.00	0.00
ALAMEDA	**Totals:**	212.29	147.29	65.00	0.00	0.00	0.00	0.00
LEGACY TRAIL	ELECTRICAL	566.07	566.07	0.00	0.00	0.00	0.00	0.00
	Totals:	566.07	566.07	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
LINDSEY YARD -	PLUMBING	116.20	116.20	0.00	0.00	0.00	0.00	0.00
STREETS - 668 E	**Totals:**	116.20	116.20	0.00	0.00	0.00	0.00	0.00
LINE	ELECTRICAL	202.17	202.17	0.00	0.00	0.00	0.00	0.00
MAINTENANCE -	HVAC	178.23	178.23	0.00	0.00	0.00	0.00	0.00
2705 E	**Totals:**	380.40	380.40	0.00	0.00	0.00	0.00	0.00
LIONS	HVAC	25.99	25.99	0.00	0.00	0.00	0.00	0.00
MEMORIAL	PLUMBING	38.73	38.73	0.00	0.00	0.00	0.00	0.00
PARK - 514	**Totals:**	64.72	64.72	0.00	0.00	0.00	0.00	0.00
LIONS PARK -	ELECTRICAL	251.14	121.30	129.84	0.00	0.00	0.00	0.00
450 S FLOOD	PLUMBING	38.73	38.73	0.00	0.00	0.00	0.00	0.00
	Totals:	289.87	160.03	129.84	0.00	0.00	0.00	0.00
LITTLE AXE REC	ELECTRICAL	80.87	80.87	0.00	0.00	0.00	0.00	0.00
CENTER - 1000	**Totals:**	80.87	80.87	0.00	0.00	0.00	0.00	0.00
MOORE-	HVAC	152.24	152.24	0.00	0.00	0.00	0.00	0.00
LINDSAY	**Totals:**	152.24	152.24	0.00	0.00	0.00	0.00	0.00
NE LIONS PARK -	ELECTRICAL	202.17	202.17	0.00	0.00	0.00	0.00	0.00
1800	**Totals:**	202.17	202.17	0.00	0.00	0.00	0.00	0.00
NEIGHBORHOO	ELECTRICAL	337.35	132.85	204.50	0.00	0.00	0.00	0.00
D PARKS	GENERAL	218.97	202.17	16.80	0.00	0.00	0.00	0.00
	PLUMBING	2,353.75	889.53	1,464.22	0.00	0.00	0.00	0.00
	Totals:	2,910.07	1,224.55	1,685.52	0.00	0.00	0.00	0.00
NORMAN	ELECTRICAL	202.17	202.17	0.00	0.00	0.00	0.00	0.00
INVESTIGATION	GENERAL	155.87	80.87	75.00	0.00	0.00	0.00	0.00
S CENTER -	HVAC	252.50	252.50	0.00	0.00	0.00	0.00	0.00
1507 W	PLUMBING	77.46	77.46	0.00	0.00	0.00	0.00	0.00
LINDSEY	**Totals:**	687.99	612.99	75.00	0.00	0.00	0.00	0.00
NORMAN	ELECTRICAL	121.30	121.30	0.00	0.00	0.00	0.00	0.00
PUBLIC LIBRARY	GENERAL	58.10	58.10	0.00	0.00	0.00	0.00	0.00
- CENTRAL - 103	HVAC	349.05	349.05	0.00	0.00	0.00	0.00	0.00
W ACRES	**Totals:**	528.45	528.45	0.00	0.00	0.00	0.00	0.00
NORMAN	PLUMBING	58.10	58.10	0.00	0.00	0.00	0.00	0.00
PUBLIC LIBRARY	**Totals:**	58.10	58.10	0.00	0.00	0.00	0.00	0.00
PARKS	ELECTRICAL	80.87	80.87	0.00	0.00	0.00	0.00	0.00
MAINTENANCE -	HVAC	74.27	74.27	0.00	0.00	0.00	0.00	0.00
1320 DA VINCI	PLUMBING	40.43	40.43	0.00	0.00	0.00	0.00	0.00
	Totals:	195.57	195.57	0.00	0.00	0.00	0.00	0.00
POLICE	GENERAL	283.03	283.03	0.00	0.00	0.00	0.00	0.00
SHOOTING	HVAC	115.10	115.10	0.00	0.00	0.00	0.00	0.00
RANGE - 3942	PLUMBING	161.73	161.73	0.00	0.00	0.00	0.00	0.00
JENKINS AVE	**Totals:**	559.87	559.87	0.00	0.00	0.00	0.00	0.00
REAVES	HVAC	64.98	64.98	0.00	0.00	0.00	0.00	0.00
GARDEN	**Totals:**	64.98	64.98	0.00	0.00	0.00	0.00	0.00

REAVES PARK -	ELECTRICAL	80.87	80.87	0.00	0.00	0.00	0.00	0.00
515 E	GENERAL	38.73	38.73	0.00	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	272.83	272.83	0.00	0.00	0.00	0.00	0.00
	Totals:	518.67	518.67	0.00	0.00	0.00	0.00	0.00
ROTARY PARK -	ELECTRICAL	808.07	739.35	68.72	0.00	0.00	0.00	0.00
1501 W BOYD	GENERAL	135.56	135.56	0.00	0.00	0.00	0.00	0.00
	HVAC	38.99	38.99	0.00	0.00	0.00	0.00	0.00
	PLUMBING	154.93	154.93	0.00	0.00	0.00	0.00	0.00
	Totals:	1,137.54	1,068.82	68.72	0.00	0.00	0.00	0.00
RUBY GRANT	PLUMBING	38.73	38.73	0.00	0.00	0.00	0.00	0.00
PARK - 3110 W	**Totals:**	38.73	38.73	0.00	0.00	0.00	0.00	0.00
SANITATION -	HVAC	126.25	126.25	0.00	0.00	0.00	0.00	0.00
2301 GODDARD	PLUMBING	119.60	119.60	0.00	0.00	0.00	0.00	0.00
AVE	**Totals:**	245.85	245.85	0.00	0.00	0.00	0.00	0.00
SANTA FE	HVAC	89.11	89.11	0.00	0.00	0.00	0.00	0.00
RAILROAD	**Totals:**	89.11	89.11	0.00	0.00	0.00	0.00	0.00
SHOP TIME	GENERAL	234.09	234.09	0.00	0.00	0.00	0.00	0.00
	Totals:	234.09	234.09	0.00	0.00	0.00	0.00	0.00
SOONER	ELECTRICAL	80.87	80.87	0.00	0.00	0.00	0.00	0.00
THEATRE - 101 E	HVAC	317.47	317.47	0.00	0.00	0.00	0.00	0.00
MAIN	PLUMBING	454.33	161.73	292.60	0.00	0.00	0.00	0.00
	Totals:	852.67	560.07	292.60	0.00	0.00	0.00	0.00
SPECIAL OPS -	HVAC	13.00	13.00	0.00	0.00	0.00	0.00	0.00
PD - 4323	**Totals:**	13.00	13.00	0.00	0.00	0.00	0.00	0.00
TRAFFIC	ELECTRICAL	242.60	242.60	0.00	0.00	0.00	0.00	0.00
CONTROL -	HVAC	13.00	13.00	0.00	0.00	0.00	0.00	0.00
1311 DA VINCI	**Totals:**	255.60	255.60	0.00	0.00	0.00	0.00	0.00
TRANSFER	HVAC	64.98	64.98	0.00	0.00	0.00	0.00	0.00
STATION - 3901	**Totals:**	64.98	64.98	0.00	0.00	0.00	0.00	0.00
TRANSIT	GENERAL	121.30	121.30	0.00	0.00	0.00	0.00	0.00
CENTER - 320 E	**Totals:**	121.30	121.30	0.00	0.00	0.00	0.00	0.00
WARMING	GENERAL	202.17	202.17	0.00	0.00	0.00	0.00	0.00
SHELTER - 109	HVAC	25.99	25.99	0.00	0.00	0.00	0.00	0.00
W GRAY	**Totals:**	228.16	228.16	0.00	0.00	0.00	0.00	0.00
WATER	HVAC	204.24	204.24	0.00	0.00	0.00	0.00	0.00
RECLAMATION -	PLUMBING	341.15	232.39	108.76	0.00	0.00	0.00	0.00
WASTEWATER -	**Totals:**	545.39	436.63	108.76	0.00	0.00	0.00	0.00
WATER	ELECTRICAL	624.70	624.70	0.00	0.00	0.00	0.00	0.00
TREATMENT	HVAC	116.96	116.96	0.00	0.00	0.00	0.00	0.00
PLANT - 3000 E	PLUMBING	1,086.07	348.59	737.48	0.00	0.00	0.00	0.00
ROBINSON	**Totals:**	1,827.72	1,090.24	737.48	0.00	0.00	0.00	0.00
WESTWOOD	GENERAL	40.43	40.43	0.00	0.00	0.00	0.00	0.00
GOLF COURSE -	HVAC	152.24	152.24	0.00	0.00	0.00	0.00	0.00
2400 WESTPORT	PLUMBING	260.52	242.60	17.92	0.00	0.00	0.00	0.00
DR	**Totals:**	453.19	435.27	17.92	0.00	0.00	0.00	0.00
WESTWOOD	HVAC	77.97	77.97	0.00	0.00	0.00	0.00	0.00
POOL - 1017	**Totals:**	77.97	77.97	0.00	0.00	0.00	0.00	0.00
WESTWOOD	HVAC	226.51	226.51	0.00	0.00	0.00	0.00	0.00
TENNIS CENTER	**Totals:**	226.51	226.51	0.00	0.00	0.00	0.00	0.00
WHITTIER REC	ELECTRICAL	108.07	80.87	27.20	0.00	0.00	0.00	0.00
CENTER - 2000	GENERAL	121.30	121.30	0.00	0.00	0.00	0.00	0.00
W BROOKS	HVAC	38.99	38.99	0.00	0.00	0.00	0.00	0.00
	PLUMBING	384.62	299.00	85.62	0.00	0.00	0.00	0.00
	Totals:	652.97	540.15	112.82	0.00	0.00	0.00	0.00
YOUNG	ELECTRICAL	161.73	161.73	0.00	0.00	0.00	0.00	0.00
FAMILTY	GENERAL	464.03	379.86	84.17	0.00	0.00	0.00	0.00
ATHLETIC	HVAC	824.33	824.33	0.00	0.00	0.00	0.00	0.00
CENTER - 2201	PLUMBING	1,441.05	518.83	922.22	0.00	0.00	0.00	0.00
TRAE YOUNG	**Totals:**	2,891.15	1,884.76	1,006.39	0.00	0.00	0.00	0.00

Cost by Mainter

OCTOBER 2024

Type	Total Cost	Labor	Supplies	Equipment
PLUMBING	11,978.89	6,947.85	5,031.04	0.00
GENERAL	10,096.21	4,552.22	5,543.99	0.00
ELECTRICAL	8,886.88	6,660.88	2,226.00	0.00
HVAC	7,227.77	7,227.77	0.00	0.00

ıance Type

Inventory	Outsourcing	Overhead
0.00	0.00	0.00
0.00	0.00	0.00
0.00	0.00	0.00
0.00	0.00	0.00

October 2024 Residential Permit Activity

REPORT CATEGORY	PERMIT NUMBER	DATE ISSUED	ADDRESS	SQ FT	ZONING	WARD	SUBDIVISION	CONTRACTOR	VALUATION
Multi-Family, Fire	PRFI202405135	2024-10-31	310 S SANTA FE AVE		CCFB	4	LARSH'S FIRST ADD, D L	310 S SANTA FE LLC	N/A
	1								**N/A**
Residential, Accessory Structure	PRAD202404600	2024-10-02	605 SHADOW GROVE CT	208	R-1	3	SHADOWRIDGE ADD	RYAN BUCK	$ 50,000.00
	PRAD202404604	2024-10-03	2703 S PICKARD AVE	537	R-1	4	BROAD ACRES SEC 1	LAW CONSTRUCTION	$ 240,000.00
	PRAD202404761	2024-10-14	2601 SMOKING OAK RD	1306	R-1	2	FOREST HILLS AMENDED	SCISSORTAIL ROOFING & CONST.	$ 100,000.00
	PRAD202405086	2024-10-28	118 S COOK AVE	888	R-2	4	NOT SUBDIVIDED	NEW CONCEPT RENOVATIONS, LLC.	$ 60,000.00
	5								**$ 450,000.00**
Residential, Carport	PRCP202404456	2024-10-01	1307 ERIE AVE	528	R-1	6	LAKECREST ESTATES	FIELDS, JEFFREY A	$ 5,500.00
	PRCP202404671	2024-10-28	420 W EUFAULA ST	580	CCFB	4	WAGGONER'S T.R. FIRST ADD	CELESTE CATTEEUW	$ 15,000.00
	PRCP202404672	2024-10-07	2113 BOIS-DE-ARC CIR	560	R-1	1	OAKHURST ADD SEC 09	TITAN BUILDING CO	$ 6,500.00
	PRCP202404869	2024-10-16	5706 JOHN DALTON RD	800	A-2	5	JOHN DALTON RIDGE COS	GENESIS FINE HOMES, LLC.	$ 5,000.00
	PRCP202404964	2024-10-29	2711 WILLOW CREEK DR	420	R-1	6	WOODCREST ESTATES #4	TITAN BUILDING CO	$ 5,000.00
	5								**$ 37,000.00**
Residential, Demo	PRDE202404359	2024-10-15	1909 OAKHOLLOW DR		R-1	1	OAKHURST ADD SEC 12	METRO CONTRACTORS & SUPPLY, INC.	N/A
	PRDE202404406	2024-10-22	4607 WINNERS CIR		R-1	3	ROCK CREEK POLO CLUB REPLAT	TOTAL DEMOLITION	N/A
	PRDE202404946	2024-10-23	7051 E ROCK CREEK RD		A-2	5	NOT SUBDIVIDED	M & M WRECKING, INC.	N/A
	3								**N/A**
Residential, Manufactured Home	PRMF202405036	2024-10-31	10404 JERICHO RD	1800	A-2	5	RED ROCK RIDGE COS	CLAYTON HOMES OF OKLAHOMA CITY	$ 190,000.00
	1								**$ 190,000.00**
Residential, New Single Family Dwelling	PRSF202402196	2024-10-11	1001 CLASSEN BLVD	3011	R-1	4	CLASSEN-MILLER ADD	OKLAHOMA COATINGS & DESIGN	$ 460,000.00
	PRSF202404224	2024-10-01	7401 E POST OAK RD	4893	A-2	4	BALD EAGLE SURVEY	DAVID WINKLER	$ 425,320.00
	PRSF202404252	2024-10-03	5409 WINDSTONE DR	4361	PUD	3	GLENRIDGE ADD. SEC. 3	WINDSTONE CONSTRUCTION	$ 500,000.00
	PRSF202404463	2024-10-10	2313 ALAMEDA PARK DR	2617	R-1	6	ALAMEDA PARK ADD. SEC. 3	SHERIDAN HOMES LLC.	$ 278,320.00
	PRSF202404505	2024-10-08	413 NORTH BASE AVE	1634	R-1	4	KUNKEL ADD RESUB	ROSE ROCK HABITAT FOR HUMANITY, INC.	$ 202,500.00
	PRSF202404568	2024-10-04	2717 DUNHAM DR	2927	R-1	1	SUMMIT LAKES ADD. SEC. 12	DP GAMBLE HOMES, INC.	$ 281,680.00
	PRSF202404570	2024-10-04	2821 SUMMIT HOLLOW CIR	3139	R-1	1	SUMMIT LAKES ADD. SEC. 12	DP GAMBLE HOMES, INC.	$ 282,240.00
	PRSF202404583	2024-10-01	1213 WILMOT ST	3175	PUD	8	SPRINGS AT FLINT HILLS SEC. 1	LANDMARK FINE HOMES, LP.	$ 370,000.00

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PRSF202404642	2024-10-10	3205 BIRMINGHAM DR	2765	R-1	5	ST. JAMES PARK SEC. 5	R & R HOMES, LLC.	$	272,160.00
PRSF202404648	2024-10-10	2317 ALAMEDA PARK DR	2638	R-1	6	ALAMEDA PARK ADD. SEC. 3	SHERIDAN HOMES LLC.	$	275,660.00
PRSF202404722	2024-10-11	2817 DUNHAM DR	2932	R-1	1	SUMMIT LAKES ADD. SEC. 12	DP GAMBLE HOMES, INC.	$	281,680.00
PRSF202404790	2024-10-10	3907 YELLOWSTONE DR	3981	PUD	6	PINE CREEK ADD	LANDMARK FINE HOMES, LP.	$	620,000.00
PRSF202404828	2024-10-11	1917 OAKVILLE PL	3653	R-1	5	SUMMIT VALLEY ADD. SEC. 3	DP GAMBLE HOMES, INC.	$	331,100.00
PRSF202404847	2024-10-11	3800 MESA RD	2559	PUD	6	RED CANYON RANCH SEC. 8	IDEAL HOMES OF NORMAN, LP.	$	248,360.00
PRSF202404860	2024-10-23	1715 ZAYDEN LN	3122	R-1	7	CEDAR LANE SEC. III	TRIPLE CROWN DESIGNS	$	300,000.00
PRSF202404865	2024-10-29	5706 JOHN DALTON RD	5900	A-2	5	JOHN DALTON RIDGE COS	GENESIS FINE HOMES, LLC.	$	550,000.00
PRSF202404885	2024-10-16	3921 CARAWAY LN	2477	R-1	5	BELLATONA ADD. SEC. 4	HOME CREATIONS, INC.	$	347,000.00
PRSF202404895	2024-10-21	2318 WOLFORD CT	1591	PUD	1	THE VILLAGES	LENNAR HOMES OF OKLAHOMA, LLC.	$	181,850.00
PRSF202404896	2024-10-30	2326 WOLFORD CT	1591	PUD	1	THE VILLAGES	LENNAR HOMES OF OKLAHOMA, LLC.	$	181,580.00
PRSF202404909	2024-10-18	2716 DUNHAM DR	2960	R-1	1	SUMMIT LAKES ADD. SEC. 12	DP GAMBLE HOMES, INC.	$	280,280.00
PRSF202404919	2024-10-17	1813 TAINES TURN	2790	R-1	7	CEDAR LANE SEC. III	TABER BUILT HOMES, LLC.	$	300,000.00
PRSF202404922	2024-10-18	1809 TAINES TURN	3200	R-1	7	CEDAR LANE SEC. III	TABER BUILT HOMES, LLC.	$	375,000.00
PRSF202404936	2024-10-21	1922 WOLFORD WAY	1591	PUD	1	THE VILLAGES	LENNAR HOMES OF OKLAHOMA, LLC.	$	181,580.00
PRSF202404950	2024-10-21	1926 WOLFORD WAY	1744	PUD	1	THE VILLAGES	LENNAR HOMES OF OKLAHOMA, LLC.	$	207,200.00
PRSF202404951	2024-10-22	1930 WOLFORD WAY	1591	PUD	1	THE VILLAGES	LENNAR HOMES OF OKLAHOMA, LLC.	$	181,580.00
PRSF202404952	2024-10-22	1934 WOLFORD WAY	1744	PUD	1	THE VILLAGES	LENNAR HOMES OF OKLAHOMA, LLC.	$	207,200.00
PRSF202404955	2024-10-22	3737 MESA RD	3430	PUD	6	RED CANYON RANCH SEC. 8	IDEAL HOMES OF NORMAN, LP.	$	336,280.00
PRSF202404999	2024-10-30	5605 WINDSTONE DR	3908	PUD	3	GLENRIDGE ADD. SEC. 3	BROOKFIELD CUSTOM HOMES, LLC.	$	549,000.00
PRSF202405080	2024-10-29	718 FLORENCE TER	3062	PUD	1	SIENA SPRINGS ADD. SEC. 2	DP GAMBLE HOMES, INC.	$	328,000.00
PRSF202405081	2024-10-29	3003 PESCARA DR	3081	PUD	1	SIENA SPRINGS ADD. SEC. 2	DP GAMBLE HOMES, INC.	$	320,000.00
PRSF202405085	2024-10-29	3007 PESCARA DR	3062	PUD	1	SIENA SPRINGS ADD. SEC. 2	DP GAMBLE HOMES, INC.	$	328,000.00
PRSF202405088	2024-10-29	3011 PESCARA DR	2907	PUD	1	SIENA SPRINGS ADD. SEC. 2	DP GAMBLE HOMES, INC.	$	318,000.00
PRSF202405089	2024-10-29	3015 PESCARA DR	3139	PUD	1	SIENA SPRINGS ADD. SEC. 2	DP GAMBLE HOMES, INC.	$	326,000.00
PRSF202405124	2024-10-28	3762 MESA RD	3048	PUD	6	RED CANYON RANCH SEC. 8	IDEAL HOMES OF NORMAN, LP.	$	306,320.00
PRSF202405160	2024-10-30	3805 YELLOWSTONE DR	3916	PUD	6	PINE CREEK ADD	LANDMARK FINE HOMES, LP.	$	550,000.00
PRSF202405183	2024-10-31	1226 FLINT HILLS ST	2489	PUD	8	SPRINGS AT FLINT HILLS SEC. 1	LANDMARK FINE HOMES, LP.	$	300,000.00
PRSFD202300006	2024-10-24	2625 BERRY FARM RD	16825	PUD	8	ASHTON GROVE 2	BOWERS, JIM JR CONSTRUCTION CO	$	3,800,000.00

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	37								**$ 15,583,890.00**
Residential, Pool	PRPO202404596	2024-10-01	124 DEVONSHIRE DR	452	R-1	6	ROYAL OAKS SEC 5	LEISURE TIME POOLS	$ 5,000.00
	PRPO202404699	2024-10-04	4751 HIGHLAND LAKE DR	1010	RE	5	HIGHLAND HILLS SEC 3	OCEAN POOLS OF OKLAHOMA	$ 85,000.00
	PRPO202404826	2024-10-14	4509 BELLINGHAM LN	700	R-1	8	CARRINGTON PLACE ADD. SEC. 14	ARTISTIC POOLS	$ 62,000.00
	PRPO202404953	2024-10-21	2504 HIGHBURY DR	1160	PUD	8	VILLAS AT ASHTON GROVE, SEC. 1	AQUATIC DESIGNS POOL & SPA	$ 100,000.00
	PRPO202404954	2024-10-21	3411 BLACKBIRD LN	1658	PUD	6	FROST CREEK	SPARTAN POOLS & PATIO	$ 147,000.00
	PRPO202404998	2024-10-25	3002 TURNBERRY CT	832	R-1	8	HIGHLAND VILLAGE ADD., SEC. 7	SIGNATURE CUSTOM POOLS	$ 75,200.00
	PRPO202405127	2024-10-29	4619 RIDGELINE DR	1489	RE	8	GRANDVIEW EST NORTH #4	FOX POOLS OF CENTRAL OK	$ 130,000.00
	PRPO202405186	2024-10-31	908 HOOVER ST	1375	R-1	4	OAK RIDGE ADD - REPLAT	AQUATIC DESIGNS POOL & SPA	$ 70,000.00
	8								**$ 674,200.00**
Residential, Repair	PRDB202400069	2024-10-09	805 OLIVER ST	120	R-1	4	CARPENTER	DUSTIN PROFFITT	$ 51,000.00
	1								**$ 51,000.00**
Residential, Solar	PRSO202404169	2024-10-01	5500 BIG BEND CIR		A-2	5	**CB-1 LOT 30**	OFF GRID ENERGY SOLUTIONS DBA AVEYO	$ 50,000.00
	PRSO202404488	2024-10-03	1233 WINDSOR WAY		R-1	5	EDGEMERE 2ND ADD	SHINE SOLAR DBA SHINE AIR	$ 24,453.00
	PRSO202404571	2024-10-03	1441 VINE ST		R-1	3	WESTLAND ADD	OKIE SOLAR	$ 30,000.00
	PRSO202404639	2024-10-03	2003 MORGAN DR		R-1	2	WESTWOOD EST NORTH ADD	ASTRAWATT SOLAR	$ 23,520.00
	PRSO202404711	2024-10-03	904 GOLDEN EAGLE DR		RM-2	7	EAGLE CLIFF ADD #5	EIGHTTWENTY	$ 39,600.00
	PRSO202404743	2024-10-11	204 S UNIVERSITY BLVD		CCFB	4	WAGGONER'S T.R. FIRST ADD	EIGHTTWENTY	$ 17,892.00
	PRSO202404882	2024-10-11	2605 RIDGEFIELD DR		R-1	8	HAWTHORNE PLACE	OKIE SOLAR	$ 30,000.00
	PRSO202404893	2024-10-16	202 S UNIVERSITY BLVD		CCFB	4	WAGGONER'S T.R. FIRST ADD	EIGHTTWENTY	$ 29,029.00
	PRSO202404928	2024-10-24	10501 STARLIGHT DR		A-2	5	CRYSTAL BROOK ESTATES COS	EDWARDS, KELLY R	$ 78,001.00
	PRSO202404983	2024-10-17	1225 SALSBURY ST		R-1	2	WESTFIELD MANOR ADD	EIGHTTWENTY	$ 20,262.00
	PRSO202404996	2024-10-17	2721 GLEN OAKS DR		R-1	5	EAST RIDGE ADD	MY ROOF SOLAR	$ 30,000.00
	PRSO202405007	2024-10-22	347 WOODCREST DR		R-1	6	WOODCREST ESTATES #1	EIGHTTWENTY	$ 20,000.00
	PRSO202405056	2024-10-22	3401 ALLSPICE RUN		RE	5	CINNAMON RUN	SUNTRIA	$ 42,120.80
	PRSO202405175	2024-10-29	2726 POPLAR LN		R-1	2	FOREST HILLS AMENDED	CLEAN RESIDENTIAL ENERGY LLC.	$ 44,464.00
	PRSO202405215	2024-10-31	214 BARBOUR AVE		R-1	2	WESTFIELD MANOR	ION DEVELOPER LLC DBA ION SOLAR	$ 4,816.00
	15								**$ 484,157.80**

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Residential, Storm Shelter	PRSS202404631	2024-10-28	210 REDWING DR		RE	5	HOWARD BIG OAK SEC 2	GROUND ZERO SHELTERS	$ 4,500.00
	PRSS202404729	2024-10-04	2612 HAMDEN AVE		R-1	8	HAWTHORNE PLACE 3RD ADD	STORM SAFE SHELTER, LLC.	$ 6,250.00
	PRSS202404756	2024-10-09	135 W HIMES ST		R-2	4	HIGHLAND ADDITION	OKLAHOMA SHELTERS	$ 3,900.00
	PRSS202404766	2024-10-07	2737 CLIFTON TER		PUD	1	SUMMIT LAKES 8	GROUND ZERO SHELTERS	$ 2,645.00
	PRSS202404770	2024-10-08	2733 CLIFTON TER		R-1	1	VARENNA LANDING ADD. SEC. 2	GROUND ZERO SHELTERS	$ 2,645.00
	PRSS202404773	2024-10-08	2729 CLIFTON TER		R-1	1	VARENNA LANDING ADD. SEC. 2	GROUND ZERO SHELTERS	$ 2,645.00
	PRSS202404775	2024-10-08	2725 CLIFTON TER		R-1	1	VARENNA LANDING ADD. SEC. 2	GROUND ZERO SHELTERS	$ 2,645.00
	PRSS202404777	2024-10-08	2721 CLIFTON TER		R-1	1	VARENNA LANDING ADD. SEC. 2	GROUND ZERO SHELTERS	$ 2,645.00
	PRSS202404779	2024-10-08	2717 CLIFTON TER		R-1	1	VARENNA LANDING ADD. SEC. 2	GROUND ZERO SHELTERS	$ 2,645.00
	PRSS202404781	2024-10-08	2713 CLIFTON TER		R-1	1	VARENNA LANDING ADD. SEC. 2	GROUND ZERO SHELTERS	$ 2,645.00
	PRSS202404782	2024-10-08	2709 CLIFTON TER		R-1	1	VARENNA LANDING ADD. SEC. 2	GROUND ZERO SHELTERS	$ 2,645.00
	PRSS202404783	2024-10-08	2705 CLIFTON TER		R-1	1	VARENNA LANDING ADD. SEC. 2	GROUND ZERO SHELTERS	$ 2,645.00
	PRSS202404785	2024-10-08	2706 CLIFTON TER		R-1	1	VARENNA LANDING ADD. SEC. 2	GROUND ZERO SHELTERS	$ 2,645.00
	PRSS202404786	2024-10-08	2722 CLIFTON TER		R-1	1	VARENNA LANDING ADD. SEC. 2	GROUND ZERO SHELTERS	$ 2,645.00
	PRSS202404788	2024-10-08	2723 VARENNA CT		R-1	1	VARENNA LANDING ADD. SEC. 2	GROUND ZERO SHELTERS	$ 2,645.00
	PRSS202404789	2024-10-30	2719 VARENNA CT		R-1	1	VARENNA LANDING ADD. SEC. 2	GROUND ZERO SHELTERS	$ 3,200.00
	PRSS202404791	2024-10-08	3907 YELLOWSTONE DR		PUD	6	PINE CREEK ADD	STORM SAFE SHELTER, LLC.	$ 4,000.00
	PRSS202404799	2024-10-22	3904 NORTHWICH DR		R-1	3	QUAILBROOK ADD #1	GROUND ZERO SHELTERS	$ 3,995.00
	PRSS202404829	2024-10-09	405 GREENS PKWY		R-1	8	HIGHLAND VILLAGE ADD. SEC. 10	GROUND ZERO SHELTERS	$ 3,995.00
	PRSS202404870	2024-10-11	1001 CLASSEN BLVD		R-1	4	CLASSEN-MILLER ADD	OKLAHOMA COATINGS & DESIGN	$ 10,000.00
	PRSS202404908	2024-10-15	2711 WILLOW CREEK DR		R-1	6	WOODCREST ESTATES #4	GROUND ZERO SHELTERS	$ 3,795.00
	PRSS202404920	2024-10-16	1813 TAINES TURN		R-1	7	CEDAR LANE SEC. III	STORM SAFE SHELTER, LLC.	$ 2,500.00
	PRSS202404924	2024-10-16	1809 TAINES TURN		R-1	7	CEDAR LANE SEC. III	STORM SAFE SHELTER, LLC.	$ 2,500.00
	PRSS202405102	2024-10-23	3217 DOVE HOLLOW LN		R-1	8	PRAIRIE CREEK ADD SEC 3	FLAT SAFE TORNADO SHELTERS	$ 3,700.00
	PRSS202405126	2024-10-24	3762 MESA RD		PUD	6	RED CANYON RANCH SEC. 8	STORM SAFE SHELTER, LLC.	$ 3,000.00
	PRSS202405137	2024-10-28	1125 S PONCA AVE		R-1	4	NOT SUBDIVIDED	OZ SAFEROOMS	$ 9,875.00
	PRSS202405139	2024-10-28	4750 12TH AVE NW		A-2	8	NOT SUBDIVIDED	OZ SAFEROOMS	$ 38,850.00
	PRSS202405180	2024-10-31	3913 LYNFORD LN		R-1	5	BELLATONA ADD. SEC. 4	STORM SAFE SHELTER, LLC.	$ 2,450.00

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	PRSS202405193	2024-10-31	113 S CREEKDALE DR		RM-6	3	SUMMIT ADD	STORM SAFE SHELTER, LLC.	$ 3,800.00
	PRSS202405199	2024-10-29	1723 SAMUELS CT		PUD	7	CEDAR LANE SEC. III	TABER BUILT HOMES, LLC.	$ 2,500.00
	PRSS202405202	2024-10-29	3224 VALLEY BROOK		R-1	5	SUMMIT VALLEY ADDITION	GROUND ZERO SHELTERS	$ 2,645.00
	PRSS202405205	2024-10-29	3325 VALLEY HOLLOW		R-1	5	SUMMIT VALLEY ADDITION	GROUND ZERO SHELTERS	$ 2,645.00
	PRSS202405258	2024-10-31	2809 DALEWOOD PL		R-1	5	EAST RIDGE ADD #3	GROUND ZERO SHELTERS	$ 2,995.00
	33								**$ 152,835.00**
Residential, Water Well	PRWL202403777	2024-10-03	12503 RED BUD DR		R-1	5	WHISPERING HILLS	STAVEK, JAREK J	N/A
	PRWL202404477	2024-10-03	9105 CHARMEE SANDEE LN		A-2	5	PATA AIR ESTATES COS	THUNDERBIRD LANDING PROPERTIES,	N/A
	PRWL202404701	2024-10-08	9813 EYRE CIR		RE	5	PRIDE #032	COTTS, CURTIS WAYNE	N/A
	PRWL202404703	2024-10-08	5612 JOHN DALTON RD		A-2	5	JOHN DALTON RIDGE COS	WICKS, BRITTNEY	N/A
	4								**N/A**
Total	**125**								**$ 18,273,583.80**

October 2024 Residential Permit Activity

CATEGORY	COUNT	VALUATION
Multi-Family, Fire	1	N/A
Residential, Accessory Structure	5	$ 450,000.00
Residential, Carport	5	$ 37,000.00
Residential, Demo	3	N/A
Residential, Manufactured Home	1	$ 190,000.00
Residential, New Single Family Dwelling	37	$ 15,583,890.00
Residential, Pool	8	$ 674,200.00
Residential, Repair	1	$ 51,000.00
Residential, Solar	15	$ 484,157.80
Residential, Storm Shelter	33	$ 152,835.00
Residential, Water Well	4	N/A
Total	125	$ 18,273,583.80

October 2024 Non-Residential Permit Activity

Reporting Code	Permit Number	Date Issued	Address	Sq Ft	Zoning	Ward	Subdivision	Contractor	Tenant	Valuation
Commercial, Additional/Alteration	PRAD202402531	2024-10-30	2210 24TH AVE NW	4465	PUD	8	UNIVERSITY NORTH PARK SEC VI	SEAN STEINER	KID'S CHOICE THERAPY CLINIC	$ 150,000.00
	PRAD202404089	2024-10-31	1205 E LINDSEY ST	26848	C-2	1	COLONIAL EST "A"	BRAD HOLT (CAMBRI BUILDERS)	OLLIE'S BARGAIN OUTLET	$ 715,000.00
	PRAD202404345	2024-10-03	13628 CRYSTAL BROOK CIR	1664	A-2	5	PRIDE #005	GLADIATOR CANNABIS, LLC.	GLADIATOR CANNABIS	$ 10,000.00
	PRAD202404562	2024-10-09	3301 W MAIN ST	1958	C-2	3	SOONER MALL	GRAYLING, INC.	TRADEHOME SHOES	$ 80,000.00
	PRAD202404618	2024-10-16	3651 CASCADE BLVD	3000	RM-2	8	JOLLEY ADDITION	PRECISION BUILDERS	REDEEMER CHURCH	$ 750,000.00
	PRAD202404625	2024-10-10	1236 N INTERSTATE DR	3246	C-2	8	TOWNE WEST VILLAGE	OKLAHOMA COATINGS & DESIGN	FUSON TAG AGENCY, MAMM, LLC.	$ 204,620.00
	PRAD202404692	2024-10-31	481 INTERSTATE DR	3475	C-2	2	PARK CENTRAL ADD	SOUTH I-35 PROPERTIES, LLC C/O AFFORDABLE	LANDERS CHRYSLER JEEP AND DODGE OF	$ 207,000.00
	PRAD202404850	2024-10-30	2821 36TH AVE NW	1650	PUD	8	36TH NORTH BUSINESS PARK	JAKE CHRISTIAN	NRH-JOURNEY CLINIC	$ 80,000.00
	8									**$ 2,196,620.00**
Commercial, Fire	PRFI202402617	2024-10-15	4600 36TH AVE NW		R-1	8	NORTHHAVEN CHURCH ADD.	TIMBER CREEK FELLOWSHIP CHURCH		$ 2,000.00
	PRFI202404489	2024-10-01	850 ED NOBLE PKWY		C-2	3	PARKWAY PLAZA ADD SEC 3 REPLAT	PROPERTY TAX DEPT 3906		$ 25,400.00
	PRFI202404871	2024-10-23	1809 STUBBEMAN AVE		R-1	8	CRYSTAL HEIGHTS #4	NORMAN SCHOOL DIST 29		$ 25,000.00
	PRFI202405023	2024-10-23	1100 N INTERSTATE DR		C-2	3	SPRING BROOK ADDITION SEC 12	REALTY INCOME PROPERTIES 10, LLC		$ 4,000.00
	PRFI202405222	2024-10-30	3305 W MAIN ST		C-2	3	SOONER MALL	SOONER FASHION MALL LLC		$ 100,000.00
	PRFI202405223	2024-10-30	3301 W MAIN ST		C-2	3	SOONER MALL	SOONER FASHION MALL LLC		$ 200,000.00
	6									**$ 356,400.00**
Commercial, Foundation Only	PRFO202404559	2024-10-08	615 E ROBINSON ST	134000	R-1	6	NOT SUBDIVIDED	CROSSLAND CONSTRUCTION CO,INC.	CLEVELAND COUNTY OF OKLAHOMA	$ 1,500,000.00
	1									**$ 1,500,000.00**
Commercial, New Commercial Building	PRNR202402444	2024-10-21	4208 28TH AVE NW	17476	I-1	8	PEPCO INC PARK PHASE I	SHERIDAN HOMES LLC.	SHELL BUILDING	$ 760,000.00
	PRNR202402645	2024-10-10	1809 STUBBEMAN AVE	36662	R-1	8	CRYSTAL HEIGHTS #4	MANHATTAN CONSTRUCTION	NORMAN NORTH HS STADIUM	$ 13,300,000.00
	PRNR202403656	2024-10-07	2721 CLASSEN BLVD	7300	C-2	1	WASH FACTORY CLASSEN ADD.	COCHRAN ENGINEERING	CLUB CARWASH	$ 250,000.00
	PRNR202404272	2024-10-16	2010 RESEARCH PARK BLVD	8561	I-1	8	NORMAN RESEARCH PARK	HEATH BOHON	K&S Automotive	$ 500,000.00
	PRNR202404422	2024-10-16	5300 N INTERSTATE DR	1266	A-2	3	COMMUNITY CHRISTIAN SCHOOL	GARRETT MAPLES HOMES LLC	COMMUNITY CHRISTIAN SCHOOL	$ 55,000.00
	PRNR202404757	2024-10-15	5201 24TH AVE NE	576	PUD	5	FLETCHER FARMS COS	MELISSA COLLYAR	SUNHIVE COLLECTIVE	$ 36,000.00
	6									**$ 14,901,000.00**
Commercial, Solar	PRSO202404731	2024-10-11	560 MERCHANT DR		C-2	2	RIEGER 2006 ADDITION	EIGHTTWENTY	RIEGER, LLC.	$ 89,000.00
	PRSO202405133	2024-10-29	1809 STUBBEMAN AVE		R-1	8	CRYSTAL HEIGHTS #4	NORMAN SCHOOL DIST 29	NORMAN NORTH HIGHSCHOOL	$ 64,198.00
	2									**$ 153,**

October 2024 Non-Residential Permit Activity

Institutional, Demolition	PRDE202404415	2024-10-02	5300 N INTERSTATE DR		A-2	3	COMMUNITY CHRISTIAN SCHOOL	MIDWEST WRECKING CO	CCS	N/A
	1									N/A
Institutional, Fire	PRFI202404994	2024-10-21	600 PARKSIDE		A-2	3	NORMAN PUBLIC SCHOOLS	TYLER NICHOLS	NORMAN PUBLIC SCHOOLS	$ 3,991.00
	1									**$ 3,991.00**
Total	**25**									**$ 19,111,209.00**

October 2024 Non-Residential Permit Activity

Reporting Code	Count	Valuation
Commercial, Additional/Alteration	8	$ 2,196,620.00
Commercial, Fire	6	$ 356,400.00
Commercial, Foundation Only	1	$ 1,500,000.00
Commercial, New Commercial Building	6	$ 14,901,000.00
Commercial, Solar	2	$ 153,198.00
Institutional, Fire	1	$ 3,991.00
Total	24	$ 19,111,209.00

Monthly Permit Activity Summary with Details
From: 1/1/2024 To: 10/31/2024

		2024		2023	
Group	Category	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	3	$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	3	$800,792.00	1	$619,021.00
	Residential, Accessory Structure	92	$3,552,501.27	139	$5,695,401.96
	Residential, Acessory Dwelling Unit	6	$511,000.00		
	Residential, Addition / Alteration	97	$7,652,764.27	107	$7,422,804.00
	Residential, CarPort	32	$228,789.36	32	$226,425.57
	Residential, Demolition	30	$135,500.00	31	
	Residential, Fire	1	$165,000.00		
	Residential, Manufactured Home	7	$710,078.00	10	$1,488,826.00
	Residential, Manufactured Home Replacement			5	$464,900.00
	Residential, New Single Family Dwelling	361	$138,911,868.82	364	$142,749,195.00
	Residential, New Two Family (duplex)	2	$1,170,000.00	8	$1,334,512.00
	Residential, Pool	74	$6,643,892.00	97	$8,675,680.00
	Residential, Repair	14	$1,099,221.00	46	$4,417,476.00
	Residential, Solar	143	$4,189,702.47	238	$7,860,681.83
	Residential, Storm Shelter	250	$1,067,090.00	340	$1,369,648.00
	Residential, Water Well	8		29	
	Total	**1,135**	**$171,216,052.19**	**1,485**	**$191,763,487.36**
NON-RESIDENTIAL	Commercial, Addition / Alteration	107	$44,784,336.00	125	$60,201,370.00
	Commercial, Demolition	12	$295,000.00	7	
	Commercial, Fire	53	$1,585,619.11		
	Commercial, Foundation Only	2	$2,000,000.00	3	$1,930,000.00
	Commercial, New Commercial Building	28	$50,046,277.00	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	4	$777,603.00		
	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, Demolition	1			
	Institutional, Fire	9	$400,975.07		
	Total	**238**	**$112,700,739.18**	**175**	**$177,096,570.00**
OTHER ACTIVITY	# of New Dwelling Units	408			
	All Field Inspections	33,545		25,516	
	Certificate of Completion (CC)	2,618			
	Certificate of Occupancy (CO)	255		1,116	
	Demo # of Dwelling Units	29			
	Demolition	6			
	Electrical Permit	1,119		1,730	
	Fire	1			
	Garage Sale	780		683	
	Mechanical Permit	1,049		1,716	
	Paving (PRIVATE PROPERTY)	80	$590,342.71	97	$1,384,075.00
	Plumbing Permit	1,255		1,837	
	Public Works	157	$3,112,669.91		
	Sign	225	$614,765.00	503	
	Street Closure(Not Event)	2			
	Structure Moving	10		23	
	Temporary Structure	22		25	$326,580.00
	Total	**41,561**	**$4,317,777.62**	**33,246**	**$1,710,655.00**
Total		**42,934**	**$288,234,568.99**	**34,906**	**$370,570,712.36**

POLICE 11

NORMAN POLICE DEPARTMENT

MONTHLY DEPARTMENT OVERVIEW

@normanokpd

OCTOBER | 2024

MONTHLY ACTIVITY OVERVIEW

SUMMARY OF REPORTED OFFENSES	2024	5-YEAR AVERAGE	2023
MURDER	0	1	0
SEXUAL ASSAULTS	14	18	13
ROBBERY	2	3	3
AGGRAVATED ASSAULTS	17	29	29
BURGLARY OF BUILDING	37	37	25
LARCENY/THEFT	223	245	235
MOTOR VEHICLE THEFT	32	37	27
ARSON	0	0	1
KIDNAPPING	2	3	3
FRAUD/FORGERY	51	63	65
DUI/APC	25	30	28
PUBLIC INTOXICATION	40	48	62
RUNAWAYS	56	28	22
DRUG VIOLATIONS	50	42	46
THREATS/HARASSMENT	43	40	38
VANDALISM	63	87	120
OTHER	636	618	576
TOTAL REPORTED OFFENSES	**1,291**	**1,329**	**1,293**
TOTAL ARRESTS:	**663**	**653**	**659**
PROTECTIVE CUSTODY:	62	91	**96**
TOTAL CASE REPORTS*	**1,038**	**1,069**	**1,067**
COLLISIONS	**219**	**203**	**192**
FATALITY	0	2	2
INJURY	37	34	26
NON-INJURY	182	167	164
NUMBER OF PEOPLE INJURED	48	46	31
CITATIONS & WARNINGS	**3,062**	**2,335**	**3,054**
TRAFFIC CITATIONS	646	523	655
TRAFFIC WARNINGS	735	988	1,880
PARKING CITATIONS & WARNINGS	1,681	825	519

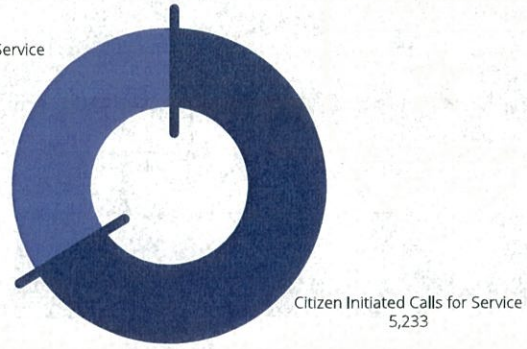
COMMUNICATIONS CENTER ACTIVITY OVERVIEW

911 CALLS TAKEN: 5,822

NON-EMERGENCY CALLS TAKEN: 16,818

TOTAL INCOMING CALLS: 22,640

TOTAL CALLS FOR SERVICE GENERATED: 11,817



POLICE CALLS FOR SERVICE: 7,989
- OFFICER INITIATED: 2,756
- CITIZEN INITIATED: 5,233

OTHER CAD ACTIVITY:
- NORMAN FIRE: 1,732
- EMSSTAT: 2,096

INVESTIGATIONS ACTIVITY

CASES OPEN DURING REPORTING PERIOD: 174

CASES ASSIGNED DURING THE CURRENT REPORTING PERIOD: 81

CASES CLOSED DURING REPORTING PERIOD: 556
- CLEARED BY ARREST / WARRANT: 5
- CLEARED BY EXCEPTION: 20
- COP FOLLOW-UP: 13
- DEACTIVATED: 366
- DEACTIVATED DUE TO STAFFING: 64
- MISSING PERSONS RECOVERED: 39
- REFERRED INTERNALLY: 43
- UNFOUNDED: 6

ANIMAL WELFARE

INTAKES: 288

LIVE RELEASES: 335

LIVE OUTCOME RATE: 91%

ANIMALS FOSTERED: 86

ANIMALS LICENSED: 70

VOLUNTEER HOURS: 213

RECORDS

CUSTOMER SERVICE CONTACTS: 1,879
- IN-PERSON CONTACTS: 595
- PHONE CONTACTS: 649
- EMAIL CONTACTS: 635

DEPARTMENT STAFFING

AUTHORIZED COMMISSIONED: 184
ACTUAL EMPLOYED: 173
AVAILABLE FOR ASSIGNMENT: 150**

AUTHORIZED NON-COMMISSIONED: 76
ACTUAL NON-COMMISSIONED: 71
AVAILABLE FOR ASSIGNMENT: 68**

*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
October 2024

IN SHELTER ANIMAL COUNTS

	2023			2024			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Beginning	82	149	231	74	110	184	(47)	-20%
Ending	90	121	211	54	78	132	(79)	-37%

ANIMAL INTAKES

	2023			2024			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Stray at Large	114	75	189	118	90	208	19	10%
Owner Relinquish	6	13	19	24	21	45	26	137%
Owner Intended Euth	0	0	0	1	0	1	1	#DIV/0!
Transfer In	0	2	2	0	2	2	0	0%
Other Intakes*	4	0	4	17	0	17	13	325%
Returned Animal	7	5	12	4	11	15	3	25%
TOTAL LIVE INTAKES	141	95	226	164	124	288	62	27%

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

OTHER STATISTICS

	2023	Total	2024	Total	Comparisons Difference	Comparisons Percent
Wildlife Collected (DOA)	0	0	0	0	0	#DIV/0!
Dog Collected (DOA)	2	2	2	2	0	0%
Cat Collected (DOA)	2	2	5	5	3	150%
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	3	3	1	1	(2)	-67%
Intake Sheep	0	0	0	0	0	#DIV/0!
Intake Rabbits	1	1	2	2	1	100%
Intake Pigs	1	1	2	2	1	100%
Intake Other	2	2	57	57	55	2750%
TOTAL OTHER ITEMS	12	12	69	69	57	475%

LENGTH OF STAY (DAYS)

	2023	2024
Dog	18	20.6
Puppy	13.2	7.9
Cat	16.6	10.4
Kitten	13.8	13.2

OWNER SURRENDER PENDING INTAKE

	Canine	Feline	Other	Total
Animals	178	54	0	232

Norman Animal Welfare Monthly Statistical Report
October 2024

LIVE ANIMAL OUTCOMES

	2023			2024			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Adoption	55	96	151	51	105	156	5	3%
Return To Owner	42	3	45	48	3	51	6	13%
Transferred Out	16	0	16	64	15	79	63	394%
Returned to Field	0	10	10	0	18	18	8	80%
Returned to Owner in Field	N/A	N/A	N/A	31	0	31		
TOTAL LIVE OUTCOMES	113	109	222	194	141	335	113	51%

OTHER ANIMAL OUTCOMES

	2023			2024			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Died in Care	0	9	9	2	5	7	(2)	-22%
Lost in Care	0	0	0	0	0	0	0	#DIV/0!
Shelter Euth	9	4	13	18	8	26	13	100%
Owner Intended Euth	0	0	0	1	0	1	1	#DIV/0!
TOTAL OTHER OUTCOMES	9	13	22	21	13	34	12	55%

TOTAL OUTCOMES

	2023			2024			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Total Live Outcomes	113	109	222	194	141	335	113	51%
Total Other Outcomes	9	13	22	21	13	34	12	55%
TOTAL OUTCOMES	122	122	244	215	154	369	125	51%

SHELTER EUTHANASIA DATA

	Canine	Feline	Other	Total	Percentage
Medical - Sick	2	3	0	5	21%
Medical - Injured	0	3	0	3	13%
Behavior - Aggressive	12	0	0	12	50%
Behavior - Other	4	0	0	4	17%
TOTAL EUTHANASIA	18	6	0	24	

MONTHLY LIVE RELEASE RATE

2023	2024
91.0%	91.0%

Live Outcomes / (Total Outcomes - Owner Int Euth)

PUBLIC WORKS 12

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

ENGINEERING DIVISION

DEVELOPMENT

The Development Manager processed two (2) Rural Certificates of Survey and two (2) Preliminary Plats for Planning Commission; one (1) Final Plat for the Development Committee; no items for City Council. The Development Engineer reviewed 34 sets of construction plans and three (3) punch lists. There were 166 permits reviewed and/or issued. Fees were collected in the amount of $4,781.53.05.

CAPITAL PROJECTS:

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 Noman 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.

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 9/30/2024, 6.7% of the total contract amount has been expended. Through 9/30/24, 13% of the contract time has expired.

The contractor's activities this month were as follows:

- Grading and roadway base between Peters Avenue and Porter Avenue
- Construction of concrete paving and curb and gutter between Crawford Avenue and Porter Avenue
- Construction of sidewalks between Crawford Avenue and Porter Avenue
- Installation of storm sewer at Crawford 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. The contractor has completed approximately 22% of the work and have expended approximately 33% of the time allotted for the project. The contract is for 180 days the start date was 9/3/2024 and current completion date is 3/2/2025.

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 2025 Street Maintenance Bond – Urban Concrete 1

Urban Concrete Bid 2 bids were opened on June 13, 2024. 8 bids were received and the contract was awarded on July 9, 2024 to Ellsworth Construction in the amount of $1,191,250.50. The project consists of select panel replacement on existing concrete streets. The project is anticipated to be completed by April 2025. The contractor mobilized on September 30, 2023. During the month of October, completed work in Brookhaven addition on Brookhaven Boulevard.

FYE 2025 Street Maintenance Bond – Urban Concrete 2

Urban Concrete Bid 2 bids were opened on June 13, 2024. 8 bids were received and the contract was awarded on July 9, 2024 to Ellsworth 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 October, the contractor continued 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. 3 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 October, the contractor completed waterline relocations, construction of the north and south bridge seats, began construction on the north and south retaining walls, and began installation of rip rap.

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:

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 both vehicles have been delivered.

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

Following implementation of the new route network, City Transit staff are reviewing and evaluating the next priorities recommended by the Go Norman Transit Plan. The below expansion recommendation was put into effect on Monday October 28, 2024:

- *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. Funding to implement this priority was approved in the FYE 2025 budget.

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 September 2024.

STREETS DIVISION

CAPITAL PROJECTS

- Savannah Addition: Halray Drive replaced concrete panels using107 cubic yards of concrete and resulted in over 380 square yards repaired
- 84th Avenue SE Highway 9 North deep patch and overlay required

ASPHALT PROJECTS

- 413 Egret Lane deep patch required 103.57 tons of asphalt for the repair.
- 1016 26th Avenue NW deep patch required 147.85 tons of asphalt for the repair.
- Alameda Drive and 112th Avenue NE required 6.52 tons of asphalt for the repair.
- Oakhurst Avenue and Oakcreek Drive deep patch required 23.42 tons of asphalt for the repair.
- Royal Oaks Addition crews worked crack repair that required 20.06 tons of asphalt for the repair.
- Tecumseh Ridge Addition crews worked crack repair that required 14.55 tons of asphalt for the repair.

CONCRETE PROJECTS

- 316 Cotswold Drive replaced concrete panels that required 35 cubic yards of concrete and resulted in over 131.83 square yards repaired.

ROADSIDE OPERATIONS

- Routine pothole patching operations used approximately 48.18 tons of asphalt.

- Rights-of-Way Roadside Mowing crew during October, 2024, mowed 256 miles of rural rights-of way and 1,614,863 sq. ft. of urban rights-of-way.

STORMWATER DIVISION

WORK ORDER RESPONSE

Stormwater Division received 29 work order requests and closed 29 work orders.

INFRASTRUCTURE MAINTENANCE

The Infrastructure Maintenance Crew

- Sealed leaking curb hood at 204 Highland Drive.
- Finished fallen pipe and flume replacement at 4616 Osprey Drive.
- Poured three pads at various locations for stormwater monitoring sites.
- Installed No Trespassing signs for unhoused in Anitol I.
- Sealed leaking manhole at 1907 Rosebrook Court.
- Removed drift at 60th NE and Lindsey.
- Repaired washout around stormwater pipe at 4050 36th Ave NE.
- Added mulch for stormwater inlet program at Brookhollow Drive.
- Participated in full day of cleaning at Lindsey Yard for upcoming DEQ inspection.
- Checked 90 and cleaned 88 inlets in Ward 4.

CHANNEL MAINTENANCE

The Channel Maintenance Crew

- Removed drift at Willow Grove Road.
- Filled hole next to stormwater pipe at 2814 Shoreridge Ave.
- Cleaned and fixed washout at Telstar Channel.
- Removed tree limbs for site distance problems at Bishop and Normandy Channels.
- Removed downed tree in Hollywood flume at 1608 Holly Circle.
- Cleaned Brookhaven flume at 1818 Danfield Drive.
- Removed couch at the end of Twisted Oak Drive.
- Loaned Richard King to overlay for three days to help pave 60th NE.
- Checked 127 and cleaned 11 inlets in Wards 2 and 3.
- Mowed 1,277,903.5 square feet of drainage areas.
- Participated in full day of cleaning at Lindsey Yard for upcoming DEQ inspection.

URBAN STREET SWEEPING/CAMERA VAN OPERATIONS

The Street Sweeping/Camera Crew

- 476 lane miles were swept in October resulting in the removal of approximately 101.60 tons of debris from various curb-lined streets throughout the city.
- The Camera Crew was able to camera 7,843 linear feet of stormwater infrastructure before camera went down for repairs.
- Continued OU game day sweep schedule.
- Emergency phone responded to an NPD request for oil in the road.
- Checked 408 and cleaned 99 inlets in Wards 2 and 4.
- Participated in full day of cleaning at Lindsey Yard for upcoming DEQ inspection.

INLET CLEARING OPERATIONS

Stormwater crews checked 625 inlets and cleaned 198 inlets totaling 2.50 tons of debris removed in Ward 2, 3 and 4

STORMWATER OKIE LOCATES

During the month of October 3,036 Call 811 Okie Spots were received. Of those requests, 132 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.

October 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……	2			
*Short Form Plat……	0			
*Center City Form Based Code..	0			
*Concurrent Constr. Request…	0			
City Council Review:				
Certificate of Survey……	0			
Preliminary Plat……	0			
Final Plats …….	0			
Certificate of Plat Correction……	0			
Encroachment……	0			
Easements……	0			
Closure……	0			
Release of Deferral……	0			
		$ 1,530.00		
Development Committee:				
Final Plats……	1			
Fee-In-Lieu of Detention……	0	$0.00		
Subtotal:		$1,530.00	$ 7,270.00	$19,590.00

Permits Reviewed/Issued:

(includes Offsite Construction fees)

**Single Family……	36				
***Commercial……	14				
Multi-Family……	0				
Addition/Alteration……	13				
House Moving……	1				
Paving Only……	6				
Storage Building……	11				
Swimming Pool……	8				
Storm Shelters……	33				
Public Improvements……	5				
Temporary Encroachments……	2				
Fire Line Pits/Misc……	0				
Franchise Utilities ……	24				
Other revenue ……	……	$30.00		$0.00	
Flood Plain (@$100.00 each)……	4	$400.00		$300.00	$1,400.00
Total Permits……		$2,821.53		$17,706.05	$18,017.70
Grand Total……		$4,781.53		$25,276.05	$31,467.70
****Construction Plan Review Occurrences**		34		29	78
*****Punch Lists Prepared**……		3		4	8

* 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

October 2024

DEVELOPMENT COORDINATION, ENGINEERING, AND PERMIT REVIEW

KEN DANNER/TODD McLELLAN/JACK BURDETT

	NUMBER OF INSTANCES	PERCENTAGE ACHIEVED
PI #8 PREPARE DEVELOPMENT PUNCH LIST WITHIN 1 DAY OF FINAL INSPECTION	3	100%
PI #10 SINGLE FAMILY BLDG PERMIT REVIEW W/I 3 DAYS	36	100%
PI #11 COMMERCIAL BLDG PERMIT REVIEW W/I 7 DAYS	14	100%
PI #12 CONSTRUCTION PLAN REVIEW W/I 10 DAYS	34	100%
PI #13 FINAL PLAT REVIEW COMPLETED WITHIN 10 DAYS	2	100%

EMBARK NORMAN

PERFORMANCE REPORT

City of Norman
Public Works Department

Summary of Services Table: September 2024

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

EMBARK Norman Service Summary	ADP Sep FY25	FY25 YTD	FY24 YTD		Service Profile	Sep FY25	Sep FY24
Fixed Routes (M-F)	1,960	105,433	88,642		Weekdays	20	20
Fixed Routes (Sat)	823	9,715	9,658		Saturdays	4	5
PLUS (M-F)	111	6,381	5,679		Gamedays	3	3
-Zone 1*	81	4,621	4,344		Holidays	1	1
-Zone 2**	30	1,760	1,335		Weather	1	1
PLUS (Sat)***	23	270	306		Fiscal YTD Days	77	77
					Cal. YTD Days	231	230

*Requires ¾ 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	115,148	400,000	●
# of Norman paratransit trips provided	6,651	23,800	●
% of on-time Norman paratransit pick-ups	97.41%	98.58%	●
# of Norman bus passengers per service hour, cumulative	21.41	21.14	▲
# of Norman bus passengers per day, average	1,507*	800*	●
% of Norman required paratransit pick-ups denied due to capacity	1.95%*	0.00%	●
% of on-time fixed-route arrivals	67.16%	75.00%	▲

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

Norman On-Demand

City of Norman
Public Works Department

Performance Report

Microtransit Pilot Program Performance Report — September 2024

Purpose

This 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 key performance indicator goals were outlined in the request for proposals (RFP) and 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 the University of Oklahoma, the Norman On-Demand Program also 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.

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*

Key Performance Indicator Measures

Measure	Target	Fiscal Year to Date (7/01/24 – 09/30/24)	September 2024	September 2023	Year Over Year Service
Average Walking Distance	<0.10 miles	0.06 miles	0.06 miles	0.08 miles	-25.00%
Maximum Walking Distance	0.25 miles	0.35 miles	0.35 miles	0.32 miles	+8.57%
Average Rider Wait Time*	<15 min	20.5 min	20.3 min	18.1 min	+10.83%
Maximum Rider Wait Time*	20 min	76.7 min*	76.7 min*	N/A*	N/A*
Percent of Ride Requests Picked Up in 20min	>80%	54.86%**	50.18%**	63.22%**	-20.63%

*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 4,760 rides in September 2024, which is a 1.39% increase from the August 2024 total of 4,694. There were a total of 33 completed trips which requested a wheelchair accessible vehicle (WAV) in the month of September. 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').

Ridership	Fiscal Year to Date (7/01/24 – 09/30/24)	September		Year Over Year Service
		2024	2023	
Total Number of Riders	12,438	4,760	2,223	+53.30%
Total Number of Trips	8,118	3,131	1,278	+59.18%
# of Completed Trips Requesting WAV	64	33	9	+72.73%
Ridership Per Service Hour (RPSH)	5.7	6.1	N/A	N/A

Rider Experience

Approximately 11.5% of all completed rides in the past 12 months received a rating, of which 95.9% were rated five out of five stars. The system includes an automated feed-back process where all ride ratings with four stars or fewer that have actual written feedback attached are reviewed by customer support agents. Poor ride ratings alone are not categorized as complaints. Due to changes in that review process, we expect to see a high number of complaints in the few months. Ten complaints were reported to Via in the month of September, representing 2.1 complaints per 1000 rides provided. One complaint was regarding the tidiness of the vehicle, the remaining 9 complaints were regarding driver conduct such as speeding, rudeness, unprofessional behavior, and device usage.

Rider Experience	Fiscal Year to Date (7/01/24 – 09/30/24)	September		Year Over Year Service
		2024	2023	
Average Ride Duration (in minutes)	11.5 minutes	12	10.3	+14.17%
Average Ride Distance (in miles)	3.4 miles	3.4	3.1	+8.82%
Average Ride Rating (5 stars scale)	4.9 stars	4.9	4.9	0% (no change)

Program Engagement and Rider Growth

Since the Norman On-Demand App launched on August 16, 2023, a total of 8,125 individual accounts have been created, which is a 8.99% increase over the August 2024 service to date total of 7,395. Of these accounts just less than half of them (48.66%) have utilized the service at least once. A quarter of active accounts (2,050 accounts or 25.23%) 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 – 9/30/24)		
App Accounts Created Since Launch	8,125	
OU Accounts	N/A	N/A
Active Accounts*	5,360	65.97%
Rider Accounts**	3,954	48.66%
Repeat Rider Accounts***	3,152	38.79%

**accounts with user engaging 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 two incidents were reported in the month of September. One reported incident involved a driver with substances and paraphernalia; the other incident involved insufficient railroad safety involving a rider. All incidents are reported to City of Norman Transit staff in a timely manner by our provider Via.
All seven vehicles were in active service during the month of September, which meets the target fleet availability.

SERVICE EFFORTS AND ACCOMPLISHMENTS FYE 2025

STREET DIVISION	FYE 2025 October 2024	FYE 2025 October 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	100%	100%	100%	100%	95%
(tons of material used)	48.18		143.22		
Overlay/pave 10 miles per year.	1.30	13%	1.30	13%	100%
Replace 2,000 square yards of concrete pavement panels	591.83	30%	2,120.33	106%	100%
Grade all unpaved alleys two (2) times per year. (approximately 210 blocks)	1.00	0%	10.00	2%	100%
Mow 15 ROW-miles (1,584,000 sf) of Urban right-of-way, eight times per year	1,614,863.00	13%	15,191,250.00	120%	100%
Mow 148 miles of Rural Right-of-way three times per year	256.00	58%	1,440.00	324%	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	-	50%	-	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 2025

STORMWATER DIVISION	FYE 2025 OCTOBER, 2024	FYE 2025 OCTOBER, 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)	476.00	95%	1,728.00	29%	85%
Inspect and clean 100% of the urban drainage inlets three times per year.	625.00	6%	805.00	8%	65%
Mow 2,271,548 square-feet (52 acres) of open drainage ways, six times per year.	1,277,903.50	9%	5,327,746.50	39%	70%
Permit all floodplain activities as appropriate.	5.00	5%	15.00	15%	95%
Camera stormwater infrastructure to inspect and identify. (4 map grids per month)	1.00	2%	4.00	8%	85%
*Camera map grids identified in FY24 and program transitioning to proactive inspection.					

PUBLIC WORKS
FLEET DIVISION
ACTIVITY REPORT

October 2024

IN GALLONS **FYE 2025** **FUEL REPORT**

	UNLEADED PURCHASED	DIESEL PURCHASED	CNG PURCHASED
Internal pumps	26,996.00	26,551.00	24,523.62
Outside - sublet	647.00	518.00	0.00
TOTAL	**27,643.00**	**27,069.00**	**24,523.62**

TOTAL Consumption	UNLEADED CONSUMED	DIESEL CONSUMED	CITY CNG CONSUMED	PUBLIC CNG CONSUMED
	24,136.00	**26,173.50**	**24,523.62**	**0.00**

FYE 2025 TO DATE CONSUMPTION

TOTAL Consumption	UNLEADED CONSUMED	DIESEL CONSUMED	CITY CNG CONSUMED	PUBLIC CNG CONSUMED
	85,477.23	**91,504.34**	**144,658.66**	**4,195.17**

INTERNAL PRICE PER GALLON:					EXTERNAL PRICE PER GALLON:				
UNLEADED	High	$2.44	Low	$2.11	UNLEADED	High	$2.42	Low	$2.26
DIESEL	High	$2.45	Low	$2.11	DIESEL	High	$2.43	Low	$2.26
CNG	High	$0.17	Low	$0.17	CNG	High	$2.10	Low	$2.10

CONSUMABLE PARTS PURCHASED	
REPAIR PARTS	$100,091.52
OILS/FLUIDS	$13,178.86
TIRES	$33,677.01
SUBLET REPAIRS	**$69,492.70**
TOTAL SPENT ALL Parts/Sublet	**$216,440.09**

PUBLIC CNG SALES	
Month Total Public CNG Sales	$0
FYE 2025 To Date Public Sales	$8,372
LIFE TO DATE CNG GAS GALLON EQUIVALENT	
Total Sold Gallons Life To Date	1,124,081
Total Gross Sales Life To Date	$1,683,155
Life To Date CNG Gas Gallon Equivalent	
Total Public/City **Through-Put CNG Gallons** @ Station:	3,697,454

Light Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	0	4	4	13
EMERGENCY ROAD CALLS	9	12	52	94
PM SERVICES	30	100	122	499
INCLEMENT WEATHER	0	0	0	0
WORK ORDERS	213	197	607	1,212
SCHEDULED REPAIRS	92	102	344	543
NON SCHEDULED REPAIRS	121	77	263	427

Heavy Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	0	11	12	47
EMERGENCY ROAD CALLS	15	16	46	95
PM SERVICES	55	49	50	215
INCLEMENT WEATHER	0	0	0	0
WORK ORDERS	175	170	341	886
SCHEDULED REPAIRS	137	34	85	303
NON SCHEDULED REPAIRS	38	113	256	542

Transit Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	0	0	0	0
EMERGENCY ROAD CALLS	0	1	0	1
PM SERVICES	11	9	14	55
INCLEMENT WEATHER	0	0	0	0
WORK ORDERS	46	34	78	211
SCHEDULED REPAIRS	43	33	78	205
NON SCHEDULED REPAIRS	3	0	0	5

EVT Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	0	0	0	0
EMERGENCY ROAD CALLS	1	0	0	2
PM SERVICES	6	16	18	59
INCLEMENT WEATHER	0	0	0	0
WORK ORDERS	31	34	88	196
SCHEDULED REPAIRS	21	30	55	134
NON SCHEDULED REPAIRS	10	4	33	62

COMBINED SHOPS	CURRENT MONTH	LAST MONTH	TWO MONTHS AGO	YEAR TO DATE
ROAD SERVICE	0	15	16	32
EMERGENCY ROAD CALLS	25	29	98	161
PM SERVICES	102	174	204	594
INCLEMENT WEATHER	0	0	0	0
WORK ORDERS	465	435	1,114	2,074
SCHEDULED REPAIRS	293	199	562	1,012
NON SCHEDULED REPAIRS	172	194	552	988

FLEET DIVISION
INVENTORY
October 2024

FUEL

WESTWOOD GOLF	235.1	gallons	UNLEADED	@	2.650	$	623.02
WESTWOOD GOLF	165.9	gallons	DIESEL	@	3.000	$	497.70
NORTH BASE	4,502.8	gallons	UNLEADED	@	2.260	$	10,176.31
NORTH BASE	3,947.1	gallons	DIESEL	@	2.290	$	9,038.95
FIRE STATION #5	416.3	gallons	UNLEADED	@	2.260	$	940.84
FIRE STATION #5	458.2	gallons	DIESEL	@	2.260	$	1,035.53
FIRE STATION #6	253.3	gallons	UNLEADED	@	2.370	$	600.32
FIRE STATION #6	209.7	gallons	DIESEL	@	2.380	$	499.09
BULK TANKS	1,200.0	gallons	DIESEL	@	2.290	$	2,748.00

TOTAL	GALLONS:	DOLLAR:
UNLEADED	5,407.5	$ 12,340.48
DIESEL	5,980.9	$ 13,819.27

PUBLIC WORKS FLEET DIVISION
PM COMPLIANCE REPORT
OCTOBER FYE 2025

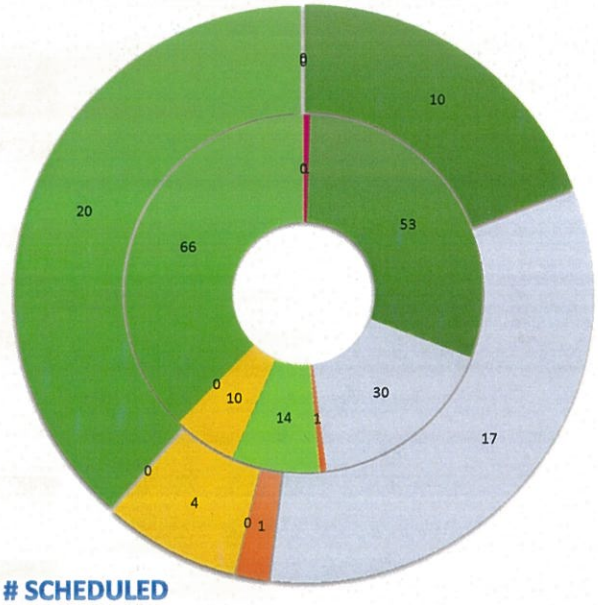
Industry Standard Compliance: Not To Exceed 5%

Department/Division	Number of PMs Scheduled	Number of PMs Completed On Time	Number of PMs Completed LATE	Number of PMs Missed	Current % PENDING	YearToDate Non-Compliance Trend
CITY CLERK						
CITY COUNCIL					0%	0%
BUILDING ADMINISTRATION					0%	0%
MUNICIPAL COURT						
MUNICIPAL COURT					0%	0%
INFORMATION TECHNOLOGY						
INFORMATION TECHNOLOGY					0%	0%
HUMAN RESOURCES					0%	0%
HUMAN RESOURCES					0%	0%
					0%	0%
PLANNING						
PLANNING	1	1			0%	0%
BUILDING INSPECTIONS					0%	0%
CODE COMPLIANCE					0%	0%
PUBLIC WORKS						
ENGINEERING					0%	0%
STREETS	14	13	2	4	29%	57%
STORMWATER	4	5			0%	50%
TRAFFIC	12	11	1	1	8%	33%
STORMWATER QUALITY					0%	0%
FLEET	23	22	1	1	4%	9%
TRANSIT					0%	0%
POLICE						
ANIMAL CONTROL	4	3	1	2	50%	125%
POLICE ADMINISTRATION	5	4	1	1	20%	40%
POLICE STAFF SERVICES	2	2			0%	150%
POLICE CRIMINAL INVESTIGATIONS	4	4	1	1	25%	53%
POLICE PATROL	12	12	3	7	58%	152%
POLICE SPECIAL INVESTIGATIONS	3	5			0%	17%
POLICE EMERGENCY COMMUNICATIONS					0%	0%
FIRE						
FIRE ADMINISTRATION					0%	0%
FIRE TRAINING					0%	0%
FIRE PREVENTION					0%	0%
FIRE SUPPRESSION	1		1		0%	1%
FIRE DISASTER PREPAREDNESS					0%	0%
PARKS & RECREATION						
PARK MAINTENANCE	14	14			0%	14%
PARKS & RECREATION					0%	0%
CUSTODIAL					0%	0%
FACILITY MAINTENANCE					0%	0%
PARKS FORESTRY					0%	0%
PUBLIC SAFETY SALES TAX (PSST)						
PSST POLICE PATROL	10	8	2	2	20%	90%
PSST POLICE CRIMINAL INVESTIGATIONS					0%	0%
PSST FIRE SUPPRESION					0%	0%
CDBG						
PLANNING CDBG					0%	0%
UTILITIES WATER						
UTILITIES ADMINISTRATION	1			1	100%	100%
WATER TREATMENT PLANT					0%	0%
WATER PLANT	4	4			0%	0%
WATER PLANT WELLS					0%	0%
WATER PLANT LAB					0%	0%
LINE MAINTENANCE ADMIN	1	1			0%	0%
WATER LINE MAINTENANCE	12	7	2	4	33%	58%
UTILITIES INSPECTOR					0%	0%
METER SERVICES					0%	0%
UTILITIES WRF						
WRF ADMIN	1	1			0%	0%
WRF INDUSTRIAL					0%	0%
WRF BIOSOLIDS					0%	0%
WRF OPERATIONS					0%	0%
SEWER LINE MAINTENANCE	11	11	1		0%	18%
UTILITIES SANITATION						
SANITATION ADMINISTRATION					0%	0%
SANITATION RESIDENTIAL	15	16			0%	7%
SANITATION COMMERCIAL	6	6			0%	67%
SANITATION TRANSFER	6	5	1	2	33%	50%
SANITATION COMPOST	2		2	1	50%	150%
SANITATION RECYCLE					0%	0%
SANITATION YARD WASTE	5	2	3	2	40%	120%
					0%	0%
UTILITIES EVIROMENTAL					0%	0%
ENVIROMENTAL & SUSTAINABILITY	2	1		1	100%	0%
CITYWIDE TOTAL	**175**	**158**	**22**	**30**	**17%**	**27%**

PUBLIC WORKS FLEET DIVISION
PM COMPLIANCE REPORT
October FYE 2025

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										
1167	2020 Chevy Tahoe	PD Patrol	62976	62602	-374	Miles	10/28/2024	Light Repair	PM-C	7/8/2024
991G	2015 Cummins Generator	Animal Control	10/31/2024	10/9/2024	-22	Days	10/3/2024	Light Repair	PM-D	10/19/2023
991T	2016 Jackson EA824 Trailer	Animal Control	10/31/2024	10/9/2024	-22	Days	10/3/2024	Light Repair	PM-A	10/19/2023
Public Works										
691B	2015 John Deere Rotary Cutter	Streets	10/31/2024	9/6/2024	-55	Days	9/10/2024	Heavy Repair	PM-B	9/6/2023
669P	2002 Buyers Plow	Streets	10/31/2024	1/11/2023	-659	Days	10/9/2024	Heavy Repair	PM-B	1/11/2023
Utilities										
0567	2020 Ford Escape	Environmental & Sustainability	15705	14489	-1216	Miles	10/22/2024	Light Repair	PM-C	12/15/2023



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	1	0	0.0%
Public Works	53	10	18.9%
Police	30	17	56.7%
Fire	1	1	100.0%
Parks & Rec.	14	0	0.0%
PSST	10	4	40.0%
CDBG	0	0	0.0%
Utilities	66	20	30.3%
Citywide Total	**175**	**52**	**29.7%**

PUBLIC WORKS
FLEET DIVISION
Technician Productivity
Report

FYE 2025

October 2024

MECHANIC	DIRECT LABOR HOURS	PRODUCTIVITY GOAL	INDIVIDUAL PRODUCTIVITY ACTUAL	DIFFERENCE	TOTAL HOURS	NAME	Total direct	Available	indirect
497	179.16	72%	*86.7%*	*14.7%*	*206.75*	*Lowman*	179.16	206.75	27.59
642	0.00	72%	*#DIV/0!*	*#DIV/0!*	*0.00*	*Deaver*	0.00	0.00	0.00
1554	105.05	72%	*76.2%*	*4.2%*	*137.87*	*Boyd*	105.05	137.87	32.82
1676	135.54	72%	*66.3%*	*-5.7%*	*204.36*	*Schumacher*	135.54	204.36	68.82
2098	142.68	72%	*78.9%*	*6.9%*	*180.88*	*Johnson*	142.68	180.88	38.20
2495	126.61	72%	*77.8%*	*5.8%*	*162.70*	*Vann*	126.61	162.70	36.09
2745	141.78	72%	*91.2%*	*19.2%*	*155.47*	*Durham*	141.78	155.47	13.69
3001	147.90	72%	*75.1%*	*3.1%*	*196.84*	*Winters*	147.90	196.84	48.94
3134	0.00	72%	*#DIV/0!*	*#DIV/0!*	*0.00*	*Massie*	0.00	0.00	0.00
3151	96.24	72%	*49.7%*	*-22.3%*	*193.46*	*Gunter*	96.24	193.46	97.22
3167	85.71	72%	*82.7%*	*10.7%*	*103.63*	*Wilson*	85.71	103.63	17.92
3487	83.34	72%	*95.3%*	*23.3%*	*87.49*	*Sprayberry*	83.34	87.49	4.15
3502	146.34	72%	*81.2%*	*9.2%*	*180.29*	*West*	146.34	180.29	33.95
3572	187.36	72%	*91.5%*	*19.5%*	*204.69*	*Winn*	187.36	204.69	17.33
3843	90.87	72%	*45.0%*	*-27.0%*	*202.06*	*Dillon*	90.87	202.06	111.19
3968	160.28	72%	*84.5%*	*12.5%*	*189.72*	*Cole*	160.28	189.72	29.44
4033	118.09	72%	*75.8%*	*3.8%*	*155.85*	*Wood*	118.09	155.85	37.76
4303	131.30	72%	*82.2%*	*10.2%*	*159.71*	*LaChance*	131.30	159.71	28.41
4310	72.81	72%	*73.5%*	*1.5%*	*99.10*	*Nolasco*	72.81	99.10	26.29
4316	29.53	72%	*65.9%*	*-6.1%*	*44.78*	*Martin*	29.53	44.78	15.25

DIRECT LABOR HOURS	2180.59
TOTAL AVAILABLE HOURS	2721.77
PRODUCTIVITY GOAL	72.0%
ACTUAL PRODUCTIVITY	**80.1%**

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

October 2024	**PROJECTED GOAL**	**THIS MONTH**			**YEAR TO DATE**		
	Percentage	**Number of Requests**	**Goal Met**	**Percentage Met**	**Number of Requests**	**Goal Met**	**Percentage Met**
Provide initial response to citizen inquiries within 2 days	100%	109	109	100%	450	450	100%
Provide information requested by citizens within 7 days	95%	109	109	100%	450	450	100%
Complete traffic engineering studies within 45 days.	99%	10	10	100%	19	16	100%
Review subdivision plats, construction traffic control plans, traffic impact statements, and other transportation improvement plans within 7 days.	95%	28	28	100%	127	127	100%
Worker Hours Per Gallon of Paint Installed.	0.80	**Gallons**	**Worker Hours**	**Percentage**	**Gallons**	**Worker Hours**	**Percentage**
		484	133	0.27	852	477.5	0.56
Thermoplastic legend, arrows, stop bars & crosswalks installed.	4-6 Installations per day per 2 person crew. 100%	**Crew Work Days**	**Total Installations**	**Average**	**Crew Work Days**	**Total Installations**	**Average**
		2.66	23	8.66	15.25	77	13.59
Preventative Maintenance on each traffic signal once a year. Approximately 11 will be performed each month.	100%	**Number Performed**	**Goal Met**	**Percentage Met**	**Number Performed**	**Goal Met**	**Percentage Met**
		15	15	100%	59	59	100%
Response to reports on traffic signal malfunctions within one hour.	99%	**Number of Reports**	**Goal Met**	**Percentage Met**	**Number of Reports**	**Goal Met**	**Percentage Met**
		12	12	100%	48	48	100%
Response to reports of sign damage:	Percentage						
High Priority Stop or Yield Signs within one hour	99%	8	8	100%	32	32	100%
Lower Priority all other signs within one day	90%	50	50	100%	157	157	100%
Street Name Signs within two weeks	90%	34	34	100%	78	78	100%
Percent of work hours lost due to on the job injuries.	<.01%	**Total Work Hours**	**Work Hours Lost**	**Percentage Met**	**Total Work Hours**	**Work Hours Lost**	**Percentage Met**
		3864	0	0.00	12649	0	0.00

UTILITIES 13

Monthly Report

October 2024

LINE MAINTENANCE:

Waterline Capital Projects

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

Staff has completed the Crest Court project. Staff has completed the 12th AVE NE project. Staff has completed the Beaumont project. Staff has completed the Page Street project. Crail Project materials have been ordered – project on hold pending lead surveys. Ashton Grove 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 – 21 in October
Water Lines Hit by Contractors – 0

Sewer Line Data

- Total obstruction service requests – 23
- Private Plumbing: 21
- City Infrastructure: 2
- Sanitary Sewer Overflows: 0 on private side, 1 on city side

Lift Station D Flows:

- Days – 31
- Average daily flow: 1.017 MGD
- Total Monthly flow: 31.527 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 was made to the CMAR (Crossland) this month. Remaining funds were put back into the water account and about $2500 of this was converted to a PO for Trans-Tel to repair/replace a damaged fiber box in the area. Following this work, the rest of the funds can be put back into the water fund.

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 is 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 requested a "Technical Correction" from EPA that would allow some or all funding from the grant to be expended on other critical projects at the WRF, and, in September 2024, EPA officially approved the "Technical Correction". This 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 Replacment project which is discussed elsewhere in this report). This request was approved by EPA in September 2024. Coordination meetings with Greeley and Hansen commenced immediately thereafter, and they are currently finalizing a new schedule for obtaining permits and readying project for bidding. Generally speaking, it appears that project will advertise early in 2025 and contract will be awarded and construction will commence by spring 2025. 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 as discussions with Greeley and 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 provided an update at the end of October 2024 that the earliest time the plans would be turned over to NUA for review would be near the end of December 2024. To improve this timeline, NUA staff has requested a more expedited timeframe and is evaluating transitioning this work to on-call services with a different consultant if Parkhill can't accommodate the request.

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 October 2024, the work was more than 50% 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 holdng meetings with the USGS in August and September to explore additional CEC sampling at no cost to the NUA.

As Garver has had a chance to begin reviewing data, a meeting was held with the consultant at the end of October to discuss any additional data needs, the logistics of setting up the biosolids bins, and any further needs to produce a robust and well-planned sampling campaign. Sampling of the pilot is expected to begin in early Spring 2025.

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.

During the Southwest American Water Works Association Conference, Peter met with Brian Conroy from Duke's in regard to inadequate data produced from several iTrackers in the project period. A follow-up meeting will be held in November to discuss what Duke's will do to resolve the gap in data.

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).

On October 14, 2024 Crossland Heavy repaired the leak in the blower main line, which was a base bid item. This was originally expected to be done in November, and this expedient repair has put them ahead of schedule. Crossland is currently working on removal and replacement of the first turbo blower, which may be completed in November instead of December.

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. ODOT has bid the project and will award contract. Work to begin in 2025 on ODOT's and Public Works' schedule.

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

This project will determine the best location, layout, and treatment processes for blending and treating the 41 active groundwater wells utilized by the City of Norman. All active wells are currently in compliance with the standards set forth in the Safe Drinking Water Act and Public Water Supply Operations are not required to provide treatment and residual disinfectant under Oklahoma Administrative Code 252:631. However, the NUA also treats and distributes surface water from Lake Thunderbird. Since the water from the surface water source and the groundwater wells is blended in the distribution system piping, ODEQ has indicated that the system will need to be modified such that a minimum disinfectant residual of 1.0 mg/L of total chloramines ($NHCL_2$) 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 sent their materials testing group to collect dried residuals samples from the Hall Park lagoon site this month for testing in constructing the berms. We are still waiting on those results and 90% plans from the Engineer. Plummer has had some turnover and both Alan and Tayler will no longer be at Plummer to work on this project. I have not heard from the PM at Plummer, but Jason will still be involved in design work for this project.

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. Additional comments were provided to the Engineer and they will finalize plans in November.

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 "Accelator" technology employed by these two clarifiers, to perform a visual inspection on one of the clarifiers. They found pitting and corrosion of steel and indicated the need to repair/replace the launder and outer wall brackets, in addition to realignment for the hood structure and circular deckplate, and 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 Cabbiness Engineering, LLC (now part of Garver) was approved by NUA 12/11/18 to design the replacement of approximately 4,500 lineal feet of water line in the Parsons addition. Due to the project's close proximity to campus, the design process included public input from University of Oklahoma (OU), OU's sororities and fraternities, homeowners and landlords, and, based on that input and discussions with consultant and potential contractors, it was determined that the best of course of action would be to divide the project into two phases that would proceed generally during summer months when OU is not in regular session. As part of this process, it was also decided to install replacement mains in the streets rather than sidewalks wherever possible. Phase I was scheduled to begin July 1, 2019, and Phase II was originally scheduled for the summer of 2020.

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

In March 2020, 2021, 2022, and 2023, Phase II was delayed until the following Spring each year. 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 August 2, 2024, all work including punchlist work, was complete ahead of the Contract Completion Date of August 4, 2024. A 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 before the end of the year.

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

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 early 2025. Bidding and Contract Award should follow in late winter and early spring of 2025.. Construction would then continue until lthe end of 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 it's *2060 Strategic Water Supply Plan*, which included a recommendation that, in the future, NUA evaluate the economics of a recycled water system for irrigation cliaents 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. 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. This means a final determination on whether to demolish Lindsey Tower must be made by the of December 2024.

During the month of October 2024, at Robinson Tower, T-Mobile completed temporary relocation of their antennas. G&L mobilized immediately thereafter and commenced erecting their containment system and completing specified minor repairs to, and/or replacement of, various tank appurtenances. In early November, G&L should commence sandblasting and painting of interior and exterior surfaces of tower. Sandblasting and painting operations should then continue, weather permitting, until work is complete. Based on this updated schedule, work should be complete on or near December 31, 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. The initial deployment area is complete but work is still ongoing to allow for testing of systems and integrations.

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.

In October 2024, Peter was informed that the Plummer engineers on the project, Alan Swartz and Tayler Kent, were leaving Plummer. A follow-up meeting was held to discuss the status of the project, and Robert Weinert, the engineer replacing Alan Swartz as the lead was introduced. Robert is a seasoned engineer and has worked on large projects for NUA in the past (Robinson Phase I and II WL Replacement).

A technical memorandum is expected in late November, with the 30% plans pushed back to early December.

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 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 Parkihill 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.

Staff has completed review of plans and bid documents are being prepared while Parkhill addresses NUA comments on the design.

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 was reduced to approximately 4,500 services. The final inventory was submitted to the DEQ on October 16, 2024.

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. Initial results available in November.

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 December 2024.

Compost Facility Scale House (SA0019):
This project will modify the existing City compost facility layout located at Bratcher Minor Road, west of Jenkins, to facilitate a more efficient operation for the public and facility, install scales used for weighing large loads of compost, and construction of a modular building with potable water and sanitary sewer for staff in charge of coordinating with customers. This building will also replace the prefabricated building purchased in 2003 that has become severely deteriorated and inadequate. Based on the project scope, staff appointed TriCore Group, LLC as the engineer responsible for design and bidding services. City Council approved the contract with TriCore Group in the amount of $30,500 on May 11, 2021. Staff met with Engineers on March 4, 2022 to discuss preliminary plans. It was determined that a permanent building be built, rather than a prefabricated building, to better accommodate operations. In order to do this, Engineers had to subcontract an architect for the design of the building. An amendment to the contract for architectural services was approved by Council on April 12, 2022, which increased the cost of engineering services to $39,000. The engineer requested an increase of $4,000 to the contract in order to pay for redesign of the architectural plans. Staff is working on revisions to the contract to approve a final contract amount of $43,000. Staff received final plans and specifications from the engineers on September 6, 2022 and are reviewing before starting the bid process. Planning reviewed the current set of plans and sent their comments on June 23, 2023. These were forwarded to the Engineer for incorporation to the final plan set. A quote for access control and cameras (Convergint) and low voltage (TransTel) was obtained by IT in June. The Engineer sent a revised set of plans this month. Upon review, there are pay items missing for concrete and asphalt work, as well as details and specifications missing for the storm shelter and other important components. Comments from Planning were not incorporated and a revised specifications book has not been sent. Updated plans and specifications are currently being prepared by TriCore. 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.

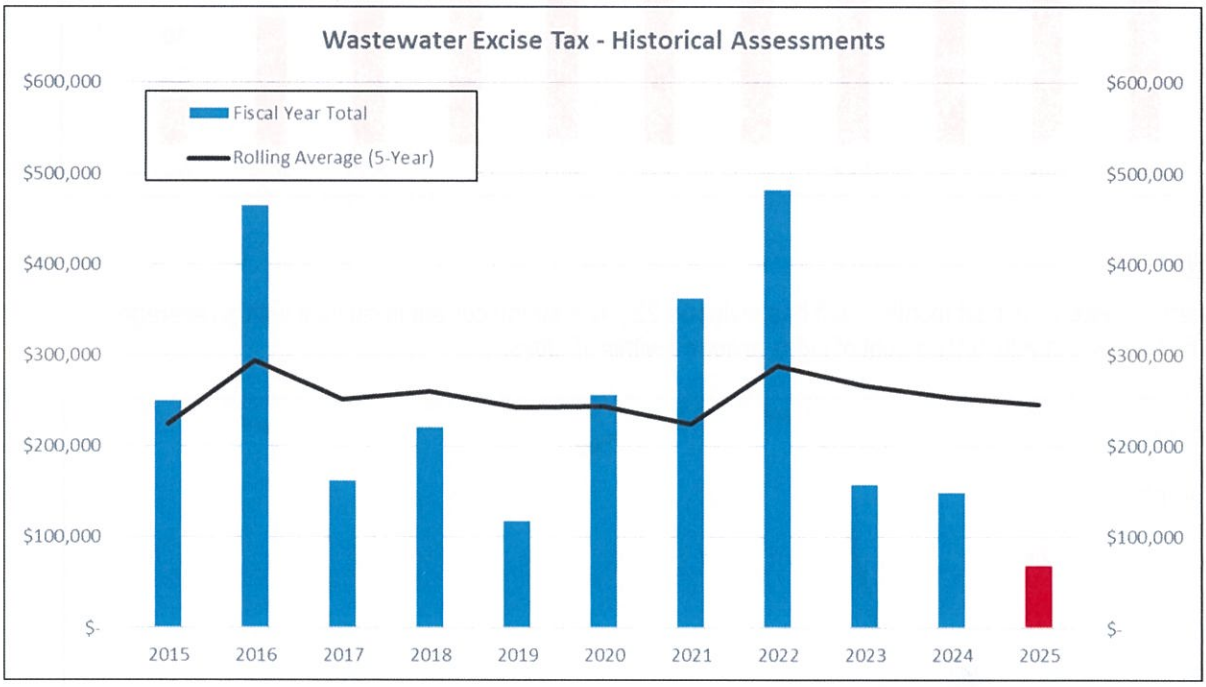
A discussion with Tricore took place on October 2, 2024 and they requested for Norman Utilities Staff to begin compiling bid documents. Bid documents are expected to be completed in November with the bidding process beginning in December. This project doesn't have the same priority as projects with federal or state funding window

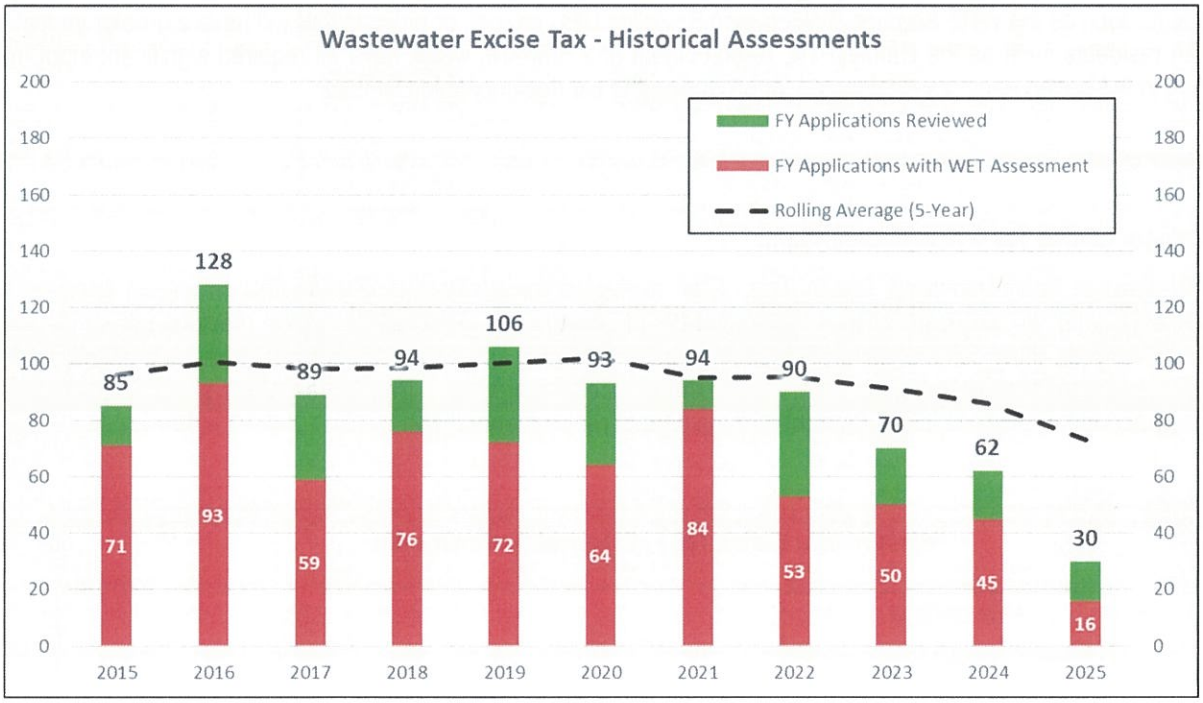
constraints such as the WRF Aeration Blowers and Biosolids CEC project, or projects that will have a greater impact on Norman residents such as the Danfield WL Replacement and SMP-18, which have all required significant input from the NUA in the period originally designated for producing the bid documents in October.

Engineer: TriCore Group, LLC (Greg Vance)

Wastewater Excise Tax – Non-Residential:

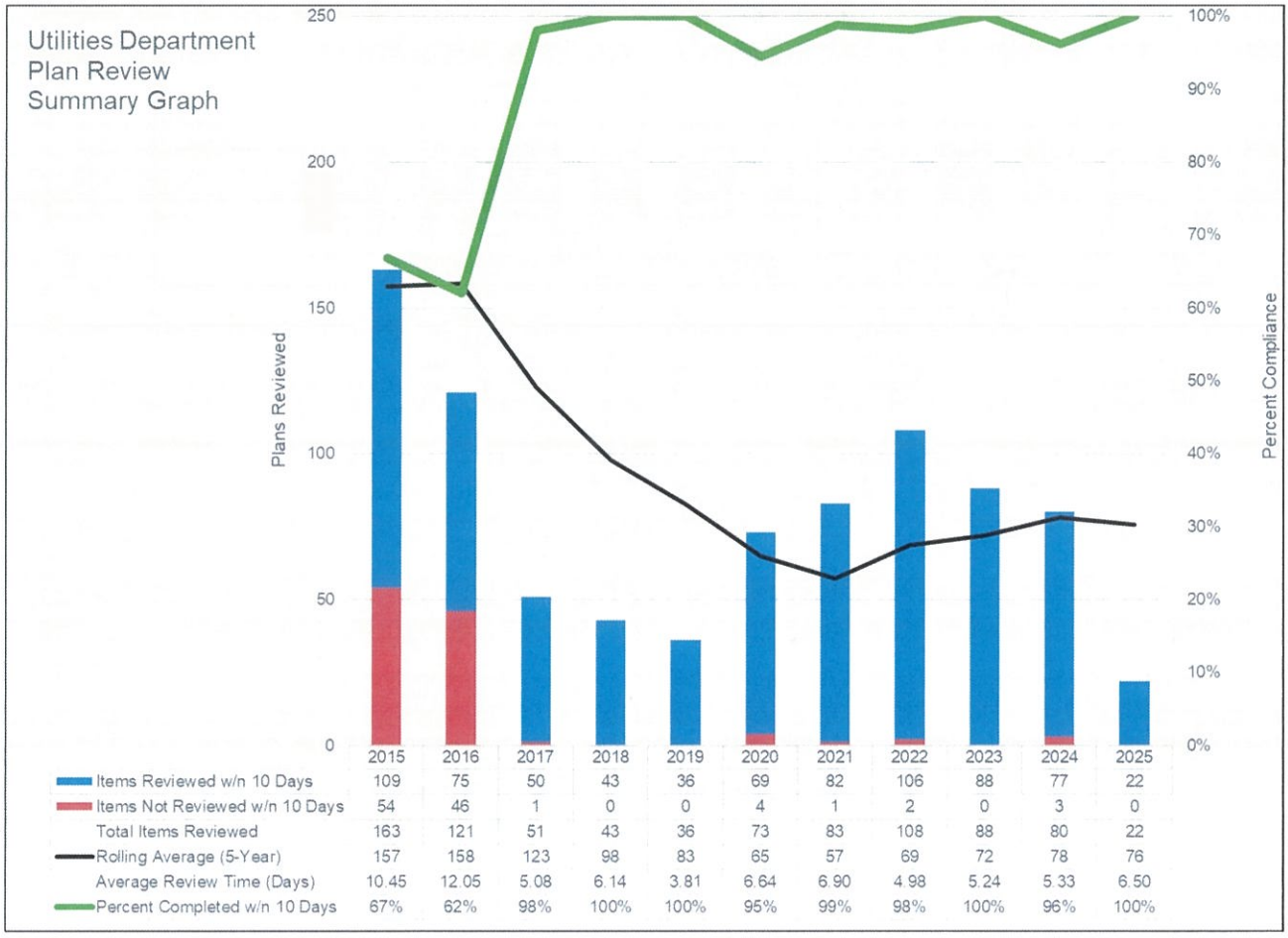
WRF Investment Fee/Wastewater Excise Tax: Staff evaluated the Wastewater Excise Tax on eleven commercial entities last month. Six applications were determined to increase wastewater flows over the previous use of the site. For the fiscal year, thirty commercial properties have been reviewed and a total of $68,381.74 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:

Six plan sets were reviewed this past month. Staff has reviewed 22 plans for the current fiscal year with an average review time of 6.50 days and with 100 percent of plans reviewed within 10 days.



	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Items Reviewed w/n 10 Days	109	75	50	43	36	69	82	106	88	77	22
Items Not Reviewed w/n 10 Days	54	46	1	0	0	4	1	2	0	3	0
Total Items Reviewed	163	121	51	43	36	73	83	108	88	80	22
Rolling Average (5-Year)	157	158	123	98	83	65	57	69	72	78	76
Average Review Time (Days)	10.45	12.05	5.08	6.14	3.81	6.64	6.90	4.98	5.24	5.33	6.50
Percent Completed w/n 10 Days	67%	62%	98%	100%	100%	95%	99%	98%	100%	96%	100%

RECOUPMENT PROJECTS:

1. NW Sewer Study: 36th Interceptor & Force Main Payback projects established in 1998/1999: Because of abandonment of Carrington LS, two resolutions reducing number of parcels requiring payback approved 01/10/12. Releases for many properties now served by North interceptor system projects were filed of record in 2012. NUA approved appropriation of payback funds on 12/05/17. Collected payback fees of $697 for Jolley Addition on 03/23/18. NUA approved appropriation of payback funds 12/10/19 allowing staff to issue payback checks to developers in late December 2019.
2. Sewer Service Area 5 Payback: Payback project established by R-0304-13 for NUA share of sewer improvements along Highway 9 from the Summit Valley Lift Station to the USPS.
3. North Porter Waterline Payback: Payback project established 04/12/05 for 12-inch waterline constructed by Calvary Free Will Baptist Church along Porter Avenue from Tecumseh Road north. Total payback to date is $0.00 of potential $61,177.
4. 36th Avenue NW Waterline Payback: Payback project established 08/24/99 for 24-inch waterline along 36th Avenue NW from Tecumseh Road to SE 34th in Moore. Total payback to date is $65,123.
5. 24th Avenue NW Waterline Payback: Payback project established 04/22/08 for 24-inch waterline along 24th Avenue NW from convention center to Tecumseh Road. Medcore billed $27,212 on 04/15/20; total payback to date is $87,074 of original project cost of $346,134.
6. Post Oak Lift Station Payback: Payback project approved 04/14/09 for sewer and lift station improvements to serve the Links development and other properties in SE Norman. Construction complete and final payback costs approved 01/25/11. Parcel 5 payback of $15,717.09 paid 12/15/15; total of $15,717.09 paid to date and will be returned to Links at end of fiscal year. Payback funds returned to Links in January 2018. Links check reissued in July 2019 as previous check was never cashed.
7. Interstate Drive Waterline Payback: NUA approved payback project on 04/22/14 for waterline improvements in University North Park in conjunction with the extension of Interstate Drive. Construction was complete in late 2015. Staff has finalized project costs, payback amounts and the Final Payback resolution approved 12/10/19. Hudiburg Subaru billed $28,540 on 04/24/20 and UNP was billed $32,963 for detention pond on 04/24/20.
8. Ruby Grant Waterline Payback: NUA will soon consider a new waterline payback project for waterline improvements along Franklin Road in conjunction with the Ruby Grant Park Improvements. Norman Forward through the Parks Department will fund 50% and the NUA will fund the remaining costs to be paid back over 20 years as property to the north develops. Design plans are complete and project will bid 07/25/19. Ruby Grant Waterline Payback project approved by Council 12/10/19; construction of 12-inch waterline is nearing completion. Battison Honda is considering new development along Interstate Drive north of Franklin Road that will connect to the Ruby Grant Waterline.

Private Water Well Permits Issued

4 water well permits (PRWL202404477, PWRL202403777, PRWL202404701, and PRWL202404703) were issued for the month of October.

DIVISION OF ENVIRONMENTAL RESILIENCE AND SUSTAINABILITY October 2024 SUMMARY		
	MONTHLY	YEAR-TO-DATE
STORMWATER CONSTRUCTION SW		
INSPECTIONS	86	324
ACTIVE SITES	82	319
CITATIONS	0	0
NOVS	0	0
CDOS	0	0
SWOS	0	0
ECPS	0	11

STORMWATER MS4 OPERATIONS		
ACTION CENTER	2	8
PWSTORMWATER	0	3
CALLS	2	39
OTHER	3	37
TOTAL INQUIRIES	7	73
OUTFALL INSPECTIONS	0	0
MCM 5 INSPECTIONS	2	113
MCM 6/P2 INSPECTIONS	7	7

PRETREATMENT/FATS, OILS, AND GREASE (FOG) PROGRAM		
FOG INSPECTIONS	23	91
FOOD LICENSE APPROVAL	4	16
SIU INSPECTIONS	0	7
SIU SITES SAMPLED	3	17
TABLE II MONITORING (%)	0%	50%
TABLE III MONITORING (%)	25%	100%

HOUSEHOLD HAZARDOUS WASTE		
HHWF: CARS SERVED	98	301
SWAP SHOP VISITS	7	25
OIL DISPOSED	5110	20412
ANTIFREEZE DISPOSED	0	1800
TIRES DISPOSED	10305	51840
HHW MATERIAL COLLECTED	5351.5	16482.5
E-WASTE: CARS SERVED	0	0
E-WASTE COLLECTED	0	0
TOTAL CARS SERVED	105	325
TOTAL MATERIAL COLLECTED	5351.5	18570.5

REVENUE		
FOG PROGRAM	$ 150.00	$ 950.00
SURCHARGE	$ 12,481.00	$ 38,210.15
LAB ANALYSIS RECOVERY	$ -	$ -
INDUSTRIAL DISCAHRGE PERMIT	$ 13,016.81	$ 36,554.52
TOTAL	$ 25,647.81	$ 51,708.80

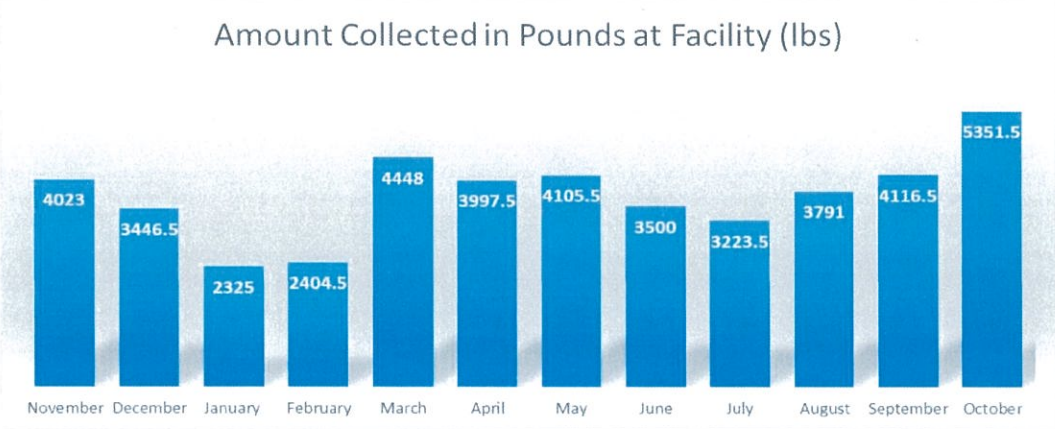
ACTIVITIES
ECAB
Provided staff liaison support including attending meetings, preparation of minutes, speaker scheduling and issue research.
Facilitated Yard by Yard, Composting and Recycling Education Information
Continued work on meeting about US MCPA.
Working on short form videos with high schools
DoERS
The EC section hosted a cleanup at Griffin Park for Hitachi on October 3
Monarchs in the Park was held in Andrews Park on October 5
The HHWF hosted Citizens Academy on October 7
Loudenback, Chao and Gates continuted to actively help with SW-AWWA planning and implementation
Loudenback sat on the RFP response committee for the Community Wildfire Protection Plan on October 9
Loudenback provided an interview to OU Nightly about Food Scrap Collection on October 10
Boteler hosted Blue Thumb Bug Picking on October 12
The SW-AWWA Conference was held October 13-15
A Cleanup event was held with Norman and Norman North Stucco at Ruby Grant on October 20
Chao and Boteler participated in the On Gray Street Podcast on October 21
Chao and Loudenback received Challenge Coins on October 23
Chao, Boteler, Billings and Loudenback attended the C-4 ODOT conference
Garden Maintenance was performed at Colonial Commons in conjunctionw ith a cleanup on October 26
The Lake Thunderbird Workshop and Cleanup Event was help October 27
Loudenback and Chao presented as Key Note Speakers at the Compost Conference on October 29
Cross-connection control program training was help October 30
The Spooky Stormwater Scramble was held on October 31.

Upcoming Events:

9-Nov Ewaste at Reaves
10-Nov Foraging Class Part !
16-Nov Kitchen Lake Cleanup event
17-Nov Foraging Class Part 2
18-Nov DEQ MS4 Screening Evaluation

Upcoming Projects:

26-Nov Opportunity Knocks
20-Apr HazMatt completion
April Panels on HHWF



CITY OF NORMAN
DEPARTMENT OF UTILITIES
LINE MAINTENANCE DIVISION

MONTHLY PROGRESS REPORT
WATER MAINTENANCE

	FYE 2025		FYE 2024	
October 2024	MONTH	YTD	MONTH	YTD
New Meter Sets:	**44**	**181**	**37**	**128**
Number Short Sets	35	167	34	124
Number Long Sets	9	14	3	4
Average Meter Set Time	6.30	5.60	6.64	6.29
Number of Work Orders:				
Service Calls	572	2,352	484	1,657
Meter Resets	0	2	0	1
Meter Removals	5	14	0	4
Meter Changes	36	290	43	167
Locates Completed	646	2,386	423	1,663
Number of Water Main Breaks	21	65	15	57
Average Time Water Off	0.84	1.40	1.79	1.68
Number of Water Leaks	67	227	52	232
Fire Hydrants:				
New	0	1	0	0
Replaced	1	3	0	4
Maintained	47	238	58	313
Number of Valves Exercised	78	468	122	475
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	7.95	68	55	110
Hours Worked Outside of Division	0.00	0.00	0	0

CITY OF NORMAN
DEPARTMENT OF UTILITIES
LINE MAINTENANCE DIVISION

MONTHLY PROGRESS REPORT
SEWER MAINTENANCE

	FYE 2025		FYE 2024	
October 2024	MONTH	YTD	MONTH	YTD
Obstructions:				
City Responsibility	2	6	0	4
Property Owner Responsibility	21	70	11	68
TOTAL	23	76	11	72
Number of Feet of Sewer Cleaned:				
Cleaned	106,200	432,052	94,296	426,112
Rodded	4,713	11,059	2,575	11,100
Foamed	0	60,484	0	68,206
SL-RAT	0	2,825	0	0
TOTAL	**110,913**	**506,420**	**96,871**	**505,418**
Sewer Overflows:				
Rainwater	0	0	0	0
Grease/Paper/Roots	1	1	0	0
Obstruction	0	1	0	0
Private	0	0	1	4
Other (Lift Station, Line Break, etc.)	0	0	0	0
Total Overflows	**1**	**2**	**1**	**4**
Feet of Sewer Lines Televised	46,324	157,986	25,058	92,454
Locates Completed	300	1,208	340	1,276
Manholes:				
Inspected	1,295	5,266	1,183	5,129
New	0	0	0	0
Raised	8	12	0	5
Repaired	2	11	4	8
Feet of Sewer Lines Replaced/Repaired	0.00	4.00	4	22
Hours Worked at Lift Station	42.92	194.89	46	140
Hours Worked for Other Departments	1.25	33.30	5.75	16.08
OJI's	1	1	0	0
Square Feet of Concrete	0	0	0	0
Average Response Time (Minutes)	28.00	22.07	20.00	28.31
Number of Claims	0.00	0.00	1.00	1.00

City of Norman, Oklahoma
Department of Utilities

Monthly Progress Report
Water Reclamation Facility
October 1-31 2024

Flow Statistics

	FYE 2025		FYE 2024	
	This Month	YTD	This Month	YTD
Total Influent Flow (M.G.)	309.9	1342.9	334.8	1393.0
Total Effluent Flow (M.G.)	299.2	1284.4	309.7	1270.9
Influent Peak Flow (MGD)	10.0	25.0	14.2	28.3
Effluent Peak Flow (MGD)	9.7	24.2	13.9	27.7
Daily Avg. Influent Flow (MGD)	10.6	11.2	10.8	11.7
Daily Avg. Effluent Flow (MGD)	10.4	10.9	10.0	10.3
Precipitation (inches)	0.3	14.3	4.2	13.2

Discharge Monitoring Report Stats	EPA minimum percentage removal 85%	
5 day BOD:	Avg.	Avg.
Influent Total (mg/l)	157	179
Effluent Carbonaceous Total	2	3
Percent Removal	98.7	98.3
Total Suspended Solids:		
Influent (mg/L)	188	217
Effluent (mg/L)	6	10
Percent Removal	96.8	95.4
Dissolved Oxygen:		
Influent (min)	0.3	0.4
Effluent (min)	7.0	7.5
pH		
Influent (Low)	6.8	7.5
(High)	7.2	6.8
Effluent (Low)	6.9	7.6
(High)	7.4	7.0
Ammonia Nitrogen		
Influent (mg/L)	31.6	30.2
Effluent (mg/L)	0.6	3.0
Percent Removal	98.1	90.1

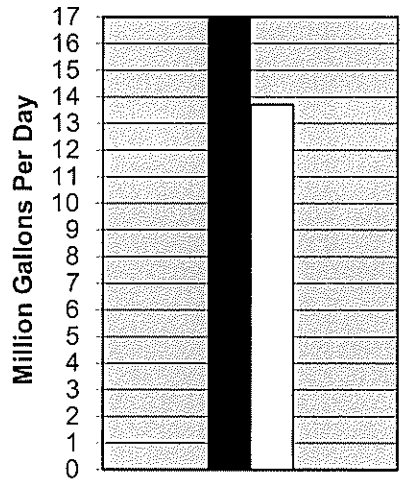
Utilities

Electrical				
Total kWh Used (Plant wide)	413,960	1,933,040	440,980	1,617,700
Aeration Blowers	146,900	531,000	127,300	468,900
UV Facility	73,400	376,400	91,200	297,000
Natural Gas				
Total cubic feet/day (plant wide)	293,000	681,000	214,000	550,000
Public Education (Tours)	0	0	1	17
Total Attendees for FYE 25		115		131
OU Golf Course	10.1	69.3	16.1	72.1

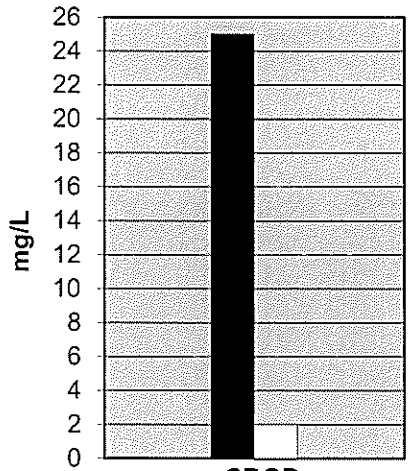
E.coli Geometeric Mean for October 2024 534 **MPN** (Limit is 630)

CITY OF NORMAN
WATER RECLAMATION FACILITY
October 2024

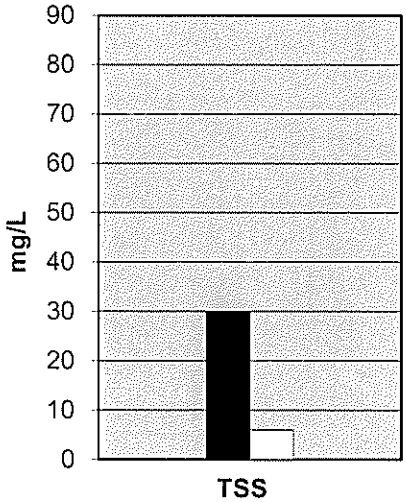
Influent Flow Volume Treated



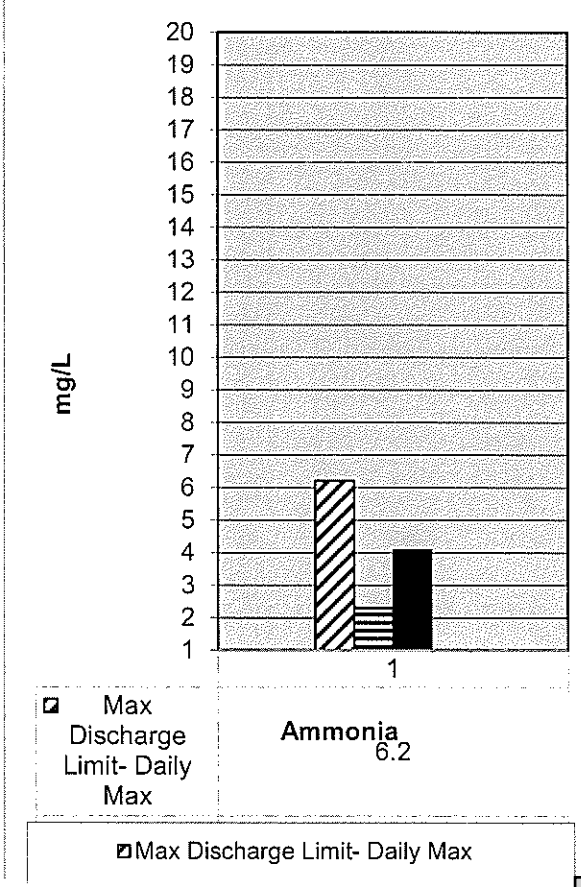
Effluent CBOD: Strength of Wastewater



Effluent Total Suspended Solids



Effluent Ammonia- Nitrogen



Comments here

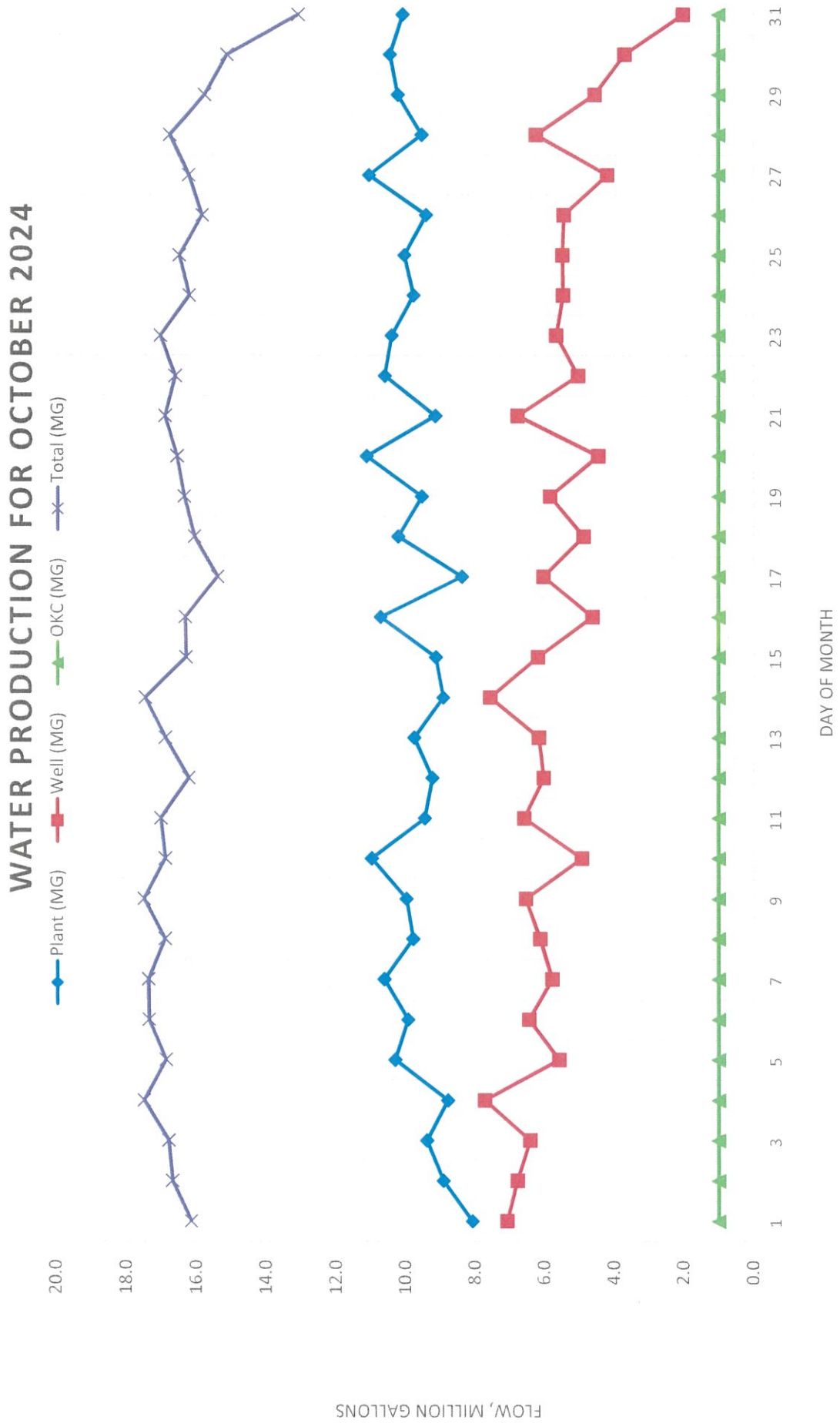
CITY OF NORMAN, OKLAHOMA
DEPARTMENT OF UTILITIES

MONTHLY PROGRESS REPORT

WATER TREATMENT DIVISION — MONTH: October-2024

	FYE 2025		FYE 2024	
Water Supply	This month	Year to date	This month	Year to date
Plant Production (MG)	303.45	1644.08	293.61	1618.32
Well Production (MG)	176.12	497.24	156.69	501.39
Oklahoma City Water Used (MG)	30.99	120.68	30.91	122.11
Total Water Produced (MG)	510.56	2261.99	481.21	2241.82
Average Daily Production	16.47	18.39	15.52	18.23
Peak Day Demand				
Million Gallons	17.49	23.15	21.94	23.32
Date	10/9/2024	8/6/2024	10/11/2023	9/4/2023
System Capacity (see note 1)	30.34	30.34	25.78	25.78
Demand Above Capacity (Peak Day)	0.00	0.00	0.00	0.00
Note 1: 2024- system capacity updated to reflect actual firm ccapacity from all sources				
Costs				
Plant	$657,231.07	$2,842,963.53	$668,861.12	$2,802,780.35
Wells	$277,683.01	$1,005,520.88	$268,638.64	$1,029,330.27
OKC	$96,811.59	$387,023.49	$88,990.51	$378,186.68
Total	$1,031,725.67	$4,235,507.90	$1,026,490.27	$4,210,297.30
Cost per Million Gallons				
Plant	$2,165.86	$1,729.22	$2,278.08	$1,731.90
Wells	$1,576.67	$2,022.20	$1,714.45	$2,052.96
OKC	$3,123.96	$3,207.13	$2,879.30	$3,097.07
Total	$2,020.77	$1,872.47	$2,133.17	$1,878.07
Water Quality				
Bacterial Samples in Compliance	100	401	108	408
Bacterial Samples out of Compliance	0	2	2	2
Total number of inquiries (Note 2)	0	9	0	7
Total number of complaints (Note 2)	8	13	1	29
Number of complaints per 1000 service connections	0.19	0.30	0.02	0.71
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	4
Public Education				
Number of tours conducted	1	8	1	5
Number of people on tours	16	107	14	123

Notes:
Line maintenance repaired water main on plant grounds. Well 63 has failed with motor has gone to ground.
Well 42 lightning damage repaired and well has returned to service. Staff repaired polymer system control issues.
Staff and NFD attempted to clean raw water tank with a little success. Staff pursuing other options at the moment.


WATER PRODUCTION FOR OCTOBER 2024
Plant (MG)
Well (MG)
OKC (MG)
Total (MG)
20.0
18.0
16.0
14.0
12.0
10.0
8.0
6.0
4.0
2.0
0.0
1
3
5
7
9
11
13
15
17
19
21
23
25
27
29
31
DAY OF MONTH
FLOW, MILLION GALLONS

MONTHLY TRANSFER STATION REPORT
October

	TONS PER MONTH	REVENUE PER MONTH
O.U.	393.38	$22,359.48
STANDARD GATE	1,550.09	$130,613.76
RESIDENTIAL	248.65	$6,141.80
TOTALS:	2,192.12	$159,115.04

	MONTH
# OF LOADS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	552.00
# OF TONS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	9410.53
# 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:	552.00
GRAND TOTAL TONS TO LANDFILLS	9,410.53
DISPOSAL COST PER TON (OKC)	$21.75
TIPPING FEE'S FOR DUMPING AT OKC:	$204,679.03
GRAND TOTAL TIPPING FEE'S	$204,679.03
# OF LOADS BROUGHT TO TRANSFER STATION COMMERCIAL SANITATION TRUCKS:	707.00
# OF TONS BROUGHT TO TRANSFER STATION COMMERCIAL SANITATION TRUCKS:	4238.69
# OF LOADS BROUGHT TO TRANSFER STATION RESIDENTIAL SANITATION TRUCKS:	659.00
# OF TONS BROUGHT TO TRANSFER STATION RESIDENTIAL SANITATION TRUCKS:	3119.63
TOTAL LOADS BROUGHT TO TRANSFER STATION:	1366.00
TOTAL TONS BROUGHT TO TRANSFER STATION:	7358.32
MISCELLANEOUS TONS BROUGHT BY OTHER DEPTS.:	63.56
TOTAL TONS RECEIVED AT TRANSFER STATION	1613.65

SANITATION DIVISION PROGRESS REPORT

October 2024

	FYE 24		FYE 25	
	MONTH	'R-TO-DATE	MONTH	'R-TO-DATE
Vehicle Accidents	0	10	2	2
On The Job Injuries	2	1	1	1
Bulk Pickups	0	89	52	52
Refuse Complaints	103	226	138	138
New Polycarts Requests	45	175	56	56
Polycarts Exchanges	4	51	5	5
Additional Polycart Requests	56	206	75	75
Replaced Stolen Polycarts	17	85	18	18
Replaced Damaged Polycarts	68	425	58	58
Polycarts Repaired	30	177	21	21

COMPOST MONTHLY REPORT

OCTOBER

	MONTH
TONS BROUGHT IN BY COMPOST CREWS:	321.60
LANDFILL TIPPING FEE'S	$ 21.75
SAVINGS FROM NOT DUMPING AT LANDFILL:	$ 6,994.80

TONS BROUGHT IN BY PUBLIC:	1,800.00
TONS BROUGHT IN BY CONTRACTORS :	2,600.00
TONS BROUGHT IN BY OTHER CITY DEPARTMENTS:	300.00
LANDFILL TIPPING FEE'S	$ 21.75
SAVINGS FROM NOT DUMPING AT LANDFILL:	$ 102,225.00

TOTAL SAVINGS FROM NOT DUMPING AT LANDFILL:	$ 109,219.80

REVENUE COLLECTED FROM COMPOST SALES:	**$8,500.00**
REVENUE COLLECTED FROM GATE SALES:	**$0.00**

TOTAL TONS COLLECTED	**5,021.60**

	MULCH CUBIC YDS MONTH	COMPOST CUBIC YDS MONTH
PARKS DEPT.		
ROAD & CHANNEL		
LINE MAINTENANCE		
STREET DEPT.		
WATER TREATMENT		
MURPHY PRODUCTS OKC		
SELF LOADING BIN		**0**
DRYING BEDS	**2,000**	
COMPOST SOLD BY CUBIC YARDS		
MULCH SOLD BY CUBIC YARDS	**6,500**	**0**
TOTAL:	**8,500**	**0**

Drop Center Report October

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	0%		187.89	$0.00
PLASTICS:	($75.00)	$0.00						
STEEL CANS:	$0.00	$0.00						
MIXED OFFICE PAPER:	$0.00	$0.00						
CARDBOARD:	$90.00	$0.00						

RECYCLING CENTER DATA:	#9	Westwood	Hollywood	Transfer				
	TONS	TONS	Tons	Tons	Total Tons	PRO/FEE	Revenues	Net
ALUMINUM:	0.16	0.1	0.28	0.02	0.56	$0.00	$644.00	$644.00
PLASTICS:	3.18	1.71	5.52	0.27	10.68	$0.00	($801.00)	($801.00)
STEEL CANS:	0.16	0.1	0.28	0.02	0.56	$0.00	$0.00	$0.00
MIXED OFFICE PAPER:	2.94	2.31	7.2	0	12.45	$0.00	$0.00	$0.00
CARDBOARD:	15.83	9.21	32.08	1.3	58.42	$0.00	$5,257.80	$5,257.80
RECYCLING CENTER TOTALS:	22.27	13.43	45.36	1.61	82.67	$0.00	$5,100.80	$5,100.80

Commercial Cardboard Containers		Compactors		Wood		Glass		Metal	
TONS	Revenues	TONS	Revenues	TONS	Revenues	TONS	Revenues	TONS	Revenues
42.77	$3,849.30	9.84	$885.60	0	$0.00	0	$0.00	0	$0.00
								Cost	$0.00
								Profit	$0.00

Expenses	Average hrly+ benefits			$26.78	
	Cage Rolloff	Cardboard	Occ Compact	MXD Office	Total
Hours	56	229.5	6	20	311.5
Labor $	$1,499.68	$6,146.01	$160.68	$535.60	$8,341.97
Vehicle cost	$0.00	$0.00	$0.00	$0.00	$0.00

Customer Revenue
$12,264.09

Total All Recycle and Cardboard	
Tons	Revenues
135.28	$9,835.70

Total Recycle Only	
Tons	Revenues
24.25	($157.00)

Total Cardboard	
Tons	Revenues
111.03	$9,992.70

Revenue	Income	Expense	Net
	$22,099.79	$8,341.97	$ 13,757.82

File Attachments for Item:

7. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF SPECIAL CLAIM SC-2425-2: SUBMITTED BY DAVID AND KIMBERLY GRISSAM IN THE TOTAL AMOUNT OF $12,843.13 FOR DAMAGE TO THEIR VEHICLE AS A RESULT OF AN INCIDENT THAT OCCURRED ON AUGUST 1, 2024 AT THE NORMAN POLICE DEPARTMENT PARKING LOT.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 11/26/2024

REQUESTER: AshLynn Wilkerson, Assistant City Attorney

PRESENTER: AshLynn Wilkerson, Assistant City Attorney

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF SPECIAL CLAIM SC-2425-2: SUBMITTED BY DAVID AND KIMBERLY GRISSAM IN THE TOTAL AMOUNT OF $12,843.13 FOR DAMAGE TO THEIR VEHICLE AS A RESULT OF AN INCIDENT THAT OCCURRED ON AUGUST 1, 2024 AT THE NORMAN POLICE DEPARTMENT PARKING LOT.

BACKGROUND:

A claim was filed by David and Kimberly Grissam for expenses incurred when their vehicle was struck by ground debris on August 1, 2024 while it was parked at the City of Norman Police Department (PD) parking lot, located at 112 West Daws Street.

DISCUSSION:

On Tuesday, July 30, 2024, a Parks Department Manager notified a Police Major that landscaping work would be done on Friday, August 2nd, and that all vehicles would need to be moved away from the east side of the parking lot behind the PD building. As such, the Police Major notified his staff by email to park away from this area on this day. The PD parking lot was recently repaved and enclosed as part of the Municipal Complex renovation project and this landscaping was to be the final work planned for the lot.

On the morning of Thursday, August 1st, Parks staff arrived at the east side of the PD parking lot and began using string lawn trimmers to cut weeds in the dirt prior to installation of rock the following day, August 2nd. PD staff were not expecting landscaping work on this day and many had parked on the east side as usual. While Parks staff were working in the area, PD staff noticed small and large debris go airborne and hit their vehicles. Once work stopped, PD staff were able to visually inspect their vehicles and some found they had sustained damage. The Police Major contacted the Parks Department Manager to inform him of the incident, saved video footage of the east side parking area, and instructed affected PD staff to file tort claims as necessary.

Claimants submitted two (2) estimates to repair exterior damage to their 2014 Ford F-150 Crew Cab, with the lowest estimate being $10,951.73. Claimants had preexisting minor paint and body damage and they requested the body shops not include such damage in their estimates.

Damage was sustained to all sides of the vehicle because dirt work occurred on both sides of the vehicle.

Reimbursement of rental car fees is also requested during the time the vehicle is expected to be in the repair shop. The rental is priced at about $72 per day for roughly 26 days to repair, the timeline estimate provided on the estimate for repairs, for a total of $1,891.40. This brings the total claim amount to $12,843.13. The approximate value of the vehicle is $14,950, making the amount of this claim reasonable. The City Attorney's Office now presents this item to City Council for consideration.

RECOMMENDATION:

Based up on the above and foregoing, it is the recommendation of the City Attorney's Office that the claim of David and Kimberly Grissam, in the total amount of $12,843.13 as set forth above, be approved. Adequate funds to pay this settlement are available in the Risk Management – Special Claims account (43122351-44718).

The City of
NORMAN

NOTICE OF TORT CLAIM

Return Completed Forms to:
City Clerk's Office – Tort Claims
CITY OF NORMAN, P.O. BOX 370
NORMAN, OKLAHOMA 73070

Please complete *ALL* pages of this form. Please print or type the responses. ***Failure to provide information required in this form can invalidate your claim.***

CLAIMANT(S) INFORMATION

CLAIMANT(S): David A Grissam & Kimberly D Grissam Date of Birth: [redacted]

ADDRESS: [redacted] CITY: [redacted]

STATE: OK ZIP: [redacted] PHONE: (H) [redacted] (W) [redacted]

EMAIL ADDRESS: [redacted] SSN/Tax ID#: [redacted]

Claimants that are joint owners of property (such as co-owners of a vehicle or home) **must both** be included on the tort claim.

If Claimant is not the owner of the damaged property, provide owner's name, address, email, and daytime phone number.

2nd owner ... Kimberly D Grissam [redacted]

n/a

CLAIM INFORMATION

DATE OF INCIDENT: Aug 1st 2024 TIME: aprx 1030 ☑ a.m. ☐ p.m.

LOCATION OF INCIDENT: 112 W Gray St, Norman OK 73069

STATEMENT OF CIRCUMSTANCES / REASONS YOU BELIEVE CITY IS LIABLE:
Include the name of the City department and/or employee involved. Provide any evidence that will prove City or a City employee was responsible, including any photographs of the alleged damages to support your claim.

On the morning of Aug 1st I arrived at work at approx 0730hrs and parked in the back parking lot of the Police Department, in the area that we are assigned to park. At approx 1030hrs I was told that I needed to move my vehicle, that Parks and Rec was in the back lot doing landscaping. As calls for service allowed people went to move their vehicles. When I moved mine I noticed that there were chips in the paint. I talked with the Parks and Rec subject and asked him if they were done for the day and that we were going to move the vehicles. His reply was thanks and yes ....

(Use additional pages if necessary.)

FILED IN THE OFFICE
OF THE CITY CLERK
ON 8/27/24

INSURANCE INFORMATION

List the name of your insurance company and agent, the address, and phone number.

n/a

Have you filed a claim with your insurance company for these damages? ☐Yes ☑No
If yes, submit a copy of your claim.

Have you been, or do you expect to be, compensated for your damages by your insurance company? ☐Yes ☑No

What was or will be the amount of compensation from your insurance company? $ 0.00

COMPENSATION REQUESTED

PROPERTY DAMAGE:

Please list items damaged, the age and original cost of each item, the amount of property loss claimed, and include any required supporting documentation referenced below.

PROPERTY DAMAGE DESCRIPTION:	AMOUNT CLAIMED:
1. Repair Rock Chips on 2014 Ford F150	$ 10,951.73
2. Rental vehicle while repair is being done	$ 4,177.63
3. n/a	$ 0.00
4. n/a	$ 0.00
TOTAL AMOUNT CLAIMED FOR PROPERTY DAMAGE:	$ 15,129.36

Required Supporting Documentation for Property Damage:

1. If you are alleging damage to your vehicle:
   a. Copy of the vehicle title, front and back;
   b. Photographs of the vehicle showing the damage, including photographs of the VIN and License Plate;
   c. Copy of either actual repair bill OR two estimates for cost of repair; AND
   d. Copy of receipts or estimates showing associated expenses such as: towing, vehicle rental, etc.
2. If you are alleging damage to your home or to real property:
   a. Copy of the current deed.

OTHER DAMAGE (Is the claim seeking compensation other than for loss or damage to property?):

Please describe the type of injury or damage you sustained. You **must** state the compensation requested (do not include amounts already requested in previous sections) and include any required supporting documentation referenced below.

OTHER DAMAGE DESCRIPTION:	AMOUNT CLAIMED:
1. n/a	$ 0.00
2. n/a	$ 0.00
3. n/a	$ 0.00
4. n/a	$ 0.00

Were you on the job at the time of the injury? ☑Yes ☐No
If so, what is the name of your employer? n/a

Has any medical bill been paid or will be paid by Medicare/Medicaid? ☐Yes ☑No

If so, list: Medicare/Medicaid number: n/a SSN: n/a

Date of Birth: n/a Gender: n/a

If the City is responsible for such bills, the City must report any settlement to Medicare/Medicaid.

I understand that the information requested is to assist the requesting insurance information arrangement to accurately coordinate benefits with Medicare/Medicaid and to meet its mandatory reporting obligation under Medicare Secondary Payer Act 42 U.S.C§1395y.

n/a

Medicare/Medicaid Beneficiary Name (please print)

Medicare/Medicaid Beneficiary Name Signature

TOTAL AMOUNT OF OTHER DAMAGE CLAIMED: $ 0.00

Required Supporting Documentation for Other Damage:

1. If you are alleging personal injury:
   a. Name and address of all health care providers who provided treatment since the time of the incident, AND
   b. A HIPPA compliant authorization for release of health information from all providers.

TOTAL AMOUNT REQUESTED TO FULLY SETTLE THE ABOVE CLAIM(S): $ 15129.36
(required)

THIS FORM MUST BE SIGNED AND RETURNED TO THE CITY CLERK'S OFFICE WITH ALL REQUESTED INFORMATION IN ORDER TO BE PROCESSED.

I SWEAR AND/OR AFFIRM THE INFORMATION PROVIDED ABOVE IS TRUE AND CORRECT.

CLAIMANT'S SIGNATURE

CLAIMANT'S SIGNATURE (if applicable)

(continued from page 1) **that they were done for the day. He then went on to say at least we didn't break any windows this time. I asked about why they were there on this day, rather than on the next day when we were told that they would be there. He said that they had some time and wanted to get a start on the project. He also said that they were going to be back at 7am the following day to complete the work. Major Barbour was made aware of the incident and was texted pictures of the damage on the day it occurred. He also texted me back saying that he gave parks team a heads up as well and advised to report it to the clerks office. Upon getting my first estimate to repair the damages (Aug 5th 2024 at 4.43pm), I sent a text to Major Brent Barbour requesting that he locate and hold a copy of the video recordings of the workers being in the back lot and doing the work. At 4.53pm he replied that he would try and grab the video the following morning. After talking to Communications Officer Faith Richards, her vehicle also sustained damage during the incident and is in the process of getting estimates as well. I believe that Communications Officer Ellaina Pinkerton and Communications Heath Daughtery's vehicles were also damaged. The person that came and told us to move our vehicles was Admin Tech Sara Doherty who also moved her vehicle as well. I also believe that Lt. M Smallwood was in the back lot talking to the workers as well.**

F-150
Firestone

4X4

4X4

F-150
XLT
ECOBOOST

MYERS BODYWORKS INC.
9500 A S. EASTERN AVE
OKLAHOMA CITY, OK 73160
PHONE: (405) 794-4439 FAX: (405) 794-4439
COMPLETE COLLISION REPAIR

***** PRELIMINARY ESTIMATE *****

08/06/2024 10:04 AM

Owner

Owner: David Grissam

Inspection

Inspection Date: 08/06/2024 10:04 AM
Inspection Type:

Appraiser Name: Michael Myers
Address: 9500 S. Eastern Ave
City State Zip: Oklahoma City, OK 73160
Appraiser License #2 :
Work/Day: (405)794-4439
Cell: (405)760-4171
FAX:

Repairer

Repairer: Myers BodyWorks, Inc.
Address: 9500 S. Eastern Ave
City State Zip: Oklahoma City, OK 73160-9015
Email: MyersBodyworks@coxinet.net
Contact: Michael B Myers
Work/Day: (405)794-4439
FAX: (405)794-4439
Cell: (405)760-4171

Target Complete Date/Time:
Days To Repair: 26

Vehicle

OEM Part Price Quote ID: ****

2014 Ford F-150 XLT 4 DR Crew Cab Extra Short Bed
6cyl Gasoline Turbo 3.5
6-Speed Automatic

Lic Expire:
Veh Insp# :
Condition:
Ext. Color: Ingot Silver Metallic
Ext. Refinish: Two-Stage
Ext. Paint Code: 7226
VIN: [redacted]
Mileage Type: Actual
Code: P8244A
Int. Color: Lucus (S-C)
Int. Refinish: Two-Stage
Int. Trim Code: 000ZL

Options - ***AudaVIN Information Received***

1st Row LCD Monitor(s)	2nd Row Head Airbags	4-Wheel Drive
AM/FM CD Player	Air Conditioning	Alarm System
Anti-Lock Brakes	***Auto Dimming Ext Mirrors***	Auto Headlamp Control
Auto Locking Hubs (4WD)	***Automatic Dimming Mirror***	Auxiliary Audio Input
Camper/Towing Package	***Carpeting***	Chrome Bumper(s)
Chrome Grille	***Chrome Running Boards***	Chrome Step Bumper
Chromed Alloy Wheels	Cruise Control	Dual Airbags
Electric Steering	Electronic Compass	Electronic Transfer Case
Ext Mirror Turn Signals	***Floor Mats***	***Fog Lights***
Full Size Spare Tire	Halogen Headlights	Head Airbags

Heatd Pwr Camper Mirrors	Heavy Duty Battery	Intermittent Wipers
Keyless Entry Keypad	Keyless Entry System	***Leather Steering Wheel***
Lighted Entry System	MP3 Decoder	Overhead Console
Power Adjustable Pedals	Power Brakes	Power Door Locks
Power Drivers Seat	Power Windows	Privacy Glass
Pwr Accessory Outlet(s)	***Pwr Sliding Rear Window***	***Rear View Camera***
Rear Window Defroster	***Reverse Sensing System***	Running Boards
Side Airbags	***SiriusXM Satellite Radio***	Split Folding Rear Seat
Split Front Bench Seat	Stability Cntrl Suspensn	Strg Wheel Radio Control
Tachometer	Theft Deterrent System	Tilt Steering Wheel
Tire Pressure Monitor	Tow Hooks	Traction Control System
Trailer Brake	***Trailer Hitch***	Velour/Cloth Seats
Wireless Audio Streaming	Wireless Phone Connect	

AudaVIN options are listed in bold-italic fonts

Damages

Line	Op	Guide	MC	Description	MFR.Part No.	Price	ADJ%	B%	Hours	R
1	I	4		Cvr,Front Bumper Upr	Repair				1.1*	SM
2	L	4		Cvr,Front Bumper Upr	Refinish				2.2	RF
					1.8 Surface					
					0.4 Feather, Prime & Block					
3	N	4		Cvr,Front Bumper Upr	Additional Labor				1.3	SM
4	EU	28		Grille Assembly	Replace Recycled	$600.00*			0.3	SM
5	L	28		Grille Assembly	Refinish				1.5	RF
					1.5 Surface					
6	I	103		Fender,Front LT	Repair				1.0*	SM
				High Strength Steel						
7	L	103	#	Fender,Front LT	Refinish				1.6*	RF
					0.6 Two-stage setup					
					0.5 Two-stage					
					0.5 Feather, Prime & Block					
				# = 10, 13						
8	I	104		Fender,Front RT	Repair				1.0*	SM
				High Strength Steel						
9	L	104		Fender,Front RT	Refinish				3.3	RF
					2.3 Surface					
					0.5 Two-stage					
					0.5 Feather, Prime & Block					
10	RI	181		Guard,Fender Stone LT	R & I Assembly				0.2	SM
11	RI	182		Guard,Fender Stone RT	R & I Assembly				0.2	SM
12	E	105	02	Nameplate,Fender LT	9L3Z16720CB	$16.48			0.2	SM
13	E	106	02	Nameplate,Fender RT	9L3Z16720C	$16.73			0.2	SM
14	RI	111		Skirt,Inner Fender LT	R & I Assembly				0.6	SM
15	RI	112		Skirt,Inner Fender RT	R & I Assembly				0.4	SM
16	I	630		Pillar,Body Lock LT	Repair				0.7*	SM
17	L	630		Pillar,Body Lock LT	Refinish				1.5	RF
					1.0 Surface					
					0.2 Two-stage					
					0.3 Feather, Prime & Block					
18	I	631		Pillar,Body Lock RT	Repair				0.7*	SM
19	L	631		Pillar,Body Lock RT	Refinish				1.5	RF
					1.0 Surface					
					0.2 Two-stage					
					0.3 Feather, Prime & Block					
20	N	207		Front Door R&I LT	Additional Labor				1.1	SM
21	N	208		Front Door R&I RT	Additional Labor				1.1	SM
22	I	207		Door Shell,Front LT	Repair				1.2*	SM
23	L	207		Door Shell,Front LT	Refinish				3.8	RF
					2.5 Surface					

				0.5 Two-stage				
				0.8 Feather, Prime & Block				
24	I	208		Door Shell,Front RT	Repair		2.0*	SM
25	L	208		Door Shell,Front RT	Refinish		3.4	RF
					2.5 Surface			
					0.4 Two-stage			
					0.5 Feather, Prime & Block			
26	RI	205		W/Strip,Belt Outer LT	R & I Assembly		0.2	SM
27	RI	206		W/Strip,Belt Outer RT	R & I Assembly		0.2	SM
28	E	89		Applique,Frt Door Fram LT	6L3Z1520555AA	$85.52	0.5	SM
29	E	90		Applique,Frt Door Fram RT	6L3Z1520554AA	$83.20	0.5	SM
30	E	1588		N/Plate,Front Door LT	BL3Z9942528F	$26.38	0.2	SM
31	E	1589		N/Plate,Front Door RT	BL3Z9942528F	$26.38	0.2	SM
32	RI	284		Mirror,Outer Standard LT	R & I Assembly		0.3	SM
33	RI	285		Mirror,Outer Standard RT	R & I Assembly		0.3	SM
34	RI	486		Channel,Front Glass Ru LT	R & I Assembly		0.9	SM
35	RI	487		Channel,Front Glass Ru RT	R & I Assembly		0.9	SM
36	RI	171		Handle,Front Door Otr LT	R & I Assembly		0.2	SM
37	RI	172		Handle,Front Door Otr RT	R & I Assembly		0.2	SM
38	N	287		Rear Door R&I LT	Additional Labor		1.1	SM
				High Strength Steel				
39	N	288		Rear Door R&I RT	Additional Labor		1.1	SM
				High Strength Steel				
40	I	287		Door Shell,Rear LT	Repair		2.0*	SM
				High Strength Steel				
41	L	287		Door Shell,Rear LT	Refinish		2.7	RF
					2.2 Surface			
					INC Two-stage			
					0.5 Feather, Prime & Block			
42	I	288		Door Shell,Rear RT	Repair		1.5*	SM
				High Strength Steel				
43	L	288		Door Shell,Rear RT	Refinish		2.7	RF
					2.2 Surface			
					INC Two-stage			
					0.5 Feather, Prime & Block			
44	RI	249		W/Strip,Rear Door LT	R & I Assembly		0.2	SM
45	RI	250		W/Strip,Rear Door RT	R & I Assembly		0.2	SM
46	RI	339		W/Strip,Belt Outer LT	R & I Assembly		0.2	SM
47	RI	340		W/Strip,Belt Outer RT	R & I Assembly		0.2	SM
48	E	1526		Applique Assy,Rear Dr LT	6L3Z16255A35AA	$95.90	0.5	SM
49	E	1527		Applique Assy,Rear Dr RT	6L3Z16255A34AA	$107.33	0.5	SM
50	NG	296	01	Glass,Rear Door T RT	NAGS DD11520-YP	$329.08 -50.00	0.6	SM
51	RI	319		Channel,Rear Glass Run LT	R & I Assembly		0.5	SM
52	RI	320		Channel,Rear Glass Run RT	R & I Assembly		0.3	SM
53	RI	305		Handle,Rear Door Otr LT	R & I Assembly		0.2	SM
54	RI	306		Handle,Rear Door Otr RT	R & I Assembly		0.2	SM
55	RI	680		Mldg,Cab Rear Upper LT	R & I Assembly		0.1	SM
56	RI	681		Mldg,Cab Rear Upper RT	R & I Assembly		0.1	SM
57	NG	367		Glass Assy,Sliding	NAGS DB11710-YP	$540.78 -35.00	1.6	SM
58	EC	359		Sealant Kit,Back Glass	Replace Economy	$25.00*	1.0	SM
59	I	427		Panel,Bedside Outer LT	Repair		1.5*	SM
60	L	427		Panel,Bedside Outer LT	Refinish		3.2	RF
					2.7 Surface			
					INC Two-stage			
					0.5 Feather, Prime & Block			
61	I	428		Panel,Bedside Outer RT	Repair		1.5*	SM
62	L	428		Panel,Bedside Outer RT	Refinish		3.2	RF
					2.7 Surface			
					INC Two-stage			
					0.5 Feather, Prime & Block			
63	RI	466		Mldg,Bedside Pnl Upr LT	R & I Assembly		0.4	SM
64	RI	467		Mldg,Bedside Pnl Upr RT	R & I Assembly		0.4	SM
65	E	593	01	Decal,Bedside Panel LT	9L3Z9925622EA	$43.33	0.3	SM

66	E	594	01	Decal,Bedside Panel RT	9L3Z9925622EA	$43.33	0.3	SM
67	RI	401		Guard,Stone LT	R & I Assembly		0.2	SM
68	RI	402		Guard,Stone RT	R & I Assembly		0.2	SM
69	I	479		Shell,Tailgate	Repair		1.5*	SM
70	L	479		Shell,Tailgate	Refinish		2.6	RF
					2.1 Surface			
					INC Two-stage			
					0.5 Feather, Prime & Block			
71	RI	455		Mldg,Tailgate Upper	R & I Assembly		0.3	SM
72	RI	1042		Mldg,T/G Extension	R & I Assembly		0.2	SM
73	E	196	02	N/Plate,Tailgate	BL3Z9942528A	$16.70	0.2	SM
74	E	186	02	Emblem,Tailgate	CL3Z9942528AA	$42.95	0.2	SM
75	RI	381		Handle,Tailgate Outer	R & I Assembly		0.5	SM
76	RI	1738		Complete Bed Assembly	R & I Assembly		2.9	SM
77	E	776		Bolt,Bed	W709424S901	$115.08		SM
				Quantity of 6 @ $19.18 each				
78	EC	M03		Flex Additive	Replace Economy	$12.00*		RF
79	L	M14		Corrosion Protection	Refinish		0.3*	RF
80	L	M17		Cover Car Exterior	Refinish		0.2*	RF
81	SB	M60		Hazardous Waste Removal	Sublet Repair	$15.00*		SM
82	I	M70		Cover Car Interior	Repair		1.5*	SM*
83	L	M75		Add'l Paint & Materials	Refinish	$600.00*		RF
84	EC			Shop Supplies	Replace Economy	$25.00*		SM
85	I			Pre-Repair Health Scan	Repair		1.0*	ME
86	I			PostRepair Health Scan	Repair		1.0*	ME
87	RI			Oklahoma edition emblem	R & I Assembly		0.6*	SM*
88	L			de nib and polished	Refinish		5.0*	RF*

88 Items

MC	Message
01	CALL DEALER FOR EXACT PART # / PRICE
02	PART NO. DISCONTINUED, CALL DEALER FOR EXACT PART NO.
10	INCLUDES AUDATEX TIME TO CLEAR ENTIRE PANEL
13	INCLUDES 0.6 HOURS FIRST PANEL TWO-STAGE ALLOWANCE

Estimate Total & Entries

OEM Parts		$719.31	
Other Parts		$1,531.86	
Paint & Materials	32.9 Hours @ $58.00	$2,508.20	
Feather Prime & Block Materials	5.8 Hours @ $25.00	$145.00	
Calculated Paint & Materials	$1,908.20		
Add'l Paint & Materials	$600.00		
Line Item Discount		$353.81-	
Parts & Material Total			$4,550.56
Tax on Parts & Material	@ 8.750%		$398.17

Labor	Rate	Replace Hrs	Repair Hrs	Total Hrs		
Sheet Metal (SM)	$70.00	19.8	22.9	42.7	$2,989.00	
Mech/Elec (ME)	$145.00		2.0	2.0	$290.00	
Frame (FR)	$100.00					
Refinish (RF)	$70.00	38.7		38.7	$2,709.00	
Labor Total				83.4 Hours		$5,988.00
Sublet Repairs					$15.00	
Gross Total						**$10,951.73**
Net Total						**$10,951.73**

Alternate Parts Y/14/00/00/14/14 Cumulative 14/00/00/14/14 Zip Code: 73160 Default
OEM Part Prices DT 08/06/2024 10:04 AM EstimateID 1250103269724790784 QuoteID ****
SPPL Yes Zip Code: 73160 Default
Rate Name Default

Audatex Estimating 10.28.147 ES 08/06/2024 10:39 AM REL 10.28.147 DT 07/01/2024 DB 08/01/2024
State Disclosure:OK
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5.8 HOURS OF REPAIR TIME WERE ALLOCATED TO FEATHER, PRIME & BLOCK AS INDICATED BY THE ESTIMATE PREPARER'S LABOR ITEMIZATION. FEATHER, PRIME & BLOCK LABOR IS REFLECTED UNDER THE REFINISH OPERATION FOR THE APPLICABLE DAMAGE ENTRY.
2.9 HRS WERE ADDED TO THIS ESTIMATE BASED ON AUDATEX'S TWO-STAGE REFINISH FORMULA.
ESTIMATE CALCULATED USING THE 2.5 HOUR MAXIMUM ALLOWANCE FOR TWO-STAGE REFINISH OF NON-FLEX, EXTERIOR SURFACES.

THIS ESTIMATE HAS BEEN PREPARED BASED ON THE USE OF CRASH PARTS SUPPLIED BY A SOURCE OTHER THAN THE MANUFACTURER OF YOUR MOTOR VEHICLE. WARRANTIES APPLICABLE TO THESE REPLACEMENT PARTS ARE PROVIDED BY THE MANUFACTURER OR DISTRIBUTOR OF THESE PARTS RATHER THAN THE MANUFACTURER OF YOUR VEHICLE.

WARNING: ANY PERSON WHO KNOWINGLY, AND WITH INTENT TO INJURE, DEFRAUD OR DECEIVE ANY INSURER, MAKES ANY CLAIM FOR THE PROCEEDS OF AN INSURANCE POLICY CONTAINING ANY FALSE, INCOMPLETE OR MISLEADING INFORMATION IS GUILTY OF A FELONY.

Op Codes

* = User-Entered Value	^ = Labor Matches System Assigned Rates	E = Replace OEM
NG = Replace NAGS	EC = Replace Economy	OE = Replace PXN OE Srpls
UE = Replace OE Surplus	ET = Partial Replace Labor	EP = Replace PXN
EU = Replace Recycled	TE = Partial Replace Price	PM = Replace PXN Reman/Rebit
UM = Replace Reman/Rebuilt	L = Refinish	PC = Replace PXN Reconditioned
UC = Replace Reconditioned	TT = Two-Tone	SB = Sublet Repair
N = Additional Labor	BR = Blend Refinish	I = Repair
IT = Partial Repair	CG = Chipguard	RI = R & I Assembly
P = Check	AA = Appearance Allowance	RP = Related Prior Damage

SOLERA | Audatex

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Sign in to earn points and speed through the form below.

Rental Details

Dates & Times

Edit

Tue, Nov 19, 2024 @ 12:00 PM

Sun, Dec 15, 2024 @ 12:00 PM

Pick-up & Return Location

Edit

Norman Merkle Dr.

103 Merkle

Norman, OK 73069

Additional Details

Edit

Renter Age: 25+

Corporate Account Number: -

Standard SUV

Chevrolet Equinox or similar

Automatic

Vehicle

Edit

Time & Distance 4 Week(s) @ $ 409.99 / Week $ 1,639.96*

Unlimited Mileage Included

Extras

Add

-

Taxes & Fees $ 251.44*

Estimated Total **$1,891.40***

*Rates, taxes and fees do not reflect rates, taxes and fees applicable to non-included optional coverages or extras added later. Pay Later charges will be in your destination's local currency.

Why Choose Enterprise?

Free Cancellation Anytime

Pay at Pickup

Unlimited Mileage

Rental Policies

- Rental Contract Additional Terms and Conditions
- Renter Requirements
- Driver's License Information
- Forms of Payment
- Toll Pass Policy
- 12 and 15 Passenger Van Corporate Requirements
- Additional Driver
- Age Requirements
- Cross Border Policy
- Damage Waiver

File Attachments for Item:

8. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF SPECIAL CLAIM SC-2425-3: SUBMITTED BY FAITH RICHARDS IN THE TOTAL AMOUNT OF $18,010.47 FOR DAMAGE TO HER VEHICLE AS A RESULT OF AN INCIDENT THAT OCCURRED ON AUGUST 1, 2024 AT THE NORMAN POLICE DEPARTMENT PARKING LOT.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 11/26/2024

REQUESTER: AshLynn Wilkerson, Assistant City Attorney

PRESENTER: AshLynn Wilkerson, Assistant City Attorney

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF SPECIAL CLAIM SC-2425-3: SUBMITTED BY FAITH RICHARDS IN THE TOTAL AMOUNT OF $18,010.47 FOR DAMAGE TO HER VEHICLE AS A RESULT OF AN INCIDENT THAT OCCURRED ON AUGUST 1, 2024 AT THE NORMAN POLICE DEPARTMENT PARKING LOT.

BACKGROUND:

A claim was filed by Faith Richards for expenses incurred when her vehicle was struck by ground debris on August 1, 2024 while it was parked at the City of Norman Police Department (PD) parking lot, located at 112 West Daws Street. This is a companion claim to Special Claim SC-2425-2 filed by David and Kimberly Grissam.

DISCUSSION:

As with Special Claim SC-2425-2, this claim involves the same incident as previously described and restated below:

On Tuesday, July 30, 2024, a Parks Department Manager notified a Police Major that landscaping work would be done on Friday, August 2nd, and that all vehicles would need to be moved away from the east side of the parking lot behind the PD building. As such, the Police Major notified his staff by email to park away from this area on this day. The PD parking lot was recently repaved and enclosed as part of the Municipal Complex renovation project and this landscaping was to be the final work planned for the lot.

On the morning of Thursday, August 1st, Parks staff arrived at the east side of the PD parking lot and began using string lawn trimmers to cut weeds in the dirt prior to installation of rock the following day, August 2nd. PD staff were not expecting landscaping work on this day and many had parked on the east side as usual. While Parks staff were working in the area, PD staff noticed small and large debris go airborne and hit their vehicles. Once work stopped, PD staff were able to visually inspect their vehicles and some found they had sustained damage. The Police Major contacted the Parks Department Manager to inform him of the incident, saved video footage of the east side parking area, and instructed affected PD staff to file tort claims as necessary.

This is the second claim for this incident. Ms. Richards submitted two (2) estimates to repair exterior damage to her 2019 Jeep Grand Cherokee Laredo, with the lowest estimate being $15,516.62. As in the Grissam claim, damage was sustained to all sides of the vehicle because dirt work occurred on both sides of the vehicle.

Reimbursement of rental car fees is also requested during the time the vehicle is expected to be in the repair shop. The rental is priced at about $83 per day for roughly 30 days to repair (which includes additional shop time due to the holidays) for a total of $2,493.85. This amount is an increase of about $600 from the Grissam claim because of a “Young Renter Fee” charged due to Ms. Richards being under 25 years old.

The repair estimate and rental car estimate together brings Ms. Richard’s total claim amount to $18,010.47. The approximate value of the vehicle is approximately the same amount of this claim, making the amount of the claim reasonable. The City Attorney’s Office now presents this item to City Council for consideration.

RECOMMENDATION:

Based up on the above and foregoing, it is the recommendation of the City Attorney’s Office that the claim of Faith Richards, in the total amount of $18,010.47 as set forth above, be approved. Adequate funds to pay this settlement are available in the Risk Management – Special Claims account (43122351-44718).

The City of
NORMAN

NOTICE OF TORT CLAIM

FILED IN THE OFFICE OF THE CITY CLERK
ON 11/12/24-RW

Return Completed Forms to:
City Clerk's Office – Tort Claims
CITY OF NORMAN, P.O. BOX 370
NORMAN, OKLAHOMA 73070

Please complete *ALL* pages of this form. Please print or type the responses. ***Failure to provide information required in this form can invalidate your claim.***

CLAIMANT(S) INFORMATION

CLAIMANT(S): Faith Richards Date of Birth: 01/25/2001

[redacted]

Claimants that are joint owners of property (such as co-owners of a vehicle or home) **must both** be included on the tort claim.

If Claimant is not the owner of the damaged property, provide owner's name, address, email, and daytime phone number.

CLAIM INFORMATION

DATE OF INCIDENT: 08/01/2024 TIME: 1200 ☐ a.m. ☒ p.m.

LOCATION OF INCIDENT: Norman police Dept. 112 W Daws St.

STATEMENT OF CIRCUMSTANCES / REASONS YOU BELIEVE CITY IS LIABLE:
Include the name of the City department and/or employee involved. Provide any evidence that will prove City or a City employee was responsible, including any photographs of the alleged damages to support your claim.

On 8/1/24, the city started working on the east parking lot at the police department. We knew that work was going to be done, however we had gotten an email to not park on the east side parking lot on Friday 08/02/2024. We all (Dispatch) parked in the parking lot spaces for us to park at

(Use additional pages if necessary.)

on the east side of the building. Later on in the day one of the dispatchers noticed on cameras that the workers had started working on the parking lot behind our cars. By the time the second person from dispatch got to move their vehicle, the workers advised they were done for the day. When we went outside to see that rocks had been thrown all over our cars. Had rock on hood and front windshield wipers as well as back windsheild wiper. This incident is also the same as David Grissam's claim. Also was advised there is video footage of incident provided

INSURANCE INFORMATION

List the name of your insurance company and agent, the address, and phone number.

[redacted]

Have you filed a claim with your insurance company for these damages? ☐Yes ☒No
If yes, submit a copy of your claim.

Have you been, or do you expect to be, compensated for your damages by your insurance company? ☐Yes ☒No

What was or will be the amount of compensation from your insurance company? $ Ø

COMPENSATION REQUESTED

PROPERTY DAMAGE:

Please list items damaged, the age and original cost of each item, the amount of property loss claimed, and include any required supporting documentation referenced below.

PROPERTY DAMAGE DESCRIPTION:	AMOUNT CLAIMED:
1. Paint & Body / Glass Damage	$ 15,516.62
2. Rental Vehicle	$ 2,493.85
3.	$
4.	$

TOTAL AMOUNT CLAIMED FOR PROPERTY DAMAGE: $ 18,010.47

Required Supporting Documentation for Property Damage:

1. If you are alleging damage to your vehicle:
   a. Copy of the vehicle title, front and back;
   b. Photographs of the vehicle showing the damage, including photographs of the VIN and License Plate;
   c. Copy of either actual repair bill OR two estimates for cost of repair; AND
   d. Copy of receipts or estimates showing associated expenses such as: towing, vehicle rental, etc.
2. If you are alleging damage to your home or to real property:
   a. Copy of the current deed.

OTHER DAMAGE (Is the claim seeking compensation other than for loss or damage to property?):

Please describe the type of injury or damage you sustained. You **must** state the compensation requested (do not include amounts already requested in previous sections) and include any required supporting documentation referenced below.

OTHER DAMAGE DESCRIPTION:	AMOUNT CLAIMED:
1.	$
2.	$
3.	$
4.	$

Were you on the job at the time of the injury? ☐Yes ☐No
If so, what is the name of your employer? _____

Has any medical bill been paid or will be paid by Medicare/Medicaid? ☐Yes ☐No

If so, list: Medicare/Medicaid number: _____ SSN: _____

Date of Birth: _____ Gender: _____

If the City is responsible for such bills, the City must report any settlement to Medicare/Medicaid.

I understand that the information requested is to assist the requesting insurance information arrangement to accurately coordinate benefits with Medicare/Medicaid and to meet its mandatory reporting obligation under Medicare Secondary Payer Act 42 U.S.C§1395y.

Medicare/Medicaid Beneficiary Name (please print) _____

Medicare/Medicaid Beneficiary Name Signature _____

TOTAL AMOUNT OF OTHER DAMAGE CLAIMED: $ _____

Required Supporting Documentation for Other Damage:

1. If you are alleging personal injury:
   a. Name and address of all health care providers who provided treatment since the time of the incident, AND
   b. A HIPPA compliant authorization for release of health information from all providers.

TOTAL AMOUNT REQUESTED TO FULLY SETTLE THE ABOVE CLAIM(S): $ 18,010.47
(required)

THIS FORM MUST BE SIGNED AND RETURNED TO THE CITY CLERK'S OFFICE WITH ALL REQUESTED INFORMATION IN ORDER TO BE PROCESSED.

I SWEAR AND/OR AFFIRM THE INFORMATION PROVIDED ABOVE IS TRUE AND CORRECT.

Faith Nielsen
CLAIMANT'S SIGNATURE

_____
CLAIMANT'S SIGNATURE (if applicable)

Landers Collision of Norman

1560 24th Avenue Southwest, Norman, OK 73072
Phone: (405) 579-3070
FAX: (405) 579-3048

Workfile ID:	cd5d6aad
PartsShare:	85t4QW
Federal ID:	32-0547721
State ID:	n/a
Federal EPA:	n/a
State EPA:	n/a

Preliminary Estimate

Customer: Richards, Faith **Job Number:**

Written By: Hayden Freeland

Insured:	Richards, Faith	Policy #:		Claim #:	0000
Type of Loss:		Date of Loss:		Days to Repair:	0
Point of Impact:	19 All Over				

Owner:
Richards, Faith
607 Holsey Dr
Noble, OK 73068
(405) 201-5449 Cell

Inspection Location:
Landers Collision of Norman
1560 24th Avenue Southwest
Norman, OK 73072
Repair Facility
(405) 579-3070 Business

Insurance Company:
CUSTOMER PAY

VEHICLE

2019 JEEP Grand Cherokee Laredo 4WD 4D UTV 6-3.6L Gasoline Sequential MPI Black

VIN:	1C4RJFAG7KC784858	Interior Color:	Black	Mileage In:	64,150	Vehicle Out:	
License:		Exterior Color:	Black	Mileage Out:			
State:		Production Date:	4/2019	Condition:	Good	Job #:	

TRANSMISSION
Automatic Transmission
4 Wheel Drive
POWER
Power Steering
Power Brakes
Power Windows
Power Locks
Power Mirrors
Heated Mirrors
DECOR
Dual Mirrors
Privacy Glass
Console/Storage
Overhead Console
Wood Interior Trim
CONVENIENCE
Air Conditioning
Intermittent Wipers
Tilt Wheel
Cruise Control
Rear Defogger
Keyless Entry
Message Center
Steering Wheel Touch Controls
Rear Window Wiper
Telescopic Wheel
Climate Control
Backup Camera
Parking Sensors
RADIO
AM Radio
FM Radio
Stereo
Search/Seek
Auxiliary Audio Connection
Equalizer
SAFETY
Drivers Side Air Bag
Passenger Air Bag
Anti-Lock Brakes (4)
4 Wheel Disc Brakes
Traction Control
Stability Control
Front Side Impact Air Bags
Head/Curtain Air Bags
Hands Free Device
Blind Spot Detection
SEATS
Cloth Seats
Bucket Seats
Reclining/Lounge Seats
WHEELS
Aluminum/Alloy Wheels
PAINT
Clear Coat Paint
OTHER
Fog Lamps
Rear Spoiler
California Emissions

Get live updates at www.carwise.com/e/4Rse29

Preliminary Estimate

Customer: Richards, Faith **Job Number:**

2019 JEEP Grand Cherokee Laredo 4WD 4D UTV 6-3.6L Gasoline Sequential MPI Black

Line		Oper	Description	Part Number	Qty	Extended Price $		Labor	Paint
1	**FRONT BUMPER**								
2		R&I	R&I bumper cover					1.4	
3		Refn	Bumper cover w/o front park aid w/o lamp wash						2.6
4			Add for Clear Coat						1.0
5		R&I	Lower cover black molded					1.8	
6		R&I	Lower grille w/o adaptive cruise w/tow hooks					Incl.	
7		R&I	RT Fog lamp bezel					Incl.	
8		R&I	LT Fog lamp bezel					Incl.	
9		R&I	RT Trim ring chrome					0.1	
10		R&I	LT Trim ring chrome					0.1	
11		R&I	License bracket					0.2	
12	**GRILLE**								
13		R&I	Grille black/chrome					0.2	
14	**FRONT LAMPS**								
15		R&I	RT Headlamp assy w/o black bezel					0.3	
16		R&I	LT Headlamp assy w/o black bezel					0.3	
17	**HOOD**								
18	*	Rpr	Hood w/o air vent (ALU)					2.0	2.8
19			Add for Clear Coat						1.1
20		R&I	Insulator w/o air vent					0.3	
21		Repl	Nameplate "Jeep" chrome	68223746AA	1	96.90		0.3	
22	**FENDER**								
23		Refn	RT Fender						2.2
24			Overlap Major Adj. Panel						-0.4
25			Add for Clear Coat						0.4
26		Refn	LT Fender						2.2
27			Overlap Major Adj. Panel						-0.4
28			Add for Clear Coat						0.4
29		R&I	RT Fender liner w/o Trackhawk, w/o SRT					0.4	
30		R&I	LT Fender liner w/o Trackhawk, w/o SRT					0.4	
31		Repl	RT Medallion "Trail Rated" black	55157318AB	1	89.70		0.2	
32		Repl	LT Medallion "Trail Rated" black	55157318AB	1	89.70		0.2	
33		R&I	RT Wheel flare w/o body color code MRW					0.4	
34		R&I	LT Wheel flare w/o body color code MRW					0.4	
35	**ELECTRICAL**								
36		R&I	Antenna w/o multimedia, w/o				m	0.3	

Preliminary Estimate

Customer: Richards, Faith **Job Number:**

2019 JEEP Grand Cherokee Laredo 4WD 4D UTV 6-3.6L Gasoline Sequential MPI Black

			IPOD adapter granite					
37	**WINDSHIELD**							
38		R&I	RT Wiper arm				Incl.	
39		R&I	LT Wiper arm				Incl.	
40		Repl	Windshield Jeep w/o rain sensor	55112833AE	1	885.00	2.5	
41	#	Repl	Urethane		2	50.00		
42	**COWL**							
43		R&I	Cowl grille				Incl.	
44	**ROOF**							
45		Refn	Roof panel					3.6
46			Overlap Major Adj. Panel					-0.4
47	*		Add for Clear Coat					0.6
48		R&I	RT Roof w'strip				0.5	
49		R&I	LT Roof w'strip				0.5	
50		R&I	RT Side rail black				0.4	
51		R&I	LT Side rail black				0.4	
52	**PILLARS, ROCKER & FLOOR**							
53		R&I	RT Rocker molding w/o body color				1.1	
54		R&I	LT Rocker molding w/o body color				1.1	
55	*	Refn	RT Aperture panel - paint roof rail					2.0
56			Overlap Major Adj. Panel					-0.4
57	*		Add for Clear Coat					0.3
58	*	Refn	LT Aperture panel - paint roof rail					2.0
59			Overlap Major Adj. Panel					-0.4
60	*		Add for Clear Coat					0.3
61	**FRONT DOOR**							
62		Refn	RT Outer panel					2.3
63			Overlap Major Adj. Panel					-0.4
64	*		Add for Clear Coat					0.4
65		Refn	LT Outer panel					2.3
66			Overlap Major Adj. Panel					-0.4
67	*		Add for Clear Coat					0.4
68		R&I	RT Belt w'strip chrome				Incl.	
69		R&I	LT Belt w'strip chrome				Incl.	
70		R&I	RT Corner molding chrome				Incl.	
71		R&I	LT Corner molding chrome				Incl.	
72		R&I	RT Upper molding chrome				0.9	
73		R&I	LT Upper molding chrome				0.9	
74		Repl	RT Nameplate "GRAND" black/chrome	55112900AB	1	149.00	0.2	
75		Repl	LT Nameplate "GRAND" black/chrome	55112900AB	1	149.00	0.2	
76		Repl	RT Nameplate "CHEROKEE" black/chrome	68264488AB	1	149.00	0.2	

Preliminary Estimate

Customer: Richards, Faith **Job Number:**

2019 JEEP Grand Cherokee Laredo 4WD 4D UTV 6-3.6L Gasoline Sequential MPI Black

77		Repl	LT Nameplate "CHEROKEE" black/chrome	68264488AB	1	149.00	0.2	
78		Repl	RT Applique	57010444AN	1	169.00	Incl.	
79		Repl	LT Applique	57010445AN	1	161.00	Incl.	
80		R&I	RT R&I mirror				0.2	
81		R&I	LT R&I mirror				0.2	
82		Repl	RT Door glass Jeep	68068670AE	1	385.00	0.5	
83		Repl	LT Door glass Jeep	68068671AE	1	385.00	0.5	
84	*	R&I	RT Glass run				0.1	
85	*	R&I	LT Glass run				0.1	
86	*	R&I	RT Window regulator				0.4	
87	*	R&I	LT Window regulator				0.4	
88	*	R&I	RT Window motor			m	0.2	
89	*	R&I	LT Window motor			m	0.2	
90		R&I	RT R&I outside handle				0.3	
91		R&I	LT R&I outside handle				0.3	
92		R&I	RT R&I trim panel				0.5	
93		R&I	LT R&I trim panel				0.5	
94		R&I	RT Upper molding black				0.2	
95		R&I	LT Upper molding black				0.2	
96	**REAR DOOR**							
97		Refn	RT Outer panel					2.3
98			Overlap Major Adj. Panel					-0.4
99	*		Add for Clear Coat					0.4
100		Refn	LT Outer panel					2.3
101			Overlap Major Adj. Panel					-0.4
102	*		Add for Clear Coat					0.4
103		R&I	RT Belt w'strip chrome				Incl.	
104		R&I	LT Belt w'strip chrome				Incl.	
105		R&I	RT Flare extn w/o body color				0.3	
106		R&I	LT Flare extn w/o body color				0.3	
107		R&I	RT Applique front				Incl.	
108		R&I	LT Applique front				Incl.	
109		R&I	RT Applique rear				Incl.	
110		R&I	LT Applique rear				Incl.	
111		R&I	RT Upper molding chrome				0.8	
112		R&I	LT Upper molding chrome				0.8	
113		Repl	RT Door glass Jeep w/deep tint w/acoustic	68235606AB	1	337.00	1.2	
114		Repl	LT Door glass Jeep w/deep tint w/acoustic	68235607AB	1	337.00	1.2	
115	*	R&I	RT Glass run				0.1	
116	*	R&I	LT Glass run				0.1	
117	*	R&I	RT Window regulator				0.2	
118	*	R&I	LT Window regulator				0.2	
119	*	R&I	RT Window motor			m	0.2	

Preliminary Estimate

Customer: Richards, Faith **Job Number:**

2019 JEEP Grand Cherokee Laredo 4WD 4D UTV 6-3.6L Gasoline Sequential MPI Black

120	*	R&I	LT Window motor				m	0.2
121		R&I	RT R&I outside handle					0.4
122		R&I	LT R&I outside handle					0.4
123		R&I	RT R&I trim panel					0.5
124		R&I	LT R&I trim panel					0.5
125		R&I	RT Upper molding					0.2
126		R&I	LT Upper molding					0.2
127	**QUARTER PANEL**							
128		Refn	RT Quarter panel					2.4
129			Overlap Major Adj. Panel					-0.4
130	*		Add for Clear Coat					0.4
131		Refn	LT Quarter panel					2.4
132			Overlap Major Adj. Panel					-0.4
133	*		Add for Clear Coat					0.4
134		R&I	RT Wheelhouse liner w/o 20" wheel					0.3
135		R&I	LT Wheelhouse liner w/o 20" wheel					0.3
136		R&I	Fuel door diamond black					0.3
137		Refn	Fuel door diamond black					0.4
138			Overlap Minor Panel					-0.2
139	*		Add for Clear Coat					0.1
140		R&I	RT Wheel flare w/o body color code MRW					0.4
141		R&I	LT Wheel flare w/o body color code MRW					0.4
142		Repl	RT Qtr glass Jeep w/o antenna, w/chrome molding	68259510AC	1	347.00		1.5
143	#	Repl	urethane		2	50.00		
144		Repl	LT Qtr glass Jeep w/o antenna, w/chrome molding	68259511AC	1	347.00		1.5
145	**LIFT GATE**							
146		Refn	Lift gate					2.2
147			Overlap Major Adj. Panel					-0.4
148	*		Add for Clear Coat					0.4
149		R&I	Applique diamond black					0.3
150		Repl	Nameplate "LAREDO" w/o code MUK	55157303AF	1	82.25		0.2
151		Repl	Nameplate "4x4" w/o code MUK, M1C	68240750AB	1	119.00		0.2
152		Repl	Lift glass Jeep w/dark tint	68158151AG	1	835.00		2.2
153		R&I	Wiper arm					Incl.
154		R&I	Spoiler					Incl.
155		Refn	Spoiler					1.8
156			Overlap Major Non-Adj. Panel					-0.2
157	*		Add for Clear Coat					0.3
158		R&I	Lift gate trim black					0.4

Preliminary Estimate

Customer: Richards, Faith **Job Number:**

2019 JEEP Grand Cherokee Laredo 4WD 4D UTV 6-3.6L Gasoline Sequential MPI Black

159		R&I	Upper trim black				0.2		
160	**REAR LAMPS**								
161		R&I	RT Tail lamp assy chrome				0.3		
162		R&I	LT Tail lamp assy chrome				0.3		
163		R&I	RT Tail lamp assy chrome				0.3		
164		R&I	LT Tail lamp assy chrome				0.3		
165		R&I	High mount lamp				0.2		
166		R&I	RT License lamp				0.1		
167		R&I	LT License lamp				0.1		
168	**REAR BUMPER**								
169	*	Rpr	Bumper cover w/o parallel assist, w/park sense w/blind spt				2.0		2.8
170			Add for Clear Coat						1.1
171			O/H rear bumper				3.1		
172		R&I	R&I bumper cover				Incl.		
173	*	R&I	Lower cover TYPE 1				Incl.		
174	**MISCELLANEOUS OPERATIONS**								
175		Repl	Cover car/bag	1			0.2		
176	#		Color tint / color match	1			0.5		
177	#	Repl	Corrosion protection	1	10.00		0.2		
178	#	Repl	Flex additive	1	12.00				
179	#		Hazardous Waste	1	3.00				
180	**	Repl	A/M Pre Scan	1	119.95	X	0.5	M	
181	**	Repl	A/M Post Scan	1	50.00	X	0.5	M	
182	**	Repl	A/M Clear codes	1	69.95	X			
			SUBTOTALS		**5,626.45**		**47.8**		**41.8**

ESTIMATE TOTALS

Category	Basis		Rate	Cost $
Parts				5,386.55
Body Labor	46.8 hrs	@	$ 74.00 /hr	3,463.20
Paint Labor	41.8 hrs	@	$ 74.00 /hr	3,093.20
Mechanical Labor	1.0 hrs	@	$ 135.00 /hr	135.00
Paint Supplies	41.8 hrs	@	$ 60.00 /hr	2,508.00
Miscellaneous				239.90
Subtotal				14,825.85
Sales Tax	$ 7,894.55	@	8.7500 %	690.77
Grand Total				**15,516.62**

Are you a loyalty member?

Sign in to earn points and speed through the form below.

Rental Details

Dates & Times

Edit

Mon, Dec 02, 2024 @ 12:00 PM

Tue, Dec 31, 2024 @ 12:00 PM

Pick-up & Return Location

Edit

Norman Merkle Dr.

103 Merkle

Norman, OK 73069

Additional Details

Edit

Renter Age: 23

Corporate Account Number: -

Standard Crossover

Ford Explorer or similar

Automatic

Vehicle

Edit

Time & Distance 1 Month(s) @ $ 1,439.00 / Month — $ 1,439.00*

Unlimited Mileage — Included

Extras

Add

Taxes & Fees	$ 1,054.85*
Estimated Total	**$2,493.85***

*Rates, taxes and fees do not reflect rates, taxes and fees applicable to non-included optional coverages or extras added later. Pay Later charges will be in your destination's local currency.

Why Choose Enterprise?

- Free Cancellation Anytime
- Pay at Pickup
- Unlimited Mileage

Rental Policies

- Rental Contract Additional Terms and Conditions
- Renter Requirements
- Driver's License Information
- Forms of Payment
- Toll Pass Policy
- 12 and 15 Passenger Van Corporate Requirements
- Additional Driver
- Age Requirements
- Cross Border Policy
- Damage Waiver

File Attachments for Item:

9. CONSIDERATION OF AUTHORIZATION, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE PURCHASE OF BUILDINGS AND CONTENTS INSURANCE FOR THE CITY OF NORMAN FROM AFFILIATED FM INSURANCE COMPANY IN THE AMOUNT OF $741,450 FOR THE PERIOD OF DECEMBER 1, 2024, TO DECEMBER 1, 2025, AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 11/26/2024

REQUESTER: Clint Mercer

PRESENTER: Clint Mercer, Chief Accountant

ITEM TITLE: CONSIDERATION OF AUTHORIZATION, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE PURCHASE OF BUILDINGS AND CONTENTS INSURANCE FOR THE CITY OF NORMAN FROM AFFILIATED FM INSURANCE COMPANY IN THE AMOUNT OF $741,450 FOR THE PERIOD OF DECEMBER 1, 2024, TO DECEMBER 1, 2025, AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT.

BACKGROUND:

The City of Norman self-insures against most risks (i.e., workers' compensation, vehicle/equipment damage, employee health benefit claims, tort claims, etc.) but historically has purchased insurance to cover casualty losses to City buildings and contents (including electronic information technology/computer equipment). This insurance is purchased in a blanket amount but is limited to agreed-upon values of independent buildings and contents, and is subject to a deductible.

In the past, the City of Norman bid out its buildings and contents insurance. However, several brokers expressed their frustration with this method as insurance underwriters will only work with the first insurance broker to contact them and the incumbent broker had already left "place markers" with most of the underwriters. In 2014 the City decided to pick a broker via a Request for Proposal process that would then bid and select the best buildings and contents insurance for the City. This is the method other cities in the metro use to select underwritten insurance products, including the City of Oklahoma City.

The City of Norman sent out Request for Proposal number 2122-08 on May 14, 2021 for insurance broker services. Three brokers responded, Arthur J. Gallagher & Co. (Gallagher), Alliant Specialty, and BancFirst Insurance Service, Inc. Gallagher is the incumbent broker the City has used for several years and has provided quality bids and rates in the past. Management has been pleased with their services.

DISCUSSION:

Gallagher received one bid for the upcoming policy year of December 1, 2024 to December 1, 2025 from Affiliated FM with a premium of $741,450. Affiliated FM is rated as A+ by A.M Best and is one of the largest property and casualty providers in the industry. The prior year premium

was $659,822. The blanket amount continues to increase as new Norman Forward and other projects are completed and added to the list of covered City properties. Also, according to Gallagher, the building insurance market continues to be tight.

The FYE 2024 blanket amount of property covered increased to $234,535,256 from $366,500,237, a 56.3% increase. A portion of this increase also had to do with an increase in the value of certain properties.

The City budgeted $587,651 in the Risk Management Fund, Liability and Property (Account Org 43330104, Object 44403) in Fiscal Year 2024-2025 to pay for building and contents insurance. An additional appropriation of $153,800 is needed to award this policy.

RECOMMENDATION:

Staff recommends insuring the City's buildings and contents with Affiliated FM at a premium amount of $741,450 for one year as it provides the lowest premium for coverage within acceptable deductible limits. In addition, staff requests an appropriation of $153,800 from Risk Management Fund Balance (Account Org 43, Object 29000) to Liability and Property (Account Org 43330104, Object 44403) to cover this premium cost before beginning the new policy period.

CORE360™ Executive Summary Scorecard – 12-1-2024

Your **CORE**360™ Executive Summary Scorecard has been developed for you to get a quick snapshot of how we've impacted your total cost of risk for the policies detailed in this proposal.

- ✓ Negotiated and secured a favorable renewal quote from the incumbent insurance carrier. The hard property market conditions are beginning to stabilize but still face challenges in areas of US that continue experiencing costly convective storms. The overall year over year premium cost increase is primarily due to several very large property projects reaching completion, a conservative 4% (inflation) property valuation rate and a modest 5% premium rate increase.
- ✓ Marketed the property insurance coverage to several key large primary property markets and they could not come close to the rate offered under the incumbent insurance carrier.
- ✓ The total premium is considered favorable compared to peers for the region and public entity risk in the current property market.

- ✓ The deductible structure has increased for two perils. The carrier has imposed a per location water damage peril deductible and increased the All Other Perils (AOP) deductible. The City has a tiered wind/hail deductible program which is based on the property's value. Wind/Hail deductibles remain the same as the previous year. Deductible buy down programs are available for additional cost through surplus lines markets if desired at a future date.
- ✓ We will continue to work with the City of Norman in evaluating their insurance program structure, risk appetite, budget and changing market conditions.
- ✓ Review risk exposures and develop solutions as requested throughout the year.

- ✓ The policy offered has a very broad suite of property coverages including earthquake, flood for certain properties and limited cyber subject to policy terms and conditions. However, there are areas of coverage where the policy may limit, sub-limit or exclude certain coverages. We encourage you to read the policy carefully and advise your broker of any areas of concern.
- ✓ Please note that many gaps in coverage, deductibles and excluded risks may be covered by purchasing separate policies such as high-risk flood for additional premium.
- ✓ Vacant structures identified in the schedule are limited by policy endorsement in sub-limits, deductibles and coverage. NOTE: This coverage restriction will be removed at no additional charge once property is occupied.

- ✓ Business Interruption – Rental Income is excluded if this is a significant revenue source for the City of Norman then we recommend that coverage be considered.
- ✓ Full Cyber Liability coverage including first and third party liability
- ✓ Excess Workers' Compensation – Recommend purchasing stop gap coverage
- ✓ Flood insurance is recommended for excluded high flood risk properties.
- ✓ The City may consider adding in a wind/hail deductible buy down or parametric insurance

- ✓ Access to Loss Control Portal including employee training modules
- ✓ Access to eRisk Hub Portal for cyber liability risk exposures
- ✓ Claim Advocacy, loss prevention tools and claims support provided as requested

- ✓ Contractual review for insurance requirements and evidence of insurance for vendors and suppliers as requested
- ✓ Issue Certificates of Insurance during policy period

Strategic Results

In considering your renewal, we identified the following key areas of focus for your program in 2024:

- Property Valuations and New Construction
- Program Structure including deductibles, exclusions and sub-limits
- Total Premium Costs to achieve similar or better coverage
- Insurance Markets including carrier risk appetite

Severe Convective Storms accounted for 61% of all global insured losses for the first half of 2024 per Gallagher Re. This continues to persist as Oklahoma has experienced at least 130 severe convective storms this year per the National Weather Service. We have created some options for consideration in addressing the unique needs of the City of Norman.

Line of Coverage		Expiring	**Renewal Option #1	***Renewal Option #2
		Affiliated FM Insurance Company	Affiliated FM Insurance Company (excluding 103 W Acres)	Affiliated FM Insurance Company (including 103 W Acres – vacant)
Property	Premium *TRIA* **Estimated Cost** Change ($) Change (%)	$669,810.00 *Rejected* $669,810.00	$643,278.00 *$19,298.00* **$662,576.00** ($7,234.00) (1.08%)	$741,450.00 *$21,595.00* **$763,045.00**
		N/A	Bridgeway Insurance Company (103 W Acres ONLY - $5M Limit)	N/A
Property	Premium *TRIA* Carrier Inspection Fee Clearinghouse Fee Surplus Lines Taxes **Estimated Cost**		$300,000.00 *$12,400.00* $1,250.00 $527.19 $18,840.70 **$333,017.89**	
		N/A	Kinsale Insurance Company (103 W Acres ONLY $5M x $5M)	N/A
Property	Premium *TRIA* Carrier Inspection Fee Clearinghouse Fee Surplus Lines Taxes **Estimated Cost**		$45,000.00 *$2,250.00* $350.00 $79.36 $2,859.94 **$50,539.30**	
Total Cost		**$669,810.00**	**$1,046,133.19**	**$763,045.00**

~TRIA is optional~

**Renewal Option #1 – Provides occupancy coverage for all locations (103 W. Acres will exclude Mold, Pre-Existing Damage, and Water Inundation)

***Renewal Option #2 – Provides occupancy coverage for all locations (103 W Acres does include a Vacancy Clause

File Attachments for Item:

10. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CHANGE ORDER ONE TO CONTRACT K-2324-80: BY AND BETWEEN THE CITY OF NORMAN UTILITIES AUTHORITY AND INDUSTRIAL HYDRO SERVICES FOR THE REMOVAL AND DISPOSAL OF BIOSOLIDS FROM DIGESTER, IN THE AMOUNT OF $18,760.29, FINAL ACCEPTANCE OF THE PROJECT, AND FINAL PAYMENT IN THE AMOUNT OF $18,760.62.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 11/26/2024

REQUESTER: Steve Hardeman, Water Reclamation Facility (WRF) Manager

PRESENTER: Ken Giannone, Capital Projects Engineer

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CHANGE ORDER ONE TO CONTRACT K-2324-80: BY AND BETWEEN THE CITY OF NORMAN UTILITIES AUTHORITY AND INDUSTRIAL HYDRO SERVICES FOR THE REMOVAL AND DISPOSAL OF BIOSOLIDS FROM DIGESTER, IN THE AMOUNT OF $18,760.29, FINAL ACCEPTANCE OF THE PROJECT, AND FINAL PAYMENT IN THE AMOUNT OF $18,760.62.

BACKGROUND:

Part of the sludge treatment process at the Norman Wastewater Reclamation Facility (WRF) is “anaerobic digestion”. In this step, sludge (thick liquid bi-product of the treatment processes) that has been separated from the wastewater entering the WRF is pumped into large closed tanks, called “digesters”. In the digesters, the sludge is slowly mixed while microorganisms are used to anaerobically (i.e. without oxygen) break down the sludge. The resultant material, termed “biosolids”, is sufficiently concentrated and biologically stable enough that it can then be dewatered and legally disposed via land application. In order to maintain treatment efficiency, it is recommended that each digester be removed from service every 5 to 10 years so it can be cleaned out and inspected.

On August 11 and 18, bids were advertised in the Norman Transcript for the project entitled, Removal and Disposal of Biosolids from Digester, for the periodic clean out and inspection of Digester 2 at the WRF. The bidding documents solicited a unit price per gallon to clean out the digester by removing, processing and legally disposing of 800,000 gallons of biosolids via land application. The quantity estimate of 800,000 gallons of biosolids was based on quantity removed during past digester clean outs at the WRF.

Bids were received for this project on August 31, 2023. The lowest and best bidder was determined to be Industrial Hydro Services (IHS) of Maysville, Oklahoma with a unit price of $0.235 per gallon of biosolids and a resultant total contract amount of $188,000. Consequently, Contract K-2324-80 was awarded to IHS on October 24, 2023, and Notice to Proceed was issued on January 11, 2024. IHS mobilized and commenced work soon after.

DISCUSSION:

Upon starting the work, it became apparent that Digester 2 contained more rags and debris than was typical on past cleanout projects. As a result, IHS was required to use substantially more water than anticipated in order to wash out and remove all debris from the digester. This, in

turn, resulted in IHS dewatering and disposing of a greater quantity of biosolids than contemplated by the Contract. After negotiations, it was agreed that IHS had been required to dewater and legally dispose of a total of 879,831 gallons of biosolids; 79,831 gallons more than the contractual amount. This results in an additional cost to the Contract of $18,760.29.

Assuming this Change Order is approved, it would result in a new contract total of $206,760.29, which is a 9.98% increase over the original contract amount. No time extension has been requested.

Funding for this Change Order is available from the funds already allocated to this project in the Wastewater Reclamation Fund, Bio-Solids Removal: Business Services-Sludge Removal (Account 32955145-44121).

On October 10, 2024, IHS advised that all biosolids had been removed from Anaerobic Digester 2 and the digester had been fully cleaned. WRF staff inspected the digester and confirmed that work had completed in accordance with the Contract. Anaerobic Digester 2 was then returned to service.

To date, IHS has billed a total of $187,999.67 for their work on the Contract. Therefore, assuming this Change Order is approved, IHS is due a final payment in the amount of $18,760.62, which would include the $0.33 remaining on their base contract amount plus $18,760.29 for Change Order 1.

RECOMMENDATION 1:

Staff recommends that Change Order 1 to Contract K-2324-80, Removal and Disposal of Biosolids from Digester, in the amount $18,760.29 be approved.

RECOMMENDATION 2:

Staff recommends that Final Acceptance of Contract 2324-80, Removal and Disposal of Biosolids from Digester, be approved.

RECOMMENDATION 3:

Staff recommends that Final Payment in the amount of $18,760.62 to Industrial Hydro Services for Contract K-2324-80, Removal and Disposal of Biosolids from Digester, be approved.

NORMAN UTILITIES AUTHORITY
CITY OF NORMAN
CLEVELAND COUNTY, OKLAHOMA

DATE:	November 14, 2024
CHANGE ORDER NO.:	One (1)
CONTRACT NO.:	K-2324-80
PROJECT:	Removal and Disposal of Biosolids from Digester
CONTRACTOR:	Industrial Hydro Services
	20493 140th Street, Mayesville, OK 73057

	Contract Time	Contract Amount	
ORIGINAL:	365 calendar days	$188,000.00	
PREVIOUS CHANGE ORDERS:	0 calendar days	$0.00	0.00%
THIS CHANGE ORDER:	0 calendar days	$18,760.29	9.98%
REVISED AMOUNT:	365 calendar days	$206,760.29	0.00%
ORIGINAL START DATE:	January 11, 2024		
ORIGINAL COMPLETION DATE:	January 10, 2025		
PREVIOUS COMPLETION DATE:	January 10, 2025		
NEW COMPLETION DATE:	January 10, 2025		

DESCRIPTION	INCREASE/ DECREASE ($)
AM1.1: Increase Quantity for Removal and Land Application of Liquid Class "B" Biosolids from Anaerobic Digester No. 2 by 79,831 gallons There will be no change in Contract Time associated with this Change Order	$18,760.29
TOTAL for CO 1 =	$18,760.29

Industrial Hydro Services agrees to complete the work as amended and modified by Change Order No. One (1) as described above.

CONTRACTOR: Helen Malicis — Date: 11/15/24
Industrial Hydro Services

RECOMMENDED BY ENGINEER: Kenneth J. Giannone — Date: 11/14/2024
Kenneth J. Giannone, PE
Norman Utilities Authority

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

ACCEPTED BY NORMAN UTILITIES AUTHORITY: _____ — Date: _____
Mayor

Change Order No. 1
Contract K-2324-80

ATTACHMENT NO. 1

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

No.	Bid Line Item	Description	Units	Original Contract Quantity	Unit Price	Original Contract Amount	Quantity Increase/ Decrease	Cost Increase/ Decrease	Percent Change
AM1.1	1	Removal and Land Application of Liquid Class "B" Biosolids from Anaerobic Digester No. 2	Gallons	800,000	$0.235	$188,000.00	79,831	$18,760.29	9.98%
							Subtotal Amendment Items =	$18,760.29	9.98%

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

N/A	N/A	No Change Order Items in This Change Order	0	0	$0.00	$0.00	805	$0.00	N/A
							Subtotal Change Order Line Items =	$0.00	0.00%
							Net Total for Change Order No. 1 (Subtotal Amendment Items + Subtotal Change Order Items) =	$18,760.29	9.98%

Original Contract Amount	**$188,000.00**	
Total for Change Order No. 1	$18,760.29	9.98%
Revised Contract Amount	**$206,760.29**	

Invoice

Industrial Hydro Services

PO Box 1564
Purcell, OK 73080

Date	Invoice #
11/15/2024	4508

Ship To

Job Location: Norman OK
Job Contact: Steve Hardeman

Bill To

CITY OF NORMAN
PO Box 370
Norman, OK 73070
Attn: Donna Meyers

P.O. No.	Terms	Due Date
25005019	Net 30	12/15/2024

Item	Description	Rate	Quantity	Amount
Liquid Biosolids	9/10/24 - Remaining cost to bill out base contract amount	0.33		0.33
Liquid Biosolids	9/10/24 - Remove and dispose of liquid biosolids from digester (Timesheet #14029) per gallon	0.235	7,524	1,768.14
Liquid Biosolids	9/11/24 - Remove and dispose of liquid biosolids from digester (Timesheet 14031) per gallon	0.235	10,080	2,368.80
Liquid Biosolids	9/24/24 - Remove and dispose of liquid biosolids from digester (Timesheet #14038) per gallon	0.235	5,620	1,320.70
Liquid Biosolids	9/25/24 - Remove and dispose of liquid biosolids from digester (Timesheet #14040) per gallon	0.235	8,680	2,039.80
Liquid Biosolids	9/26/24 - Remove and dispose of liquid biosolids from digester (Timesheet #14039) per gallon	0.235	3,208	753.88
Liquid Biosolids	9/27/24 - Remove and dispose of liquid biosolids from digester (Timesheet #73) per gallon	0.235	10,080	2,368.80
Liquid Biosolids	9/30/24 - Remove and dispose of liquid biosolids from digester (Timesheet #75) per gallon	0.235	2,520	592.20
	10/1/24 - Remove and dispose of liquid biosolids from digester (Timesheet #76)			

TO GOD BE THE GLORY

Total

Payments/Credits

Balance Due

Office:
405-867-1293

Industrial Hydro Services

PO Box 1564
Purcell, OK 73080

Invoice

Date	Invoice #
11/15/2024	4508

Ship To

Job Location: Norman OK
Job Contact: Steve Hardeman

Bill To

CITY OF NORMAN
PO Box 370
Norman, OK 73070
Attn: Donna Meyers

P.O. No.	Terms	Due Date
25005019	Net 30	12/15/2024

Item	Description	Rate	Quantity	Amount
Liquid Biosolids	per gallon	0.235	4,300	1,010.50
Liquid Biosolids	10/2/24 - Remove and dispose of liquid biosolids from digester (Timesheet #77) per gallon	0.235	5,000	1,175.00
Liquid Biosolids	10/3/24 - Remove and dispose of liquid biosolids from digester (Timesheet #78) per gallon	0.235	8,650	2,032.75
Liquid Biosolids	10/4/24 - Remove and dispose of liquid biosolids from digester (Timesheet #14041) per gallon	0.235	4,180	982.30
Liquid Biosolids	10/7/24 - Remove and dispose of liquid biosolids from digester (Timesheet #14042) per gallon	0.235	3,060	719.10
Liquid Biosolids	10/8/24 - Remove and dispose of liquid biosolids from digester (Timesheet #14044) per gallon	0.235	1,470	345.45
Liquid Biosolids	10/9/24 - Remove and dispose of liquid biosolids from digester (Timesheet #14046) per gallon	0.235	2,730	641.55
Liquid Biosolids	10/10.24 - Remove and dispose of liquid biosolids from digester (Timesheet #14047) per gallon	0.235	2,730	641.55

TO GOD BE THE GLORY

Total

Payments/Credits

Balance Due

Office:
405-867-1293

Invoice

Industrial Hydro Services

PO Box 1564
Purcell, OK 73080

Date	Invoice #
11/15/2024	4508

Ship To

Job Location: Norman OK
Job Contact: Steve Hardeman

Bill To

CITY OF NORMAN
PO Box 370
Norman, OK 73070
Attn: Donna Meyers

P.O. No.	Terms	Due Date
25005019	Net 30	12/15/2024

Item	Description	Rate	Quantity	Amount
Invoice Adjustment		-0.23		-0.23

TO GOD BE THE GLORY

Total	
Payments/Credits	
Balance Due	$18,760.62

Office:
405-867-1293

CITY OF NORMAN

Purchasing Division
Post Office Box 370
Norman, Oklahoma 73070

AFFIDAVIT

State of Oklahoma)
County of McClain)

P. O. No. 24007469
Invoice No 4508
Amount $18,760.~~52~~.62 KJG

IN ACCORDANCE WITH THE CONSTITUTION OF THE STATE OF OKLAHOMA TITLE 74. SECTION 3109-3110. AND TITLE 62. SECTION 310.9 THIS FORM MUST BE COMPLETED AND SUBMITTED BEFORE ANY INVOICE OVER COMPETITIVE BIDDING LIMIT, $12,500.00 CAN BE PROCESSED FOR PAYMENT

The undersigned person (architect, contractor, supplier, engineer, or supervisory official), of lawful age, being duly sworn, on oath says that this (invoice, claim or contract) is true and correct and that s(he) is authorized to submit the invoice pursuant to a contract or purchase offer. Affiant further states that the (work, services, or materials) as shown by this invoice have been (completed or supplied) in accordance with the plans, specifications, orders or requests furnished the affiant. Affiant further states that s(he) has made no payment, given or donated or agreed to pay, give or donate, either or indirectly, to any elected official, officer or employee of the City of Norman, of money or any other thing of value to obtain payment of the invoice or procure award of this contract or purchase order pursuant to which an invoice is submitted.

Industrial Hydro Services LLC
Company Name

Keri Maltais
By Architect, Contractor, Supplier, Engineer, or Supervisory Official

Subscribed and sworn to before me this 31 day of October ,2024

Donna Denise Meyer
Notary Public (or Officer having power to Administer Oaths)

My Commission expires 11/21/26

DONNA DENISE MEYER NOTARY PUBLIC # 22015602 EXP. 11/21/26 STATE OF OKLAHOMA

File Attachments for Item:

11. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT ONE TO CONTRACT K-2324-153: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND H.W. LOCHNER INC, IN THE AMOUNT OF $136,162.30 FOR A REVISED CONTRACT AMOUNT OF $359,212.30 FOR THE DESIGN OF THE FRANKLIN ROAD BRIDGE OVER LITTLE RIVER BOND PROJECT AND BUDGET APPROPRIATION.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 11/26/2024

REQUESTER: Joseph Hill, Streets Program Manager

PRESENTER: Scott Sturtz, Interim Public Works Director

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT ONE TO CONTRACT K-2324-153: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND H.W. LOCHNER INC, IN THE AMOUNT OF $136,162.30 FOR A REVISED CONTRACT AMOUNT OF $359,212.30 FOR THE DESIGN OF THE FRANKLIN ROAD BRIDGE OVER LITTLE RIVER BOND PROJECT AND BUDGET APPROPRIATION.

BACKGROUND:

On October 10, 2023, the citizens of Norman voted in favor of a $50 million bridge replacement and rehabilitation general obligation bond issue. The projects listed in the bond are intended to be completed with bond funds; however, supplemental federal funds will be pursued at every opportunity.

On October 11, 2023, City staff advertised Request for Proposal RFP 2324-29 to solicit Consulting Engineering Services for the bond projects still requiring design. Five (5) consultant teams were selected to complete the designs on the bond projects:

- Garver, Norman
- H.W. Lochner, Oklahoma City
- MKEC, Oklahoma City
- Aguirre & Fields, Oklahoma City
- CEC, Oklahoma City

These consultants are being assigned the various projects by City staff based on capacity, performance during the interview process, and capabilities of their firm to complete a specific project.

On April 9, 2024, City Council awarded contract K-2324-153 to H.W. Lochner, Inc. (consultant), in the amount of $223,050 for the first phase of this project which included a preliminary

engineering report and a detailed topographic survey and hydraulic and hydrologic study for the Franklin Road Bridge over Little River located 0.1 miles west of 36th Avenue Northeast.

DISCUSSION:

The consultant began work on the first phase of this project on April 21, 2024. The reason for the preliminary engineering study is due to the fact that this section of Franklin Road runs parallel in the Little River Zone A floodplain.

On September 25, 2024, the consultant submitted the preliminary engineering report which discussed various bridge replacement options. Following an in-depth discussion with the consultant, staff selected to proceed with the design solution deemed most appropriate. This amendment will cover the cost of completing the selected design solution, to include a geotechnical evaluation.

The Franklin Road Bridge Replacement, located 0.1 miles west of 36th Avenue Northeast, will also include roadway work necessary to tie the existing road into the new bridge approaches.

Amendment 1, if approved, will expand the scope of the project to complete the designs of the new structure and assist with the necessary environmental permitting. City staff anticipates a Spring 2026 bid opening with construction estimated to take approximately 9 months to complete.

On April 10, 2024, the City closed on the sale of a $16,000,000 general obligation bond (Series 2024A) with the proceeds being purposed for bridge repair and replacement. An appropriation of these bond funds will be needed to pay for Amendment 1 in the amount of $136,162.30.

If approved, H.W. Lochner, Inc., will begin work immediately on the critical path items.

RECOMMENDATION 1:

Staff recommends approval of Amendment 1 to Contract K-2324-153 between the City of Norman and H.W. Lochner, Inc., in the amount of $136,162.30 for a revised contract amount of $359,212.30 for completion of the designs of the Franklin Road Bridge over Little River Bond Project.

RECOMMENDATION 2:

Staff further recommends appropriation of $136,162.30 from the Capital Fund, General Obligation Bond Balance (Account 50-29000) to Franklin Road Bridge Replacement Bond Project, Design (Account 50595367-46201; Project BP0613).

AMENDMENT NO. 1 TO AGREEMENT FOR PROFESSIONAL SERVICES

This Amendment No. 1 to Contract No. K-2324-153 is between the City of Norman, Oklahoma, a municipal corporation, (hereinafter "OWNER") and H.W. Lochner, INC., (hereinafter "CONSULTANT").

WITNESSETH:

WHEREAS, the parties entered into Contract No. K-2324-153 on April 9, 2024, pursuant to which CONSULTANT was to provide professional services, including: Preliminary engineering, design survey, hydraulic and hydrologic analysis, and geotechnical investigation services in connection with the Franklin Road Bridge Replacement ("Project").

WHEREAS, Contract No. K-2324-153 was for a total amount of TWO HUNDRED TWENTY-THREE THOUSAND FIFTY AND 00/100 DOLLARS (**$223,050.00**).

WHEREAS, OWNER requires various additional services from CONSULTANT, necessitating an amendment to Contract No. K-2324-153, which supplements the scope, cost, and project schedule of K-2324-153; and

NOW, THEREFORE, the parties desire to amend Contract K-2324-153 as follows:

I. The Project shall be amended to add and supplement CONSULTANT'S provision of the professional services under the contract to also include those professional services described in the attached "Franklin Road Over Little River (NBI 09991)" dated October 23, 2024 (attached hereto as **Attachment A**, hereafter "Amendment 1 Services");

II. The Amendment 1 Services shall be provided at a total additional cost of ONE HUNDRED THIRTY-SIX THOUSAND ONE HUNDRED SIXTY-TWO DOLLARS AND THIRTY CENTS (**$136,162.30**) as set forth in **Attachment A**, for a new total contract amount of THREE HUNDRED FIFTY-NINE THOUSAND TWO HUNDRED TWELVE DOLLARS AND THIRTY CENTS (**$359,212.30**);

Contract K-2324-153 shall only be amended as required to give full force and effect to these amendments. All other terms of Contract K-2324-153 shall remain in full force and effect.

IN WITNESS WHEREOF, the OWNER and the CONSULTANT have executed this Agreement.

DATED this _____ day of _____, 2024.

CITY OF NORMAN, OKLAHOMA
("OWNER")

By: _____
Mayor Larry Heikkila

ATTEST:

By: _____
Brenda Hall, City Clerk

Approved as to form and legality this 21 day of November, 2024.

Elizabeth Muckala
City Attorney

H.W. LOCHNER, INC.
("CONSULTANT")

By: Evan Ludwig
Name: Evan Ludwig
Title: Vice President

ATTEST:

By: Julie Traylor
Title: Secretary

JULIE TRAYLOR NOTARY # 22003754 EXP. 03/17/26 PUBLIC STATE OF OKLAHOMA

ATTACHMENT A
SCOPE OF SERVICES

H.W. LOCHNER, INC.
FRANKLIN ROAD OVER LITTLE RIVER (NBI 09991)
October 23, 2024

Additional Services
The additional services below are intended to complete the bridge design needed to construct the project.

1. BRIDGE DESIGN

The bridge over Little River will be replaced and consists of the Alternate 2 configuration as selected by the City from the Preliminary Engineering Report.

- Bridge A; Bridge Replacement (NBI 09991)
  - Existing 60’ Steel I-Beam Span
  - 45’-45’-45’ Continuous Concrete Slab Span

The anticipated plan sheets for the Bridge are:
1. General Notes & Pay Quantities
2. General Plan & Elevation
3. Foundation Report
4. Substructure Staking Diagram
5. Abutment Details
6. Substructure Excavation and Pipe Underdrain Details
7. Pier Details
8. Superstructure Details
9. Approach Slab Details

All design will be prepared in U.S. customary units and in accordance with the Oklahoma Department of Transportation (ODOT) Standard Specifications for Highway Construction, 2019.

Structural design of any new bridge components will be prepared in accordance with “AASHTO LRFD Bridge Design Specifications”, 9th Edition and “ANSI / AASHTO / AWS D1.5 Bridge Welding Code”.

2. GEOTECHNICAL

Refer to the attached exhibit from Red Rock Consulting.

Compensation

Compensation for the project shall be as outlined in the contract. Invoicing and payments shall be in accordance with progressive completion payments as outlined in the contract.

The format for the compensation shall be:

Bridge A ..... Lump Sum
Bridge Geotechnical ..... Unit Rate

The proposed fee schedule for these services is as follows:

Bridge A $110,500.00
Bridge Geotechnical $25,662.30
Total Fee $136,162.30

RED ROCK CONSULTING

Scope of Work
10/15/2024

Project: Franklin Road Three Span Bridge Over Little River – Lochner
Number: K-2324-153
Location: Cleveland County, Oklahoma

BRIDGE

Red Rock Consulting, LLC will perform the geotechnical investigation for the replacement of the bridge over Little River on Franklin Road in Cleveland County, Oklahoma. The geotechnical investigation will be performed in general accordance with the Oklahoma Department of Transportation (ODOT) Specifications for the Geotechnical Investigation of Bridges and Related Structures.

For the three span bridge, four (4) bridge borings will be drilled under the full time supervision of an engineer. One boring will be drilled at each of the abutment and pier locations on alternating sides of the bridge, if possible. Bedrock has been estimated at a depth of 50 feet below the existing grade, for this proposal.

Overburden testing will be conducted in 3 of the 4 bridge borings with a split spoon using Standard Penetration Testing (SPT). The remaining bridge boring will be a non-sample hole with an SPT test at the top of rock only. Following SPT refusal in the borings, bedrock will be tested using the TCP at 5-foot intervals for a depth of 20 feet into bedrock, as per ODOT local government specifications.

In the laboratory, testing will include water content, Atterberg limits, and full sieve analysis, which will be performed to ODOT specifications on all recovered samples of the overburden material. Soil samples will be classified in accordance with the Unified (USCS) Soil Classification System.

Bulldozer and traffic control services are anticipated for this project.

Skin friction and end bearing design capacities based on the TCP results will be provided for the drilled piers. AASHTO seismic site classification will also be provided.

RED ROCK CONSULTING

Scope of Work
10/15/2024

Franklin Road Three Span Bridge over Little River K-2324-153	Estimated Total Quantity	Unit Rate	Unit	Estimated Total Fee
Mobilization of Drill Rig	30	$7.25	per mile	$217.50
Soil Drilling	200	$22.75	per foot	$4,550.00
Rock Drilling	80	$32.75	per foot	$2,620.00
Standard Penetration Testing	34	$27.50	per test	$935.00
Texas Cone Penetrometer Testing	20	$36.44	per test	$728.80
Hole Abandonment	56	$7.08	per foot	$396.48
Field Engineer Logging	20	$136.06	per hour	$2,721.20
Soil Class (Grad. & PI)	34	$123.25	per test	$4,190.50
Moisture Content	34	$8.91	per test	$302.94
Site Access Mileage	90	$1.81	per mile	$162.90
Site Access On-Site	4	$113.00	per hour	$452.00
Traffic Control Services	16	$225.00	per hour	$3,600.00
Dozer Working Time	5	$195.06	per hour	$975.30
Report Preparation	28	$136.06	per hour	$3,809.68
		BRIDGE TOTAL		**$25,662.30**

File Attachments for Item:

12. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF AWARDING OF BID 2425-20 AND CONTRACT K-2425-64: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND G&S SERVICES, L.L.C., IN THE AMOUNT OF $186,480, MAINTENANCE BOND MB-2425-24, PERFORMANCE BOND B-2425-33, AND STATUTORY BOND B-2425-34, FOR THE MUNICIPAL COMPLEX SIGNAGE PROJECT; APPROVAL OF CHANGE ORDER NO. 1 TO CONTRACT K-2425-64 IN THE AMOUNT OF $5,414; AND ADOPTION OF PROJECT AGENT RESOLUTION R-2425-58, GRANTING TAX EXEMPT STATUS FOR THE PROJECT.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 11/12/2024

REQUESTER: Brenda Hall

PRESENTER: Brenda Hall, City Clerk/Project Manager

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF AWARDING OF BID 2425-20 AND CONTRACT K-2425-64: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND G&S SERVICES, L.L.C., IN THE AMOUNT OF $186,480, MAINTENANCE BOND MB-2425-24, PERFORMANCE BOND B-2425-33, AND STATUTORY BOND B-2425-34, FOR THE MUNICIPAL COMPLEX SIGNAGE PROJECT; APPROVAL OF CHANGE ORDER NO. 1 TO CONTRACT K-2425-64 IN THE AMOUNT OF $5,414; AND ADOPTION OF PROJECT AGENT RESOLUTION R-2425-58, GRANTING TAX EXEMPT STATUS FOR THE PROJECT.

BACKGROUND: City Council, in its meeting of January 22, 2019, approved Contract K-1819-99, with The McKinney Partnership Architects (McKinney) to provide the initial assessment and schematic design services related to the renovation of the Norman Municipal Complex. Contract K-2324-77 with McKinney was approved on September 14, 2023, for the Municipal Complex Signage Packages.

DISCUSSION: A request for bids was issued on August 15, 2024, for the Municipal Complex Signage Packages that included both exterior and interior signage projects. Bids were received from seven companies for the proposed services. All companies were well qualified for the project. One bid was disqualified because it was incomplete. G&S Services, L.L.C., was the overall lowest and best bidder for the project.

Due to budgetary constraints, the bid was modified to remove one of the monument signs with digital display and replace it with a regular monument sign. G&S Services was also the only bidder that included a cost to extend electrical services to the sign locations proposed for backlit signs at City Hall.

Because Staff inadvertently omitted the bonding requirement from the bid, and bonding is necessary for this project, Change Order No. 1 to K-2425-64 in the amount of $5,414 for such bonds is required to create a new pay item and cover the cost difference between the bid price of $186,480 and the total contract price of $191,894.

Funding for the project is budgeted in the Capital Fund, Signage Replacement Municipal Complex, Construction (Account 50196644 46101; Project BG0046), in the amount of $200,000.

RECOMMENDATION 1: It is recommended that City Council accept all bids meeting specifications and award the bid to G&S Services, L.L.C., as the lowest and best bidder for the Municipal Complex Interior Signage Project.

RECOMMENDATION 2: It is recommended that City Council approve Contract K-2425-64 with G&S Services, L.L.C., in the amount of $186,480 and Change order No. 1 to K-2425-64, in the amount of $5,414 for the Municipal Complex Signage Project and the accompanying bonds.

RECOMMENDATION 3: It is recommended that the City Council adopt Resolution R-2425-58 granting tax-exempt status to G&S Services, L.L.C. to avoid the payment of sales tax on materials purchases related to the project.

CONTRACT

THIS CONTRACT made and entered into this_____ day of _____, 20___, by and between G & S Sign Services, L.L.C., an Oklahoma limited liability company, hereinafter designated as the CONTRACTOR, and the City of Norman, a municipal corporation, hereinafter designated as the CITY.

W I T N E S S E T H

WHEREAS, the CITY has caused to be prepared in accordance with law, specifications, and other bidding documents for the work hereinafter described and has approved and adopted all of said bidding documents, and has caused Notice to Bidders to be given and advertised as required by law, and has received sealed proposals for the furnishing of all labor and materials for the following project:

MUNICIPAL COMPLEX SIGNAGE PROJECT

as outlined and set our in the bidding documents and in accordance with the terms and provisions of said CONTRACT; and,

WHEREAS, the CONTRACTOR in response to said Notice to Bidders, has submitted to the CITY on the manner and at the time specified, a sealed proposal in accordance with the terms of this Contract; and,

WHEREAS, the CITY, in the manner provided by law, has publicly opened, examined, and canvassed the proposals submitted and has determined and declared the above-named CONTRACTOR to be the lowest and best Bidder on the above-prepared project, and has duly awarded this CONTRACT to said CONTRACTOR, for the sum named in the proposal, to wit: One hundred eight six thousand four hundred eighty dollars and no cents ($ 186,480.00)

NOW, THEREFORE, for and in consideration of the mutual agreements, and covenants herein contained, the parties to this CONTRACT have agreed, and hereby agree, as follows:

1) The CONTRACTOR shall, in a good and first-class, workman-like manner at his own cost and expense, furnish all labor, materials, tools, and equipment required to perform and complete said work in strict accordance with this CONTRACT and the following CONTRACT Documents: The Bid Notice published in the Norman Transcript, the Notice to Bidders, Instruction to Bidders, the Contractor's Bid or Proposal, the Construction Drawings, Specifications, Provisions, and Bonds thereto, all of which documents are on file in the Office of the Purchasing Agent of the City of Norman, and are made a part of this CONTRACT as fully as if the same were set out at length.

2) The CITY shall make payments minus a retainage of 5%, or as may otherwise be provided by applicable law, to the CONTRACTOR in the following manner: On or about the first day of each month, the project engineer, or other appropriate person, will make accurate estimates of the value, based on CONTRACT prices, or work done, and materials incorporated in the work and of materials suitably stored at the site thereof during the preceding calendar month. The CONTRACTOR shall furnish to the project engineer, or other appropriate person, such detailed information as he may request to aid him as a guide in the preparation of the monthly estimates.

Each monthly estimate for payment must contain or have attached an affidavit in accordance with the Constitution of the State of Oklahoma, Title 74, Section 3109-3110, and Title 62, Section 310.09.

On completion of the work, but prior to the acceptance thereof by the CITY, it shall be the duty of the project engineer, or other appropriate person, to determine that said work has been completely and fully performed in accordance with said CONTRACT Documents; and upon making such determinations said official shall make his final certificate to the CITY.

The CONTRACTOR shall furnish proof that all claims and obligations incurred by him in connection with the performance of said work have been fully paid and settled; said information shall be in the form of an affidavit, which shall bear the approval of the surety on the CONTRACT Bonds for payment of the final estimate to the CONTRACTOR; thereupon, the final estimate (including retainage) will be approved and paid.

3) It is further agreed that the CONTRACTOR will commence said work within 10 days following receipt of a NOTICE-TO-PROCEED, and prosecute the same vigorously and continuously, for a period of 180 calendar days following receipt of said NOTICE-TO-PROCEED.

   a. The Contractor agrees that, in the event the contract is breached through failure of the Contractor to complete the project within time listed on bid form, liquidated damages shall be assessed in the amount of $250 per day. Liquidated damages shall continue until the project is accepted by the project manager as complete.

4) That the CITY shall pay the CONTRACTOR for the work performed as follows:

   a. Payment for unit price items shall be at the unit price bid for actual construction quantities.

   b. Construction items specified but not included as bid items shall be considered incidental and shall not be paid for directly, but shall be included in the bid price for any or all of the pay quantities.

   c. Should any defective work or materials be discovered or should a reasonable doubt arise at to the quality of any work completed, there will be deducted from the next estimate an amount equal to the value of the defective or questionable work and shall not be paid until the defects are remedied.

5) That the CITY reserves the right to add to or subtract from the estimated quantities or amount of work to be performed up to a maximum of 15% of the total bid price. The work to be performed or deducted shall be at the unit price bid.

6) That the CONTRACTOR will not undertake to furnish any materials or to perform any work not specifically authorized under the terms of this Agreement unless additional materials or work are authorized by written Change Order, executed by the CITY; and that in the event any additional work are provided by the CONTRACTOR without such authorization, the CONTRACTOR shall not be entitled to any compensation therefore whatsoever.

7) That if any additional work is performed or additional materials provided by the CONTRACTOR upon authorization by the CITY, the CONTRACTOR shall be compensated therefor at the unit price and as agreed to by both parties in the execution of the Change Order.

8) That the CONTRACTOR shall perform the work and provide the materials strictly in accordance with the specifications as to quality and kind and all work and materials shall be subject to rejection by the CITY through its authorized representatives for failure to meet such requirements, and in the event of such rejection, the CONTRACTOR shall replace the work and materials without compensation therefor by the CITY.

9) The CONTRACTOR shall complete the work in accordance with the terms of this Agreement. The CONTRACTOR further agrees to pay as liquidated damages as stipulated in the contract document General Conditions for each calendar day thereafter.

10) The CONTRACTOR shall furnish surety bonds and certificate of insurance as specified herein which bonds and insurance must be approved by the CITY prior to issuance of the Work Order and commencement of work on the project.

11) No provision of this CONTRACT or of any such aforementioned document shall be interpreted or given legal effect to create an obligation on the part of the CITY to third persons, including, by way of illustration but not exclusion, sureties upon performance bonds, payment bonds or other bonds, assignees of the CONTRACTOR, subcontractors, and persons performing labor, furnishing material or in any other way contributing to or assisting in the performance of the obligations of the CONTRACTOR; nor shall any such provisions be interpreted or given legal effect to afford a defense against any obligation owed or assumed by such third person to the CITY or in any way to restrict the freedom of the CITY to exercise full discretion in its dealing with the Contractor.

12) Miscellaneous:

a. *Counterparts*: This CONTRACT may be executed in any number of counterparts, each of which shall be deemed an original and constitute the same instrument.

b. *Severability*: If any provision of this CONTRACT 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.

c. *Governing Law; Venue*: This CONTRACT shall be governed and construed in accordance with the laws of the United States of America and the State of Oklahoma. The venue for any action under this CONTRACT shall be in the District Court of Cleveland County, Oklahoma or the United States District Court for the Western District of Oklahoma. The parties agree to submit to the subject matter and personal jurisdiction of said court.

d. *Authority*: Each party hereto has the legal right, power and authority to enter into this CONTRACT. Each party's execution, delivery and performance of this CONTRACT has been duly authorized, and no other action is requisite to the valid and binding execution, delivery and performance of this CONTRACT, except as expressly set forth herein.

e. *Entire Agreement; Amendments*: This CONTRACT and the associated Contract Documents constitute the entire agreement among the parties hereto and may not be amended or modified, except in writing, signed by each of the parties hereto. This CONTRACT shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

f. *Assignment*: This CONTRACT shall not be assigned by CONTRACTOR without prior written consent of the CITY.

g. *Nondiscrimination*: CONTRACTOR agrees that it 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.

h. *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.

The sworn, notarized statement below must be signed and notarized before this Contract will become effective.

STATE OF Oklahoma)
COUNTY OF Oklahoma)

Cameron Gleason, of lawful age, being first duly sworn, on oath says that (s)he is the agent authorized by CONTRACTOR to submit the above CONTRACT to the CITY. Affiant further states that CONTRACTOR has not paid, given or donated or agreed to pay, give, or donate to any officer or employee of the CITY any money or other thing of value, either directly or indirectly, in the procuring of the CONTRACT.

Submitted and sworn to before me this 11th day of November, 2024.

Lisa Young
Notary Public

LISA YOUNG
Notary Public, State of Oklahoma
Commission #16008036
My Commission Expires AUGUST 19, 2028

My Commission Expires:
8/19/28

IN WITNESS WHEREOF, the Parties have hereunto set their hands and seals respectively the _____day of _____, 2024.

CONTRACTOR

(Corporate Seal) (where applicable)

G & S Sign Services, LLC
Principal (contractor)

ATTEST:

Signed: _____
Authorized Representative

_____
Corporate Secretary (where applicable)

Chief Technical Officer - CTO
Title

Address: 1634 SE 23rd St
OKC, OK 73129

Telephone: 405-604-3636

CITY OF NORMAN

Approved as to form and legality this 21 day of November, 2024.

_____
City Attorney

Approved by the City of Norman this_____ day of _____, 2024.

_____
Mayor

ATTEST:

_____
City Clerk

CONTRACT AFFIDAVIT

STATE OF Oklahoma)
COUNTY OF Oklahoma)

Cameron Gleason, of lawful age, being first duly sworn, oath says that (s)he is the Agent authorized by the Firm of G2S Sign Services, LLC corporation organized under the laws of the State of Oklahoma, to submit the above Contract to the City of Norman, Oklahoma.

Affidavit further states that such firm 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 Contract.

CONTRACTOR

Subscribed and sworn to before me this 11th day of November, 2024.

Notary Public

My Commission Expires: August 19th, 2024.

CHANGE ORDER SUMMARY
CITY OF NORMAN
CLEVELAND COUNTY, OKLAHOMA

CHANGE ORDER NO. __1__ DATE: November 12, 2024

CONTRACT NO.: K-2425-64 SUBMITTED BY: Brenda Hall

PROJECT: Municipal Complex Signage Project

CONTRACTOR: G & S Sign Services, LLC
1634 SE 23rd Street
Oklahoma City, Oklahoma 73129

Original Completion Date: 180 days from issuance of NOTICE TO PROCEED

Previous Completion Date: 180 days from issuance of NOTICE TO PROCEED

ORIGINAL CONTRACT AMOUNT $186,480.00

(Increase) this change order 0 Calendar Days

New Completion Date: 180 days from issuance of NOTICE TO PROCEED

PRESENT CONTRACT AMOUNT $186,480.00

DESCRIPTION	INCREASE	DECREASE
Change in Pay Quantities	$5,414.00	$0.00

NET CHANGE $5,414.00

REVISED CONTRACT AMOUNT $191,894.00

See Detailed Quantity Change on Page 2 of 2:

Detailed Quantity Change:

K-2425-64 Municipal Complex Signage Project
Change Order No. 1

ITEM	DESCRIPTION	UNIT	QUANTITY	QUANTITY INCREASE	QUANTITY DECREASE	UNIT PRICE	COST INCREASE	COST DECREASE
1	Omitted Bond Fees	L. Sum	1.00	1.00		$5,414.00	$5,414.00	
					TOTALS		$5,414.00	$0.00
					DIFFERENCE		$5,414.00	

CONTRACTOR: G & S Sign Services, LLC DATE: 11-11-24

ENGINEER: Brenda Hall, Proj. Mgr DATE: 11-11-24

CITY ATTORNEY: [signature] DATE: 11-21-24

ACCEPTED BY: _____ DATE: _____

(Mayor)

Bond Number SUR0007221

PERFORMANCE BOND

Know all men by these present that G & S Sign Services, LLC, as Principal, and, Frankenmuth Insurance Company, a corporation organized under the laws of the State of Michigan, and authorized to transact business in the State of Oklahoma, as SURETY, are held and firmly bound unto the CITY OF NORMAN, OKLAHOMA, a Municipal Corporation of the State of Oklahoma, herein called CITY, in the sum of one hundred eighty six thousand four hundred eighty dollars and no cents ($ 186,480.00), for the payment of which sum PRINCIPAL and SURETY bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally.

WHEREAS, the conditions of this obligation are such that the PRINCIPAL, being the lowest and best bidder on the following project:

MUNICIPAL COMPLEX EXTERIOR SIGNAGE PROJECT

has entered into a written CONTRACT (K-2324-63) with THE CITY OF NORMAN, dated _____, for the erection and construction of this PROJECT, that CONTRACT being incorporated herein by reference as if fully set forth; and,

NOW, THEREFORE, if PRINCIPAL shall, in all particulars, well and truly perform and abide by said CONTRACT and all specifications and covenants thereto; and if the PRINCIPAL shall promptly pay or cause to be paid all indebtedness incurred for labor and materials and repairs to and parts for equipment furnished in the making of this PROJECT, whether incurred by the PRINCIPAL or subcontractors; and if the PRINCIPAL shall protect and hold harmless the CITY form all loss, damage, and expenses to life or property suffered or sustained by any person, firm, or corporation caused by PRINCIPAL or his or its agents, servants, or employees in the construction of the PROJECT, or by or in consequence of any negligence carelessness or misconduct in guarding and protecting the same, or from any act or omission of PRINCIPAL of his or its agents, servants, or employees; and if the PRINCIPAL shall protect and save the CITY harmless form all suits and claims of infringement or alleged infringement or patent rights or processes, then this obligation shall be null and void. Otherwise this obligation shall remain in full force and effect.

It is further expressly agreed and understood by the parties hereto that no changes or alterations in the CONTRACT and no deviations from the plan or mode of procedure herein fixed shall have the effect of releasing the sureties, or any of them, from the obligations of this Bond.

It is further expressly agreed that the PRINCIPAL's obligations under this Bond include payment of not less than the prevailing hourly rate of wages as established by the Commissioner of Labor or as determined by a court on appeal.

IN WITNESS WHEREOF, the PRINCIPAL has caused these presents to be executed in its name and its corporate seal (where applicable) to be hereunto affixed by its duly authorized representative(s), and the 4th day of November, 2024, and the SURETY has caused these presents to be executed in its name and its corporate seal to be hereunto affixed by its authorized representative(s) on the 4th day of November, 2024.

(Corporate Seal) (where applicable)

G & S Sign Services, LLC
Principal

ATTEST:

Signed: _____
Authorized Representative

CTO
Title

Corporate Secretary (where applicable)

Address: 1634 SE 23rd Street
Oklahoma City, OK 73129

Telephone: 405-604-3636

(Corporate Seal) (where applicable)

Frankenmuth Insurance Company
Surety

ATTEST:

Signed: Becky Killman
Authorized Representative

Carey Kennemer
~~Corporate Secretary~~ (where applicable)
Carey Kennemer, Witness

Becky Killman, Attorney-in-Fact
Title
Address: 9401 Cedar Lake Ave
Oklahoma City, OK 73114
Telephone: 405-418-8600

CORPORATE ACKNOWLEDGMENT

STATE OF OKLAHOMA)
COUNTY OF Oklahoma)

The foregoing instrument was acknowledged before me this 4th day of November, 2024, by Cameron Gleason CTO (Name & Title) of G·S Sign Services LLC, a Limited Liability Company corporation, on behalf of the corporation.

WITNESS my hand and seal this 4th day of November, 2024.

Shannon Marie Hash
Notary Public

SHANNON MARIE HASH
Notary Public, State of Oklahoma
Commission # 23012344
My Commission Expires 09-12-2027

My Commission Expires: 9-12-2027

CITY OF NORMAN

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

CITY Attorney

Approved by the CITY OF NORMAN this ____ day of _____, 20__.

ATTEST:

City Clerk

Mayor

STATUTORY BOND

Know all men by these present that G & S Sign Services, LLC, as Principal, and, Frankenmuth Insurance Company, a corporation organized under the laws of the State of Michigan, and authorized to transact business in the State of Oklahoma, as SURETY, are held and firmly bound unto the CITY OF NORMAN, OKLAHOMA, a Municipal Corporation of the State of Oklahoma, herein called CITY, in the sum of one hundred eighty six thousand four hundred eighty dollars and no cents ($ 186,480.00), for the payment of which sum PRINCIPAL and SURETY bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally.

WHEREAS, the conditions of this obligation are such that the PRINCIPAL, being the lowest and best bidder on the following project:

MUNICIPAL COMPLEX EXTERIOR SIGNAGE PROJECT

has entered into a written CONTRACT (K-2524-63) with THE CITY OF NORMAN, dated _____, for the erection and construction of this PROJECT, that CONTRACT being incorporated herein by reference as if fully set forth.

NOW, THEREFORE, if the PRINCIPAL, shall properly and promptly complete the work on this PROJECT in accordance with the CONTRACT, and shall well and truly pay all indebtedness incurred for labor and materials and repairs to an parts for equipment furnished in the making of the PROJECT, whether incurred by the PRINCIPAL, his subcontractors, or any material men, then this obligation shall be void. Otherwise this obligation shall remain in full force and effect. If debts are not paid within thirty (30) days after the same becomes and due and payable, the person, firm, or corporation entitled thereto may sue and recover on this Bond, subject to the provisions of 61 O.S. 1981 S2, for the amount so due and unpaid.

It is further expressly agreed and understood by the parties hereto that no changes or alterations in said CONTRACT and no deviations from the plan or mode of procedure herein fixed shall have the effect of releasing the SURETIES, or any of them, from the obligation of this Bond.

It is further expressly agreed that the PRINCIPAL'S obligations under this Bond include payment of not less than the prevailing hourly rate of wages as established by the Commissioner of Labor of the State of Oklahoma and by the Secretary of the U.S. department of Labor or as determined by a court on appeal.

IN WITNESS WHEREOF, the PRINCIPAL has caused these presents to be executed in its name and its corporate seal (where applicable) to be hereunto affixed by its duly authorized representative(s), on the 4th day of November, 2024, and the SURETY has caused these presents to be executed in its name and its corporate seal to be hereunto affixed by its authorized representative on the 4th day of November, 2024.

(Corporate Seal) (where applicable)

G & S Sign Service, LLC
Principal

ATTEST:

Signed: _____
Authorized Representative

Corporate Secretary (where applicable)

CTO
Title

Address: 1634 SE 23rd Street
Oklahoma City, OK 73114

Telephone: 405-604-3636

(Corporate Seal) (where applicable)

Frankenmuth Insurance Company
Surety

ATTEST:

Signed: Becky Killman
Authorized Representative

Carey Kennemer
Corporate Secretary (where applicable)
Carey Kennemer, Witness

Becky Killman, Attorney-in-Fact
Title

Address: 9401 Cedar Lake Ave
Oklahoma City, OK 73114

Telephone: 405-418-8600

CORPORATE ACKNOWLEDGMENT

STATE OF OKLAHOMA)
COUNTY OF Oklahoma)

The foregoing instrument was acknowledged before me this 4th day of November, 2024, by Cameron Gleason CTO (Name and Title) of G:S Sign Service LLC a Limited Liability Company corporation, on behalf of the corporation.

WITNESS my hand and seal this 4th day of November, 2024.

Notary Public

SHANNON MARIE HASH
Notary Public, State of Oklahoma
Commission # 23012344
My Commission Expires 09-12-2027

My Commission Expires: 9-12-2027

CITY OF NORMAN

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

City Attorney

Approved by the CITY OF NORMAN this ____ day of _____, 20__.

ATTEST:

City Clerk

Mayor

CITY OF NORMAN
MAINTENANCE BOND

Know all men by these present that G & S Sign Services, LLC, as Principal, and, Frankenmuth Insurace Company, a corporation organized under the laws of the State of Michigan, and authorized to transact business in the State of Oklahoma, as SURETY, are held and firmly bound unto the CITY OF NORMAN, OKLAHOMA, a Municipal Corporation of the State of Oklahoma, herein called CITY, in the sum of one hundred eighty six thousand four hundred eighty dollars and no cents ($ 186,480.00), for the payment of which sum PRINCIPAL and SURETY bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally.

WHEREAS, the conditions of this obligation are such that the PRINCIPAL, being the lowest and best bidder on the following project:

MUNICIPAL COMPLEX EXTERIOR SIGNAGE PROJECT

has entered into a written CONTRACT (K-2425-63) with THE CITY OF NORMAN, dated _____, for the erection and construction of this PROJECT, that CONTRACT being incorporated herein by reference as if fully set forth; and,

WHEREAS, under the ordinances of the CITY, the PRINCIPAL is required to furnish to the CITY a maintenance bond covering said construction of this PROJECT, the bond to include the terms and provisions hereinafter set forth, as a condition precedent to final acceptance of the PROJECT.

NOW THEREFORE, if the PRINCIPAL shall keep and maintain, subject to normal wear and tear, the construction, except for defects not occasioned by improper workmanship, materials, or failure to protect new work until it is accepted, and if the PRINCIPAL shall promptly repair, without notice from the CITY any and all defects arising from improper workmanship, materials, or failure to protect new work until it is accepted; all for a period of one (1) year from the date of the written final acceptance by the CITY, then this obligation shall be null and void. Otherwise, this obligation shall remain in full force and effect at all times.

Provided further, however, that upon neglect, failure or refusal of the PRINCIPAL to maintain or make any needed repairs upon the construction on the PROJECT, as set out in the preceding paragraph, within ten (10) days after the mailing of notice to the PRINCIPAL by letter deposited in the United States Post Office at Norman, Oklahoma, addressed to the PRINCIPAL at the address set forth below, then the PRINCIPAL and SURETY shall jointly and severally be liable to the CITY for the cost and expense for making such repair, or otherwise maintaining the said construction.

If is further expressly agreed and understood by the parties hereto that no changes or alterations in said CONTRACT and no deviations from the plan or mode of procedure herein fixed shall have the effect of releasing the sureties, or any of them, from the obligations of this Bond.

IN WITNESS WHEREOF, the said PRINCIPAL has caused these presents to be executed in its name and its corporate seal (where applicable) to be hereunto affixed by its duly authorized representative(s), on the day 4th of November, 2024 and the SURETY has caused these presents to be executed in its name its corporate seal to be hereunto affixed by its authorized representative(s) on the 4th day of November, 2024.

(Corporate Seal) (where applicable)

G & S Sign Services, LLC
Principal

ATTEST:

Signed:
Authorized Representative

Corporate Secretary (where applicable)

CTO
Title

Address: 1634 SE 23rd Street
Oklahoma City, OK 73129

Telephone: 405-604-3636

(Corporate Seal) (where applicable)

Frankenmuth Insurance Company
Surety

ATTEST:

Signed: Becky Killman
Authorized Representative

Carey Kennemer
Corporate Secretary (where applicable)

Carey Kennemer, Witness

Becky Killman, Attorney-in-Fact
Title

Address: 9401 Cedar Lake Ave
Oklahoma City, OK 73114

Telephone: 405-418-8600

CORPORATE ACKNOWLEDGMENT

STATE OF OKLAHOMA)
COUNTY OF Oklahoma)

The foregoing instrument was acknowledged before me this 4th day of November, 2024, by Cameron Gleason CTO (Name & Title) of G-S Sign Services LLC, a Limited Liability Company corporation, on behalf of the corporation.

WITNESS my hand and seal this 4th day of November, 2024.

Notary Public

SHANNON MARIE HASH
Notary Public, State of Oklahoma
Commission # 23012344
My Commission Expires 09-12-2027

My Commission Expires: 9-12-2027

CITY OF NORMAN

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

City Attorney

Approved by the CITY OF NORMAN this____ day of _____, 20___.

ATTEST:

City Clerk

Mayor

FRANKENMUTH INSURANCE COMPANY

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS, that Frankenmuth Insurance Company (the "Company"), a corporation duly organized and existing under the laws of the State of Michigan, having its principal office at 1 Mutual Avenue, Frankenmuth, Michigan 48787, does hereby nominate, constitute and appoint:

Travis Brown, Dwight Pilgrim, Josh Bryan, Debbie Raper, Shelli Samsel, Vicki Wilson, Aaron Woolsey, Carey Kennemer, Becky Killman

Their true and lawful attorney(s)-in-fact, each in their separate capacity if more than one is named above, to make, execute, seal, acknowledge and deliver any and all bonds, contracts and undertakings of suretyship, with the exception of Financial Guaranty Insurance, provided, however, that the penal sum of any one such instrument shall not exceed the sum of:

Fifty Million and 00/100 Dollars ($50,000,000)

This Power of Attorney is granted pursuant to the following Resolution duly adopted at a meeting of the Board of Directors of Frankenmuth Insurance Company:

> "**RESOLVED**, that the President, Senior Vice President or Vice President and each of them under their respective designations, hereby is authorized to execute powers of attorney, and such authority can be executed by use of facsimile signature, which may be attested or acknowledged by any officer of the Company, qualifying the attorney(s) named in the given power of attorney, to execute on behalf of, and acknowledge as the act and deed of Frankenmuth Insurance Company on all bonds, contracts and undertakings of suretyship, and to affix the corporate seal thereto."

IN WITNESS WHEREOF, the Company has caused these presents to be signed and attested by its appropriate officers and its corporate seal hereunto affixed this 17 day of November, 2023.

Frankenmuth Insurance Company

By _____
Andrew H. Knudsen
President, Chief Operating Officer and Secretary

STATE OF MICHIGAN)
COUNTY OF SAGINAW) ss:

Sworn to before me, a Notary Public in the State of Michigan, by Andrew H. Knudsen, to me personally known to be the individual and officer described in, and who executed the preceding instrument, deposed and said the Corporate Seal and his signature as Officer were affixed and subscribed to said instrument by the authority of the Company.

IN TESTIMONY WHEREOF, I have set my hand, and affixed my Official Seal this 17 day of November, 2023.

_____ (Seal)
Susan L. Fresorger, Notary Public
Saginaw County, State of Michigan
My Commission Expires: April 3, 2028

I, the undersigned, Chief Executive Officer of Frankenmuth Insurance Company, do hereby certify that the foregoing is a true, correct and complete copy of the original Power of Attorney; that said Power of Attorney has not been revoked or rescinded and is in full force and effect as of this date.

IN WITNESS WHEREOF, I have set my hand and affixed the Seal of the Company, this ___ day of _____, _____.

_____
Frederick A. Edmond, Jr.
Chief Executive Officer

ALL CORRESPONDENCE RELATED TO BOND VALIDATION AND/OR A CLAIM SHOULD BE DIRECTED TO VP SURETY, 701 U.S. ROUTE ONE, SUITE 1, YARMOUTH, ME 04096

Resolution

R-2425-58

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING AND APPOINTING G&S SERVICES, L.L.C., AS PROJECT AGENT FOR THE MUNICIPAL COMPLEX SIGNAGE PROJECT FOR THE CITY OF NORMAN.

§ 1. WHEREAS, the City of Norman, Oklahoma, does hereby acknowledge that the tax-exempt status of this political subdivision is a significant factor in determining the agreed contract price bid by G&S Services, L.L.C., for the Municipal Complex Signage Project; and

§ 2. WHEREAS, the City of Norman, Oklahoma, in compliance with State law, desires to confer on G&S Services, L.L.C., its special State and Federal sales tax exemptions and in order to achieve such end, finds it necessary to appoint as its direct purchasing agent, G&S Services, L.L.C., to purchase materials which are in fact used for the for the Municipal Complex Signage Project; and

§ 3. WHEREAS, this limited agent status is conferred with the express understanding that G&S Services, L.L.C., shall appoint employees and subcontractors as subagents who shall be authorized to make purchases on their behalf.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA:

§ 4. That the City of Norman, Oklahoma, on the 26th day of November, 2024, did appoint G&S Services, L.L.C., who is involved with the Municipal Complex Signage Project, an agent of the City of Norman, Oklahoma, solely for the purpose of purchasing, on a tax-exempt basis, materials and tangible personal property to be used exclusively for the Municipal Complex Signage Project.

PASSED AND ADOPTED THIS 26th day of November, 2024.

_____
Mayor (Larry Heikkila)

ATTEST:

_____
City Clerk (Brenda Hall)

BID NO. 2425-20
Municipal Complex Interior and Exterior Signage Projects
October 3, 2024

The following is a tabulation of bids received by the City of Norman for the above-described signage projects.

BIDDER	Exterior Base Bid	Exterior Alt. #1	Exterior * Modified + Alt. #1	Exterior with Electric Hookup	Interior	Grand Total
Lextron Branding Solutions Tulsa, OK	$243,921	$ 21,200	$221,921		$55,821	$277,742
Complete Signs Dothan, AL	$181,676	$ 3,400	$160,526		$32,146	$192,672
G & S Services, L.L.C. Oklahoma City, OK	**$178,920**	**$ 21,720**	**$159,240**	**$163,240**	$23,060	$186,300
Blink Signs Cleveland, OH	$168,442.63	$ 15,424	$167,309.83		$34,818.72	$202,128.55
Insignia Signs, Inc. Oklahoma City, OK	$137,945 **	$ 34,000	No bid		No bid	
SSC Signs and Lighting Lewisville, TX	$194,783.96	$ 4,971.76	$166,746.55		No bid	
Big Apple Visual Group New York, NY	$301,475	$ 44,000	$345,475		$31,782	$377,257

*Modified includes one monument sign with digital display and two monument signs vs. two monument signs with digital display and one monument sign.

**incomplete

RECOMMENDATION: Staff recommends Insignia Signs, Inc., be awarded the bid for the exterior portion of the projects and G&S Services, L.L.C., for the interior portions of the projects as the lowest and best bidders meeting specifications. Funds in the amount of $200,000 are available in Project No. BG0046, Signage Replacement Municipal Campus, Construction (50196644 46101).

Forwarded by:

Brenda Hall
City Clerk/Project Manager

File Attachments for Item:

13. CONSIDERATION OF AAPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A GRANT IN THE AMOUNT OF $6,000 FROM THE AMERICAN SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS TO BE USED BY THE ANIMAL WELFARE DIVISION, AS REIMBURSEMENT FOR A WAIVED/REDUCED FEE ADOPTION EVENT AND THE ASSOCIATED COSTS; APPROVAL OF CONTRACT K-2425-72; AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT.

CITY OF NORMAN, OK
STAFF REPORT

MEETING DATE: 11/26/2024

REQUESTER: Kellee Robertson, Manager, Animal Welfare Division

PRESENTER: Kevin Foster, Chief of Police

ITEM TITLE: CONSIDERATION OF AAPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A GRANT IN THE AMOUNT OF $6,000 FROM THE AMERICAN SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS TO BE USED BY THE ANIMAL WELFARE DIVISION, AS REIMBURSEMENT FOR A WAIVED/REDUCED FEE ADOPTION EVENT AND THE ASSOCIATED COSTS; APPROVAL OF CONTRACT K-2425-72; AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT.

BACKGROUND:

The American Society for the Prevention of Cruelty to Animals (ASPCA) is a 501(c)(3) nonprofit corporation based in New York, NY dedicated to preventing animal cruelty throughout the United States. Every October, Subaru retailers partner with local animal organizations to help prepare shelter pets for adoption through grants administered by the ASPCA and to host pet events at their store.

In July 2024, Cavender Subaru of Norman staff contacted the Animal Welfare Division of the Norman Police Department offering to provide a donation for an adoption event at their business. The donation would help provide funding for an October 2024 event.

On July 24, 2024, the Animal Welfare Division completed an application to the “Subaru Loves Pets” grant program requesting $6,000 and identifying Cavender Subaru of Norman as the partnering retailer. Funding would be used to provide waived or discounted adoption fees, ID tags and collars, make-ready costs, and partial staffing expenses for an adoption event in October at the Cavender Subaru of Norman location.

On July 30, 2024 the Animal Welfare Division of the Norman Police Department received notice that a grant for $6,000 had been awarded to them by the ASPCA through the “2024 Subaru Loves Pets Program Grant”. Funding from the ASPCA was received by the Animal Welfare Division in August 2024 via their check number 22035.

DISCUSSION:

The on-site adoption event at Cavander Subaru was held on October 26, 2024 from 9:30 a.m. to 2:00 p.m. Preparation for the event included identifying cats and dogs suitable for adoption, having them spayed/neutered, giving them vaccinations, and providing each with microchips. The Animal Welfare Manager and the Animal Welfare Shelter Supervisor worked the event on an overtime basis. In addition to this event, the grant allowed the Animal Welfare Division to waive the $50 adoption fees for the 158 animals adopted throughout the month of October.

Grant funds will be used to reimburse the Animal Welfare Division for the various supplies and expenses related to the on-site adoption event and the fees lost from no-cost adoptions during October.

RECOMMENDATION 1: Acceptance of the grant by Council, and deposit funds into Special Grant Fund, Miscellaneous Police Grant Revenue Account (226-331343), and

RECOMMENDATION 2: Appropriate $6,000 to Miscellaneous Police Grants: Other Supplies and Materials - Medical (account 22660211-43117).

Grant Agreement Reference:

NAME: **City of Norman Animal Welfare**
PROJECT: **2024 Subaru Loves Pets Program Grant**
AMOUNT: **$ 6,000**
GRANT NUMBER: **202407-31904**
GRANT EFFECTIVE DATE: **07/30/2024**
GRANT EXPIRATION DATE: **10/31/2024**
ASPCA GRANT OFFICER: **Lou Guyton**
ASPCA GRANT MANAGER: **Erin Luebkeman**

July 30, 2024

Kellee Robertson
3428 Jenkins Avenue
Norman, OK 73069

Dear Kellee Robertson,

The American Society for the Prevention of Cruelty to Animals (the "ASPCA") is deeply honored to be able to grant to City of Norman Animal Welfare (the "Grantee," and together with the ASPCA, the "Parties" and each a "Party") the amount of $ 6,000 (the "Grant"). These funds are designated for 2024 Subaru Loves Pets Program Grant, as described in the Grant request, the Grant Request Documents, and, if applicable, its amendments (the "Project") and subject to the terms of this agreement (the "Agreement").

The ASPCA shall issue the Grant to the Grantee approximately two to six weeks following receipt of the signed original contract, including all pages. By accepting the payment, you represent and warrant that Grantee will meet the obligations specified in this Agreement.

Intending to be legally bound and in consideration of the Grant provided to the Grantee and the desire of the Grantee to conduct the Project, the parties hereby agree to the following terms and conditions as of the Grant Effective Date listed above (the "Effective Date"):

1. Grant Requirements. The Grantee acknowledges and agrees that the Grant shall be used exclusively for costs incurred directly in connection with the Project and as set forth in this Agreement,

and that failure to do so will result in the Grantee having to return the Grant to the ASPCA within ten (10) days of the ASPCA's request to do so.

The Grantee acknowledges and agrees that any proposed changes to the Project, including, but not limited to, the Project goals and objectives, the use or purpose of funds, the distribution of funds across approved budget items, or any other substantive changes to the Project shall be fully approved by the Grant Officer and memorialized with an amendment to the Agreement prior to initiating any such changes.

Unless Grantee is expressly exempt from this requirement (e.g. as an agency or instrumentality of government), it shall meet the ASPCA Grantee Organizational Standards (the "Standards"), attached hereto as **Schedule 1**. If Grantee does not meet the standards by the Effective Date, the ASPCA may, in its sole discretion, grant additional time for the Grantee to come into compliance with the Standards. If additional time is granted, Grantee shall have 12-months or until the Expiration Date, whichever is sooner, to comply with the requirements and provide proof of compliance as a part of its required reporting.

The Grantee agrees that at no time will any funds it receives from the ASPCA be used to attempt to influence the outcome of any selection, nomination, election, or appointment of any individual to any public office or office of a political organization within the meaning of Internal Revenue Code Section 527(e)(2), and shall furthermore not use any of the funds it receives from the ASPCA to participate in, or intervene in (including the publishing or distributing of statements) any political campaign on behalf of (or in opposition to) any candidate for public office.

For projects that include grant funds used to purchase food for a gathering of individuals, the Grantee will limit the use of ASPCA funds to purchase vegetarian, vegan, fish or welfare-certified meat products only. "Welfare-certified meat products" shall mean products that are from farms, obtained either directly or through another supplier (restaurant, retailer, etc.), that are certified by at least one of the following certification programs: (a) Animal Welfare Approved; (b) Certified Humane; and/or (c) Global Animal Partnership, Steps 2 and above. For more information about welfare-certified products or where to locate welfare-certified products, please visit http://www.aspca.org/take-action/help-farm-animals/finding-higher-welfare-products.

Employees, volunteers or other associates of the Grantee whose food expenses are reimbursed or otherwise paid from ASPCA grant funds, including, but not limited to beneficiaries of travel stipends and scholarships, are strongly encouraged to choose higher-welfare meat products, fish, vegan or vegetarian food.

Grant Reporting:

The Grantee must submit reports (the "Grant Reports") to provide the ASPCA with information about the Project and to ensure the Grant is being used as described in this Agreement. Grant Reports shall be due per the following schedule:

Report Type	**Due Date**
Subaru Loves Pets Program Final Report	November 14, 2024

The Grantee acknowledges it may be subject to additional reporting requirements as assigned by its ASPCA Grant Officer and set forth in the Grant record in Fluxx (the "Additional Reporting"). Additional Reporting shall be submitted as a part of the regular Grant Reports.

Grantees that fail to submit required documentation by the Final Report Due Date may jeopardize future grants and/or grant payments.

Grant Extensions:

Extension requests will not be considered for the Final Report Due Date. However, should the Grantee need a Grant extension due to unforeseen delays in the Project timeline, Grantee may request an extension by emailing grants@aspca.org before the Grant Expiration Date. The ASPCA shall review the Grantee's request and may grant an extension to the Grant term. If the ASPCA declines the request for an extension, or if the Project is completed but carries a balance of unspent funds, the Grantee shall promptly refund and pay back to the ASPCA the unexpended balance.

Ad Hoc Requirements:

The ASPCA may request additional information regarding the Project. Upon such a request, the Grantee must provide the requested information in a timely manner. Such additional information may include but is not limited to receipts, photographs, and press information.

The ASPCA may choose to conduct site visits of the Grantee's location(s). The Grantee must provide the ASPCA with access to such locations at a date and time mutually agreed upon by the Parties.

2. Compliance with the Law and Maintenance of Tax-Exempt Status. In carrying out the Project, the Grantee shall comply with all applicable federal, state and local laws and regulations including but not limited to all applicable federal, state, and local employment laws, regulations, and rules.

If the Grantee is a 501(c)(3) organization, the Grantee certifies that it is in good standing with the Internal Revenue Service and shall notify the ASPCA immediately of any change in, or challenge by the Internal Revenue Service to, its status as a 501(c)(3) tax-exempt organization.

3. License. Each Party hereby grants to the other party a license to use the Party's name and trademarks on materials directly related to the activities of the Project and/or the Grant.

All use of the ASPCA name and trademarks must comply with the ASPCA's style guide. "ASPCA Trademarks" are: "ASPCA®", which must always appear in PMS 422 and 021, unless used in materials that are completely black and white in nature, in which case it may appear in black; and "The American Society for the Prevention of Cruelty to Animals®".

4.Acknowledgement of ASPCA Support. In consideration of the Grant, the Grantee may publicly acknowledge that the Project was made possible through a generous grant from the ASPCA. If the Grantee chooses to make an acknowledgment, Grantee shall submit any Project acknowledgements that include the ASPCA's name or trademarks to press@aspca.org for review and approval prior to its inclusion in any materials prepared and intended to be distributed regarding the activities of the Project.

No changes on the approved version of any Project acknowledgements shall be instituted by the Grantee without the prior written approval of the ASPCA. The ASPCA has the right in its sole discretion to require the Grantee to remove all references to the ASPCA's involvement if the ASPCA determines that the Grantee is not fulfilling its obligations under this Agreement or if for any other reason the ASPCA determines that it is no longer in the ASPCA's best interest to be referenced in such manner.

For further assistance regarding recognition of the Grant, including press releases, advisories, or general media outreach, please contact the ASPCA's Media Department at press@aspca.org or visit https://www.aspcapro.org/media-and-promotional-materials-aspcar-grant-recipients for press release templates, logos, and other media materials.

5. Records. The Grantee will keep accurate books and records with respect to the grant in accordance with Generally Accepted Accounting Principles (GAAP) and business practices. The Grantee will keep records of receipts and expenditures made of Grant funds as well as copies of the reports submitted to the ASPCA and supporting documentation for at least three (3) years after completion of the use of the Grant funds, and will furnish or make available such books, records, and supporting documentation to the ASPCA for inspection at reasonable times from the time of the Grantee's acceptance of the Grant through such period.

6. Termination. The ASPCA may, in its sole discretion (i) withhold payment of funds until in its opinion the situation has been corrected or (ii) declare the Grant terminated in any of the following circumstances:

a. If, as the result of the consideration of reports and information submitted to it by the Grantee or from other sources, the ASPCA, in its sole discretion, determines that continuation of the Project is not reasonably in furtherance of the ASPCA's mission to provide effective means for the prevention of cruelty to animals throughout the United States (the "ASPCA Mission") or that the Project is not being executed in substantial compliance with the grant request (or work plan as revised) or that the Grantee is incapable of satisfactorily completing the work of the Project;
b. In the case of any violation by the Grantee of the terms and conditions of this Agreement;
c. In the event of any change in, or challenge by the Internal Revenue Service to, the Grantee's status as a 501(c)(3) tax-exempt organization if applicable; or
d. If it is revealed that, during the Project, the Grantee is or was involved in any activity or makes any statement disparaging of, or reflecting unfavorably upon the ASPCA, tarnishes the reputation of the ASPCA or is not in alignment with the ASPCA Mission.

If the ASPCA terminates the Grant, it shall so notify the Grantee, whereupon it, if so requested by the ASPCA, shall promptly refund and pay back to the ASPCA any unexpended balance of the Grant funds in the Grantee's hands or under its control or any expended Grant funds deemed to have been misappropriated per the terms of this Agreement.

Upon completion of the Project or termination of this Agreement for any reason, the ASPCA will withhold any further payments of Grant funds. All such determinations by the ASPCA under this **Section 6** will be final, binding and conclusive upon the Grantee.

7. Future Funding. The Grantee acknowledges that the ASPCA and its representatives have made no actual or implied promise of funding except for the amounts specified in this Agreement. If any of the Grant funds are returned or if the Grant is rescinded, the Grantee acknowledges that the ASPCA will have no further obligation to the Grantee in connection with this Grant as a result of such return or rescission.

8. Miscellaneous. This Agreement is intended to be binding upon the Grantee and the ASPCA. This Agreement represents the final agreement between the parties with respect to the subject matter hereto, and supersedes any and all prior agreements, written or oral, between the parties with respect to the matters contained herein. This Agreement is not intended to, nor shall it be deemed to create, any partnership or joint venture between the Grantee and the ASPCA. This Agreement shall be interpreted, governed by and construed in accordance with the internal laws of the State of New York, without regard to the conflict of laws principles thereof. The parties hereto acknowledge and consent to personal jurisdiction and venue exclusively in New York, New York with respect to any action or proceeding brought in connection with this Agreement.

By accepting the Grant funds, you represent and warrant that you are capable of binding the Grantee to the terms set forth in this Agreement.

Sincerely,

THE AMERICAN SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS

DocuSigned by:
Lauren Martin
EB2960AC9B3D436...

Lauren Martin

Vice President, Deputy General Counsel

Schedule 1

ASPCA Grantee Organizational Standards

- Must have at least 3 board members
- Majority of the board must be independent[1]
- Chairperson and Treasurer shall not be compensated
- Business registration must be current/active in the Grantee's state of incorporation
- Charitable registration must be current/active in the state of the Grantee's primary location **(for grants =>$25,000)**
- No overdue reports for any ASPCA grants, if applicable
- No overdue balances on prior grants, if applicable

[1] This means that fewer than half of Grantee's Board members may be paid employees and/or family members or close relatives.

Grant Request Unique ID (Org + Program + Month/Year of Submission)

City of Norman Animal Welfare - Subaru Shelter-Dealer Grants: -2024

Grant Amount	$6000
Organization Name	City of Norman Animal Welfare
Website	https://www.normanok.gov/residents-visitors/animal-welfare
Street Address	3428 S Jenkins Ave
City	Norman
State	OK
EIN/TIN	73-6005350

Primary Contact Name	Kellee Robertson
Primary Contact Email	kellee.robertson@normanok.gov
Primary Contact Phone	(405) 217-7734
Alternate Contact Name	Ashley Battiest
Alternate Contact Email	ashley.battiest@normanok.gov
Alternate Contact Phone	(405) 217-7727
Is your IRS exemption current?	
Are you in good standing with the Secretary of State in the state where you are incorporated?	

Does your board include at least 3 Board members and are the majority independent?	
Are your board chair and treasurer uncompensated by the organization?	
Is your organization a nonprofit, governmental entity or other?	Governmental Entity
Organization type/tax status (if not nonprofit or govt.)	
Name of Subaru retailer partner	Cavender Subaru of Norman
Subaru retailer partner City	Norman
Subaru retailer partner State	OK
Name of Subaru retailer partner contact person	Nathan West

Title of Subaru retailer partner contact person	New Car Director
Email address of Subaru retailer partner contact person	nathan.west@cavenderautofamily.com
Which of these eligible costs will you cover with the funding?	Waived or discounted adoption fees for cats/dogs adopted in October Make-ready costs for cats/dogs available for adoption in October (e.g. ID tags and collars for cats/dogs available for adoption in October Staffing costs (up to 50% of funding may be used) for October adoption
If you chose "Other" for eligible costs, please explain:	
What percentage of the funding do you anticipate spending on make-ready costs?	20%
Are you planning an in-person pet event with your Subaru retailer partner in October?	Yes
What type of in-person pet event are you planning with your Subaru retailer partner in October?	Adoption event

If you chose "Other" for pet event, please explain:	
Event Timing	Mid October
Event Location (select all that apply):	Retailer location × Shelter location × +
If you selected "Other" for Event location, please explain:	
Briefly describe your plans for your collaboration/event with your Subaru retailer:	We will have waived/reduced adoption fees the month of October (leading up to and after the adoption event). On the day of the event we will bring our adoption trailer full of dogs available for adoption.
Acknowledgement:	✓

Show 3 hidden fields

File Attachments for Item:

14. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2425-65: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING JOINT PETITION SETTLEMENT OF THE CLAIM FILED BY JORDAN WEST UNDER THE PROVISIONS OF THE WORKERS' COMPENSATION STATUTES OF THE STATE OF OKLAHOMA IN THE CASE OF *JORDAN WEST V. THE CITY OF NORMAN,* WORKERS' COMPENSATION COMMISSION CASE 2024-03327 T; DIRECTING THE LEGAL DEPARTMENT TO THEN FILE SUCH SETTLEMENT AND ALL ATTENDANT COSTS IN THE WORKERS' COMPENSATION COMMISSION, OKLAHOMA CITY, OKLAHOMA; AND AUTHORIZING AND DIRECTING THE FINANCE DIRECTOR TO SUBSEQUENTLY PURCHASE SUCH WORKERS' COMPENSATION COMMISSION JUDGMENT FROM THE RISK MANAGEMENT INSURANCE FUND.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 11/26/2024

REQUESTER: Jeanne Snider

PRESENTER: Jeanne Snider, Assistant City Attorney

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2425-65: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING JOINT PETITION SETTLEMENT OF THE CLAIM FILED BY JORDAN WEST UNDER THE PROVISIONS OF THE WORKERS' COMPENSATION STATUTES OF THE STATE OF OKLAHOMA IN THE CASE OF *JORDAN WEST V. THE CITY OF NORMAN,* WORKERS' COMPENSATION COMMISSION CASE 2024-03327 T; DIRECTING THE LEGAL DEPARTMENT TO THEN FILE SUCH SETTLEMENT AND ALL ATTENDANT COSTS IN THE WORKERS' COMPENSATION COMMISSION, OKLAHOMA CITY, OKLAHOMA; AND AUTHORIZING AND DIRECTING THE FINANCE DIRECTOR TO SUBSEQUENTLY PURCHASE SUCH WORKERS' COMPENSATION COMMISSION JUDGMENT FROM THE RISK MANAGEMENT INSURANCE FUND.

BACKGROUND:

Jordan West is a former Firefighter for the City of Norman's Suppression Division of the Fire Department. He was hired July 5, 2016 as a Firefighter Recruit, promoted July 5, 2017, and separated from employment July 26, 2024. Mr. West filed Workers Compensation Commission Case 2024-03327 T on June 18, 2024, alleging a single incident injury to the left knee when stepping down off a trailer on December 11, 2023. The case was accepted and proceeded through the normal litigation process.

Prior to a trial being held, Mr. West has agreed to a settlement in the total amount of $21,780, which represents 22 percent permanent partial impairment (PPI) to the Left Knee. The settlement is recommended for consideration by the City Council.

DISCUSSION:

Medical Treatment. Mr. West was seen at Norman Regional Occupational Medicine the day of his injury. He was treated conservatively and placed on modified duty. Due to continued symptomatology, he was placed at temporary total disability, sent for a magnetic resonance imaging (MRI), and referred for orthopedic evaluation. On January 4, 2024, Mr. West was seen by Dr. Wilson and due to MRI findings arthroscopic surgery was recommended. He underwent

a left knee scope with chondroplasty and synovectomy on January 31, 2024 followed by physical therapy postoperatively. Mr. West continued to follow-up with Dr. Wilson until he was released at maximum medical improvement (MMI) without restrictions on April 12, 2024.

Issues for Trial. There is no question Mr. West injured his left knee in the course of his employment with the City. The primary issues to be tried before the Workers' Compensation Commission are the extent of his injury and whether the injury is permanent in nature. Permanent partial disability is a factual determination made by the Workers' Compensation Commission Trial Judge based on doctors' opinions and medical records regarding the extent of permanent partial impairment.

Evaluations. Mr. West was evaluated by Dr. Lonnie Litchfield on July 24, 2024, regarding the above claim and opined a rating of 36 percent ($35,640) PPI to the Left Knee. In addition, Dr. Litchfield opined Mr. West should be given entitlement to continued care in the form of pain management and assigned a pain management specialist for treatment as well as prescription medications or any treatments his treating physician deemed necessary.

He was then rated on October 17, 2024 by Dr. William Jones, the medical expert for the City. Dr. Jones opined 7 percent ($6,930) PPI to the Left Knee. The City's maximum exposure for total PPI would be $35,640.

Trial. The case proceeded through the normal litigation process; however, Mr. West has agreed to a settlement of the case as outlined below. If a trial was held, the Judge could determine nature and extent to his injuries and award permanent partial disability.

Proposed Settlement. The proposed settlement closes Workers' Compensation Commission Case 2024-03327 T in a lump sum payment of $21,780 (less attorney fee) representing the settlement amount discussed above. Pursuant to 85A O.S. § 31(7), for injuries occurring on or after July 1, 2019, a Multiple Injury Trust Fund assessment in the amount of $653.40, representing (3%) of the permanent partial disability award shall be deducted and paid to the Oklahoma Tax Commission.

It is felt that the settlement is fair and reasonable. A settlement is beneficial to the City in that it is a full, final and complete settlement of any and all claims and closes out any continued medical treatment. This settlement is beneficial to Mr. West in that it provides certainty for an award and would be paid in a lump sum rather than at a weekly rate over a period of time.

Furthermore, if the case was settled in this manner, the City would incur additional costs and fees of:

Workers' Compensation Administration Fund Tax in the amount of $435.60; Special Occupational Health & Safety Tax in the amount of $163.35; and Workers Comp Commission Filing fee in the amount of $140. In addition, the City would incur an additional cost and fee for the Cleveland County Court Filing Fee in the amount of $154.14.

These additional costs and fees total $893.09, which brings the total cost of this settlement to the City to $21,780. Adequate funds are available in the Order/Settlements Account (43330102-42131).

RECOMMENDATION:

For the reasons outlined above, it is believed the settlement is fair, reasonable, and in the best interest of the City. Acceptance of the settlement would require the payments as outlined above. If approved, the settlement amount would be paid to Mr. West and his attorney in a lump sum. The settlement would be certified to the Cleveland County District Court to be placed on the property tax rolls for collection over the next three years in accordance with 85A O.S. § 107, 51 O.S. § 159, and 62 O.S. § 361, *et seq* and 85 O.S. § 313, 51 O.S. § 159, and 62 O.S. § 361, et seq. Certifying the order to the property tax rolls would, in effect, reimburse the City's Workers' Compensation Fund over the next three years.

Resolution

R-2425-65

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING JOINT PETITION SETTLEMENT OF THE CLAIM FILED BY JORDAN WEST UNDER THE PROVISIONS OF THE WORKERS' COMPENSATION STATUTES OF THE STATE OF OKLAHOMA IN THE CASE OF *JORDAN WEST V. THE CITY OF NORMAN,* WORKERS' COMPENSATION COMMISSION CASE 2024-03327 T; DIRECTING THE LEGAL DEPARTMENT TO THEN FILE SUCH SETTLEMENT AND ALL ATTENDANT COSTS IN THE WORKERS' COMPENSATION COMMISSION, OKLAHOMA CITY, OKLAHOMA; AND AUTHORIZING AND DIRECTING THE FINANCE DIRECTOR TO SUBSEQUENTLY PURCHASE SUCH WORKERS' COMPENSATION COMMISSION JUDGMENT FROM THE RISK MANAGEMENT INSURANCE FUND.

§1. WHEREAS, Jordan West, a former Firefighter for the City of Norman Fire Department, Suppression Division, alleged a single incident injury to the Left Knee when stepping down off a trailer on December 11, 2023; and

§2. WHEREAS, the City of Norman has negotiated settlement for the claim of Jordan West against the City of Norman, under the Workers' Compensation Statutes for a total of $21,780, which represents 22 percent permanent partial disability to the Left Knee be paid in a lump sum settlement to Mr. West, and such settlement is believed to be fair and reasonable; and

§3. WHEREAS, the City shall incur additional costs for the settlement for payment for Workers Compensation Commission Case 2024-03327 T to the Workers' Compensation Administration Fund in the amount of $435.60; the Special Occupational Health and Safety Fund in the amount of $163.35; filing fee in the Workers' Compensation Commission in the amount of $140.00; and filing fee in the Cleveland County District Court in the amount of $154.14; and

§4. WHEREAS, the Risk Management Insurance Fund of the City of Norman has heretofore appropriated funds for the payment of Workers' Compensation settlements covering injuries to qualified persons employed by the City of Norman; and

§5. WHEREAS, the judgment and award should be transmitted and certified to the Workers' Compensation Commission, Oklahoma City, Oklahoma, which when filed will constitute judgment against the City of Norman, which it is entitled to purchase with funds out of the Risk Management Insurance Fund pursuant to Okla. Stat. tit. 85A, § 107, Okla. Stat. tit. 51, § 159, and Okla. Stat. tit. 62, § 361, *et seq.*; and

§6. WHEREAS, the City Council finds it will be in the best interest of the City if the funds of the Risk Management Insurance Fund are invested in said judgment; and

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA:

§7. That the Legal Department is authorized to enter into settlement with Jordan West for not more than $21,780 for any and all claims that he has or may have against the City of Norman under the Workers' Compensation Statutes for any and all injuries known or unknown which occurred while working for the City of Norman; and

§8. That the Legal Department is directed to hereinafter file such settlement in the Workers' Compensation Commission, Oklahoma City, Oklahoma, along with all attendant costs therefore, as provided by law; and

§9. That the Finance Director is authorized and directed to purchase such judgment of the Workers' Compensation Commission, Oklahoma City, Oklahoma, out of funds of the Risk Management Insurance Fund of the City of Norman.

PASSED AND ADOPTED this _____ day of November, 2024.

_____
Mayor

ATTEST:

_____
City Clerk

WEST, Jordan
CM3-2024-03327T (L Knee) — Date of Injury: 12/11/23 (SI)
SS# XXX-X2-6530 — PPD Wage: $360
City Council Date 11/26/24
Atty: Laura Beth Murphy
Trial Date: NA Order Date: N/A — Memo
DOH: 7/5/16 Separation: 7/26/24 — Resolution R-2425-65
RTW: N/A MMI: 4/12/24 — Purchase Requistions

Permanent Partial Disability Settlement	$21,780.00	22% L Knee (Leg)	
Attorney Fees (20% of PPD)	$ (4,356.00)		
Net to Claimant	($17,424.00)		
Total PPD Settlement	$21,780.00		
Multiple Injury Trust Fund (3% of PPD-After 7/1/19)	($653.40)		43330102-42134
Net to Attorney & Claimant (Less MITF)	**21,126.60**		43330102-42131

City's Settlement Costs (953-092)		Vendor	
Workers Comp. Admn. Fund (2% of PPD)	$ 435.60	2267	43330102-42133
Occupational & Health Trust Fund (0.75%)	$ 163.35	1950	43330102-42135
Filing Fee - Workers Compensation Commission	$ 140.00	12122	43330102-44704
	$ 738.95		
Filing Fee - Cleveland County District Court	$ 154.14	434	43330102-44703
	$893.09		
Total Settlement Cost (PPD, TTD, Costs)	$22,673.09		

File Attachments for Item:

15. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2425-66: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING JOINT PETITION SETTLEMENT OF THE CLAIM FILED BY NICHOLAS TERHUNE UNDER THE PROVISIONS OF THE WORKERS' COMPENSATION STATUTES OF THE STATE OF OKLAHOMA IN THE CASE OF *NICHOLAS TERHUNE V. THE CITY OF NORMAN,* WORKERS' COMPENSATION COMMISSION CASE 2024-03394 E; DIRECTING THE LEGAL DEPARTMENT TO THEN FILE SUCH SETTLEMENT AND ALL ATTENDANT COSTS IN THE WORKERS' COMPENSATION COMMISSION, OKLAHOMA CITY, OKLAHOMA; AND AUTHORIZING AND DIRECTING THE FINANCE DIRECTOR TO SUBSEQUENTLY PURCHASE SUCH WORKERS' COMPENSATION COMMISSION JUDGMENT FROM THE RISK MANAGEMENT INSURANCE FUND.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 11/26/2024

REQUESTER: Jeanne Snider

PRESENTER: Jeanne Snider, Assistant City Attorney

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2425-66: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING JOINT PETITION SETTLEMENT OF THE CLAIM FILED BY NICHOLAS TERHUNE UNDER THE PROVISIONS OF THE WORKERS' COMPENSATION STATUTES OF THE STATE OF OKLAHOMA IN THE CASE OF *NICHOLAS TERHUNE V. THE CITY OF NORMAN,* WORKERS' COMPENSATION COMMISSION CASE 2024-03394 E; DIRECTING THE LEGAL DEPARTMENT TO THEN FILE SUCH SETTLEMENT AND ALL ATTENDANT COSTS IN THE WORKERS' COMPENSATION COMMISSION, OKLAHOMA CITY, OKLAHOMA; AND AUTHORIZING AND DIRECTING THE FINANCE DIRECTOR TO SUBSEQUENTLY PURCHASE SUCH WORKERS' COMPENSATION COMMISSION JUDGMENT FROM THE RISK MANAGEMENT INSURANCE FUND.

BACKGROUND:

Nicholas Terhune, a Fire Captain for the City of Norman's Suppression Division of the Fire Department, was hired December 5, 2005 as a firefighter recruit. He was promoted to firefighter December 6, 2006, Fire Driver Engineer March 20, 2013, and Fire Captain September 30, 2016. Mr. Terhune filed Workers Compensation Commission Case 2024-00394 E on June 19, 2024, alleging a single incident injury to the Left Bicep Tendon (arm) and Chest when lifting a hose on December 1, 2023. The case was accepted and proceeded through the normal litigation process.

Prior to a trial being held, Mr. Terhune has agreed to a settlement in the total amount of $17,820, which represents 18 percent permanent partial impairment (PPI) to the Arm regarding the left bicep tendon and 0 percent PPI to the Whole Man regarding the chest. The settlement is recommended for consideration by the City Council.

DISCUSSION:

Medical Treatment. Mr. Terhune was seen at an urgent care a couple days following injury to the left arm and was treated conservatively with medication. He was then seen at Norman Regional Occupational Medicine on December 4, 2023, placed on restrictions, and a magnetic

resonance imaging (MRI) of the left elbow was ordered. Due to MRI results showing a traumatic rupture of the left biceps tendon, he was referred for orthopedic evaluation. Mr. Terhune was seen by Dr. James Bond on December 15, 2023 and surgery was recommended. On January 18, 2024, he underwent left distal biceps repair followed by physical therapy postoperatively. Mr. Terhune continued to follow-up with Dr. Bond remaining off work with temporary restrictions. On June 19, 2024, he was released by Dr. Bond at maximum medical improvement (MMI) with no restrictions returned to work June 25, 2024.

Issues for Trial. There is no question Mr. Terhune injured his left bicep tendon in the course of his employment with the City. The primary issues to be tried before the Workers' Compensation Commission are the extent of his injury and whether the injury is permanent in nature. Permanent partial disability is a factual determination made by the Workers' Compensation Commission Trial Judge based on doctors' opinions and medical records regarding the extent of permanent partial impairment.

Evaluations. Mr. Terhune was evaluated by Dr. Lance Rosson on July 1, 2024, regarding the above claim and opined a rating of 39 percent ($38,610) PPI to the left arm. The chest was not rated separately. Dr. Rosson also opined that Mr. Terhune should be given entitlements to continuing medical benefits in the nature of prescription medication on an as needed basis as well as other treatment that his treating physician or further selected physicians might deem necessary.

He was then rated on August 22, 2024 by Dr. William Jones, the medical expert for the City. Dr. Jones opined 12 percent ($11,880) PPI to the left arm. The City's maximum exposure for total PPI would be $38,610.

Trial. The case proceeded through the normal litigation process; however, Mr. Terhune has agreed to a settlement of the case as outlined below. If a trial was held, the Judge could determine nature and extent to his injuries and award permanent partial disability.

Proposed Settlement. The proposed settlement closes Workers' Compensation Commission Case 2024-03394 E in a lump sum payment of $17,820 (less attorney fee) representing the settlement amount discussed above. Pursuant to 85A O.S. § 31(7), for injuries occurring on or after July 1, 2019, a Multiple Injury Trust Fund assessment in the amount of $534.60, representing (3%) of the permanent partial disability award shall be deducted and paid to the Oklahoma Tax Commission.

It is felt that the settlement is fair and reasonable. A settlement is beneficial to the City in that it is a full, final and complete settlement of any and all claims and closes out any continued medical treatment. This settlement is beneficial to Mr. Terhune in that it provides certainty for an award and would be paid in a lump sum rather than at a weekly rate over a period of time.

Furthermore, if the case was settled in this manner, the City would incur additional costs and fees of:

Workers' Compensation Administration Fund Tax in the amount of $356.40; Special Occupational Health & Safety Tax in the amount of $133.65; and Workers Comp Commission Filing fee in the amount of $140. In addition, the City would incur an additional cost and fee for

the Cleveland County Court Filing Fee in the amount of $154.14.

These additional costs and fees total $784.19, which brings the total cost of this settlement to the City to $18,604.19. Adequate funds are available in the Order/Settlements Account (43330102-42131).

RECOMMENDATION:

For the reasons outlined above, it is believed the settlement is fair, reasonable, and in the best interest of the City. Acceptance of the settlement would require the payments as outlined above. If approved, the settlement amount would be paid to Mr. Terhune and his attorney in a lump sum. The settlement would be certified to the Cleveland County District Court to be placed on the property tax rolls for collection over the next three years in accordance with 85A O.S. § 107, 51 O.S. § 159, and 62 O.S. § 361, *et seq* and 85 O.S. § 313, 51 O.S. § 159, and 62 O.S. § 361, et seq. Certifying the order to the property tax rolls would, in effect, reimburse the City's Workers' Compensation Fund over the next three years.

Resolution

R-2425-66

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING JOINT PETITION SETTLEMENT OF THE CLAIM FILED BY NICHOLAS TERHUNE UNDER THE PROVISIONS OF THE WORKERS' COMPENSATION STATUTES OF THE STATE OF OKLAHOMA IN THE CASE OF *NICHOLAS TERHUNE V. THE CITY OF NORMAN,* WORKERS' COMPENSATION COMMISSION CASE 2024-03394 E; DIRECTING THE LEGAL DEPARTMENT TO THEN FILE SUCH SETTLEMENT AND ALL ATTENDANT COSTS IN THE WORKERS' COMPENSATION COMMISSION, OKLAHOMA CITY, OKLAHOMA; AND AUTHORIZING AND DIRECTING THE FINANCE DIRECTOR TO SUBSEQUENTLY PURCHASE SUCH WORKERS' COMPENSATION COMMISSION JUDGMENT FROM THE RISK MANAGEMENT INSURANCE FUND.

§1. WHEREAS, Nicholas Terhune, a Firefighter for the City of Norman Fire Department, Suppression Division, alleged a single incident injury to the Left Bicep Tendon (Arm) and Chest when lifting a hose on December 1, 2023; and

§2. WHEREAS, the City of Norman has negotiated settlement for the claim of Nicholas Terhune against the City of Norman, under the Workers' Compensation Statutes for a total of $17,820, which represents 18 percent permanent partial impairment (PPI) to the Arm regarding the left bicep tendon and 0 percent PPI to the Whole Man regarding the chest to be paid in a lump sum settlement to Mr. Terhune, and such settlement is believed to be fair and reasonable; and

§3. WHEREAS, the City shall incur additional costs for the settlement for payment for Workers Compensation Commission Case 2024-03394 E to the Workers' Compensation Administration Fund in the amount of $356.40; the Special Occupational Health and Safety Fund in the amount of $133.65; filing fee in the Workers' Compensation Commission in the amount of $140.00; and filing fee in the Cleveland County District Court in the amount of $154.14; and

§4. WHEREAS, the Risk Management Insurance Fund of the City of Norman has heretofore appropriated funds for the payment of Workers' Compensation settlements covering injuries to qualified persons employed by the City of Norman; and

§5. WHEREAS, the judgment and award should be transmitted and certified to the Workers' Compensation Commission, Oklahoma City, Oklahoma, which when filed will constitute judgment against the City of Norman, which it is entitled to purchase with funds out of the Risk Management Insurance Fund pursuant to Okla. Stat. tit. 85A, § 107, Okla. Stat. tit. 51, § 159, and Okla. Stat. tit. 62, § 361, *et seq.*; and

§6. WHEREAS, the City Council finds it will be in the best interest of the City if the funds of the Risk Management Insurance Fund are invested in said judgment; and

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA:

§7. That the Legal Department is authorized to enter into settlement with Nicholas Terhune for not more than $17,820 for any and all claims that he has or may have against the City of Norman under the Workers' Compensation Statutes for any and all injuries known or unknown which occurred while working for the City of Norman; and

§8. That the Legal Department is directed to hereinafter file such settlement in the Workers' Compensation Commission, Oklahoma City, Oklahoma, along with all attendant costs therefore, as provided by law; and

§9. That the Finance Director is authorized and directed to purchase such judgment of the Workers' Compensation Commission, Oklahoma City, Oklahoma, out of funds of the Risk Management Insurance Fund of the City of Norman.

PASSED AND ADOPTED this _____ day of November, 2024.

_____
Mayor

ATTEST:

_____
City Clerk

TERHUNE, Nicholas
CM3-2024-03394E (Chest, L Bicep Tendon)
SS# XXX-X2-1946
City Council Date 11/26/24
Atty: Jeffrey M. Cooper
Trial Date: NA Order Date: N/A
DOH: 12/05/05 Separation: N/A
RTW: N/A MMI: 6/19/24

Date of Injury: 12/01/23 (SI)
PPD Wage: $360

Memo
Resolution R-2425-66
Purchase Requistions

Permanent Partial Disability Settlement	$17,820.00	L Bicep Tendon (Arm) (18%)	
	$0.00	Chest (Whole Body) (0%)	
	$17,820.00		
Attorney Fees (20% of PPD)	$ (3,564.00)		
Net to Claimant	($14,256.00)		
Total PPD Settlement	$17,820.00		
Multiple Injury Trust Fund (3% of PPD-After 7/1/19)	($534.60)		43330102-42134
Net to Attorney & Claimant (Less MITF)	**17,285.40**		43330102-42131

City's Settlement Costs (953-092)		Vendor	
Workers Comp. Admn. Fund (2% of PPD)	$ 356.40	2267	43330102-42133
Occupational & Health Trust Fund (0.75%)	$ 133.65	1950	43330102-42135
Filing Fee - Workers Compensation Commission	$ 140.00	12122	43330102-44704
	$ 630.05		
Filing Fee - Cleveland County District Court	$ 154.14	434	43330102-44703
	$784.19		
Total Settlement Cost (PPD, TTD, Costs)	$18,604.19		

File Attachments for Item:

16. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2425-72: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROPRIATING $53,366.22 FROM THE REFUNDS REIMBURSEMENTS MISCELLANEOUS RISK MANAGEMENT ACCOUNT RECEIVED FROM INSURANCE COMPANIES AND/OR THE RESPONSIBLE PARTIES TO REPAIR AND REPLACE DAMAGED TRAFFIC SIGNAL EQUIPMENT OR TRAFFIC SIGNS DAMAGED IN TRAFFIC COLLISIONS.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: November 26, 2024

REQUESTER: Katherine Coffin

PRESENTER: David Riesland, Transportation Engineer

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2425-72: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROPRIATING $53,366.22 FROM THE REFUNDS REIMBURSEMENTS MISCELLANEOUS RISK MANAGEMENT ACCOUNT RECEIVED FROM INSURANCE COMPANIES AND/OR THE RESPONSIBLE PARTIES TO REPAIR AND REPLACE DAMAGED TRAFFIC SIGNAL EQUIPMENT OR TRAFFIC SIGNS DAMAGED IN TRAFFIC COLLISIONS.

BACKGROUND:

The City's Traffic Control Division maintains more than 170 traffic and pedestrian signals citywide using $105,291 in the Division's operating budget (approximately $620 per signalized intersection per year). These funds are used for the purchase of replacement traffic signal system components needed for the safe and efficient operation of our traffic signals.

On February 21, 2023, a traffic collision occurred near the intersection of 12th Avenue SE and State Highway 9 causing damage to a traffic signal cabinet and pole assembly at the southeast corner. The responsible driver was identified for collection purposes. City forces repaired the damage at this location. On October 30, 2024, a $34,348.75 check was collected from the insurance company of the responsible party. The check was deposited into the Refunds/Reimbursements Risk Management account.

On July 23, 2024, a traffic collision occurred at 1009 West Lindsey Street causing damage to a roadway light assembly installation. The responsible driver was identified for collection purposes. City forces contracted repair of the damage at this location. On November 5, 2024, a $19,017.47 check was collected from the insurance company of the responsible party. The check was deposited into the Refunds/Reimbursements Risk Management account.

DISCUSSION:

The continuing number of traffic collisions involving damage to traffic control equipment depletes the City's inventory of spare units. Replacement units are necessary in order to address future emergency situations. The Division does not have adequate funding in its operating budget to purchase replacements units and needs to access the funds collected from the insurance companies in order to do so. Funds collected to date from the previously described incidents total $53,366.22 for damages to traffic signal/street light equipment.

RECOMMENDATION:

Staff recommends the approval of Resolution R-2425-72 for the appropriation of $53,366.22 from the Risk Management Fund, Refunds/Reimbursements (Account 439-365264) to the General Fund, Traffic Signal Parts (Account 10550223-43212). These funds will be used for the purchase of replacements for the equipment damaged in the respective collisions.

Resolution

R-2425-72

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROPRIATING $53,366.22 FROM THE REFUNDS REIMBURSEMENTS MISCELLANEOUS RISK MANAGEMENT ACCOUNT RECEIVED FROM INSURANCE COMPANIES AND/OR THE RESPONSIBLE PARTIES TO REPAIR AND REPLACE DAMAGED TRAFFIC SIGNAL EQUIPMENT OR TRAFFIC SIGNS DAMAGED IN TRAFFIC COLLISIONS.

§ 1. WHEREAS, the City's Traffic Control Division maintains more than 170 traffic and pedestrian signals citywide using $105,291 in the Division's operating budget for the purchase of replacement traffic signal system components needed for safe and efficient operation: and

§ 2. WHEREAS, the City's Traffic Control Division maintains more than 30,000 traffic control signs and does not have adequate funding in its operating budget to make repairs and purchase replacements units and needs to access the funds collected from the insurance companies in order to do so; and

§ 3. WHEREAS, responsible drivers and/or the insurance companies of the responsible drivers, and employers have reimbursed the City a total of $53,366.2 that will be used to replace the damaged traffic signal/street light equipment which was deposited into Refunds/Reimbursements Miscellaneous Risk Management; and

§ 4. WHEREAS, these funds should be appropriated to repair and replace traffic signs damaged in traffic collisions.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA:

§ 5. That the following receipt and appropriation be made for reasons as stated above:

Account Name	Losing Account	Gaining Account	Amount
Traffic Signal Parts	439-365264	10550223-43212	$53,366.22

PASSED AND ADOPTED this 26th of November, 2024.

ATTEST: _____ Mayor

_____
City Clerk

office memorandum

DATE: July 26, 2024

TO: Jeanne Snider, Assistant City Attorney II

FROM: Brian McNabb, Traffic Signal Supervisor

SUBJECT: Damage Cost Report – State Highway 9 at 12th Avenue SE

On February 21, 2023, a traffic signal cabinet assembly and pedestal pole assembly, located on the southeast corner of State Highway 9 at 12th Avenue SE, was damaged in a vehicle accident. A responsible party has been identified on the attached collision report #2023-00011195. Listed below are the costs associated with the necessary repairs that were performed.

Material Cost

1 – ea traffic signal cabinet	$ 20,348.06
1 – ea traffic signal battery backup cabinet	$ 9,374.00
1 – ea pedestal pole	$ 217.00
1 – ea pedestrian pedestal pole square base assembly	$ 175.50
1 – ea pole and base collar	$ 68.90
1 – ea pedestal pole cap	$ 12.50
2 – ea pedestrian signal head @ 292.00 ea	$ 584.00
2 – ea pedestrian signal indication @ 150.00 ea	$ 300.00
1 – ea contractor cost to repair damaged fiber optic cable	$ 1,670.97
Total Replacement Cost	**$ 32,750.93**

Labor Cost Breakdown

R. Anderson	4.75 hr/s reg	@	$ 22.23	$ 105.59
R. Anderson	2.50 hr/s OT	@	$ 22.23	$ 83.36
D. Birkhimer	4.75 hr/s reg	@	$ 33.25	$ 157.93
D. Birkhimer	2.50 hr/s OT	@	$ 33.25	$ 124.68
B. Holdaway	4.75 hr/s reg	@	$ 30.54	$ 145.06
B. Holdaway	3.25 hr/s OT	@	$ 30.54	$ 148.88
B. Rollins	4.75 hr/s reg	@	$ 31.85	$ 151.28
B. Rollins	2.50 hr/s OT	@	$ 31.85	$ 119.43
		(A) Subtotal		**$ 1036.21**

Supervision/Miscellaneous Time Cost

K. Coffin	1.00 hr/s reg.	@	$ 21.94	$ 21.94
A. Frezgi	1.00 hr/s reg.	@	$ 47.21	$ 47.21
B. McNabb	4.00 hr/s reg.	@	$ 44.99	$ 179.96
		(B) Subtotal		**$ 249.11**
		Total Labor Costs (A) + (B)		**$ 1285.32**

Equipment Time Cost Breakdown

Unit 624	4.75 hr/s	@	$ 15.00	$ 71.25
Unit 626	4.75 hr/s	@	$ 15.00	$ 71.25
Unit 629	4.75 hr/s	@	$ 15.00	$ 71.25
Unit 630	0.75 hr/s	@	$ 15.00	$ 11.25
Unit 634	2.50 hr/s	@	$ 15.00	$ 37.50
Unit 643	2.50 hr/s	@	$ 20.00	$ 50.00

Total Equipment Time Costs **$ 312.50**
TOTAL CHARGES **$ 34,348.75**

If reimbursement funds are received, please have them deposited in Account No. 10550223-43212. Should additional information be desired, please advise.

BM/kc

Cc: Scott Sturtz, Director of Public Works
David Riesland, Transportation Engineer
Awet Frezgi, Traffic Engineer
Barbara Andros, Revenue Collection Supervisor

State Highway 9 and 12th Avenue SE Case # 2023-0011195

Brian McNabb

2-21-2023: NPD reported the traffic signal cabinet and pedestrian pedestal pole had been damaged in a vehicle accident. Performed traffic control, took photos of the damaged equipment, replaced the traffic signal cabinet and put the traffic signal back into operation. Identified damaged fiber optic cable in the traffic signal cabinet that will need repaired. Picked up damaged equipment and secured wiring at pedestal pole assembly.

R. Anderson	2.50 hours / overtime
D. Birkhimer	2.50 hours / overtime
B. Holdaway	3.25 hours / overtime
B. McNabb	2.50 hours / regular
B. Rollins	2.50 hours / overtime
Unit 624	2.50 hours
Unit 626	2.50 hours
Unit 629	2.50 hours
Unit 630	0.75 hours
Unit 634	2.50 hours
Unit 643	2.50 hours

2-22-2023: Built up new pedestal pole assembly and prepared new battery backup cabinet. Installed pedestal pole and battery backup cabinet at the intersection.

R. Anderson	4.75 hours / regular
D. Birkhimer	4.75 hours / regular
B. Holdaway	4.75 hours / regular
B. Rollins	4.75 hours / regular
Unit 624	2.25 hours
Unit 626	2.25 hours
Unit 629	2.25 hours
Unit 630	2.25 hours

2-22-2023: Compiled information, obtain quotes and ordered replacement equipment, and prepared damage cost report.

B. McNabb	1.50 hours / regular

Materials Cost:

1 each traffic signal cabinet	$ 20,348.06
1 each battery backup cabinet	$ 9,374.00
1 each pedestal pole	$ 217.00
1 each pedestal pole square base assembly	$ 175.50
1 each pole and base collar	$ 68.90
1 each pedestal pole cap	$ 12.50
2 each pedestrian signal head @ $292.00 ea.	$ 584.00
2 each pedestrian signal indication @ 150.00 ea.	$ 300.00
Contractor cost to repair damaged fiber optic cable	$ 1,670.97
Total	$ 32,750.93

[DO NOT WRITE IN THIS SPACE]

OFFICIAL OKLAHOMA TRAFFIC COLLISION REPORT

	Y	N		Y	N
Incident Report		X			
Investigation Completed	X		Revised		X
Investigation Made at Scene	X		Fatality		X
Photographs		X	Hit and Run		X

(1) Reporting Agency: NORMAN POLICE DEPARTMENT
Case Number (Agency Use): 2023-00011195
Motor Vehicles Involved: 02 | Number Injured: 00 | Number Killed: 00

(2) Date of Collision (mm/dd/yyyy): 02212023
Time: 1457
County Number and Name: 14 CLEVELAND
Nearest City or Town Number and Name: In [X] Near [ ] 20 NORMAN

(3) Distance from Nearest City or Town Limits: Mi. [ ] Ft. [ ] N [ ] S [ ] Mi. [ ] Ft. [ ] E [ ] W
Control # | Int ID | Location | East Grid | North Grid | Administrative

(4) Street, Road or Highway: E STATE HWY 9 HWY
Distance from: At [X] Mi. [ ] Ft. [ ] N [ ] S [ ] E [ ] W [ ] of
(Nearest) Intersecting Street, Road or Highway: 12TH AVE SE

Unit 01 — Driver

(5) Unit: 01 | Occupants: 04 | Type: D | Hit & Run: [ ] | CMV: [ ]
Last Name: PIGUET | First: DELPHINE | Middle: HENRIETTE | Suffix: | Date of Birth (mm/dd/yyyy): 11081980 | Sex: F
(6) Address: 4129 24TH AVE SE | City: NORMAN | State: OK | Zip: | Telephone (Use Area Code): 6947878
(7) Driver License Number: 000406200091 | State: OK | Class: D | Endorsement(s): | Restriction(s): | Inj. Sev.: 2 | Type of Injury: 23 | Drv./Ped. Cond.: 01 | OP Use: 04
(8) Air Bag: 5 | Ejected: 1 | Extricated: 1 | Test: 5 | (% BAC): 0. | Transported by: REFUSED (TO FD/EMS) | To Medical Facility: REFUSED | License Plate Number: JCD706 | State: OK | Month: 03 | Year: 2023
(9) VIN: JN8AT2MT2HW395856 | Vehicle Year: 2017 | Color: MAR | 2nd Color: 0 | Make: NISS | Model: ROGU | Veh. Conf.: 20 | Extent of Damage: 4
(10) Insurance Verification: 2 | Insurance Company Name: STATE FARM | Policy Number: 3623213341 | Insurance Telephone (Use Area Code): 4053291104
(11) Vehicle Removed by: Driver [ ] L&A WRECKER | Same as Driver [X] | Owner's Last Name: | First: | Middle: | Suffix:
(12) Owner's Address: | City: | State: | Zip: | Towed Veh. Type: Oversized Load: 0 | 00 | Rolled [ ] Burned [ ] | Phone present [X] Phone in use [ ]
(13) Citation Number: E0095826 | Statute/Ordinance Number: M20-1109 | Citation Number: | Statute/Ordinance Number:

Unit 02 — Driver

(14) Unit: 02 | Occupants: 01 | Type: D | Hit & Run: [ ] | CMV: [ ]
Last Name: KOVACH | First: JOHN | Middle: J | Suffix: | Date of Birth (mm/dd/yyyy): 02041965 | Sex: M
(15) Address: 1302 ZACHARY LN | City: NORMAN | State: OK | Zip: 73072 | Telephone (Use Area Code): 4052195663
(16) Driver License Number: F081457724 | State: OK | Class: D | Endorsement(s): | Restriction(s): | Inj. Sev.: 1 | Type of Injury: 0 | Drv./Ped. Cond.: 01 | OP Use: 04
(17) Air Bag: 1 | Ejected: 1 | Extricated: 1 | Test: 5 | (% BAC): 0. | Transported by: | To Medical Facility: | License Plate Number: IFA899 | State: OK | Month: 01 | Year: 2024
(18) VIN: 1C6RR6FT7JS299520 | Vehicle Year: 2018 | Color: BLK | 2nd Color: 0 | Make: DODG | Model: RAM | Veh. Conf.: 04 | Extent of Damage: 3
(19) Insurance Verification: 2 | Insurance Company Name: FARMERS | Policy Number: 187316512 | Insurance Telephone (Use Area Code): 8883276335
(20) Vehicle Removed by: Driver [X] | Same as Driver [X] | Owner's Last Name: | First: | Middle: | Suffix:
(21) Owner's Address: | City: | State: | Zip: | Towed Veh. Type: Oversized Load: 0 | 00 | Rolled [ ] Burned [ ] | Phone present [X] Phone in use [ ]
(22) Citation Number: | Statute/Ordinance Number: | Citation Number: | Statute/Ordinance Number:

(23) Investigating Officer: BURK | Badge Number: 159738 | Trp/Div. Assigned: | Trp/Div. Location: | Reviewer (Init.): | Reviewer Badge Number: | Date of Report (mm/dd/yyyy): 02212023

Unit Type: D Driver, P Pedestrian, X Pedestrian Conveyance, B Bicyclist, Z Other Cyclist, C Parked Car, A Animal, T Train
Injury Severity: 0 N/A, 1 No Injury, 2 Possible, 3 Non-incapacitating, 4 Incapacitating, 5 Fatal, 9 Unknown
Type of Injury: 0 N/A, 1 Head, 2 Trunk - External, 3 Trunk - Internal, 4 Arms, 5 Legs, 9 Unknown
Driver/Pedestrian Condition: 00 Not Applicable, 01 Apparently Normal, 02 Drinking - Ability Impaired, 03 Odor of Alcohol Beverage, 04 Illegal Drugs, 05 Under the Influence of Medications, 06 Very Tired, 07 Sleepy, 08 Ill (Sick), 09 Dizzy/Faint, 10 Emotional, 11 Other, 99 Unknown
Occupant Protection (OP) In Use: 00 Not Applicable, 01 None Used, 02 Lap Belt Only, 03 Shoulder Belt Only, 04 Shoulder and Lap Belt, 05 Child Restraint Type Unknown, 06 Restraint Used - Type Unknown, 07 Helmet, 08 Child Restraint - Forward Facing, 09 Child Restraint - Rear Facing, 10 Booster Seat, 11 Other, 99 Unknown
Air Bag Deployed: 0 Not Applicable, 1 Not Deployed, 2 Deployed - Front, 3 Deployed - Side, 4 Deployed - Other (knee, air belt, etc.), 5 Deployed - Combination, 9 Deployment Unknown
Ejected: 0 Not Applicable, 1 Not Ejected, 2 Ejected, Partially, 3 Ejected, Totally, 9 Unknown
Extricated: 0 N/A, 1 No, 2 Yes
Chemical Test: 0 N/A, 1 Blood, 2 Breath, 3 Blood/Breath, 4 Test Refused, 5 None Given, 6 Other
Extent of Damage: 0 N/A, 1 None, 2 Minor, 3 Functional, 4 Disabling, 9 Unknown
Insurance Verification: 0 N/A, 1 No, 2 Owner, 3 Operator, 4 Exempt
Oversized Load: 0 N/A, N Not Permitted, P Permitted
Towed Vehicle Type: 00 N/A, 01 Boat Trailer, 02 House Trailer, 03 Farm Trailer, 04 Horse Trailer, 05 Another Vehicle, 06 Utility Trailer, 07 Homemade Trailer, 08 Box Trailer, 09 StockTrailer, 10 Camping Trailer, 11 Combination, 12 Other, 99 Unknown

WARNING - STATE LAW Use of contents for commercial solicitation is unlawful

Case Number 2023-00011195

(24) Unit	Injured / Witness	Passenger / Prop. Owner	Pos in Veh.	Last Name	First	Middle	Suffix	DOB(mm/dd/yyyy)	Sex
01		X	23	PIGUET	CHLOE			04282020	F

(25) Same as Driver	Address	City	State	Zip	Telephone (Use Area Code)
	<UNKNOWN>				9

(26) Injury Severity / Type	OP Use	Air Bag	Ejected	Extricated	Transported by	To Medical Facility	Property Type
1 / 0	08	5	1	1			

(27) Unit	Injured / Witness	Passenger / Prop. Owner	Pos in Veh.	Last Name	First	Middle	Suffix	DOB (mm/dd/yyyy)	Sex
01		X	21	PIGUET	WYATT	JAMES DAMIEN		09142017	M

(28) Same as Driver	Address	City	State	Zip	Telephone (Use Area Code)
	<UNKNOWN>				9

(29) Injury Severity / Type	OP Use	Air Bag	Ejected	Extricated	Transported by	To Medical Facility	Property Type
1 / 0	08	5	1	1			

(30) Unit	Injured / Witness	Passenger / Prop. Owner	Pos in Veh.	Last Name	First	Middle	Suffix	DOB (mm/dd/yyyy)	Sex
01		X	13	KIRKPATRICK	WILLOW	ELLETTE		05221998	M

(31) Same as Driver	Address	City	State	Zip	Telephone (Use Area Code)
	2017 W LINDSEY ST C	NORMAN	OK	73069	8218524

(32) Injury Severity / Type	OP Use	Air Bag	Ejected	Extricated	Transported by	To Medical Facility	Property Type
1 / 0	04	5	1	1			

(33) Unit	Injured / Witness	Passenger / Prop. Owner	Pos in Veh.	Last Name	First	Middle	Suffix	DOB(mm/dd/yyyy)	Sex
00		X	00	CITY OF NORMAN					

(34) Same as Driver	Address	City	State	Zip	Telephone (Use Area Code)
	201 W GRAY	NORMAN	OK		4053211600

(35) Injury Severity / Type	OP Use	Air Bag	Ejected	Extricated	Transported by	To Medical Facility	Property Type
							TRAFFIC S

Complete information below if this vehicle is being used for COMMERCE/BUSINESS and has a GVWR/GCWR IN EXCESS OF 10,000 LBS., or has a HAZMAT PLACARD, or is a BUS WITH SEATING FOR NINE OR MORE INCLUDING THE DRIVER

(36) Unit	Carrier Name	Address

(37) City	State	Zip	GVWR / GCWR	0 - 10K lbs. / 10,001 - 26K lbs. / 26K+ lbs.	Axle Qty.	Cargo Body	Vehicle Use
							Interstate Commerce / Intrastate Commerce / Other Non-Commercial / Government

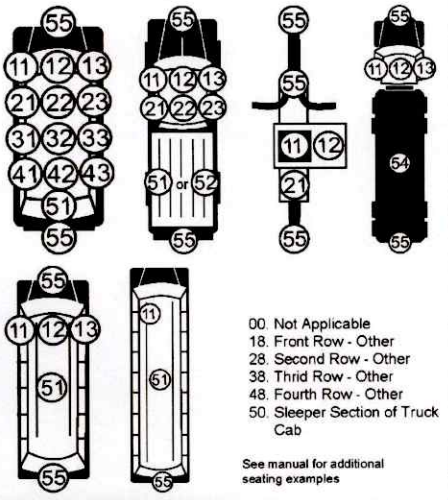
(38) U.S. DOT Number	NASI Report Number	Placard Number	Haz. Mat. Class	Haz. Mat. Involved	Haz. Mat. Release
	OK			Yes / No	Yes / No

(39) Unit	Carrier Name	Address

(40) City	State	Zip	GVWR / GCWR	0 - 10K lbs. / 10,001 - 26K lbs. / 26K+ lbs.	Axle Qty.	Cargo Body	Vehicle Use
							Interstate Commerce / Intrastate Commerce / Other Non-Commercial / Government

(41) U.S. DOT Number	NASI Report Number	Placard Number	Haz. Mat. Class	Haz. Mat. Involved	Haz. Mat. Release
	OK			Yes / No	Yes / No

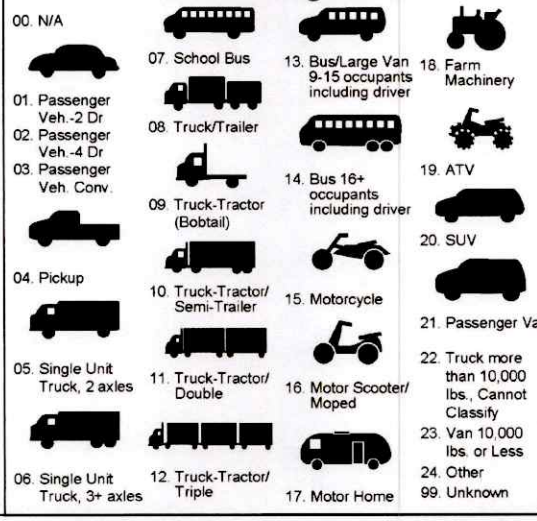
Position in Vehicle



00. Not Applicable
18. Front Row - Other
28. Second Row - Other
38. Thrid Row - Other
48. Fourth Row - Other
50. Sleeper Section of Truck Cab

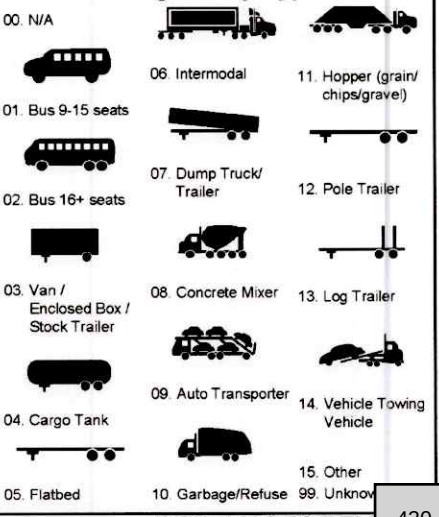
See manual for additional seating examples

Vehicle Configuration



00. N/A
01. Passenger Veh.-2 Dr
02. Passenger Veh.-4 Dr
03. Passenger Veh. Conv.
04. Pickup
05. Single Unit Truck, 2 axles
06. Single Unit Truck, 3+ axles
07. School Bus
08. Truck/Trailer
09. Truck-Tractor (Bobtail)
10. Truck-Tractor/ Semi-Trailer
11. Truck-Tractor/ Double
12. Truck-Tractor/ Triple
13. Bus/Large Van 9-15 occupants including driver
14. Bus 16+ occupants including driver
15. Motorcycle
16. Motor Scooter/ Moped
17. Motor Home
18. Farm Machinery
19. ATV
20. SUV
21. Passenger Van
22. Truck more than 10,000 lbs., Cannot Classify
23. Van 10,000 lbs. or Less
24. Other
99. Unknown

Cargo Body Type



00. N/A
01. Bus 9-15 seats
02. Bus 16+ seats
03. Van / Enclosed Box / Stock Trailer
04. Cargo Tank
05. Flatbed
06. Intermodal
07. Dump Truck/ Trailer
08. Concrete Mixer
09. Auto Transporter
10. Garbage/Refuse
11. Hopper (grain/ chips/gravel)
12. Pole Trailer
13. Log Trailer
14. Vehicle Towing Vehicle
15. Other
99. Unknown

Case Number 2023-00011195

OFFICIAL OKLAHOMA TRAFFIC COLLISION REPORT

	Unit	Total Lanes in Roadway	Legal Speed	Pedestrian / Pedalcyclist Only: Actions Prior to Collision	Location at Time of Collision	Safety Equip.	Unit Number of Vehicle Striking
This unit will correspond to 'Unit 1'	01	04	50				
This unit will correspond to 'Unit 2'	02	04	35				

Was the collision in or near a construction, maintenance or utility work zone? (If yes, complete this section) Yes ☐ No ☒

Type of Work Zone
1 Lane Closure
2 Lane Shift/Crossover
3 Work on Shoulder or Median
4 Intermittent or Moving Work
9 Unknown

Location of the Work Zone Collision
1 Before the First Work Zone Warning Sign
2 Advance Warning Area
3 Transition Area
4 Activity Area
5 Termination Area
9 Unknown

Workers Present Yes ☐ No ☐ Unknown ☐

Light 1
1 Daylight
2 Dark-Not Lighted
3 Dark-Lighted
4 Dawn
5 Dusk
6 Dark-Unknown Lighting
7 Other
9 Unknown

Weather 03
01 Clear
02 Fog/Smog/Smoke
03 Cloudy
04 Rain
05 Snow
06 Sleet/Hail (Freezing Rain/Drizzle)
07 Severe Crosswind
08 Blowing Snow
09 Blowing Sand, Soil, Dirt
10 Other
99 Unknown

Locality 6
1 Residential
2 Business
3 Industrial
4 School
5 Not Built-up
6 Mixed Use
7 Other
9 Unknown

Type of Intersection 4
0 Not an Intersection
2 Y-Intersection
3 T-Intersection
4 Four-Way Intersection
5 Five-Point or More
6 Intersection as Part of Interchange
7 Traffic Circle
8 Roundabout
9 Unknown

Incident Type 00
00 Not an Incident
51 Private Property
52 Deliberate Intent
53 Medical Condition
54 Legal Intervention
55 Suicide
57 Drowning
58 Other

Location of First Harmful Event 01
01 On Roadway
02 Shoulder
03 Median
04 Roadside
05 Gore
06 Separator
07 Parking Lane/Zone
08 Off Roadway, Location Unknown
09 Outside Right-of Way
10 Other
99 Unknown

What Vehicle Was Going to Do Unit 1: 01 Unit 2: 02
00 Not Applicable
01 Go Ahead
02 Turn Left
03 Turn Right
04 Make "U" Turn
05 Stop
06 Slow for Cause
07 Start from Park/Stop
08 Change Lanes
09 Overtake
10 Pass
11 Back
12 Remain Stopped
13 Remain Parked
14 Enter/Merge in Traffic
15 Negotiate a Curve
16 Park
17 Other
99 Unknown

What Vehicle Did Unit 1: 01 Unit 2: 02
00 Not Applicable
01 Went Ahead
02 Turned Left
03 Turned Right
04 Entered "U" Turn
05 Stopped
06 Slowed
07 Started From Park/Stop
08 Entered Other Lane
09 Overtaking
10 Passing
11 Backed
12 Remained Stopped
13 Remained Parked
14 Entered/Merged
15 Departed Rdwy-Right
16 Departed Rdwy-Left
17 Swerved Right
18 Swerved Left
19 Parked
20 Other
99 Unknown

Visibility Obscured by Unit 1: 00 Unit 2: 00
00 Not Applicable
01 Trees
02 Embankment
03 Building
04 Signs
05 Parked Vehicles
06 High Weeds
07 Fences
08 Shrubbery
09 Ice, Snow or Frost on Windows
10 Smoke
11 Fog
12 Dust
13 Rain
14 Sun
15 Other
99 Unknown

Driver Distracted by Unit 1: 0 Unit 2: 0
0 Not Applicable/None
1 Electronic Communication Devices
2 Other Electronic Device
3 Other Inside Vehicle
4 Other Outside Vehicle
9 Unknown

Underride/ Override Unit 1: Unit 2:
0 Not Applicable
1 No Underride or Override
2 Underride, Compartment Intrusion
3 Underride, No Compartment Intrusion
4 Underride, Compartment Intrusion Unknown
5 Override, Motor Vehicle in Transport
6 Override, Other Motor Vehicle
9 Unknown

Traffic Control Unit 1: 02 Unit 2: 02
00 No Control
01 Stop Sign
02 Traffic Signal
03 Flashing Traffic Signal
04 School Zone Signs
05 Yield Sign
06 Warning Sign
07 Railroad Advance Warning Sign
08 Railroad Cross Bucks
09 Railroad Gates
10 Railroad Signal
11 No Passing Zone
12 Person (including flagger, law enforcement, crossing guard, etc.)
13 Abnormal Control
14 Other
99 Unknown

Road Surface Conditions Unit 1: 01 Unit 2: 01
01 Dry
02 Wet
03 Ice/Frost
04 Snow
05 Mud, Dirt, Gravel
06 Slush
07 Water (standing, moving)
08 Sand
09 Oil
10 Other
99 Unknown

Road Character

Grade Unit 1: 1 Unit 2: 1
1 Level
2 Hillcrest
3 Uphill
4 Downhill
5 Sag (bottom)

Road Alignment Unit 1: 1 Unit 2: 1
1 Straight
2 Curve - Left
3 Curve - Right

Road Surface Type Unit 1: 2 Unit 2: 2
1 Concrete
2 Asphalt
3 Gravel
4 Dirt
5 Brick
6 Other
9 Unknown

Trafficway Unit 1: 4 Unit 2: 3
0 Not Applicable
1 One Way
2 Two-Way - Not Divided
3 Two-Way - Divided
4 Two-Way - Divided - Positive Median Barrier
5 Turn Lane
6 Ramp / Loop
7 Driveway
8 Alley / Parking Lot
9 Unknown

Vehicle Removal Unit 1: 1 Unit 2: 4
0 Not Applicable
1 Towed Due to Vehicle Damage
2 Towed For Reasons Other Than Damage
3 Remained at Scene
4 Driven from Scene
9 Unknown

Vehicle Condition Unit 1: 01 Unit 2: 01
00 Not Applicable
01 Apparently Normal
02 Brakes
03 Headlights
04 Steering
05 Tail Lights
06 Brake Lights
07 Tires/Wheels
08 Suspension
09 Signal lights
10 Windows
11 Truck Coupling/Trailer Hitch/Safety Chains
12 Mirrors 15 Other
13 Wipers 99 Unknown
14 Power Train

Special Function of Vehicle Unit 1: 00 Unit 2: 00
00 Not Applicable
01 School Bus
02 Transit Bus
03 Intercity Bus
04 Charter Bus
05 Other Bus
06 Military
07 OHP
08 Other Police
09 Other Law Enforcement
10 Ambulance
11 Fire Truck
12 Public Owned Vehicle
13 Highway Equipment
14 Special Mobilized Machine
15 Other 99 Unknown

Emergency Vehicle Responding to an Emergency Unit 1: 0 Unit 2: 0
0 N/A 2 No
1 Yes 9 Unknown

Unsafe / Unlawful Contributing Factors Unit 1: 41 Unit 2: 98

FAILED TO YIELD
01 From Stop Sign
02 From Yield Sign
03 Private Drive
04 County Road at Through Highway
05 From Signal Light
06 From Alley
07 To Pedestrian
08 To Vehicle on Right
09 To Vehicle in Intersection
10 To Emergency Vehicles
12 Other

FOLLOWED TOO CLOSELY
13 Human Element
14 Traffic Condition
15 Weather Condition

UNSAFE SPEED
16 Driver's Ability (Aged)
17 Inexperienced Driver - Young
18 Exceeding Legal Limit
19 For Traffic Conditions
20 For Type of Roadway (Gravel, Dirt, etc.)
21 For Ice or Snow on Roadway
22 Rain or Wet Roadway
23 Wind
24 Other Weather Conditions
25 Vehicle Condition
26 View Obstruction
27 On Curve/Turn
28 Impeding Traffic
29 Other

IMPROPER TURN
30 From Wrong Lane
31 From Direct Course
32 Right
33 Left
34 Turn About/U-Turn
35 To Enter Private Drive
36 In Front of Oncoming Traffic
37 Other
38 **CHANGED LANES UNSAFELY**
39 **STOPPED IN TRAFFIC LANE**

FAILED TO STOP
40 For Stop Sign
41 For Traffic Signal
42 For School Bus
43 For Railroad Gates/ Signal
44 For Officer/Flagman
45 At Sidewalk/Stopline
46 Other

UNSAFE VEHICLE
47 Brakes
48 Steering
49 Tires
50 Suspension
51 Headlights
52 Tail Lights
53 Stop Lights
54 Wheel
55 Exhaust System
56 Windshield Wipers
57 Other Mechanical Defects

LEFT OF CENTER
58 In Meeting
59 No Passing Zone (Unmarked)
60 Marked Zone
61 Other

IMPROPER OVERTAKING
62 In Marked Zone
63 On Hill/Curve
64 At Intersection
65 Without Sufficient Clearance
66 Other

IMPROPER PARKING
67 On Roadway
68 Where Prohibited
69 Other

INATTENTION
70 Distracted by Passenger in Vehicle
71 Other Distraction Inside Vehicle
72 Distraction From Outside Vehicle
73 Other

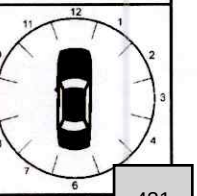
WRONG WAY
74 On One Way
75 On Exit Ramp
76 On Entrance Ramp
77 Other

IMPROPER START FROM
78 Parked Position
79 Other
80 **ALCOHOL-DUI/DWI**
81 **DRUG-DUI**

OTHER IMPROPER ACT/ MOVEMENT
82 Failed to Signal
83 Disregarded Warning Signal
84 Improper Use of Lane
85 Improper Backing
86 Apparently Sleepy
87 Failed to Secure Load
88 Other/Unknown

UNKN./NO IMPROPER ACT
89 Deer in Roadway
90 Animal in Roadway
91 Domestic Animal in Rdwy
92 Avoiding Other Vehicle
93 Avoiding Pedestrian
94 Object/Debris in Roadway
95 Defect in Roadway
96 Abnormal Traffic Control
97 Improper Bicyclist Action
98 **NO IMPROPER ACTION BY DRIVER**
99 **PEDESTRIAN ACTION**

Point of First Contact on Vehicle Unit 1: 12 Unit 2: 11
Most Damaged Area Unit 1: 12 Unit 2: 11

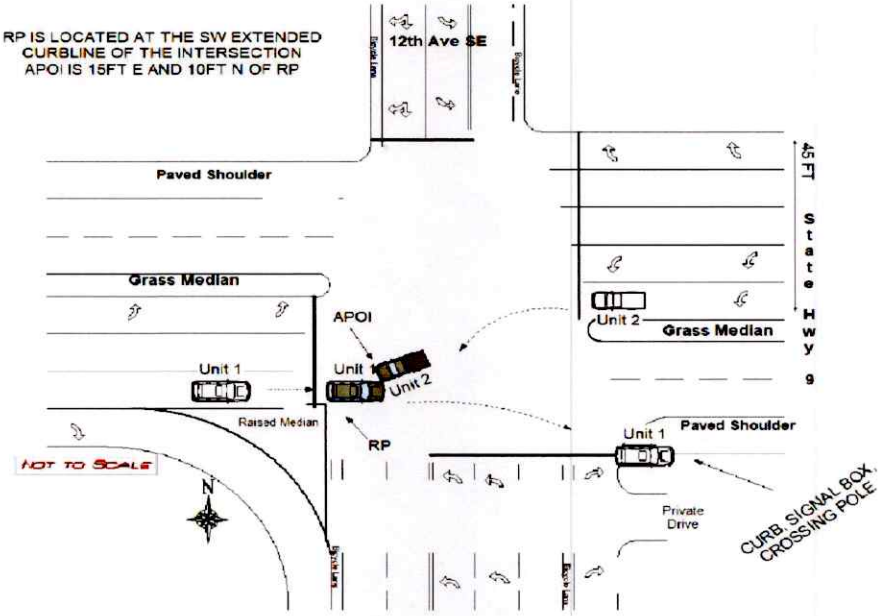


00 Not Applicable 14 Undercarriage
13 Top 99 Unknown

Case Number 2023-00011195

Latitude ____ N Longitude ____ W Railroad Crossing Number ____ Roadway Orientation

Unit Number 01 NE SW E | Unit Number 02 NE SW S



COLLISION EVENTS

Unit	First Event	Second Event	Third Event	Fourth Event	Most Harmful Event
01	34	00	00	00	34
02	34	00	00	00	34

First Harmful Event for the Entire Collision: 34

00 Not Applicable
10 Overturn/Rollover
11 Fire/Explosion
12 Immersion
13 Jackknife
14 Cargo/Equipment Loss or Shift
15 Equipment Failure (Blown Tire, Brake Failure, etc.)
16 Separation of Units
17 Departed Road Right
18 Departed Road Left
19 Cross Median/Centerline
20 Downhill Runaway
21 Fell/Jumped From Motor Vehicle
22 Thrown Or Falling Object
23 Other Non-Collision

PERSON, MOTOR VEHICLE, OR NON-FIXED OBJECT:

30 Pedestrian
31 Pedal Cycle
32 Railway Vehicle (train, engine)
33 Animal
34 Motor Vehicle in Transport
35 Parked Motor Vehicle
36 Struck by Falling, Shifting Cargo or Anything Set in Motion by Motor Vehicle
37 Work Zone/Maintenance Equipment
38 Other Non-Fixed Object

FIXED OBJECT:

40 Barrier (Cable)
41 Barrier (Concrete)
42 Barrier (Other)
43 Fence Pole
44 Fence
45 Traffic Signal Support
46 Traffic Sign Support
47 Utility Pole/Light Support
48 Other Post/Pole/Support
49 Guardrail/Guardrail Face
50 Guardrail End
51 Culvert
52 Curb
53 Island
54 Sand Barrels
55 Impact Attenuator/ Crash Cushion
56 Pavement Drop-Off
57 Ditch
58 Embankment
59 Tree (Standing)
60 Dividing Strip
61 Retaining Wall
62 Bridge Abutment
63 Bridge Pier or Support
64 Bridge Rail
65 Bridge Post
66 Bridge Curb
67 Bridge Super Structure (Beams)
68 Bridge Overhead Structure
69 Delineator
70 Mailbox
71 Other Fixed Object
72 Other Highway Structure
73 Ground
99 Unknown

Remarks

UNIT 1 WAS E BOUND IN THE OUTSIDE LANE OF SH9

UNIT 2 WAS IN THE LEFT TURN LANE OF W BOUND SH9

UNIT 2 HAD A GREEN TURN ARROW AND BEGAN HIS LEFT TURN

UNIT 1 FAILED TO STOP FOR A RED SIGNAL AND CRASHED INTO UNIT 2 AND THEN INTO THE CURB, SIGNAL BOX AND CROSSING POLE ON THE SE CORNER OF THE INTERSECTION, CAUSING DAMAGE TO THEM ALL

UNIT 1 HAS A DL OUT OF FRANCE

This report is based on the officer's investigation of this collision. This report may contain the opinion of the officer.

OFFICIAL OKLAHOMA TRAFFIC COLLISION REPORT
PERSONS SUPPLEMENTAL

Case Number 2023-00011195

(42)Unit	Injured / Witness / Passenger / Prop. Owner	Pos in Veh.	Last Name	First	Middle	Suffix	DOB (mm/dd/yyyy)	Sex
00	Witness [X]	00	NELSON	GLORIA	J		08241957	F

(43) Address	Same as Driver	City	State	Zip	Telephone (Use Area Code)
4105 24TH AVE SE		NORMAN	OK		4059851075

(44) Injury Severity / Type	OP Use	Air Bag Ejected	Extricated	Transported by	To Medical Facility	Property Type

(42)Unit	Injured / Witness / Passenger / Prop. Owner	Pos in Veh.	Last Name	First	Middle	Suffix	DOB (mm/dd/yyyy)	Sex

(46) Address	Same as Driver	City	State	Zip	Telephone (Use Area Code)

(47) Injury Severity / Type	OP Use	Air Bag Ejected	Extricated	Transported by	To Medical Facility	Property Type

(48)Unit	Injured / Witness / Passenger / Prop. Owner	Pos in Veh.	Last Name	First	Middle	Suffix	DOB (mm/dd/yyyy)	Sex

(49) Address	Same as Driver	City	State	Zip	Telephone (Use Area Code)

(50) Injury Severity / Type	OP Use	Air Bag Ejected	Extricated	Transported by	To Medical Facility	Property Type

(51)Unit	Injured / Witness / Passenger / Prop. Owner	Pos in Veh.	Last Name	First	Middle	Suffix	DOB (mm/dd/yyyy)	Sex

(52) Address	Same as Driver	City	State	Zip	Telephone (Use Area Code)

(53) Injury Severity / Type	OP Use	Air Bag Ejected	Extricated	Transported by	To Medical Facility	Property Type

(54)Unit	Injured / Witness / Passenger / Prop. Owner	Pos in Veh.	Last Name	First	Middle	Suffix	DOB (mm/dd/yyyy)	Sex

(55) Address	Same as Driver	City	State	Zip	Telephone (Use Area Code)

(56) Injury Severity / Type	OP Use	Air Bag Ejected	Extricated	Transported by	To Medical Facility	Property Type

(57)Unit	Injured / Witness / Passenger / Prop. Owner	Pos in Veh.	Last Name	First	Middle	Suffix	DOB (mm/dd/yyyy)	Sex

(58) Address	Same as Driver	City	State	Zip	Telephone (Use Area Code)

(59) Injury Severity / Type	OP Use	Air Bag Ejected	Extricated	Transported by	To Medical Facility	Property Type

(60)Unit	Injured / Witness / Passenger / Prop. Owner	Pos in Veh.	Last Name	First	Middle	Suffix	DOB (mm/dd/yyyy)	Sex

(61) Address	Same as Driver	City	State	Zip	Telephone (Use Area Code)

(62) Injury Severity / Type	OP Use	Air Bag Ejected	Extricated	Transported by	To Medical Facility	Property Type

(63)Unit	Injured / Witness / Passenger / Prop. Owner	Pos in Veh.	Last Name	First	Middle	Suffix	DOB (mm/dd/yyyy)	Sex

(64) Address	Same as Driver	City	State	Zip	Telephone (Use Area Code)

(65) Injury Severity / Type	OP Use	Air Bag Ejected	Extricated	Transported by	To Medical Facility	Property Type

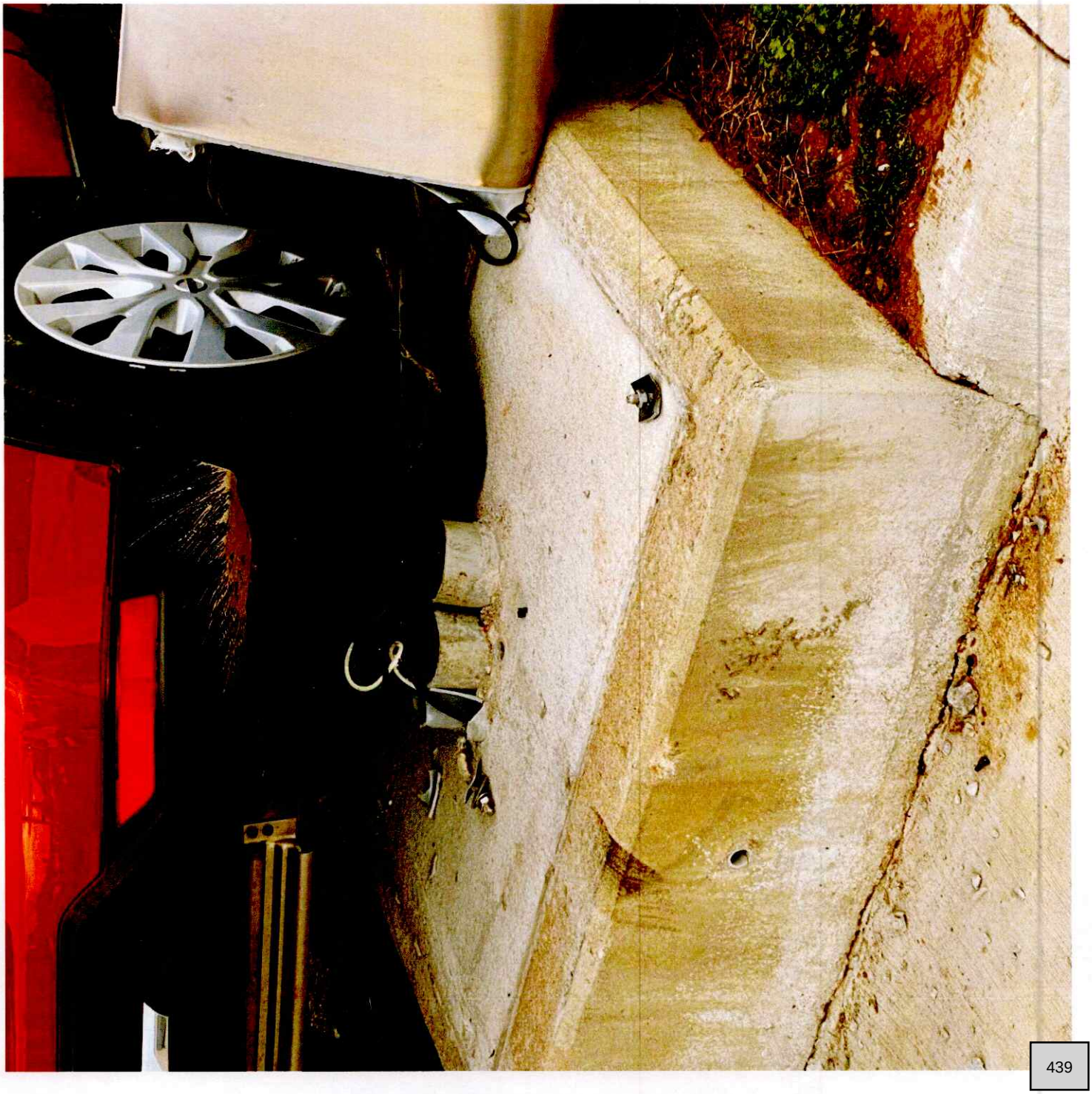
(66)Unit	Injured / Witness / Passenger / Prop. Owner	Pos in Veh.	Last Name	First	Middle	Suffix	DOB (mm/dd/yyyy)	Sex

(67) Address	Same as Driver	City	State	Zip	Telephone (Use Area Code)

(68) Injury Severity / Type	OP Use	Air Bag Ejected	Extricated	Transported by	To Medical Facility	Property Type

DO NOT
ENTER

Alta



City of Norman,Okla.
Traffic Control Division
OVERTIME / COMPENSATORY TIME

NAME: Bob Holloway

DATE: 2 / 21 / 23 **TIME:** Began 1630 Ended 1945

Vehicle/Unit # 643 / 630

JUSTIFICATION: NPD

COPY

☒ **RESULT OF AN ACCIDENT**

LOCATIONS:

(1) 12th Ave SE & SH9

(2)

(3)

WORK PERFORMED:

(1) Replaced Signal cabinet destroyed by vehicle accident - Bring Signal into operation - ON

(2)

(3)

TOTAL TIME: 3.25 Hr./s

COMPENSATION: **OVERTIME PAY** _____ Hr./s **COMPENSATION TIME** 3.25 Hr./s

SIGNATURE of Employee: B. Holloway **DATE:** 2 / 22 / 23

SIGNATURE of Supervisor: [signature] **DATE:** 2 / 22 / 23

SIGNATURE of Traffic Engineer: Awet Frezgi **DATE:** 2 / 22 / 23

City of Norman,Okla.
Traffic Control Division
OVERTIME / COMPENSATORY TIME

NAME: Bob Rollins

DATE: 2/21/23 TIME: Began 1630
Ended 1900

Vehicle/Unit # 6629

JUSTIFICATION: Accident at Hwy 9 + 12th. cabinet replacement

COPY

☐ RESULT OF AN ACCIDENT

LOCATIONS:

(1) 12th + Hwy 9

(2)

(3)

WORK PERFORMED:

(1) cabinet hit, replaced cabinet rewired cabinet, checked operation. OK picked up old equipment + loaded signal working ok

(2)

(3)

TOTAL TIME: 2½ Hr./s

COMPENSATION: OVERTIME PAY 2½ Hr./s COMPENSATION TIME _____ Hr./s

SIGNATURE of Employee: Bob Rollins DATE: 2/22/23

SIGNATURE of Supervisor: [signature] DATE: 2/22/23

SIGNATURE of Traffic Engineer: Awet Frezgi DATE: 2/22/23

City of Norman, Okla.
Traffic Control Division
OVERTIME / COMPENSATORY TIME

NAME: Robert Anderson

DATE: 2/21/23 TIME: Began 1630 Ended 1900

Vehicle/Unit # 0626

JUSTIFICATION: Accident at Hwy 9 & 12th Cabinet Replacement

COPY

☐ RESULT OF AN ACCIDENT

LOCATIONS:

(1) 12th & Hwy 9

(2)

(3)

WORK PERFORMED:

(1) Cabinet hit, replaced cabinet rewired cabinet. Checked operations ok picked up old equipment & loaded

(2) Signal working ok

(3)

TOTAL TIME: 2½ Hr./s

COMPENSATION: OVERTIME PAY _____ Hr./s COMPENSATION TIME 2½ Hr./s

SIGNATURE of Employee: [signature] DATE: 2/22/23

SIGNATURE of Supervisor: [signature] DATE: 2/22/23

SIGNATURE of Traffic Engineer: Arvet Frezgi DATE: 2/22/23

City of Norman,Okla.
Traffic Control Division
OVERTIME / COMPENSATORY TIME

NAME: Douglas Birkhimer

DATE: 2 / 21 / 23 **TIME:** Began 1630 Ended 1900

Vehicle/Unit # 624

JUSTIFICATION: Brian McNabb - signal cabinet damaged

COPY

☒ **RESULT OF AN ACCIDENT**

LOCATIONS:

(1) 12th AVE SE / SH 9

(2)

(3)

WORK PERFORMED:

(1) Found signal cabinet and ped pole on SE corner damaged by vehicle. Set out 2 portable stops, turned off power at breaker box, secured ped pole wiring, replaced signal cabinet, controller, mmu, & ICCU-S. Wired up and checked operations - dc.

TOTAL TIME: 2.5 Hr./s

COMPENSATION: **OVERTIME PAY** _____ Hr./s **COMPENSATION TIME** 2.5 Hr./s

SIGNATURE of Employee: Douglas Birkhimer **DATE:** 2 / 22 / 23

SIGNATURE of Supervisor: _____ **DATE:** 2 / 22 / 23

SIGNATURE of Traffic Engineer: _____ **DATE:** 2 / 22 / 23

CITY OF NORMAN
TRAFFIC CONTROL DIVISION
SIGNAL SECTION DAILY WORK SHEET

Unit # 630
Beginning mileage 112937
Ending mileage 112957

DATE	X	TIME ARRIVED AT THE SCENE	LOCATION AND DESCRIPTION OF WORK PERFORMED	TIME BACK IN SERVICE
2-22-23		8:00	Met W/ Brian, Assemble Ped Pole Assembly, load BBJ Cabinet & Supplies	1035
		1100	SH 9 & 12th - Install Ped Pole Assembly & BBJ Cabinet - Wire	
J.B. ___hrs.			In-Test OK,	1345
		1420	Bench test damaged Equipment from SH 9 & 12th SE, Misc work	
A.B. ___hrs.			in Shop	1630
D.B. ___hrs.				
N.H. ___hrs.				
B.H. 8 hrs.				
B.R. ___hrs.				
TOTAL CALLS 0				

CITY OF NORMAN
TRAFFIC CONTROL DIVISION
SIGNAL SECTION DAILY WORK SHEET

Unit # 0629
Beginning mileage 44832
Ending mileage 44865

DATE	X	TIME ARRIVED AT THE SCENE	LOCATION AND DESCRIPTION OF WORK PERFORMED	TIME BACK IN SERVICE
2-22-23		0800	SHOP/ TURNED IN PAPERWORK. BUILT UP PED POLE. CHECKED OUT UNIT 0629 FOUND BBV CABINET FOR 12th + HWY 9	1035
R.A. ___hrs.		1055	12th + HWY 9 / INSTALLED ANCHOR BOLTS FOR PED POLE STOOD PED POLE. WIRED UP PUSH BUTTONS + PED HEADS IN BB CABINET + RAN WIRE	
J.B. ___hrs.		---------- 1310	12th + HWY 9 / WIRED IN BBV SEALED BBV + TESTED BBV WORKING OK	1230
A.B. ___hrs.		---------- 1410	SHOP / UNLOADED TRUCKS UNLOAD OLD CABINET FROM 12th + HWY 9	1345
D.B ___hrs.		---------- 1600	WORKED ON UNIT 0629 WORKED IN SHOP. COMPLETED PAPERWORK 36th SE + HWY 9 / ACCIDENT ON SE. CORNER TOOK PICS + PICKED UP LUMINAIRE REMOVED FUSE TO LUMINAIRE ON SE. CORNER	1540
B.H. ___hrs.		---------- 1640	SHOP / COMPLETED PAPERWORK	1625 1645
B.R. 8 hrs.		----------		
TOTAL CALLS 2		----------		

CITY OF NORMAN
TRAFFIC CONTROL DIVISION
SIGNAL SECTION DAILY WORK SHEET

Unit # 626
Beginning mileage 91893
Ending mileage 91912

DATE	X	TIME ARRIVED AT THE SCENE	LOCATION AND DESCRIPTION OF WORK PERFORMED	TIME BACK IN SERVICE
2/22/23		0800	Shop / morning meeting, Submitted paperwork, rebuilt ped pole & built battery backup for Hwy 9 & 12th	1040
R.A. 8 hrs.		1100	Hwy 9 & 12th installed battery backup & ped pole & checked operation ok	1343
		1400	Shop / worked in shop, tested components & unloaded	
J.B. ___hrs.		---	damaged cabinet, completed paperwork	1630
___hrs.		---		
D.B ___hrs.		---		
B.H. ___hrs.		---		
B.R. ___hrs.		---		
TOTAL CALLS 0		---		

CITY OF NORMAN
TRAFFIC CONTROL DIVISION
SIGNAL SECTION DAILY WORK SHEET

Unit # 624
Beginning mileage 78918
Ending mileage 78944

DATE	X	TIME ARRIVED AT THE SCENE	LOCATION AND DESCRIPTION OF WORK PERFORMED	TIME BACK IN SERVICE
2/22/23		0800	Shop - morning meeting, built up ped pole assembly for SH9/12th. Loaded battery backup cabinet, wiring, batteries, inverter for 12th/SH9.	1030
J.B. ___hrs.	✓	1055	SH9/12th AVE SE - SE corner - installed ped pole assembly and wired up. Installed battery backup cabinet to signal cabinet. wired up. Checked	
A.B. ___hrs.		1410	operations of ped heads, buttons and battery back up - ok. Shop - cleaned out equipment from 624. Tested equipment in shop	1345
D.B. 8 hrs.			and misc..	1630
N.H. ___hrs.			SH9/12th AVE SE - Replaced 2 ped head assemblies with indicators, replaced ped pole and base, replaced collar, installed 3 new anchor bolts, and reinstalled existing 2 ped button assemblies. Replaced battery backup	
B.H. ___hrs.			cabinet, replaced 6 sets of batteries and replaced inverter.	
B.R. ___hrs.				
TOTAL CALLS 1				

Quotation

2/22/2023

To:

	Quote Name: Norman Cabinet Quote Project Reference: Econolite Reference: Q-38989-9446

Item #	Part	Qty	Description	Tariff	Price per	Extended
1	COBG1010000 0000000	1	COBALT G-SERIES SM EOS CV TS2-T1 NO RECEPT/DATAKEY/COMM	$27.75	$3,300.00	$3,300.00
2	CAB17886	1	TS2-1 PNG P44 BM 16 HORIZ CAB CITY OF NORMAN, OK IN-WHITE/OUT BARE	$29.81	$11,950.00	$11,950.00
3	1133-141	1	MMU2-16LEip-E W/ETHERNET PORT BLUE ECPI FACEPLATE	$9.60	$1,550.00	$1,550.00
4	CAB17886-PI	1	PLUG-IN KIT FOR CAB17886 CITY OF NORMAN, OK	$56.90	$3,124.00	$3,124.00

SubTotal	$19,924.00
Shipping & Handling*	$300.00
Taxes**	$0.00
Tariffs**	$124.06
TOTAL	$20,348.06

Unless specifically requested or noted on this quotation, the product(s) quoted herein may or may not comply with any Buy America requirements.
Cabinet designs are considered final at time of order. Changes requested after date of order may result in additional fees and extended shipping lead times.
The information transmitted is intended only for the person or entity to which it is addressed and may contain confidential and/or legally privileged material. Any review, retransmission, dissemination, or other use of, or taking of any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited except as required by law.

Quote Valid For Days: 60
FOB: Econolite Factory
Terms: NET30
*Ship Terms:
**Taxes and Tariffs Estimated (if included)

Tully McCrory
Tully McCrory, Account Manager
Mobile: +1 9183990502
tmccrory@econolite.com

Shipping Date: To be determined at time of receipt of order

P. O. Box 11605 Rock Hill, SC 29731

econolite.com/feedback

PINKLEY
SALES
COMPANY

344 W. Hefner Road
Oklahoma City, OK 73114
Phone (405) 755-0858 Fax (405) 752-7947

Date: 2/23/2023
Contact: Brian McNabb
Agency: City of Norman
Fax Number:
Telephone:
e-mail

QUOTATION

Item Number	Qty	Description	Price	Ext Price
	1	Tesco BBS, Dual Conversion, Anodized	$9,374.00	$9,374.00
		Alum, complete with Batteries, Gen Set, ATS,		
		Heater, Type 2 Lock & External Light		
		For payment by credit card, please add 3%		
		processing fee	Total	$9,374.00

F.O.B. **Destination- Norman, OK**
Lead Time **60-90** **Days**
Quote Valid For **30** **Days**

Lisa Pinkley
Pinkley Sales Co.
Lisa.Pinkley@pscokc.com

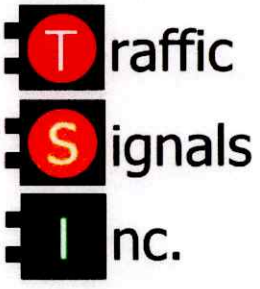
Brian McNabb

From: Robert - Traffic Signals, Inc. <tsirbm@aol.com>
Sent: Tuesday, February 21, 2023 2:01 PM
To: Brian McNabb
Subject: EXTERNAL EMAIL : Re: Ped Head Quote

24 each countdown pedestrian signal module, 16"x18" $150.00 Each

16 each pedestrian signal head with clam-shell mounting hardware, yellow body with black door and black visor (8 left / 8 right) $292.00 Each

Thank You,
Robert Meadors



Traffic Signals, Inc.
Edmond, Oklahoma
Office - (405) 341-3101
tsirbm@aol.com

-----Original Message-----
From: Brian McNabb <Brian.McNabb@NormanOK.gov>
To: 'Robert - Traffic Signals, Inc.' <tsirbm@aol.com>
Sent: Tue, Feb 21, 2023 1:30 pm
Subject: Ped Head Quote

Good afternoon, Robert.

Could you provide me a quote for the purchase and delivery for the following items. Thank you

16 each pedestrian signal head with clam-shell mounting hardware, yellow body with black door and black visor (8 right)
24 each countdown pedestrian signal module, 16"x18"

Brian McNabb
Traffic Signal Supervisor
City of Norman
1311 Da Vinci Street
Norman, OK. 73069
(405) 329-0528 (office)
(405) 213-5333 (mobile)

This email and any files transmitted with it are intended solely for the use of the individual or entity to which they are addressed. If you have received this email in error, please notify the sender.

23006026

Fiscal Year 2023 Page 1 of 1

Purchase Order Number **23006026**

Purchase Order Date **12/07/2022**

Department **Traffic Control**

Bill To PWTR
PW - TRAFFIC
1311 Davinci
Norman, OK 73069

Ship To PWTR
PW - TRAFFIC
1311 Davinci
Norman, OK 73069

Vendor 1634
PINKLEY SALES
344 W HEFNER RD
OKLAHOMA CITY, OK 73114

VENDOR PHONE NUMBER	VENDOR EMAIL	VENDOR NUMBER	REQUISITION NUMBER	BUYER NAME	DELIVERY REFERENCE
755-0858	LISA.PINKLEY@PSCOKC.COM	1634	32307227	Esther Rojo	

NOTES

Traffic Signal Parts

The Above Purchase Order Number Must Appear On All Correspondence - Packing Sheets And Bills Of Lading

Ship Via
F O B Destination
Terms. NET/30

ITEM #	DESCRIPTION		QUANTITY	UOM	UNIT PRICE	EXTENDED PRICE
1	Pelco pedestal pole, PB-5100-9-PNC		10.0000	EA	$217.0000	$2,170.00
	GL #: 10550223 - 43212	$2,170.00				
2	Pelco pedestal pole, PB-5107-10-PNC		6.0000	EA	$241.1500	$1,446.90
	GL #: 10550223 - 43212	$1,446.90				
3	Pelco square base, PB-5335-GL-PNC		22.0000	EA	$175.5000	$3,861.00
	GL #: 10550223 - 43212	$3,861.00				
4	Pelco pole and base collar, PB-5325-PNC		22.0000	EA	$68.9000	$1,515.80
	GL #: 10550223 - 43212	$1,515.80				
5	Pelco pole cap, PB-5402-PNC		22.0000	EA	$12.5000	$275.00
	GL #: 10550223 - 43212	$275.00				
6	Pelco anchor bolt kit, PB-5306-GLV		20.0000	EA	$49.2000	$984.00
	GL #: 10550223 - 43212	$984.00				

Approver Name: munis User

Approval Date: 12/07/2022

Total Ext. Price $10,252.70

Purchase Order Total $10,252.70

TRANS-TEL

Invoice

Trans-Tel Central, LLC
2851 N. Flood Ave.
Norman, OK 73069
(405) 447-5025

Invoice Number
1212
Invoice Date
3/3/2023

Bill To: City of Norman - Fin Info Srvc
201-C West Gray St

Norman, OK 73069

Re: CON-STATE HWY 9 & 12TH AVE SE

Ref Info: HWY 9 FIBER REPAIR

Job No	Customer Job No	Customer PO	Payment Terms	Due Date
23-0019		BRIAN MCNABB	Net 30 Days	4/2/2023

Quantity	Line No.	Description	U/M	Rate/Unit	Price
1.00	1	MATERIALS	LS	331.48	331.48
1.00	1	LABOR	LS	1,339.49	1,339.49

Subtotal	$	1,670.97
Sales Tax (if applicable)	$	0.00
Total Due	**$**	**1,670.97**

Thank you for your business!

office memorandum

DATE: October 30, 2024

TO: Clint Mercer, Chief Accountant

FROM: Sarah Encinias, Legal Admin Tech

SUBJECT: City of Norman Debt Recovery
Incident Report: 23-11195

On February 21, 2023, damage was sustained to a traffic signal cabinet and pedestal pole assembly located on the southeast corner of State Highway 9 at 12th Avenue SE. The driver and responsible party was identified as D. Piguet.

Attached is a check from State Farm Insurance in the total amount of $34,348.75 to cover damage costs.

Please advise if further information is needed.

Attachment

cc: Scott Sturtz, Interim Director of Public Works
David Riesland, Transportation Engineer
Awet Frezgi, Traffic Engineer
Brian McNabb, Traffic Signal Supervisor
Barbara Andros, Revenue Collection Supervisor
Ryan Riddel, Assistant City Attorney

PAYMENT NO 1 26 635366 J
PAYMENT AMOUNT $34,348.75
ISSUE DATE 10-11-2024

[redacted]

[redacted]

CITY OF NORMAN
PO BOX 370
Norman OK 73070-0370

REMARKS Property Damage - Claim Number 36-45V9-20X - Norman Traffic Cabinet Replacement

COVERAGE DESCRIPTION	ON BEHALF OF	AMOUNT
PROPERTY DAMAGE LIABILITY	CITY OF NORMAN	34,348.75

RETAIN STUB FOR RECORDS

StateFarm STATE FARM MUTUAL AUTOMOBILE INSURANCE COMPANY 1 26 635366 J
AUTO INJURY
INJ D2 OFFICE DA PAGECNTQ.P74
JPMORGAN CHASE BANK, NA 56-1544/441
COLUMBUS, OH

[redacted] INSURED PIGUET, [redacted]
LOSS DATE 02-21-2023

DATE 10-11-2024 MM DD YYYY

**********EXACTLY
THIRTY-FOUR THOUSAND THREE HUNDRED FORTY-EIGHT AND 75/100 DOLLARS $****34,348.75

Pay to the Order of: CITY OF NORMAN

[redacted]

GREEN DROPOUT APPEARS ON FACE OF DOCUMENT

COLORED BACKGROUND IS MISSING

office memorandum

DATE: October 1, 2024

TO: Jeanne Snider, Assistant City Attorney II

FROM: Brian McNabb, Traffic Signal Supervisor

SUBJECT: Damage Cost Report – 1009 West Lindsey Street

On July 23, 2024, a street light pole located at 1009 West Lindsey Street, was damaged in a vehicle accident. A responsible party has been identified on the attached collision report #2024-00053157. Listed below are the costs associated with the necessary repairs that were performed.

Material Cost					
1-ea footing and lighting pole installation		@	$ 13,000.00	$ 13,000.00	
1-ea new light pole assembly		@	$ 5,750.00	$ 5,750.00	
			Total Replacement Cost		**$ 18,750.00**
Labor Cost Breakdown					
R. Anderson	0.75 hr/s reg.	@	$ 26.03	$ 19.52	
D. Birkhimer	1.25 hr/s reg.	@	$ 35.96	$ 44.95	
B. Harrison	0.50 hr/s reg.	@	$ 25.01	$ 12.50	
D. Womack	0.50 hr/s reg.	@	$ 25.01	$ 12.50	
			(A) Subtotal	**$ 89.47**	
Supervision/Miscellaneous Time Cost					
K. Coffin	1.00 hr/s reg.	@	$ 24.69	$ 24.69	
A. Frezgi	1.00 hr/s reg.	@	$ 53.13	$ 53.13	
B. McNabb	1.00 hr/s reg.	@	$ 52.68	$ 52.68	
			(B) Subtotal	**$ 130.50**	
			Total Labor Costs (A) + (B)		**$ 219.97**
Equipment Time Cost Breakdown					
Unit 624	1.25 hr/s	@	$ 15.00	$ 18.75	
Unit 626	0.75 hr/s	@	$ 15.00	$ 11.25	
Unit 627	0.50 hr/s	@	$ 20.00	$ 10.00	
Unit 630	0.50 hr/s	@	$ 15.00	$ 7.50	
			Total Equipment Time Costs		**$ 47.50**
			TOTAL CHARGES		**$ 19,017.47**

If reimbursement funds are received, please have them deposited in Account No. 10550223-43212. Should additional information be desired, please advise.

Cc: Scott Sturtz, Interim Director of Public Works
David Riesland, Transportation Engineer
Awet Frezgi, Traffic Engineer
Katherine Coffin, Administrative Technician III
Barbara Andros, Revenue Collection Supervisor

1009 West Lindsey Street

Case # 2024-00053157

Prepared October 1, 2024

Brian McNabb

07-24-2024: Found a street light pole that had been damaged in a vehicle accident along the north side of the roadway. Took photos of damage and had contractor remove the light pole assembly and deliver to Traffic Control.

R. Anderson	0.75 hours / reg
D. Birkhimer	1.25 hours / reg
B. Harrison	0.50 hours / reg
D. Womack	0.50 hours / reg
Unit 624	1.25 hours
Unit 626	0.75 hours
Unit 627	0.50 hours
Unit 630	0.50 hours

10-01-2024: Compiled information, obtained replacement quotes, and prepared damage cost report.

Brian McNabb	1.00 hours / reg

Contractor Costs:

1 each contractor cost to install concrete footing and light pole assembly	$ 13,000.00
1 each purchase and delivery of new light pole assembly	$ 5,750.00
Total	$ 18,750.00

[DO NOT WRITE IN THIS SPACE]

OFFICIAL OKLAHOMA TRAFFIC COLLISION REPORT

	Y	N
Incident Report		X
Investigation Completed	X	
Investigation Made at Scene	X	
Photographs		X
Revised		X
Fatality		X
Hit and Run		X

(1) Reporting Agency: NORMAN POLICE DEPARTMENT | Case Number (Agency Use): 2024-00053157 | Motor Vehicles Involved: 01 | Number Injured: 01 | Number Killed: 00

(2) Date of Collision (mm/dd/yyyy): 07232024 | Time: 1253 | County Number and Name: 14 CLEVELAND | Nearest City or Town Number and Name: In [X] Near [ ] NORMAN

(3) Distance from Nearest City or Town Limits: Mi [ ] Ft [ ] N [ ] S [ ] | Mi [ ] Ft [ ] E [ ] W [ ] | Control # | Int ID | Location | East Grid | North Grid | Administrative

(4) Street, Road or Highway: W LINDSEY ST | At [ ] Distance from: 0100 Mi [ ] Ft [X] N [ ] S [ ] E [ ] W [X] of | (Nearest) Intersecting Street, Road or Highway: S PICKARD AVE

(5) Unit	Occupants	Type	Hit & Run	CMV	Last Name	First	Middle	Suffix	Date of Birth (mm/dd/yyyy)	Sex
01	01	D	[ ]	[ ]	TILLIS	JYASMIN	LEE PRINCESS		01181991	F

(6) Address: 943 HALRAY DR | City: Norman | State: OK | Zip: 73071 | Telephone (Use Area Code): 9189100956

(7) Driver License Number	State	Class	Endorsement(s)	Restriction(s)	Inj. Sev.	Type of Injury	Drv./Ped. Cond.	OP Use
J084285770	OK	D			2	5 1	01	04

(8) Air Bag	Ejected	Extricated	Test	(% BAC)	Transported by	To Medical Facility	License Plate Number	State	Month	Year
5	1	1	5	0.	REFUSED (TO FD EMS)	REFUSED	MRJ628	OK	1	2025

(9) VIN	Vehicle Year	Color	2nd Color	Make	Model	Veh. Conf.	Extent of Damage
1FADP3F20EL380900	2014	WHI	0	FORD	FOCU	02	4

(10) Insurance Verification	Insurance Company Name	Policy Number	Insurance Telephone (Use Area Code)
2	KEY INS. CO	KOK4685466	(866) 867-3636

(11) Vehicle Removed by: Driver [ ] LA WRECKER | Same as Driver [X] | Owner's Last Name | First | Middle | Suffix

(12) Owner's Address | City | State | Zip | Oversized Load: 0 | Towed Veh. Type: 00 | Rolled [ ] Burned [ ] | Phone present [X] Phone in use [ ]

(13) Citation Number | Statute/Ordinance Number | Citation Number | Statute/Ordinance Number

(14) Unit	Occupants	Type	Hit & Run	CMV	Last Name	First	Middle	Suffix	Date of Birth (mm/dd/yyyy)	Sex
			[ ]	[ ]						

(15) Address | City | State | Zip | Telephone (Use Area Code)

(16) Driver License Number	State	Class	Endorsement(s)	Restriction(s)	Inj. Sev.	Type of Injury	Drv./Ped. Cond.	OP Use

(17) Air Bag	Ejected	Extricated	Test	(% BAC)	Transported by	To Medical Facility	License Plate Number	State	Month	Year
				0.						

(18) VIN	Vehicle Year	Color	2nd Color	Make	Model	Veh. Conf.	Extent of Damage

(19) Insurance Verification	Insurance Company Name	Policy Number	Insurance Telephone (Use Area Code)

(20) Vehicle Removed by: Driver [ ] | Same as Driver [ ] | Owner's Last Name | First | Middle | Suffix

(21) Owner's Address | City | State | Zip | Oversized Load | Towed Veh. Type | Rolled [ ] Burned [ ] | Phone present [ ] Phone in use [ ]

(22) Citation Number | Statute/Ordinance Number | Citation Number | Statute/Ordinance Number

(23) Investigating Officer	Badge Number	Trp/Div. Assigned	Trp/Div. Location	Reviewer (Init.)	Reviewer Badge Number	Date of Report (mm/dd/yyyy)
Hard	112456			Wishon	36672	7232024

Unit Type
D Driver, P Pedestrian, X Pedestrian Conveyance, B Bicyclist, Z Other Cyclist, C Parked Car, A Animal, T Train

Injury Severity
0 N/A, 1 No Injury, 2 Possible, 3 Non-incapacitating, 4 Incapacitating, 5 Fatal, 9 Unknown

Type of Injury
0 N/A, 1 Head, 2 Trunk - External, 3 Trunk - Internal, 4 Arms, 5 Legs, 9 Unknown

Driver/Pedestrian Condition
00 Not Applicable, 01 Apparently Normal, 02 Drinking - Ability Impaired, 03 Odor of Alcohol Beverage, 04 Illegal Drugs, 05 Under the Influence of Medications, 06 Very Tired, 07 Sleepy, 08 Ill (Sick), 09 Dizzy/Faint, 10 Emotional, 11 Other, 99 Unknown

Occupant Protection (OP) In Use
00 Not Applicable, 01 None Used, 02 Lap Belt Only, 03 Shoulder Belt Only, 04 Shoulder and Lap Belt, 05 Child Restraint Type Unknown, 06 Restraint Used - Type Unknown, 07 Helmet, 08 Child Restraint - Forward Facing, 09 Child Restraint - Rear Facing, 10 Booster Seat, 11 Other, 99 Unknown

Air Bag Deployed
0 Not Applicable, 1 Not Deployed, 2 Deployed - Front, 3 Deployed - Side, 4 Deployed - Other (knee, air bell, etc.), 5 Deployed - Combination, 9 Deployment Unknown

Ejected
0 Not Applicable, 1 Not Ejected, 2 Ejected, Partially, 3 Ejected, Totally, 9 Unknown

Extricated
0 N/A, 1 No, 2 Yes

Chemical Test
0 N/A, 1 Blood, 2 Breath, 3 Blood/Breath, 4 Test Refused, 5 None Given, 6 Other

Extent of Damage
0 N/A, 1 None, 2 Minor, 3 Functional, 4 Disabling, 9 Unknown

Insurance Verification
0 N/A, 1 No, 2 Owner, 3 Operator, 4 Exempt

Oversized Load
0 N/A, N Not Permitted, P Permitted

Towed Vehicle Type
00 N/A, 01 Boat Trailer, 02 House Trailer, 03 Farm Trailer, 04 Horse Trailer, 05 Another Vehicle, 06 Utility Trailer, 07 Homemade Trailer, 08 Box Trailer, 09 StockTrailer, 10 Camping Trailer, 11 Combination, 12 Other, 99 Unknown

WARNING - STATE LAW Use of contents for commercial solicitation is unlawful

(24) Unit	Injured / Witness	Passenger / Prop. Owner	Pos in Veh.	Last Name	First	Middle	Suffix	DOB(mm
00		X	00	CITY OF NORMAN				

(25) Same as Driver	Address	City	State	Zip	Telephone (Use Area Code)
	201 W GRAY ST	NORMAN	OK	73069	4053211600

(28) Injury Severity / Type	OP Use	Air Bag	Ejected	Extricated	Transported by	To Medical Facility	Property Type
							LAMP POST

(27) Unit	Injured / Witness	Passenger / Prop. Owner	Pos in Veh	Last Name	First	Middle	Suffix	DOB (mm/dd/yyyy)	Sex

(28) Same as Driver	Address	City	State	Zip	Telephone (Use Area Code)

(29) Injury Severity / Type	OP Use	Air Bag	Ejected	Extricated	Transported by	To Medical Facility	Property Type

(30) Unit	Injured / Witness	Passenger / Prop. Owner	Pos in Veh	Last Name	First	Middle	Suffix	DOB (mm/dd/yyyy)	Sex

(31) Same as Driver	Address	City	State	Zip	Telephone (Use Area Code)

(32) Injury Severity / Type	OP Use	Air Bag	Ejected	Extricated	Transported by	To Medical Facility	Property Type

(33) Unit	Injured / Witness	Passenger / Prop. Owner	Pos in Veh	Last Name	First	Middle	Suffix	DOB(mm/dd/yyyy)	Sex

(34) Same as Driver	Address	City	State	Zip	Telephone (Use Area Code)

(35) Injury Severity / Type	OP Use	Air Bag	Ejected	Extricated	Transported by	To Medical Facility	Property Type

Complete information below if this vehicle is being used for COMMERCE/BUSINESS and has a GVWR/GCWR IN EXCESS OF 10,000 LBS., or has a HAZMAT PLACARD, or is a BUS WITH SEATING FOR NINE OR MORE INCLUDING THE DRIVER

(36) Unit	Carrier Name	Address

(37) City	State	Zip	GVWR / GCWR	Axle Qty	Cargo Body	Vehicle Use
			0 - 10K lbs. / 10,001 - 26K lbs. / 26K+ lbs.			Interstate Commerce / Intrastate Commerce / Other Non-Commercial / Government

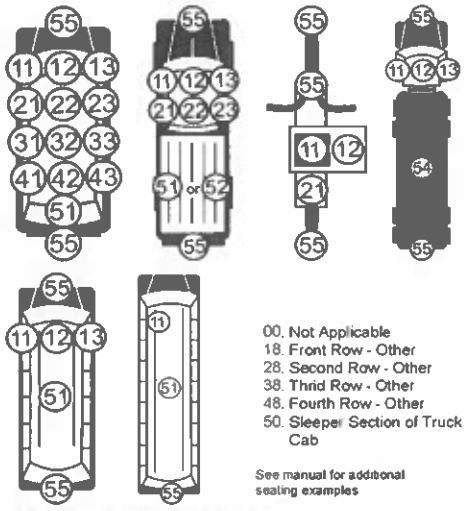
(38) U.S. DOT Number	NASI Report Number	Placard Number	Haz. Mat. Class	Haz. Mat. Involved	Haz. Mat. Release
	OK			Yes / No	Yes / No

(39) Unit	Carrier Name	Address

(40) City	State	Zip	GVWR / GCWR	Axle Qty	Cargo Body	Vehicle Use
			0 - 10K lbs. / 10,001 - 26K lbs. / 26K+ lbs.			Interstate Commerce / Intrastate Commerce / Other Non-Commercial / Government

(41) U.S. DOT Number	NASI Report Number	Placard Number	Haz. Mat. Class	Haz. Mat. Involved	Haz. Mat. Release
	OK			Yes / No	Yes / No

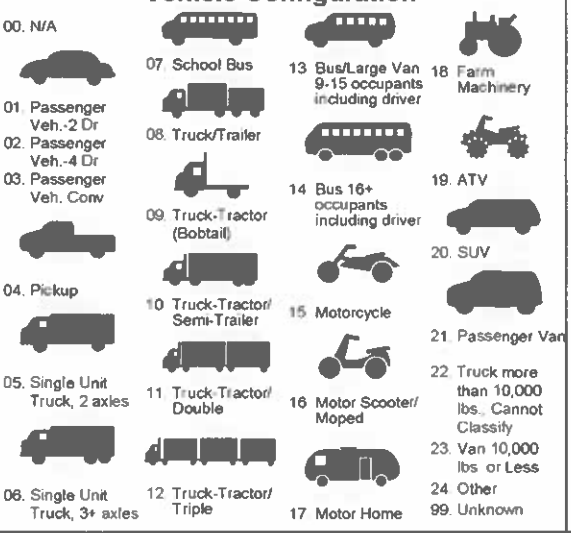
Position in Vehicle



00. Not Applicable
18. Front Row - Other
28. Second Row - Other
38. Third Row - Other
48. Fourth Row - Other
50. Sleeper Section of Truck Cab

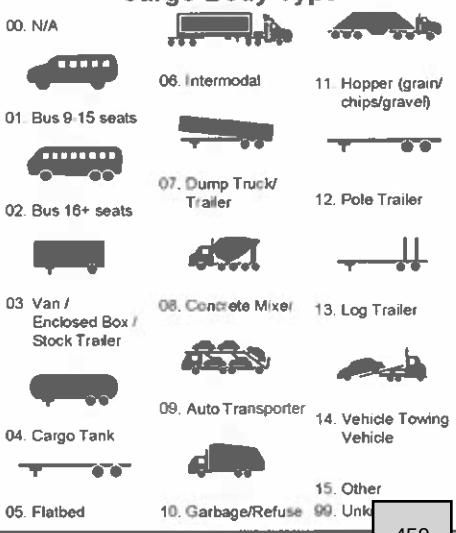
See manual for additional seating examples

Vehicle Configuration



00. N/A
01. Passenger Veh.-2 Dr
02. Passenger Veh.-4 Dr
03. Passenger Veh. Conv
04. Pickup
05. Single Unit Truck, 2 axles
06. Single Unit Truck, 3+ axles
07. School Bus
08. Truck/Trailer
09. Truck-Tractor (Bobtail)
10. Truck-Tractor/ Semi-Trailer
11. Truck-Tractor/ Double
12. Truck-Tractor/ Triple
13. Bus/Large Van 9-15 occupants including driver
14. Bus 16+ occupants including driver
15. Motorcycle
16. Motor Scooter/ Moped
17. Motor Home
18. Farm Machinery
19. ATV
20. SUV
21. Passenger Van
22. Truck more than 10,000 lbs., Cannot Classify
23. Van 10,000 lbs. or Less
24. Other
99. Unknown

Cargo Body Type



00. N/A
01. Bus 9-15 seats
02. Bus 16+ seats
03. Van / Enclosed Box / Stock Trailer
04. Cargo Tank
05. Flatbed
06. Intermodal
07. Dump Truck/ Trailer
08. Concrete Mixer
09. Auto Transporter
10. Garbage/Refuse
11. Hopper (grain/ chips/gravel)
12. Pole Trailer
13. Log Trailer
14. Vehicle Towing Vehicle
15. Other
99. Unk

Case Number 2024-00053157

OFFICIAL OKLAHOMA TRAFFIC COLLISION REPORT Pg

	Unit	Total Lanes in Roadway	Legal Speed	Pedestrian / Pedalcyclist Only: Actions Prior to Collision	Location at Time of Collision	Safety Equip.	Unit Number of Vehicle Striking
This unit will correspond to 'Unit 1'	01	02	25				
This unit will correspond to 'Unit 2'							

Was the collision in or near a construction, maintenance or utility work zone? (If yes, complete this section) No [X]

Type of Work Zone
1 Lane Closure
2 Lane Shift/Crossover
3 Work on Shoulder or Median
4 Intermittent or Moving Work
9 Unknown

Location of the Work Zone Collision
1 Before the First Work Zone Warning Sign
2 Advance Warning Area
3 Transition Area
4 Activity Area
5 Termination Area
9 Unknown

Workers Present Yes [ ] No [ ] Unknown [ ]

Light 1
1 Daylight
2 Dark-Not Lighted
3 Dark-Lighted
4 Dawn
5 Dusk
6 Dark-Unknown Lighting
7 Other
9 Unknown

Weather 01
01 Clear
02 Fog/Smog/Smoke
03 Cloudy
04 Rain
05 Snow
06 Sleet/Hail (Freezing Rain/Drizzle)
07 Severe Crosswind
08 Blowing Snow
09 Blowing Sand, Soil, Dirt
10 Other
99 Unknown

Locality 1
1 Residential
2 Business
3 Industrial
4 School
5 Not Built-up
6 Mixed Use
7 Other
9 Unknown

Type of Intersection 0
0 Not an Intersection
2 Y-Intersection
3 T-Intersection
4 Four-Way Intersection
5 Five-Point or More
6 Intersection as Part of Interchange
7 Traffic Circle
8 Roundabout
9 Unknown

Incident Type 00
00 Not an Incident
51 Private Property
52 Deliberate Intent
53 Medical Condition
54 Legal Intervention
55 Suicide
57 Drowning
58 Other

Location of First Harmful Event 01
01 On Roadway
02 Shoulder
03 Median
04 Roadside
05 Gore
06 Separator
07 Parking Lane/Zone
08 Off Roadway, Location Unknown
09 Outside Right-of Way
10 Other
99 Unknown

What Vehicle Was Going to Do Unit 1: 01 Unit 2:
00 Not Applicable
01 Go Ahead
02 Turn Left
03 Turn Right
04 Make "U" Turn
05 Stop
06 Slow for Cause
07 Start from Park/Stop
08 Change Lanes
09 Overtake
10 Pass
11 Back
12 Remain Stopped
13 Remain Parked
14 Enter/Merge in Traffic
15 Negotiate a Curve
16 Park
17 Other
99 Unknown

What Vehicle Did Unit 1: 16 Unit 2:
00 Not Applicable
01 Went Ahead
02 Turned Left
03 Turned Right
04 Entered "U" Turn
05 Stopped
06 Slowed
07 Started From Park/Stop
08 Entered Other Lane
09 Overtaking
10 Passing
11 Backed
12 Remained Stopped
13 Remained Parked
14 Entered/Merged
15 Departed Rdwy-Right
16 Departed Rdwy-Left
17 Swerved Right
18 Swerved Left
19 Parked
20 Other
99 Unknown

Visibility Obscured by Unit 1: 00 Unit 2:
00 Not Applicable
01 Trees
02 Embankment
03 Building
04 Signs
05 Parked Vehicles
06 High Weeds
07 Fences
08 Shrubbery
09 Ice, Snow or Frost on Windows
10 Smoke
11 Fog
12 Dust
13 Rain
14 Sun
15 Other
99 Unknown

Driver Distracted by Unit 1: 0 Unit 2:
0 Not Applicable/None
1 Electronic Communication Devices
2 Other Electronic Device
3 Other Inside Vehicle
4 Other Outside Vehicle
9 Unknown

Underride/ Override Unit 1: Unit 2:
0 Not Applicable
1 No Underride or Override
2 Underride, Compartment Intrusion
3 Underride, No Compartment Intrusion
4 Underride, Compartment Intrusion Unknown
5 Override, Motor Vehicle in Transport
6 Override, Other Motor Vehicle
9 Unknown

Traffic Control Unit 1: 00 Unit 2:
00 No Control
01 Stop Sign
02 Traffic Signal
03 Flashing Traffic Signal
04 School Zone Signs
05 Yield Sign
06 Warning Sign
07 Railroad Advance Warning Sign
08 Railroad Cross Bucks
09 Railroad Gates
10 Railroad Signal
11 No Passing Zone
12 Person (including flagger, law enforcement, crossing guard, etc.)
13 Abnormal Control
14 Other
99 Unknown

Road Surface Conditions Unit 1: 01 Unit 2:
01 Dry
02 Wet
03 Ice/Frost
04 Snow
05 Mud, Dirt, Gravel
06 Slush
07 Water (standing, moving)
08 Sand
09 Oil
10 Other
99 Unknown

Road Character

Grade Unit 1: 3 Unit 2:
1 Level
2 Hillcrest
3 Uphill
4 Downhill
5 Sag (bottom)

Road Alignment Unit 1: 1 Unit 2:
1 Straight
2 Curve - Left
3 Curve - Right

Road Surface Type Unit 1: 2 Unit 2:
1 Concrete
2 Asphalt
3 Gravel
4 Dirt
5 Brick
6 Other
9 Unknown

Trafficway Unit 1: 2 Unit 2:
0 Not Applicable
1 One Way
2 Two-Way - Not Divided
3 Two-Way - Divided
4 Two-Way - Divided - Positive Median Barrier
5 Turn Lane
6 Ramp / Loop
7 Driveway
8 Alley / Parking Lot
9 Unknown

Vehicle Removal Unit 1: 1 Unit 2:
0 Not Applicable
1 Towed Due to Vehicle Damage
2 Towed For Reasons Other Than Damage
3 Remained at Scene
4 Driven from Scene
9 Unknown

Vehicle Condition Unit 1: 04 Unit 2:
00 Not Applicable
01 Apparently Normal
02 Brakes
03 Headlights
04 Steering
05 Tail Lights
06 Brake Lights
07 Tires/Wheels
08 Suspension
09 Signal lights
10 Windows
11 Truck Coupling/Trailer Hitch/Safety Chains
12 Mirrors 15 Other
13 Wipers 99 Unknown
14 Power Train

Special Function of Vehicle Unit 1: 00 Unit 2:
00 Not Applicable
01 School Bus
02 Transit Bus
03 Intercity Bus
04 Charter Bus
05 Other Bus
06 Military
07 OHP
08 Other Police
09 Other Law Enforcement
10 Ambulance
11 Fire Truck
12 Public Owned Vehicle
13 Highway Equipment
14 Special Mobilized Machine
15 Other 99 Unknown

Emergency Vehicle Responding to an Emergency Unit 1: 0 Unit 2:
0 N/A 2 No
1 Yes 9 Unknown

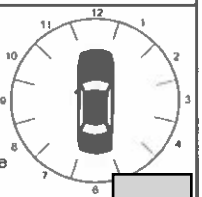
Unsafe / Unlawful Contributing Factors Unit 1: 48 Unit 2:

FAILED TO YIELD
01 From Stop Sign
02 From Yield Sign
03 Private Drive
04 County Road at Through Highway
05 From Signal Light
06 From Alley
07 To Pedestrian
08 To Vehicle on Right
09 To Vehicle in Intersection
10 To Emergency Vehicles
12 Other
FOLLOWED TOO CLOSELY
13 Human Element
14 Traffic Condition
15 Weather Condition
UNSAFE SPEED
16 Driver's Ability (Aged)
17 Inexperienced Driver - Young
18 Exceeding Legal Limit
19 For Traffic Conditions
20 For Type of Roadway (Gravel, Dirt, etc.)
21 For Ice or Snow on Roadway
22 Rain or Wet Roadway
23 Wind
24 Other Weather Conditions
25 Vehicle Condition
26 View Obstruction
27 On Curve/Turn
28 Impeding Traffic
29 Other
IMPROPER TURN
30 From Wrong Lane
31 From Direct Course
32 Right
33 Left
34 Turn About/U-Turn
35 To Enter Private Drive
36 In Front of Oncoming Traffic
37 Other
38 CHANGED LANES UNSAFELY
39 STOPPED IN TRAFFIC LANE
FAILED TO STOP
40 For Stop Sign
41 For Traffic Signal
42 For School Bus
43 For Railroad Gates/ Signal
44 For Officer/Flagman
45 At Sidewalk/Stopline
46 Other
UNSAFE VEHICLE
47 Brakes
48 Steering
49 Tires
50 Suspension
51 Headlights
52 Tail Lights
53 Stop Lights
54 Wheel
55 Exhaust System
56 Windshield Wipers
57 Other Mechanical Defects
LEFT OF CENTER
58 In Meeting
59 No Passing Zone (Unmarked)
60 Marked Zone
61 Other
IMPROPER OVERTAKING
62 In Marked Zone
63 On Hill/Curve
64 At Intersection
65 Without Sufficient Clearance
66 Other
IMPROPER PARKING
67 On Roadway
68 Where Prohibited
69 Other
INATTENTION
70 Distracted by Passenger in Vehicle
71 Other Distraction Inside Vehicle
72 Distraction From Outside Vehicle
73 Other
WRONG WAY
74 On One Way
75 On Exit Ramp
76 On Entrance Ramp
77 Other
IMPROPER START FROM
78 Parked Position
79 Other
80 ALCOHOL-DUI/DWI
81 DRUG-DUI
OTHER IMPROPER ACT/ MOVEMENT
82 Failed to Signal
83 Disregarded Warning Signal
84 Improper Use of Lane
85 Improper Backing
86 Apparently Sleepy
87 Failed to Secure Load
88 Other/Unknown
UNKN./NO IMPROPER ACT
89 Deer in Roadway
90 Animal in Roadway
91 Domestic Animal in Rdwy
92 Avoiding Other Vehicle
93 Avoiding Pedestrian
94 Object/Debris in Roadway
95 Defect in Roadway
96 Abnormal Traffic Control
97 Improper Bicyclist Action
98 NO IMPROPER ACTION BY DRIVER
99 PEDESTRIAN ACTION

Point of First Contact on Vehicle Unit 1: 12 Unit 2:

Most Damaged Area Unit 1: 12 Unit 2:

00 Not Applicable 14 Undercarriage
13 Top 99 Unknown

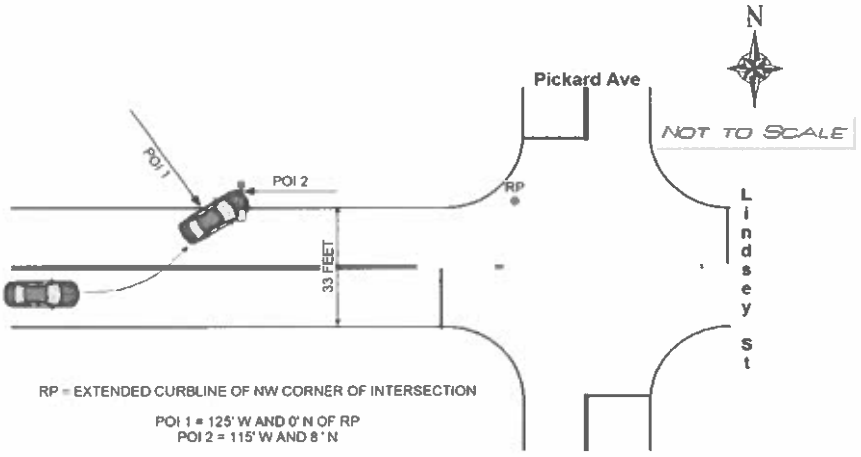


Case Number 2024-00053157

Latitude | Longitude | Railroad Crossing Number | Roadway Orientation | Pg Item 16.

N W

Unit Number 01 NE SW E Unit Number NE SW



COLLISION EVENTS

Unit	First Event	Second Event	Third Event	Fourth Event	Most Harmful Event	First Harmful Event for the Entire Collision
01	15	52	47	00	47	15

00 Not Applicable
10 Overturn/Rollover
11 Fire/Explosion
12 Immersion
13 Jackknife
14 Cargo/Equipment Loss or Shift
15 Equipment Failure (Blown Tire, Brake Failure, etc.)
16 Separation of Units
17 Departed Road Right
18 Departed Road Left
19 Cross Median/Centerline
20 Downhill Runaway
21 Fell/Jumped From Motor Vehicle
22 Thrown Or Falling Object
23 Other Non-Collision

PERSON, MOTOR VEHICLE, OR NON-FIXED OBJECT:

30 Pedestrian
31 Pedal Cycle
32 Railway Vehicle (train, engine)
33 Animal
34 Motor Vehicle in Transport
35 Parked Motor Vehicle
36 Struck by Falling, Shifting Cargo or Anything Set in Motion by Motor Vehicle
37 Work Zone/Maintenance Equipment
38 Other Non-Fixed Object

FIXED OBJECT:

40 Barrier (Cable)
41 Barrier (Concrete)
42 Barrier (Other)
43 Fence Pole
44 Fence
45 Traffic Signal Support
46 Traffic Sign Support
47 Utility Pole/Light Support
48 Other Post/Pole/Support
49 Guardrail/Guardrail Face
50 Guardrail End
51 Culvert
52 Curb
53 Island
54 Sand Barrels
55 Impact Attenuator/ Crash Cushion
56 Pavement Drop-Off
57 Ditch
58 Embankment
59 Tree (Standing)
60 Dividing Strip
61 Retaining Wall
62 Bridge Abutment
63 Bridge Pier or Support
64 Bridge Rail
65 Bridge Post
66 Bridge Curb
67 Bridge Super Structure (Beams)
68 Bridge Overhead Structure
69 Delineator
70 Mailbox
71 Other Fixed Object
72 Other Highway Structure
73 Ground
99 Unknown

Remarks

UNIT ONE WAS EASTBOUND ON WEST LINDSEY STREET.

UNIT ONE STATED SHE BEGAN TO HAVE GREAT DIFFICULTY STEERING HER VEHICLE WHILE IN THE 1700 BLOCK OF WEST LINDSEY - APPROXIMATELY 7/10 MILE WEST OF THE COLLISION SCENE. UNIT ONE STATED SHE SWERVED TO AVOID TRAFFIC AS SHE CONTINUED EASTBOUND. UNIT ONE VEERED LEFT AND CROSSED THE WESTBOUND LANE OF TRAFFIC, DEPARTED THE ROADWAY TO THE NORTH AND STRUCK A LIGHT POLE.

This report is based on the officer's investigation of this collision. This report may contain the opinion of the officer.

CITY OF NORMAN
TRAFFIC CONTROL DIVISION
SIGNAL SECTION DAILY WORK SHEET

Unit # 626
Beginning mileage 101901
Ending mileage 101923

DATE	N	TIME ARRIVED AT THE SCENE	LOCATION AND DESCRIPTION OF WORK PERFORMED	TIME BACK IN SERVICE
7/24/24		0800	Shop/ Morning meeting w/ Brian, Checked out unit 626	0837
		0845	Lindsey near Pickard/ helped contractor remove damaged	
R.A.			Street light pole	0925
8 hrs.		0932	Lindsey & VanVleet/ Replaced indications	1140
D.B.		1230	Shop/ installed latest version of Vision on laptop	1301
hrs.		1316	Lindsey & VanVleet / Replaced indications	1355
B.B.		1415	Shop/ worked in shop, Cleaned cabinet filters, Cleaned out truck,	
hrs.			completed paperwork	1630
B.H.				
hrs.				
B.R.				
hrs.				
D.W.				
hrs.				
TOTAL CALLS				
0				

CITY OF NORMAN
TRAFFIC CONTROL DIVISION
SIGNAL SECTION DAILY WORK SHEET

Unit # 624
Beginning mileage 89122
Ending mileage 89146

DATE	X	TIME ARRIVED AT THE SCENE	LOCATION AND DESCRIPTION OF WORK PERFORMED	TIME BACK IN SERVICE
7/24/24		0800	Shop - morning meeting with Brian and misc.	0825
		0840	Lindsey just W. of Pickard, N. side - assist Traffic Signals with	
R.A. ____hrs.		____	removing of damaged street lighting pole. Set out cones around footing.	0925
		0940	Shop - put Vision software v 3.7.0.15 on USB and installed	
D.B. 8 hrs.		____	on laptop.	1030
		1045	Alameda / Vicksburg - tried assisting Jim with Traffic Signals	
B.B. ____hrs.		____	get his laptop working.	1130
		1145	Lindsey W. of Pickard, N. side - set out type III with sandbag over-	
A.F. ____hrs.		____	damaged street light footing.	1150
		1230	Shop - installed Vision v 3.7.0.15 on laptops and misc.	1250
B.H. ____hrs.		1315	Boyd / Asp - SW corner - reinstalled decorative base around signal	
			pole.	1353
D.W. ____hrs.		1405	Shop - fill 624 with CNG, create Polara N2 button.	1425
		1445	Van Vleet / Lindsey - For East ped button S. side - replaced button - ok	1503
		1530	Shop - paperwork and misc.	1630
TOTAL CALLS 9		----------		

CITY OF NORMAN
TRAFFIC CONTROL DIVISION
SIGNAL SECTION DAILY WORK SHEET

Unit # 617
Beginning mileage 58419.2
Ending mileage 58446.3

DATE	X	TIME ARRIVED AT THE SCENE	LOCATION AND DESCRIPTION OF WORK PERFORMED	TIME BACK IN SERVICE
7-24-24		0800	Shop-morning meeting	0836
		0850	Lindsey+Pickard-assist TSI with removal of damage light pole	0925
R.A. ___ hrs.		0937	Lindsey/Van Vleet-replace all old indications	1139
		1400	Shop-locate N2 button, no black found	1415
D.B. ___ hrs.		1430	Lindsey/Van Vleet-repair speaker/corroded parts of N2 button	1506
		1520	Shop-throw away old indications/boxes, finish paperwork, check emails	1630
B.B. ___ hrs.				
B.H. 8 hrs.				
B.R. ___ hrs.				
D.W. ___ hrs.				
TOTAL CALLS 0				

CITY OF NORMAN
TRAFFIC CONTROL DIVISION
SIGNAL SECTION DAILY WORK SHEET

Unit # 630
Beginning mileage 123,145
Ending mileage 123,185

DATE	X	TIME ARRIVED AT THE SCENE	LOCATION AND DESCRIPTION OF WORK PERFORMED	TIME BACK IN SERVICE
2-24-24		0820	Shop - Morning meeting with Brian	0837
		0857	Lindsey & Pickard - Remove light pole with TLS that was struck by car	0928
R.A. ___ hrs.		0934	Lindsey & Van Vleet - Replace all indications & East most SB ped button	1507
		1542	Shop - Test equipment & paperwork	1630
D.B. ___ hrs.				
B.B. ___ hrs.				
B.H. ___ hrs.				
B.R. ___ hrs.				
D.W. 8 hrs.				
TOTAL CALLS 0				

Brian McNabb

From: len@midstatetraffic.com
Sent: Friday, July 26, 2024 9:57 AM
To: Brian McNabb
Cc: jay@midstatetraffic.com
Subject: EXTERNAL EMAIL : RE: Damaged light pole on W. Lindsey Street

Good morning Brian,

We offer the following quote for your consideration.

Install new concrete footing, city provided pole & luminaire with wiring, remove old footing, traffic control and mobilization - $13,000.00
Also includes conduit if footing cannot be completely removed.

New Pelco Majestic Pole w/ Hamilton Base – AP-8381-GU-HH-P59 - $5,750.00
Thank You.

Len Scantling
Executive Vice President
Midstate Traffic control, Inc.
12501 N. Santa Fe
Oklahoma City, Ok 73114
405-751-6227

From: Brian McNabb <Brian.McNabb@NormanOK.gov>
Sent: Thursday, July 25, 2024 10:53 AM
To: 'len@midstatetraffic.com' <len@midstatetraffic.com>
Subject: Damaged light pole on W. Lindsey Street

Good morning, Len.

Referencing the attached photos, we had a street light pole damaged and is now in need of replacement. This is a dead-end pole on the lighting system and is located on the north side of Lindsey Street, just west of Pickard Avenue. The damaged light pole assembly has been removed and only the footing remains. The City would provide a pre-wired replacement light pole, luminaire arm, light fixture and ornamental base to expedite the lead-time. Could you provide me an all or nothing bid for the following work to install this replacement assembly.

1. Installation of ODOT 1999 Standard GMF 24x60 footing, compete with anchor bolts to fit Pelco Majestic light pole AP-8381.
    a. Damaged footing to be removed and new footing installed in its place. Should this not be possible, then existing footing to be removed 1 foot below grade and new footing installed next to existing one.
2. Installation of 10 feet of 2" PVC conduit.
    a. Should removal of existing footing be possible, a section of conduit could be good back to the pull box and may be reused.
3. Installation of City provided light pole assembly
4. Mobilization/Traffic Control

5. Purchase and delivery of one Pelco Majestic Light Pole Assembly, AP-8381-GU-HH-P59 with Hamilton Base

Please let me know of any questions you might have, thank you.

Brian McNabb
Traffic Signal Supervisor
City of Norman
1311 Da Vinci Street
Norman, OK. 73069
405.329.0528 (office)
405.213.5333 (mobile)

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TLS GROUP, INC

P.O. Box 14788
Oklahoma City, OK 73113

(405) 524-1341

To:	City of Norman	**Contact:**	Brian McNabb
Address:	P.O. Box 370	**Phone:**	
	Norman, OK 73070	**Fax:**	
Project Name:	Norman, Lindsey St, Light Pole	**Bid Number:**	
Project Location:	Lindsey St & Pickard, Norman, OK	**Bid Date:**	7/31/2024

The following is a quotation for the above subject project.

Line #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
01001	REMOVAL OF STRUCTURES & OBSTRUCTIONS	1.00	LS	$1,500.00	$1,500.00
01002	MOBILIZATION	1.00	LS	$1,100.00	$1,100.00
01003	2" PVC SCH.40 PLASTIC CONDUIT TRENCHED	10.00	LF	$45.00	$450.00
01004	STRUCTURAL CONCRETE	0.58	CY	$5,000.00	$2,900.00
01005	REINFORCING STEEL	33.40	LB	$3.00	$100.20
01006	30' MTG & 6' HLMA(G.STL.) (DELIVER TO CON)	1.00	EACH	$9,500.00	$9,500.00
01007	30' MTG & 6' HLMA(G.STL.) (INSTALL ONLY)	1.00	EACH	$3,750.00	$3,750.00
01008	ROADWAY LUMINAIRE (INSTALL ONLY)	1.00	EACH	$450.00	$450.00
01009	CONSTRUCTION TRAFFIC CONTROL	1.00	LS	$3,750.00	$3,750.00
				Total Bid Price:	**$23,500.20**

Notes:

- This quote includes all equipment, labor, and materials to complete the requested scope of work per Brian McNabb's email on 7/25.
- Approximate lead time for the new light pole is 12-14 weeks.
- All work will be done in accordance with City of Norman and ODOT standards.
- All construction traffic control will be done in accordance with MUTCD standards.

Payment Terms:

Terms for Payment are NET 30 days from date of our invoice.

ACCEPTED:

The above prices, specifications and conditions are satisfactory and hereby accepted.

Buyer: _____

Signature: _____

Date of Acceptance: _____

CONFIRMED:

TLS

Authorized Signature: _____

Estimator: Lawson Miracle
405-423-0623 estimating@tlsokc.com

Brian McNabb

From: Brian McNabb
Sent: Thursday, August 1, 2024 4:21 PM
To: 'Robert - Traffic Signals, Inc.'
Subject: RE: Damaged light pole on W. Lindsey Street
Attachments: Damaged Light Pole 1 of 2.jpg; Damaged Light Pole 2 of 2.jpg

Is this something you are looking to quote?

Brian McNabb
Traffic Signal Supervisor
City of Norman
1311 Da Vinci Street
Norman, OK. 73069
405.329.0528 (office)
405.213.5333 (mobile)

This email and any files transmitted with it are intended solely for the use of the individual or entity to which they are addressed. If you have received this email in error, please notify the sender.

From: Brian McNabb
Sent: Thursday, July 25, 2024 10:53 AM
To: 'Robert - Traffic Signals, Inc.' <tsirbm@aol.com>
Subject: Damaged light pole on W. Lindsey Street

Good morning, Robert.

Referencing the attached photos, we had a street light pole damaged and is now in need of replacement. This is a dead-end pole on the lighting system and is located on the north side of Lindsey Street, just west of Pickard Avenue. The damaged light pole assembly has been removed and only the footing remains. The City would provide a pre-wired replacement light pole, luminaire arm, light fixture and ornamental base to expedite the lead-time. Could you provide me an all or nothing bid for the following work to install this replacement assembly.

1. Installation of ODOT 1999 Standard GMF 24x60 footing, compete with anchor bolts to fit Pelco Majestic light pole AP-8381.
    a. Damaged footing to be removed and new footing installed in its place. Should this not be possible, then existing footing to be removed 1 foot below grade and new footing installed next to existing one.
2. Installation of 10 feet of 2" PVC conduit.
    a. Should removal of existing footing be possible, a section of conduit could be good back to the pull box and may be reused.
3. Installation of City provided light pole assembly
4. Mobilization/Traffic Control
5. Purchase and delivery of one Pelco Majestic Light Pole Assembly, AP-8381-GU-HH-P59 with Hamilton Base

Please let me know of any questions you might have, thank you.

Brian McNabb
Traffic Signal Supervisor
City of Norman

office memorandum

DATE: November 5, 2024

TO: Clint Mercer, Chief Accountant

FROM: Sarah Encinias, Legal Admin Tech

SUBJECT: City of Norman Debt Recovery
Incident Report: 24-53157

On July 23, 2024, damage was sustained to a street light pole located at 1009 West Lindsey Street. The driver was identified as J. Tillis and responsible party was identified as I. Nash.

Attached is a check from Key Insurance Company in the total amount of $19,017.47 to cover damage costs.

Please advise if further information is needed.

Attachment

cc: Scott Sturtz, Interim Director of Public Works
David Riesland, Transportation Engineer
Awet Frezgi, Traffic Engineer
Brian McNabb, Traffic Signal Supervisor
Barbara Andros, Revenue Collection Supervisor
Ryan Riddel, Assistant City Attorney

Date: 10/31/2024

Mail To: City of Norman, OK
PO BOX 370
Norman, OK 73070

[redacted]

Loss Date:	07/23/2024
Check /Draft No:	242400
Amount:	$19,017.47
Coverage:	Property Damage
Payee:	City of Norman, OK

TO VERIFY AUTHENTICITY, SEE REVERSE SIDE FOR DESCRIPTION OF THE 11 SECURITY FEATURES

Key Insurance Company
Auto Claims Program
P.O. Box 2014
Shawnee Mission, KS 66201
1.866.867.3636

Central Bank of the Midwest
Lee's Summit, Missouri

80-189
1012

Draft # 242400

[redacted]

VOID AFTER 180 DAYS
10/31/2024

PAY EXACTLY

Nineteen Thousand Seventeen Dollars and 47/100 *****$19,017.47***

PAY TO THE ORDER OF City of Norman, OK

[redacted]

File Attachments for Item:

17. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF RESOLUTION R-2425-68: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROPRIATING $50,000 FROM THE ROOM TAX FUND BALANCE TO THE MISCELLANEOUS SERVICES, FOR NORMAN ARTS COUNCIL.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 11/26/2024

REQUESTER: Anthony Francisco

PRESENTER: Anthony Francisco, Finance Director

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF RESOLUTION R-2425-68: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROPRIATING $50,000 FROM THE ROOM TAX FUND BALANCE TO THE MISCELLANEOUS SERVICES, FOR NORMAN ARTS COUNCIL.

BACKGROUND:

Pursuant to the Norman City Code, Section 12-521 (et. Seq.), the City Council has established a policy whereby room tax collections are distributed to three organizations to further the aims of the Transient Guest (Hotel/Motel) Room Tax: the Norman Convention and Visitors Bureau, doing business as VisitNorman (50%) for convention and tourism promotion; the Parks Department for parks capital improvement projects (25%); and the Norman Arts Council (25%) for arts and humanities programs. The 25% allocation to the arts and humanities was maintained when the Room Tax rate was increased to eight percent (8%) in 2023.

As of June 30, 2024, the convention and tourism portion of the Room Tax is estimated to have had a fund balance of $183,387. Assuming that eight percent (8%) of projected allocations are held in reserve (as is the policy for most City funds), approximately $111,987 is available in “excess” reserves for arts and humanities-related expenditures.

DISCUSSION:

As discussed in the attached letter from Norman Arts Council (NAC) Executive Director Leslie Nottingham, NAC has requested the appropriation of up to $50,000 of available Room Tax Fund balance for an Art Center Feasibility Study. The study will look into the possibility of a permanent home for the NAC (the current Mainsite Art Gallery facility is rented space) and for smaller arts organizations and for the future funding of such a facility or facilities.

Assuming approval of the appropriation, the NAC would award a contract with a third-party consulting firm to carry out the Feasibility Study. The consultant would report directly to the NAC Board of Directors. Funds would be allocated based on the amount of the consultant contract approved by the NAC Board.

RECOMMENDATION:

If Council desires to support the request of the Norman Arts Council, the appropriation of Room Tax Fund balance (account 23-29000) to Miscellaneous Services (account 23730241-44741) should be approved, and the funds directed to the Norman Arts Council.

Resolution

R-2425-68

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROPRIATING $50,000 FROM THE ROOM TAX FUND BALANCE TO THE MISCELLANEOUS SERVICES, FOR NORMAN ARTS COUNCIL.

§ 1. WHEREAS, the Norman City Code, Section 12-521 (et. Seq.), the City Council has established a policy whereby room tax collections are distributed to three organizations to further the aims of the Transient Guest (Hotel/Motel) Room Tax; and

§ 2. WHEREAS, those organizations percentages are the Norman Convention and Visitors Bureau, doing business as VisitNorman (50%) for convention and tourism promotion; the Parks Department for parks capital improvement projects (25%); and the Norman Arts Council (NAC) (25%) for arts and humanities programs; and

§ 3. WHEREAS, as of June 30, 2024, the convention and tourism portion of the Room Tax is estimated to have had a fund balance of $183,387; and

§ 4. WHEREAS, NAC has requested the appropriation of up to $50,000 of available Room Tax Fund balance for an Art Center Feasibility Study to look into the possibility of a permanent location and future funding,

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA:

§ 5. That the following appropriation be made for the reason stated above:

Account Name	Losing Account	Gaining Account	Amount
Miscellaneous Services	23-29000	23730241-44741	$50,000

PASSED AND ADOPTED this 26th day of November, 2024

ATTEST:

_____
Mayor

_____
City Clerk

Norman Arts COUNCIL

Dear Anthony,

Norman Arts Council requests the use of the reserve from the Hotel/Motel Tax fund in the amount of $50,000. These funds are to be used for the Art Center Feasibility study, to look into the possibility of a permanent home for the NAC as well as a facility for smaller arts organizations in our community. Carefully evaluating our communities' needs will provide a firm platform for the future of the arts and expansion in economic growth.

After researching costs, the project's scope may vary greatly depending upon the firm hired to take on the project. The cost range should not exceed the requested amount of $50,000.

Thank you for your continued support of the Norman Arts Council and the Arts Community. Please let me know if you have any questions or concerns.

Kind regards,
Leslie Nottingham
Norman Arts Council Executive Director
MAINSITE
122 E. Main St
Norman, OK 73069

File Attachments for Item:

18. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF RESOLUTION R-2425-70: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA AUTHORIZING SUBMITTAL OF CLOSEOUT DOCUMENTS FOR CONTRACT K-2122-57 WITH THE OKLAHOMA DEPARTMENT OF COMMERCE.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 11/26/2024

REQUESTER: Lisa D. Krieg

PRESENTER: Lisa D. Krieg, CDBG Grants Manager

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF RESOLUTION R-2425-70: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA AUTHORIZING SUBMITTAL OF CLOSEOUT DOCUMENTS FOR CONTRACT K-2122-57 WITH THE OKLAHOMA DEPARTMENT OF COMMERCE.

BACKGROUND:

On September 14, 2021, Norman City Council approved contract K-2122-57 with the Oklahoma Department of Commerce (18221 CDBG CR20) in the amount of $611,000. These funds were made available through the Community Development Block Grant Corona Disease Relief Program (CDBG CV2) as funded by the CARES Act to the United States Department of Housing and Urban Development. The funding consisted of three tranches with the CDBG CV1 and the CDBG CV3 awards received by the City of Norman directly from HUD. The CDBG CV2 award was the only award administered by ODOC.

The funding was approved for use within three eligible activities: Rental Assistance - $210,000; Nutrition Assistance - $312,203.60; Childcare Assistance - $50,000. This also included the Program Delivery cost- $38,796.39. All Program Delivery funds were passed on to non-profit entities to offset administration of the programs in proportion to costs incurred.

The CDBG CV1 and CDBG CV3 awards were primarily utilized for rental assistance which allowed for inclusion of the Nutrition and Childcare activities within the CDBG CV2 award.

DISCUSSION:

The City of Norman utilized Food and Shelter, Inc. for the administration of the Rental Assistance Program. This program resulted in 226 low and moderate income households receiving up to three months of rental assistance to offset financial impacts of the Coronavirus Pandemic.

The City of Norman utilized Aging Services of Cleveland County, Inc.; Food and Shelter, Inc.; Meals on Wheels, Inc.; and Thunderbird Clubhouse, Inc. for the administration of the Nutrition Program. This program resulted in 2,103 low and moderate income households receiving home delivered meals and an increased access to food pantries to offset financial impacts of the Corona Virus Pandemic.

The City of Norman utilized the programming with the Norman Parks and Recreation Department to provide scholarships for the administration of the Childcare Assistance Program. This program resulted in 17 low and moderate income households receiving assistance to provide childcare during periods of school closure to offset financial impacts of the Corona Virus Pandemic.

These awards were administrated on a reimbursement basis with each entity. All program documentation has been received and approved and all final reimbursements have been made to each participating entity. Closeout documents have been filed and approved with the Oklahoma Department of Commerce. With the adoption of R-2425-70 the CDBG CV2 award is determined to be completed.

RECOMMENDATION:

Staff recommends adoption of Resolution R-2425-70.

R-2425-70

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, REQUESTING CLOSEOUT OF CONTRACT 18221 CDBG CR 20 (K-2122-57) WITH THE OKLAHOMA DEPARTMENT OF COMMERCE.

§ 1. WHEREAS, Federal funds were made available to the Oklahoma Department of Commerce (ODOC) through the Community Development Block Grant Corona Disease Relief Program (CDBGCV2) as funded by the CARES Act; and

§ 2. WHEREAS, the Council of the City of Norman accepted funding by Contract K-2122-57 on September 14, 2021 in the amount of $611,000 to be utilized for Rental Assistance ($210,000); Nutrition Assistance ($312,203.61); and Childcare Assistance ($50,000); and Activity Delivery Costs ($38,796.39); and:

§ 3. WHEREAS, the Rental Assistance Program resulted in 226 low and moderate income households receiving assistance; and

§ 4. WHEREAS, the Nutrition Assistance Program resulted in 2,103 low and moderate income households receiving assistance; and

§ 5. WHEREAS, the Childcare Assistance Program resulted in 17 low and moderate income households receiving assistance; and

§ 6. WHEREAS, the City of Norman wishes to extend appreciation to the following entities that assisted the City of Norman in the administration of the Nutrition programs: Aging Services of Cleveland County, Inc., Food and Shelter, Inc., Meals on Wheels Inc., and Thunderbird Clubhouse, Inc.; and

§ 7. WHEREAS, the City of Norman wishes to extend appreciation to the following entities that administered the Rental Assistance Program Food and Shelter, Inc.; and

§ 8. WHEREAS, the City of Norman wishes to extend appreciation to the Parks and recreation Department for the administration of the Childcare Assistance Program; and

§ 9. WHEREAS, the City of Norman acknowledges that all final costs have been incurred and reimbursement payments to each of the noted entities have been completed; and

R-2425-70

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA:

§ 10. That the City of Norman concurs with the Final Closeout Documents as submitted to the Oklahoma Department of Commerce.

PASSED AND ADOPTED THIS _____ day of _____, 2024.

_____
Mayor

ATTEST:

_____
City Clerk

File Attachments for Item:

19. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2324-76: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING THE NORMAN 2025 LAND USE AND TRANSPORTATION PLAN SO AS TO REMOVE PART OF THE SOUTHWEST QUARTER (SW/4) OF SECTION EIGHT (8), TOWNSHIP EIGHT (8) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN (I.M.), CLEVELAND COUNTY, OKLAHOMA, FROM THE INDUSTRIAL DESIGNATION AND PLACE THE SAME IN THE MIXED USE DESIGNATION AND CHANGE APPROXIMATELY 11.5 ACRES FROM FUTURE URBAN SERVICE AREA TO CURRENT URBAN SERVICE AREA. (SOUTHEAST CORNER OF HIGHWAY 9 AND JENKINS AVENUE).
POSTPONED AT THE REQUEST OF THE APPLICANT UNTIL DECEMBER 10, 2024.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 11/26/2024

REQUESTER: Highway 9 Jenkins M&J Investments, LLC

PRESENTER: Jane Hudson, Planning & Community Development Director

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2324-76: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING THE NORMAN 2025 LAND USE AND TRANSPORTATION PLAN SO AS TO REMOVE PART OF THE SOUTHWEST QUARTER (SW/4) OF SECTION EIGHT (8), TOWNSHIP EIGHT (8) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN (I.M.), CLEVELAND COUNTY, OKLAHOMA, FROM THE INDUSTRIAL DESIGNATION AND PLACE THE SAME IN THE MIXED USE DESIGNATION AND CHANGE APPROXIMATELY 11.5 ACRES FROM FUTURE URBAN SERVICE AREA TO CURRENT URBAN SERVICE AREA. (SOUTHEAST CORNER OF HIGHWAY 9 AND JENKINS AVENUE). ***POSTPONED AT THE REQUEST OF THE APPLICANT UNTIL DECEMBER 10, 2024.***

APPLICANT/REPRESENTATIVE:	Highway 9 Jenkins M&J Investments, LLC/Rieger Sadler Joyce LLC
LOCATION:	Southeast corner of East State Hwy 9 and Jenkins Ave.
WARD:	7
CORE AREA:	No
REQUESTED ACTION:	NORMAN 2025 Land Use Plan Amendment from Industrial to Mixed Use Designation and from Future Urban Service Area to Current Urban Service Area

BACKGROUND: The subject property is currently designated as Industrial in the NORMAN 2025 Land Use Plan. The applicant is proposing to rezone the 56.54 acres of this parcel to PUD, Planned Unit Development, with the intent to develop mixed-use commercial and multifamily residential uses on the property. Under the NORMAN 2025 Land Use and Transportation Plan, the subject property is designated as both Current and Future Urban Service Area. The new proposal requires an amendment to the NORMAN 2025 Land Use Plan from the Industrial

Designation to the Mixed Use Designation and from Future Urban Service Area to Current Urban Service Area. The subject property is approximately 56.54 acres and is currently undeveloped. This Land Use change application is accompanied by a preliminary plat request and a rezoning request.

Proposed development on this property features uses including, but not limited to, commercial, office, light-industrial, and a variety of multi-family residential uses. Residential uses will primarily be located on the east side of the development. Commercial uses will be located to the north along State Hwy. 9, and west along Jenkins Ave.

STAFF ANALYSIS: For changes in classification under the NORMAN 2025 Land Use and Transportation Plan, the following information is forwarded for consideration.

The role of the NORMAN 2025 Plan in the City's ongoing and diverse planning activities states the document must be flexible, and that it is updated and amended periodically. The Plan defines the desired land use patterns for use and development of all private sector properties. This Plan will serve as a policy guide for zoning and planning requests as they are presented to the Planning Commission and City Council.

1. ***Has there been a change in circumstances resulting from development of the properties in the general vicinity which suggest that the proposed change will not be contrary to the public interest?***
   This area has seen moderate change in development in recent years, which has been mainly municipal expansion. Independence Valley, a residential development, is located southeast of the subject property. East of the subject property, south of State Hwy. 9, has seen recent commercial developments including but not limited to a gas station, fast-food services and self-storage. To the west, Jenkins Ave. separates the property from existing agricultural land. Located on this agricultural land is the City of Norman's Water Reclamation Facility, a Solar Farm, Animal Welfare, and the Norman Police Department's Gun Range. To the north of the subject property, across State Hwy. 9, is State owned land. University of Oklahoma facilities are located on this land. The subject property has remained undeveloped. The property is bounded to the south by agricultural uses and single family use. State Hwy. 9 runs along the entire north boundary of the property. The property directly east of the subject property is floodplain.

2. ***Is there a determination that the proposed change would not result in adverse land use or adverse traffic impacts to surrounding properties or the vicinity?***
   The proposed use will be more intense than the existing undeveloped traffic patterns of the current zoning and land use designations. Five new access points to the property are proposed along Jenkins Ave. The City Traffic Engineer has determined future traffic capacities on Jenkins Ave. and State Hwy. 9 will exceed the demand for existing and proposed trips from this development due to ODOT improvements to State Hwy. 9 and the developer widening Jenkins Ave south of State Hwy. 9.

Growth Area Boundary Change from Future to Current Urban Service Area:

An integral part of the NORMAN 2025 Land Use and Transportation Plan is the continued designation of various Growth Areas related to the character, density and level of appropriate public services. The Growth Areas are designated as part of the ongoing effort to accomplish

the Goals and Policies related to managing the location of growth in relation to infrastructure and the suitability of land for development.

Growth Area Boundary Changes:

The Growth Area boundaries are approximate, and may be modified slightly as a result of detailed engineering or topographic studies at the time of application for a designation change. Such minor adjustments are not considered to be formal Plan amendments. The following criteria shall apply and set requirements for changes in Growth Area Boundaries:

1. ***The area proposed for change is contiguous to the Current Urban Service Area and constitutes a logical and cohesive service area expansion.*** Only a portion of the subject property, approximately 11 acres on the southern end of the property, is designated as Future Urban Service Area. The rest of the subject property is in the Current Urban Service Area and is therefore contiguous.

2. ***The request for amendment demonstrates that the subject area has been provided, or will be at the time of development, with complete infrastructure systems. At a minimum, these systems will consist of:***
    a. ***Additional sanitary sewer collection and treatment capacity needed to serve the expanded area.*** Sewer services for the subject property are adequate for the proposed development.
    b. ***Water service with adequate pressure for fire-fighting.*** Water services for the subject property are adequate for the proposed development.
    c. ***Adequate storm drainage to insure that the proposed development will not create downstream drainage problems.*** The applicant has proposed detention ponds to handle stormwater runoff generated by this development.
    d. ***Access to at least one arterial street connecting the subject area to the Current Urban Service Area.*** Jenkins Ave. along the western boundary of the property is designated as Minor Urban Arterial.

CONCLUSION: Staff forwards this request for amendment of the NORMAN 2025 Land Use Plan Amendment from Industrial Designation to Mixed Use Designation and from Future Urban Service Area to Current Urban Service Area for the subject property as Resolution R-2324-76 for consideration by City Council.

PLANNING COMMISSION RESULTS: At their meeting of October 10, 2024, Planning Commission recommended approval of Resolution R-2324-46 by a vote of 6-0.

R-2324-76

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING THE NORMAN 2025 LAND USE AND TRANSPORTATION PLAN SO AS TO REMOVE PART OF THE SOUTHWEST QUARTER (SW/4) OF SECTION EIGHT (8), TOWNSHIP EIGHT (8) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN (I.M.), CLEVELAND COUNTY, OKLAHOMA, FROM THE INDUSTRIAL DESIGNATION AND PLACE THE SAME IN THE MIXED USE DESIGNATION AND CHANGE APPROXIMATELY 11.5 ACRES FROM FUTURE URBAN SERVICE AREA TO CURRENT URBAN SERVICE AREA. (SOUTHEAST CORNER OF HIGHWAY 9 AND JENKINS AVENUE)

§ 1. WHEREAS, the Council of the City of Norman recognizes citizens' concerns about the future development of Norman; and

§ 2. WHEREAS, the City Council at its meeting of November 16, 2004, reviewed and adopted the NORMAN 2025 Land Use and Transportation Plan, with an effective date of December 16, 2004; and

§ 3. WHEREAS, Highway 9 Jenkins M&J Investments, L.L.C. has requested that the following described property be moved from the Industrial Designation and placed in the Mixed Use Designation for the hereinafter described property, to wit:

A tract of land in the Southwest Quarter (SW/4) of Section Eight (8), Township Eight (8) North, Range Two (2) West of the Indian Meridian, Cleveland County, Oklahoma, and being more particularly described as follows:
Beginning at the Southwest corner of said Southwest Quarter (SW/4);
Thence North 00°12'02" West along the West line of said Southwest Quarter (SW/4) a distance of 1846.74 feet to a point on the Southerly Right-of-Way line of State Highway No. 9;
Thence along said Right-of-Way line the following three (3) courses:
1) Along a curve to the left having a radius of 10,592.95 feet, a chord bearing South 69°52'15" East and a chord distance of 255.98 feet for an arc distance of 255.96 feet;
2) South 70°33'47" East for a distance of 153.36 feet;
3) Along a curve to the left having a radius of 5,521.46 feet, a chord bearing South 81°00'47" East and a chord distance of 2002.95 feet, for an arc distance of 2014.10 feet; Thence South 60°07'38" West for a

distance of 540.23 feet; Thence South 50°24'05" West a distance of 831.50 feet;
Thence South 08°29'33" West for a distance of 594.59 feet to a point on the South line of said Southwest Quarter (SW/4);
Thence South 89°42'35" West along said South line a distance of 1159.07 feet to the Point of Beginning.

Said tract contains 56.54 acres, more or less.

§ 4. WHEREAS, Highway 9 Jenkins M&J Investments, L.L.C. has requested that the following described property be moved from the Future Urban Service Area and placed in the Current Urban Service Area for the hereinafter described property, to wit:

A tract of land situated within the Southwest Quarter (SW/4) of Section Eight (8), Township Eight (8) North, Range Two (2) West of the Indian Meridian, Cleveland County, Oklahoma, being more particularly described as follows:
BEGINNING at the Southwest corner of said SW/4; thence N00°14'56"W along the West line of said SW/4 a distance of 600.00 feet; thence S87°23'10"E a distance of 868.38 feet; thence S00°14'56"E a distance of 555.27 feet to a point on the South line of said SW/4; thence S89°39'41"W along said South line a distance of 867.30 feet to the POINT OF BEGINNING.

Said tract contains 500,982 Sq Ft or 11.50 Acres, more or less.

NOW, THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA:

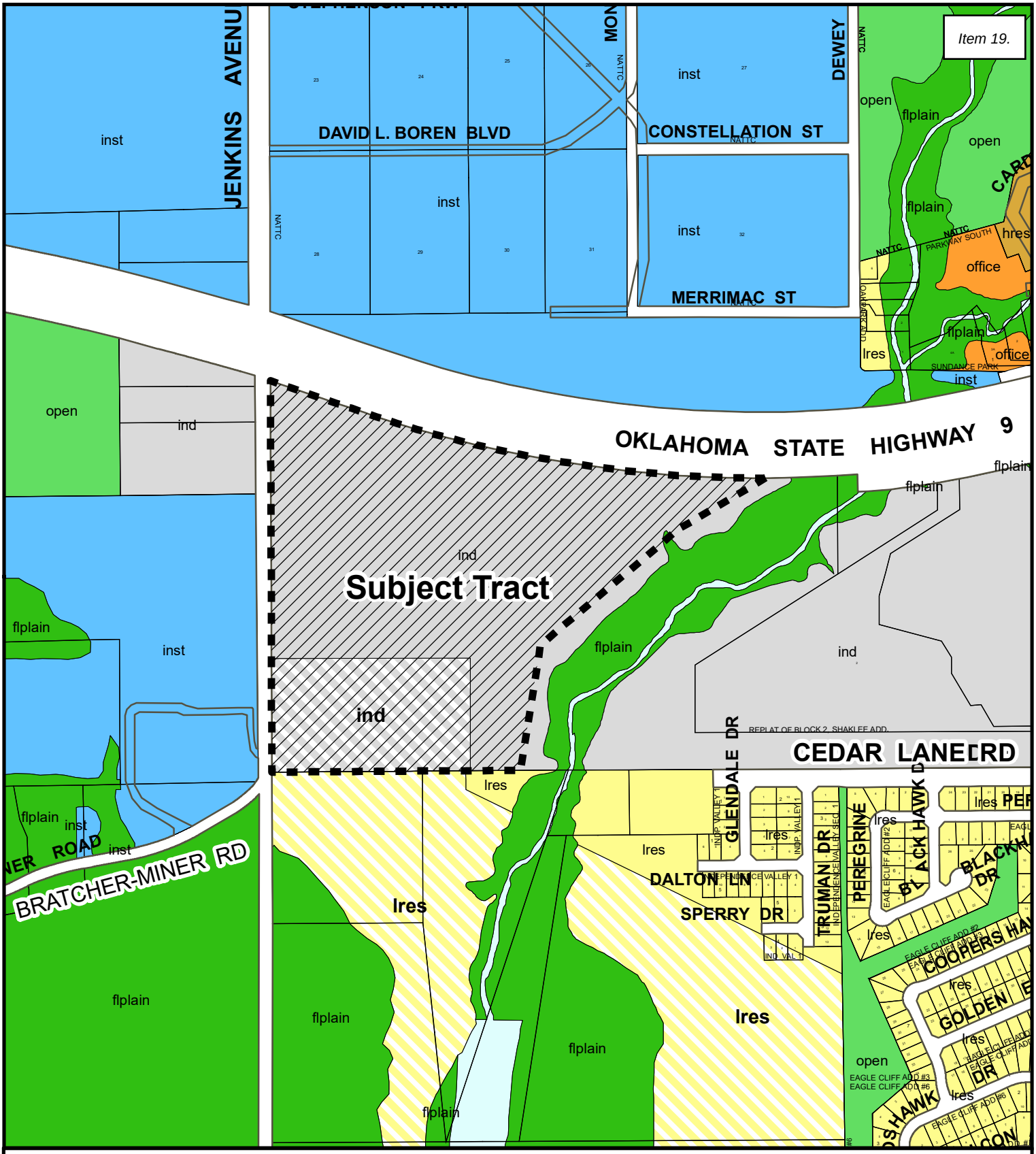
§ 5. That the Council of the City of Norman recognizes the need to control the future growth of the City of Norman; and, that after due consideration has determined that the requested amendments to the NORMAN 2025 Land Use and Transportation Plan should be adopted, and does hereby approve the requested designation.

PASSED AND ADOPTED this _____day of_____, 2024.

_____
(Mayor)

ATTEST:

_____
(City Clerk)



Norman 2025 Land Use Plan

Subject Tract

October 10, 2023

0 300 600 Ft.

N
W E
S

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.

G:\ArcGIS10.Map Templates\8x11_Location\MapArcMap10.mxd

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 10/10/2024

REQUESTER: Highway 9 Jenkins M&J Investments, LLC

PRESENTER: Justin Fish, Planner I

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2324-76: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING THE NORMAN 2025 LAND USE AND TRANSPORTATION PLAN SO AS TO REMOVE PART OF THE SOUTHWEST QUARTER (SW/4) OF SECTION EIGHT (8), TOWNSHIP EIGHT (8) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN (I.M.), CLEVELAND COUNTY, OKLAHOMA, FROM THE INDUSTRIAL DESIGNATION AND PLACE THE SAME IN THE MIXED USE DESIGNATION AND CHANGE APPROXIMATELY 11.5 ACRES FROM FUTRE URBAN SERVICE AREA TO CURRENT URBAN SERVICE AREA. (SOUTHEAST CORNER OF HIGHWAY 9 AND JENKINS AVENUE)

APPLICANT/REPRESENTATIVE:	Highway 9 Jenkins M&J Investments, LLC/Rieger Sadler Joyce LLC
LOCATION:	Southeast corner of East State Hwy 9 and Jenkins Ave.
WARD:	7
CORE AREA:	No
REQUESTED ACTION:	NORMAN 2025 Land Use Plan Amendment from Industrial to Mixed Use Designation and from Future Urban Service Area to Current Urban Service Area

BACKGROUND: The subject property is currently designated as Industrial in the NORMAN 2025 Land Use Plan. The applicant is proposing to rezone the 56.54 acres of this parcel to PUD, Planned Unit Development, with the intent to develop mixed-use commercial and multifamily residential uses on the property. Under the NORMAN 2025 Land Use and Transportation Plan, the subject property is designated as both Current and Future Urban Service Area. The new proposal requires an amendment to the NORMAN 2025 Land Use Plan from the Industrial Designation to the Mixed Use Designation and from Future Urban Service Area to Current Urban

Service Area. The subject property is approximately 56.54 acres and is currently undeveloped. This Land Use change application is accompanied by a preliminary plat request and a rezoning request.

Proposed development on this property features uses including, but not limited to, commercial, office, light-industrial, and a variety of multi-family residential uses. Residential uses will primarily be located on the east side of the development. Commercial uses will be located to the north along State Hwy. 9, and west along Jenkins Ave.

STAFF ANALYSIS: For changes in classification under the NORMAN 2025 Land Use and Transportation Plan, the following information is forwarded for consideration.

The role of the NORMAN 2025 Plan in the City's ongoing and diverse planning activities states the document must be flexible, and that it is updated and amended periodically. The Plan defines the desired land use patterns for use and development of all private sector properties. This Plan will serve as a policy guide for zoning and planning requests as they are presented to the Planning Commission and City Council.

1. ***Has there been a change in circumstances resulting from development of the properties in the general vicinity which suggest that the proposed change will not be contrary to the public interest?***
   This area has seen moderate change in development in recent years, which has been mainly municipal expansion. Independence Valley, a residential development, is located southeast of the subject property. East of the subject property, south of State Hwy. 9, has seen recent commercial developments including but not limited to a gas station, fast-food services and self-storage. To the west, Jenkins Ave. separates the property from existing agricultural land. Located on this agricultural land is the City of Norman's Water Reclamation Facility, a Solar Farm, Animal Welfare, and the Norman Police Department's Gun Range. To the north of the subject property, across State Hwy. 9, is State owned land. University of Oklahoma facilities are located on this land. The east side of the subject property is a floodplain zone running north to south. The subject property has remained undeveloped. The property is bounded to the south by agricultural uses and single family use. State Hwy. 9 runs along the entire north boundary of the property.

2. ***Is there a determination that the proposed change would not result in adverse land use or adverse traffic impacts to surrounding properties or the vicinity?***
   The proposed use will be more intense than the existing undeveloped traffic patterns of the current zoning and land use designations. Five new access points to the property are proposed along Jenkins Ave. The City Traffic Engineer has determined future traffic capacities on Jenkins Ave. and State Hwy. 9 will exceed the demand for existing and proposed trips from this development due to ODOT improvements to State Hwy. 9 and the developer widening Jenkins Ave south of State Hwy. 9.

Growth Area Boundary Change from Future to Current Urban Service Area:

An integral part of the NORMAN 2025 Land Use and Transportation Plan is the continued designation of various Growth Areas related to the character, density and level of appropriate public services. The Growth Areas are designated as part of the ongoing effort to accomplish

the Goals and Policies related to managing the location of growth in relation to infrastructure and the suitability of land for development.

Growth Area Boundary Changes:

The Growth Area boundaries are approximate, and may be modified slightly as a result of detailed engineering or topographic studies at the time of application for a designation change. Such minor adjustments are not considered to be formal Plan amendments. The following criteria shall apply and set requirements for changes in Growth Area Boundaries:

1. ***The area proposed for change is contiguous to the Current Urban Service Area and constitutes a logical and cohesive service area expansion.*** Only a portion of the subject property, approximately 11 acres on the southern end of the property, is designated as Future Urban Service Area. The rest of the subject property is in the Current Urban Service Area and is therefore contiguous.

2. ***The request for amendment demonstrates that the subject area has been provided, or will be at the time of development, with complete infrastructure systems. At a minimum, these systems will consist of:***
    a. ***Additional sanitary sewer collection and treatment capacity needed to serve the expanded area.*** Sewer services for the subject property are adequate for the proposed development.
    b. ***Water service with adequate pressure for fire-fighting.*** Water services for the subject property are adequate for the proposed development.
    c. ***Adequate storm drainage to insure that the proposed development will not create downstream drainage problems.*** The applicant has proposed detention ponds to handle stormwater runoff generated by this development.
    d. ***Access to at least one arterial street connecting the subject area to the Current Urban Service Area.*** Jenkins Ave. along the western boundary of the property is designated as Minor Urban Arterial.

CONCLUSION: Staff forwards this request for amendment of the NORMAN 2025 Land Use Plan Amendment from Industrial Designation to Mixed Use Designation and from Future Urban Service Area to Current Urban Service Area for the subject property as Resolution R-2324-76 for consideration by the Planning Commission and recommendation to City Council.

7. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2324-76: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING THE NORMAN 2025 LAND USE AND TRANSPORTATION PLAN SO AS TO REMOVE PART OF THE SOUTHWEST QUARTER (SW/4) OF SECTION EIGHT (8), TOWNSHIP EIGHT (8) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN (I.M.), CLEVELAND COUNTY, OKLAHOMA, FROM THE INDUSTRIAL DESIGNATION AND PLACE THE SAME IN THE MIXED USE DESIGNATION AND CHANGE APPROXIMATELY 11.5 ACRES FROM FUTRE URBAN SERVICE AREA TO CURRENT URBAN SERVICE AREA. (SOUTHEAST CORNER OF HIGHWAY 9 AND JENKINS AVENUE)

   ITEMS SUBMITTED FOR THE RECORD:
   1. Staff Report
   2. Norman 2025 Map

8. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2324-28: 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 PART OF THE SOUTHWEST QUARTER (SW/4) OF SECTION EIGHT (8), TOWNSHIP EIGHT (8) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE I-1, LIGHT INDUSTRIAL DISTRICT, AND PLACE SAME IN THE PUD, PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (SOUTHEAST CORNER OF HIGHWAY 9 AND JENKINS AVENUE)

   ITEMS SUBMITTED FOR THE RECORD:
   1. Staff Report
   2. Location Map
   3. Preliminary Plat
   4. PUD Narrative
   5. Open Space Exhibit
   6. Pre-Development Summary

9. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PP-2324-10: CONSIDERATION OF A PRELIMINARY PLAT SUBMITTED BY HIGHWAY 9 JENKINS M&J INVESTMENTS, LLC (CRAFTON TULL) FOR SOONER VILLAGE, A PLANNED UNIT DEVELOPMENT FOR 56.54 ACRES OF PROPERTY GENERALLY LOCATED AT THE SOUTHEAT CORNER OF HIGHWAY 9 AND JENKINS AVENUE.

   ITEMS SUBMITTED FOR THE RECORD:
   1. Staff Report
   2. Location Map
   3. Preliminary Plat
   4. Traffic Analysis
   5. Traffic Review Form

Staff Presentation

Justin Fish, Planner I, presented on the proposed PUD.

Commissioner Jablonski asked about the ongoing concerns with Bishop Creek. Todd McLellan, Development Engineer, responded that there was a drainage report submitted.

Applicant Presentation

Sean Rieger, Rieger Sadler Joyce LLC, explained that the proposed PUD would include industrial, housing, and retail uses.

Mr. Rieger also explained that the property would be down-zoned in regards to intensity and is located to the north of the floodplain & floodways.

Commissioner McKown asked what the order of development would be and recommended the housing be built first.

Commissioner Griffith inquired about the height of the apartment building and the possibilities of going up to four or five stories.

Public Comments

Sonja & Kevin Potts, 3620 Barwick Dr, Norman, OK (Protest)
Rex & Jan Valouch, 3661 Jenkins Ave, Norman, OK (Protest)

Commissioner Jablonksi explained that this development would bring in more housing with a buffer already set up for open space in regards to where the easements are located.

Commissioner Kindel stated she likes the green space, increased housing to every level, and detention that would be slow release. She hopes City Council will be able to answer questions in regards to who would clean possible debris in Bishop Creek to make sure it is flowing as efficiently as possible.

Motion by Commissioner McDaniel to recommend approval of Ordinance O-2324-28, Resolution R-2324-76, and PP-2324-10; **Second** by Commissioner McKown.

The motion was passed unanimously with a vote of 6-0.

File Attachments for Item:

20. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2324-28 UPON 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 REMOVE PART OF THE SOUTHWEST QUARTER (SW/4) OF SECTION EIGHT (8), TOWNSHIP EIGHT (8) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE I-1, LIGHT INDUSTRIAL DISTRICT, AND PLACE SAME IN THE PUD, PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (SOUTHEAST CORNER OF HIGHWAY 9 AND JENKINS AVENUE).
POSTPONED AT THE REQUEST OF THE APPLICANT UNTIL DECEMBER 10, 2024.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 11/26/2024

REQUESTER: Highway 9 Jenkins M&J Investments, LLC

PRESENTER: Jane Hudson, Planning & Community Development Director

ITEM TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2324-28 UPON 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 REMOVE PART OF THE SOUTHWEST QUARTER (SW/4) OF SECTION EIGHT (8), TOWNSHIP EIGHT (8) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE I-1, LIGHT INDUSTRIAL DISTRICT, AND PLACE SAME IN THE PUD, PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (SOUTHEAST CORNER OF HIGHWAY 9 AND JENKINS AVENUE). ***POSTPONED AT THE REQUEST OF THE APPLICANT UNTIL DECEMBER 10, 2024.***

APPLICANT/REPRESENTATIVE:	Highway 9 Jenkins M&J Investments, LLC/Rieger Sadler Joyce LLC
LOCATION:	Southeast corner of East State Hwy 9 and Jenkins Ave
WARD:	7
CORE AREA:	No
REQUESTED ACTION:	Rezoning from I-1, Light Industrial District to PUD, Planned Unit Development District
LAND USE PLAN DESIGNATION:	Industrial
PROPOSED LAND USE PLAN DESIGNATION:	Mixed Use
GROWTH AREA DESIGNATION:	Future and Current Urban Service Area
PROPOSED GROWTH AREA DESIGNATION:	Current Urban Service Area

BACKGROUND: The applicant requests rezoning from I-1, Light Industrial District, to a Planned Unit Development, PUD, District for approximately 56.54 acres. The PUD would allow for the development of a mixed-use community, featuring a variety of uses including, but not limited to, commercial, office, light-industrial, and a diversity of multi-family residential uses within the property. The requested rezoning will also require a NORMAN 2025 Land Use Plan amendment and a preliminary plat.

PROCEDURAL REQUIREMENTS:

GREENBELT MEETING: GBC23-26, October 17, 2023
There was no quorum for the October 17, 2023 Greenbelt Commission meeting.

PRE-DEVELOPMENT: PD23-40, November 30, 2023
The applicant explained the rezoning process and details of the project to attendees. A neighbor asked about the drainage plan of the project because he is worried the runoff will go to his property. The applicant explained the project would follow the city's standards. Another neighbor asked about protecting the creek from oil spills on parking lots. Again, the applicant explained that the project would follow the city's standards. An attendee asked about the trees and the reserve close by. The applicant explained the site was cleared a few years ago, and they are unaware of any reserve. There were other questions regarding the height of buildings, the width of the right of way, and who was paying for the road improvements. The applicant replied the buildings would be three stories, the right of way 50 feet, and the developer would pay for road improvements. The applicant's engineer arrived and explained the drainage plan in more detail.

BOARD OF PARKS COMMISSIONERS: This proposal went to the Board of Parks Commissioners in December 2023. It received a Private Park decision in a unanimous vote.

ZONING ORDINANCE CITATION:
SECTION 36-509, PUD, PLANNED UNIT DEVELOPMENT

1. Statement of Purpose. It is the intent of this section to encourage developments with a superior built environment brought about through unified development and to provide for the application of design ingenuity in such developments while protecting existing and future surrounding areas in achieving the goals of the comprehensive plan of record. The "PUD" Planned Unit Development district herein established is intended to provide for greater flexibility in the design of buildings, yards, courts, circulation, and open space than would otherwise be possible through the strict application of other district regulations. In this way, applicants may be awarded certain premiums in return for assurances of overall planning and design quality, or which will be of exceptional community benefit and which are not now required by other regulations. By permitting and encouraging the use of such procedures, the Planning Commission and City Council will be able to make more informed land use decisions and thereby guide development more effectively in the best interest of the health, safety, and welfare of the City.

Specifically, the purposes of this section are to encourage:

(a) A maximum choice in the types of environment and living units available to the public.

(b) Provision of more usable and suitably located open space, recreation areas, or other common facilities than would otherwise be required under conventional land development regulations.
(c) Maximum enhancement and minimal disruption of existing natural features and amenities.
(d) Comprehensive and innovative planning and design of diversified developments which are consistent with the City's long range plan and remain compatible with surrounding developments.
(e) More efficient and economic use of land resulting in smaller networks of utilities and streets, thereby lowering costs.
(f) Preparation of more complete and useful information which will enable the Planning Commission and City Council to make more informed decisions on land use.

The PUD (Planned Unit Development) Regulations are designed to provide for small and large scale developments incorporating a single type or a variety of residential, commercial, industrial and related uses which are planned and developed as a unit. Such development may consist of individual lots, or it may have common building sites. Private or public common land and open space must be an essential, major element of the development which is related to, and affects, the long term value of the homes and other development. A Planned Unit Development shall be a separate entity with a distinct character that respects and harmonizes with surrounding development.

STAFF ANALYSIS:

USE: The allowable uses for this PUD are included in the PUD Narrative as Exhibit C, Allowable Uses. The uses are divided into Development Area. Area 1 contains the bulk of commercial uses with additional allowances for mixed-use multifamily residential. Development Area 2 contains office, warehouse, commercial, and light-industrial uses. Development Area 3 will contain medium density uses such as duplexes and is expected to contain approximately 20 dwelling units. Development Area 4 is comprised of approximately 135 dwelling units of medium to high density residential uses. A complete list of the allowable uses for each Development Area within the Property is shown within Exhibit C.

SITE PLAN/ACCESS:
The proposed Site Development plan shows five new access points off Jenkins Ave. Tracts five and six are only accessible from one dedicated access point. Sooner Ave. and Oklahoma Ave. are the two main access points for the proposed development. Tracts one, two, three, four, seven, eight, and nine can be accessed from either of these points of access. Detention will be provided in several areas throughout the development. Sidewalks are shown throughout all tracts except five and six. The Preliminary Site Development Plan details the proposed use for each tract.

PARKING: The PUD narrative states that parking for the Property may be developed in general compliance with the parking layout shown on the Conceptual Site Development Plan. The Property shall comply with Norman’s applicable parking ordinances, as amended from time to time.

LANDSCAPING: As applicable, landscaping will be installed and maintained according to Section 36-551, Landscaping Requirements for Off-Street Parking Facilities.

SIGNAGE: Each lot may contain up to two (2) identification/directional ground signs. The identification ground signs for each lot may be a maximum of 100 square feet per side and shall generally be located at the entrance to each lot. Also, each lot may contain up to two (2) monument or pylon signs generally located near the entrances to each lot, and with each monument sign allowing for a maximum of 300 square feet per side. The identification ground and/or monument signs shall otherwise comply with the sign standards of the City of Norman Sign Code, as may be amended, as applicable to the underlying use for each lot. All other Signage will comply with the applicable commercial or residential signage regulations in Chapter 28.

LIGHTING: All exterior lighting shall be installed in conformance with the City of Norman's Commercial Outdoor Lighting Standards (Section 36-549), as amended from time to time.

SANITATION/UTILITIES: Dumpsters will be utilized for sanitation services in locations shown on the attached Preliminary Site Development Plan. All locations will be reviewed and approved by City Staff.

EXTERIOR MATERIALS: The exterior of the commercial, office, or apartment buildings constructed within the property may be constructed of brick, stone, synthetic stone, wood, glass, stucco, EIFS, masonry, metal accents, and any combination thereof. Industrial, warehouse, and storage buildings shall be allowed to be constructed of all of the above materials as well as metal exteriors with aggregate, sandblasted or textured coating finish. The applicant may file restrictive covenants against the property to more narrowly tailor architectural review within the development.

HEIGHT: There shall be no height limit for any building or structure in Development Areas 1 or 2. The maximum height for Development Area 3 shall be three (3) stories. The maximum height for Development Area 4 shall be five (5) stories.

FENCING/WALLS: Any fencing placement and height shall comply with Section 36-552, Fencing, Walls, and Screening, as amended from time to time.

OPEN SPACE: The PUD Narrative states approximately 20% of the subject property shall be used as open space. The areas initially planned as open space are depicted on Exhibit E, Open Space.

PHASING: It is anticipated that the property will be developed in multiple phases. The timing and number of future phases will be determined by market demand and absorption rates and shall comply with Norman City Code 36-509, Planned Unit Developments, as may be amended.

EXISTING ZONING: The property is currently zoned I-1, Light Industrial District. I-1 does not allow for the various residential and commercial uses being proposed.

ALTERNATIVES/ISSUES:

IMPACTS: The proposed use will be more intense than the existing undeveloped traffic patterns of the current zoning and land use designations. Five new access points to the property are proposed along Jenkins Ave. The City Traffic Engineer has determined future traffic capacities on Jenkins Ave. and State Hwy 9 will exceed the demand for existing and proposed trips of this development as a result of ODOT designing improvements to State Hwy 9 and the developer agreeing to widen Jenkins Ave south of State Hwy 9.

OTHER AGENCY COMMENTS:

FIRE DEPARTMENT AND BUILDING PERMIT REVIEW: Items regarding fire hydrants and fire/building codes will be considered at the building permit stage.

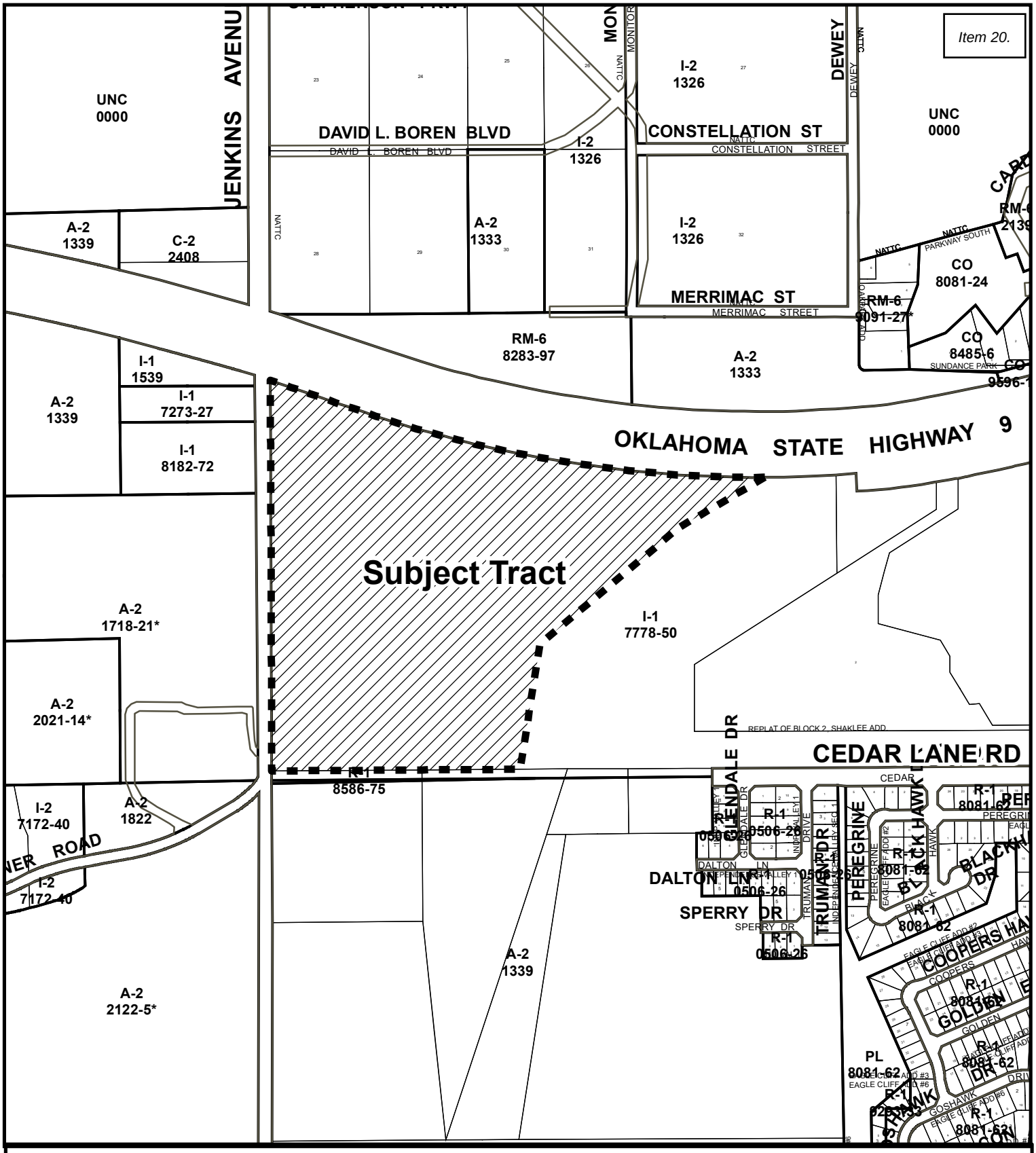
PUBLIC WORKS/ENGINEERING: Please see the attached report from Engineering regarding the Preliminary Plat.

TRAFFIC ENGINEER: Please see the attached traffic report from City Traffic Engineer.

UTILITIES: A 12-inch water main is required along Jenkins Avenue if the existing water main is confirmed to be an 8-inch water main. Proposed development is in close proximity to the existing City of Norman Water Reclamation Facility.

CONCLUSION: Staff forwards this request for rezoning to a PUD, Planned Unit Development and Ordinance O-2324-28 for consideration by City Council.

PLANNING COMMISSION RESULTS: At their meeting of October 10, 2024, Planning Commission recommended adoption of Ordinance No. O-2324-28 by a vote of 6-0.



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.

N W E S

April 6, 2023

0 300 600 Ft.

Subject Tract

Zoning

504

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O-2324-28

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 PART OF THE SOUTHWEST QUARTER (SW/4) OF SECTION EIGHT (8), TOWNSHIP EIGHT (8) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE I-1, LIGHT INDUSTRIAL DISTRICT, AND PLACE SAME IN THE PUD, PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (SOUTHEAST CORNER OF HIGHWAY 9 AND JENKINS AVENUE)

§ 1. WHEREAS, Highway 9 Jenkins M&J Investments, L.L.C., the owners of the hereinafter described property, have made application to have the subject property removed from the I-1, Light Industrial District and placed in the PUD, Planned Unit Development District; and

§ 2. WHEREAS, said application has been referred to the Planning Commission of said City and said body has, after conducting a public hearing on September 10, 2024 as required by law, considered the same and recommended that the same should be granted and an ordinance adopted to effect and accomplish such rezoning; and

§ 3. WHEREAS, the City Council of the City of Norman, Oklahoma, has thereafter considered said application and has determined that said application should be granted and an ordinance adopted to effect and accomplish such rezoning.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA:

§ 4. That Section 36-201 of the Code of the City of Norman, Oklahoma, is hereby amended so as to remove the following described property from the I-1, Light Industrial District and place the same in the PUD, Planned Unit Development District, to wit:

A tract of land in the Southwest Quarter (SW/4) of Section Eight (8), Township Eight (8) North, Range Two (2) West of the Indian Meridian, Cleveland County, Oklahoma, and being more particularly described as follows:
Beginning at the Southwest corner of said Southwest Quarter (SW/4);

Thence North 00°12'02" West along the West line of said Southwest Quarter (SW/4) a distance of 1846.74 feet to a point on the Southerly Right-of-Way line of State Highway No. 9;
Thence along said Right-of-Way line the following three (3) courses:
1) Along a curve to the left having a radius of 10,592.95 feet, a chord bearing South 69°52'15" East and a chord distance of 255.98 feet for an arc distance of 255.96 feet;
2) South 70°33'47" East for a distance of 153.36 feet;
3) Along a curve to the left having a radius of 5,521.46 feet, a chord bearing South 81°00'47" East and a chord distance of 2002.95 feet, for an arc distance of 2014.10 feet; Thence South 60°07'38" West for a distance of 540.23 feet; Thence South 50°24'05" West a distance of 831.50 feet;
Thence South 08°29'33" West for a distance of 594.59 feet to a point on the South line of said Southwest Quarter (SW/4);
Thence South 89°42'35" West along said South line a distance of 1159.07 feet to the Point of Beginning.

§ 5. Further, pursuant to the provisions of Section 36-509 of the Code of the City of Norman, as amended, the following condition is hereby attached to the zoning of the tract:

a. The site shall be developed in accordance with the PUD Narrative, Site Development Plan, and supporting documentation, which are made a part hereof.

§ 6. Severability. If any section, subsection, sentence, clause, phrase, or portion of this ordinance is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions of this ordinance.

ADOPTED this _____ day of _____, 2024.

_____
(Mayor)

ATTEST:

_____
(City Clerk)

NOT ADOPTED this _____day of _____, 2024.

_____
(Mayor)

SOONER VILLAGE

A PLANNED UNIT DEVELOPMENT
NORMAN, OKLAHOMA

APPLICANT:
HIGHWAY 9 JENKINS M&J INVESTMENTS, LLC

APPLICATION FOR:

PLANNED UNIT DEVELOPMENT
PRELIMINARY PLAT
NORMAN 2025

Submitted October 2, 2023
Revised October 8, 2024

PREPARED BY:

RIEGER SADLER JOYCE LLC
136 Thompson Drive
Norman, Oklahoma 73069

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I. INTRODUCTION

Highway 9 Jenkins M&J Investments, LLC (the "**Applicant**") intends to rezone and plat the property that is more particularly described on **Exhibit A** (the "**Property**") to a Planned Unit Development ("**PUD**") in order to develop a mixed-use community, featuring a variety of uses including, but not limited to, commercial, office, light-industrial, and a diversity of multi-family residential uses within the Property. The Applicant also seeks to amend the property's NORMAN 2025 Designation to Mixed-Use in order to facilitate this development. The Property contains approximately 56.54 acres, and a conceptual site plan of the proposed development has been attached hereto as **Exhibit B**.

II. PROPERTY DESCRIPTION/GENERAL SITE CONDITIONS

A. Location

The Property is generally located at the Southeast corner of the Highway 9 and Jenkins Ave. intersection, as more particularly shown on the attached exhibits.

B. Existing Land Use and Zoning

The Property is undeveloped and is currently zoned I-1, Light Industrial, with a NORMAN 2025 designation of Industrial. This request seeks to rezone the Property to a Planned Unit Development and amend the Property's NORMAN 2025 designation to Mixed-Use.

C. Elevation and Topography

The Property contains elevations ranging from approximately 1130 to 1104. The Property generally slopes to the floodplain located south and southeast of the Property.

D. Drainage

A drainage report will be provided to City Staff as part of the Preliminary Plat application.

E. Utility Services

All necessary utilities for this project (including water, sewer, gas, telecommunications, and electric) are currently located within the necessary proximity to serve the Property, or they will be extended as necessary.

F. Fire Protection Services

Fire Protection services will be provided by the City of Norman Fire Department and by the Applicant as such are required by applicable City codes, ordinances, and/or regulations.

G. Traffic Circulation and Access

Access to the Property shall be permitted in the manner depicted on the attached Conceptual Site Development Plan.

III. DEVELOPMENT PLAN AND DESIGN CONCEPT

The Property shall be developed in compliance with the Conceptual Site Development Plan, attached hereto as **Exhibit B**, subject to final design development and the changes allowed by Section 36-509 of the City of Norman's PUD Ordinance, as may be amended from time to time. The Exhibits attached hereto, and as submitted on behalf of the Applicant, are incorporated herein by reference, and further depict the development criteria for the Property.

A. Uses Permitted:

The Property will be developed as mixed-use development, featuring a variety of uses including, but not limited to, commercial, office, light-industrial, and a diversity of multi-family residential uses within the Property. The development of the Property shall be divided into four (4) development areas for purposes of allowable uses and area regulations. Development Area 1 will contain Tracts 1 – 4 and will contain the bulk of the commercial allowances within the Property with additional allowances for mixed-use multifamily residential. Development Area 2 will contain Tracts 5 – 6 and will feature a diversity of office, warehouse, commercial, and light-industrial uses. Development Area 3 will contain Tract 7 and will allow for duplexes. Development Area 3 is expected to contain approximately 20 dwelling units. Development Area 4 will contain Tracts 8 – 9 and will allow for multifamily townhomes and apartments. Development Area 4 is expected to contain approximately 135 dwelling units including approximately 75 units in Tract 8 and 60 units in Tract 9. A complete list of the allowable uses for each Development Area within the Property is attached as **Exhibit C**. It is understood and acknowledged that the boundaries of the individual Tracts and Development Areas have not been finalized as this development is at the preliminary plat stage, and, subject to Section 36-509 of the City of Norman's PUD Ordinance, the final legal descriptions and lot sizes may fluctuate prior to the filing of a final plat. Therefore, the boundaries of the Development Areas may fluctuate so long as such modification does not result in a substantial deviation from the Conceptual Site Development Plan.

B. Area Regulations:

1. Development Area 1: Commercial, Hospitality, & Mixed-Use Residential

Building Setback: There shall be a twenty foot (20') building setback from Jenkins Ave. There shall be a twenty-five foot (25') setback from Sooner Ave. and Oklahoma Ave. Buildings may not encroach upon public easements or rights-of-way. Otherwise, there is no required front, rear, or side yard building setback.

Height: There shall be no height limit for any building or structure in Development Area 1 of the Property.

2. Development Area 2: Office, Warehouse, and Light-Industrial

Building Setback: There shall be a twenty foot (20') building setback from Jenkins Ave. Otherwise, there is no required front, rear, or side yard setback.

Height: There shall be no height limit for any building or structure in Development Area 2 of the Property.

3. Development Area 3: Multi-Family Duplexes

Front Yard: The minimum depth of the front yard shall be 20 feet.

Side Yard: There shall be no minimum side yard setback, except to the extent necessary to accommodate any applicable fire rating separation.

Rear Yard: The minimum rear yard setback shall be ten feet (10').

Height: The maximum height for Development Area 3 shall be three (3) stories.

Lot Width: Minimum lot width shall be forty-five-feet (45').

Impervious Area: Impervious area of a lot shall not exceed sixty-five percent (65%).

4. Development Area 4: Multi-Family Apartments and Townhomes

Front Yard: For Tract 9 (Lot 1, Block 3 of the Preliminary Plat), the North setback shall be twenty-five feet (25') and shall be deemed the front yard. All other lots within Development Area 4 shall have a minimum twenty-foot (20') setback, with corner lots allowed to have a fifteen-foot (15') setback as shown on the Conceptual Site Development Plan.

Side Yard: Tract 9 shall have a five-foot (5') side yard setback. All other lots within Development Area 4 shall have a fifteen foot (15') side yard setback.

Rear Yard: Tract 9 shall have a twenty-foot (20') rear yard setback (along the southern property line). All other lots within Development Area 4 shall have a minimum ten foot (10') rear yard setback.
Height: The maximum height for Development Area 4 shall be five (5) stories.

Lot Width: Minimum lot width shall be fifty feet (50').
Impervious Area: Impervious area of a lot shall not exceed sixty-five percent (65%).

C. Additional Development Criteria:

1. Exterior Materials

The exterior of the commercial, office, or apartment buildings constructed within the Property may be constructed of brick, stone, synthetic stone, wood, glass, stucco, EIFS, masonry, metal accents, and any combination thereof. Industrial, warehouse, and storage buildings shall be allowed to be constructed of all of the above materials as well as metal exteriors with aggregate, sandblasted or textured coating finish. The Applicant may file restrictive covenants against the Property to more narrowly tailor architectural review within the development.

2. Sanitation

Trash dumpsters may be located as depicted on the Conceptual Site Development Plan or in locations as may be approved by City sanitation services.

3. Signage

Each Tract may contain up to two (2) identification/directional ground signs. The identification ground signs for each Tract may be a maximum of 100 square feet per side and shall generally be located at the entrance to each Tract. Also, each Tract may contain up to two (2) monument or pylon signs generally located near the entrances to each Tract, and with each Monument sign allowing for a maximum of 300 square feet per side. The identification ground and/or monument signs shall otherwise comply with the sign standards of the City of Norman Sign Code, as may be amended, as applicable to the underlying use for each Tract. All other signs shall comply with the sign standards of the City of Norman Sign Code as applicable to the underlying use for each Tract.

4. Traffic access and circulation

Access to the Property shall be permitted in the manner depicted on the attached Conceptual Site Development Plan.

5. Open Space

The areas initially planned as open space are depicted on the conceptual open space exhibit attached hereto as **Exhibit E**. The current layout shows approximately 20% of the total acreage as open space.

6. Parking

Parking for the Property may be developed in general compliance with the parking layout shown on the Conceptual Site Development Plan. The Property shall comply with Norman's applicable parking ordinances, as amended from time to time.

7. Landscaping and Fencing

Landscaping shall be installed in order to meet or exceed the City of Norman's applicable landscaping requirements. Fencing, such as, by way of example and not limitation, wrought iron, stockade wood, composite, and other fencing types, is permissible but is not required within the Property. The Applicant may file restrictive covenants against the Property to more narrowly tailor architectural review of fencing within the development. Fencing placement and height shall comply with applicable City ordinances, as amended from time to time.

8. Lighting

All exterior lighting shall be installed in conformance with any applicable City of Norman Commercial Outdoor Lighting Standards, as such may be amended from time to time.

9. Phasing

It is anticipated that the Property will be developed in multiple phases. The timing and number of future phases will be determined by market demand and absorption rates and shall comply with Norman City Code 36-509, as may be amended.

EXHIBIT A

Legal Description of the Property

A tract of land in the Southwest Quarter (SW/4) of Section Eight (8), Township Eight (8) North, Range Two (2) West of the Indian Meridian, Cleveland County, Oklahoma, and being more particularly described as follows:

Beginning at the Southwest corner of said Southwest Quarter (SW/4);

Thence North 00°12'02" West along the West line of said Southwest Quarter (SW/4) a distance of 1846.74 feet to a point on the Southerly Right-of-Way line of State Highway No. 9;

Thence along said Right-of-Way line the following three (3) courses:

1) Along a curve to the left having a radius of 10,592.95 feet, a chord bearing South 69°52'15" East and a chord distance of 255.98 feet for an arc distance of 255.96 feet;

2) South 70°33'47" East for a distance of 153.36 feet;

3) Along a curve to the left having a radius of 5,521.46 feet, a chord bearing South 81°00'47" East and a chord distance of 2002.95 feet, for an arc distance of 2014.10 feet; Thence South 60°07'38" West for a distance of 540.23 feet; Thence South 50°24'05" West a distance of 831.50 feet;

Thence South 08°29'33" West for a distance of 594.59 feet to a point on the South line of said Southwest Quarter (SW/4);

Thence South 89°42'35" West along said South line a distance of 1159.07 feet to the Point of Beginning.

EXHIBIT B

Preliminary Site Development Plan

Full Size Documents Submitted to City Staff

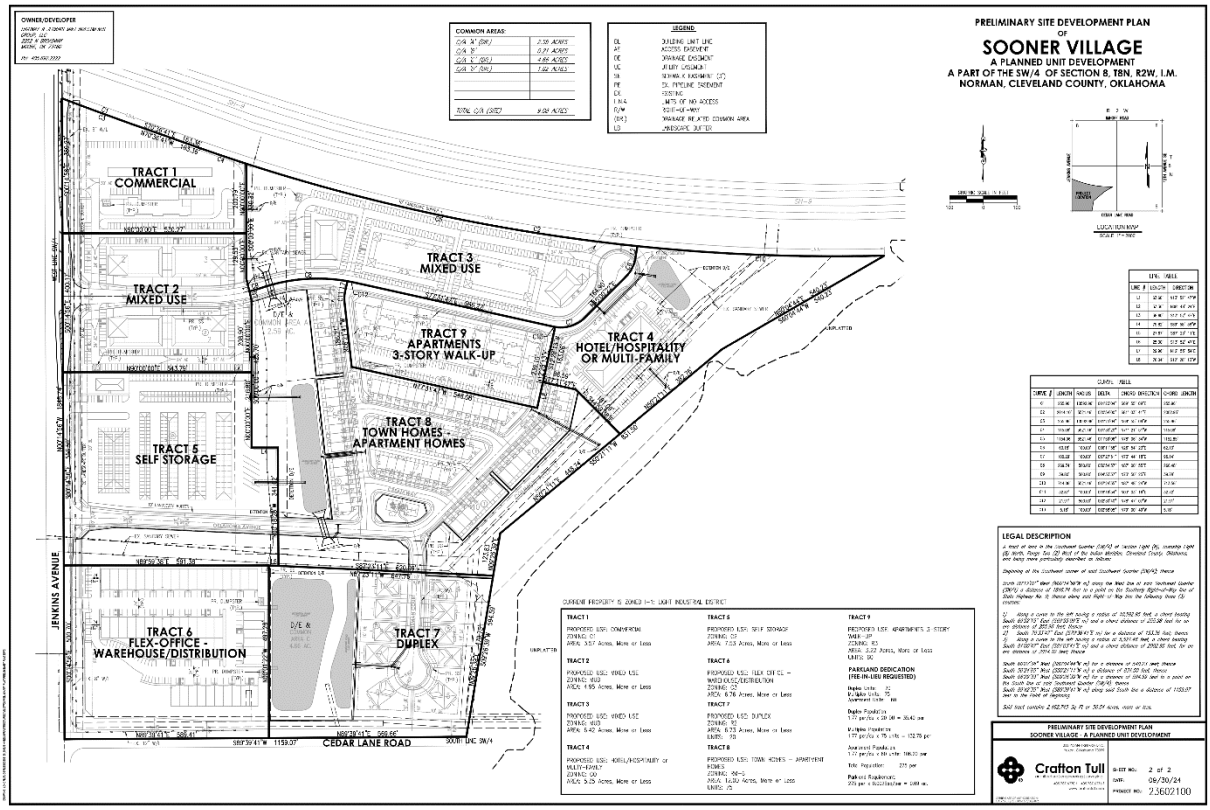


EXHIBIT C
Allowable Uses

Allowable Uses:

Development Area 1

- Gas Station/Convenience
- Art Gallery/Studio.
- Assembly Halls of non-profit corporations.
- Libraries.
- Museums.
- Music Conservatories.
- Office buildings and office uses.
- Trade schools and schools for vocational training.
- Churches.
- Short-term rentals.
- Antique shop.
- Appliance Store.
- Artist materials supply, or studio.
- Automobile parking lots.
- Automobile supply store.
- Baby shop.
- Bakery/Baked Goods store.
- Bank.
- Barber shop, or beauty parlor.
- Book or stationery store.
- Camera shop.
- Candy store.
- Catering establishment.
- Child Care / Day Care establishment.
- Clothing or apparel store.
- Coffee house or coffee shop.
- Commercial uses/shops/or services.
- Dairy products or ice cream store.
- Delicatessen store.
- Dress shop.
- Drug store or fountain.
- Dry Cleaning and Laundry Establishment.
- Dry goods store.
- Fabric or notion store.
- Florist/Flower Shop.

- Furniture Store.
- Gift Shop.
- Grocery or supermarket.
- Hardware store.
- Hotel.
- Interior decorating store.
- Jewelry shop.
- Key shop.
- Leather Store and/or Leather Goods Store.
- Locksmith.
- Medical Marijuana Dispensary, as allowed by state law.
- Music, Radio, Electronics, Telephone, or Television Store.
- Outdoor Patio.
- Painting and decorating shop.
- Pet shop/or Small Animal Hospital.
- Pharmacy.
- Photographer's studio.
- Restaurant/Bar/Lounge/Tavern
    - may include live entertainment and/or a dance floor, (all such activity fully within an enclosed building) provided the kitchen remains open with full food service whenever live entertainment is offered.
- Retail Shops or Stores.
- Retail spirits store/Liquor store.
- Spa or Similar Establishment.
- Smoke, Tobacco, Vape, or Similar Shop.
- Self-service laundry.
- Sewing machine sales.
- Sporting goods sales.
- Shoe store or repair shop.
- Sign Store/Printing Store.
- T-Shirt Printing or Similar Sales or Services.
- Tanning Spa or Tanning Establishment.
- Tailor shop.
- Theater (excluding drive-in theaters), Bowling Alley, Arcade, or Similar Establishments, including those that sell alcoholic beverages in compliance with state law.
- Tier I Medical Marijuana Processor, as allowed by state law.
- Tier II Medical Marijuana Processor, as allowed by state law.
- Toy store.
- High Density Multifamily Uses, which includes apartment buildings, either stand alone or above ground floor office/commercial uses, together with clubhouse, leasing office, fitness center, garage buildings, and similar associated uses;

- Short-term rentals.
- Accessory buildings and uses customarily incidental to any of the above uses when located on the same lot.

Development Area 2

- Office buildings and office uses.
- Self-Storage/Personal Storage.
- Warehouse buildings and warehouse uses.
- Automobile sales and service, but not including automobile or machinery wrecking establishments or junk yards.
- Boat sales and service.
- Building materials sales yard, including the sale of rock, sand, gravel, and cement and the like as an incidental part of the main business. This shall not be construed as permitting a cement batch plant or transit mix plant.
- Contractor's equipment storage yard or yard for rental equipment of a type commonly used by contractors.
- Farm machinery or contractor's machinery storage yard.
- Mobile home and camper sales.
- Public utility service company yard or electric receiving or transforming station.
- Truck and farm implement sales and service.
- Truck terminal.
- Veterinary hospital.
- Trade schools and schools for vocational training.
- Medical buildings and medical uses.

Development Area 3

- Single Family dwelling
- Two-family dwelling (duplex)
- Single Family dwelling and a garage apartment
- Family day care home
- General purpose farm or garden
- Home occupation
- Accessory buildings and uses customarily incidental to any of the above uses when located on the same lot
- Short-term rentals

Development Area 4

- High Density Multifamily Uses, which include:
    - Apartment buildings, together with clubhouse, leasing office, fitness center, garage buildings, and similar associated uses;
    - Townhouse Development;
    - Short-term rentals; and
    - Accessory buildings and uses customarily incidental to any of the above uses when located on the same lot.

- Attached single family dwellings or detached zero lot line single family dwellings, provided that such uses comply with the area regulations enumerated above for this allowable use category;
- Two-family dwelling (duplex), or a single-family dwelling with a garage apartment.

EXHIBIT D

Preliminary Plat

Full Size Documents Submitted to City Staff

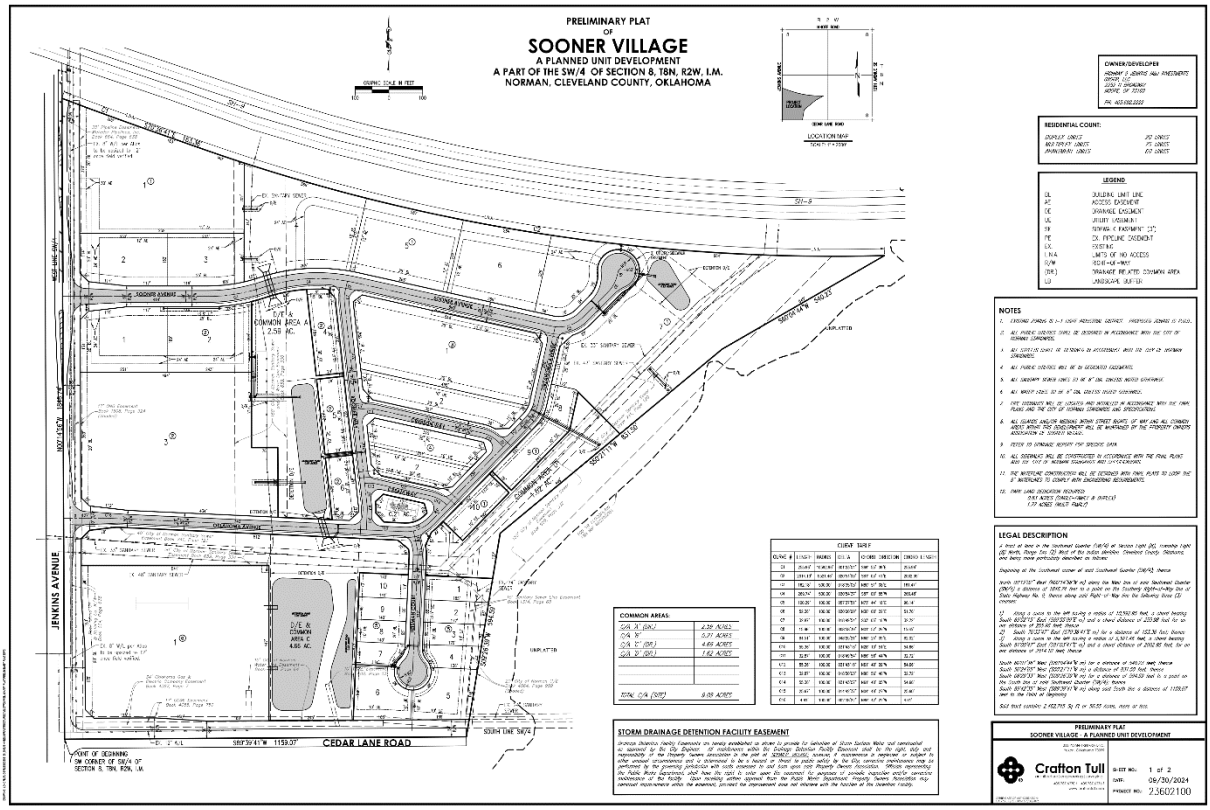


EXHIBIT E

Open Space

Full Size Documents Submitted to City Staff

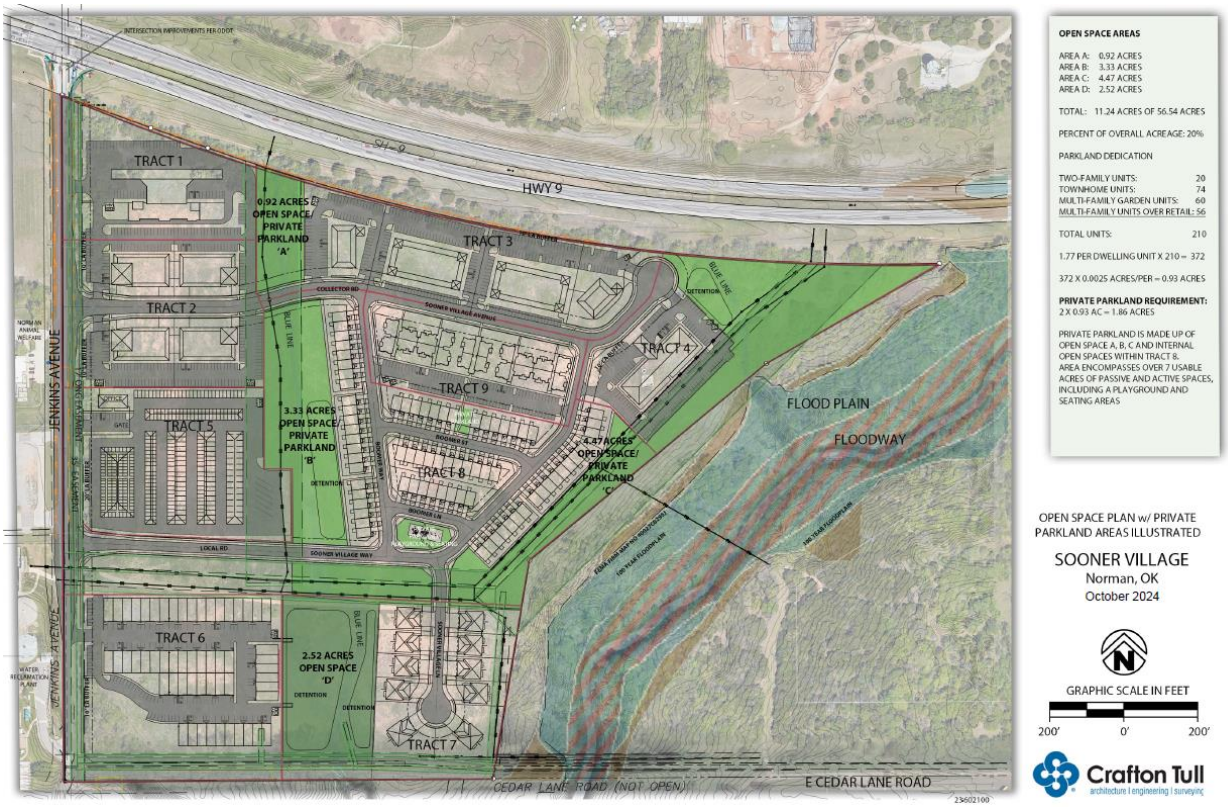
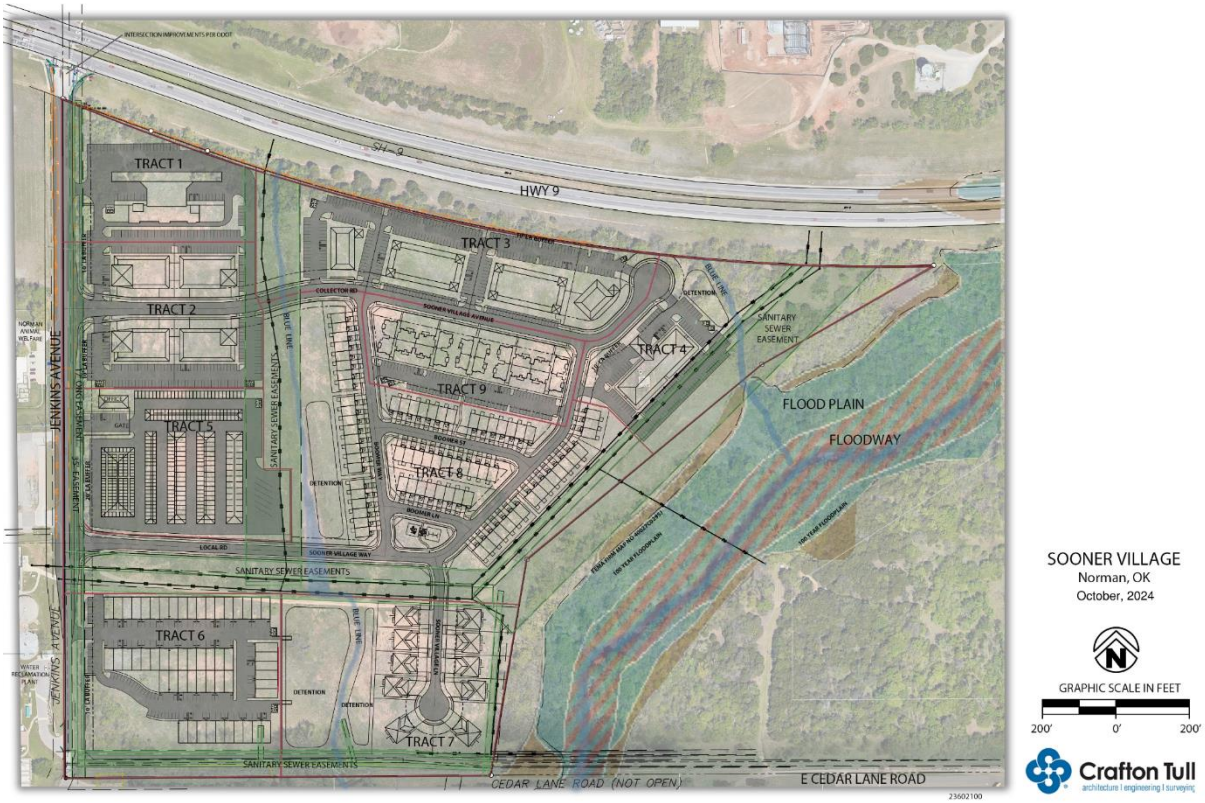


EXHIBIT F

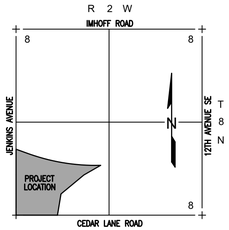
Site Plan

Full Size Documents Submitted to City Staff

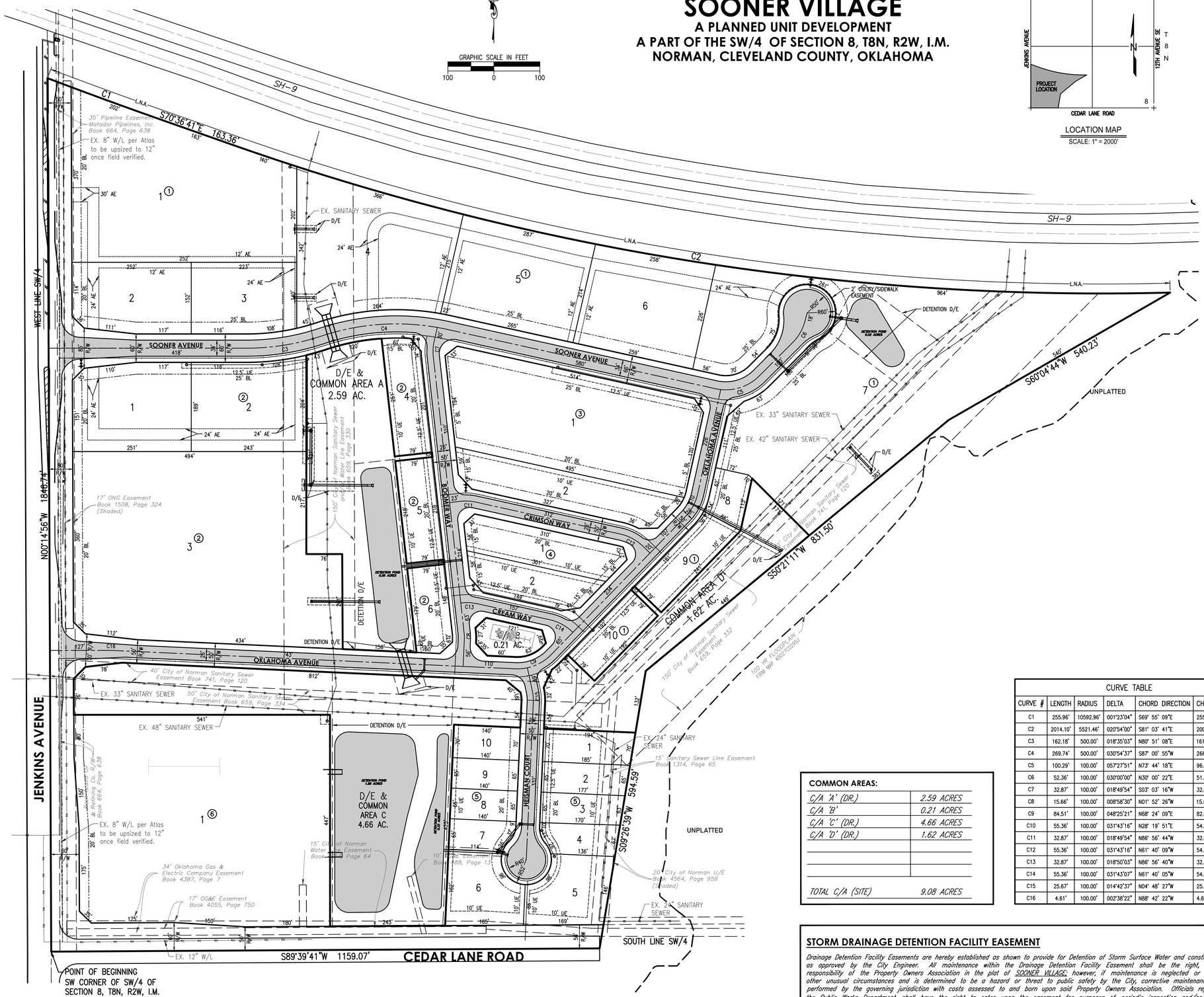


PRELIMINARY PLAT
OF
SOONER VILLAGE
A PLANNED UNIT DEVELOPMENT
A PART OF THE SW/4 OF SECTION 8, T8N, R2W, I.M.
NORMAN, CLEVELAND COUNTY, OKLAHOMA

GRAPHIC SCALE IN FEET
100 0 100



LOCATION MAP
SCALE: 1" = 2000'



OWNER/DEVELOPER

HIGHWAY 9 JENKINS M&J INVESTMENTS GROUP, LLC
2252 N BROADWAY
MOORE, OK 73160

PH: 405.692.2222

RESIDENTIAL COUNT:

DUPLEX UNITS	*20 UNITS*
MULTIPLEX UNITS	*75 UNITS*
APARTMENT UNITS	*60 UNITS*

LEGEND

BL	BUILDING LIMIT LINE
AE	ACCESS EASEMENT
DE	DRAINAGE EASEMENT
UE	UTILITY EASEMENT
SE	SIDEWALK EASEMENT (3')
PE	EX. PIPELINE EASEMENT
EX.	EXISTING
L.N.A.	LIMITS OF NO ACCESS
R/W	RIGHT-OF-WAY
(DR.)	DRAINAGE RELATED COMMON AREA
LB	LANDSCAPE BUFFER

NOTES

1. *EXISTING ZONING IS I-1 LIGHT INDUSTRIAL DISTRICT. PROPOSED ZONING IS P.U.D..*
2. *ALL PUBLIC UTILITIES SHALL BE DESIGNED IN ACCORDANCE WITH THE CITY OF NORMAN STANDARDS.*
3. *ALL STREETS SHALL BE DESIGNED IN ACCORDANCE WITH THE CITY OF NORMAN STANDARDS.*
4. *ALL PUBLIC UTILITIES WILL BE IN DEDICATED EASEMENTS.*
5. *ALL SANITARY SEWER LINES TO BE 8" DIA. UNLESS NOTED OTHERWISE.*
6. *ALL WATER LINES TO BE 8" DIA. UNLESS NOTED OTHERWISE.*
7. *FIRE HYDRANTS WILL BE LOCATED AND INSTALLED IN ACCORDANCE WITH THE FINAL PLANS AND THE CITY OF NORMAN STANDARDS AND SPECIFICATIONS.*
8. *ALL ISLANDS AND/OR MEDIANS WITHIN STREET RIGHTS-OF-WAY AND ALL COMMON AREAS WITHIN THIS DEVELOPMENT WILL BE MAINTAINED BY THE PROPERTY OWNERS ASSOCIATION OF SOONER VILLAGE.*
9. *REFER TO DRAINAGE REPORT FOR SPECIFIC DATA.*
10. *ALL SIDEWALKS WILL BE CONSTRUCTED IN ACCORDANCE WITH THE FINAL PLANS AND THE CITY OF NORMAN STANDARDS AND SPECIFICATIONS.*
11. *THE WATERLINE CONSTRUCTION WILL BE DESIGNED WITH FINAL PLATS TO LOOP THE 8" WATERLINES TO COMPLY WITH ENGINEERING REQUIREMENTS.*
12. *PARK LAND DEDICATION REQUIRED:*
    0.83 ACRES (SINGLE-FAMILY & DUPLEX)
    1.77 ACRES (MULTI-FAMILY)

LEGAL DESCRIPTION

A tract of land in the Southwest Quarter (SW/4) of Section Eight (8), Township Eight (8) North, Range Two (2) West of the Indian Meridian, Cleveland County, Oklahoma, and being more particularly described as follows:

Beginning at the Southwest corner of said Southwest Quarter (SW/4); thence

North 00°12'02" West (N00°14'56"W m) along the West line of said Southwest Quarter (SW/4) a distance of 1846.74 feet to a point on the Southerly Right-of-Way line of State Highway No. 9; thence along said Right-of-Way line the following three (3) courses:

1) Along a curve to the left having a radius of 10,592.95 feet, a chord bearing South 69°52'15" East (S69°55'09"E m) and a chord distance of 255.98 feet for an arc distance of 255.96 feet; thence
2) South 70°33'47" East (S70°36'41"E m) for a distance of 153.36 feet; thence
3) Along a curve to the left having a radius of 5,521.46 feet, a chord bearing South 81°00'47" East (S81°03'41"E m) and a chord distance of 2002.95 feet, for an arc distance of 2014.10 feet; thence

South 60°07'38" West (S60°04'44"W m) for a distance of 540.23 feet; thence South 50°24'05" West (S50°21'11"W m) a distance of 831.50 feet; thence South 09°29'33" West (S09°26'39"W m) for a distance of 594.59 feet to a point on the South line of said Southwest Quarter (SW/4); thence South 89°42'35" West (S89°39'41"W m) along said South line a distance of 1159.07 feet to the Point of Beginning.

Said tract contains 2,462,745 Sq Ft or 56.55 Acres, more or less.

COMMON AREAS:

C/A 'A' (DR.)	*2.59 ACRES*
C/A 'B'	*0.21 ACRES*
C/A 'C' (DR.)	*4.66 ACRES*
C/A 'D' (DR.)	*1.62 ACRES*
TOTAL C/A (SITE)	*9.08 ACRES*

CURVE TABLE

CURVE #	LENGTH	RADIUS	DELTA	CHORD DIRECTION	CHORD LENGTH
C1	255.96'	10592.96'	001°23'04"	S69° 55' 09"E	255.96'
C2	2014.10'	5521.46'	020°54'00"	S81° 03' 41"E	2002.95'
C3	162.18'	500.00'	018°35'03"	N80° 51' 08"E	161.47'
C4	269.74'	500.00'	030°54'37"	S87° 00' 55"W	266.48'
C5	100.29'	100.00'	057°27'51"	N73° 44' 18"E	96.14'
C6	52.36'	100.00'	030°00'00"	N30° 00' 22"E	51.76'
C7	32.87'	100.00'	018°49'54"	S03° 03' 16"W	32.72'
C8	15.66'	100.00'	008°58'30"	N01° 52' 26"W	15.65'
C9	84.51'	100.00'	048°25'21"	N68° 24' 09"E	82.02'
C10	55.36'	100.00'	031°43'16"	N28° 19' 51"E	54.66'
C11	32.87'	100.00'	018°49'54"	N86° 56' 44"W	32.72'
C12	55.36'	100.00'	031°43'16"	N51° 40' 09"W	54.66'
C13	32.87'	100.00'	018°50'03"	N86° 56' 40"W	32.72'
C14	55.36'	100.00'	031°43'07"	N51° 40' 05"W	54.66'
C15	25.67'	100.00'	014°42'37"	N04° 48' 27"W	25.60'
C16	4.61'	100.00'	002°38'22"	N88° 42' 22"W	4.61'

STORM DRAINAGE DETENTION FACILITY EASEMENT

Drainage Detention Facility Easements are hereby established as shown to provide for Detention of Storm Surface Water and constructed as approved by the City Engineer. All maintenance within the Drainage Detention Facility Easement shall be the right, duty and responsibility of the Property Owners Association in the plat of SOONER VILLAGE; however, if maintenance is neglected or subject to other unusual circumstances and is determined to be a hazard or threat to public safety by the City, corrective maintenance may be performed by the governing jurisdiction with costs assessed to and born upon said Property Owners Association. Officials representing the Public Works Department, shall have the right to enter upon the easement for purposes of periodic inspection and/or corrective maintenance of the facility. Upon receiving written approval from the Public Works Department, Property Owners Association may construct improvements within the easement, provided the improvement does not interfere with the function of the Detention Facility.

PRELIMINARY PLAT
SOONER VILLAGE - A PLANNED UNIT DEVELOPMENT

300 Pointe Parkway Blvd.
Yukon, Oklahoma 73099
Crafton Tull
architecture | engineering | surveying
405.787.6270 t 405.787.6276 f
www.craftontull.com
CERTIFICATE OF AUTHORIZATION:
CA 973 (PE/LS) EXPIRES 6/30/2026

SHEET NO.: 1 of 2
DATE: 09/30/2024
PROJECT NO.: 23602100

DRAWING: I:\PROJFILES\2360\100_SHNJENKINSWAJ\INFRASTRUCTURE\CIVIL\DWG\PREL.BINNARY PLAT\PRELIMINARY PLAT.DWG

OWNER/DEVELOPER

HIGHWAY 9 JENKINS M&J INVESTMENTS GROUP, LLC
2252 N BROADWAY
MOORE, OK 73160

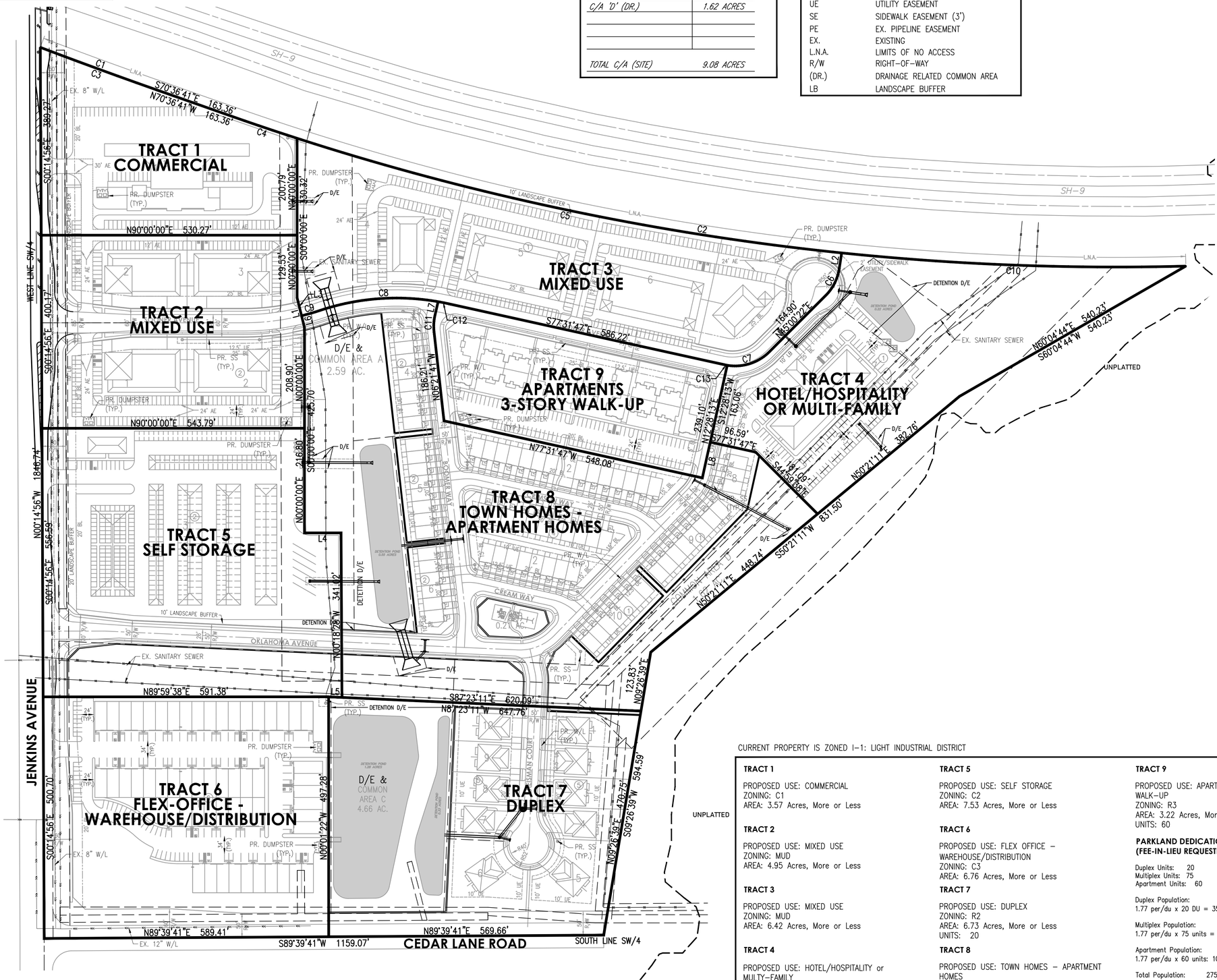
PH: 405.692.2222

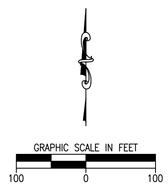
COMMON AREAS:	
C/A 'A' (DR.)	2.59 ACRES
C/A 'B'	0.21 ACRES
C/A 'C' (DR.)	4.66 ACRES
C/A 'D' (DR.)	1.62 ACRES
TOTAL C/A (SITE)	9.08 ACRES

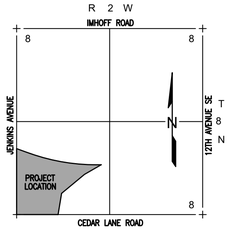
LEGEND

BL	BUILDING LIMIT LINE
AE	ACCESS EASEMENT
DE	DRAINAGE EASEMENT
UE	UTILITY EASEMENT
SE	SIDEWALK EASEMENT (3')
PE	EX. PIPELINE EASEMENT
EX.	EXISTING
L.N.A.	LIMITS OF NO ACCESS
R/W	RIGHT-OF-WAY
(DR.)	DRAINAGE RELATED COMMON AREA
LB	LANDSCAPE BUFFER

PRELIMINARY SITE DEVELOPMENT PLAN
OF
SOONER VILLAGE
A PLANNED UNIT DEVELOPMENT
A PART OF THE SW/4 OF SECTION 8, T8N, R2W, I.M.
NORMAN, CLEVELAND COUNTY, OKLAHOMA







LOCATION MAP
SCALE: 1" = 2000'

LINE TABLE		
LINE #	LENGTH	DIRECTION
L1	63.60'	N13° 52' 47"W
L2	33.36'	N08° 48' 24"E
L3	38.60'	S13° 52' 47"E
L4	75.82'	S89° 58' 38"W
L5	27.67'	S87° 23' 11"E
L6	25.00'	S13° 52' 47"E
L7	29.96'	N12° 55' 54"E
L8	76.04'	S12° 28' 13"W

CURVE TABLE					
CURVE #	LENGTH	RADIUS	DELTA	CHORD DIRECTION	CHORD LENGTH
C1	255.96'	10592.96'	001°23'04"	S69° 55' 09"E	255.96'
C2	2014.10'	5521.46'	020°54'00"	S81° 03' 41"E	2002.95'
C3	255.96'	10592.96'	001°23'04"	N69° 55' 09"W	255.96'
C4	145.08'	5521.46'	001°30'20"	N71° 21' 51"W	145.08'
C5	1154.96'	5521.46'	011°59'06"	N78° 06' 34"W	1152.85'
C6	63.18'	100.00'	036°11'58"	N26° 54' 23"E	62.13'
C7	100.29'	100.00'	057°27'51"	N73° 44' 18"E	96.14'
C8	269.74'	500.00'	030°54'37"	N87° 00' 55"E	266.48'
C9	39.80'	500.00'	004°33'37"	N73° 50' 25"E	39.78'
C10	714.06'	5521.46'	007°24'35"	N87° 48' 24"W	713.56'
C11	32.87'	100.00'	018°49'54"	N03° 03' 16"E	32.72'
C12	21.91'	500.00'	002°30'40"	N78° 47' 07"W	21.91'
C13	5.18'	100.00'	002°58'05"	N79° 00' 49"W	5.18'

CURRENT PROPERTY IS ZONED I-1: LIGHT INDUSTRIAL DISTRICT

TRACT 1

PROPOSED USE: COMMERCIAL
ZONING: C1
AREA: 3.57 Acres, More or Less

TRACT 2

PROPOSED USE: MIXED USE
ZONING: MUD
AREA: 4.95 Acres, More or Less

TRACT 3

PROPOSED USE: MIXED USE
ZONING: MUD
AREA: 6.42 Acres, More or Less

TRACT 4

PROPOSED USE: HOTEL/HOSPITALITY or MULTY-FAMILY
ZONING: CO
AREA: 5.35 Acres, More or Less

TRACT 5

PROPOSED USE: SELF STORAGE
ZONING: C2
AREA: 7.53 Acres, More or Less

TRACT 6

PROPOSED USE: FLEX OFFICE – WAREHOUSE/DISTRIBUTION
ZONING: C3
AREA: 6.76 Acres, More or Less

TRACT 7

PROPOSED USE: DUPLEX
ZONING: R2
AREA: 6.73 Acres, More or Less
UNITS: 20

TRACT 8

PROPOSED USE: TOWN HOMES – APARTMENT HOMES
ZONING: RM-6
AREA: 12.00 Acres, More or Less
UNITS: 75

TRACT 9

PROPOSED USE: APARTMENTS 3-STORY WALK-UP
ZONING: R3
AREA: 3.22 Acres, More or Less
UNITS: 60

PARKLAND DEDICATION (FEE-IN-LIEU REQUESTED)

Duplex Units: 20
Multiplex Units: 75
Apartment Units: 60

Duplex Population:
1.77 per/du x 20 DU = 35.40 per

Multiplex Population:
1.77 per/du x 75 units = 132.75 per

Apartment Population:
1.77 per/du x 60 units: 106.20 per

Total Population: 275 per

Parkland Requirement:
275 per x 0.0025ac/per = 0.69 ac.

LEGAL DESCRIPTION

A tract of land in the Southwest Quarter (SW/4) of Section Eight (8), Township Eight (8) North, Range Two (2) West of the Indian Meridian, Cleveland County, Oklahoma, and being more particularly described as follows:

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3) Along a curve to the left having a radius of 5,521.46 feet, a chord bearing South 81°00'47" East (S81°03'41"E m) and a chord distance of 2002.95 feet, for an arc distance of 2014.10 feet; thence

South 60°07'38" West (S60°04'44"W m) for a distance of 540.23 feet; thence
South 50°24'05" West (S50°21'11"W m) a distance of 831.50 feet; thence
South 08°29'33" West (S09°26'39"W m) for a distance of 594.59 feet to a point on the South line of said Southwest Quarter (SW/4); thence
South 89°42'35" West (S89°39'41"W m) along said South line a distance of 1159.07 feet to the Point of Beginning.

Said tract contains 2,462,745 Sq Ft or 56.54 Acres, more or less.

PRELIMINARY SITE DEVELOPMENT PLAN
SOONER VILLAGE - A PLANNED UNIT DEVELOPMENT

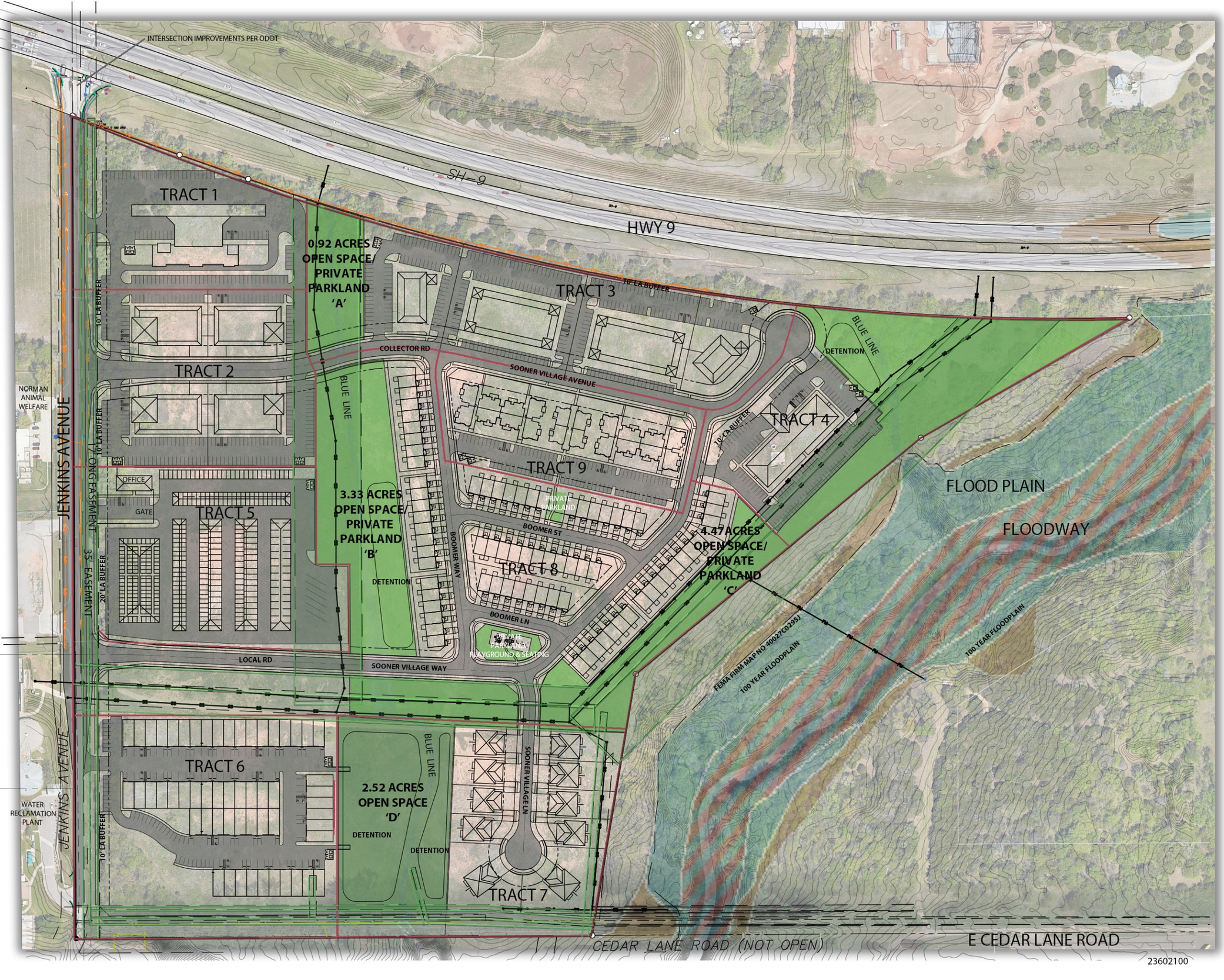
300 Pointe Parkway Blvd.
Yukon, Oklahoma 73099

Crafton Tull
architecture | engineering | surveying
405.787.6270 t 405.787.6276 f
www.craftontull.com

CERTIFICATE OF AUTHORIZATION:
CA 973 (PE,LS) EXPIRES 6/30/2024

SHEET NO.: 2 of 2
DATE: 09/30/24
PROJECT NO.: 23602100

DRAWING: I:\PROJTILE\2023\23602100_SOONERVILLAGE\INFRASTRUCTURE\CIVIL\DWG\PRELIMINARY PLAT\PRELIMINARY PLAT.DWG



OPEN SPACE AREAS

AREA A: 0.92 ACRES
AREA B: 3.33 ACRES
AREA C: 4.47 ACRES
AREA D: 2.52 ACRES

TOTAL: 11.24 ACRES OF 56.54 ACRES

PERCENT OF OVERALL ACREAGE: 20%

PARKLAND DEDICATION

TWO-FAMILY UNITS:	20
TOWNHOME UNITS:	74
MULTI-FAMILY GARDEN UNITS:	60
MULTI-FAMILY UNITS OVER RETAIL:	56
TOTAL UNITS:	210

1.77 PER DWELLING UNIT X 210 = 372

372 X 0.0025 ACRES/PER = 0.93 ACRES

PRIVATE PARKLAND REQUIREMENT:
2 X 0.93 AC = 1.86 ACRES

PRIVATE PARKLAND IS MADE UP OF OPEN SPACE A, B, C AND INTERNAL OPEN SPACES WITHIN TRACT 8. AREA ENCOMPASSES OVER 7 USABLE ACRES OF PASSIVE AND ACTIVE SPACES, INCLUDING A PLAYGROUND AND SEATING AREAS

OPEN SPACE PLAN w/ PRIVATE PARKLAND AREAS ILLUSTRATED

SOONER VILLAGE

Norman, OK
October 2024

GRAPHIC SCALE IN FEET

200′ 0′ 200′

Crafton Tull
architecture | engineering | surveying

23602100

Applicant: Highway 9 Jenkins M&J Investments, LLC

Project Location: SE Corner of Highway 9 and Jenkins Ave

Case Number: PD 23-40

Time: 5:30 p.m.

Applicant Representative:
Sean Rieger, Applicant representative
Attendees:
Roberta Pailes
Sonja Potts
Allyson Wilson
T. Perkins
Adam Ross
Rex Valouch
Kevin Potts
Council Member Stephen Holman
Council Member Helen Grant

City Staff:
Mayor Larry Heikkila
Jane Hudson, Planning and Community Development Director
Scott Sturtz, City Engineer
David Riesland, Transportation Engineer
Kathryn Walker, City Attorney
Melissa Navarro, Planner II
Whitney Klin, Admin Tech III

Application Summary:
A request for rezoning from L-1, Light Industrial District, to PUD Planned Unit Development, amendment to Norman 2025 and platting to facilitate a mixed-use development.

Neighbor's Comments/Concerns/Responses:
The applicant explained the rezoning process and details of the project to attendees. A neighbor asked about the drainage plan of the project because he is worried the runoff will go to his property. The applicant explained the project would follow the city's standards. Another neighbor asked about protecting the creek from oil spills on parking lots. Again, the applicant explained that the project would follow the city's standards. An attendee asked about the trees and the reserve close by. The applicant explained the site was cleared a few years ago, and they are unaware of any reserve. There were other questions regarding the height of buildings, the width of the right of way, and who was paying for the road improvements. The applicant replied the buildings would be three, the right of way 50 feet, and the developer would pay for road improvements. The applicant's engineer arrived and explained the drainage plan in more detail.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 10/10/2024

REQUESTER: Highway 9 Jenkins M&J Investments, LLC

PRESENTER: Justin Fish, Planner I

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2324-28: 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 PART OF THE SOUTHWEST QUARTER (SW/4) OF SECTION EIGHT (8), TOWNSHIP EIGHT (8) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE I-1, LIGHT INDUSTRIAL DISTRICT, AND PLACE SAME IN THE PUD, PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (SOUTHEAST CORNER OF HIGHWAY 9 AND JENKIINGS AVENUE)

APPLICANT/REPRESENTATIVE:	Highway 9 Jenkins M&J Investments, LLC/Rieger Sadler Joyce LLC
LOCATION:	Southeast corner of East State Hwy 9 and Jenkins Ave
WARD:	7
CORE AREA:	No
REQUESTED ACTION:	Rezoning from I-1, Light Industrial District to PUD, Planned Unit Development District
LAND USE PLAN DESIGNATION:	Industrial
PROPOSED LAND USE PLAN DESIGNATION:	Mixed Use
GROWTH AREA DESIGNATION:	Future and Current Urban Service Area
PROPOSED GROWTH AREA DESIGNATION:	Current Urban Service Area

BACKGROUND: The applicant requests rezoning from I-1, Light Industrial District, to a Planned Unit Development, PUD, District for approximately 56.54 acres. The PUD would allow for the development of a mixed-use community, featuring a variety of uses including, but not limited to, commercial, office, light-industrial, and a diversity of multi-family residential uses within the property. The requested rezoning will also require a NORMAN 2025 Land Use Plan amendment and a preliminary plat.

PROCEDURAL REQUIREMENTS:

GREENBELT MEETING: GBC23-26, October 17, 2023
There was no quorum for the October 17, 2023 Greenbelt Commission meeting.

PRE-DEVELOPMENT: PD23-40, November 30, 2023
The applicant explained the rezoning process and details of the project to attendees. A neighbor asked about the drainage plan of the project because he is worried the runoff will go to his property. The applicant explained the project would follow the city's standards. Another neighbor asked about protecting the creek from oil spills on parking lots. Again, the applicant explained that the project would follow the city's standards. An attendee asked about the trees and the reserve close by. The applicant explained the site was cleared a few years ago, and they are unaware of any reserve. There were other questions regarding the height of buildings, the width of the right of way, and who was paying for the road improvements. The applicant replied the buildings would be three stories, the right of way 50 feet, and the developer would pay for road improvements. The applicant's engineer arrived and explained the drainage plan in more detail.

BOARD OF PARKS COMMISSIONERS: This proposal went to the Board of Parks Commissioners in December 2023. It received a Private Park decision in a unanimous vote.

ZONING ORDINANCE CITATION:
SECTION 36-509, PUD, PLANNED UNIT DEVELOPMENT

1. Statement of Purpose. It is the intent of this section to encourage developments with a superior built environment brought about through unified development and to provide for the application of design ingenuity in such developments while protecting existing and future surrounding areas in achieving the goals of the comprehensive plan of record. The "PUD" Planned Unit Development district herein established is intended to provide for greater flexibility in the design of buildings, yards, courts, circulation, and open space than would otherwise be possible through the strict application of other district regulations. In this way, applicants may be awarded certain premiums in return for assurances of overall planning and design quality, or which will be of exceptional community benefit and which are not now required by other regulations. By permitting and encouraging the use of such procedures, the Planning Commission and City Council will be able to make more informed land use decisions and thereby guide development more effectively in the best interest of the health, safety, and welfare of the City.

Specifically, the purposes of this section are to encourage:

(a) A maximum choice in the types of environment and living units available to the public.
(b) Provision of more usable and suitably located open space, recreation areas, or other

common facilities than would otherwise be required under conventional land development regulations.

(c) Maximum enhancement and minimal disruption of existing natural features and amenities.

(d) Comprehensive and innovative planning and design of diversified developments which are consistent with the City's long range plan and remain compatible with surrounding developments.

(e) More efficient and economic use of land resulting in smaller networks of utilities and streets, thereby lowering costs.

(f) Preparation of more complete and useful information which will enable the Planning Commission and City Council to make more informed decisions on land use.

The PUD (Planned Unit Development) Regulations are designed to provide for small and large scale developments incorporating a single type or a variety of residential, commercial, industrial and related uses which are planned and developed as a unit. Such development may consist of individual lots, or it may have common building sites. Private or public common land and open space must be an essential, major element of the development which is related to, and affects, the long term value of the homes and other development. A Planned Unit Development shall be a separate entity with a distinct character that respects and harmonizes with surrounding development.

STAFF ANALYSIS:

USE: The allowable uses for this PUD are included in the PUD Narrative as Exhibit C, Allowable Uses. The uses are divided into Development Area. Area 1 contains the bulk of commercial uses with additional allowances for mixed-use multifamily residential. Development Area 2 contains office, warehouse, commercial, and light-industrial uses. Development Area 3 will contain medium density uses such as duplexes and is expected to contain approximately 20 dwelling units. Development Area 4 is comprised of approximately 135 dwelling units of medium to high density residential uses. A complete list of the allowable uses for each Development Area within the Property is shown within Exhibit C.

SITE PLAN/ACCESS:
The proposed Site Development plan shows five new access points off Jenkins Ave. Tracts five and six are only accessible from one dedicated access point. Sooner Ave. and Oklahoma Ave. are the two main access points for the proposed development. Tracts one, two, three, four, seven, eight, and nine can be accessed from either of these points of access. Detention will be provided in several areas throughout the development. Sidewalks are shown throughout all tracts except five and six. The Preliminary Site Development Plan details the proposed use for each tract.

PARKING: The PUD narrative states that parking for the Property may be developed in general compliance with the parking layout shown on the Conceptual Site Development Plan. The Property shall comply with Norman’s applicable parking ordinances, as amended from time to time.

LANDSCAPING: As applicable, landscaping will be installed and maintained according to Section 36-551, Landscaping Requirements for Off-Street Parking Facilities.

SIGNAGE: Each lot may contain up to two (2) identification/directional ground signs. The identification ground signs for each lot may be a maximum of 100 square feet per side and shall generally be located at the entrance to each lot. Also, each lot may contain up to two (2) monument or pylon signs generally located near the entrances to each lot, and with each monument sign allowing for a maximum of 300 square feet per side. The identification ground and/or monument signs shall otherwise comply with the sign standards of the City of Norman Sign Code, as may be amended, as applicable to the underlying use for each lot. All other Signage will comply with the applicable commercial or residential signage regulations in Chapter 28.

LIGHTING: All exterior lighting shall be installed in conformance with the City of Norman's Commercial Outdoor Lighting Standards (Section 36-549), as amended from time to time.

SANITATION/UTILITIES: Dumpsters will be utilized for sanitation services in locations shown on the attached Preliminary Site Development Plan. All locations will be reviewed and approved by City Staff.

EXTERIOR MATERIALS: The exterior of the commercial, office, or apartment buildings constructed within the property may be constructed of brick, stone, synthetic stone, wood, glass, stucco, EIFS, masonry, metal accents, and any combination thereof. Industrial, warehouse, and storage buildings shall be allowed to be constructed of all of the above materials as well as metal exteriors with aggregate, sandblasted or textured coating finish. The applicant may file restrictive covenants against the property to more narrowly tailor architectural review within the development.

HEIGHT: There shall be no height limit for any building or structure in Development Areas 1 or 2. The maximum height for Development Area 3 shall be three (3) stories. The maximum height for Development Area 4 shall be five (5) stories.

FENCING/WALLS: Any fencing placement and height shall comply with Section 36-552, Fencing, Walls, and Screening, as amended from time to time.

OPEN SPACE: The PUD Narrative states approximately 20% of the subject property shall be used as open space. The areas initially planned as open space are depicted on Exhibit E, Open Space.

PHASING: It is anticipated that the property will be developed in multiple phases. The timing and number of future phases will be determined by market demand and absorption rates and shall comply with Norman City Code 36-509, Planned Unit Developments, as may be amended.

EXISTING ZONING: The property is currently zoned I-1, Light Industrial District. I-1 does not allow for the various residential and commercial uses being proposed.

ALTERNATIVES/ISSUES:

IMPACTS: The proposed use will be more intense than the existing undeveloped traffic patterns of the current zoning and land use designations. Five new access points to the property

are proposed along Jenkins Ave. The City Traffic Engineer has determined future traffic capacities on Jenkins Ave. and State Hwy 9 will exceed the demand for existing and proposed trips of this development as a result of ODOT designing improvements to State Hwy 9 and the developer agreeing to widen Jenkins Ave south of State Hwy 9.

OTHER AGENCY COMMENTS:

FIRE DEPARTMENT AND BUILDING PERMIT REVIEW: Items regarding fire hydrants and fire/building codes will be considered at the building permit stage.

PUBLIC WORKS/ENGINEERING: Please see the attached report from Engineering regarding the Preliminary Plat.

TRAFFIC ENGINEER: Please see the attached traffic report from City Traffic Engineer.

UTILITIES: A 12-inch water main is required along Jenkins Avenue if the existing water main is confirmed to be an 8-inch water main. Proposed development is in close proximity to the existing City of Norman Water Reclamation Facility.

CONCLUSION: Staff forwards this request for rezoning to a PUD, Planned Unit Development and Ordinance O-2324-28 to the Planning Commission for consideration and recommendation to City Council.

7. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2324-76: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING THE NORMAN 2025 LAND USE AND TRANSPORTATION PLAN SO AS TO REMOVE PART OF THE SOUTHWEST QUARTER (SW/4) OF SECTION EIGHT (8), TOWNSHIP EIGHT (8) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN (I.M.), CLEVELAND COUNTY, OKLAHOMA, FROM THE INDUSTRIAL DESIGNATION AND PLACE THE SAME IN THE MIXED USE DESIGNATION AND CHANGE APPROXIMATELY 11.5 ACRES FROM FUTRE URBAN SERVICE AREA TO CURRENT URBAN SERVICE AREA. (SOUTHEAST CORNER OF HIGHWAY 9 AND JENKINS AVENUE)

   ITEMS SUBMITTED FOR THE RECORD:
   1. Staff Report
   2. Norman 2025 Map

8. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2324-28: 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 PART OF THE SOUTHWEST QUARTER (SW/4) OF SECTION EIGHT (8), TOWNSHIP EIGHT (8) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE I-1, LIGHT INDUSTRIAL DISTRICT, AND PLACE SAME IN THE PUD, PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (SOUTHEAST CORNER OF HIGHWAY 9 AND JENKINS AVENUE)

   ITEMS SUBMITTED FOR THE RECORD:
   1. Staff Report
   2. Location Map
   3. Preliminary Plat
   4. PUD Narrative
   5. Open Space Exhibit
   6. Pre-Development Summary

9. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PP-2324-10: CONSIDERATION OF A PRELIMINARY PLAT SUBMITTED BY HIGHWAY 9 JENKINS M&J INVESTMENTS, LLC (CRAFTON TULL) FOR SOONER VILLAGE, A PLANNED UNIT DEVELOPMENT FOR 56.54 ACRES OF PROPERTY GENERALLY LOCATED AT THE SOUTHEAT CORNER OF HIGHWAY 9 AND JENKINS AVENUE.

   ITEMS SUBMITTED FOR THE RECORD:
   1. Staff Report
   2. Location Map
   3. Preliminary Plat
   4. Traffic Analysis
   5. Traffic Review Form

Staff Presentation

Justin Fish, Planner I, presented on the proposed PUD.

Commissioner Jablonski asked about the ongoing concerns with Bishop Creek. Todd McLellan, Development Engineer, responded that there was a drainage report submitted.

Applicant Presentation

Sean Rieger, Rieger Sadler Joyce LLC, explained that the proposed PUD would include industrial, housing, and retail uses.

Mr. Rieger also explained that the property would be down-zoned in regards to intensity and is located to the north of the floodplain & floodways.

Commissioner McKown asked what the order of development would be and recommended the housing be built first.

Commissioner Griffith inquired about the height of the apartment building and the possibilities of going up to four or five stories.

Public Comments

Sonja & Kevin Potts, 3620 Barwick Dr, Norman, OK (Protest)
Rex & Jan Valouch, 3661 Jenkins Ave, Norman, OK (Protest)

Commissioner Jablonksi explained that this development would bring in more housing with a buffer already set up for open space in regards to where the easements are located.

Commissioner Kindel stated she likes the green space, increased housing to every level, and detention that would be slow release. She hopes City Council will be able to answer questions in regards to who would clean possible debris in Bishop Creek to make sure it is flowing as efficiently as possible.

Motion by Commissioner McDaniel to recommend approval of Ordinance O-2324-28, Resolution R-2324-76, and PP-2324-10; **Second** by Commissioner McKown.

The motion was passed unanimously with a vote of 6-0.

File Attachments for Item:

21. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2425-6 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING CHAPTER 36 (“ZONING”), SECTIONS 36-101 (“DEFINITIONS”), 36-513 (“RE, RESIDENTIAL ESTATE DWELLING DISTRICT”), 36-518 (“RM-4, MOBILE HOME PARK DISTRICT”) AND 36-564 (“HOME OCCUPATIONS”) IN ORDER TO ALLOW HOME OCCUPATIONS TO BE CARRIED ON IN RE, RESIDENTIAL ESTATE DWELLING DISTRICT, AND RM-4, MOBILE HOME PARK DISTRICT, AND TO REDEFINE, TO MAKE LANGUAGE THROUGHOUT THE ZONING ORDINANCE CONSISTENT, AND ALLOW ADDITIONAL ACTIVITES AS HOME OCCUPATIONS WITH STATED RESTRICTIONS, AND PROVIDING FOR THE SEVERABILITY THEREOF.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 11/26/2024

REQUESTER: City of Norman

PRESENTER: Jane Hudson, Planning & Community Development Director

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2425-6 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING CHAPTER 36 ("ZONING"), SECTIONS 36-101 ("DEFINITIONS"), 36-513 ("RE, RESIDENTIAL ESTATE DWELLING DISTRICT"), 36-518 ("RM-4, MOBILE HOME PARK DISTRICT") AND 36-564 ("HOME OCCUPATIONS") IN ORDER TO ALLOW HOME OCCUPATIONS TO BE CARRIED ON IN RE, RESIDENTIAL ESTATE DWELLING DISTRICT, AND RM-4, MOBILE HOME PARK DISTRICT, AND TO REDEFINE, TO MAKE LANGUAGE THROUGHOUT THE ZONING ORDINANCE CONSISTENT, AND ALLOW ADDITIONAL ACTIVITES AS HOME OCCUPATIONS WITH STATED RESTRICTIONS, AND PROVIDING FOR THE SEVERABILITY THEREOF.

BACKGROUND: For several years, Planning staff has received numerous calls requesting information about home occupation opportunities which are prohibited by current Code, the most common being a request for personal services. In the wake of the COVID-19 pandemic, as many turned to home and remote work, City Council directed staff to review home occupation regulations.

On June 6, 2024 staff presented the proposed changes to Councilmembers at the Business & Community Affairs Committee, including:

- A proposal for allowing personal services as a home occupation,
- Provisions allowing home occupations within the RE, Residential Estate Dwelling District, and the RM-4, Mobile Home Park District, the only residential districts not allowing for home occupations, and
- Clarifying language permitting home occupations within residential dwellings, as opposed to "main buildings" on residential lots; allowing home occupations to be conducted from ADUs and other dwelling types expressly.

Councilmembers expressed interest in the changes but noted concerns for parking if personal services were permitted. It was agreed that, due to the nature of personal service operations, allowing a maximum of two cars, parked on the premises or within a reasonable distance of the home occupation would allow for client changeover without inhibiting the home occupation or

disturbing the surrounding neighborhood. Councilmembers also instructed that language allowing residents, as opposed to only property owners, to operate home occupations should be reflected in the final iteration of the amendment.

Below are the proposed amendments, as refined:

Sec. 36-101 Definitions

* * *

Accessory means a use, building, structure, part of a building, or part of a structure which is clearly subordinate to, and the use of which is incidental to, that of the principal building, structure, or use on the same parcel. If a building otherwise qualified as an accessory building is attached to the principal building by a common wall or roof, such building shall be considered a part of the principal building. Accessory buildings include, but are not limited to, barns, sheds, guest houses without cooking facilities, and private garages. Where Accessory Dwelling Unit ("ADU") is specifically allowed as a listed use in a zoning district, "accessory" shall also include an ADU, as further defined herein. Accessory uses include customary ~~house~~home occupations, the keeping of pets, off-street parking and loading facilities. Live entertainment, when offered in conjunction with an otherwise unrelated legal commercial use, will be considered an accessory use when it constitutes no more than ten percent of the gross monthly revenue of the establishment. Uses accessory to apartment houses include prepackaged food and toiletries stores, subject to the provisions of NCC 36-515.

* * *

Home occupation means an accessory use of a dwelling unit, conducted entirely enclosed within the dwelling unit, carried on by one or more persons, all of whom reside within the dwelling unit, and where no other persons are employed other than maintenance and domestic help. Home occupations may only be carried out by persons residing in the dwelling unit. Letting, leasing, renting or similar arrangement with non-residents for part or whole of the dwelling, or any fixture therein, is expressly prohibited with home occupation operations. The use is clearly incidental and secondary to the use of the dwelling for residential purposes and does not change the character thereof. There shall be no sale or display of merchandise nor outside storage of any kind. (See NCC 36-564.)

* * *

Parking space means a permanently surfaced area, enclosed or unenclosed, sufficient in size to store one automobile together with a permanently surfaced driveway connecting the parking space with a street or alley and permitting ingress or egress of an automobile.

Personal service salon or establishment means a facility at which personal services are provided including: hair, nail and skin care services; cosmetology and makeup; massage; tanning; tattooing; and piercing.

Planned unit development means a land development project comprehensively planned as an entity utilizing a site development plan which permits flexibility in building siting, mixtures of all types of attached and detached housing, usable open spaces, and the preservation of significant natural features.

Sec. 36-513 RE, Residential Estate Dwelling District

* * *

(a) *Purpose*. This district is established to provide for a low population density in the Suburban Residential Growth Area as reflected in the Comprehensive Plan. The principal use of land is for single-family detached dwellings and related recreational, religious, and educational facilities. These areas are intended to be defined and protected from encroachment by uses which are incompatible with a residential environment.

(b) *Uses permitted*. Property and buildings in an RE, Residential Estate Dwelling District shall be used only for the following purposes:

(1) Detached one-family dwelling.

(2) Family day care home.

(3) General purpose farm or garden.

(4) Type 1 Mobile Home.

(5) Accessory buildings, including barns, sheds and other farm buildings which are not a part of the main building.

(6) One accessory dwelling unit ("ADU").

(7) Short-term rentals.

(8) Home occupation.

36-518 RM-4, Mobile Home Park District

* * *

(a) *Purposes*. The RM-4 district is designed to encourage the developing of properly planned mobile home parks in residential environments, as well as to protect existing mobile home parks.

(b) *Uses permitted*. Property and buildings in the RM-4 district shall be used only for the following purposes:

(1) Mobile home park, subject to those provisions in NCC 20.64 which relate to mobile home parks.

(2) Accessory buildings and uses customarily incidental to any of the above uses when located on the same lot.

(3) Mobile home subdivision.

(4) Short-term rentals.

(5) Home occupation.

Sec. 36-564 Home Occupations

* * *

The standards for home occupations in this chapter are intended to ensure compatibility with other permitted uses and with the residential character of the neighborhood, plus a clearly secondary or incidental status in relation to the residential use of the dwelling unit ~~main building~~ as the criteria for determining whether a proposed accessory use qualifies as a home occupation. (Cross reference NCC 36-101.)

(a) Home occupations are permitted accessory uses in ~~residential~~ districts with residential uses, where allowed, only if all the following conditions are observed:

(1) Such occupation shall be conducted solely by resident occupants in their dwelling unit ~~residence~~ and no employees shall be permitted;

(2) No more than one room or 25 percent of the gross area of one floor of said dwelling unit ~~residence~~, whichever is less, shall be used for such purpose;

(3) No mechanical equipment is used, or activity is conducted which creates any noise, dust, odor, or electrical disturbance beyond the confines of the lot on which said occupation is conducted;

(4) There shall be no sale or display of merchandise;

(5) There shall be no outside storage of any kind related to the home occupation;

(6) The use may increase vehicular traffic flow and parking by no more than one additional vehicle at a time, except as otherwise specifically provided herein; ~~and~~

(7) Only one sign may be allowed. The sign shall not exceed one square foot in area, shall be non-illuminated, and shall display only the name of the occupant and/or the name of the home occupation~~.~~; and

(8) In the case of a beauty shop, barber shop, or other personal service salon or establishment, no more than two personal vehicles of customers may be parked within reasonable close proximity of the home occupation premises, or on the home occupation premises, at any one time.

(b) The following uses by the nature of the investment or operation have a tendency once started to rapidly increase beyond the limits permitted for home occupations and thereby impair the use and value of a residentially zoned area for residential purposes. Therefore, the uses specified below shall not be permitted as home occupations: auto repair, major or minor; ~~barber shop; beauty shop;~~ carpentry work; dance instruction; medical or dental offices; painting of vehicles, trailers, or boats; private schools with organized classes; childcare establishment; radio or television repair; upholstering; restaurant; or rest home.

(c) Marijuana establishments shall not be permitted as home occupations.

DISCUSSION: This proposed amendment is intended to enhance clarity with the Home Occupation regulations and expand resident rights to personal services in an ever increasingly remote work environment. The proposed amendment also ensures consistency with language regarding the description of *residential* and operator status, as well as expands home occupations into all existing residential districts. The attached ordinance provides for clarification within the Zoning Code.

CONCLUSION: Staff forwards this possible amendment to Chapter 36, Zoning Ordinance, as Ordinance No. O-2425-6 for consideration by City Council.

PLANNING COMMISSION RESULTS: At their meeting of October 10, 2024, Planning Commission recommended adoption of Ordinance No. O-2425-6 by a vote of 6-0.

Ordinance No. O-2425-6

AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING CHAPTER 36 ("ZONING"), SECTIONS 36-101 ("DEFINITIONS"), 36-513 ("RE, RESIDENTIAL ESTATE DWELLING DISTRICT"), 36-518 ("RM-4, MOBILE HOME PARK DISTRICT") AND 36-564 ("HOME OCCUPATIONS") IN ORDER TO ALLOW HOME OCCUPATIONS TO BE CARRIED ON IN RE, RESIDENTIAL ESTATE DWELLING DISTRICT, AND RM-4, MOBILE HOME PARK DISTRICT, AND TO REDEFINE, TO MAKE LANGUAGE THROUGHOUT THE ZONING ORDINANCE CONSISTENT, AND TO ALLOW ADDITIONAL ACTIVITIES AS HOME OCCUPATIONS WITH STATED RESTRICTIONS; AND PROVIDING FOR THE SEVERABILITY THEREOF.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA:

§ 1. That Section 36-101 ("Definitions") of the Code of the City of Norman shall be amended, and hereafter read, as follows:

36-101 Definitions

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

* * *

Accessory means a use, building, structure, part of a building, or part of a structure which is clearly subordinate to, and the use of which is incidental to, that of the principal building, structure, or use on the same parcel. If a building otherwise qualified as an accessory building is attached to the principal building by a common wall or roof, such building shall be considered a part of the principal building. Accessory buildings include, but are not limited to, barns, sheds, guest houses without cooking facilities, and private garages. Where Accessory Dwelling Unit ("ADU") is specifically allowed as a listed use in a zoning district, "accessory" shall also include an ADU, as further defined herein. Accessory uses include customary ~~house~~home occupations, the keeping of pets, off-street parking and loading facilities. Live entertainment, when offered in conjunction with an otherwise unrelated legal commercial use, will be considered an accessory use when it constitutes no more than ten percent of the gross monthly revenue of the establishment. Uses accessory to apartment houses include prepackaged food and toiletries stores, subject to the provisions of NCC 36-515.

* * *

Home occupation means an accessory use of a dwelling unit, conducted entirely within the dwelling unit, carried on by one or more persons, all of whom reside within the dwelling unit, and where no other persons are employed other than maintenance and domestic help. Home

occupations may only be carried out by persons residing in the dwelling unit. Letting, leasing, renting or similar arrangement with non-residents for part or whole of the dwelling, or any fixture therein, is expressly prohibited with home occupation operations. The use is clearly incidental and secondary to the use of the dwelling for residential purposes and does not change the character thereof. There shall be no sale or display of merchandise nor outside storage of any kind. (See NCC 36-564.)

* * *

Parking space means a permanently surfaced area, enclosed or unenclosed, sufficient in size to store one automobile together with a permanently surfaced driveway connecting the parking space with a street or alley and permitting ingress or egress of an automobile.

Personal service salon or establishment means a facility at which personal services are provided including: hair, nail and skin care services; cosmetology and makeup; massage; tanning; tattooing; and piercing.

Planned unit development means a land development project comprehensively planned as an entity utilizing a site development plan which permits flexibility in building siting, mixtures of all types of attached and detached housing, usable open spaces, and the preservation of significant natural features.

* * * *

§ 2. That Section 36-513 ("RE, Residential Estate Dwelling District") of the Code of the City of Norman shall be amended, and hereafter read, as follows:

36-513 RE, Residential Estate Dwelling District

(a) *Purpose*. This district is established to provide for a low population density in the Suburban Residential Growth Area as reflected in the Comprehensive Plan. The principal use of land is for single-family detached dwellings and related recreational, religious, and educational facilities. These areas are intended to be defined and protected from encroachment by uses which are incompatible with a residential environment.

(b) *Uses permitted*. Property and buildings in an RE, Residential Estate Dwelling District shall be used only for the following purposes:

(1) Detached one-family dwelling.

(2) Family day care home.

(3) General purpose farm or garden.

(4) Type 1 Mobile Home.

(5) Accessory buildings, including barns, sheds and other farm buildings which are not a part of the main building.

(6) One accessory dwelling unit ("ADU").

(7) Short-term rentals.

(8) Home occupation.

* * * *

§ 3. That Section 36-518 (RM-4, Mobile Home Park District") of the Code of the City of Norman shall be amended, and hereafter read, as follows:

36-518 RM-4, Mobile Home Park District

(a) *Purposes*. The RM-4 district is designed to encourage the developing of properly planned mobile home parks in residential environments, as well as to protect existing mobile home parks.

(b) *Uses permitted*. Property and buildings in the RM-4 district shall be used only for the following purposes:

(1) Mobile home park, subject to those provisions in NCC 20.64 which relate to mobile home parks.

(2) Accessory buildings and uses customarily incidental to any of the above uses when located on the same lot.

(3) Mobile home subdivision.

(4) Short-term rentals.

(5) Home occupation.

* * * *

§ 4. That Section 36-564 ("Home Occupations") of the Code of the City of Norman shall be amended, and hereafter read, as follows:

36-564 Home Occupations

The standards for home occupations in this chapter are intended to ensure compatibility with other permitted uses and with the residential character of the neighborhood, plus a clearly

secondary or incidental status in relation to the residential use of the dwelling unit ~~main building~~ as the criteria for determining whether a proposed accessory use qualifies as a home occupation. (Cross reference NCC 36-101.)

(a) Home occupations are permitted accessory uses in ~~residential~~ districts with residential uses, where allowed, only if all the following conditions are observed:

(1) Such occupation shall be conducted solely by resident occupants in their dwelling unit~~residence~~ and no employees shall be permitted;

(2) No more than one room or 25 percent of the gross area of one floor of said dwelling unit~~residence~~, whichever is less, shall be used for such purpose;

(3) No mechanical equipment is used, or activity is conducted which creates any noise, dust, odor, or electrical disturbance beyond the confines of the lot on which said occupation is conducted;

(4) There shall be no sale or display of merchandise;

(5) There shall be no outside storage of any kind related to the home occupation;

(6) The use may increase vehicular traffic flow and parking by no more than one additional vehicle at a time, except as otherwise specifically provided herein; ~~and~~

(7) Only one sign may be allowed. The sign shall not exceed one square foot in area, shall be non-illuminated, and shall display only the name of the occupant and/or the name of the home occupation~~.~~; and

(8) In the case of a beauty shop, barber shop, or other personal service salon or establishment, no more than two personal vehicles of customers may be parked within reasonably close proximity of the home occupation premises, or on the home occupation premises, at any one time.

(b) The following uses by the nature of the investment or operation have a tendency once started to rapidly increase beyond the limits permitted for home occupations and thereby impair the use and value of a residentially zoned area for residential purposes. Therefore, the uses specified below shall not be permitted as home occupations: auto repair, major or minor; ~~barber shop; beauty shop;~~ carpentry work; dance instruction; medical or dental offices; painting of vehicles, trailers, or boats; private schools with organized classes; childcare establishment; radio or television repair; upholstering; restaurant; or rest home.

(c) Marijuana establishments shall not be permitted as home occupations.

§ 3. Severability. If any section, subsection, sentence, clause, phrase, or portion of this ordinance is, for any reason, held invalid or unconstitutional by any court of competent

jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions of this ordinance, except that the effective date provision shall not be severable from the operative provisions of the ordinance.

ADOPTED this _____ day of _____, 2024.

_____
(Mayor)

NOT ADOPTED this _____ day of _____, 2024.

_____
(Mayor)

ATTEST:

_____
(City Clerk)

Ordinance No. O-2425-6

AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING CHAPTER 36 ("ZONING"), SECTIONS 36-101 ("DEFINITIONS"), 36-513 ("RE, RESIDENTIAL ESTATE DWELLING DISTRICT"), 36-518 ("RM-4, MOBILE HOME PARK DISTRICT") AND 36-564 ("HOME OCCUPATIONS") IN ORDER TO ALLOW HOME OCCUPATIONS TO BE CARRIED ON IN RE, RESIDENTIAL ESTATE DWELLING DISTRICT, AND RM-4, MOBILE HOME PARK DISTRICT, AND TO REDEFINE, TO MAKE LANGUAGE THROUGHOUT THE ZONING ORDINANCE CONSISTENT, AND TO ALLOW ADDITIONAL ACTIVITIES AS HOME OCCUPATIONS WITH STATED RESTRICTIONS; AND PROVIDING FOR THE SEVERABILITY THEREOF.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA:

§ 1. That Section 36-101 ("Definitions") of the Code of the City of Norman shall be amended, and hereafter read, as follows:

36-101 Definitions

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

* * *

Accessory means a use, building, structure, part of a building, or part of a structure which is clearly subordinate to, and the use of which is incidental to, that of the principal building, structure, or use on the same parcel. If a building otherwise qualified as an accessory building is attached to the principal building by a common wall or roof, such building shall be considered a part of the principal building. Accessory buildings include, but are not limited to, barns, sheds, guest houses without cooking facilities, and private garages. Where Accessory Dwelling Unit ("ADU") is specifically allowed as a listed use in a zoning district, "accessory" shall also include an ADU, as further defined herein. Accessory uses include customary home occupations, the keeping of pets, off-street parking and loading facilities. Live entertainment, when offered in conjunction with an otherwise unrelated legal commercial use, will be considered an accessory use when it constitutes no more than ten percent of the gross monthly revenue of the establishment. Uses accessory to apartment houses include prepackaged food and toiletries stores, subject to the provisions of NCC 36-515.

* * *

Home occupation means an accessory use of a dwelling unit, conducted entirely within the dwelling unit, carried on by one or more persons, all of whom reside within the dwelling unit, and where no other persons are employed other than maintenance and domestic help. Home

occupations may only be carried out by persons residing in the dwelling unit. Letting, leasing, renting or similar arrangement with non-residents for part or whole of the dwelling, or any fixture therein, is expressly prohibited with home occupation operations. The use is clearly incidental and secondary to the use of the dwelling for residential purposes and does not change the character thereof. There shall be no sale or display of merchandise nor outside storage of any kind. (See NCC 36-564.)

* * *

Parking space means a permanently surfaced area, enclosed or unenclosed, sufficient in size to store one automobile together with a permanently surfaced driveway connecting the parking space with a street or alley and permitting ingress or egress of an automobile.

Personal service salon or establishment means a facility at which personal services are provided including: hair, nail and skin care services; cosmetology and makeup; massage; tanning; tattooing; and piercing.

Planned unit development means a land development project comprehensively planned as an entity utilizing a site development plan which permits flexibility in building siting, mixtures of all types of attached and detached housing, usable open spaces, and the preservation of significant natural features.

* * * *

§ 2. That Section 36-513 ("RE, Residential Estate Dwelling District") of the Code of the City of Norman shall be amended, and hereafter read, as follows:

36-513 RE, Residential Estate Dwelling District

(a) *Purpose*. This district is established to provide for a low population density in the Suburban Residential Growth Area as reflected in the Comprehensive Plan. The principal use of land is for single-family detached dwellings and related recreational, religious, and educational facilities. These areas are intended to be defined and protected from encroachment by uses which are incompatible with a residential environment.

(b) *Uses permitted*. Property and buildings in an RE, Residential Estate Dwelling District shall be used only for the following purposes:

(1) Detached one-family dwelling.

(2) Family day care home.

(3) General purpose farm or garden.

(4) Type 1 Mobile Home.

(5) Accessory buildings, including barns, sheds and other farm buildings which are not a part of the main building.

(6) One accessory dwelling unit ("ADU").

(7) Short-term rentals.

(8) Home occupation.

* * * *

§ 3. That Section 36-518 (RM-4, Mobile Home Park District") of the Code of the City of Norman shall be amended, and hereafter read, as follows:

36-518 RM-4, Mobile Home Park District

(a) *Purposes*. The RM-4 district is designed to encourage the developing of properly planned mobile home parks in residential environments, as well as to protect existing mobile home parks.

(b) *Uses permitted*. Property and buildings in the RM-4 district shall be used only for the following purposes:

(1) Mobile home park, subject to those provisions in NCC 20.64 which relate to mobile home parks.

(2) Accessory buildings and uses customarily incidental to any of the above uses when located on the same lot.

(3) Mobile home subdivision.

(4) Short-term rentals.

(5) Home occupation.

* * * *

§ 4. That Section 36-564 ("Home Occupations") of the Code of the City of Norman shall be amended, and hereafter read, as follows:

36-564 Home Occupations

The standards for home occupations in this chapter are intended to ensure compatibility with other permitted uses and with the residential character of the neighborhood, plus a clearly

secondary or incidental status in relation to the residential use of the dwelling unit as the criteria for determining whether a proposed accessory use qualifies as a home occupation. (Cross reference NCC 36-101.)

(a) Home occupations are permitted accessory uses in districts with residential uses, where allowed, only if all the following conditions are observed:

(1) Such occupation shall be conducted solely by resident occupants in their dwelling unit and no employees shall be permitted;

(2) No more than one room or 25 percent of the gross area of one floor of said dwelling unit, whichever is less, shall be used for such purpose;

(3) No mechanical equipment is used, or activity is conducted which creates any noise, dust, odor, or electrical disturbance beyond the confines of the lot on which said occupation is conducted;

(4) There shall be no sale or display of merchandise;

(5) There shall be no outside storage of any kind related to the home occupation;

(6) The use may increase vehicular traffic flow and parking by no more than one additional vehicle at a time, except as otherwise specifically provided herein;

(7) Only one sign may be allowed. The sign shall not exceed one square foot in area, shall be non-illuminated, and shall display only the name of the occupant and/or the name of the home occupation; and

(8) In the case of a beauty shop, barber shop, or other personal service salon or establishment, no more than two personal vehicles of customers may be parked within reasonably close proximity of the home occupation premises, or on the home occupation premises, at any one time.

(b) The following uses by the nature of the investment or operation have a tendency once started to rapidly increase beyond the limits permitted for home occupations and thereby impair the use and value of a residentially zoned area for residential purposes. Therefore, the uses specified below shall not be permitted as home occupations: auto repair, major or minor; carpentry work; dance instruction; medical or dental offices; painting of vehicles, trailers, or boats; private schools with organized classes; childcare establishment; radio or television repair; upholstering; restaurant; or rest home.

(c) Marijuana establishments shall not be permitted as home occupations.

§ 3. Severability. If any section, subsection, sentence, clause, phrase, or portion of this ordinance is, for any reason, held invalid or unconstitutional by any court of competent

jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions of this ordinance, except that the effective date provision shall not be severable from the operative provisions of the ordinance.

ADOPTED this _____ day of _____, 2024.

_____
(Mayor)

NOT ADOPTED this _____ day of _____, 2024.

_____
(Mayor)

ATTEST:

_____
(City Clerk)

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 10/10/2024

REQUESTER: City of Norman

PRESENTER: Lora Hoggatt, Planning Services Manager

ITEM TITLE: CONSIDERATION OF ADOPTION, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2425-6: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING CHAPTER 26 ("ZONING"), SECTIONS 36-101 ("DEFINITIONS"), 36-513 ("RE, RESIDENTIAL ESTATE DWELLING DISTRICT"), 36-518 ("RM-4, MOBILE HOME PARK DISTRICT") AND 36-564 ("HOME OCCUPATIONS") IN ORDER TO ALLOW HOME OCCUPATIONS TO BE CARRIED ON IN RE, RESIDENTIAL ESTATE DWELLING DISTRICT, AND RM-4, MOBILE HOME PARK DISTRICT, AND TO REDEFINE, TO MAKE LANGUAGE THROUGHOUT THE ZONING ORDINANCE CONSISTENT, AND ALLOW ADDITIONAL ACTIVITES AS HOME OCCUPATIONS WITH STATED RESTRICTIONS, AND PROVIDING FOR THE SEVERABILITY THEREOF.

BACKGROUND: For several years, Planning staff has received numerous calls requesting information about home occupation opportunities which are prohibited by current Code, the most common being a request for personal services. In the wake of the COVID-19 pandemic, as many turned to home and remote work, City Council directed staff to review home occupation regulations.

On June 6, 2024 staff presented the proposed changes to Councilmembers at the Business & Community Affairs Committee, including:

- A proposal for allowing personal services as a home occupation,
- Provisions allowing home occupations within the RE, Residential Estate Dwelling District, and the RM-4, Mobile Home Park District, the only residential districts not allowing for home occupations, and
- Clarifying language permitting home occupations within residential dwellings, as opposed to "main buildings" on residential lots; allowing home occupations to be conducted from ADUs and other dwelling types expressly.

Councilmembers expressed interest in the changes but noted concerns for parking if personal services were permitted. It was agreed that, due to the nature of personal service operations, allowing a maximum of two cars, parked on the premises or within a reasonable distance of the home occupation would allow for client changeover without inhibiting the home occupation or

disturbing the surrounding neighborhood. Councilmembers also instructed that language allowing residents, as opposed to only property owners, to operate home occupations should be reflected in the final iteration of the amendment.

Below are the proposed amendments, as refined:

Sec. 36-101 Definitions

* * *

Accessory means a use, building, structure, part of a building, or part of a structure which is clearly subordinate to, and the use of which is incidental to, that of the principal building, structure, or use on the same parcel. If a building otherwise qualified as an accessory building is attached to the principal building by a common wall or roof, such building shall be considered a part of the principal building. Accessory buildings include, but are not limited to, barns, sheds, guest houses without cooking facilities, and private garages. Where Accessory Dwelling Unit ("ADU") is specifically allowed as a listed use in a zoning district, "accessory" shall also include an ADU, as further defined herein. Accessory uses include customary ~~house~~home occupations, the keeping of pets, off-street parking and loading facilities. Live entertainment, when offered in conjunction with an otherwise unrelated legal commercial use, will be considered an accessory use when it constitutes no more than ten percent of the gross monthly revenue of the establishment. Uses accessory to apartment houses include prepackaged food and toiletries stores, subject to the provisions of NCC 36-515.

* * *

Home occupation means an accessory use of a dwelling unit, conducted entirely enclosed within the dwelling unit, carried on by one or more persons, all of whom reside within the dwelling unit, and where no other persons are employed other than maintenance and domestic help. Home occupations may only be carried out by persons residing in the dwelling unit. Letting, leasing, renting or similar arrangement with non-residents for part or whole of the dwelling, or any fixture therein, is expressly prohibited with home occupation operations. The use is clearly incidental and secondary to the use of the dwelling for residential purposes and does not change the character thereof. There shall be no sale or display of merchandise nor outside storage of any kind. (See NCC 36-564.)

* * *

Parking space means a permanently surfaced area, enclosed or unenclosed, sufficient in size to store one automobile together with a permanently surfaced driveway connecting the parking space with a street or alley and permitting ingress or egress of an automobile.

Personal service salon or establishment means a facility at which personal services are provided including: hair, nail and skin care services; cosmetology and makeup; massage; tanning; tattooing; and piercing.

Planned unit development means a land development project comprehensively planned as an entity utilizing a site development plan which permits flexibility in building siting, mixtures of all types of attached and detached housing, usable open spaces, and the preservation of significant natural features.

Sec. 36-513 RE, Residential Estate Dwelling District

* * *

(a) *Purpose*. This district is established to provide for a low population density in the Suburban Residential Growth Area as reflected in the Comprehensive Plan. The principal use of land is for single-family detached dwellings and related recreational, religious, and educational facilities. These areas are intended to be defined and protected from encroachment by uses which are incompatible with a residential environment.

(b) *Uses permitted*. Property and buildings in an RE, Residential Estate Dwelling District shall be used only for the following purposes:

(1) Detached one-family dwelling.

(2) Family day care home.

(3) General purpose farm or garden.

(4) Type 1 Mobile Home.

(5) Accessory buildings, including barns, sheds and other farm buildings which are not a part of the main building.

(6) One accessory dwelling unit ("ADU").

(7) Short-term rentals.

(8) Home occupation.

36-518 RM-4, Mobile Home Park District

* * *

(a) *Purposes*. The RM-4 district is designed to encourage the developing of properly planned mobile home parks in residential environments, as well as to protect existing mobile home parks.

(b) *Uses permitted*. Property and buildings in the RM-4 district shall be used only for the following purposes:

(1) Mobile home park, subject to those provisions in NCC 20.64 which relate to mobile home parks.

(2) Accessory buildings and uses customarily incidental to any of the above uses when located on the same lot.

(3) Mobile home subdivision.

(4) Short-term rentals.

(5) Home occupation.

Sec. 36-564 Home Occupations

* * *

The standards for home occupations in this chapter are intended to ensure compatibility with other permitted uses and with the residential character of the neighborhood, plus a clearly secondary or incidental status in relation to the residential use of the dwelling unit ~~main building~~ as the criteria for determining whether a proposed accessory use qualifies as a home occupation. (Cross reference NCC 36-101.)

(a) Home occupations are permitted accessory uses in ~~residential~~ districts with residential uses, where allowed, only if all the following conditions are observed:

(1) Such occupation shall be conducted solely by resident occupants in their dwelling unit ~~residence~~ and no employees shall be permitted;

(2) No more than one room or 25 percent of the gross area of one floor of said dwelling unit ~~residence~~, whichever is less, shall be used for such purpose;

(3) No mechanical equipment is used, or activity is conducted which creates any noise, dust, odor, or electrical disturbance beyond the confines of the lot on which said occupation is conducted;

(4) There shall be no sale or display of merchandise;

(5) There shall be no outside storage of any kind related to the home occupation;

(6) The use may increase vehicular traffic flow and parking by no more than one additional vehicle at a time, except as otherwise specifically provided herein; ~~and~~

(7) Only one sign may be allowed. The sign shall not exceed one square foot in area, shall be non-illuminated, and shall display only the name of the occupant and/or the name of the home occupation~~.~~; and

(8) In the case of a beauty shop, barber shop, or other personal service salon or establishment, no more than two personal vehicles of customers may be parked within reasonable close proximity of the home occupation premises, or on the home occupation premises, at any one time.

(b) The following uses by the nature of the investment or operation have a tendency once started to rapidly increase beyond the limits permitted for home occupations and thereby impair the use and value of a residentially zoned area for residential purposes. Therefore, the uses specified below shall not be permitted as home occupations: auto repair, major or minor; ~~barber shop; beauty shop;~~ carpentry work; dance instruction; medical or dental offices; painting of vehicles, trailers, or boats; private schools with organized classes; childcare establishment; radio or television repair; upholstering; restaurant; or rest home.

(c) Marijuana establishments shall not be permitted as home occupations.

DISCUSSION: This proposed amendment is intended to enhance clarity with the Home Occupation regulations and expand resident rights to personal services in an ever increasingly remote work environment. The proposed amendment also ensures consistency with language regarding the description of *residential* and operator status, as well as expands home occupations into all existing residential districts. The attached ordinance provides for clarification within the Zoning Code.

RECOMMENDATION: Staff forwards this possible amendment to Chapter 36, Zoning Ordinance, as Ordinance No. O-2425-6 to the Planning Commission for consideration and recommendation to City Council.

Zoning Ordinance - Home Occupations

10. CONSIDERATION OF ADOPTION, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2425-6: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING CHAPTER 36 ("ZONING"), SECTIONS 36-101 ("DEFINITIONS"), 36-513 ("RE, RESIDENTIAL ESTATE DWELLING DISTRICT"), 36-518 ("RM-4, MOBILE HOME PARK DISTRICT") AND 36-564 ("HOME OCCUPATIONS") IN ORDER TO ALLOW HOME OCCUPATIONS TO BE CARRIED ON IN RE, RESIDENTIAL ESTATE DWELLING DISTRICT, AND RM-4, MOBILE HOME PARK DISTRICT, AND TO REDEFINE, TO MAKE LANGUAGE THROUGHOUT THE ZONING ORDINANCE CONSISTENT, AND ALLOW ADDITIONAL ACTIVITES AS HOME OCCUPATIONS WITH STATED RESTRICTIONS, AND PROVIDING FOR THE SEVERABILITY THEREOF.

ITEMS SUBMITTED FOR THE RECORD:

1. Staff Report
2. Draft Ordinance

Staff Presentation

Lora Hoggatt, Planning Services Manager, presented the proposed ordinance change in regards to home occupations.

Commissioner Kindel explained that it makes sense to add this to the residential districts that were previously omitted.

Motion by Commissioner Kindel to recommend approval of Ordinance O-2425-6; **Second** by Commissioner Griffith.

The motion was passed unanimously with a vote of 6-0.

MISCELLANEOUS COMMENTS OF PLANNING COMMISSION AND STAFF

Commissioners had discussion in regards to stormwater and how the City can think about it differently as the weather is becoming more unpredictable.

ADJOURNMENT

The meeting was adjourned at 7:09p.m.

Passed and approved this _____ day of _____ 2024.

Planning Commission

File Attachments for Item:

22. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2425-8 UPON 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 REMOVE ALL OF BLOCK ONE (1) OF THE SECOND STATE UNIVERSITY ADDITION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE RM-6, MEDIUM-DENSITY APARTMENT DISTRICT, AND PLACE SAME IN THE SPUD, SIMPLE PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (310 E BOYD STREET)

CITY OF NORMAN, OK
STAFF REPORT

MEETING DATE: 11/26/24

REQUESTER: Trinitas Development LLC

PRESENTER: Jane Hudson, Planning & Community Development Director

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2425-8 UPON 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 REMOVE ALL OF BLOCK ONE (1) OF THE SECOND STATE UNIVERSITY ADDITION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE RM-6, MEDIUM-DENSITY APARTMENT DISTRICT, AND PLACE SAME IN THE SPUD, SIMPLE PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (310 E BOYD STREET)

APPLICANT/REPRESENTATIVE	Trinitas Development LLC/Rieger Sadler Joyce LLC
LOCATION	310 E Boyd Street, which is situated South of East Boyd Street and West of the BNSF Railroad
WARD	4
REQUESTED ACTION	Rezoning from RM-6 Medium Density Apartment District, to SPUD, Simple Planned Unit Development District
LAND USE PLAN DESIGNATION	High Density Residential
GROWTH AREA DESIGNATION	Current Urban Service Area

BACKGROUND: The applicant requests rezoning from RM-6, Medium Density Apartment District, to SPUD, Simple Planned Unit Development for approximately 2.55 acres. Sixty-four apartments are currently situated on the property. The applicant proposes demolishing the existing apartments and developing a podium-style, 250-unit multi-family residential apartment

building with two levels of parking underneath the living area, for a proposed seven (7) to nine (9) story structure.

PROCEDURAL REQUIREMENTS:

GREENBELT MEETING:
This request did not require a Greenbelt Enhancement Statement.

PRE-DEVELOPMENT: PD24-11, August 22, 2024
Redevelopment of an existing two-story apartment complex, to be replaced with a 7-9 story podium style apartment complex with 5-7 levels of apartment homes over 2 levels of parking. An attendee wanted to know the process for approval. Applicant representative outlined the application process.

BOARD OF PARKS COMMISSIONERS:
This request did not require platting and thus did not require an application to the Board of Parks Commissioners.

ZONING ORDINANCE CITATION:

Section 36-510 SPUD, SIMPLE PLANNED UNIT DEVELOPMENTS

1. General Description. The Simple Planned Unit Development referred to as SPUD, is a special zoning district that provides an alternate approach to the conventional land use controls and to a PUD, Planned Unit Development to maximize the unique physical features of a particular site and produce unique, creative, progressive, or quality land developments.

The SPUD may be used for particular tracts or parcels of land that are to be developed, according to a SPUD Narrative and a Development Plan Map and contains less than five (5) acres.

The SPUD is subject to review procedures by Planning Commission and adoption by City Council.

2. Statement of Purpose. It is the intent of this section to encourage developments with a superior built environment brought about through unified development and to provide for the application of design ingenuity in such developments while protecting existing and future surrounding areas in achieving the goals of comprehensive plan of record. In addition the SPUD provides for the following:

Encourage efficient, innovative use of land in the placement and/or clustering of buildings in a development and protect the health, safety and welfare of the community.

Contribute to the revitalization and/or redevelopment of areas where decline of any type has occurred. Promote infill development that is compatible and harmonious with adjacent uses and would otherwise not be an area that could physically be redeveloped under conventional zoning.

Maintain consistency with the City's Zoning Ordinance, and other applicable plans, policies, standards and regulations on record.

Approval of a zone change to a SPUD adopts the Master Plan prepared by the applicant and reviewed as a part of the application. The SPUD establishes new and specific requirements for the amount and type of land use, residential densities, if appropriate, development regulations and location of specific elements of the development, such as open space and screening.

STAFF ANALYSIS: The particulars of this SPUD include:

USE: The allowable uses for this SPUD are included in the SPUD Narrative as Exhibit C, Allowable Uses and generally outlined below.

Allowable Uses:

- *Multi-family residential dwelling units*
- *Option for ground floor office, commercial retail and other mixed-use within the larger apartment/residential structure*
- *Leasing offices, pool area, dog parks – similar private recreational amenities for the residents*
- *Accessory buildings*

SITE PLAN/ACCESS: The proposed Preliminary Site Development Plan shows one building with parking garage access off an existing alley located on the west side of the property. An entrance sign is shown on the northwest corner of the lot, along E. Boyd St. The setbacks shown on the Site Plan are 15' (fifteen feet) along the west and 10' (ten feet) on the north, east and south of the Property. A rain garden and detention pond is proposed in the southeast corner.

PARKING: The SPUD Narrative states the proposed building will have two levels of podium parking, as shown in the parking layout on the Preliminary Site Development Plan. The proposed development may feature multiple EV charging stations, but will comply with Norman's applicable parking ordinances, Section 36-548, Off-Street Parking Facilities, and Section 36-550, Development and Maintenance of Off-Street Parking Facilities, as amended from time to time. The parking spaces within the Property will be eighteen feet (18') by nine feet (9') or eight and one-half feet (8'½") by nineteen feet (19'). Additionally, compact spaces of seven and one-half feet (7'1/2") by fifteen feet (15') may be included, as long as the compact spaces do not exceed 5% of the total parking count.

LANDSCAPING: Landscaping shall be provided and maintained in accordance with Section 36-551, Landscaping Requirements for Off-Street Parking Facilities. Landscaping is depicted on the Preliminary Site Development Plan. Fencing shall not be required but may be installed running along the east edge of the subject property blocking access to the railroad track.

SIGNAGE: The SPUD Narrative outlines signage allowances for the property. The applicant is requesting 60 square feet of wall signage for each sign and 60 square feet per side for the ground sign. All other signs not specifically discussed in the Narrative will comply with the Medium Density Residential sign standards of the City of Norman Sign Regulations in Chapter 28. Should the site develop with any commercial/office uses, signage for the use will follow commercial zone sign standards.

LIGHTING: All exterior lighting shall be installed in conformance with the City of Norman's Commercial Outdoor Lighting Standards (Section 36-549), as amended from time to time

SANITATION/UTILITIES: Roll-out dumpsters will be utilized for sanitation services, the roll-out dumpsters will be located within the garage area. All locations will be reviewed and approved by City Staff.

EXTERIOR MATERIALS: The exterior of the building may be constructed of brick, glass, stone, synthetic stone, high impact quality stucco or EIFS, masonry, metal accents, and any combination thereof.

HEIGHT: The proposed building will be allowed to reach a maximum height of nine (9) stories, exclusive of any subgrade elements as well as any necessary roof top mechanical units, equipment, screening, or parapet walls.

OPEN SPACE: The Preliminary Site Development Plan shows proposed open spaces for the development. The SPUD Narrative states the impervious area for the property will not exceed 85%.

EXISTING ZONING: The property is currently zoned RM-6, Medium-Density Apartment District. RM-6 zoning allows for multi-family uses and a height of up to three stories; any height over three stories requires increased setbacks.

ALTERNATIVES/ISSUES:

IMPACTS: The number of units on the site will increase from 64-units to 250-units. As detailed below in the Traffic Engineer comments, the applicant has planned improvements to have better circulation of vehicles on and around the site.

OTHER AGENCY COMMENTS:

FIRE DEPARTMENT AND BUILDING PERMIT REVIEW: Items regarding fire hydrants and fire/building codes will be considered at the building permit stage.

UTILITIES/SANITATION:

Utility Services - Water and sanitary sewer are adjacent to the facility but demands will need to be provided and modeled and the Applicant will be responsible for any extensions or upgrades necessary to serve the proposed development.

Sanitation - Trash service utilizing rolling dumpsters will be acceptable based on the following conditions:

1. Applicant and all future owners will be responsible for purchase and maintenance of dumpsters that will work with City equipment.
2. Dumpster roll-out and roll-in will be the responsibility of the Applicant/Owner with timing meeting requirements established by City ordinance for placement of trash receptacles.
3. Applicant will be responsible for design of sanitation vehicle ingress and egress in accordance with City standard details.

PUBLIC WORKS/ENGINEERING: The subject property is part of the State University Addition #2 Plat.

TRAFFIC ENGINEER: The proposed 250 multi-family dwelling units is to be located on the south side of Boyd Street between Trout Avenue and Classen Boulevard and will generate 1,135 trips on an average weekday, 93 trips during the typical AM Peak period, and 98 trips during the typical PM Peak period. Given that a 64-unit multi-family complex currently occupies the site of the proposed development, new trips will be 704 trips on an average weekday, 67 trips during the typical AM Peak period, and 65 trips during the typical PM Peak period. The development will include an internal parking garage with access via a north/south alley on the west side of the development that connects to both Boyd Street as well as Page Street. To improve access to and from the site, the developer plans to widen and improve the narrow, north/south alley to accommodate the traffic exiting the site. Plans also include the removal of the existing drive access that intersects Boyd Street closer to the BNSF Railroad to better accommodate the traffic entering the site.

CONCLUSION: Staff forwards this request for rezoning to SPUD, Simple Planned Unit Development, and Ordinance O-2425-8 for consideration by City Council.

PLANNING COMMISSION RESULTS: At their meeting of October 10, 2024, Planning Commission recommended adoption of Ordinance No. O-2425-8 by a vote of 6-0.

O-2425-8

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 ALL OF BLOCK ONE (1) OF THE SECOND STATE UNIVERSITY ADDITION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE RM-6, MEDIUM-DENSITY APARTMENT DISTRICT, AND PLACE SAME IN THE SPUD, SIMPLE PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (310 E BOYD STREET)

§ 1. WHEREAS, Trinitas Development LLC, the owners of the hereinafter described property, have made application to have the subject property removed from the rm-6, Medium-Density Apartment District and placed in the SPUD, Simple Planned Unit Development District; and

§ 2. WHEREAS, said application has been referred to the Planning Commission of said City and said body has, after conducting a public hearing on October 10, 2024 as required by law, considered the same and recommended that the same should be granted and an ordinance adopted to effect and accomplish such rezoning; and

§ 3. WHEREAS, the City Council of the City of Norman, Oklahoma, has thereafter considered said application and has determined that said application should be granted and an ordinance adopted to effect and accomplish such rezoning.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA:

§ 4. That Section 36-201 of the Code of the City of Norman, Oklahoma, is hereby amended so as to remove the following described property from the RM-6, Medium-Density Apartment District and place the same in the SPUD, Simple Planned Unit Development District, to wit:

All of Block One (1) of The Second State University Addition to the City of Norman, Cleveland County, Oklahoma, according to the recorded plat thereof.

§ 5. Further, pursuant to the provisions of Section 36-510 of the Code of the City of Norman, as amended, the following condition is hereby attached to the zoning of the tract:

a. The site shall be developed in accordance with the SPUD Narrative, Site Development Plan, and supporting documentation, which are made a part hereof.

§ 6. Severability. If any section, subsection, sentence, clause, phrase, or portion of this ordinance is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions of this ordinance.

ADOPTED this _____ day of

_____, 2024.

_____
(Mayor)

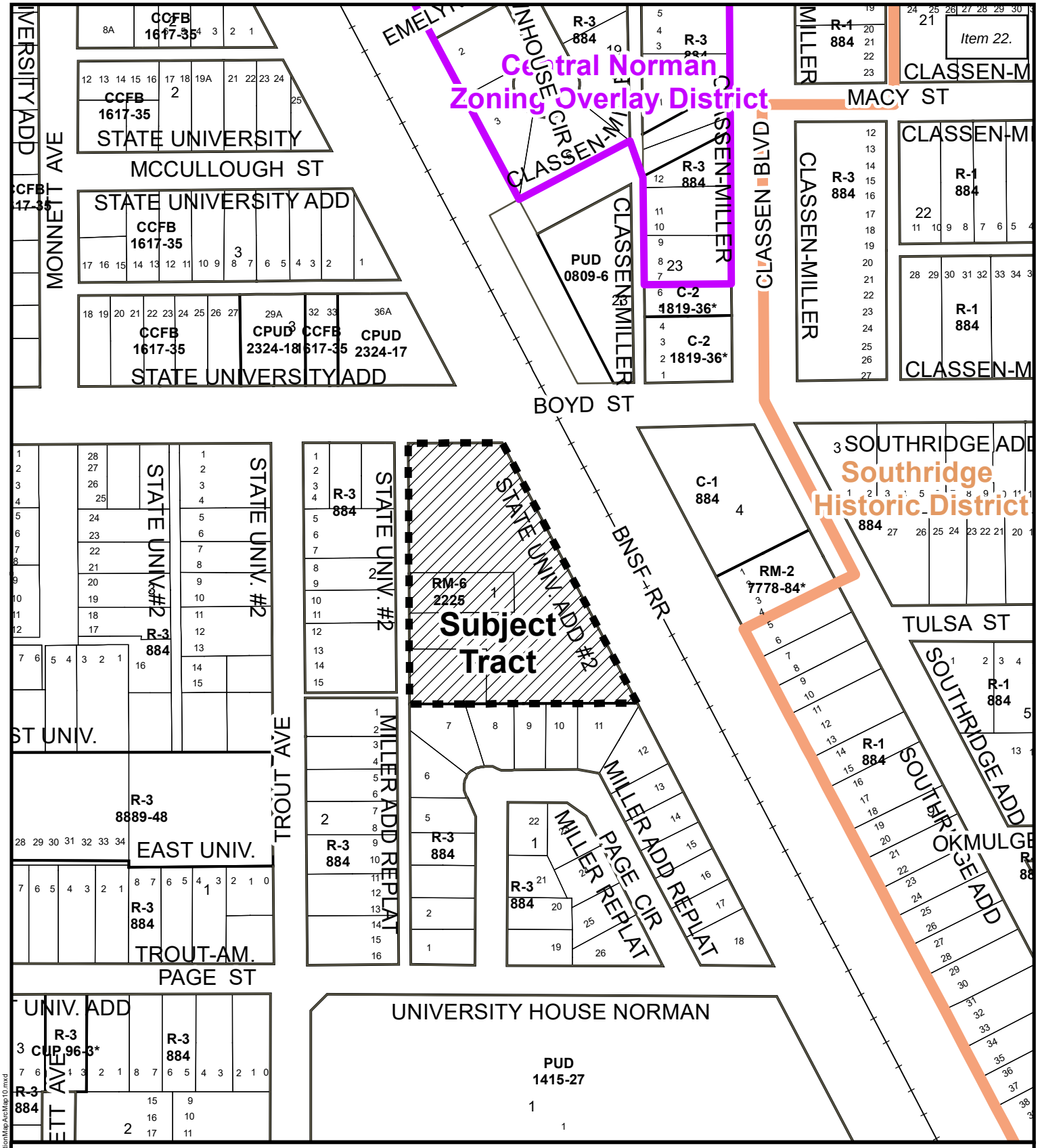
NOT ADOPTED this _____day of

_____, 2024.

_____
(Mayor)

ATTEST:

_____
(City Clerk)



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.

N W E S

August 5, 2024

Subject Tract

0 100 200 Ft.

\\con-isilon\city\departments\GIS\ArcGIS10.MapTemplates\8x11_LocationMap\ArcMap10.mxd

310 E. BOYD

SIMPLE PLANNED UNIT DEVELOPMENT

APPLICANT:

TRINITAS DEVELOPMENT LLC

APPLICATION FOR:

SIMPLE PLANNED UNIT DEVELOPMENT

Submitted: September 3, 2024
Revised: October 4, 2024

PREPARED BY:

RIEGER SADLER JOYCE
136 Thompson Drive
Norman, Oklahoma 73069

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B. Site Development Plan
C. Allowable Uses
D. Open Space Exhibit

I. INTRODUCTION

Trinitas Development LLC (the "**Applicant**") intends to rezone the property located at 310 E. Boyd St., as more particularly described on **Exhibit A** (the "**Property**") to a Simple Planned Unit Development ("**SPUD**") in order to facilitate the development of a multi-family residential apartment building.

II. PROPERTY DESCRIPTIONS; EXISTING CONDITIONS

A. Location

The Property is located at 310 E. Boyd St., which is situated South of East Boyd Street and West of the BNSF Railroad, as is more particularly shown on the attached exhibits.

B. Existing Land Use and Zoning

The Property's existing zoning is RM-6, Medium Density Apartment District, and the existing NORMAN 2025 Land Use Plan designation is High Density Residential.

C. Elevation and Topography

The Property is almost entirely paved through its current use as a multifamily apartment complex. The topography of the Property is relatively flat with little elevation change throughout the development.

D. Drainage

The Applicant proposes stormwater and drainage management systems that will meet or exceed the City's applicable ordinances and regulations.

E. Utility Services

The necessary utility services for this project (including water, sewer, gas, telecommunications, and electric) are already located on or near the Property, or they will be extended by the Applicant, as necessary.

F. Fire Protection Services

Fire Protection services will be provided by the City of Norman Fire Department and by the Applicant as such are required by applicable City codes, ordinances, and/or regulations.

G. Traffic Circulation and Access

Traffic circulation and access to the Property shall be allowed in the manner shown on the attached Preliminary Site Development Plan. Sidewalks will be constructed along E. Boyd Street, in accordance with applicable City of Norman standards. The main entrance to the project will be from the existing alley, which shall be improved as shown on the Preliminary Site Development Plan.

III. DEVELOPMENT PLAN AND DESIGN CONCEPT

The Property shall be developed in compliance with the Preliminary Site Development Plan, attached hereto as **Exhibit B**, subject to final design development and the changes allowed by Section 36-510 of the City of Norman's SPUD Ordinance, as may be amended from time to time. The Exhibits attached hereto, and as submitted on behalf of the Applicant, are incorporated herein by reference and further depict the development criteria for the Property.

A. Uses Permitted

The Property will be developed as a nine (9) story multifamily residential complex. The current conceptual site plan is designed to accommodate approximately 250 units. The Property will be developed with a combination of unit types ranging from one-bedroom units to five-bedroom units. The Property will also feature a leasing office, outdoor courtyards, and various amenities. A complete list of allowable uses on the Property is attached as **Exhibit C**.

B. Development Criteria:

1. Building Height

The Property shall be allowed to reach a maximum height of nine (9) stories, exclusive of any subgrade elements as well as any necessary roof top mechanical units, equipment, screening, or parapet walls.

2. Area Regulations

The Property shall comply with the setbacks shown on the Preliminary Site Development Plan. The minimum building setback shall be ten (10') feet from any property line, except that the minimum building setback along the alley to the west of the Property shall be fifteen (15') feet.

3. Exterior Materials

The exterior of the main building may be constructed of brick, glass, stone, synthetic stone, high impact quality stucco or EIFS, masonry, metal accents, and any combination thereof.

4. Sanitation

Sanitation services for the Property will comply with the City of Norman's sanitation ordinances, rules, and regulations, as may be amended from time to time. The Property will be allowed to utilize roll-out dumpsters that are contained in an interior trash room within the parking garage and pick-up of the dumpsters shall be from the alley.

5. Signage

The Property may feature one (1) entrance ground and/or monument signs generally in the area shown on the Preliminary Site Development Plan. The entrance ground and/or monument sign identifying the building may be a maximum of 60 square feet per side. In addition to the entrance signage, the Property may utilize up to three building/wall signs. Each building/wall sign may be a maximum of 60 square feet. The Property shall be allowed to contain various directional and wayfinding signage throughout the site, such as signage directing and identifying the following: bicycle parking, scooter parking, leasing office, delivery/pick up locations, future tenant parking, amenity signage, and other similar signage as may be necessary. All signage discussed herein may be backlit or otherwise illuminated with LED or similar lighting. The ground entrance signage may be electronic. Banners, flag signs, or other similar decorative signage may be displayed on the Property from time to time, such as grand opening signage, pre-leasing, or holiday signage. All signage shall be placed in appropriate locations to not interfere with applicable traffic sight triangles. All other signs not specifically discussed herein shall comply with the medium density residential sign standards of the City of Norman Sign Regulations. In the event that the ground floor contains an allowable commercial or retail use, said use shall be permitted to utilize signage that complies with the commercial sign standards of the City of Norman Sign Regulations.

6. Traffic access and circulation

Access to the Property shall be permitted in the manner depicted on the attached Preliminary Site Development Plan.

7. Open Space

Open space shall be utilized on the Property in the locations and manners depicted on the attached Preliminary Open Space Exhibit, attached hereto as **Exhibit D**. The impervious area for the Property shall not exceed 85%. The Applicant will also endeavor to utilize low impact development techniques ("**LIDs**") and best management practices ("**BMPs**") in the development of the Property to further assist in drainage management on site. The locations and types of LIDs and BMPs will be determined during site development.

8. Parking

The Property shall have two (2) levels of podium parking, as shown in the parking layout on the Preliminary Site Development Plan. The Property may, but is not obligated to, feature multiple EV charging stations. Further, the Property shall comply with Norman's applicable parking ordinances Section 36-548 and Section 36-550, as amended from time to time, provided that all parking spaces within the Property may be eighteen feet (18') by nine feet (9') or eight and one-half feet (8'½") by nineteen feet (19'). Additionally, compact spaces of seven and one-half feet (7'1/2") by fifteen feet (15') may be included, as long as the compact spaces do not exceed 5% of the total parking count.

9. Landscaping and Fencing

Landscaping shall be provided and maintained on the Property in locations generally depicted on the Preliminary Site Development Plan. Fencing shall not be required on the Property but may be installed running along the east edge of the Property blocking access to the railroad track which runs parallel to the Property.

10. Lighting

The Property shall comply with the City of Norman's Commercial Outdoor Lighting Standards, as amended from time to time.

EXHIBIT A

Legal Description of the Property

All of Block One (1) of The Second State University Addition to the City of Norman, Cleveland County, Oklahoma, according to the recorded plat thereof.

EXHIBIT B

Site Development Plan

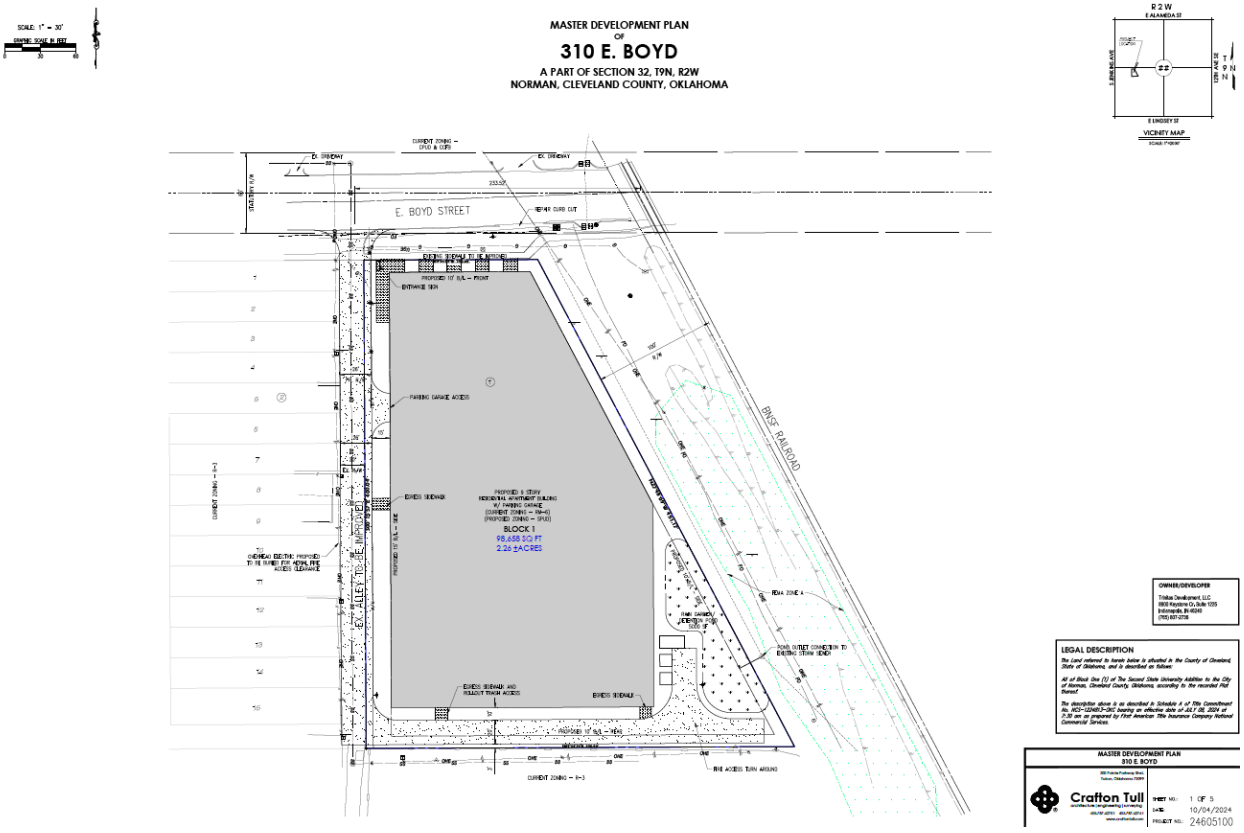


EXHIBIT C

Allowable Uses

Allowable Uses:

- Multi-family residential dwelling units
- Ground floors may contain, but are not obligated to contain, office uses, commercial shops and services, retail, and other mixed-use offerings within the larger apartment/residential structures.
- Leasing offices, pool areas, dog parks, sports courts, walking trails, fitness stations, frisbee golf, outdoor grill areas, and similar private recreational amenities for the residents of the development.

E. BOYD STREET RESIDENTIAL

NORMAN, OK

SEPTEMBER, 2024

E. BOYD STREET

EXISTING STREET TREE

EXISTING STREET TREE

REPAIR CURB CUT

EXISTING SIDEWALK

PROPERTY LINE/ROW

CRAPE MYRTLE
PLANT MATERIAL WITH AIRY NATURE
TO NOT BLOCK ELEVATION AND PROVIDE COLOR

ANNUAL / PERENNIAL COLOR

ENTRY PLAZA

RED MAPLE

NANDINA

YAUPON HOLLY

LOW PLANTINGS TO HIGHLIGHT FLOOR TO CEILING GLAZING

ARIZONA CYPRESS

LOBBY/AMENITY BELOW
APARTMENTS ABOVE

LOBLOLLY PINE

TURF GRASS

RED MAPLE

AMERICAN HOLLY

LOBLOLLY PINE

LARGE EVERGREEN FOR PERPETUAL SCREEN OF PARKING GARAGE

GARAGE ACCESS

PARKING BELOW / COURTYARD ABOVE

AMERICAN HOLLY

RED MAPLE

LOBLOLLY PINE

ARIZONA CYPRESS

AMERICAN HOLLY

RED MAPLE

LOBLOLLY PINE

APARTMENTS ABOVE

LARGE EVERGREEN FOR PERPETUAL SCREEN OF PARKING GARAGE

EGRESS

AMERICAN HOLLY

RED MAPLE

PROPERTY LINE/ROW

OVERHEAD ELECTRIC

ARIZONA CYPRESS

BALD CYPRESS

TURF GRASS

PARKING BELOW / COURTYARD ABOVE

AMERICAN HOLLY

LARGE EVERGREEN TO SCREEN PARKING GARAGE

BIO-RETENTION RAIN GARDEN/ FILTRATION AREA

RED MAPLE

BALD CYPRESS

DETENTION AREA

ARIZONA CYPRESS

AMERICAN HOLLY

BLUE ARROW JUNIPERS

APARTMENTS ABOVE

RED MAPLE

EGRESS

MIXTURE OF LARGE EVERGREEN AND COLUMNAR DECIDUOUS TREES TO SCREEN PARKING GARAGE

RED MAPLE

ARIZONA CYPRESS

RED MAPLE

ARIZONA CYPRESS

RED MAPLE

BALD CYPRESS

RED MAPLE

EGRESS

EMERGENCY ACCESS TURN-AROUND

EMERGENCY / DUMPSTER ACCESS

TURF GRASS

PROPERTY LINE

EXISTING ALLEY

BNSF RAILROAD

THE MONT

* RED MAPLES ARE COLUMNAR 'ARMSTRONG' VARIETY

CONCEPTUAL LANDSCAPE PLAN

SCALE: 1" = 20'

GRAPHIC SCALE IN FEET

0 20 40

CONCEPTUAL SITE PLAN
BOYD STREET RESIDENTIAL

300 Pointe Parkway Blvd.
Yukon, Oklahoma 73099

Crafton Tull
architecture | engineering | surveying
405.787.6270 t 405.787.6276 f
www.craftontull.com

CERTIFICATE OF AUTHORIZATION:
CA 973 (PE/LS) EXPIRES 6/30/2026

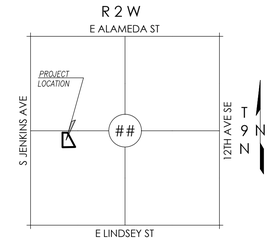
SHEET NO.: 5 OF 5
DATE: 09/03/2024
PROJECT NO.: 24605100

SCALE: 1" = 30'

GRAPHIC SCALE IN FEET

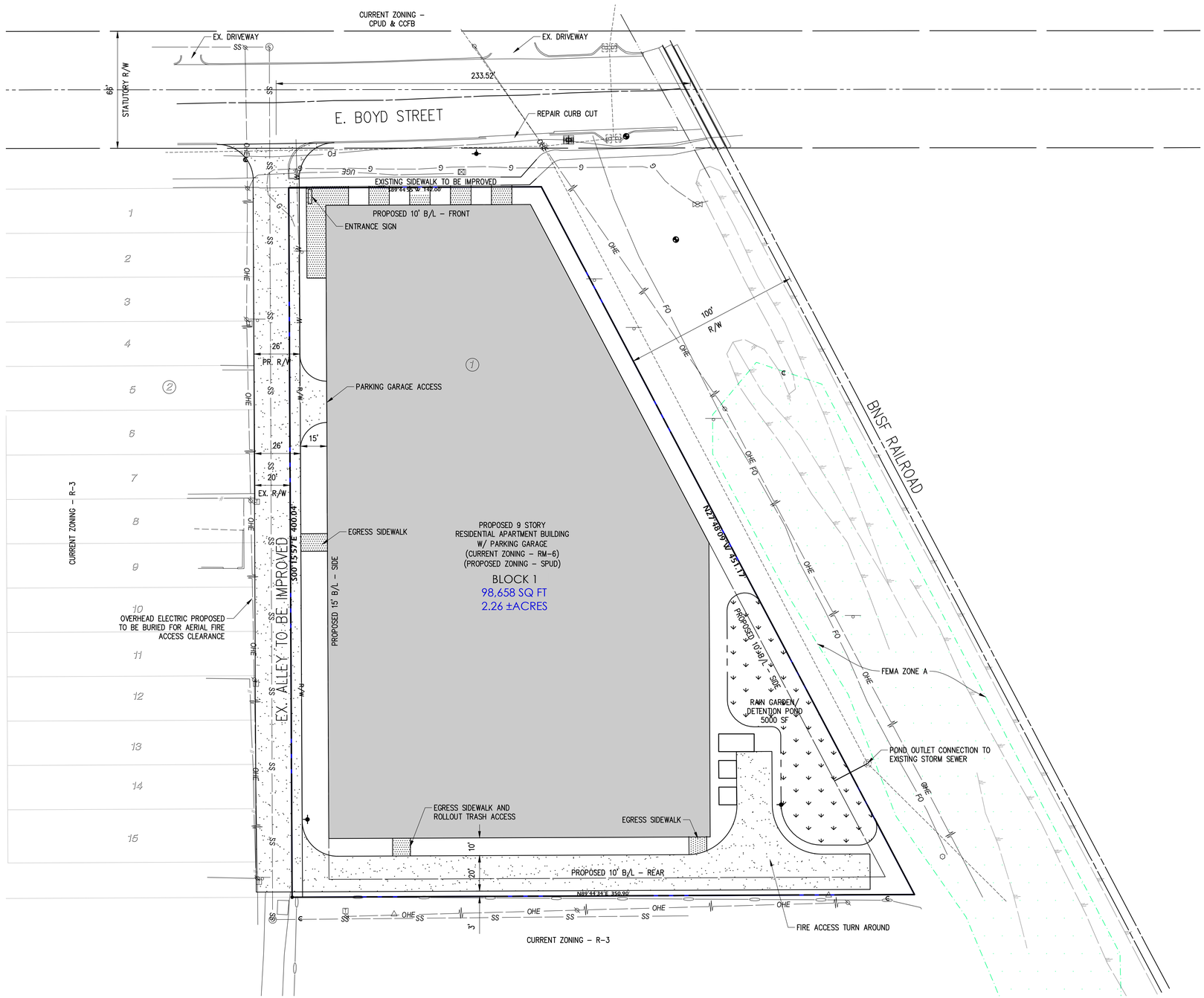
0 30 60

MASTER DEVELOPMENT PLAN
OF
310 E. BOYD
A PART OF SECTION 32, T9N, R2W
NORMAN, CLEVELAND COUNTY, OKLAHOMA



VICINITY MAP

SCALE: 1"=2000'



OWNER/DEVELOPER

Trinitas Development, LLC
8900 Keystone Cr. Suite 1225
Indianapolis, IN 46240
(765) 807-2736

LEGAL DESCRIPTION

The Land referred to herein below is situated in the County of Cleveland, State of Oklahoma, and is described as follows:

All of Block One (1) of The Second State University Addition to the City of Norman, Cleveland County, Oklahoma, according to the recorded Plat thereof.

The description above is as described in Schedule A of Title Commitment No. NCS-1224813-OKC bearing an effective date of JULY 08, 2024 at 7:30 am as prepared by First American Title Insurance Company National Commercial Services.

MASTER DEVELOPMENT PLAN
310 E. BOYD

300 Pointe Parkway Blvd.
Yukon, Oklahoma 73099

Crafton Tull
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www.craftontull.com

CERTIFICATE OF AUTHORIZATION:
CA 973 (PEALS) EXPIRES 6/30/2026

SHEET NO.: 1 OF 5
DATE: 10/04/2024
PROJECT NO.: 24605100

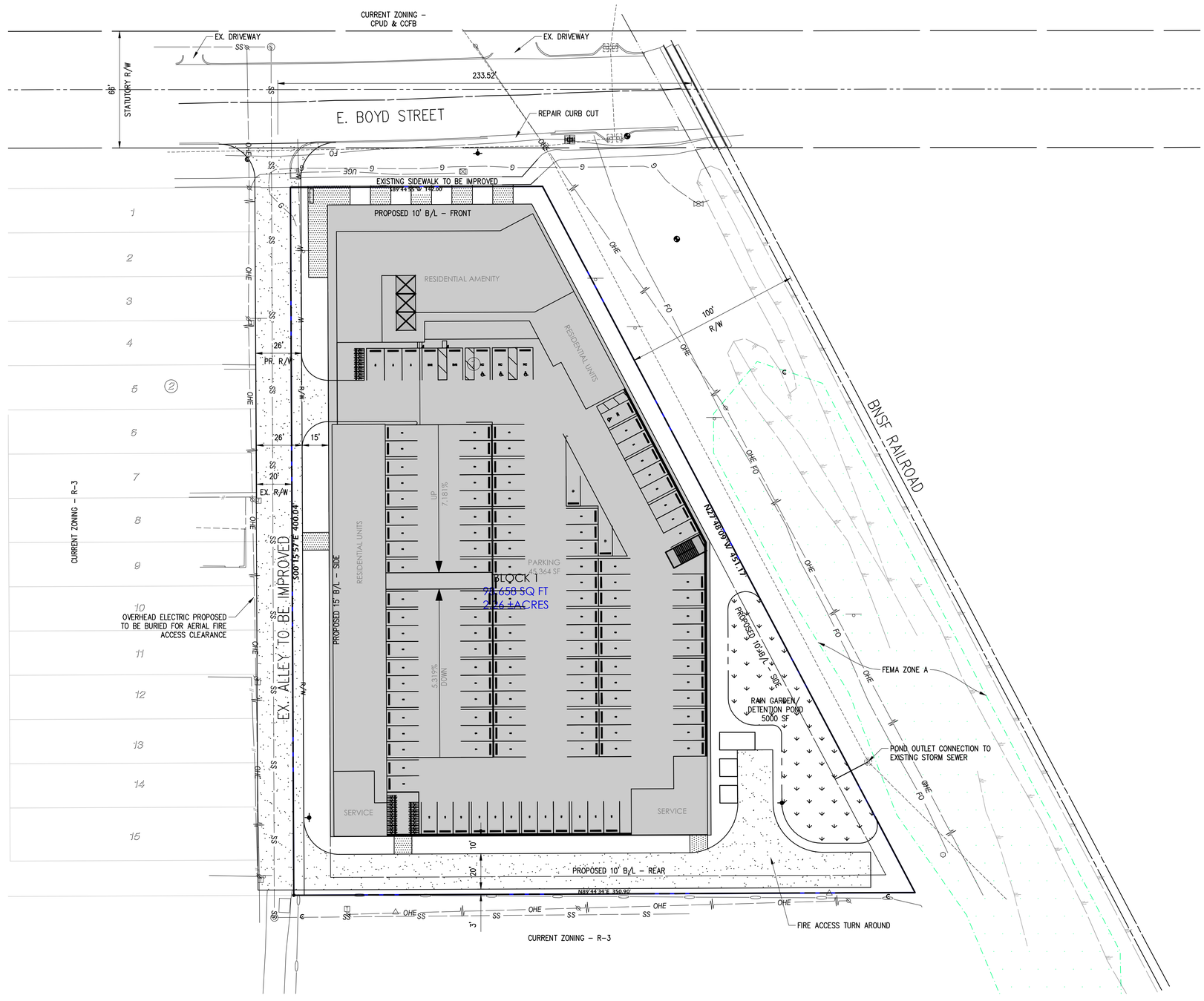
SCALE: 1" = 30'

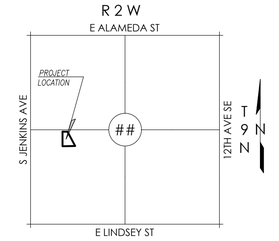
GRAPHIC SCALE IN FEET

0 30 60

MASTER DEVELOPMENT PLAN
OF
310 E. BOYD
A PART OF SECTION 32, T9N, R2W
NORMAN, CLEVELAND COUNTY, OKLAHOMA

GROUND LEVEL PARKING PLAN





VICINITY MAP

SCALE: 1"=2000'

OWNER/DEVELOPER

Trinitas Development, LLC
8900 Keystone Cr. Suite 1225
Indianapolis, IN 46240
(765) 807-2736

LEGAL DESCRIPTION

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All of Block One (1) of The Second State University Addition to the City of Norman, Cleveland County, Oklahoma, according to the recorded Plat thereof.

The description above is as described in Schedule A of Title Commitment No. NCS–1224813–OKC bearing an effective date of JULY 08, 2024 at 7:30 am as prepared by First American Title Insurance Company National Commercial Services.

MASTER DEVELOPMENT PLAN
310 E. BOYD

300 Pointe Parkway Blvd.
Yukon, Oklahoma 73099

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CERTIFICATE OF AUTHORIZATION:
CA 973 (PEALS) EXPIRES 6/30/2026

SHEET NO.: 2 OF 5
DATE: 10/04/2024
PROJECT NO.: 24605100

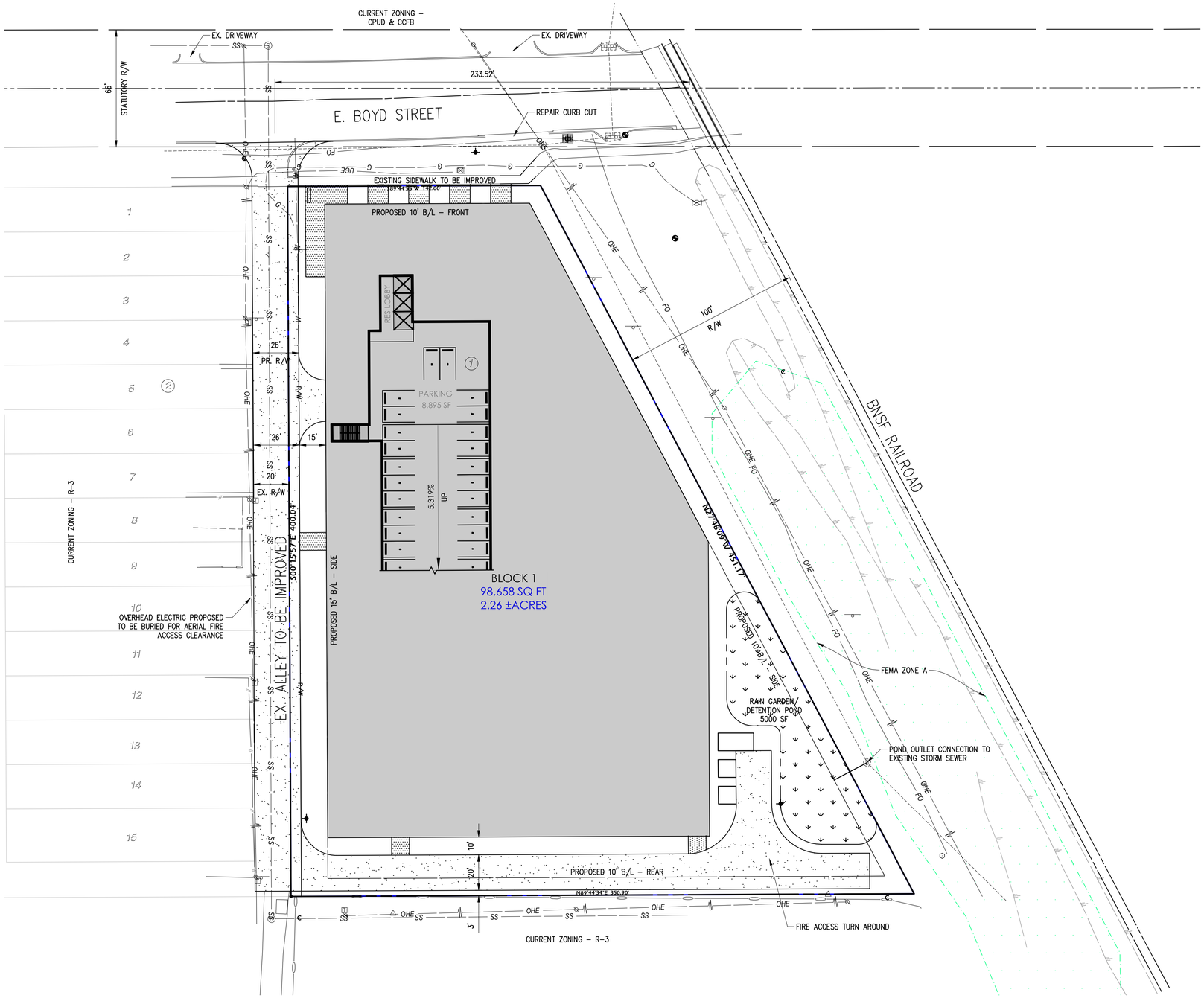
SCALE: 1" = 30'

GRAPHIC SCALE IN FEET

0 30 60

MASTER DEVELOPMENT PLAN
OF
310 E. BOYD
A PART OF SECTION 32, T9N, R2W
NORMAN, CLEVELAND COUNTY, OKLAHOMA

LOWER LEVEL PARKING PLAN



R 2 W
E ALAMEDA ST
PROJECT LOCATION
S JENKINS AVE
##
12TH AVE SE
T 9 N
E LINDSEY ST

VICINITY MAP
SCALE: 1"=2000'

OWNER/DEVELOPER

Trinitas Development, LLC
8900 Keystone Cr. Suite 1225
Indianapolis, IN 46240
(765) 807-2736

LEGAL DESCRIPTION

The Land referred to herein below is situated in the County of Cleveland, State of Oklahoma, and is described as follows:

All of Block One (1) of The Second State University Addition to the City of Norman, Cleveland County, Oklahoma, according to the recorded Plat thereof.

The description above is as described in Schedule A of Title Commitment No. NCS-1224813-OKC bearing an effective date of JULY 08, 2024 at 7:30 am as prepared by First American Title Insurance Company National Commercial Services.

MASTER DEVELOPMENT PLAN
310 E. BOYD

300 Pointe Parkway Blvd.
Yukon, Oklahoma 73099

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CERTIFICATE OF AUTHORIZATION:
CA 973 (PE/LS) EXPIRES 6/30/2026

SHEET NO.: 3 OF 5
DATE: 10/04/2024
PROJECT NO.: 24605100

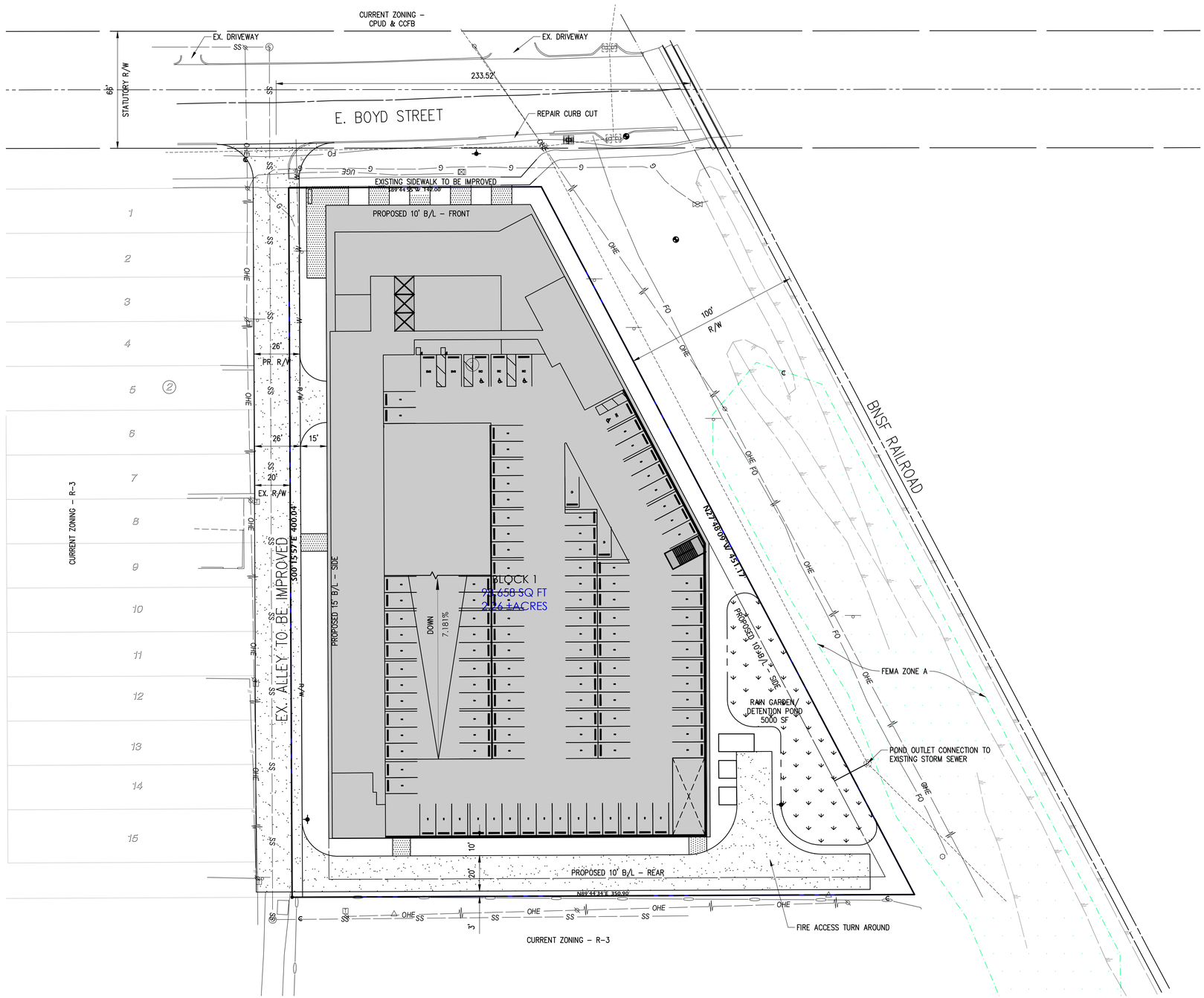
SCALE: 1" = 30'

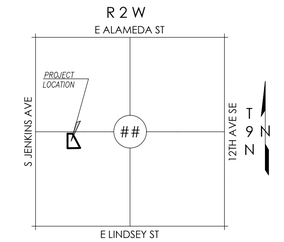
GRAPHIC SCALE IN FEET

0 30 60

MASTER DEVELOPMENT PLAN
OF
310 E. BOYD
A PART OF SECTION 32, T9N, R2W
NORMAN, CLEVELAND COUNTY, OKLAHOMA

LEVEL 2 PARKING PLAN





VICINITY MAP

SCALE: 1"=2000'

OWNER/DEVELOPER

Trinitas Development, LLC
8900 Keystone Cr. Suite 1225
Indianapolis, IN 46240
(765) 807-2736

LEGAL DESCRIPTION

The Land referred to herein below is situated in the County of Cleveland, State of Oklahoma, and is described as follows:

All of Block One (1) of The Second State University Addition to the City of Norman, Cleveland County, Oklahoma, according to the recorded Plat thereof.

The description above is as described in Schedule A of Title Commitment No. NCS-1224813-OKC bearing an effective date of JULY 08, 2024 at 7:30 am as prepared by First American Title Insurance Company National Commercial Services.

MASTER DEVELOPMENT PLAN
310 E. BOYD

300 Pointe Parkway Blvd.
Yukon, Oklahoma 73099

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CERTIFICATE OF AUTHORIZATION:
CA 973 (PE/LS) EXPIRES 6/30/2026

SHEET NO.: 4 OF 5
DATE: 10/04/2024
PROJECT NO.: 24605100

E. BOYD STREET RESIDENTIAL

NORMAN, OK

SEPTEMBER, 2024

E. BOYD STREET

EXISTING STREET TREE

EXISTING STREET TREE

REPAIR CURB CUT

EXISTING SIDEWALK

PROPERTY LINE/ROW

CRAPE MYRTLE
PLANT MATERIAL WITH AIRY NATURE
TO NOT BLOCK ELEVATION AND PROVIDE COLOR

ANNUAL / PERENNIAL COLOR

ENTRY PLAZA

RED MAPLE

NANDINA

YAUPON HOLLY

LOW PLANTINGS TO HIGHLIGHT FLOOR TO CEILING GLAZING

ARIZONA CYPRESS

LOBBY/AMENITY BELOW
APARTMENTS ABOVE

LOBLOLLY PINE

TURF GRASS

RED MAPLE

AMERICAN HOLLY

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BLUE ARROW JUNIPERS

PROPERTY LINE

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RED MAPLE

ARIZONA CYPRESS

RED MAPLE

ARIZONA CYPRESS

RED MAPLE

BALD CYPRESS

RED MAPLE

EGRESS

EMERGENCY ACCESS TURN-AROUND

EMERGENCY / DUMPSTER ACCESS

TURF GRASS

PROPERTY LINE

EXISTING ALLEY

THE MONT

BNSF RAILROAD

OVERHEAD ELECTRIC

PROPERTY LINE/ROW

OHE

FO

SS

G

W

* RED MAPLES ARE COLUMNAR 'ARMSTRONG' VARIETY

CONCEPTUAL LANDSCAPE PLAN

SCALE: 1" = 20'

GRAPHIC SCALE IN FEET

0 20 40

CONCEPTUAL SITE PLAN
BOYD STREET RESIDENTIAL

300 Pointe Parkway Blvd.
Yukon, Oklahoma 73099

Crafton Tull
architecture | engineering | surveying
405.787.6270 t 405.787.6276 f
www.craftontull.com

CERTIFICATE OF AUTHORIZATION:
CA 973 (PE/LS) EXPIRES 6/30/2026

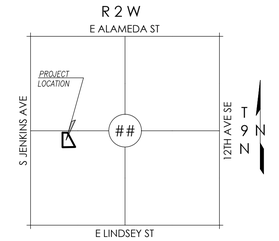
SHEET NO.: 5 OF 5
DATE: 09/03/2024
PROJECT NO.: 24605100

SCALE: 1" = 30'

GRAPHIC SCALE IN FEET

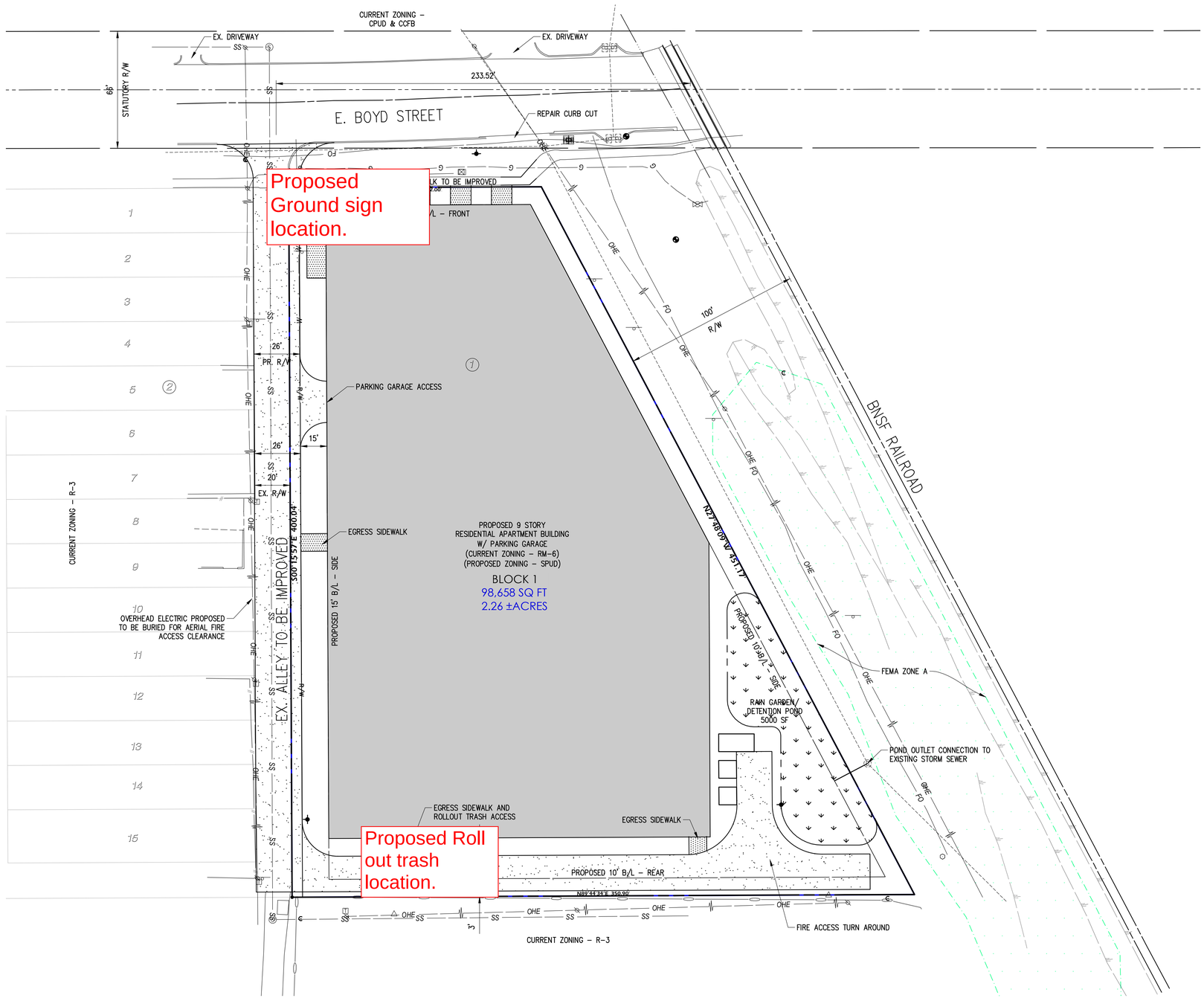
0 30 60

MASTER DEVELOPMENT PLAN
OF
310 E. BOYD
A PART OF SECTION 32, T9N, R2W
NORMAN, CLEVELAND COUNTY, OKLAHOMA



VICINITY MAP

SCALE: 1"=2000'



OWNER/DEVELOPER

Trinitas Development, LLC
8900 Keystone Cr. Suite 1225
Indianapolis, IN 46240
(765) 807-2736

LEGAL DESCRIPTION

The Land referred to herein below is situated in the County of Cleveland, State of Oklahoma, and is described as follows:

All of Block One (1) of The Second State University Addition to the City of Norman, Cleveland County, Oklahoma, according to the recorded Plat thereof.

The description above is as described in Schedule A of Title Commitment No. NCS-1224813-OKC bearing an effective date of JULY 08, 2024 at 7:30 am as prepared by First American Title Insurance Company National Commercial Services.

MASTER DEVELOPMENT PLAN
310 E. BOYD

300 Pointe Parkway Blvd.
Yukon, Oklahoma 73099

Crafton Tull
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CERTIFICATE OF AUTHORIZATION:
CA 973 (PEALS) EXPIRES 6/30/2026

SHEET NO.: 1 OF 5
DATE: 10/04/2024
PROJECT NO.: 24605100

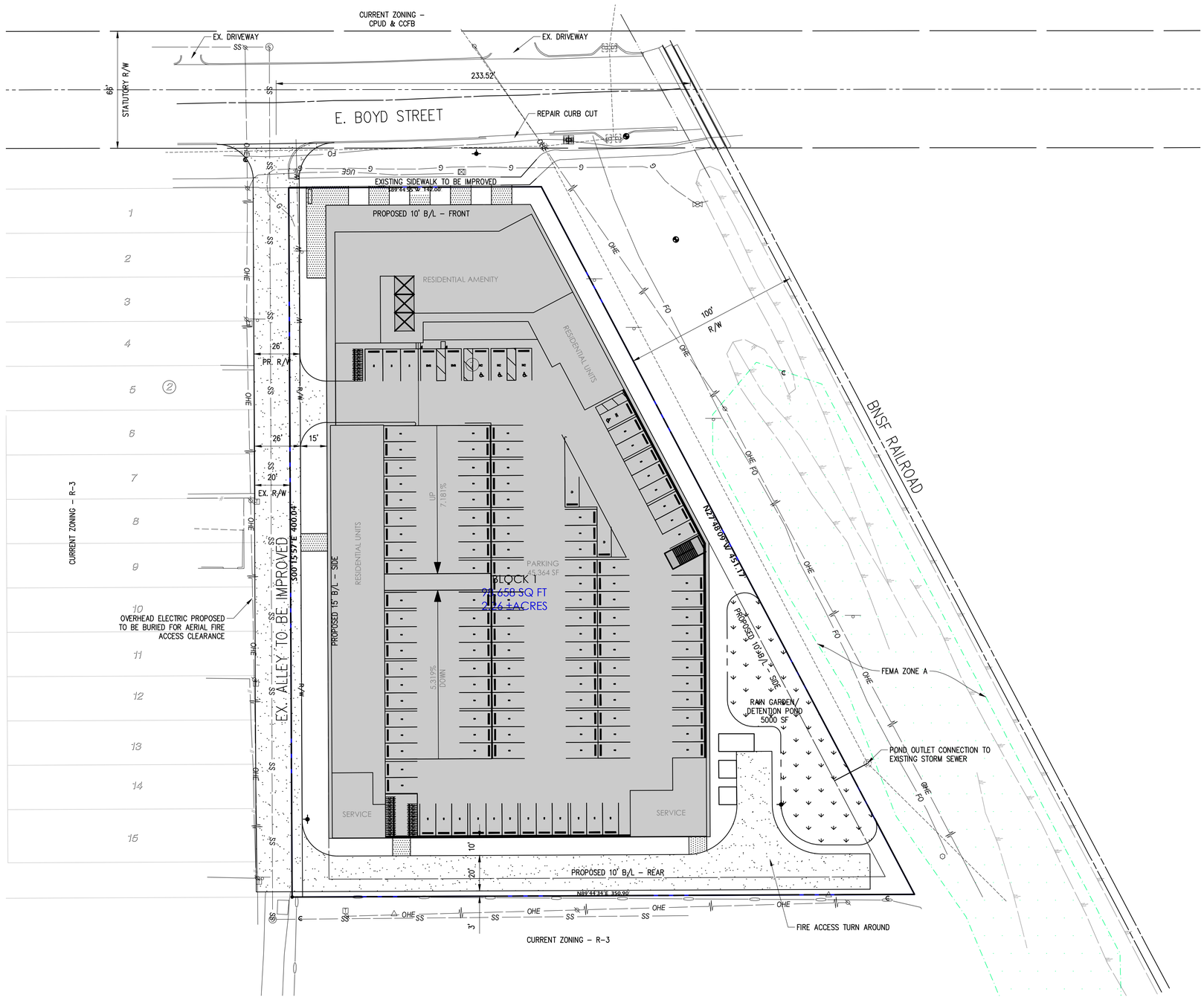
SCALE: 1" = 30'

GRAPHIC SCALE IN FEET

0 30 60

MASTER DEVELOPMENT PLAN
OF
310 E. BOYD
A PART OF SECTION 32, T9N, R2W
NORMAN, CLEVELAND COUNTY, OKLAHOMA

GROUND LEVEL PARKING PLAN



R 2 W

E ALAMEDA ST

PROJECT LOCATION

S JENKINS AVE

12TH AVE SE

##

T 9 N

E LINDSEY ST

VICINITY MAP

SCALE: 1"=2000'

OWNER/DEVELOPER

Trinitas Development, LLC
8900 Keystone Cr. Suite 1225
Indianapolis, IN 46240
(765) 807-2736

LEGAL DESCRIPTION

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The description above is as described in Schedule A of Title Commitment No. NCS–1224813–OKC bearing an effective date of JULY 08, 2024 at 7:30 am as prepared by First American Title Insurance Company National Commercial Services.

MASTER DEVELOPMENT PLAN
310 E. BOYD

300 Pointe Parkway Blvd.
Yukon, Oklahoma 73099

Crafton Tull
architecture | engineering | surveying
405.787.6270 t 405.787.6276 f
www.craftontull.com

CERTIFICATE OF AUTHORIZATION:
CA 973 (PEALS) EXPIRES 6/30/2026

SHEET NO.: 2 OF 5
DATE: 10/04/2024
PROJECT NO.: 24605100

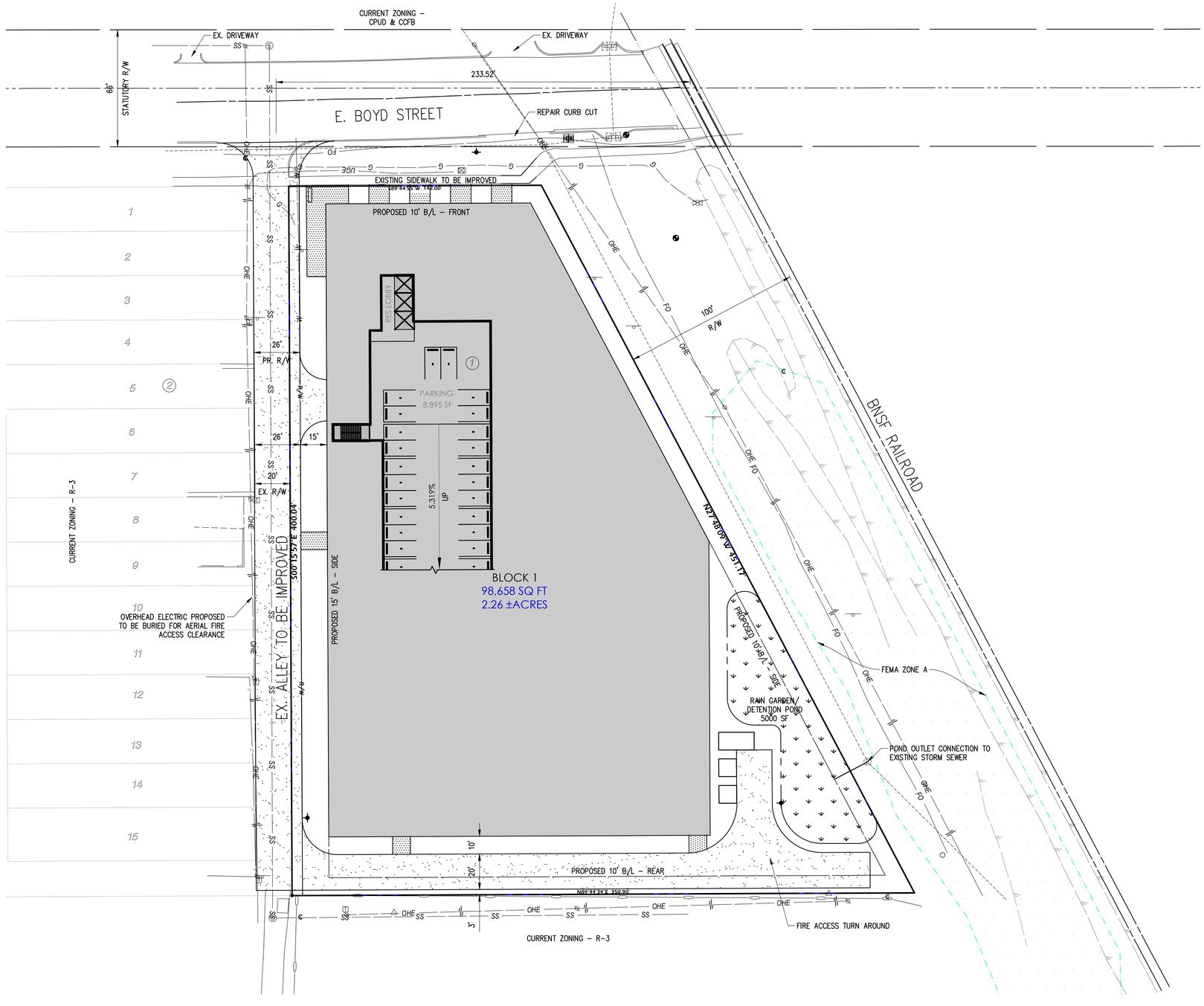
SCALE: 1" = 30'

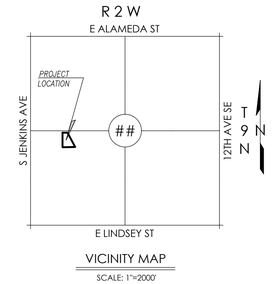
GRAPHIC SCALE IN FEET

0 30 60

MASTER DEVELOPMENT PLAN
OF
310 E. BOYD
A PART OF SECTION 32, T9N, R2W
NORMAN, CLEVELAND COUNTY, OKLAHOMA

LOWER LEVEL PARKING PLAN





VICINITY MAP

SCALE: 1"=2000'

OWNER/DEVELOPER

Trinitas Development, LLC
8900 Keystone Cr. Suite 1225
Indianapolis, IN 46240
(765) 807-2736

LEGAL DESCRIPTION

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All of Block One (1) of The Second State University Addition to the City of Norman, Cleveland County, Oklahoma, according to the recorded Plat thereof.

The description above is as described in Schedule A of Title Commitment No. NCS-1224813-OKC bearing an effective date of JULY 08, 2024 at 7:30 am as prepared by First American Title Insurance Company National Commercial Services.

MASTER DEVELOPMENT PLAN
310 E. BOYD

300 Pointe Parkway Blvd.
Yukon, Oklahoma 73099

Crafton Tull
architecture | engineering | surveying
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CERTIFICATE OF AUTHORIZATION:
CA 973 (PE/LS) EXPIRES 6/30/2026

SHEET NO.: 3 OF 5
DATE: 10/04/2024
PROJECT NO.: 24605100

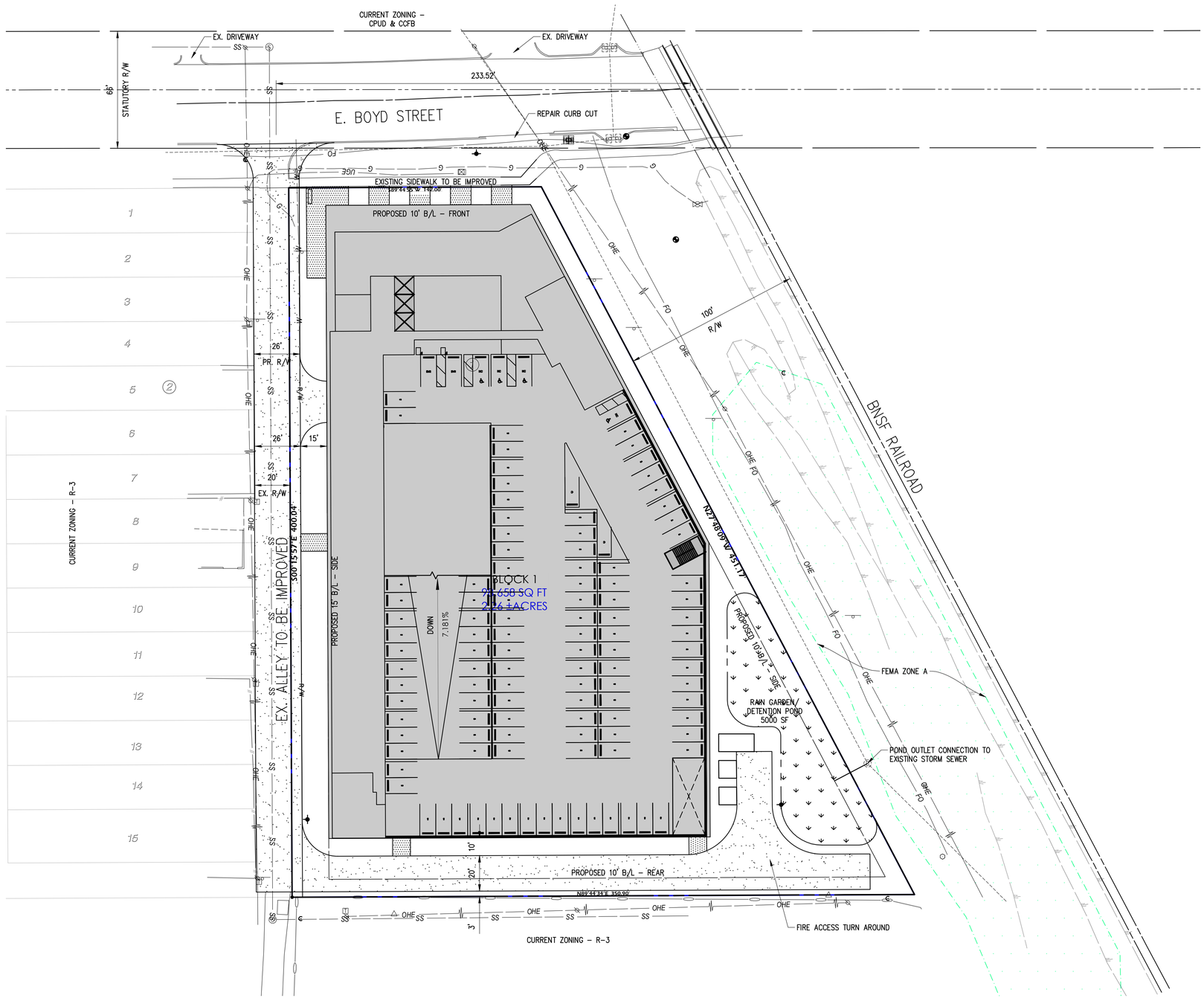
SCALE: 1" = 30'

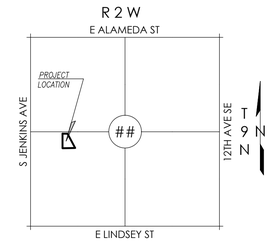
GRAPHIC SCALE IN FEET

0 30 60

MASTER DEVELOPMENT PLAN
OF
310 E. BOYD
A PART OF SECTION 32, T9N, R2W
NORMAN, CLEVELAND COUNTY, OKLAHOMA

LEVEL 2 PARKING PLAN





VICINITY MAP

SCALE: 1"=2000'

OWNER/DEVELOPER

Trinitas Development, LLC
8900 Keystone Cr. Suite 1225
Indianapolis, IN 46240
(765) 807-2736

LEGAL DESCRIPTION

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All of Block One (1) of The Second State University Addition to the City of Norman, Cleveland County, Oklahoma, according to the recorded Plat thereof.

The description above is as described in Schedule A of Title Commitment No. NCS-1224813-OKC bearing an effective date of JULY 08, 2024 at 7:30 am as prepared by First American Title Insurance Company National Commercial Services.

MASTER DEVELOPMENT PLAN
310 E. BOYD

300 Pointe Parkway Blvd.
Yukon, Oklahoma 73099

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CERTIFICATE OF AUTHORIZATION:
CA 973 (PE/LS) EXPIRES 6/30/2026

SHEET NO.: 4 OF 5
DATE: 10/04/2024
PROJECT NO.: 24605100

E. BOYD STREET RESIDENTIAL

NORMAN, OK

SEPTEMBER, 2024

E. BOYD STREET

EXISTING STREET TREE

EXISTING STREET TREE

REPAIR CURB CUT

EXISTING SIDEWALK

PROPERTY LINE/ROW

CRAPE MYRTLE
PLANT MATERIAL WITH AIRY NATURE
TO NOT BLOCK ELEVATION AND PROVIDE COLOR

ANNUAL / PERENNIAL COLOR

ENTRY PLAZA

RED MAPLE

YAUPON HOLLY

NANDINA

LOW PLANTINGS TO HIGHLIGHT FLOOR TO CEILING GLAZING

ARIZONA CYPRESS

LOBBY/AMENITY BELOW
APARTMENTS ABOVE

LOBLOLLY PINE

TURF GRASS

RED MAPLE

AMERICAN HOLLY

LOBLOLLY PINE

LARGE EVERGREEN FOR PERPETUAL SCREEN OF PARKING GARAGE

GARAGE ACCESS

PARKING BELOW / COURTYARD ABOVE

AMERICAN HOLLY

RED MAPLE

LOBLOLLY PINE

ARIZONA CYPRESS

AMERICAN HOLLY

RED MAPLE

LOBLOLLY PINE

APARTMENTS ABOVE

LARGE EVERGREEN FOR PERPETUAL SCREEN OF PARKING GARAGE

EGRESS

AMERICAN HOLLY

RED MAPLE

PROPERTY LINE/ROW

OVERHEAD ELECTRIC

ARIZONA CYPRESS

BALD CYPRESS

TURF GRASS

PARKING BELOW / COURTYARD ABOVE

BIO-RETENTION RAIN GARDEN/ FILTRATION AREA

AMERICAN HOLLY

LARGE EVERGREEN TO SCREEN PARKING GARAGE

RED MAPLE

DETENTION AREA

BALD CYPRESS

ARIZONA CYPRESS

BLUE ARROW JUNIPERS

AMERICAN HOLLY

APARTMENTS ABOVE

PROPERTY LINE

RED MAPLE

EGRESS

MIXTURE OF LARGE EVERGREEN AND COLUMNAR DECIDUOUS TREES TO SCREEN PARKING GARAGE

RED MAPLE

ARIZONA CYPRESS

RED MAPLE

ARIZONA CYPRESS

RED MAPLE

BALD CYPRESS

RED MAPLE

EGRESS

EMERGENCY ACCESS TURN-AROUND

EMERGENCY / DUMPSTER ACCESS

TURF GRASS

PROPERTY LINE

THE MONT

BNSF RAILROAD

EXISTING ALLEY

* RED MAPLES ARE COLUMNAR 'ARMSTRONG' VARIETY

CONCEPTUAL LANDSCAPE PLAN

SCALE: 1" = 20'

GRAPHIC SCALE IN FEET

0 20 40

CONCEPTUAL SITE PLAN
BOYD STREET RESIDENTIAL

300 Pointe Parkway Blvd.
Yukon, Oklahoma 73099

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CERTIFICATE OF AUTHORIZATION:
CA 973 (PE/LS) EXPIRES 6/30/2026

SHEET NO.: 5 OF 5
DATE: 09/03/2024
PROJECT NO.: 24605100

Applicant: Trinitas Development, LLC

Project Location: 310 E Boyd Street

Case Number: PD24-11

Time: 5:30PM

Applicant/Representative:
Sean Rieger
Gunner Joyce
Libby Smith

Attendees:
Mike Klem
Debbie Schae

City Staff
Destiny Andrews, Planner II
Beth Muckala, City Attorney

Application Summary:
Rezoning from RM-6 Medium Density Apartment District, to SPUD, Simple Planned Unit Development District

Neighbor's Comments/Concerns/Responses
Redevelopment of an existing two-story apartment complex, to be replaced with a 7-9 story podium style apartment complex with 5-7 levels of apartment homes over 2 levels of parking. An attendee wanted to know the process for approval. Applicant representative outlined the application process.

CITY OF NORMAN, OK
STAFF REPORT

MEETING DATE: 10/10/2024

REQUESTER: Trinitas Development LLC

PRESENTER: Lora Hoggatt, Planning Services Manager

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2425-8: 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 ALL OF BLOCK ONE (1) OF THE SECOND STATE UNIVERSITY ADDITION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE RM-6, MEDIUM-DENSITY APARTMENT DISTRICT, AND PLACE SAME IN THE SPUD, SIMPLE PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (310 E BOYD STREET)

APPLICANT/REPRESENTATIVE	Trinitas Development LLC/Rieger Sadler Joyce LLC
LOCATION	310 E Boyd Street, which is situated South of East Boyd Street and West of the BNSF Railroad
WARD	4
REQUESTED ACTION	Rezoning from RM-6 Medium Density Apartment District, to SPUD, Simple Planned Unit Development District
LAND USE PLAN DESIGNATION	High Density Residential
GROWTH AREA DESIGNATION	Current Urban Service Area

BACKGROUND: The applicant requests rezoning from RM-6, Medium Density Apartment District, to SPUD, Simple Planned Unit Development for approximately 2.55 acres. Sixty-four apartments are currently situated on the property. The applicant proposes demolishing the existing apartments and developing a podium-style five (5) to seven (7) story, 250-unit multi-family residential apartment building with two levels of parking underneath the living area, for a proposed seven (7) to nine (9) story structure.

PROCEDURAL REQUIREMENTS:

GREENBELT MEETING:
This request did not require a Greenbelt Enhancement Statement.

PRE-DEVELOPMENT: PD24-11, August 22, 2024
Redevelopment of an existing two-story apartment complex, to be replaced with a 7-9 story podium style apartment complex with 5-7 levels of apartment homes over 2 levels of parking. An attendee wanted to know the process for approval. Applicant representative outlined the application process.

BOARD OF PARKS COMMISSIONERS:
This request did not require platting and thus did not require an application to the Board of Parks Commissioners.

ZONING ORDINANCE CITATION:

Section 36-510 SPUD, SIMPLE PLANNED UNIT DEVELOPMENTS

1. General Description. The Simple Planned Unit Development referred to as SPUD, is a special zoning district that provides an alternate approach to the conventional land use controls and to a PUD, Planned Unit Development to maximize the unique physical features of a particular site and produce unique, creative, progressive, or quality land developments.

The SPUD may be used for particular tracts or parcels of land that are to be developed, according to a SPUD Narrative and a Development Plan Map and contains less than five (5) acres.

The SPUD is subject to review procedures by Planning Commission and adoption by City Council.

2. Statement of Purpose. It is the intent of this section to encourage developments with a superior built environment brought about through unified development and to provide for the application of design ingenuity in such developments while protecting existing and future surrounding areas in achieving the goals of comprehensive plan of record. In addition the SPUD provides for the following:

Encourage efficient, innovative use of land in the placement and/or clustering of buildings in a development and protect the health, safety and welfare of the community.

Contribute to the revitalization and/or redevelopment of areas where decline of any type has occurred. Promote infill development that is compatible and harmonious with adjacent uses and would otherwise not be an area that could physically be redeveloped under conventional zoning.

Maintain consistency with the City's Zoning Ordinance, and other applicable plans, policies, standards and regulations on record.

Approval of a zone change to a SPUD adopts the Master Plan prepared by the applicant and reviewed as a part of the application. The SPUD establishes new and specific requirements for the amount and type of land use, residential densities, if appropriate, development regulations and location of specific elements of the development, such as open space and screening.

STAFF ANALYSIS: The particulars of this SPUD include:

USE: The allowable uses for this SPUD are included in the SPUD Narrative as Exhibit C, Allowable Uses and generally outlined below.

Allowable Uses:

- *Multi-family residential dwelling units*
- *Option for ground floor office, commercial retail and other mixed-use within the larger apartment/residential structure*
- *Leasing offices, pool area, dog parks – similar private recreational amenities for the residents*
- *Accessory buildings*

SITE PLAN/ACCESS: The proposed Preliminary Site Development Plan shows one building with parking garage access off an existing alley located on the west side of the property. An entrance sign is shown on the northwest corner of the lot, along E. Boyd St. The setbacks shown on the Site Plan are 15' (fifteen feet) along the west and 10' (ten feet) on the north, east and south of the Property. A rain garden and detention pond is proposed in the southeast corner.

PARKING: The SPUD Narrative states the proposed building will have two levels of podium parking, as shown in the parking layout on the Preliminary Site Development Plan. The proposed development may feature multiple EV charging stations, but will comply with Norman's applicable parking ordinances, Section 36-548, Off-Street Parking Facilities, and Section 36-550, Development and Maintenance of Off-Street Parking Facilities, as amended from time to time. The parking spaces within the Property will be eighteen feet (18') by nine feet (9') or eight and one-half feet (8'½") by nineteen feet (19'). Additionally, compact spaces of seven and one-half feet (7'1/2") by fifteen feet (15') may be included, as long as the compact spaces do not exceed 5% of the total parking count.

LANDSCAPING: Landscaping shall be provided and maintained in accordance with Section 36-551, Landscaping Requirements for Off-Street Parking Facilities. Landscaping is depicted on the Preliminary Site Development Plan. Fencing shall not be required but may be installed running along the east edge of the subject property blocking access to the railroad track.

SIGNAGE: The SPUD Narrative outlines signage allowances for the property. The applicant is requesting 60 square feet of wall signage for each sign and 60 square feet per side for the ground sign. All other signs not specifically discussed in the Narrative will comply with the Medium Density Residential sign standards of the City of Norman Sign Regulations in Chapter 28. Should the site develop with any commercial/office uses, signage for the use will follow commercial zone sign standards.

LIGHTING: All exterior lighting shall be installed in conformance with the City of Norman's Commercial Outdoor Lighting Standards (Section 36-549), as amended from time to time

SANITATION/UTILITIES: Roll-out dumpsters will be utilized for sanitation services, the roll-out dumpsters will be located within the garage area. All locations will be reviewed and approved by City Staff.

EXTERIOR MATERIALS: The exterior of the building may be constructed of brick, glass, stone, synthetic stone, high impact quality stucco or EIFS, masonry, metal accents, and any combination thereof.

HEIGHT: The proposed building will be allowed to reach a maximum height of nine (9) stories, exclusive of any subgrade elements as well as any necessary roof top mechanical units, equipment, screening, or parapet walls.

OPEN SPACE: The Preliminary Site Development Plan shows proposed open spaces for the development. The SPUD Narrative states the impervious area for the property will not exceed 85%.

EXISTING ZONING: The property is currently zoned RM-6, Medium-Density Apartment District. RM-6 zoning allows for multi-family uses and a height of up to three stories; any height over three stories requires increased setbacks.

ALTERNATIVES/ISSUES:

IMPACTS: The number of units on the site will increase from 64-units to 250-units. As detailed below in the Traffic Engineer comments, the applicant has planned improvements to have better circulation of vehicles on and around the site.

OTHER AGENCY COMMENTS:

FIRE DEPARTMENT AND BUILDING PERMIT REVIEW: Items regarding fire hydrants and fire/building codes will be considered at the building permit stage.

UTILITIES/SANITATION:

Utility Services - Water and sanitary sewer are adjacent to the facility but demands will need to be provided and modeled and the Applicant will be responsible for any extensions or upgrades necessary to serve the proposed development.

Sanitation - Trash service utilizing rolling dumpsters will be acceptable based on the following conditions:

1. Applicant and all future owners will be responsible for purchase and maintenance of dumpsters that will work with City equipment.
2. Dumpster roll-out and roll-in will be the responsibility of the Applicant/Owner with timing meeting requirements established by City ordinance for placement of trash receptacles.
3. Applicant will be responsible for design of sanitation vehicle ingress and egress in accordance with City standard details.

PUBLIC WORKS/ENGINEERING: The subject property is part of the State University Addition #2 Plat.

TRAFFIC ENGINEER: The proposed 250 multi-family dwelling units is to be located on the south side of Boyd Street between Trout Avenue and Classen Boulevard and will generate 1,135 trips on an average weekday, 93 trips during the typical AM Peak period, and 98 trips during the typical PM Peak period. Given that a 64-unit multi-family complex currently occupies the site of the proposed development, new trips will be 704 trips on an average weekday, 67 trips during the typical AM Peak period, and 65 trips during the typical PM Peak period. The development will include an internal parking garage with access via a north/south alley on the west side of the development that connects to both Boyd Street as well as Page Street. To improve access to and from the site, the developer plans to widen and improve the narrow, north/south alley to accommodate the traffic exiting the site. Plans also include the removal of the existing alley that intersects Boyd Street closer to the BNSF Railroad to better accommodate the traffic entering the site.

CONCLUSION: Staff forwards this request for rezoning to SPUD, Simple Planned Unit Development, and Ordinance O-2425-8 to the Planning Commission for consideration and recommendation to City Council.

NON-CONSENT ITEMS

Trinitas Development LLC Rezoning

4. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2425-8: 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 ALL OF BLOCK ONE (1) OF THE SECOND STATE UNIVERSITY ADDITION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE RM-6, MEDIUM-DENSITY APARTMENT DISTRICT, AND PLACE SAME IN THE SPUD, SIMPLE PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (310 E BOYD STREET)

ITEMS SUBMITTED FOR THE RECORD:

1. Staff Report
2. Location Map
3. SPUD Document
4. Master Development Plan
5. Master Development Plan with Labels
6. Pre-Development Summary

Staff Presentation

Kelly Abell, Planner I, presented the staff report.

Commissioner Griffith asked where the parking for the residents was going to be located. Ms. Abell responded that it would be the bottom two stories.

Applicant Presentation

Gunner Joyce, Rieger Sadler Joyce LLC, presented on the proposed SPUD. Mr. Joyce explained that this is considered infill development and the allowed uses are not a big change from what is currently permitted.

Commissioner Jablonski asked about the signage. Mr. Joyce responded that a ground sign has been requested but is not a dynamic or video sign.

Commissioners agreed that this is a great opportunity in a great location.

Motion by Commissioner Griffith to recommend approval of Ordinance O-2425-8; **Second** by Commissioner Kindel.

The motion passed unanimously with a vote of 6-0.

File Attachments for Item:

23. 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.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 11/26/2024

REQUESTER: Norman City Council

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.

BACKGROUND:

On October 11, 2022, the City of Norman entered into a contract with Food and Shelter, Inc. ("F&S") to operate an emergency overnight shelter on City-owned property, located at 109 W. Gray Street. The original term of the contract was only for the winter season, ending on March 31, 2023. Based upon feedback from City Council during the March 9, 2023, Oversight Committee, an amendment brought forward and approved by Council during its regular meeting on March 28th, 2023, which extended the contract an additional three months, with an end date of June 30, 2023. Another three-month extension was brought forward for Council consideration on its June 27th, 2023 regular meeting, but the proposed three-month extension was amended on the floor to make the contract's term indefinite on a month-to-month basis. This second amendment (as amended on the floor) was approved by Council.

During City Council's study session Meeting on May 21st, 2024, Council discussed several potential amendments to Contract K-2223-56 based upon findings by Shaakira Calnick, City Auditor, as a result of her ongoing audit of the contract. After that meeting, City staff attempted to negotiate a new contract with F&S to resolve the issues identified in the audit. After several months of attempted negotiation, City staff received notice from the F&S board stating that F&S rejected the draft contract, but would operate the shelter until another contractor is found.

Staff briefed City Council of the notice from F&S during a study session on September 24th, receiving direction to seek clarification of F&S's position and to continue searching for a new shelter contractor. On September 30th, City staff and Councilmembers Montoya, Dixon, and Grant met with the executive director and board members from F&S. F&S clarified that they would only agree to operate the shelter until a new contractor was found, but no later than March 31, 2025 (the end of the 2024-2025 winter season). Although F&S indicated it would consider entering into a new agreement with the City for the remainder of F&S's operation, Staff received notice on October 1st that F&S objected to certain contract terms as proposed in the draft

contract. Those provisions related to shelter security, the City's audit rights, the City's right to recoup funds found improper by future audits, and a requirement for F&S to have a dedicated bank account for project expenses.

At the subsequent City Council study session that same day, Staff presented F&S's objections to the proposed new contract language. City Council provided feedback indicating that the terms proposed by the City relating to security, audit rights, and recoupment were necessary for the continued operation of the shelter. Based on this feedback, Staff redrafted the proposed contract for F&S's review and consideration. Although F&S's board could not obtain a quorum to formally approve or deny the proposed contract before the City's next meeting, F&S's board president stated that he had made contact with each of F&S's board members one-on-one and that the board's position would likely be as follows:

> "It was also clear there is no majority support to approve the revised contract you presented. Our board wishes to continue under the existing agreement we've been operating under since 2022 until a new operator can be found or until March 31, whichever comes sooner. I thought it appropriate to share this information with you now so you can plan accordingly."

Based on F&S's apparent refusal to enter into a new agreement and feedback from City Council during the October 1st study session, Staff prepared and presented a previous version of this resolution to Council at the October 8th Council meeting that would have allowed for a thirty (30) day notice of termination. Council passed an amendment extending the notice period to sixty (60) days and a second amendment was proposed regarding continued operation of the shelter after termination. Prior to a vote being taken on the second amendment, Council voted to table further discussion until October 22nd in order to get feedback from potential alternative operators. Since October 22nd, City Staff have successfully negotiated an Agreement with City Care Inc. (K-2425-58) that will be considered by City Council alongside this resolution on the November 26th City Council meeting.

DISCUSSION:

Contract K-2223-56 provides three means of contract termination. In particular, the contract allows the City to unilaterally terminate the agreement for any reason, without cause, upon a minimum of thirty (30) days' written notice. This version of resolution 2425-53 would direct staff to effectuate the termination of the current agreement with F&S, pursuant to the agreement's terms, by providing written notice that the contract will be terminated, effective January 15, 2025. This length of notice exceeds the minimum notice requirement and allows the shelter to continue operating until the new operator, City Care, assumes operations on January 15th.

RECOMMENDATION:

City Staff hereby presents R-2425-53 for consideration by City Council.

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.

§ 1. WHEREAS, on October 11th, 2022, the Norman City Council approved Contract K-2223-56, a service and lease agreement between the City of Norman and Food and Shelter, Inc. for the operation of an emergency overnight shelter, located at 109 W. Gray Street, for a term starting November 1st, 2022 and ending on March 31st, 2023.

§ 2. WHEREAS, on March 28th, 2023, the Norman City Council approved Amendment No. One to Contract K-2223-56, extending the term to June 30th, 2023.

§ 3. WHEREAS, on June 27th, 2023, the Norman City Council approved Amendment No. Two to Contract K-2223-56, making the agreement month-to-month, extending the agreement until terminated pursuant to its terms.

§ 4. WHEREAS, Contract K-2223-56 allows for the City to unilaterally terminate the agreement for any reason with or without cause, by giving at least thirty (30) days written notice to Food and Shelter, Inc.

§ 5. WHEREAS, it is the desire of the Norman City Council that contract K-2223-56 be terminated, effective January 15, 2025.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AS FOLLOWS:

§ 6. Upon consideration, the City Council hereby directs City Staff to take immediate action to effectuate the termination of Contract K-2223-56, effective January 15, 2025.

PASSED AND ADOPTED this _____ day of _____, 2024.

_____
Mayor

ATTEST:

_____
City Clerk

File Attachments for Item:

24. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CONTRACT K-2425-58: A SERVICE AND LEASE AGREEMENT WITH CITY CARE, INC., FOR THE OPERATION OF AN EMERGENCY OVERNIGHT SHELTER; AND FUND APPROPRIATIONS AS OUTLINED IN THE STAFF REPORT.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 11/26/2024

REQUESTER: Anthony Purinton, Assistant City Attorney

PRESENTER: Anthony Purinton, Assistant City Attorney

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CONTRACT K-2425-58: A SERVICE AND LEASE AGREEMENT WITH CITY CARE, INC., FOR THE OPERATION OF AN EMERGENCY OVERNIGHT SHELTER; AND FUND APPROPRIATIONS AS OUTLINED IN THE STAFF REPORT.

BACKGROUND:

Since October of 2022, the City has contracted with Food and Shelter, Inc. to operate an emergency overnight shelter at a City-owned facility located on 109 West Gray. After recent contract renegotiations with Food and Shelter failed, Food and Shelter indicated that they would no longer be operating the shelter, but were willing to continue until March 31, 2025 or until a new operator could be found. The Council has been apprised of these negotiations in a series of public study sessions.

At the direction of Council, City Staff began searching for a potential new operator, speaking with several related service providers in the region. City Care Inc., a non-profit organization based in Oklahoma City, was the only Oklahoma provider with overnight shelter experience who expressed an interest or ability in taking over operation of Norman's emergency overnight shelter. Upon direction of City Council, Staff has successfully negotiated the attached service contract for City Care to assume operation of the shelter, which is presented for Council's consideration.

DISCUSSION:

Overview of Contract Terms

This agreement, Contract K-2425-58, is similar to previous contract drafts provided to City Council during the renegotiation process with the current operator. Some of the basic provisions of the agreement are briefly summarized below:

Term: The term of the agreement is from the date of contract execution to June 30, 2025, which is the remainder of the current fiscal year. The contractor will begin full operation of the shelter beginning on January 15, 2025 until June 30, 2025, ("Operation Term") after a brief

mobilization and transition period. The companion resolution formally terminating the existing contract with Food & Shelter, R-2425-53, is drafted to ensure shelter operation does not lapse.

Location: The agreement leases specific areas of the City-owned property at 109 West Gray for use as an overnight shelter. An amendment or new agreement will be necessary if the shelter operation moves to a different location.

Compensation: Compensation is on a reimbursement basis, subject to adequate funding appropriation by City Council. Contract will be required to provide services subject to and in accordance with a Program Budget, which is attached as an exhibit to the contract. Only expenses necessary for shelter operations will be reimbursed. Once full operation is assumed by City Care, the Program Budget identifies the monthly amount of $62,683.36, for a total operating budget of $344,758.48 during the Operating Term (Jan. 15 – June 30). Additional startup and administrative expenses are also expected to be incurred by the contractor prior to the Operation Term, which will be eligible for reimbursement.

Reporting: The contract requires financial and statistical reporting on a regular basis. Additionally, the monthly reimbursement schedule will require detailed reporting on expenditures prior to payment.

Scope of services: The contractor will operate a “low-barrier” overnight shelter with a maximum of 52 beds for adults. Clients shall, either directly or through another local agency, be offered access to housing, mental health, substance abuse, and employment services. As a part of the services provided, City Care will employ “Housing Navigators” (housing case managers) who will work directly with those staying at the shelter to provide case management services. The hours of operations will be 5:00pm-7:00am, with the ability to expand hours in the event of adverse weather. On-site security will be provided during the evening.

Funding

Appropriation of funding is necessary for current contractual obligations to Food & Shelter for the remainder of their contract, as well as for projected expenses under the new contract. Staff is recommending appropriating a total of $639,215.33, which is described in detail in Figure 1, below. In addition to contract payments for reimbursement, Staff recommends appropriating an additional 10% contingency.

In addition to the funding needed for contract payments to both the current and new proposed contractor, Staff is recommending appropriation of $25,000 for various equipment and improvements to the facility for safety and to meet basic needs of the contractor and shelter clients. As this location is not intended to be the permanent location of the shelter, improvements that can be transferred to a permanent facility have been prioritized. Such equipment/improvements are anticipated to include items such as the following:

- Installation of a walkthrough metal detector (equipment already on-hand)
- Defibrillator(s)
- Signage, including emergency exit signage
- Retrofitting office space to be utilized for case management activities
- Fencing
- Camera systems
- Air ventilation
- Replacing older climate control system in common area
- Minimal layout changes to increase number of usable, functional restrooms

RECOMMENDATION:

Staff presents contract K-2425-58 for City Council's consideration. If approved, Staff recommends appropriation of General Fund balance and transfer of Special Grant Fund allocations totaling $639,215.33 to satisfy current and future contractual obligations, as set forth in Figure 1, below:

Figure 1. Appropriation and Funding Sources

Purpose	Losing Account(s)	Gaining Account(s)	Amount
Contract Payments for Closeout of Existing Contract (K-2223-56) (Nov. 1 - Jan. 15)	General Fund Balance (10-29000)	Professional Services – Community Intervention (10110110-44029)	$137,081.00
Contract Payments for New Contract (K-2425-58) (+10% Contingency)	General Fund Balance (10-29000)	Professional Services – Community Intervention (10110110-44029)	$358,109.60
	ARPA Affordable Housing (22330303-45799)	Professional Services – Community Intervention (22330303-44029)	$119,024.73
Safety Equipment and Site Improvements	General Fund Balance (10-29000)	Professional Services – Community Intervention (10770430-45199)	$25,000.00

City of Norman
Contract K-2425-58

SERVICE AND LEASE AGREEMENT FOR THE OPERATION OF AN EMERGENCY OVERNIGHT SHELTER

THIS AGREEMENT ("**Agreement**") is dated this ____ day of _____ 2024 (the "**Effective Date**") by and between the City of Norman, Oklahoma, a municipal corporation ("**City**"), and City Care Inc., a not-for-profit corporation ("**Contractor**"). In consideration of the mutual covenants and agreements contained herein, the receipt and sufficiency of which are hereby acknowledged, the Parties hereto agree as follows:

Section 1: Scope of Work to be Performed by Contractor

In consideration of the payments set forth herein, Contractor shall perform services for City in accordance with the terms, conditions, and specifications set forth herein.

Contractor shall operate a low-barrier emergency shelter ("**Emergency Shelter**") based on a low-barrier, Housing First model that focuses on assisting unsheltered households to move to permanent housing. The program shall provide safe overnight shelter and referral to available services designed to move clients out of homelessness and into permanent housing opportunities. Contractor shall follow the minimum service and operating requirements as set out in "**Exhibit A**".

Section 2: Term

Subject to appropriation of sufficient funding by the Norman City Council, the term of this Agreement shall be from the Effective Date through June 30, 2025 ("**Agreement Term**"); however, prior to the end of the Agreement Term, the Parties may extend this Agreement upon mutual written agreement. Contractor shall assume full operation and management of the shelter beginning on January 15, 2025 until the end of the Agreement Term ("**Operation Term**"). However, this Agreement may be terminated at any point during the Terms specified in this section as provided in *Section 9: Termination*.

Section 3: Lease Agreement

3.1 Leased Premises.

City, owning certain real property located at 109 W. Gray St, Norman, Cleveland County, Oklahoma (the "**Property**"), leases to Contractor portions of the buildings located on the Property as more specifically shown in "**Exhibit B**" ("**Leased Premises**") for the Operation Term stated in Section 2 of this Agreement.

3.2. Acceptance of Premises.

Contractor acknowledges that neither City nor any representative of City has made any representation or warranty with respect to the Property, the Leased Premises, or the suitability or fitness of either for any purpose.

3.3 Uses.

Contractor shall use the Leased Premises only for the purposes of operating a low-barrier emergency shelter in accordance with the terms of this Agreement, and for no other use whatsoever. Contractor shall not do or permit anything to be done in or about the Leased Premises which will in any way interfere with the City's use of the Premises, or use or allow the Leased Premises to be used for any unlawful purpose. Contractor shall comply at its expense with all present and future laws, ordinances, and requirements of all governmental authorities that pertain to Contractor or its use of the Leased Premises; however, Contractor shall not be responsible for ensuring the allowed use of the Leased Premise for a low-barrier emergency shelter, as described in this Agreement, is compliant with any land use or zoning regulations.

3.4 Rent.

In consideration of the use, occupancy, and possession of the Leased Premises by Contractor, Contractor agrees to pay the City the sum of One-Dollar ($1.00) valuable consideration, payable in advance of, or within thirty (30) days of the approval of this Agreement. The remainder of the value for the lease shall be made to City as an in-kind donation towards the program.

3.5 Maintenance.

Subject to any provisions herein to the contrary, City shall only be required to repair defects, deficiencies, deviations or failures of materials or workmanship to the extent necessary to keep the building in the same condition as it exists on the Effective Date of this Agreement. City shall not be responsible to repair any defects, deficiencies, deviations or failures of materials or workmanship that are the fault of the Contractor, its employees, agents, subcontractors or shelter clients. City may, to the extent authorized by law, withhold any payments due to Contractor pursuant to this Agreement for the purpose of set-off for any damages attributable to Contractor. Contractor shall notify City of any hazard, danger, or defect of the premises in writing immediately upon discovery. Contractor agrees to keep, repair, and maintain all plumbing units, pipes, and connections in good repair and free from obstruction.

3.6 Improvements.

Contractor may, at its sole expense, make non-permanent improvements to the Leased Premises and to make such non-structural alterations and changes in such parts thereof as Contractor shall deem expedient or necessary for its purposes, provided that Contractor has first obtained the written consent of the City Manager or designee. All fixtures, furniture (including bunk bed systems and mattresses), equipment, improvements and appurtenances (**"Leasehold Improvements"**), whether or not by or at the sole expense of Contractor, shall be and remain a part of the Leased Premises, shall be the property of City, and shall not be removed by Contractor without the written consent of the City Manager or designee. Contractor agrees, upon request of the City, to remove any Leasehold Improvements at Contractor's sole cost and expense. City shall be responsible for obtaining the necessary permits for approved improvements.

3.7 Utilities

The City shall be responsible for the payment of the following utilities: electricity, water, and trash.

3.8 City's right to enter.

City reserves the right to enter and inspect the Leased Premises at any time, with or without notice to Contractor, for any reason. Both Parties shall have keys to the entrances and exits and all locking doors within the Leased Premises.

3.9 Contractor's Personal Property.

Contractor shall be responsible for all personal property, equipment or fixtures placed in or on the premises by Contractor or its agents, employees, invitees, or clients.

3.10 Asbestos.

Contractor is aware of the presence of friable asbestos in the Leased Premises. Contractor acknowledges receipt of City's Asbestos Inspection Report dated November 7, 2023. Contractor agrees to not engage in any activity that would disturb any of the friable asbestos identified the report.

Section 4: Responsibilities of Contractor

4.1 Meetings

Contractor shall meet with designated and authorized City personnel, or third parties as necessary, on all matters connected with carrying out of Contractor's services described herein. Such meetings shall be held at the request of either party.

4.2 HMIS Records and Reporting

Contractor agrees to fully participate in Service Point, Sharelink Homeless Management Information System ("**HMIS**"), administered by the Homeless Alliance. Participation will include entering all data elements as required by United States Department of Housing and Urban Development ("**HUD**") for an Emergency Solutions Grant activity and detailed in the "Data and Technical Standards Notice-OMB approved March 2010". Contractor will also attend user group meetings and share appropriate client information as identified through share agreements.

A separate project shall be set up in HMIS for the Emergency Shelter. HMIS clients utilizing shelter services shall be entered and exited from said project each day, including clients staying multiple days or who have reserved beds pursuant to Contractor's Reserved Bed Policy.

Contractor shall furnish the following reports to the City Manager's Office monthly in a PDF format, which are due prior to the 5th day of each month for the previous monthly period:

a. [HMIS REPORT] ESG CAPER – parameters for the previous month with error rate of less than 5% in all categories
b. [HMIS REPORT] Daily Unit Report for the previous month
c. Monthly summary of number of individuals served
d. Monthly summary of individuals who, on a daily basis, were turned away or denied service and the reason thereof
e. Incident reports

f. Housing report, containing the following information and data for each individual that reported to be housed:
    - HMIS Number of the individual
    - Date the individual was housed
    - The number of days the client stayed at the Emergency Shelter in the one-year prior to obtaining housing and the late date the individual stayed at the Emergency Shelter
    - Housing Type obtained by the individual
        - Long-term care facility or nursing home
        - Hospital or other residential non -psychiatric medical facility
        - Psychiatric hospital or other psychiatric facility
        - Substance abuse treatment facility or detox center
        - Rental by client, with RRH or equivalent subsidy, designate length of assistance (start up only, 6 month's rent, etc.)
        - Rental by client, with HCV voucher (tenant or project based)
        - Rental by Client with CoC Permanent Supportive Housing Project subsidy
        - Rental by client in public housing unit
        - Rental by client, no ongoing housing subsidy
        - Transitional housing for homeless persons (McKown Village)
        - Staying or living with friends or family, temporary tenure (e.g., room, apartment or house)
        - Staying or living with friends or family, permanent tenure
        - Owned by client, no ongoing housing subsidy
        - Other _____
    - Identifying the funding source or project used to house the individual, including all start-up costs and ongoing expenses, if any.
    - Identifying if the client will be obtaining follow-up or continued housing case management, and if so, identifying the agency responsible for those services.

In addition to the specific reports indicated above, Contractor shall provide any other reports deemed necessary by the City.

4.3 Staffing

Contractor shall provide adequate staffing to ensure performance of all services outlined in this Agreement and its exhibits. Contractor shall ensure that staffing levels are maintained to minimize overtime hours worked by employees and overtime should be utilized only when absolutely necessary to meet Contractor's operational needs.

4.4 Security Sub-Contractor

Contractor shall obtain a security subcontractor that is licensed as a Security Agency by the State of Oklahoma, subject to the prior approval of the selected subcontractor by City. At least one qualified security guard employed by Contractor's security subcontractor shall be on-site during all hours of operation. Contractor shall immediately notify City Manager or designee at least fourteen (14) days in advance of any change of security subcontractor. The Contractor's security subcontractor shall be responsible for providing security services as described in Exhibit A.

4.5 Required Policies and Procedures

Contractor shall, at a minimum, develop and maintain policies and procedures that address all of the following aspects of the shelter's operation:

a. Security and safety policy;
b. Disaster response and recovery plan, including provisions for tiered responses concomitant to the level of disaster. Plans must include provisions for evacuation, business resumption and periodic testing of procedures and emergency equipment;
c. Storage and use of toxic substances plan;
d. Shelters' housekeeping and maintenance functions;
e. Pest control prevention and mitigation;
f. Storage of personal property;
g. Policies for Bars and bans;
h. Development of written standards for the administration of medication or provision of access to stored medication (if applicable);
i. Volunteer policies, for both individual and agency partner volunteers;
j. Personnel policies, which shall include provisions relating to drug screening and background checks for employees; and
k. Reserved bed policy.

Contractor shall provide City Manager or designee with a copy of said policies and procedures upon execution of this Agreement. Contractor shall provide all services in accordance with Contractor's adopted policies and procedures. Contractor shall review all policies and procedures relating to the shelter's operation quarterly, at minimum. Subject to review and approval by the City Manager or designee, Contractor may adopt new or amend existing policies and procedures. Contractor shall immediately provide to City Manager or designee all proposed new and/or updated policies and procedures. Within ten (10) days of receipt of Contractor's proposed policies, the City Manager or designee shall have the authority to approve or deny any or all of Contractor's proposed additions or amendments.

Section 5: Independent Contractor Status

The Contractor shall be an independent contractor for the City. Contractor agrees to conduct itself in a manner consistent with such status and further agrees that it will neither hold itself out as, nor claim to be, an officer or employee of the City by reason of this Agreement, and that it will not by reasons of this Agreement make any claim, demand, or application for any right or privilege applicable to an officer or employee of the City, including, but not limited to, workers' compensation coverage, unemployment insurance benefits, social security coverage or retirement membership or credit.

Section 6: Compensation

6.1 Use of Funds Generally

Contractor shall use all funds provided pursuant to this Agreement to support only the services as described within this Agreement. Contractor shall provide services in accordance with the Program Budget as approved by City and attached hereto as "**Exhibit C**".

6.2 Funding Subject to Appropriation

City's payment obligations under this Agreement are contingent upon sufficient allocation of funds for this purpose by City Council. If funding is withdrawn, reduced, suspended, or reallocated after the Effective Date of this Agreement and prior to normal completion, the City will notify the Contractor per Section 10.6. In such instances, the City may immediately terminate the Agreement or renegotiate the Agreement subject to those new funding limitations and conditions. If funding for this Agreement is eliminated on a temporary or permanent basis, for whatever reason, the City will not be responsible for providing any further payments to Contractor for any work performed after the receipt of the notification.

6.3 Program Budget

Contractor shall provide services in accordance with the Program Budget as approved by City and attached hereto as "Exhibit C". City shall not reimburse any expenses exceeding the total amount of funding indicated in the Program Budget. Modifications to the Program Budget increasing the compensation shall be subject to approval of the City Manager or designee and subject to sufficient appropriation of funding by City Council. Contractor may, without the need for prior approval, make modifications to the Program Budget, of not more than 10% of the total budget amount cumulatively, in order to reallocate dollar amounts from one approved budget category to another approved budget category, provided there are no changes in project scope.

6.4 Reimbursement

Subject to appropriated funding and as set forth in the terms and conditions of this Agreement, City agrees to reimburse Contractor for costs actually incurred and paid by Contractor, except for any amounts disputed by City in good faith. Contractor is prohibited from submitting requests for payment in excess of actual requirements for carrying out the Scope of Work of this Agreement. Contractor shall monitor its monthly expenses and ensure those monthly expenses do not exceed the amounts indicated in the Program Budget. City may, to the extent authorized by law, withhold payments to Contractor for the purpose of set-off until the exact amount of damages due to City from Contractor is determined.

6.5 Request for Payment

Reimbursements shall be requested on the Payment Request (invoice) Form, which is attached to this Agreement as "**Exhibit D**". The City reserves the right to amend, delete, or add to the invoice form as it deems necessary. Any revisions or changes to the invoice will be provided to the Contractor in a timely manner. On or before the 10th day of each month, Contractor shall submit an invoice for all expenditures for services and costs as outlined in this Agreement that were incurred for the previous month of service. The City shall issue payment no later than twenty-five (25) working days after the receipt of complete and accurate billing information as determined by the City.

Invoice Forms shall be accompanied by documentation to support the amount of the request for reimbursement. The City shall not release payment until the Contractor provides all required documentation identified in this Agreement, including all reports required under Section 4. Submission of incomplete or inaccurate information on an invoice may delay the reimbursement process. Any delay in the reimbursement process resulting from incomplete or inaccurate information on an invoice will not be considered a breach of the Agreement.

6.6 Limitations on Expenditures

City shall not reimburse Contractor for expenditures incurred during the Agreement Term that are, at City's sole discretion: (i) not reasonable and necessary to carry out the Scope of Services described in Exhibit A; (ii) not eligible expenses for this Project; (iii) not documented by contracts or other evidence of liability; or (iv) not incurred in accordance with all applicable requirements for the expenditure of funds payable under this Agreement. City shall not reimburse or otherwise compensate Contractor for any expenditures incurred or services provided prior to the Effective Date or following the expiration or termination of this Agreement. Ineligible expenditures include, but are not limited to, the following:

a. Cost of client transportation to and from the shelter;

b. Cost of food or meals for clients or employees of the shelter; or

c. Overtime expenses of employees who have received regular hours working for Contractor for labor not related to this Agreement or Project. Overtime expenses of employees splitting regular hours between this Project and Contractor's other operations unrelated to this Project may only be reimbursed up to an amount deemed reasonable by City, at its sole discretion.

If funds received by Contractor were expended improperly or if funds were received for an ineligible expense, then such payments to Contractor shall be subject to recoupment by City.

If this Agreement is terminated, Contractor may not incur new obligations for the terminated portion of the Agreement after Contractor has received the notification of termination. Contractor must cancel as many outstanding obligations as possible. Costs incurred after receipt of the termination notice will be disallowed.

Section 7: Financial Accountability

7.1 Financial Management

Contractor shall maintain its fiscal books, records, documents, and other data in a manner consistent with relevant generally accepted accounting principles. Pursuant to this obligation, Contractor shall maintain an accounting system that, at a minimum:

a. Allows Contractor to maintain their fiscal books, records, documents, and other data in a manner consistent with relevant generally accepted accounting principles

b. Adequately and separately identifies all funding sources and all application of funds associated with providing services related to this Agreement, but not limited to, local, state, and federal grants, fees, donations, federal funds, and all other funds, public or private.

c. Provides a means to gather fiscal data necessary to determine; a) the cost of a unit of service; b) the bid price; and c) if funds were generated in excess of allowable costs.

d. Allows Contractor to have on file appropriate support documentation for each expenditure related to this Agreement. Examples of such documentation include but are not limited to copies of checks paid to vendors, vendor invoices, bills of lading, purchase vouchers, payrolls, bank statements and reconciliations. This obligation extends to any expenditures of Contractor relating to this Agreement, regardless of whether or not Contractor later seeks reimbursement for the expenditure.

Contractor shall administer funds received pursuant to this Agreement in accordance with all applicable local, state, and federal requirements. Contractor shall maintain detailed, itemized documentation and other necessary records of all payments and income received and expenses incurred pursuant to this Agreement. Contractor shall retain such records for at least one year beyond the expiration or termination of this Agreement.

7.2 Dedicated Bank Account

Contractor shall maintain a dedicated bank account that is used solely for Contractor's provision of services related to this Agreement. All expenditures and payments made pursuant to this Agreement shall be made from or deposited into said account, when possible.

7.3 Audit Rights

The City, or any of its duly authorized representatives, shall at all times have the right and option to monitor, inspect, audit, and review the Contractor's performance and operation of the Emergency Shelter or the service to be provided in accordance with this Agreement; and in connection therewith, the City shall have the right to inspect any and all records, books, documents, or papers of Contractor and the subcontractors of Contractor, for the purpose of making audit examinations of the Contractor's performance under this agreement. Contractor agrees to submit to and cooperate with City fully in all such efforts. Contractor also agrees to cooperate any additional risk assessment evaluation and periodic audit procedures to ensure adequate financial management of all funds. Any professional audit report conducted on behalf of the City shall be prepared by an independent third party auditor.

7.4 Improper Payments

Any item of expenditure by Contractor under the terms of this Agreement which is found by auditors, investigators, and other authorized representatives of the City, or other federal or state instrumentality to be improper, unallowable, in violation of federal or state law, or the terms of this Agreement, or involving any fraudulent, deceptive, or misleading representations or activities of Contractor, shall become Contractor's liability, and shall be paid solely by Contractor, immediately upon notification of such, from funds other than those provided by City under this

Agreement or any other agreements between City and Contractor. This provision shall survive the expiration or termination of this Agreement.

Section 8: Insurance and Indemnification

8.1 Insurance Required

At all times during the Term of this Lease, Contractor shall maintain in full force a comprehensive public liability insurance policy covering Contractor's operations, activities, and liabilities on the Premises, having singly or in combination limits not less than One Million Dollars ($1,000,000) in the aggregate. Such policy shall name City as an additional insured under such policy and provide that cancellation will not occur without at least thirty (30) days prior written notice to City. Upon City's request, Contractor shall give City certificate of insurance evidencing that the insurance required under the Lease is in force.

In the event of the breach of any provision of this section, or in the event any notice is received which indicates any required insurance coverage will be diminished or canceled, the City, at its option, may, notwithstanding any other provision of this Agreement to the contrary, immediately declare a material breach of this Agreement and suspend all further work pursuant to this Agreement.

8.2 Indemnification of City

Contractor shall hold City harmless from any liability (including reimbursement of City's reasonable legal fees and all costs) for death or bodily injury to third parties, or physical damage to the property of third parties, to the extent caused by the fault of Contractor or any of Contractor's agents, servants, employees, licensees, customers, patrons, or lenders, in connection herewith. Without waiving any limitation of liability or protections afforded City under the Oklahoma Governmental Tort Claims Act, 51 O.S. §151 et seq., as now or hereafter amended, City is responsible for its own negligence and that of its employees. It is understood and agreed that Contractor shall bear the risk of loss for any personal property kept, installed, stored, or maintained in or upon the Leased Premises by Contractor. City shall not be responsible for any loss or damage to equipment owned by Contractor that might result from tornadoes, lightning, windstorms, floods, or other Acts of God or actions of parties over which City has no control. The covenants of this paragraph shall survive and be enforceable and shall continue in full force and effect for the benefit of the Parties and their respective subsequent transferees, successors, and assigns, and shall survive the termination of this Agreement, whether by expiration or otherwise.

Section 9: Termination

This Agreement may be terminated prior to the expiration period hereof by written agreement by the parties to the Agreement. Either party may unilaterally terminate the agreement for any reason, with or without cause, by giving (30) days written notice. The City may also terminate this agreement for cause or suspend this Agreement, in whole or in part, by giving ten (10) days written notice from the City to the Contractor for any of the following reasons:

(a) Failure to perform the services or set forth in Exhibit A (scope of services) and requirements incident thereto.

(b) Making unauthorized or improper use of funds provided under this agreement.

(c) Submission of an application, report or other document pertaining to this Agreement containing misrepresentation of any material aspect.

(d) Breach of the any terms of this Agreement.

Contractor shall submit to City no later than thirty (30) calendar days after termination of this Agreement all financial, performance, and other reports as required by this Agreement.

Section 10: Misc. Provisions

10.1 Assignability and Subcontracting.

Contractor shall not assign or transfer this Agreement, or any interest herein, without the prior written consent of City, and consent to an assignment or sublease shall not be deemed to be consent to any subsequent assignment.

10.2 Governing Law

All matters pertaining to this agreement (including its interpretation, application, validity, performance and breach) in whatever jurisdiction action may be brought, shall be governed by, construed and enforced in accordance with the laws of the State of Oklahoma.

10.3 Compliance with Laws.

All activities of Contractor, its employees, subcontractors and/or agents will be carried out in compliance with all applicable federal, state, and local laws and regulations.

10.4 Complete Agreement.

This Agreement, along with any attachments and exhibits hereto, is the full and complete integration of the Parties' agreement with respect to the matters addressed herein, and that this Agreement supersedes any previous written or oral agreements between the Parties with respect to the matters addressed herein, including, without limitation, the Original Agreement, which Original Agreement shall be deemed null and void, and of no further force or effect whatsoever following the effective date of this Agreement. Unless otherwise stated, to the extent there is any conflict between this Agreement and any other agreement (written or oral), the terms of this Agreement shall control.

10.5 Severability.

The unenforceability, invalidity or illegality of any provision(s) of this Agreement shall not render the other provisions unenforceable, invalid or illegal.

10.6 Notices.

If either party shall desire or is required to give notice to the other, such notice shall be given in writing, via email and concurrently delivered by overnight Federal Express or priority U.S. Mail, addressed to recipient as follows:

To CITY:
City Manager's Office
Shannon Stevenson, Assistant City Manager
201 W. Gray St, Norman, OK 73069
Shannon.Stevenson@NormanOK.gov
With CC to:
Anthony.Purinton@NormanOK.gov

To CONTRACTOR:
City Care Inc.
Rachel Freeman, Chief Executive Officer
rachel@citycareokc.org
6001 N. Classen Blvd., Building 5, OKC, OK 73118

Changes to the above information shall be given to the other party in writing ten (10) business days before the change is effective.

10.7 Counterparts.

The Parties may execute this Agreement in two or more counterparts, which shall, in the aggregate, be deemed an original but all of which, together, shall constitute one and the same instrument. A scanned, electronic, facsimile or other copy of a party's signature shall be accepted and valid as an original.

10.8. Warranty of Authority.

The signatories to this Agreement warrant and represent that each is authorized to execute this Agreement and that their respective signatures serve to legally obligate their respective representatives, agents, successors and assigns to comply with the provisions of this Agreement.

City of Norman
Contract K-2425-58

IN WITNESS WHEREOF, THE CITY OF NORMAN and CITY CARE, INC. have executed this AGREEMENT.

DATED this 26 day of Nov., 2024.

The City of Norman
(City)

Signature _____

Name _____

Title _____

Date _____

Attest:

_____
City Clerk

City Care Inc.
(CONTRACTOR)

Signature Rachel Freeman

Name Rachel Freeman

Title Chief Executive Officer

Date 11.26.24

Attest:

_____
Corporate Secretary

APPROVED as to form and legality this 21 day of Nov, 2024.

_____
CITY ATTORNEY

Exhibit A

Program and Service Requirements

Intake and Admission

Eligibility

Shelter Clients must meet the following criteria prior to being eligible for shelter services:

a. Must be experiencing homelessness
b. Must be 18 years of age or older
c. Sobriety is not required, but client must not exhibit disruptive behavior

Housing-First Model

Shelter services should reflect a housing-first model, which shall include recognition of the following principles:

a. Access to a shelter is not contingent on sobriety, minimum income requirements, lack of a criminal record, completion of treatment, participation in services, or other unnecessary conditions.
b. Support services are available but are voluntary, client-driven, individualized, and flexible.
c. Services are informed by a harm-reduction philosophy that recognizes the realities of drug and alcohol addiction.
d. Clients are engaged in non-judgmental communication regarding drug and alcohol use and are offered support regarding ways to minimize risky behaviors and engage in safer practices.

Intake and Exit Process

Contractor's staff shall perform the following basic functions upon client intake:

a. Eligible clients are admitted on either a first-come, first-served basis or, if applicable, as set forth in Contractor's Reserved Bed Policy;
b. Clients are asked questions to gather basic information to comply with HMIS data reporting standards;
c. Clients meeting eligibility criteria admitted to the shelter are immediately checked-in to HMIS system; and
d. Prior to closing each morning, HMIS clients who utilized shelter services shall be exited from the HMIS project, including clients staying multiple days or who have reserved beds pursuant to Contractor's Reserved Bed Policy.

Hours of operation

The shelter shall be open to the public from 5:00pm – 7:00am. Contractor may, at its discretion, adjust the opening or closing time of the shelter by a maximum of one hour in the event of dangerous or inclement weather. Dangerous or inclement weather means the following:

a. Outside temperatures fall below 32 degrees;
b. Outside temperatures exceed 90 degrees;
c. Presence of excessive or hazardous snow or ice;
d. Rain; or

e. An active hail or tornado warning.

All other extensions or adjustments to the Hours of Operation shall be made only upon written permission from the City Manager or designee.

Client Services

Contractor shall offer clients access to the following services, either directly or through collaboration with local agencies:

a. Housing Assistance services
b. Mental Health and Substance Abuse Resources
c. Employment Resources

Janitorial Services

Contractor shall ensure the Leased Premises is cleaned per the following specifications:

a. Daily organization of personal property of shelter clients stored on-site.
b. Daily removal of waste and refuse, and replacement of trash liners as necessary.
c. Daily mopping and sanitation with germicidal detergent of rest rooms.
d. Floors swept or vacuumed
e. Hard surface floors spot mopped daily and mopped at least once per week.
f. Daily sanitation with germicidal detergent of surfaces in all common areas.
g. Soap and paper products furnished in all rest rooms and break rooms at all times.
h. Interior and exterior windows washed annually.

Minimum Security and Safety Measures

Contractor shall be responsible for ensuring the safety and well-being of clients and staff during operational hours. Services of Contractor shall, at a minimum, conform to the following minimum safety guidelines.

Security and Safety Measures

Contractor or Contractor's security subcontractor shall, at a minimum, be responsible for the following security measures:

a. Safety Screening: Conduct routine screening of shelter clients and their belongings to prevent prohibited items (e.g., weapons, alcohol, drugs) from entering the shelter. Subcontractor shall use metal detector equipment during this process.
b. Patrols and Monitoring: Regular patrols of all areas within the shelter to deter and detect any suspicious activity.
c. Manage entry and exit flow.
d. Incident Management: Develop and carry out Contractor's protocols for handling incidents such as disputes, medical emergencies, or behavioral issues among shelter clients.

e. Perimeter Security: Secure the shelter's perimeter to prevent unauthorized access and ensure the safety of residents.
f. Daily Logs: Maintain daily logs of all incident reports.
g. Incident reporting: Contractor's security subcontractor shall create and maintain detailed reports that document any incidents that occur. An incident is defined as any event or situation that deviates from normal shelter operations, compromises safety, requires a call for emergency services, or impacts the well-being of residents, staff, or property. Examples of incidents include, but are not limited to:
    1. Physical altercations or fights among residents.
    2. Medical emergencies.
    3. Threats or acts of violence.
    4. Property damage or theft.
    5. Policy violations.
    6. Fire alarms or other emergencies.

    Incident reports shall contain, at minimum, the following information:
    1. Date, time, and location of the incident.
    2. HMIS number of any clients involved in the incident.
    3. Description of what occurred, including any injuries or property damage.
    4. All actions taken to address the incident.

    Contractor shall provide City an incident report for any incident requiring a call for emergency services (e.g., fire department, police department, EMS, etc.) within twenty-four (24) hours of the incident occurring.

Fire Watch

a. Contractor shall maintain a Fire Watch to patrol the occupied structure. Fire Watch personnel must complete Portable Fire Extinguisher training and shall be required to fulfill the following duties during times that the structure is occupied. As outlined in IFC Section 403.12.1.2, Duties of the Fire Watch are to:
    1. Keep diligent watch for fires, obstructions to means of egress and other hazards.
    2. Take prompt measures for remediation of hazards and extinguishment of fires that occur.
    3. Take prompt measures to assist in the evacuation of the public from the structures.
b. In addition, Fire Watch personnel must:
    1. Maintain a log, indicating date and times, of completed rounds;
    2. Continuously patrol the facility/event to detect early signs of fire;
    3. Notify the occupants of the facility/event of a fire, as well as the Fire Department;
    4. Assist occupants with the safe evacuation from the facility/event;
    5. Check all exit doors, exit access and corridors at the beginning, periodically, and at the end of the occupied period for proper operation and obstructions; and
    6. Be familiar with the facility/event and the procedures for notification of the occupants of an emergency within the facility/event.

Prohibited Activities:

a. Contractor shall not prepare food or meals on-site that require use of exposed heating elements, open flames, or any other method that could pose a fire hazard. If food is served

on-site, Contractor shall be responsible for ensuring compliance with any and all applicable food safety regulations.

b. There shall be no loitering on the property during non-operating hours.
c. Contractor shall not allow clients to access the Leased Premises without a staff member present.
d. Possession of weapons, illegal drugs, or alcohol are strictly prohibited
e. Use of drugs or alcohol on any part of the Property or Leased Premises is strictly prohibited

Staff and Subcontractor Safety Training

Contractor shall ensure that staff and security subcontractor obtain regular training so staff and subcontractor are equipped with the necessary skills, knowledge, and professional competencies to effectively serve clients. Contractor's employees are responsible for following Contractor's training programs. At minimum, the following training shall be mandatory:

a. Training regarding shelter policies and procedures
b. Fire Watch and Fire Safety Training by City of Norman Fire Department Personnel or by third-party approved by City.
c. Basic first aid training, which shall, at minimum, include cardiopulmonary resuscitation (CPR) and opioid overdose response.

Maximum Capacity:

The maximum capacity of available beds may not exceed 52 beds, unless otherwise approved in writing by City Manager or designee and the appropriate code officials.

Exhibit B

Floorplan of Building showing Leased Premises

EXHIBIT B1

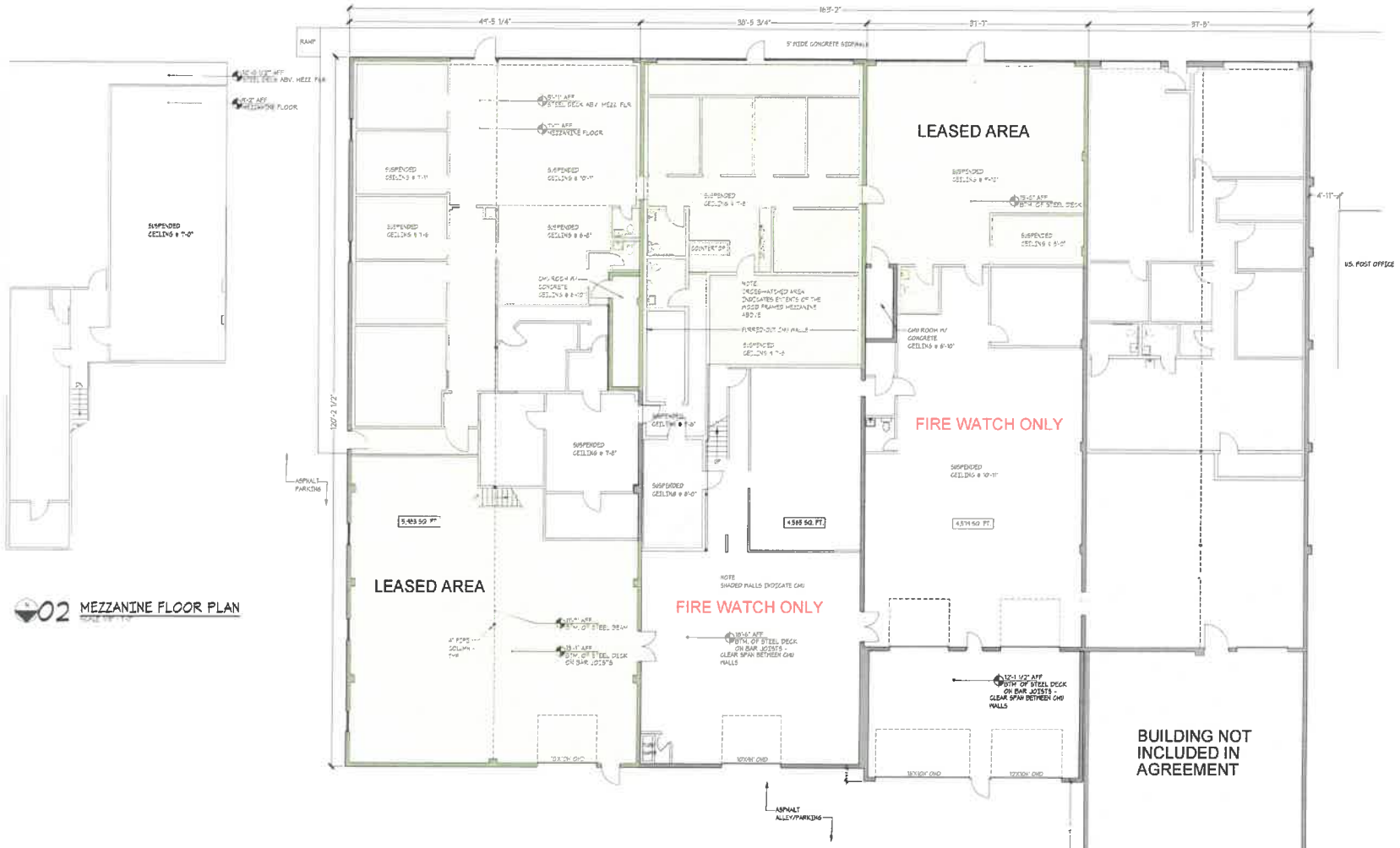
LEASED AREA
FIRE WATCH ONLY
LEASED AREA
FIRE WATCH ONLY
BUILDING NOT INCLUDED IN AGREEMENT
U.S. POST OFFICE
02 MEZZANINE FLOOR PLAN
01 GROUND FLOOR PLAN
20,367 SQ. FT TOTAL

Exhibit C

Program Budget

2025 Norman Shelter Budget	Amount	
	Monthly	Annual
Expenses	$15,985.34	$191,824.00
Wages, taxes, Wrk Comp	$40,999.53	$491,994.39
Total	$56,984.87	$683,818.39
Admin Fee 10%	$5,698.49	$68,381.84
Startup Payment		$89,000.00
Total Operating	$62,683.36	$752,200.22

NORMAN SHELTER STAFFING	Taxable Wages & Benefits				Non-taxable Benefits						
	Salary	Holiday Bonus	Wellness	Total Cash Comp	401(k) Match @ 3%	Health	STD	LTD	Life	Phone Reimbursement	Total Fringe
Shelter Manager	60,008	717	300	$61,025.00	N/A (Yr 1)	6,032	283	126	126	480	$7,047.35
Navigator	40,560	717	300	$41,577.00	N/A (Yr 1)	6,032	192	85	126	N/A	$6,434.68
Navigator PT	29,406	717	300	$30,423.00	N/A (Yr 1)	N/A	N/A	N/A	N/A	N/A	$0.00
Eve Shift Lead	40,560	717	300	$41,577.00	N/A (Yr 1)	6,032	192	85	126	N/A	$6,434.68
Eve Advocate	36,400	717	300	$37,417.00	N/A (Yr 1)	6,032	172	76	126	N/A	$6,406.30
Eve Shift Lead PT	29,406	717	300	$30,423.00	N/A (Yr 1)	N/A	N/A	N/A	N/A	N/A	$0.00
Eve Advocate PT	26,390	717	300	$27,407.00	N/A (Yr 1)	N/A	N/A	N/A	N/A	N/A	$0.00
Night Shift Lead	40,560	717	300	$41,577.00	N/A (Yr 1)	6,032	192	85	126	N/A	$6,434.68
Night Advocate	36,400	717	300	$37,417.00	N/A (Yr 1)	6,032	172	76	126	N/A	$6,406.30
Night Shift Lead PT	29,406	717	300	$30,423.00	N/A (Yr 1)	N/A	N/A	N/A	N/A	N/A	$0.00
Night Advocate PT	26,390	717	300	$27,407.00	N/A (Yr 1)	N/A	N/A	N/A	N/A	N/A	$0.00
Wages & Benefits Totals	395,486	7,887	3,300	$406,673.00	N/A (Yr 1)	36,192	1,202	534	756	480	$39,164.00

	Monthly	Annual
7.95%	$2,694.21	$32,330.50
Work Comp	$1,152.24	$13,826.88
TOTAL WAGES, TAXES, WORK COMP, BENEFITS	$40,999.5	$491,994.39

NORMAN SHELTER Expenses	Cost	
	Monthly	Annual
Cleaning	$4,000.00	$48,000.00
Program Supplies	$1,516.67	$18,200.00
Linens	$1,300.00	$15,600.00
Exterminator	$175.00	$2,100.00
Phone / Internet	$400.00	$4,800.00
Building Maintenance	$250.00	$3,000.00
Milage for Admin	$290.33	$3,484.00
Uniforms	$166.67	$2,000.00
Security	$7,886.67	$94,640.00
Expense Totals	$15,985.34	$191,824.00

Exhibit D

Invoice Form

City of Norman
Request for Reimbursement

City Care Inc.

Contact Person:

Service Month (due the 10th each month):

Date:

PERSONNEL EXPENSES (supporting documentation itemized by employee must be attached)				
	Wages. *(Regular, OT, Holiday, PTO, etc.)*	**Employer Taxes & Fees**	**Fringe / Benefits**	**Total**
Total Wage and Benefit Expenses				$ -

OPERATING EXPENSES (supporting documentation including invoices, receipts, etc. must be attached)	
Item	**Total**
Cleaning	$ -
Program Supplies	$ -
Linens	$ -
Exterminator	$ -
Phone / Internet	$ -
Building Maintenance	$ -
Milage for Admin	$ -
	$ -
Security	$ -
	$ -
Total Operating Expenses	$ -

ADMINISTRATIVE FEE	
Total Administrative Fee (10% of Total Salaries & Operating Expenses)	$ -

TOTAL EXPENSES	
TOTAL REIMBURSEMENT REQUEST	$ -

I certify, as an authorized representative of City Care Inc., the incurred costs detailed in this request for reimbursement are accurate, and correspond with the terms and conditions of the Agreement. The costs included in this request for reimbursement are allowable, eligible, paid, and have not been reimbursed by another entity.

AUTHORIZED SIGNATURE, TITLE: DATE