



# CITY OF NORMAN, OK CITY COUNCIL REGULAR MEETING

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069  
Tuesday, October 24, 2023 at 6:30 PM

## AMENDED AGENDA

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

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

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

### **CALL TO ORDER**

### **ROLL CALL**

### **PLEDGE OF ALLEGIANCE**

### **PROCLAMATIONS**

1. CONSIDERATION OF ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2324-13: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING WEDNESDAY, NOVEMBER 1, 2023, AS NATIONAL FAMILY LITERACY DAY IN THE CITY OF NORMAN.

2. CONSIDERATION OF ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2324-14: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE MONTH OF OCTOBER 2023, AS COMMUNITY PLANNING MONTH 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 25 be placed on the consent docket.

#### **First Reading Ordinance**

3. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF ORDINANCE O-2324-1 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 PART OF THE SOUTHWEST QUARTER (SW/4) OF SECTION TWO (2), TOWNSHIP NINE (9) NORTH, RANGE THREE (3) WEST OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE A-2, RURAL AGRICULTURAL DISTRICT, AND PLACE THE SAME IN THE PUD, PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (Northeast corner of 36<sup>th</sup> Avenue N.W. and Franklin Road)

4. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF ORDINANCE O-2324-22 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 PART OF THE SOUTHEAST QUARTER (SE/4) OF SECTION FOUR (4), TOWNSHIP EIGHT (8) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE PUD, PLANNED UNIT DEVELOPMENT DISTRICT, AND PLACE SAME IN THE SPUD, SIMPLE PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (NORTHEAST CORNER OF OAKHURST AVENUE AND EAST IMHOFF ROAD)

#### **Reports/Communications**

5. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RECEIPT OF THE FINANCE DIRECTOR'S INVESTMENT REPORT AS OF SEPTEMBER 30, 2023, 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 SEPTEMBER, 2023.



**Donation**

- 7. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A DONATION OF \$25,325 FOR A MURAL TO BE PLACED ON TWO WALLS IN THE NATATORIUM AT THE ADULT WELLNESS AND EDUCATION CENTER, 602 N. FINDLAY AVENUE.

**Easement**

- 8. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF NORMAN RURAL CERTIFICATE OF SURVEY COS-2324-1 AND EASEMENTS E-2324-27, E-2324-28 and E-2324-29: FOR MAPPEE ESTATES (LOCATED AT THE NORTHEAST CORNER OF THE INTERSECTION OF FRANKLIN ROAD AND 36TH AVENUE NE).
- 9. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF EASEMENT E-2324-20: A GRANT OF RIGHT-OF-WAY FROM SAVANNAH CUSTOM BUILDERS, LLC, FOR THE CONSTRUCTION OF THE SIDEWALK ALONG CLASSEN BOULEVARD IN NORMAN.

**Encroach**

- 10. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONSENT TO ENCROACH EN-2324-3: FOR LOT 1, BLOCK 8, VINTAGE CREEK ADDITION, SECTION 1, CITY OF NORMAN, CLEVELAND COUNTY, OKLAHOMA. (716 LEGACY AVENUE)

**Certificate of Plat Correction**

- 11. CONSIDERATION FOR APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CERTIFICATE OF PLAT CORRECTION CPC-2324-3 FOR ST. JAMES PARK, SECTION 5.

**Contracts**

- 12. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF AMENDMENT NO. THREE TO CONTRACT K-1213-163: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA AND GARVER, LLC, INCREASING THE CONTRACT AMOUNT BY \$1,880 FOR A REVISED CONTRACT AMOUNT OF \$129,986 TO PROVIDE ADDITIONAL CONSTRUCTION PHASE SERVICES FOR STREET WIDENING AND TRAFFIC SIGNAL IMPROVEMENTS AT THE 12<sup>TH</sup> AVENUE NE AND HIGH MEADOWS DRIVE INTERSECTION AS OUTLINED IN THE STAFF REPORT.

13. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER NO. ONE TO CONTRACT K-2122-75: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND SILVER STAR CONSTRUCTION COMPANY, INC., DECREASING THE CONTRACT AMOUNT BY \$138,486.26 FOR A REVISED AMOUNT OF \$3,478,424.44 FOR THE EAST ALAMEDA STREET BOND PROJECT FROM RIDGE LAKE BOULEVARD TO 48<sup>TH</sup> AVENUE S.E., THE FINAL ACCEPTANCE OF THE PROJECT, AND FINAL PAYMENT OF \$173,921.25 AS OUTLINED IN THE STAFF REPORT.
14. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT NO. ONE TO CONTRACT K-2223-85: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA AND OLSSON, INC. FOR SUPPLEMENTAL DESIGN ENGINEERING OF THE 36<sup>TH</sup> AVENUE SE WIDENING PROJECT – CEDAR LANE ROAD TO STATE HIGHWAY 9 IN THE AMOUNT OF \$38,600.00 AS OUTLINED IN THE STAFF REPORT.
15. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER NO. TWO TO CONTRACT K-2324-8: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND INNOVATIVE ROADWAY SOLUTIONS, LLC, INCREASING THE CONTRACT AMOUNT BY \$1,717.90 FOR A REVISED AMOUNT OF \$509,470.74, FOR THE STREET MAINTENANCE BOND PROGRAM –ASPHALT PREVENTIVE MAINTENANCE - FYE 2024 LOCATIONS PROJECT, THE FINAL ACCEPTANCE OF THE PROJECT, AND FINAL PAYMENT OF \$192,535.61 AS OUTLINED IN THE STAFF REPORT.
16. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2324-75: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND COXCOM, L.L.C., FORMERLY KNOWN AS COXCOM, INC. FOR A NON-EXCLUSIVE AGREEMENT TO PROVIDE CABLE SERVICES AND CABLE SYSTEM IN THE CITY OF NORMAN.
17. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AWARDDING BID B-2324-12 AND CONTRACT K-2324-80: BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND INDUSTRIAL HYDRO SERVICES, LLC, TO COMPLETE DIGESTER #2 BIOSOLIDS REMOVAL AND DISPOSAL AT THE NORMAN UTILITIES AUTHORITY WATER RECLAMATION FACILITY AT A RATE OF \$0.235 PER GALLON AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT.
18. CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AN OKLAHOMA DEPARTMENT OF EMERGENCY MANAGEMENT AND HOMELAND SECURITY, STATE HOMELAND SECURITY PROGRAM GRANT IN THE AMOUNT OF \$38,220.00 TO BE USED BY THE MUNICIPAL COURT, APPROVAL OF CONTRACT K-2324-86, AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT.

19. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2324-87: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, CITY OF NOBLE, AND CLEVELAND COUNTY PROVIDING FOR A SHARED ASPHALT MAINTENANCE PROJECT ON 60<sup>TH</sup> AVENUE SE BETWEEN POST OAK ROAD AND ETOWAH ROAD AS OUTLINED IN THE STAFF REPORT.
20. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CONTRACT K-2324-89: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND MILESTONE PROPERTY DEVELOPMENT, LLC, FOR AN AFFORDABLE HOUSING PROJECT.
21. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2324-90: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, THE NORMAN MUNICIPAL AUTHORITY AND MATRIX CONSULTING GROUP IN THE AMOUNT OF \$188,040 TO CONDUCT A PUBLIC SAFETY RESOURCE ALLOCATION STUDY.

### **Resolutions**

22. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT NO. ONE TO RESOLUTION R-2324-52: AN AMENDMENT TO A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA CREATING AN AD HOC STEERING COMMITTEE TO WORK WITH THE CITY OF NORMAN'S CONSULTANTS IN THE CREATION OF THE CITY'S AREA AND INFRASTRUCTURE MASTER PLAN ("AIM NORMAN") TO NAME A REPLACEMENT FOR A STEERING COMMITTEE MEMBER, ACKNOWLEDGING THE ADDITION OF THE PARKS AND RECREATION MASTER PLAN, ADDING TO THE LIST OF PARTNERS, CLARIFYING THE PROCESS OF SELECTION OF SUBCOMMITTEE MEMBERS, AND SETTING FORTH ATTENDANCE REQUIREMENTS FOR STEERING COMMITTEE MEMBERS.
23. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF RESOLUTION R-2324-72: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, THE NORMAN MUNICIPAL AUTHORITY, AND THE NORMAN UTILITIES AUTHORITY APPROPRIATING \$336,705 FROM THE GENERAL FUND BALANCE, \$16,815 FROM THE ROOM TAX FUND BALANCE, \$674 FROM THE SEIZURE FUND BALANCE, \$617,004 FROM THE PUBLIC TRANSPORTATION FUND BALANCE, \$236,910 FROM THE WESTWOOD FUND BALANCE, \$1,120 FROM THE SEWER MAINTENANCE FUND BALANCE, \$3,976,222 FROM THE RISK MANAGEMENT FUND BALANCE, AND \$3,345,882 FROM THE CAPITAL FUND BALANCE, TO CLOSE OUT YEAR END ACCOUNTING ENTRIES FOR FYE 2023.

24. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2324-73 OF THE COUNCIL OF THE CITY OF NORMAN SELECTING CONSOR ENGINEERS, INC. AS THE CITY OF NORMAN'S APPOINTED BRIDGE SAFETY INSPECTION CONSULTANT TO THE OKLAHOMA DEPARTMENT OF TRANSPORTATION FOR COMPLIANCE WITH THE NATIONAL BRIDGE INSPECTION STANDARDS.

25. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2324-77: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROPRIATING \$15,000 FROM THE ANIMAL CONTROL DONATION ACCOUNT TO BE USED TO PURCHASE A MEDICAL/VETERINARY X-RAY MACHINE.

### **NON-CONSENT ITEMS**

26. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R2324-41: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING THE NORMAN 2025 LAND USE AND TRANSPORTATION PLAN SO AS TO REMOVE LOT SEVEN (7), BLOCK ONE (1), OF TULL'S 1ST ADDITION TO THE CITY OF NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE LOW DENSITY RESIDENTIAL DESIGNATION AND PLACE THE SAME IN THE OFFICE DESIGNATION. (1413 North Crawford Avenue)

27. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2324-11 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 LOT SEVEN (7), IN BLOCK ONE (1), TULL'S 1<sup>ST</sup> ADDITION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE R-1, SINGLE FAMILY DWELLING DISTRICT, AND PLACE SAME IN THE SPUD, SIMPLE PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (1413 North Crawford Avenue)

28. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2324-42: 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 LOT TWO (2), IN BLOCK TEN (10), OF PICKARD ACRES ADDITION, TO THE CITY OF NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE LOW-DENSITY RESIDENTIAL DESIGNATION AND PLACE THE SAME IN THE COMMERCIAL DESIGNATION; AND REMOVE PART OF LOT TWO (2), IN BLOCK TEN (10), OF PICKARD ACRES ADDITION, TO THE CITY OF NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE OFFICE DESIGNATION AND PLACE THE SAME IN THE COMMERCIAL DESIGNATION. (1027 and 1035 South Berry Road)

29. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2324-12 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 LOT TWO (2), IN BLOCK TEN (10), OF PICKARD ACRES ADDITION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE R-1, SINGLE FAMILY DWELLING DISTRICT, AND FROM THE CO, SUBURBAN OFFICE COMMERCIAL DISTRICT, AND PLACE SAME IN THE SPUD, SIMPLE PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (1027 and 1035 South Berry Road)
30. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2324-43: 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 SOUTHEAST QUARTER (SE/4) OF SECTION TEN (10), TOWNSHIP NINE (9) NORTH, RANGE THREE (3) WEST OF THE INDIAN MERIDIAN (I.M.), CLEVELAND COUNTY, OKLAHOMA, FROM THE LOW DENSITY RESIDENTIAL DESIGNATION AND PLACE THE SAME IN THE COMMERCIAL DESIGNATION. (3800 36th Avenue N.W.)
31. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2324-13 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 THE PART OF THE SOUTHEAST QUARTER (SE/4) OF SECTION TEN (10), TOWNSHIP NINE (9) NORTH, RANGE THREE (3) WEST OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE A-2, RURAL AGRICULTURAL DISTRICT, AND PLACE SAME IN THE PUD, PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (3800 36<sup>th</sup> Avenue N.W.)
32. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF NORMAN PRELIMINARY PLAT PP-2324-4: FOR 3800 36th AVENUE NW, A PLANNED UNIT DEVELOPMENT (GENERALLY LOCATED ONE QUARTER MILE NORTH OF WEST TECUMSEH ROAD ON THE WEST SIDE OF 36TH AVENUE NW).
33. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF NORMAN PRELIMINARY PLAT PP-2122-2: FOR DESTIN LANDING ADDITION, A PLANNED UNIT DEVELOPMENT (GENERALLY LOCATED SOUTH OF CEDAR LANE ROAD AND ONE-QUARTER MILE WEST OF 36TH AVENUE SE).

34. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2324-31: A CONTRACT BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND FARZANEH DEVELOPMENT, LLLP, AUTHORIZING COLLECTION OF A MONTHLY LIFT STATION FEE FROM DEVELOPED LOTS IN THE DESTIN LANDING DEVELOPMENT FOR THE OPERATION, MAINTENANCE AND REPLACEMENT OF THE DESTIN LANDING LIFT STATION 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.*

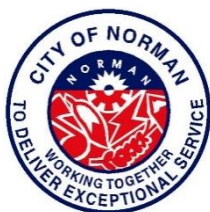
### **ADJOURNMENT**



**File Attachments for Item:**

1. CONSIDERATION OF ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2324-13: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING WEDNESDAY, NOVEMBER 1, 2023, AS NATIONAL FAMILY LITERACY DAY IN THE CITY OF NORMAN.

## Item 2

**CITY OF NORMAN, OK  
STAFF REPORT**

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**MEETING DATE:** 10/24/2023

**REQUESTER:** Brenda Hall, City Clerk

**PRESENTER:** Brenda Hall, City Clerk

**ITEM TITLE:** CONSIDERATION OF ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2324-13: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING WEDNESDAY, NOVEMBER 1, 2023, AS NATIONAL FAMILY LITERACY DAY IN THE CITY OF NORMAN.

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A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING WEDNESDAY, NOVEMBER 1, 2023, AS NATIONAL FAMILY LITERACY DAY IN THE CITY OF NORMAN.

- § 1. WHEREAS, National Family Literacy Day, established by the 103rd Congress in 1994, and now marking its 29th anniversary on November 1, 2023, highlights the importance of reading and learning for the entire family and emphasizes the impact that parents have on their children’s learning; and
- § 2. WHEREAS, literacy programs across the United States will observe National Family Literacy Day by holding read-a-thons, book drives, workshops, and family activities at schools, libraries, and community centers to encourage literacy; and
- § 3. WHEREAS, as many as one in six adults struggle with reading and writing and by learning to read, individuals can gain self-respect and confidence and strive toward goals that otherwise would not be achievable; and
- § 4. WHEREAS, the National Society of the Daughters of the American Revolution is a nonprofit, nonpolitical volunteer women’s service organization dedicated to promoting patriotism, preserving American history, and securing America’s future through better education for children and adults; and
- § 5. WHEREAS, education being one of the cornerstones of the Black Beaver Chapter of the National Society of the Daughters of the American Revolution is committed to increasing literacy by promoting and supporting literacy programs.

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

- § 6. Do hereby proclaim Wednesday, November 1, 2023, as National Family Literacy Day in the City of Norman.

PASSED AND APPROVED this 24th day of October, 2023.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk



**File Attachments for Item:**

2. CONSIDERATION OF ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2324-14: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE MONTH OF OCTOBER 2023, AS COMMUNITY PLANNING MONTH IN THE CITY OF NORMAN.



## CITY OF NORMAN, OK STAFF REPORT

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**MEETING DATE:** 10/24/2023

**REQUESTER:** Brenda Hall, City Clerk

**PRESENTER:** Brenda Hall, City Clerk

**ITEM TITLE:** CONSIDERATION OF ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2324-14: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE MONTH OF OCTOBER, 2023, AS COMMUNITY PLANNING MONTH IN THE CITY OF NORMAN.

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# Proclamation

P-2324-14

## A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE MONTH OF OCTOBER, 2023, AS COMMUNITY PLANNING MONTH IN THE CITY OF NORMAN.

- § 1. WHEREAS, change is constant and affects all cities, towns, suburbs, counties, boroughs, townships, rural areas, and other places; and
- § 2. WHEREAS, community planning and plans can help manage this change in a way that provides better choices for how people work and live; and
- § 3. WHEREAS, community planning provides an opportunity for all residents to be meaningfully involved in making choices that determine the future of their community; and
- § 4. WHEREAS, the full benefits of planning require public officials and citizens who understand, support, and demand excellence in planning and plan implementation; and
- § 5. WHEREAS, the American Planning Association and its professional institute, the American Institute of Certified Planners, endorse National Community Planning Month as an opportunity to highlight the contributions sound planning and plan implementation make to the quality of our settlements and environment; and
- § 6. WHEREAS, the celebration of National Community Planning Month gives us the opportunity to publicly recognize the participation and dedication of the many members of the Boards and Commissions staffed by the Department of Planning and Community Development including the Norman Planning Commission, Board of Adjustment, Greenbelt Commission, and the newly appointed Comprehensive Plan Steering Committee, who have volunteered their time and expertise to the improvement of the City of Norman; and
- § 7. WHEREAS, we recognize the many valuable contributions made by professional community and regional planners in the City of Norman and the State of Oklahoma and extend our heartfelt thanks for the continued commitment to public service by these professionals.

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

- § 8. Do hereby proclaim the month of October, 2023, as Community Planning Month in the City of Norman in conjunction with the celebration of National Community Planning Month.

PASSED AND APPROVED this 24th day of October, 2023.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk





**File Attachments for Item:**

3. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF ORDINANCE O-2324-1 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 PART OF THE SOUTHWEST QUARTER (SW/4) OF SECTION TWO (2), TOWNSHIP NINE (9) NORTH, RANGE THREE (3) WEST OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE A-2, RURAL AGRICULTURAL DISTRICT, AND PLACE THE SAME IN THE PUD, PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (Northeast corner of 36<sup>th</sup> Avenue N.W. and Franklin Road)



## CITY OF NORMAN, OK STAFF REPORT

**MEETING DATE:** 10/24/2023

**REQUESTER:** Alliance Development Group, L.L.C.

**PRESENTER:** Jane Hudson, Director of Planning & Community Development

**ITEM TITLE:** CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF ORDINANCE O-2324-1 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 PART OF THE SOUTHWEST QUARTER (SW/4) OF SECTION TWO (2), TOWNSHIP NINE (9) NORTH, RANGE THREE (3) WEST OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE A-2, RURAL AGRICULTURAL DISTRICT, AND PLACE THE SAME IN THE PUD, PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (Northeast corner of 36<sup>th</sup> Avenue N.W. and Franklin Road)

**PROJECT OVERVIEW:** The applicant, Alliance Development Group, L.L.C., is requesting rezoning to a Planned Unit Development, PUD, for approximately 60.5 acres on the northeast corner of 36<sup>th</sup> Avenue N.W. and W. Franklin Rd. The subject property is currently zoned A-2, Rural Agricultural District. The applicant requests this rezoning to allow for a mix of uses, including single-family residential, multi-family, commercial, office, and industrial uses.

**PROCEDURAL REQUIREMENTS:**

**GREENBELT COMMISSION MEETING:** **GBC23-19, August 23, 2023**

The commission discussed that there needs to be a safe way for children in Carrington and this proposed development, Franklin Woods, to get to the park until the expansion of 36th is completed. They felt that the best solution for this would be a trail sidewalk system.

Richard McKown said that he felt confident that he could get his investors to agree to this if the Norman Parks and Recreation Department agreed as well. They, the Green Belt Commission, wanted to include a note to the Parks Department stating that if they, the developer of Franklin Woods, extend a trail sidewalk system 8 feet wide minimum, going along the east side of 36th, to the North side of the intersection at Franklin Road, that the park will meet them with the other part of it sidewalk, including opening up the cable border fence to make a proper pedestrian connection.

If the parks department extends its portion of the sidewalk out to the intersection, the Carrington development will also place a smaller, temporary sidewalk, connecting the existing sidewalk on the south side of Franklin Road, roughly 600 feet west of 36th Ave.

(Staff Note: The above discussion involves the Parks Department and they were not at the Greenbelt meeting. At this point nothing has been approved or negotiated. The preliminary plat for this application includes sidewalks along the east side of 36<sup>th</sup> Avenue N.W., the north side of W. Franklin Road and the west side of N. Interstate Drive. The intersection of 36<sup>th</sup> Avenue N.W. and W. Franklin Road is currently a four-way stop with no crosswalks. There are no existing sidewalks on the south side of W. Franklin Road or along 36<sup>th</sup> Avenue N.W. adjacent to Ruby Grant Park.)

**PRE-DEVELOPMENT MEETING: PD23-11, April 27, 2023**

The neighbors attending were concerned with traffic increase because of the very high density and the fact that there will be access to the dwellings from 36th Avenue, drainage and flooding issues, lack of school capacity for new residents, maintenance, and long-term management for the apartment complex. The neighbors brought up the existence of three other apartment complexes in the area, which they consider already have increased traffic in the neighborhood.

In discussion with the applicant, the neighbors felt better knowing the project details but are still concerned about the traffic, high-density issues, and long-term use of the apartments. The applicant will consider additional access over N. Interstate Dr. The neighbors intend to attend the Planning Commission meeting.

**BOARD OF PARKS COMMISSIONERS, September 7, 2023**

Parks staff recommended to support the developer’s request to provide a fee-in-lieu of park land to be utilized at Castlerock Park, located between the Carrington and Castlerock neighborhoods. Vote was unanimous for fee-in-lieu by a vote of 6-0.

**ZONING ORDINANCE CITATION:**

**SEC. 36-509 – 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:** The particulars of this PUD include:

**USE:** The PUD Narrative includes an extensive list of uses in Exhibit D. These are arranged by allowable uses for Low Density/Single Family Residential, Apartment Multifamily, and Commercial.

**OPEN SPACE:** The applicant proposes 27 acres of green space, which is approximately 45% of open space throughout the development.

**SITE PLAN/ACCESS:** The proposed site development plan includes 350 apartments on the corner of 36<sup>th</sup> Avenue N.W. and W. Franklin Road. There are two access points for the apartments; one off 36<sup>th</sup> Avenue N.W. and one off W. Franklin Road. There is another access point to the north of the development off 36<sup>th</sup> Avenue N.W., which will provide access to 47 residential lots. There are two proposed access points off N. Interstate Drive, which provide access to the commercial portion of the development. The commercial area includes three buildings and proposed parking.

**LANDSCAPING:** Landscaping will be provided according to Section 36-551, Landscaping Requirements for Off-Street Parking Facilities.

**SIGNAGE:** The signage for each individual lot in the development will comply with Norman's applicable signage restrictions, contained in Chapter 28 of the City of Norman's Code of

Ordinances, for low density residential, multi-family residential, industrial, office, or commercial properties, depending on the actual use of the site.

**LIGHTING:** All exterior lighting in the Apartment Multifamily and Commercial portions of the development will be installed in conformance with Section 36-549, Commercial Outdoor Lighting Standards.

**SANITATION/UTILITIES:** The Apartment Multifamily and Commercial portions of the development will include on-site dumpsters to handle trash. The single-family lots will utilize polycarts.

**PARKING:** Parking will meet or exceed the City's applicable parking ordinances. There are currently no minimum parking requirements.

**SIDEWALKS:** Sidewalks will be provided along all public street frontages, including interior streets.

**HEIGHT:** The commercial portion of the property has no height limit. The Apartment Multifamily portion has a height limit of four stories.

**PHASING:** It is anticipated that the Property will be developed in multiple phases. The actual timing and number of development phases will be determined by various factors outside of the Applicant's control, including, but not limited to, market demand and absorption rates.

**EXISTING ZONING:** The existing zoning for the subject property is A-2, Rural Agricultural District. The A-2 District allows for single-family residential and agricultural uses, such as barns, raising of farm animals, and agricultural crops. Commercial and multifamily residential is not allowed in A-2.

**ALTERNATIVES/ISSUES:**

**IMPACTS:** The proposed uses will be more intense than the existing use of the property. However, City Staff does not anticipate negative traffic impacts.

**OTHER AGENCY COMMENTS:**

**FIRE DEPARTMENT:** No comments

**PUBLIC WORKS/ENGINEERING:** Please see the attached staff report regarding the preliminary plat. A variance to the allowed length of a cul-de-sac has been requested. Any work proposed in the floodplain must obtain a Floodplain Permit before any work may commence.

**TRAFFIC ENGINEER:** Please see the attached Development Review Form for Transportation Impacts from the City's Traffic Engineer.

**UTILITIES:** Payback/recoupment will be required for the frontages along 36<sup>th</sup> Avenue and Franklin Road for the Oklahoma City Water Line and Ruby Grant Water Line payback projects, respectively. Payment can be calculated upon request by the owner but will be required prior to approval of the final plat. No comments regarding sanitary sewer. Dumpster locations and orientations to be revised at final platting stages.

**CONCLUSION:** Staff forwards this request for rezoning from A-2, Rural Agricultural District, to a PUD, Planned Unit Development, and Ordinance No. O-2324-1 to City Council.

At their September 14, 2023 meeting, Planning Commission unanimously recommended adoption of Ordinance No. O-2324-1, by a vote of 6-0.



O-2324-1

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 TWO (2), TOWNSHIP NINE (9) NORTH, RANGE THREE (3) WEST OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE A-2, RURAL AGRICULTURAL DISTRICT, AND PLACE SAME IN THE PUD, PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (Northeast corner of 36<sup>th</sup> Avenue N.W. and Franklin Road)

- § 1. WHEREAS, Alliance Development Group, L.L.C., the owners of the hereinafter described property, have made application to have the subject property removed from the A-2, Rural Agricultural 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 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 A-2, Rural Agricultural District and place the same in the PUD, Planned Unit Development District, to wit:

TRACT 1:  
 A part of the Southwest Quarter (SW/4) of Section Two (2), Township Nine (9) North, Range Three (3) West of the Indian Meridian, Norman, Cleveland County, Oklahoma, more particularly described as follows:  
 COMMENCING at the Southwest Corner of said Southwest Quarter;  
 THENCE North 89°20'09" East on the South line of said Southwest Quarter for a distance of 1,449.67 feet; THENCE North 00°39'51" West for a distance of 751.65 feet to the POINT OF BEGINNING; THENCE North 00°39'51" West for a distance of 628.48 feet; THENCE South 89°45'18" East for a

Ordinance No. O-2324-1

Page 2

distance of 642.54 feet; THENCE South 00°39'49" East for a distance of 618.30 feet; THENCE South 89°20'09" West for a distance of 642.46 feet to the POINT OF BEGINNING.

TRACT 2:

A tract of land being located in the Southwest Quarter (SW/4) of Section Two (2), Township Nine (9) North, Range Three (3) West of the Indian Meridian, Norman, Cleveland County, Oklahoma described as follows:

COMMENCING at the Southwest Corner of said SW/4; THENCE North 00°35'43" West on the West line of said SW/4 for a distance of 1403.11 feet; THENCE South 89°45'18" East for a distance of 2090.71 feet to the POINT OF BEGINNING; THENCE South 89°45'18" East for a distance of 367.10 feet to a point on the West Right-of-Way line of Interstate Highway No. 35; THENCE South 00°21'18" East on said Right-of-Way line for a distance of 18.99 feet; THENCE Southwesterly on said Right-of-Way line on a curve to the right having a radius of 3397.75 feet, a chord bearing of South 01°49'40" West for a curve distance of 259.22 feet; THENCE Southwesterly on said Right-of-Way line on a curve to the left having a radius of 3477.75 feet, a chord bearing of South 01°49'40" West for a curve distance of 265.33 feet; THENCE South 10°57'08" West on said Right-of-Way line for a distance of 50.99 feet; THENCE South 00°21'28" East on said Right-of-Way line for a distance of 19.61 feet; THENCE South 89°20'09" West for a distance of 333.78 feet; THENCE North 00°39'51" West for a distance of 618.30 feet to the POINT OF BEGINNING.

TRACT 3:

A tract of land being located in the Southwest Quarter (SW/4) of Section Two (2), Township Nine (9) North, Range Three (3) West of the Indian Meridian, Norman, Cleveland County, Oklahoma, more particularly described as follows:

BEGINNING at the Southwest Corner of said Southwest Quarter; THENCE North 00°35'43" West on the West line of said SW/4 for a distance of 1403.11 feet; THENCE South 89°45'18" East for a distance of 1448.17 feet; THENCE South 00°39'51" East for a distance of 1380.14 feet; THENCE South 89°20'09" West on the South line of said SW/4 for a distance of 1449.67 feet to POINT OF BEGINNING.

When combined, Tracts 1, 2, and 3 form a perimeter and contains a gross area of 2,634,515 square feet or 60.4801 acres and a net area (less statutory rights of way) of 2,541,471 square feet or 58.3442 acres, more or less.

Ordinance No. O-2324-1  
Page 3

§ 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, approved by the Planning Commission on September 14, 2023, and 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 \_\_\_\_\_, 2023.

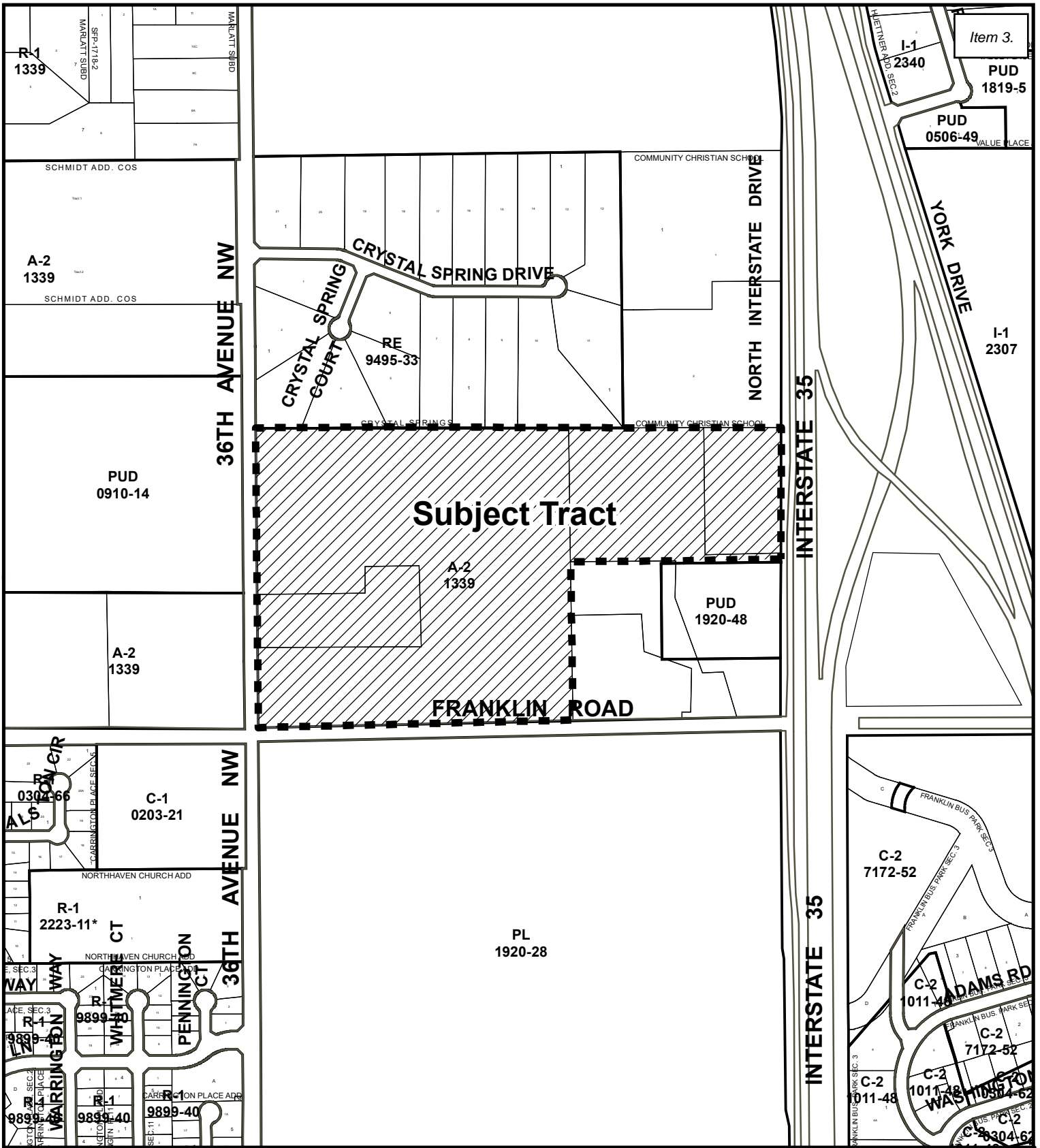
NOT ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
(Mayor)

\_\_\_\_\_  
(Mayor)

ATTEST:

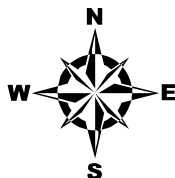
\_\_\_\_\_  
(City Clerk)



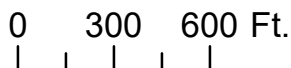
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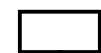
Map Produced by the City of Norman Geographic Information System. The City of Norman assumes no responsibility for errors or omissions in the information presented.



May 3, 2023



Subject Tract



Zoning

# FRANKLIN WOODS

## A PLANNED UNIT DEVELOPMENT NORMAN, OKLAHOMA

### APPLICANT:

Alliance Development Group, LLC.  
Richard McKown and Linda Hildebrant

### APPLICATION FOR:

PLANNED UNIT DEVELOPMENT  
PRELIMINARY PLAT  
2025 AMENDMENT

Submitted May 1, 2023  
Revised September 11, 2023

### PREPARED BY:

RIEGER LAW GROUP PLLC  
136 Thompson Drive  
Norman, Oklahoma 73069

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- B. Preliminary Site Development Plan
- C. Preliminary Plat
- D. Allowable Uses
- E. Green Space Exhibit



## I. INTRODUCTION

Alliance Development Group, LLC (the “**Applicant**”) seeks to rezone a tract of property, containing approximately 60.4801 acres, located in Ward 8 of the City of Norman. More particularly, the site is located north of West Franklin Road, generally located at the Northeast corner of the intersection of West Franklin Road and 36th Ave NW, more particularly described on the attached **Exhibit A** (the “**Property**”).

The Applicant intends to use this Planned Unit Development (“**PUD**”) to put forth the parameters for which the development of the Property may be phased over time. The Property is currently zoned A-2, Rural Agricultural. This PUD will allow for a mixed-use development featuring single-family and multi-family residential opportunities within the Property, while allowing various compatible commercial, office, and light industrial uses. This master development plan for the Property aligns with the goals and intent of the NORMAN 2025 plan for this Property by offering a mixture of housing types and densities, assuring appropriate ingress and egress for the Property, limiting impacts to neighboring properties, and utilizing the City’s substantial investment in Ruby Grant Park. Furthermore, this development is expected to benefit the residents of Norman by providing various additional residential opportunities and local services in close proximity to I-35 that are thoughtfully designed around extensive green spaces.

## II. PROPERTY DESCRIPTION/GENERAL SITE CONDITIONS

### A. Location

The Property lies on the North side of West Franklin Road, generally located at the Northeast corner of the intersection of West Franklin Road and 36th Ave NW.

### B. Existing Land Use and Zoning

The Property is currently zoned A-2, Rural Agricultural, with Flood Zone meandering through portions of the site. The existing NORMAN 2025 designation for the Property is Medium Density Residential.

The Crystal Spring residential subdivision to the North of the Property is zoned RE, Residential Estates, and the abutting properties to the Northeast are zoned A-2, Rural Agricultural. The properties to the North and Northeast have a NORMAN 2025 designation of Very Low Density Residential. To the East, there is a parcel zoned PUD, allowing for commercial uses with a site plan for a car dealership, and has a NORMAN 2025 designation of Commercial. The Southeast abutting properties are zoned A-2, Rural Agricultural, with a NORMAN 2025 designation of Medium Density Residential.

The Southwest corner of the West Franklin Rd and 36<sup>th</sup> Ave N.W. intersection is zoned C-1, Local Commercial, with a NORMAN 2025 designation of Commercial.

The Northwest corner of the same intersection is currently zoned A-2, Rural Agricultural, with a Low-Density Residential NORMAN 2025 designation, although development plans have been submitted to the City seeking to incorporate this parcel into the J&J Planned Unit Development. To the Northwest of the Property is the J&J Planned Unit Development with a NORMAN 2025 designation of Medium Density Residential.

Ruby Grant Park is located directly South of West Franklin Road, with a Park/Park Land zoning and NORMAN 2025 designation.

#### **C. Elevation and Topography**

The Property consists of unimproved land and generally slopes South/Southeast.

#### **D. Drainage**

A drainage report has been provided by the Applicant to City Staff as part of the Preliminary Plat application. This property is located within the Lake Thunderbird watershed. There are both floodplain and water quality protection zone (WQPZ) areas on the property. No structures or parking will be built within these areas with the exception of the entrance road off of 36<sup>th</sup> Ave NW into the development. A floodplain permit has been obtained for this work.

#### **E. Utility Services**

The necessary utility services for this project are already located in close 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 applicable 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 mixed-use development featuring single-family and multi-family residential dwelling units, as well as compatible office, commercial, and light industrial uses. The Property shall be developed in general compliance with the preliminary site development plan, attached hereto. The Exhibits

attached hereto, and as submitted on behalf on the Applicant, are incorporated herein by reference and further depict the development criteria for the Property.

**A. Uses Permitted:**

The Property shall contain the following allowable uses in the general locations noted below:

Single Family Residential Uses – Along North Property Line (Blocks 1 – 5 on the Preliminary Plat)

Apartment Multifamily Uses – In the Southwest corner of the Property (Block 7 of the Preliminary Plat)

Light-Industrial and Commercial Uses – In the Northeast corner of the Property (Block 6 on the Preliminary Plat)

A complete list of the allowable uses for each category is attached as **Exhibit D**.

**B. Area Regulations:**

- The lots within the **Single-Family Residential** portion of the Property, as approximately shown on Blocks 1 – 5 of the Preliminary Plat), shall comply with the following regulations:

**Front Yard:** The minimum depth of the front yard setback shall be fourteen (14') feet provided that all garages shall have a minimum twenty (20') foot front yard setback. Each lot shall have a minimum width of forty feet (40') at the front setback line.

**Side Yard:** The minimum depth of the side yard setback shall be five (5') feet provided that roof overhangs shall be allowed to encroach upon the side yard setback.

**Rear Yard:** The minimum depth of the rear yard setback shall be ten (10') feet.

**Density and Lot Size:** The maximum lot coverage for all structures, as well as impervious area, shall be no more than seventy-five percent (75%) of the total lot area. The minimum lot size shall be six thousand (6,000) square feet. It is currently anticipated that 47 single family dwelling units will be developed within the Low Density/Single Family Residential portion of the Property, as approximately shown on (Blocks 1 – 5 of the Preliminary Plat.

**Height:** The maximum building height shall be two stories, provided that a three-story building may be constructed if the side yards are increased an additional five (5) feet.

- The lot within the **Apartment Multifamily** portion of the Property, as approximately shown on Block 7 of the Preliminary Plat, shall comply with the with the following regulations:

**North Setback:** The minimum building setback shall be five (5') feet from the North Property line.

**East Setback:** The minimum building setback shall be five (5') feet from the East Property line.

**West Setback:** The minimum building setback shall be ten (10') feet from the West Property line.

**South Setback:** The minimum building setback shall be ten (10') feet from the South Property line.

**Density and Lot Size:** Impervious area and building coverage of the lot shall be no more than seventy percent (70%) of the total lot area. The number of multi-family dwelling units shall not exceed 350 units.

**Height:** The maximum building height shall be four stories. The number of stories a building contains shall be determined by the same criteria enumerated in the City of Norman's Zoning Code, provided that mezzanines, loft spaces, and similar architectural designs shall not constitute a separate story.

- The lots within the **Commercial** portion of the Property, as approximately shown on Block 6 the Preliminary Plat, shall comply with the with the following regulations:

**Front Yard:** All buildings shall be set back from any abutting street right-of-way at least ten (10) feet.

**Side Yard:** For uses other than dwelling, no side yard shall be required except on the side of a lot adjoining a residential zoning district in which case there shall be a side yard of not less than five (5) feet.

**Rear Yard:** There shall be a ten (10) foot landscape strip along the north boundary of the Commercial lot. The rear yard building setback shall be no less than ten (10) feet from the north property line of the Commercial lot.

**Height:** There shall be no height limit for any building or structure in this District.

### **C. Parking:**

Parking will meet or exceed the City of Norman's applicable parking ordinances for each use.

### **D. Dumpster and Trash Enclosures**

Trash may be handled through on-site dumpsters within the **Apartment Multifamily and Commercial** portions of the Property. 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 of the main building. Roll off dumpsters shall be allowed for temporary construction purposes in the **Single-Family Residential** portion of the Property.

### **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 generally constructed as presented thereon, 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.

#### **2. Open Space/Common Area**

Open space and green space areas are located throughout the Property, as shown on the Green Space Exhibit, attached hereto as **Exhibit E**. The Property anticipates approximately 27 acres of Green Space, accounting for approximately 45% of open space throughout the development. Common Areas within the Property may contain amenities, such as but not limited to walking trail, benches, piers, decks, community clubhouse, and swimming pools. If applicable, the Applicant shall obtain floodplain permits for any improvements/structures located within the floodplain

#### **3. Signage**

The signage for each individual lot in the Property shall comply with Norman's applicable signage restrictions, contained in Chapter 28 of the City of Norman's Code of Ordinances, for low density residential, multi-

family residential, industrial, office, or commercial properties, depending on the actual use of the site.

**4. Traffic access/circulation/parking and sidewalks**

Access to the Property shall be permitted in the manner depicted on the attached Preliminary Site Development Plan. The Property shall comply with the City of Norman standards to allow for emergency access and fire access as necessary, as such standards may be amended from time to time. Sidewalks will be required adjacent to all public and private streets within the Property. Vehicular maneuvering shall be permitted within the streets and/or rights-of-way, as some common area amenities may feature parallel or similar parking spaces.

**5. Lighting**

All exterior lighting in the Apartment Multifamily and Commercial portions of the Property shall be installed in conformance with the City of Norman's Commercial Outdoor Lighting Standards, contained in Section 36-549 of the City of Norman's Zoning Ordinance, as may be amended from time to time.

**6. Landscaping**

Landscaping shall be provided in conformity to Section 36-551 of the City of Norman's Zoning Ordinance, as may be amended from time to time.

**7. Phasing**

It is anticipated that the Property will be developed in multiple phases. The actual timing and number of development phases will be determined by various factors outside of the Applicant's control, including, but not limited to, market demand and absorption rates.

**EXHIBIT A**  
Legal Description of the Property

TRACT 1:

A part of the Southwest Quarter (SW/4) of Section Two (2), Township Nine (9) North, Range Three (3) West of the Indian Meridian, Norman, Cleveland County, Oklahoma, more particularly described as follows:

COMMENCING at the Southwest Corner of said Southwest Quarter;

THENCE North 89°20'09" East on the South line of said Southwest Quarter for a distance of 1,449.67 feet;

THENCE North 00°39'51" West for a distance of 751.65 feet to the POINT OF BEGINNING;

THENCE North 00°39'51" West for a distance of 628.48 feet;

THENCE South 89°45'18" East for a distance of 642.54 feet;

THENCE South 00°39'49" East for a distance of 618.30 feet;

THENCE South 89°20'09" West for a distance of 642.46 feet to the POINT OF BEGINNING.

TRACT 2:

A tract of land being located in the Southwest Quarter (SW/4) of Section Two (2), Township Nine (9) North, Range Three (3) West of the Indian Meridian, Norman, Cleveland County, Oklahoma described as follows:

COMMENCING at the Southwest Corner of said SW/4;

THENCE North 00°35'43" West on the West line of said SW/4 for a distance of 1403.11 feet;

THENCE South 89°45'18" East for a distance of 2090.71 feet to the POINT OF BEGINNING;

THENCE South 89°45'18" East for a distance of 367.10 feet to a point on the West Right-of-Way line of

Interstate Highway No. 35;

THENCE South 00°21'18" East on said Right-of-Way line for a distance of 18.99 feet;

THENCE Southwesterly on said Right-of-Way line on a curve to the right having a radius of 3397.75 feet, a chord bearing of South 01°49'40" West for a curve distance of 259.22 feet;

THENCE Southwesterly on said Right-of-Way line on a curve to the left having a radius of 3477.75 feet, a chord bearing of South 01'49'40" West for a curve distance of 265.33 feet;

THENCE South 10°57'08" West on said Right-of-Way line for a distance of 50.99 feet;

THENCE South 00°21'28" East on said Right-of-Way line for a distance of 19.61 feet;

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**TRACT 3:**

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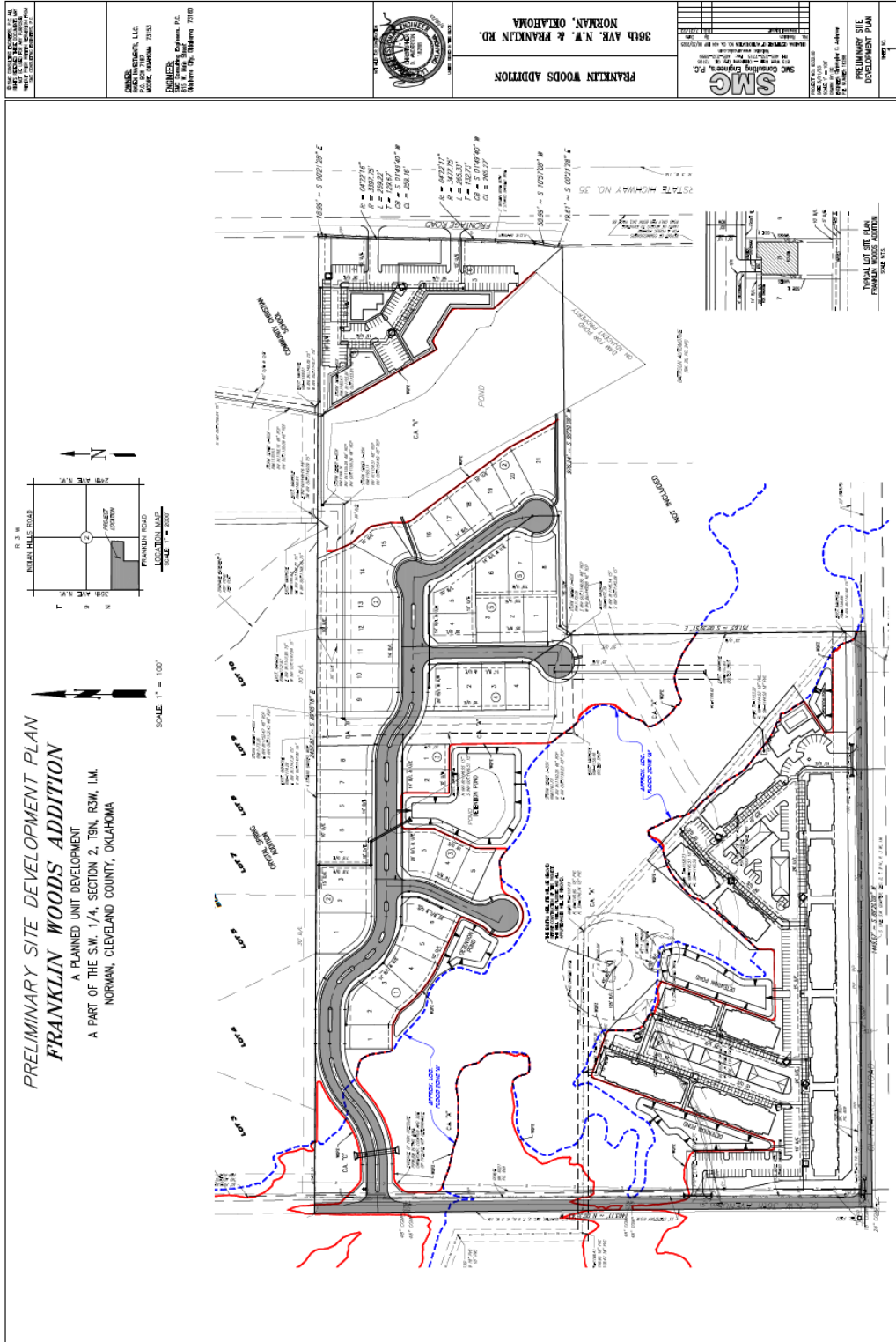
When combined, Tracts 1, 2, and 3 form a perimeter and contains a gross area of 2,634,515 square feet or 60.4801 acres and a net area (less statutory rights of way) of 2,541,471 square feet or 58.3442 acres, more or less.



# EXHIBIT B

## Preliminary Site Development Plan

### Full Size Documents Submitted to City Staff





**EXHIBIT D**  
Allowable Uses

**Low Density/Single Family Residential Allowable Uses:**

- General Single Family Residential Uses, which include:
  - Detached single family dwellings;
  - Family day care home;
  - General purpose farm or garden;
  - Home occupations;
  - Municipal recreation or water supply;
  - Accessory buildings;
  - Model homes and/or Sales Office, subject to the applicable one-hundred-dollar annual permit for no more than four (4) years;
  - Short-term rentals; and
  - Accessory Dwelling Units, which may be detached from the main home on the lot but may not be individually/separately rented.

**Apartment Multifamily Allowable Uses:**

- High Density Multifamily Uses, which include:
  - 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;
  - 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.

**Commercial Allowable Uses:**

- Various Light-Industrial Uses, which include:
  - 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;
  - Funeral parlor, mortuary, and crematorium so long as the crematorium is attached to the funeral parlor or mortuary and complies with the following conditions and requirements:

- Any building which incorporates a crematorium use shall meet the setback requirements of the underlying zoning district.
    - Facilities shall meet all applicable state and federal requirements for incineration equipment and shall be licensed at all times.
    - All storage shall be inside.
    - Incinerator stacks shall not be located on the front side of the roof of any structure facing the street.
  - Farm machinery or contractor's machinery storage yard;
  - Self-Storage and/or Mini-Storage;
  - Veterinary hospital;
  - Warehousing;
  - Trade schools and schools for vocational training;
- General Office Uses, which include:
  - Art Gallery;
  - Assembly Halls;
  - Laboratories for research and testing, including Medical Marijuana Testing Laboratories, as allowed by state law, where all work is housed in buildings;
  - Libraries;
  - Museums;
  - Music Conservatories;
  - Office buildings or offices for professional services, including but not limited to accountant, architect, attorney, business or management consultant, court reporter, dentist or dental surgeon, engineer, geologist or geophysicists, linguist, landscape architect, optometrist, optician, osteopathic physician, planning consultant, psychologist, physician or surgeon, or registered nurse; provided, however, that no retail sales nor stock of goods shall be permitted other than the incidental sale of merchandise within the above professional offices or a pharmacy which may be located only in a building providing space for medical offices. Funeral homes and mortuaries shall not be considered professional services permitted in this district;
  - Public and private schools and college with students in residence and dormitories associated therewith;
  - Trade schools and schools for vocational training;
  - Churches, temples or other places of worship;
  - Fraternal Service Organization not conducted for profit.
  - Recreation uses associated with any of the uses listed above and maintained primarily for the benefit and use of the occupants thereof.
  - Buildings and structures and uses customarily incidental to the above uses.
- Additionally, the following uses when conducted within a completely enclosed building:
  - Manufacture of beer, wine and spirits and associated sales of those products manufactured on-site, subject to the following conditions and requirements and compliant with the State of Oklahoma Alcoholic Beverage Laws and Enforcement Commission (ABLE):
    - Compliance with all applicable State of Oklahoma ABLE laws regarding manufacturing and packaging of beer, wine and spirits;

- Compliance with all applicable State of Oklahoma ABLE laws regarding on-site serving of alcoholic beverages (beer, wine and spirits) and pre-packaged sales, as well as retailing of associated merchandise;
    - Licensure with the State of Oklahoma ABLE and City of Norman.
  - The manufacture, compounding, processing or treatment of such products as bakery goods, candy, cosmetics, dairy products, drugs, perfumes, pharmaceuticals, toiletries, and food products.
  - The manufacture, compounding, assembling, or treatment of articles or merchandise from the following previously prepared materials: Bone, cellophane, canvas, cloth, cork, feathers, felt, fiber, fur, glass, hair, horn, leather, paper, plastics, precious or semi-precious metals or stone, shell, textiles, tobacco, wood, yarn, and paint not employing a boiling process.
  - The manufacture of pottery and figurines or other similar ceramic products, using only previously pulverized clay, and kilns fired only by electricity or gas.
  - The manufacture and maintenance of electric and neon signs, commercial advertising structures, light sheet metal products, including heating and ventilating ducts and equipment, cornices, eaves, and the like.
  - Manufacture of musical instruments, toys, novelties, and rubber and metal stamps.
  - Machine shop excluding punch presses over twenty (20) tons rated capacity, drop hammers, and automatic screw machines.
  - Assembly of electrical appliances, electronic instruments and devices, radios and phonographs, including the manufacture of small parts only, such as coils, condensers, transformers, crystal holders and the like.
  - Laboratories: Experimental, photo or motion picture, film or testing. For the purposes of this section, “Laboratories” includes Medical Marijuana Testing Laboratories, as allowed by state law, that fully comply with this provision.
  - Poultry or rabbit killing incidental to a retail business on the same premises.
  - Foundry casting light weight non-ferrous metals.
  - Tire retreading and recapping when incidental to a retail tire business.
  - Pipe storage yard.
  - Machinery or equipment storage yard.
  - Medical Marijuana Commercial Grower, as allowed by state law.
  - Medical Marijuana Education Facility, as allowed by state law.
  - Medical Marijuana Processor (any Tier, except that Tier I and Tier II will not be allowed to have on-site sales), as allowed by state law.
  - Medical Marijuana Storage Facility.
- General Commercial and/Retail Uses, which include:
  - Amusement enterprises.
  - New automobile sales and services, new machinery sales and services, and public garage, provided no gas or gasoline is stored above ground; used automobile sales, automobile and machinery repairing if conducted wholly within a completely enclosed building, but not including automobile or machinery wrecking establishments or junk yards;
  - Automobile, farm implement and machinery repair, sales and service, but not automobile wrecking yards or junk yards;
  - Automobile service station;

- Antique Shop;
- Appliance Store;
- Artist materials supply, or studio;
- Automobile parking lots;
- Automobile supply store;
- Baby shop;
- Bank;
- Bakery goods
- Bakery;
- Bath;
- Bus terminal;
- Barber shop, or beauty parlor;
- Book or stationery store;
- Carpenter and cabinet shop;
- Cleaning and dyeing works;
- Camera shop;
- Candy store;
- Catering establishment;
- Child care establishment;
- Clothing or apparel store;
- Dairy products or ice cream store;
- Delicatessen store;
- Dress shop;
- Drug store or fountain;
- Dry Cleaning and Laundry Plant, with no more than three (3) dry cleaning machines, and/or Laundry Pick-up Station;
- Dry goods store;
- Drive-in movie theater;
- Electric sales and service;
- Electric transmission station;
- Feed and fuel store;
- Frozen food locker;
- Fabric or notion store;
- Florist;
- Furniture Store;
- Gift Shop;
- Grocery or supermarket;
- Glass shop;
- Golf course, miniature or practice range;
- Hardware store;
- Hotel or motel;
- Heating, ventilating or plumbing supplies, sales and service;
- Ice plant or storage house for ice and food housing not more than ten (10) tons capacity;
- Interior decorating store;
- Jewelry/Fine Goods;

- Key Shop;
- Leather Store/ Leather Goods;
- Laundry;
- Lodge hall;
- Lumber and building materials sales yard;
- Medical Marijuana Dispensary, as allowed by state law;
- Music, radio or television shop;
- Messenger/Phone/Electronic Store;
- Office Business;
- Outdoor or indoor courts for handball, racquet ball, tennis, or sports activity of a similar nature (lighted outdoor courts shall not to be operated later in the evening than 10:00 p.m. and lighting must be arranged to direct light away from any adjoining property in a residential district);
- Outdoor advertising signs;
- Pawn shop;
- Printing plant;
- Painting and decorating shop;
- Pet shop;
- Pharmacy;
- Photographer's studio;
- Radio and television sales and service;
- Restaurants; A restaurant 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 spirits store/Liquor Store;
- Retail Stores;
- Self service laundry;
- Sewing machine sales;
- Sporting goods sales;
- Shoe store or repair shop;
- Sign painting shop;
- Small animal hospital;
- Storage warehouse;
- Tailor Shop/Services;
- Theaters, Bowling Alley, Arcade, and Similar Entertainment 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;
- Trailer camp;
- Used auto sales; and
- Wholesale distributing center.







**Applicant:** Alliance Development Group, LLC

**Project Location:** NE corner 36<sup>th</sup> NW/ Franklin Road & Tecumseh Road

**Case Number:** PD 23-11

**Time:** 6:00 p.m.

**Applicant/Representative**

Gunner Joyce

**Attendees**

- Ben Bigelow, Neighbor
- Deborah & Gerald Younger, Neighbor
- Jonas & Judy Arms, Neighbor
- Sam & Mona Belleau, Neighbors
- Kendra & Justin Goodwin, Neighbors
- Wesley & Jennifer Hubert, Neighbors
- Eddie Tang, Neighbor
- Howe Pham & They Nguyen, Neighbors
- Terika Scott, Neighbors
- Lindsey Jenen, Neighbor
- Richard McKown, Developer
- Libby Smith, Representative

**City Staff**

- Heather Poole, Assistant City Attorney II
- Melissa Navarro, Planner I

**Application Summary**

PUD zoning & Plat- Mixed use development with commercial, office, light industrial, multi-family & single family uses.

**Neighbor's Comments/Concerns/Responses**

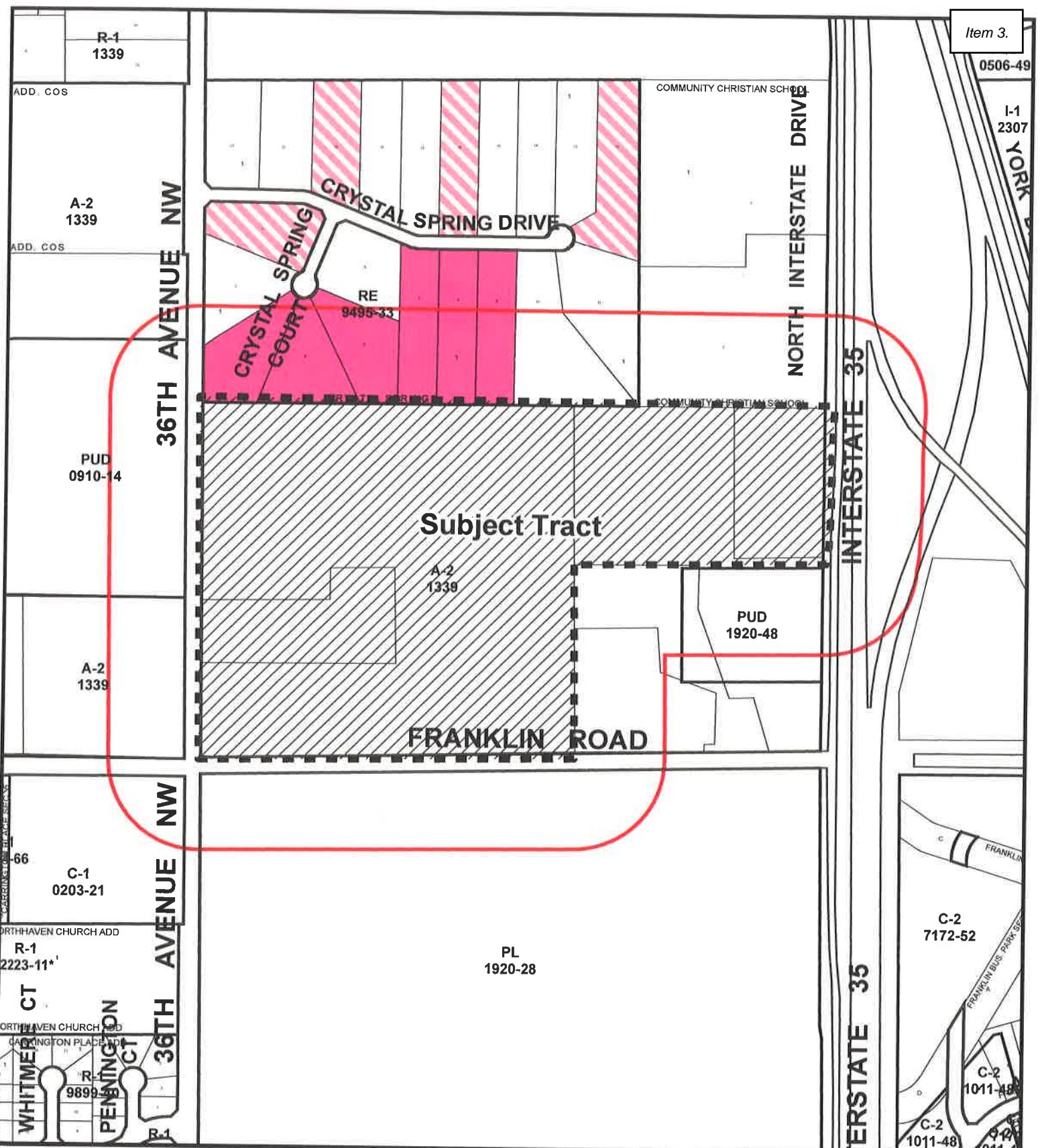
The neighbors attending were concerned with traffic increase because of the very high density and the fact that there will be access to the dwellings over 36<sup>th</sup> Avenue, drainage and flooding issues, lack of school capacity for new residents, maintenance, and long-term management for the apartment complex. The neighbors brought up the existence of three other apartment complexes in the area, which they consider already have increased traffic in the neighborhood.

In discussion with the applicant, the neighbors felt better knowing the project details but are still concerned about the traffic, high-density issues, and long-term use of the apartments. The applicant will consider additional access over N Interstate Dr. The neighbor intend to attend the planning commission meeting.



Items 11-13  
Franklin Woods  
NE Corner Franklin Road &  
36<sup>th</sup> Avenue NW

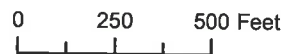
PROTESTS



# Protest Map

17.4% Protest Within Notification Area

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.



-  Subject Tract
-  Notification Area
-  Protest
-  Protest Outside Notification Area

10 September 2023

Jennifer Denny  
3333 Crystal Spring Dr.  
Norman, Ok 73072

Dear Norman Council Members and Zoning Department

We appreciate the opportunity to respond to the Alliance Development Group, L.L. C's request to change the tract located behind my house from Rural Agricultural to PUD, Planned Unit Development and from Medium Density Residential to mixed use to include single family, commercial and multifamily uses. I do not think anyone in my neighborhood has any issue with Medium Density Residential or even the Commercial property that would be located near the I-35 service road. Every home owner in the Crystal Springs addition and the housing additions like Carrington bought property on this side of Norman for the nice clean community environment and in my case larger lots to allow some distance and privacy. Any apartment complex located this close to Carrington and Crystal Spring Addition would lead to a drop in property value for residents along with higher crime rates, busier roadways, and loss of personal privacy to Crystal Spring residents.

We have concerns about water drainage and single lane road congestion. We have had several bad wrecks at the intersection of 36<sup>th</sup> and Franklin Road because of the limited visibility and the running of stop signs traveling from Franklin Road from the I-35 service road towards 36<sup>th</sup> street. This has been addressed by adding a stop sign to the drivers traveling down 36<sup>th</sup> street when the wrecks were caused by people running the stop sign on Franklin Road. This is still a single lane road at Franklin and 36<sup>th</sup> street. Now you will be adding hundreds more cars to this road just from the apartment building alone. The tract in question has a very large flood zone the leads over 36<sup>th</sup> and over it. Water stands on the road showing how bad the water drainage on both sides of the road and on said Track are. The entry road to the addition in question is in a flood zone and my concern is damage to my property or others property in Crystal Spring when they break ground and change the water drainage to fit the needs of the new construction.

We are also concerned about crime rates, which are 7 times higher when you bring in higher density housing apposed to single family dwellings. I am thinking about my family first, but I am also concerned about the property owners near me to include the patrons of Ruby Grant Park, All Saints Catholic School and CCS Christian School that shares a property line with this Track. **Apartment buildings are notorious for providing marginal parking provision for tenants and the overflow from this, plus tenant's visitors, puts all available neighborhoods curbside parking under pressure to include parking at Ruby Grant Park.**

Please reconsider this project and put the citizens of Norman first. Thank you.

Sincerely  
Jennifer Denny  
Property Owner,  
3333 Crystal Springs Dr.  
Norman, Oklahoma 73072

FILED IN THE OFFICE  
OF THE CITY CLERK  
ON 9/11/23

# Mr. and Mrs. Arms

5200 Crystal Spring Court  
Norman, Ok 73072

September 10, 2023

The city of Norman  
Planning and Community  
Development Department  
201 West Gray, Building A  
P.O. Box 73069\*73070

Dear Planning Commission, City Council Members and Zoning Department,

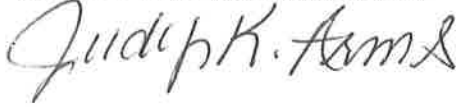
My Husband and I are concerned about the problems that may arise if you approve the plans for the Alliance DevelopmentGroup LLC, case # PD23-11. Our first concern is the ecological impact with development of this land. Many forms of wildlife including native deer populations use this as a route between regions, as well as a safe haven during the winter months. This habitat destruction would cause inability of many animals to have their basic needs met including water, shelter, and food. Fragmented ecosystems not only harm the animals but can also cause undesirable effects in the human population. This can include increased interaction between wildlife and humans. This also can increase incidence of exposure to diseases from the local animals. Our next concern is the infrastructure in place would not be able to handle the additional increase in traffic. 36th street as of current is already strained with traffic creating more opportunities for accidents. This includes the many families and unhoused that use 36th street as a way to get from one part of Norman to the other. Their safety has to be a top priority. Our final concern is flooding in the desired build area. For the many years that we have been backed up to this area, we have experienced torrential flooding on this part of the property, which would only be exacerbated by the removal of the natural terrain. The drainage system that would be put in place would most likely not be adequate enough to stop the damage to property and home of both the current residents and the future ones created by this build.

Sincerely yours,

Judy Arms

FILED IN THE OFFICE  
OF THE CITY CLERK  
ON 9/11/23

Judy K. Arms Revocable Trust



James L. Arms Revocable Trust







Ramona Belleau Living Trust  
Samuel Belleau  
5201 Crystal Spring Court  
Norman, OK 73072

09/01/2023

The City of Norman  
Planning and Community  
Development Department  
201 West Gray, Building A  
P.O. Box 370  
Norman, OK 73069\*73070

Dear Planning Commission, City Council Members and Zoning Department,

The City of Norman has an applicant, Alliance Development Group LLC, with an assigned case number of PD23-11. The developers want the corner of 36<sup>th</sup> Avenue NW and Franklin Road, currently zoned as an A-2, Rural Agricultural District, to be changed to PUD, Planned Unit Development. We protest against this re-zoning for the proposed use of the land, as drawn by the developers.

We live north of the plat in question, in Crystal Spring Court. The subject tract will be directly behind our backyard. We attended the April 6, 2023 City of Norman Pre-Development Discussion meeting, with many of our Crystal Spring and Carrington Neighbors.

Because we live within 350 feet of the boundary of this plat, we received our notification letter. We are shocked, that so few citizens are required to be notified by the City of Norman, about such a change in zoning that in this case, affects all of NW Norman! For this reason, please keep in mind when you make your decisions, the trust we have placed in our leaders. You as leaders, are in position to serve your citizens and are expected to live up to receiving our votes, by making sound decisions that directly affect all of our lives.

We will work through the Alliance Development Group's vicinity map and point out the developer's ideas and follow with what we find acceptable.

Light Industrial Area

Shown on the map, the developer shows a Light Industrial area along I-35. We are fine with that development along Interstate 35. This is acceptable.

New Street Entrance on 36<sup>th</sup> Avenue NW

The developer shows a new entry street to the Low Density/Single Family Home area. The new street enters from 36<sup>th</sup> Avenue NW, just behind our back yard and property line, where we live on Crystal Spring Court. This new street entering from 36<sup>th</sup> Avenue NW absolutely will not work for us at all. We do not accept the new street entrance drawn in from 36<sup>th</sup> Avenue NW to the Low Density/Single Family Home area.

FILED IN THE OFFICE  
OF THE CITY CLERK  
ON 9/6/23

For one, the ONLY entrance/exit for our Crystal Spring Addition, enters from 36<sup>th</sup> Avenue NW. Our Crystal Spring drivers get only a quick chance to exit our addition, as it is now. Traffic is heavy along 36<sup>th</sup> Avenue NW, all the time. When I-35 has a wreck or other problems, we can't get out of our neighborhood. If there was a need for emergency units in our neighborhood, it would be almost impossible due to the heavy traffic on 36<sup>th</sup> Avenue NW.

As well, the developer's new street to the Single Family Homes, is in a 100 year Floodplain. Yes, the exact area the developer drew the new street floods heavily during rains. We will share a video we took and kept, just to show you leaders how much the developer's new street will flood. We, who live on the south side of Crystal Spring Addition, are very concerned about the ground work and water drainage work done by new construction. We are worried new construction will lead to our properties becoming flooded.

Additionally, the developer drew in 350 apartments times 2 cars for each that will add 700 new cars along 36<sup>th</sup> Avenue NW. That does not include all the cars that will be added with the new homes the developer drew in the plat. We have already had fatal wrecks on 36<sup>th</sup> Avenue NW and on the corner of Franklin Road. This would be increased traffic congestion adding to an already dangerous situation!

Our questions for you leaders; What happened to the funding that the City of Norman voters passed to widen 36<sup>th</sup> Avenue NW 11 years ago? Why are we even discussing new developments in the area, until 36<sup>th</sup> Avenue NW has been made into 4 lanes?

#### Recommendations for New Entry Street to Single Family Homes

We think the new entry street leading to the Single Family Homes should enter from Franklin Road. With a 100 year Floodplain crossing over the entire subject tract, they need to build a bridge for the new street to cross over. The street can enter to the new homes safely.

#### Low Density/Single Family Homes

The developer, Richard McKown SSLM Development, described his drawing at the City of Norman PD23-11 discussion meeting. Seeing his drawing, we knew the Single Family lots were very small and would accommodate very small homes. McKown would not give us a direct answer as to the square footage of his drawing's homes. We asked multiple times.

Does McKown actually think we don't care about our existing homes/lots and that they maintain their true value with the market? McKown's development in fact directly affects the value of all of our homes in this NW Norman area, one of Norman's most sought after single home areas. We do not want a decrease in the market value of our homes. We believe McKown's development drawing will do exactly that to our home's value. We do not accept the Low Density/Single Family Home area as the developer has drawn.

#### Recommendations for Low Density/Single Family Homes

We recommend that the Single Family Home lots are made large enough to accommodate new homes on them that are equal square footage, as the existing homes near to them. So, these Single Family Homes, in the subject tract, should be as large as the homes in Crystal Springs Addition and in Carrington. This way all of our homes will be able to maintain their market value.

In our addition, along Crystal Spring Drive, homes average 3000 square foot and larger. In Crystal Spring Court, homes are 4000 square foot and larger. Carrington has smaller homes that are 2500 to 3200 square feet and some much larger. The City of Norman has all these home records and is collecting property taxes reflecting our ownership. Please feel free to verify more exact square footage for these areas.

### 350 High Rise Apartments on the Corner of 36<sup>th</sup> Avenue NW and Franklin Road

The developers want to build the most apartments they can on the smallest footprint of land. Everyone understands the developers desire to pocket huge amounts of money from an endeavor such as this! The fact is, our area is saturated with apartments already! Of course, the developers want to put their 350 high rise apartment complex right across the street from the Ruby Grant Park- a long awaited park greatly needed by tax paying citizens, who need a safe place to breathe, exercise and play with their children. We are greatly against building apartments of any kind, anywhere in the subject tract of question and absolutely find this unacceptable.

Along 36<sup>th</sup> Avenue NW, just north of Crystal Spring Addition, we have the Icon Apartments (256 Units). Along 36<sup>th</sup> Avenue NW, just to the south of Crystal Spring Addition, we have the Anatole Apartments (171 Units). This development wants 350 high rise apartments built on the corner of 36<sup>th</sup> Avenue and Franklin Road (350 Units). The total of these 3 apartment complexes in ONLY A 2 MILE AREA, all along 36<sup>th</sup> Avenue NW equals 777 Apartments! Crystal Spring Addition is in the middle of the 2 mile stretch of 777 apartments, all feeding into 36<sup>th</sup> Avenue NW! As well, Legacy Trail Apartments, just east of the Walmart Neighborhood Grocery, again is very close to 36<sup>th</sup> Avenue NW. Also, Cimmaron Trail Apartments are close by on Rock Creek and I-35.

Higher density housing, such as apartment complexes, bring up higher crime rates. We don't want to wake up to police sirens going down our neighboring streets because of apartment disturbances. We want our families to feel safe in their homes and in their back yards. We want our families to enjoy privacy and feel peace.

Also, it doesn't take long for an apartment complex to become run down. In time, the buildings look unkept and wasted looking. Broken down cars are parked along the curbs. Broken down mattresses, old furniture and litter surround apartment buildings.

Beautiful Ruby Grant Park does not need these 350 apartments across the street from it. Neighboring people have found their well being in mind and body at Ruby Grant. Families have enjoyed time with their children in the natural surroundings. Citizens of Norman need to feel safe. Putting 350 apartments just across the street from this beloved park, will in no way allow parents and their children to continue to feel safe.

As well, adding a 350 apartment complex is going to really increase traffic on all streets in this NW area. That is at least 700 more cars traveling to work and school every day. Our surrounding schools are already crowded and they would become even more crowded with this apartment development. How does any of this sound good for the citizens of Norman? We absolutely do not want any apartments on the subject tract land in question- not anywhere on it.

Recommendations for 350 Apartment Complex on Corner of 36<sup>th</sup> Avenue NW and Franklin Road

The area, now drawn as 350 apartments, could become commercial shopping for Norman. Everyone is always happy to have shopping areas available close by. People, who are visiting Ruby Grant Park might be happy to have easy access to snacks for their children during after school play at the park. Maybe, the area could become office space or medical office space. All would be welcome to proud citizens of the City of Norman.

As well, more Single Family Home lots would be welcome in this area, as long as the lots accommodate homes of similar square footage to surrounding homes in the area, keeping everyone's home value up with the market.

Recommendation for the Entire Tract of Land in Case PD23-11

Another possible suggestion, the City of Norman could purchase the entire tract of land in question. Ruby Grant Park was so needed by Norman residents and Ruby Grant's enjoyment could be expanded with this neighboring tract of land. For years now, CCS School Cross Country Runners have been running on the subject tract in question. Volunteers have been keeping running trails mowed for the children needing a safe area to run on. People and their children need space to breathe, exercise and play. The entire land tract in question is a beautiful piece of land, that could be made to enjoy!

Sincerely,



Ramona Belleau

Ramona Belleau Living Trust



Samuel Belleau



## STANDING WITH YOU.

September 11, 2023

The City of Norman  
Planning and Community  
Development Department  
201 West Gray, Bldg. A  
P.O. Box 370  
Norman, OK 73069-73070

FILED IN THE OFFICE  
OF THE CITY CLERK  
ON 9/11/23

RE: Notice of Request for Norman 2025 Land Use and Transportation Plan  
Amendment and Rezoning  
Case Number: PD23-11  
Applicant: Alliance Development Group, LLC

Dear Planning Commission, City Council Members and Zoning Department,

I represent Robert Plumlee, Patricia Plumlee and The Patricia Plumlee Revocable Trust, August 17, 2000, which is the owner of the property located at 5231 Crystal Springs Court, Norman, Oklahoma. This property has a legal address of Lot 5, Block 1, Crystal Spring Addition to the City of Norman (hereinafter "The Plumlee Property"). Robert Plumlee is the Trustee of The Patricia Plumlee Revocable Trust, August 17, 2000, and has full authority to sign on its behalf.

The City of Norman has an applicant, Alliance Development Group LLC, with an assigned case number PD23-11. The developers want the corner of 36<sup>th</sup> Avenue NW and Franklin Road, currently zoned as an A-2, Rural Agricultural District, to be changed to PUD, Planned Unit Development. The Plumlee Property is north of the plat in question.

With regard to the developer's ideas, my clients have the following objections:

- 1) New Street Entrance on 36<sup>th</sup> Avenue NW

The developer shows a new entry street to the Low Density/Single Family Home area. The new street enters from 36<sup>th</sup> avenue NW, behind The Plumlee Property's backyard and property line. My clients object to this street as it will be a nuisance and was not a foreseen addition when they purchased The Plumlee Property.

Currently the Crystal Springs addition only has one entrance/exit which connects to 36<sup>th</sup> Avenue NW. Traffic is often heavy along 36<sup>th</sup> Avenue NW. Any issue, i.e., wreck or slow down, on I-35 drastically affects the ability to get out of the Crystal Springs Addition. My clients fear that any more traffic along 36<sup>th</sup> Avenue NW could make it more difficult for first responders and/or EMSA to get to their property, which my clients have required recently.

The developer's new street to the Single Family Homes, is also in a 100-year floodplain. The exact area where the new street will be located floods heavily during rains. My clients are concerned that new groundwork and water drainage work done as part of new construction will adversely affect their property which is currently managed appropriately to reduce flooding risk.

Further, each of the 350 apartments proposed by the developer allows for up to two (2) cars. Once again, this would increase traffic congestion on an already congested area.

My clients believe new developments should not even be considered until, at least, 36<sup>th</sup> Avenue NW has been turned into a four-lane road.

## 2) Low Density/Single Family Homes

My clients' understanding of the developer's plans for the Single Family Lots is that they will be very small and accommodate smaller homes. As of this date, my clients do not know the exact minimum/maximum square footage of these proposed homes. Obviously, smaller homes and/or cheaper built homes will adversely affect my clients' property value. Thus, my clients object unless and until more information is shared.

My clients may be willing to withdraw their objection if minimum/maximum square footage information was shared and the size of the proposed lots and homes was adequate to maintain or increase the market value of the homes currently built.

## 3) 350 Hight Rise Apartments on the Corner of 36<sup>th</sup> Avenue NW and Franklin Road

It appears that the developers want to build the most apartments they can on the smallest footprint of land. Clearly, this is done to maximize potential profits to the developers. However, my clients believe this area is already saturated with apartments.



15401 N. MAY AVENUE | EDMOND, OK 73013 | (405) 478-3737 | F (405) 513-5005 | www.mndlawfirm.com | www.oklahomainjurylaw.com

Along 36<sup>th</sup> Avenue NW, just north of Crystal Spring Addition, there is already the Icon Apartments (256 Units). Along 36<sup>th</sup> Avenue NW, just to the south of Crystal Spring Addition, there is the Anatole Apartments (171 Units). This developer wants 350 more high rise apartments built on the corner of 36<sup>th</sup> Avenue and Franklin Road. That would be a total of three (3) apartment complexes and 777 apartments within a two (2) mile area. This would place Crystal Spring Addition right in the middle of the two-mile stretch of these 777 apartments, all of which feed into 36<sup>th</sup> Avenue NW.

Higher density housing, such as apartment complexes, typically come with increased crime and lack of peace for those around. Further, because renters do not have an ownership interest in their property, there is a higher likelihood that apartments will become run down versus homes owned by mortgage-paying citizens.

Respectfully,

  
Cody J. Roberson

  
Robert Plumlee

  
Patricia Plumlee

10 September 2023

Lindsey Jenen  
3360 Crystal Spring Dr.  
Norman, Ok 73072

Dear Norman Council Members and Zoning Department

We appreciate the opportunity to respond to the Alliance Development Group, L.L. C's request to change the tract located behind my house from Rural Agricultural to PUD, Planned Unit Development and from Medium Density Residential to mixed use to include single family, commercial and multifamily uses. I do not think anyone in my neighborhood has any issue with Medium Density Residential or even the Commercial property that would be located near the I-35 service road. Every home owner in the Crystal Springs addition and the housing additions like Carrington bought property on this side of Norman for the nice clean community environment and in my case larger lots to allow some distance and privacy. From the last developer meeting they talked for 28 minutes of the allotted 30 minutes, leaving us 2 minutes to voice our concerns. Any apartment complex located this close to Carrington and Crystal Spring Addition would lead to a drop in property value for residents along with higher crime rates, busier roadways, and loss of personal privacy to Crystal Spring residents. We don't understand why they can't just build nice houses on this plot of land with larger 1 to 2 acre lots. This is what everyone seems to be looking for in our area and it would keep everyone in the surrounding area happy. I am sure that when Bob Stoops built his mansion, he never thought he would have to look out his front door and see a 3 to 4 story apartment complex across the street from him. This is why we all made the investment to move into the additions in this area, because we assumed the city of Norman would make smart decisions on how they developed the land around us.

List of Nuisances this will bring or add to.

Water drainage and single lane road congestion. We have had several bad wrecks at the intersection of 36<sup>th</sup> and Franklin Road because of the limited visibility and the running of stop signs traveling from Franklin Road from the I-35 service road towards 36<sup>th</sup> street. This has

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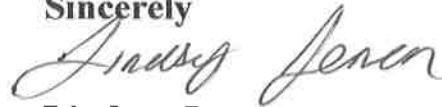
been addressed by adding a stop sign to the drivers traveling down 36<sup>th</sup> street when the wrecks were caused by people running the stop sign on Franklin Road. This is still a single lane road at Franklin and 36<sup>th</sup> street. Now you will be adding hundreds more cars to this road just from the apartment building alone. The Tract in question has a very large flood zone the leads over 36<sup>th</sup> and over it. Water stands on the road showing how bad the water drainage on both sides of the road and on said Track are. I know this is why they want to build apartments on the side facing Ruby Grant Park, because they want to make more money due to the lack of buildable land on this Track in question. Making more money for a builder is not what a city should be focusing on over the wants and needs of its established residents. The entry road to the addition in question is in a flood zone and my concern is damage to my property or others property in Crystal Spring when they break ground and change the water drainage to fit the needs of the new construction.

Crime rates are 7 times higher when you bring in higher density housing apposed to single family dwellings. I am thinking about my family first, but I am also concerned about the property owners near me to include the patrons of Ruby Grant Park, All Saints Catholic School and CCS Christian School that shares a property line with this Track. Apartment buildings are notorious for providing marginal parking provision for tenants and the overflow from this, plus tenant's visitors, puts all available neighborhoods curbside parking under pressure to include parking at Ruby Grant Park. We were told of how high end these apartments will be, but I know that no matter how nice they are now they won't be that nice forever and sooner or later they will attract lower income residents and a higher level of crime. I know that right behind my house will be single family homes, but I also know that once a 3 to 4 story apartment building goes up the days of privacy in my back yard will be over. They will be able to look over whatever wall or fence I try and put up or that the developer puts up on the property line. Everyone in Crystal springs backing up to this new development will have total loss of privacy if you allow them to build apartment buildings.

Why the need for another apartment complex so close to two others that are in the same vicinity? There is already the Icon Apartment Complex off 36<sup>th</sup> and Indian Hills that is distanced from single family homes. Then you have Anatole at Norman off 36<sup>th</sup> and Tecumseh, both within two miles of this Track. We are already going to

have the Turnpike come down Indian Hills on one side of us, don't allow them to put another apartment complex right in the middle of one of your most sought-after single-family home areas. Until 36<sup>th</sup> and Franklin Roads are widened and finished we should not even be talking about construction or re-zoning at all. I don't understand why you would allow them to build lower grade cookie cutter homes in an area just because the developer thinks a 1,200 square foot home is big enough (stated by the developer in our last meeting) when Carrington was an Ideal Homes development, and the lowest square foot was 1,700 or 1,800 square foot up to 3,200. This should be a higher end development built by the Landmark Homes side of Ideal Homes so that the property values of the adjacent homeowners are not affected. I would assume the property taxes of residents near this Track should drop if you allow this to happen because there is no way the current property owners property will still be worth as much as your last two higher adjustments this appraisal year alone.

Sincerely



**Lindsey Jenen  
Property Owner,  
3360 Crystal Springs Dr.  
Norman, Oklahoma 73072**

① Ramona Belleau Living Trust  
Samuel Belleau  
5201 Crystal Spring Court  
Norman, OK 73072

09/01/2023

The City of Norman  
Planning and Community  
Development Department  
201 West Gray, Building A  
P.O. Box 370  
Norman, OK 73069\*73070

② Eddie Tang  
Mai Bui  
3330 Crystal Spring Dr  
Norman, OK 73072

Dear Planning Commission, City Council Members and Zoning Department,

The City of Norman has an applicant, Alliance Development Group LLC, with an assigned case number of PD23-11. The developers want the corner of 36<sup>th</sup> Avenue NW and Franklin Road, currently zoned as an A-2, Rural Agricultural District, to be changed to PUD, Planned Unit Development.

We live north of the plat in question, in Crystal Spring Court. The subject tract will be directly behind our backyard. We attended the April 6, 2023 City of Norman Pre-Development Discussion meeting, with many of our Crystal Spring and Carrington Neighbors.

Because we live within 350 feet of the boundary of this plat, we received our notification letter. We are shocked, that so few citizens are required to be notified by the City of Norman, about such a change in zoning that in this case, affects all of NW Norman! For this reason, please keep in mind when you make your decisions, the trust we have placed in our leaders. You as leaders, are in position to serve your citizens and are expected to live up to receiving our votes, by making sound decisions that directly affect all of our lives.

We will work through the Alliance Development Group's vicinity map and point out the developer's ideas and follow with what we find acceptable.

#### Light Industrial Area

Shown on the map, the developer shows a Light Industrial area along I-35. We are fine with that development along Interstate 35. This is acceptable.

#### New Street Entrance on 36<sup>th</sup> Avenue NW

The developer shows a new entry street to the Low Density/Single Family Home area. The new street enters from 36<sup>th</sup> Avenue NW, just behind our back yard and property line, where we live on Crystal Spring Court. This new street entering from 36<sup>th</sup> Avenue NW absolutely will not work for us at all. We do not accept the new street entrance drawn in from 36<sup>th</sup> Avenue NW to the Low Density/Single Family Home area.

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ON 9/11/23

For one, the ONLY entrance/exit for our Crystal Spring Addition, enters from 36<sup>th</sup> Avenue NW. Our Crystal Spring drivers get only a quick chance to exit our addition, as it is now. Traffic is heavy along 36<sup>th</sup> Avenue NW, all the time. When I-35 has a wreck or other problems, we can't get out of our neighborhood. If there was a need for emergency units in our neighborhood, it would be almost impossible due to the heavy traffic on 36<sup>th</sup> Avenue NW.

As well, the developer's new street to the Single Family Homes, is in a 100 year Floodplain. Yes, the exact area the developer drew the new street floods heavily during rains. We will share a video we took and kept, just to show you leaders how much the developer's new street will flood. We, who live on the south side of Crystal Spring Addition, are very concerned about the ground work and water drainage work done by new construction. We are worried new construction will lead to our properties becoming flooded.

Additionally, the developer drew in 350 apartments times 2 cars for each that will add 700 new cars along 36<sup>th</sup> Avenue NW. That does not include all the cars that will be added with the new homes the developer drew in the plat. We have already had fatal wrecks on 36<sup>th</sup> Avenue NW and on the corner of Franklin Road. This would be increased traffic congestion adding to an already dangerous situation!

Our questions for you leaders; What happened to the funding that the City of Norman voters passed to widen 36<sup>th</sup> Avenue NW 11 years ago? Why are we even discussing new developments in the area, until 36<sup>th</sup> Avenue NW has been made into 4 lanes?

#### Recommendations for New Entry Street to Single Family Homes

We think the new entry street leading to the Single Family Homes should enter from Franklin Road. With a 100 year Floodplain crossing over the entire subject tract, they need to build a bridge for the new street to cross over. The street can enter to the new homes safely.

#### Low Density/Single Family Homes

The developer, Richard McKown SSLM Development, described his drawing at the City of Norman PD23-11 discussion meeting. Seeing his drawing, we knew the Single Family lots were very small and would accommodate very small homes. McKown would not give us a direct answer as to the square footage of his drawing's homes. We asked multiple times.

Does McKown actually think we don't care about our existing homes/lots and that they maintain their true value with the market? McKown's development in fact directly affects the value of all of our homes in this NW Norman area, one of Norman's most sought after single home areas. We do not want a decrease in the market value of our homes. We believe McKown's development drawing will do exactly that to our home's value. We do not accept the Low Density/Single Family Home area as the developer has drawn.

#### Recommendations for Low Density/Single Family Homes

We recommend that the Single Family Home lots are made large enough to accommodate new homes on them that are equal square footage, as the existing homes near to them. So, these Single Family Homes, in the subject tract, should be as large as the homes in Crystal Springs Addition and in Carrington. This way all of our homes will be able to maintain their market value.

In our addition, along Crystal Spring Drive, homes average 3000 square foot and larger. In Crystal Spring Court, homes are 4000 square foot and larger. Carrington has smaller homes that are 2500 to 3200 square feet and some much larger. The City of Norman has all these home records and is collecting property taxes reflecting our ownership. Please feel free to verify more exact square footage for these areas.

#### 350 High Rise Apartments on the Corner of 36<sup>th</sup> Avenue NW and Franklin Road

The developers want to build the most apartments they can on the smallest footprint of land. Everyone understands the developers desire to pocket huge amounts of money from an endeavor such as this! The fact is, our area is saturated with apartments already! Of course, the developers want to put their 350 high rise apartment complex right across the street from the Ruby Grant Park- a long awaited park greatly needed by tax paying citizens, who need a safe place to breathe, exercise and play with their children. We are greatly against building apartments of any kind, anywhere in the subject tract of question and absolutely find this unacceptable.

Along 36<sup>th</sup> Avenue NW, just north of Crystal Spring Addition, we have the Icon Apartments (256 Units). Along 36<sup>th</sup> Avenue NW, just to the south of Crystal Spring Addition, we have the Anatole Apartments (171 Units). This development wants 350 high rise apartments built on the corner of 36<sup>th</sup> Avenue and Franklin Road (350 Units). The total of these 3 apartment complexes in ONLY A 2 MILE AREA, all along 36<sup>th</sup> Avenue NW equals 777 Apartments! Crystal Spring Addition is in the middle of the 2 mile stretch of 777 apartments, all feeding into 36<sup>th</sup> Avenue NW! As well, Legacy Trail Apartments, just east of the Walmart Neighborhood Grocery, again is very close to 36<sup>th</sup> Avenue NW. Also, Cimmaron Trail Apartments are close by on Rock Creek and I-35.

Higher density housing, such as apartment complexes, bring up higher crime rates. We don't want to wake up to police sirens going down our neighboring streets because of apartment disturbances. We want our families to feel safe in their homes and in their back yards. We want our families to enjoy privacy and feel peace.

Also, it doesn't take long for an apartment complex to become run down. In time, the buildings look unkept and wasted looking. Broken down cars are parked along the curbs. Broken down mattresses, old furniture and litter surround apartment buildings.

Beautiful Ruby Grant Park does not need these 350 apartments across the street from it. Neighboring people have found their well being in mind and body at Ruby Grant. Families have enjoyed time with their children in the natural surroundings. Citizens of Norman need to feel safe. Putting 350 apartments just across the street from this beloved park, will in no way allow parents and their children to continue to feel safe.

As well, adding a 350 apartment complex is going to really increase traffic on all streets in this NW area. That is at least 700 more cars traveling to work and school every day. Our surrounding schools are already crowded and they would become even more crowded with this apartment development. How does any of this sound good for the citizens of Norman? We absolutely do not want any apartments on the subject tract land in question- not anywhere on it.

Recommendations for 350 Apartment Complex on Corner of 36<sup>th</sup> Avenue NW and Franklin Road

The area, now drawn as 350 apartments, could become commercial shopping for Norman. Everyone is always happy to have shopping areas available close by. People, who are visiting Ruby Grant Park might be happy to have easy access to snacks for their children during after school play at the park. Maybe, the area could become office space or medical office space. All would be welcome to proud citizens of the City of Norman.

As well, more Single Family Home lots would be welcome in this area, as long as the lots accommodate homes of similar square footage to surrounding homes in the area, keeping everyone's home value up with the market.

Recommendation for the Entire Tract of Land in Case PD23-11

Another possible suggestion, the City of Norman could purchase the entire tract of land in question. Ruby Grant Park was so needed by Norman residents and Ruby Grant's enjoyment could be expanded with this neighboring tract of land. For years now, CCS School Cross Country Runners have been running on the subject tract in question. Volunteers have been keeping running trails mowed for the children needing a safe area to run on. People and their children need space to breathe, exercise and play. The entire land tract in question is a beautiful piece of land, that could be made to enjoy!

Sincerely,

Ramona Belleau  
Ramona Belleau Living Trust  
Eddie Tang  
Mai Bui  
Samuel Belleau

**WESLEY & JENNIFER HUBERT  
3300 CRYSTAL SPRING DR.  
NORMAN, OKLAHOMA, 73072**

**30 August 2023**

**Wesley Dean Hubert  
Production Controller Lead GS-12-1152  
566<sup>th</sup> AMXS, Tinker AFB  
3300 Crystal Spring Dr.  
Norman, Ok 73072**

**Jennifer Marie Hubert  
Dental Hygienist  
Norman Family Dentistry  
3300 Crystal Spring Dr  
Norman, Ok 73072**

**Dear Norman Council Members and Zoning Department**

*Case number PD23-11*

**Thank you for allowing us to respond to the Alliance Development Group, L.L. C's request to change the tract located behind my house from Rural Agricultural to PUD, Planned Unit Development and from Medium Density Residential to mixed use to include single family, commercial and multifamily uses. I do not think anyone in my neighborhood has any issue with Medium Density Residential or even the Commercial property that would be located near the I-35 service road. Everyone in my addition and the housing additions like Carrington bought property on this side of Norman for the nice clean community environment and in my case larger acer lots. From the last developer meeting they talked for 28 minutes of the allotted 30 minutes, leaving us 2 minutes to voice our concerns. Any apartment complex located this close to Carrington and Crystal Spring Addition would lead to a drop in property value for residents along with higher crime rates, busier roadways, and loss of personal privacy to Crystal Spring residents. We don't understand why they can't just build nice houses on this plot of land with larger 1 to 2 acre lots. This is what everyone seems to be looking for in our area and it would keep everyone in the surrounding area happy. I am sure that when Bob Stoops built his mansion, he never thought he would have to look out his front door and see a 3 to 4 story apartment complex across the**

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**Water drainage and single lane road congestion.** We have had several bad wrecks at the intersection of 36<sup>th</sup> and Franklin Road because of the limited visibility and the running of stop signs traveling from Franklin Road from the I-35 service road towards 36<sup>th</sup> street. This has been addressed by adding a stop sign to the drivers traveling down 36<sup>th</sup> street when the wrecks were caused by people running the stop sign on Franklin Road. This is still a single lane road at Franklin and 36<sup>th</sup> street. Now you will be adding hundreds more cars to this road just from the apartment building alone. The Tract in question has a very large flood zone the leads over 36<sup>th</sup> and over it. Water stands on the road showing how bad the water drainage on both sides of the road and on said Track are. I know this is why they want to build apartments on the side facing Ruby Grant Park, because they want to make more money due to the lack of buildable land on this Track in question. Making more money for a builder is not what a city should be focusing on over the wants and needs of its established residents. The entry road to the addition in question is in a flood zone and my concern is damage to my property or others property in Crystal Spring when they break ground and change the water drainage to fit the needs of the new construction.

Crime rates are 7 times higher when you bring in higher density housing apposed to single family dwellings. I am thinking about my family first, but I am also concerned about the property owners near me to include the patrons of Ruby Grant Park, All Saints Catholic School and CCS Christian School that shares a property line with this Track. Apartment buildings are notorious for providing marginal parking provision for tenants and the overflow from this, plus tenant's visitors, puts all available neighborhoods curbside parking under pressure to include parking at Ruby Grant Park. We were told of how high end these apartments will be, but I know that no matter how nice they are now they won't be that nice forever and sooner or later they will attract lower income residents and a higher level of crime. I know that right behind my house will be single family homes, but I also know that once a 3 to 4 story apartment building goes up the days of privacy in my back yard will be over. They will be able to look over whatever wall or fence I try and put up or that the developer puts up on the property line. Everyone in Crystal



springs backing up to this new development will have total loss of privacy if you allow them to build apartment buildings.

Why the need for another apartment complex so close to two others that are in the same vicinity? There is already the Icon Apartment Complex off 36<sup>th</sup> and Indian Hills that is distanced from single family homes. Then you have Anatole at Norman off 36<sup>th</sup> and Tecumseh, both within two miles of this Track. We are already going to have the Turnpike come down Indian Hills on one side of us, don't allow them to put another apartment complex right in the middle of one of your most sought-after single-family home areas. Until 36<sup>th</sup> and Franklin Roads are widened and finished we should not even be talking about construction or re-zoning at all. I don't understand why you would allow them to build lower grade cookie cutter homes in an area just because the developer thinks a 1,200 square foot home is big enough (stated by the developer in our last meeting) when Carrington was an Ideal Homes development, and the lowest square foot was 1,700 or 1,800 square foot up to 3,200. This should be a higher end development built by the Landmark Homes side of Ideal Homes so that the property values of the adjacent homeowners are not affected. I would assume the property taxes of residents near this Track should drop if you allow this to happen because there is no way the current property owners property will still be worth as much as your last two higher adjustments this appraisal year alone.

Sincerely

Wesley Dean Hubert  
Property Owner,  
3300 Crystal Springs Dr.  
Norman, Oklahoma 73072  
100% Disabled Iraq War Veteran

Jennifer Hubert 08-30-2023

Wesley Hubert 08-30-2023

Fnu Suriamin  
3808 Canonbury Road  
Norman, OK 73072  
+14054029008

September 5, 2023

Planning Commission  
City of Norman  
Norman, OK 73069

**Re: Vigorous Opposition to the Requested Amendment to Norman 2025 Land Use and Transportation Plan - Alliance Development Group, LLC (Case #PD23-11)**

Dear Esteemed Members of the Planning Commission,

I hope this letter finds you well. I write to express my unwavering and resolute opposition to the proposed amendment to the Norman 2025 Land Use and Transportation Plan, submitted by Alliance Development Group, LLC. As a property owner within 350 feet of the affected land, I hold serious reservations about the disastrous implications this project would inflict upon my neighborhood and our cherished community.

I understand the significance of responsible urban development; however, I am convinced that the proposed project, in its current form, represents a grave misjudgment that threatens the very essence of our neighborhood's character and well-being. My objections to this amendment are not mere concerns; they are clear and compelling reasons why it should be categorically rejected:

1. **Reckless Density and Traffic Havoc:** The proposed development, incorporating apartments, commercial complexes, light industrial facilities, and offices, demonstrates a complete disregard for the well-being and safety of our community. The resultant surge in population density will undoubtedly plunge our streets into utter chaos, posing a severe threat to the safety of residents, particularly children and the elderly.
2. **Noise Pollution and Environmental Peril:** Introducing commercial and industrial elements into an area predominantly zoned for residential purposes is a recipe for disaster. The accompanying noise pollution, air pollution, and potential environmental hazards could undermine the health and tranquility of our community.
3. **Plummeting Property Values:** There is no doubt that the presence of commercial and industrial structures in close proximity would lead to a devastating decline in property values for residents in our neighborhood. This could cause severe financial harm to those of us who have invested our hard-earned savings in our homes.
4. **Architectural Dissonance and Community Dismantlement:** The proposed development is fundamentally incongruent with the architectural and aesthetic essence of our beloved neighborhood. It threatens to erode the unique character that has endeared our community to all its residents.
5. **Infrastructure Overwhelm:** Our current infrastructure is ill-equipped to shoulder the additional burdens this development would impose. The strain on utilities, sewage systems, and road maintenance will necessitate substantial taxpayer investment and compromise the quality of life we currently enjoy.

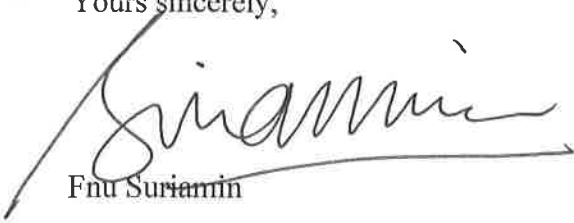
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OF THE CITY CLERK  
ON 9/11/23-LW

I implore the Planning Commission to heed the impassioned pleas of the residents directly affected by this ill-conceived proposal. We are united in our conviction that preserving the sanctity of our neighborhood and safeguarding the quality of life we cherish must be paramount.

In the strongest terms, I urge you to categorically and unequivocally reject the proposed amendment to the Norman 2025 Land Use and Transportation Plan submitted by Alliance Development Group, LLC. I have full faith in your wisdom to act in the best interests of our community, upholding its values and its promise for a prosperous and harmonious future.

Thank you for your attention to this matter. We, the concerned residents, await your decisive and principled decision.

Yours sincerely,



Fnu Suriamin

September 11, 2023

City of Norman  
Planning and Community Development Dept.  
201 West Gray, Building A  
PO Box 370  
Norman, Oklahoma 73069

Gary Armbruster L-Rev TRT-UND 50 P/C INT  
3500 Crystal Spring Drive  
Norman, Oklahoma 73072

To Whom It May Concern:

We are sending this protest letter for the multi-family apartments and single-family homes proposed to be located on the NE corner of 36<sup>th</sup> Avenue NW and Franklin Road. I believe the case number is PD23-11 We are opposed to this development for the following reasons:

- The traffic in this area is horrible and City of Norman voters approved the widening of this roadway over 11 years ago and this has never been done. Currently there is no funding in place for this widening either. Until this area receives the road widening that is desperately needed and approved by Norman voters, we will be opposed to any future developments in this area. Traffic overflows onto NW 36<sup>th</sup> whenever I-35 is backed up and there are times we can't even get out of our neighborhood. All of this development will only worsen the already bad traffic in this area.
- Flooding is a major issue as most of the proposed site and roadway on NW 36<sup>th</sup> is in a flood plain. It doesn't take much rain to completely flood NW 36<sup>th</sup> and this is a typical occurrence. I can't imagine how bad the flooding will be when a piece of undeveloped land is turned into 350 apartments and single-family homes that will affect the runoff greatly. We are all concerned that this flooding will continue to back up onto our properties.

Thank you for this consideration of protest and to not approve the developers request,

Gary Armbruster



**FILED IN THE OFFICE  
OF THE CITY CLERK  
ON 9/11/23**

Gerald + Deborah Younger  
3451 Crystal Spring Dr.  
Norman, OK 73072

Item 3.

The City of Norman  
Planning and Community  
Development Department  
201 West Gray, Building A  
P.O. Box 370  
Norman, OK 73069 73070

Dear Planning Commission, City  
Council Members and Zoning Department,

The City of Norman has an applicant,  
Alliance Development LLC, case  
number of PD23-11.

We are wanting to Protest  
the development that's being  
planned for the Corner of  
36<sup>th</sup> Avenue NW and Franklin Road.  
We have a Neighborhood of  
High End Homes. What they are  
proposing are small homes  
and a Apartment Complex of 350  
units. I believe this will bring  
our Property values down.

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OF THE CITY CLERK  
ON 9/11/23

71

We have one way in and  
one way out of our Neighborhood,  
so we go in and out on 36<sup>th</sup>  
with can get congested at  
times and have had some  
Bad Accidents with fatalities

Thank You  
Gerald + Deborah  
Younger

From: Gary Rayburn  
3201 Crystal Springs Drive  
Norman, Oklahoma 73072

TO: City of Norman  
Planning and Community Development Dept.  
201 West Gray, Building A  
PO Box 370  
Norman, Ok 73069

In regard to Case PD23-11, proposed rezoning near 36<sup>th</sup> Avenue NW and Franklin Road, I stand in protest.

Rezoning this property as proposed would negatively impact this overall general area of Norman for numerous reasons, including but not limited to:

Traffic, it is already a very busy area with the bottleneck going from 4 lanes to 2 going north from this intersection.

Ruby Grant Park is a great park for this area and rezoning in such close proximity would negatively impact the current usage intentions of the investment made by the City in the first place. The possibility of crime and drug activity at the Park would increase exponentially with the possibility of multi-family housing / apartments directly across the street. The wonderful aesthetics of the Park would be traumatized as well.

Rezoning this area could set a precedent going forward and invite potential legal action if a similar case is denied, costing the City substantial legal fees to defend future decisions.

There are several environmental concerns that cannot easily be overcome.

These are just a few of the reasons that this Request for Rezoning should be DENIED!

Sincerely,



Gary L. Rayburn

-ILED IN THE OFFICE  
OF THE CITY CLERK  
ON 9/11/23

Kendra and Justin Goodwin  
4404 Pennington Ct.  
Norman, OK 73072

09/01/2023

The City of Norman  
Planning and Community  
Development Department  
201 West Gray, Building A  
PO. BOX 370  
Norman, OK 73069\*73070

Dear Planning Commission, City Council Members and Zoning Department,

This is regarding the Alliance Development Group LLC, case number of PD23-11. My wife and I have been notified about the development(s) that are being discussed near our neighborhood in Carrington place. Even though we were not notified with a letter, due to our distance from these developments, the developments are very much a concern for us and possibly others living within a mile radius.

Our house is located on Pennington Court, which is the first street in the Carrington Places addition located off of 36th Ave NW, south of Franklin Road. Since the development of the Ruby park, and the other new developments in our area, the traffic has become a nightmare. Recently, a 4-way stop sign was placed on the corner of Franklin and 36th NW Ave, which may have been necessary due to speeding vehicles and wrecks, has caused more of a traffic issue. Our street is a cul-de-sac, which is already used as a turn-a-round or a parking lot for people walking to the park, or stopping for other reasons. The Carrington facebook page is already saturated with complaints of speeding cars and criminal activity, which will both increase with a higher population. Also, when I-35 is congested, this is the recommended route for detours. With that said, the approval for street widening has not been approved and will take years to

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approve and develop. All the roads nearby that will be a part of this development and the development on the west side of 36th will need to be improved, not to mention the flooding issues that 36th NW Ave has already, just north of Franklin.

The developer has an image of a community that not only has a 3-4 story 350 unit apartment, but homes being developed in a flood zone with one entrance going in and out, which from his plans, was placed directly where the flooding occurs. Crystal Springs also only has one entrance. I believe the developer made a mistake by purchasing this land and did not realize his loss until it was too late, and in an effort to get as much profit as possible, he decided to over-populate the area by putting high rises and small lots/homes. In the previous meeting, the developer was not forthcoming about the lot or home sizes, but made an estimate of the home sizes, which were not comparable to the home sizes nearby. I do not believe the concerns that are being argued are that the land is being developed, it's the fact that these issues could potentially devalue homes and cause major congestion issues until streets are upgraded.

One last concern, Norman is a great place to live, but lately I have noticed the increase in empty buildings, shopping centers and companies going out of business, leaving empty buildings. In this same proposal, there are plans for businesses. Are these going to be self-sustaining businesses, or are they going to be empty wasteful areas that just cause taxpayers more money to maintain? Please keep this information in mind when approving this development and make sure that this is thoughtfully planned out, as I feel the developer is not interested in the community, but to destroy perfectly good land for profit and destroy others interests in the process.

Thank you for your time,

Kendra and Justin Goodwin

Kendra Goodwin





# CITY OF NORMAN, OK PLANNING COMMISSION MEETING

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069  
Thursday, September 14, 2023 at 7:00 PM

## MINUTES

The Planning Commission of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in Council Chambers of the Norman Municipal Building, 201 West Gray Street, on the 14<sup>th</sup> day of September, 2023.

Notice and agenda of the meeting were posted at the Norman Municipal Building and online at <https://norman-ok.municodem meetings.com> at least twenty-four hours prior to the beginning of the meeting.

Chair Erica Bird called the meeting to order at 7:00 p.m.

### ROLL CALL

#### PRESENT

Cameron Brewer  
Steven McDaniel  
Liz McKown  
Erica Bird  
Douglas McClure  
Jim Griffith  
Maria Kindel

#### ABSENT

Kevan Parker  
Michael Jablonski

A quorum was present.

#### STAFF PRESENT

Jane Hudson, Planning Director  
Lora Hoggatt, Planning Services Manager  
Melissa Navarro, Planner II  
Roné Tromble, Admin. Tech. IV  
Beth Muckala, Assistant City Attorney  
David Riesland, Transportation Engineer  
Todd McLellan, Development Engineer  
Bryce Holland, Multimedia Specialist

## Franklin Woods 2025, PUD & Preliminary Plat

11. Consideration of Approval, Acceptance, Rejection, Amendment, and/or Postponement of Resolution No. R-2324-11: Alliance Development Group, L.L.C. requests amendment of the NORMAN 2025 Land Use & Transportation Plan from Future Urban Service Area to Current Urban Service Area and from Medium Density Residential Designation to Mixed Use Designation and removal of Special Planning Area 5 for 60.4801 acres of property generally located at the Northeast corner of 36th Avenue N.W. and Franklin Road.

### **ITEMS SUBMITTED FOR THE RECORD:**

1. NORMAN 2025 Map
2. Staff Report

12. Consideration of Approval, Acceptance, Rejection, Amendment, and/or Postponement of Ordinance No. O-2324-1: Alliance Development Group, L.L.C. requests rezoning from A-2, Rural Agricultural District, to PUD, Planned Unit Development, for 60.4801 acres of property generally located at the Northeast corner of 36th Avenue N.W. and Franklin Road.

### **ITEMS SUBMITTED FOR THE RECORD:**

1. Location Map
2. Staff Report
3. PUD Narrative with Exhibits A-E
4. Pre-Development Summary

13. Consideration of Approval, Acceptance, Rejection, Amendment, and/or Postponement of Preliminary Plat PP-2324-5: Consideration of a Preliminary Plat submitted by Raven Investments, L.L.C. (SMC Consulting Engineers, P.C.) for FRANKLIN WOODS, A Planned Unit Development for 60.4801 acres of property generally located at the Northeast corner of 36th Avenue N.W. and Franklin Road.

### **ITEMS SUBMITTED FOR THE RECORD:**

1. Location Map
2. Preliminary Plat
3. Staff Report
4. Transportation Impacts
5. Preliminary Site Development Plan
6. Request for Variance in Cul-de-sac Length

**PRESENTATION BY STAFF:** Ms. Hoggatt reviewed the staff report, a copy of which is filed with the minutes. There is 17.4% protest within the notification area.

Ms. Bird asked the speed limit on 36<sup>th</sup> Avenue N.W. and Franklin Road in this area. Ms. Hoggatt responded it is 40 mph.

### **PRESENTATION BY THE APPLICANT:**

Gunner Joyce, Rieger Law Group, representing the applicant, introduced the development team: Richard McKown, Alliance Development Group; Chris Anderson, SMC Consulting Engineers; and B.J. Hawkins, TEC. He presented the project.

Richard McKown, 4409 Cannon Drive, provided additional information on the apartment portion of the project.

Mr. Joyce reported on the meetings with Greenbelt Commission and Parks Board. This project requires a full TIA, which was done.

Mr. Brewer noted the protest letters had discussion about flooding concerns. Mr. Joyce responded and noted that 45% of the area will remain open space. They went through the Floodplain Permit Committee and got approval for the roadway that crosses through the floodplain. Chris Anderson explained how the plans address water concerns.

Mr. Brewer asked about safe pedestrian connectivity. Mr. McKown responded.

#### **AUDIENCE PARTICIPATION:**

Patrick Schrank, 1309 Rebecca Lane, spoke in support.

Wes Hubert, 3300 Crystal Spring Drive, expressed concerns, including his property value, use of Ruby Grant Park, flooding of the road, and concern that the park will be used for overflow parking.

Ramona Blue, 5201 Crystal Spring Court, spoke in opposition, with concerns about the size of the lots, the size of the homes, duplexes, the number of apartments in a 2 mile stretch on 36<sup>th</sup> Avenue N.E. and the impact on home values.

James Arms, 5200 Crystal Spring Court, showed a photo of the flooding behind his house. He was concerned the development will result in additional flooding issues.

#### **DISCUSSION AND ACTION BY THE PLANNING COMMISSION:**

Ms. Bird asked about duplexes. Mr. Joyce responded the proposal does not contain duplexes, but they would have been allowed under the current NORMAN 2025 designation.

Ms. Bird asked about lot sizes and home sizes. Mr. McKown responded the lots will be 7,200 sq. ft. and larger, and the homes will cost \$450,000 to \$500,000. The entire primary street is a divided boulevard.

Ms. Bird commented that she would like to see the developer have a meeting with the neighbors. Mr. McKown said they would be happy to meet with them.

Mr. Brewer commented that this project is a reduction in density from what is called for in the NORMAN 2025. The project has lower density on the north side, adjacent to Crystal Springs, and higher density on the south side, which encourages park use. He likes the ADUs that provide for aging in place. He encouraged the developer to meet with the neighbors to the north, and also to look at the flooding issues.

Ms. Bird commented that City Council might also benefit from a report on the status of 36<sup>th</sup> Avenue N.W. widening.

Ms. Kindel commented that she likes how much green space is included in the project. She is concerned with traffic and flooding.

Motion made by Griffith, seconded by McClure, to recommend adoption of Resolution No. R-2324-11, Ordinance No. O-2324-1, and PP-2324-5 to City Council.

Voting Yea: Brewer, McDaniel, Bird, McClure, Griffith, Kindel

The motion to recommend adoption of Resolution No. R-2324-11, Ordinance No. O-2324-1, and PP-2324-5 to City Council passed by a vote of 6-0.

Ms. McKown resumed her seat.

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ORDINANCE NO. O-2324-1

ITEM NO. 12

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**STAFF REPORT**

**GENERAL INFORMATION**

APPLICANT	Alliance Development Group, L.L.C.
REQUESTED ACTION	Rezoning to PUD, Planned Unit Development District
EXISTING ZONING	A-2, Rural Agricultural District
SURROUNDING ZONING	North: RE, Residential Estate Dwelling District East: A-2, Rural Agricultural District, and Planned Unit Development No. O-1920-48 South: PL, Park Land District West: Planned Unit Development No. O-0910-14, and A-2, Rural Agricultural District
LOCATION	Northeast corner of 36 <sup>th</sup> Avenue N.W. and W. Franklin Road
WARD	3
CORE AREA	No
AREA/SF	60.4801 acres more or less
PURPOSE	Mix of residential, commercial, office, and industrial uses
EXISTING LAND USE	Vacant
SURROUNDING LAND USE	North: Single-Family Residential East: Vacant South: Ruby Grant/Vacant West: Vacant
LAND USE PLAN DESIGNATION	Medium Density Residential with Special Planning Area 5

PROPOSED LAND USE DESIGNATION

Mixed Use Designation

GROWTH AREA DESIGNATION

Future Urban Service Area

PROPOSED GROWTH AREA DESIGNATION

Current Urban Service Area

**PROJECT OVERVIEW:** The applicant, Alliance Development Group, L.L.C., is requesting rezoning to a Planned Unit Development, PUD, for approximately 60.5 acres on the northeast corner of 36<sup>th</sup> Avenue N.W. and W. Franklin Rd. The subject property is currently zoned A-2, Rural Agricultural District. The applicant requests this rezoning to allow for a mix of uses, including single-family residential, multi-family, commercial, office, and industrial uses.

**PROCEDURAL REQUIREMENTS:**

**GREENBELT COMMISSION MEETING: GBC23-19, August 23, 2023**

The commission discussed that there needs to be a safe way for children in Carrington and this proposed development, Franklin Woods, to get to the park until the expansion of 36<sup>th</sup> is completed. They felt that the best solution for this would be a trail sidewalk system.

Richard McKown said that he felt confident that he could get his investors to agree to this if the Norman Parks and Recreation Department agreed as well. They, the Green Belt Commission, wanted to include a note to the Parks Department stating that if they, the developer of Franklin Woods, extend a trail sidewalk system 8 feet wide minimum, going along the east side of 36<sup>th</sup>, to the North side of the intersection at Franklin Road, that the park will meet them with the other part of it sidewalk, including opening up the cable border fence to make a proper pedestrian connection.

If the parks department extends its portion of the sidewalk out to the intersection, the Carrington development will also place a smaller, temporary sidewalk, connecting the existing sidewalk on the south side of Franklin Road, roughly 600 feet west of 36<sup>th</sup> Ave.

(Staff Note: The above discussion involves the Parks Department and they were not at the Greenbelt meeting. At this point nothing has been approved or negotiated. The preliminary plat for this application includes sidewalks along the east side of 36<sup>th</sup> Avenue N.W., the north side of W. Franklin Road and the west side of N. Interstate Drive. The intersection of 36<sup>th</sup> Avenue N.W. and W. Franklin Road is currently a four-way stop with no crosswalks. There are no existing sidewalks on the south side of W. Franklin Road or along 36<sup>th</sup> Avenue N.W. adjacent to Ruby Grant Park.)

**PRE-DEVELOPMENT MEETING: PD23-11, April 27, 2023**

The neighbors attending were concerned with traffic increase because of the very high density and the fact that there will be access to the dwellings from 36<sup>th</sup> Avenue, drainage and flooding issues, lack of school capacity for new residents, maintenance, and long-term management for the apartment complex. The neighbors brought up the existence of three other apartment complexes in the area, which they consider already have increased traffic in the neighborhood.

In discussion with the applicant, the neighbors felt better knowing the project details but are still concerned about the traffic, high-density issues, and long-term use of the apartments. The applicant will consider additional access over N. Interstate Dr. The neighbors intend to attend the Planning Commission meeting.

**BOARD OF PARKS COMMISSIONERS, September 7, 2023**

Parks staff recommended to support the developer's request to provide a fee-in-lieu of park land to be utilized at Castlerock Park, located between the Carrington and Castlerock neighborhoods. Vote was unanimous for fee-in-lieu by a vote of 6-0.

**ZONING ORDINANCE CITATION:****SEC. 36-509 – 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:** The particulars of this PUD include:



**USE:** The PUD Narrative includes an extensive list of uses in Exhibit D. These are arranged in order of increasing density of allowable uses for Low Density/Single Family Residential, Apartment Multifamily, and Commercial.

**OPEN SPACE:** The applicant proposes 27 acres of green space, which is approximately 45% of open space throughout the development.

**SITE PLAN/ACCESS:** The proposed site development plan includes 350 apartments on the corner of 36<sup>th</sup> Avenue N.W. and W. Franklin Road. There are two access points for the apartments; one off 36<sup>th</sup> Avenue N.W. and one off W. Franklin Road. There is another access point to the north of the development off 36<sup>th</sup> Avenue N.W., which will provide access to 47 residential lots. There are two proposed access points off N. Interstate Drive, which provide access to the commercial portion of the development. The commercial area includes three buildings and proposed parking.

**LANDSCAPING:** Landscaping will be provided according to Section 36-551, Landscaping Requirements for Off-Street Parking Facilities.

**SIGNAGE:** The signage for each individual lot in the development will comply with Norman's applicable signage restrictions, contained in Chapter 28 of the City of Norman's Code of Ordinances, for low density residential, multi-family residential, industrial, office, or commercial properties, depending on the actual use of the site.

**LIGHTING:** All exterior lighting in the Apartment Multifamily and Commercial portions of the development will be installed in conformance with Section 36-549, Commercial Outdoor Lighting Standards.

**SANITATION/UTILITIES:** The Apartment Multifamily and Commercial portions of the development will include on-site dumpsters to handle trash. The single-family lots will utilize polycarts.

**PARKING:** Parking will meet or exceed the City's applicable parking ordinances. There are currently no minimum parking requirements.

**SIDEWALKS:** Sidewalks will be provided along all public street frontages, including interior streets.

**HEIGHT:** The commercial portion of the property has no height limit. The Apartment Multifamily portion has a height limit of four stories.

**PHASING:** It is anticipated that the Property will be developed in multiple phases. The actual timing and number of development phases will be determined by various factors outside of the Applicant's control, including, but not limited to, market demand and absorption rates.

**EXISTING ZONING:** The existing zoning for the subject property is A-2, Rural Agricultural District. The A-2 District allows for single-family residential and agricultural uses, such as barns, raising of farm animals, and agricultural crops. Commercial and multifamily residential is not allowed in A-2.

**ALTERNATIVES/ISSUES:**

**IMPACTS:** The proposed uses will be more intense than the existing use of the property. However, City Staff does not anticipate negative traffic impacts.

**OTHER AGENCY COMMENTS:**

**FIRE DEPARTMENT:** No comments

**PUBLIC WORKS/ENGINEERING:** Please see the attached staff report regarding the preliminary plat. A variance to the allowed length of a cul-de-sac has been requested. Any work proposed in the floodplain must obtain a Floodplain Permit before any work may commence.

**TRAFFIC ENGINEER:** Please see the attached Development Review Form for Transportation Impacts from the City's Traffic Engineer.

**UTILITIES:** Payback/recoupment will be required for the frontages along 36<sup>th</sup> Avenue and Franklin Road for the Oklahoma City Water Line and Ruby Grant Water Line payback projects, respectively. Payment can be calculated upon request by the owner but will be required prior to approval of the final plat. No comments regarding sanitary sewer. Dumpster locations and orientations to be revised at final platting stages.

**CONCLUSION:** Staff forwards this request for rezoning from A-2, Rural Agricultural District, to a PUD, Planned Unit Development, and Ordinance No. O-2324-1 to the Planning Commission for consideration and recommendation to City Council.

**File Attachments for Item:**

4. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF ORDINANCE O-2324-22 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 PART OF THE SOUTHEAST QUARTER (SE/4) OF SECTION FOUR (4), TOWNSHIP EIGHT (8) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE PUD, PLANNED UNIT DEVELOPMENT DISTRICT, AND PLACE SAME IN THE SPUD, SIMPLE PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (NORTHEAST CORNER OF OAKHURST AVENUE AND EAST IMHOFF ROAD)



## CITY OF NORMAN, OK STAFF REPORT

**MEETING DATE:** 10/24/2023

**REQUESTER:** City of Norman

**PRESENTER:** Jane Hudson, Director of Planning & Community Development

**ITEM TITLE:** CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF ORDINANCE O-2324-22 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 PART OF THE SOUTHEAST QUARTER (SE/4) OF SECTION FOUR (4), TOWNSHIP EIGHT (8) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE PUD, PLANNED UNIT DEVELOPMENT DISTRICT, AND PLACE SAME IN THE SPUD, SIMPLE PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (NORTHEAST CORNER OF OAKHURST AVENUE AND EAST IMHOFF ROAD)

### PROJECT OVERVIEW:

Owner and Co-Applicant, the City of Norman (the “Owner” and, together with Milestone Property Development, LLC, the “Co-applicants”) seek to rezone a parcel located north of Imhoff Road and east of Oakhurst Avenue, fronting both of these streets, as more particularly described on the attached Exhibit C (collectively referred to herein as the “Property”). The Property consists of 4.99 acre MOL, and is undeveloped with no existing structures. The property will be platted as Block 1 Lots 1 and 2. The Owner acquired the property in May of 2023.

The Owner intends to develop the premises for multifamily housing, and anticipates contracting with Milestone Property Development, LLC for said development. The property shall be developed in conformance with the Owner’s various development agreements, to accommodate uses as further described herein, and in conformance with the phasing set forth herein. If possible, the Owner plans to build structures that comply with Norman’s adopted Visitability Program and have a maximum HERS rating of 80.

The Property will be developed to include a total of seventy-five (75) units including one-, two-, and three-bedroom units. The one- and three-bedroom units will be housed in the two-story apartment buildings located in the southwest corner and along the eastern boundary of the property. The two-bedroom units will be developed as eleven one-story cottages (along the property perimeter directly abutting the single-family development to the north), grouped in threes and fours with adjoining walls. A standalone storm shelter is proposed for the residents of the complex, centrally located so as to be accessible to all units. Depending on the project’s

budget, the storm shelter may also be used as a Community Room for the residents of the Complex.

The Exhibits attached hereto, and as submitted on behalf of the Owner, are incorporated herein by reference and further depict the development criteria for the Property.

### **PROCEDURAL REQUIREMENTS:**

**GREENBELT COMMISSION:** **GBC 23-25**, Crimson Flats, was placed on the Consent Docket. Greenbelt Commissioners forwards GBC 23-25, Crimson Flats, forward with no additional comments.

**PRE-DEVELOPMENT:** **PD 23-35**, Notices were sent to adjacent property owners but nobody attended the meeting.

**PARKS BOARD:** The Park Board approved accepting a private parkland decision by a 7-0 vote (2 were absent).

### **ZONING ORDINANCE CITATION:**

#### SEC 36-510 – 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 City of Norman intends to develop the Property with seventy-five (75) multifamily housing units. The complete list of the allowable uses, and applicable use regulations, is attached as Exhibit A.

- 1) General purpose farm or garden;
- 2) Home occupation;
- 3) Attached single-family dwellings, provided that such uses comply with applicable City of Norman requirements;
- 4) Apartment buildings;
- 5) Accessory buildings and uses customarily incidental to any of the above uses when located on the same lot and insofar as they are included on the Site Plan.

**OPEN SPACE/PARKLAND:** The common area shown on the west side of the property is considered as the common open space for this project. The common open space is approximately 43% for this site. As demonstrated on the attached Site Development Plan, a large community outdoor space with a playground, gardening areas and green space shall be included in the center of the Property.

**SITE PLAN/ACCESS:** The site will be primarily accessed from Oakhurst Avenue, with a secondary entrance located off Imhoff Road.

**LANDSCAPING:** Landscaping shall be provided as set forth herein, and as otherwise required by City of Norman ordinances, as amended from time to time.

**SIGNAGE:** Signage may be placed and utilized, as shown on the Site Development Plan on the Southeast and Northwest Corners in addition to a possible wall sign and ground sign. Otherwise, the signage for the Property shall comply with City of Norman ordinances respecting office uses.

**FENCING:** A six-foot stockade fence will be installed between this Property and the single-family development to the north. Any fence installed on Property must comply with applicable City of Norman ordinances and regulations, as amended from time to time.

**LIGHTING:** Exterior lighting shall comply with applicable City of Norman Commercial Outdoor Lighting Standards, as amended from time to time. Any new exterior lighting installed will be full cut-off fixtures.

**SANITATION/UTILITIES:** Trash will be handled through three (3) on-site dumpster(s) located in the center and northwest areas of the parcel, and which shall be screened within enclosures

that are built of materials to be compatible with the building exteriors in the principal structure. Placement of trash enclosures shall comply with the attached Site Development Plan.

The property will be served by City water and sewer.

**PARKING:** On-site parking shall comply with the attached Site Development Plan and shall otherwise meet or exceed the requirements of Norman's ordinances, as applicable.

**SIDEWALKS:** Internal sidewalks will be provided within the development. As required by Code, the south and west of the development will provide public sidewalks.

**BUILDING HEIGHT:** This SPUD shall set height limits for this property. The two-bedroom units constructed along the north property boundary shall be limited to twenty feet (20') in height. No other structures on the Property may exceed thirty feet (30') in height. No additional buildings shall be constructed without amendment to the Site Development Plan.

**EXTERIOR BUILDING MATERIALS:** Exterior materials of any building to be constructed on the Property must be no less than sixty percent (60%) brick or stone, and the remainder shall be comprised of cement-type boards. The Owner may file restrictive covenants against the Property to more narrowly tailor architectural review within the development.

**PHASING:** The Owner and Milestone Property Development, LLC intend to develop the Property in one phase. In the case that construction must be split into multiple phases due to unforeseen circumstances, the Planning and Community Development Department must be provided detailed information regarding the alternative plan for phasing.

**EXISTING ZONING:** The Property is currently zoned PUD, Planned Unit Development for Crimson Creek East, which was approved by the Norman City Council on December 23, 2008 pursuant to Ordinance O-0809-1 along with a Preliminary Plat for the same property that has since expired. The existing land use designation under the Norman 2025 Land Use Plan is Medium Density Residential and no land use designation change will be sought for this project.

The property to the north is zoned R-1, Single-Family Residential. The property to the east is zoned C-O, Commercial Office District. The property to the west, across Oakhurst Avenue is zoned PUD, Planned Unit Development (for residential development). Several parcels further east are zoned C-2, General Commercial. Another undeveloped property further east is zoned A-2, Rural Agricultural. Directly south is developed I-1, Light Industrial by Hitachi.

**ALTERNATIVES/ISSUES:**

**IMPACTS:** There are no negative impacts expected with the development of this site. The property will be platted and meet all requirements to Final Plat.

**OTHER AGENCY COMMENTS:**

**FIRE DEPARTMENT:** Plan review for Fire will take place with the submittal of an application for building permit. Any required fire hydrants will be installed as required..

**PUBLIC WORKS/ENGINEERING:** Please see the attached report from Engineering.

**TRAFFIC ENGINEER:** Please see the attached report from the Traffic Engineer. No traffic issues are anticipated due to the development.

**UTILITIES:** Public water and sewer are available to the site. Sanitation will work with the developer to provide adequate sanitation services for the site.

**CONCLUSION:** Staff forwards this request for rezoning from a PUD, Planned Unit Development to a SPUD, Simple Planned Unit Development as Ordinance No. O-2324-22 to the Planning Commission for consideration and recommendation to City Council.

At their October 12, 2023 meeting, Planning Commission recommended approval with a vote of 6-0.



O-2324-22

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 SOUTHEAST QUARTER (SE/4) OF SECTION FOUR (4), TOWNSHIP EIGHT (8) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE PUD, PLANNED UNIT DEVELOPMENT DISTRICT, AND PLACE SAME IN THE SPUD, SIMPLE PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (Northeast Corner of Oakhurst Avenue and East Imhoff Road)

§ 1. WHEREAS, the City of Norman, 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 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 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 SPUD, Simple Planned Unit Development District, to wit:

A tract of land lying in the Southeast Quarter (SE/4) of Section Four (4), Township Eight (8) North, Range Two (2) West of the Indian Meridian, Cleveland County, Oklahoma and being more particularly described as follows:

COMMENCING at the Southeast corner of said SE/4; THENCE South 88°44'08" West along the South line of said SE/4 a distance of 800.65 feet to the POINT OF BEGINNING;

THENCE continuing South 88°44'08" West along said South line a distance of 440.72 feet; THENCE North 01°09'54" West a distance of 50.03 feet;

Ordinance No. O-2324-22  
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THENCE North 45°05'45" West a distance of 33.84 feet to a point on the East right-of-way line of Oakhurst Drive; THENCE North 00°00'00" East along said East right-of-way line a distance of 405.45 feet; THENCE North 90°00'00" East a distance of 456.69 feet; THENCE South 01°05'12" East a distance of 469.72 feet to the POINT OF BEGINNING.

Said tract contains an area of 217,421 square feet or 4.99, acres more or less.

- § 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 approved by the Planning Commission on October 12, 2023, and 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 \_\_\_\_\_, 2023.

NOT ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
(Mayor)

\_\_\_\_\_  
(Mayor)

ATTEST:

\_\_\_\_\_  
(City Clerk)

**MASTER PLAN FOR:**

**CRIMSON FLATS**

**A SIMPLE PLANNED UNIT DEVELOPMENT**

*LOCATED IN NORMAN, OKLAHOMA*

OWNER & CO-APPLICANTS:

*CITY OF NORMAN*

*MILESTONE PROPERTY DEVELOPMENT, LLC*

APPLICATION FOR:

SIMPLE PLANNED UNIT DEVELOPMENT

Dated September 1, 2023

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## **EXHIBITS**

- A. Uses Allowed
- B. Site Development Plan
- C. Legal Description of the Property
- D. Green Space

## **I. Background and Plans for Property**

Owner and Co-Applicant, the City of Norman (the “**Owner**” and, together with Milestone Property Development, LLC, the “**Co-applicants**”) seek to rezone a parcel located north of Imhoff Road and east of Oakhurst Avenue, fronting both of these streets, as more particularly described on the attached **Exhibit C** (collectively referred to herein as the “**Property**”). The Property consists of 4.99 acre MOL, and is undeveloped with no existing structures. The property will be platted as Block 1 Lots 1 and 2. The Owner acquired the property in May of 2023.

The Owner intends to develop the premises for affordable housing, and anticipates contracting with Milestone Property Development, LLC for said development. The property shall be developed in conformance with the Owner’s various development agreements, to accommodate uses as further described herein, and in conformance with the phasing set forth herein. If possible, the Owner plans to build structures that comply with Norman’s adopted Visitability Program and have a maximum HERS rating of 80.

## **II. Property Classifications and Site Conditions**

### **A. Existing Land Use and Zoning**

The Property is currently zoned PUD, Planned Unit Development for Crimson Creek East, which was approved by the Norman City Council on December 23, 2008 pursuant to Ordinance O-0809-1 along with a Preliminary Plat for the same property that has since expired. The existing land use designation under the Norman 2025 Land Use Plan is Medium Density Residential and no land use designation change will be sought for this project.

The property to the north is zoned R-1 Single-Family Residential. The property to the east is zoned C-O Commercial Office District. The property to the west, across Oakhurst Avenue is zoned PUD, Planned Unit Development (for residential development). Several parcels further east are zoned C-2 General Commercial. Another undeveloped property further east is zoned A-2 Rural Agricultural. Directly south is developed I-1 Light Industrial by Hitachi.

### **B. Elevation, Topography and Drainage**

The Property generally slopes from east to west and is currently undeveloped. A retention/detention pond will be constructed to control additional stormwater runoff generated by this project. It will also serve as a site amenity. Any change to the elevation, topography or drainage shall comply with applicable regulations as well as the attached Site Development Plan.

### **C. Utility Services**

The property will be served by City water and sewer.

#### **D. 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. Any alterations made to the site will be reviewed and approved with a building permit prior to construction.

#### **E. Traffic Circulation and Access**

The site will be primarily accessed from Oakhurst Avenue, with a secondary entrance located off Imhoff Road.

### **III. DEVELOPMENT PLAN AND PHASING**

The Property will be developed to include a total of seventy-five (75) units including one-, two-, and three-bedroom units. The one- and three-bedroom units will be housed in the two-story apartment buildings located in the southwest corner and along the eastern boundary of the property. The two-bedroom units will be developed as eleven one-story cottages (along the property perimeter directly abutting the single-family development to the north), grouped in threes and fours with adjoining walls. A standalone storm shelter is proposed for the residents of the complex, centrally located so as to be accessible to all units. Depending on the project's budget, the storm shelter may also be used as a Community Room for the residents of the Complex.

The Exhibits attached hereto, and as submitted on behalf of the Owner, are incorporated herein by reference and further depict the development criteria for the Property.

#### **A. Permitted Uses:**

The City of Norman intends to develop the Property with seventy-five (75) affordable housing units. The complete list of the allowable uses, and applicable use regulations, is attached as **Exhibit A**.

#### **B. Area Regulations:**

##### **1. Setbacks**

This SPUD shall establish a minimum setback of twenty-five foot (25') along all front, rear and side yards for all buildings.

##### **2. Density**

Two multi-story apartment building structures, a standalone storm shelter, and eleven (11) one-story cottages grouped with adjoining walls shall be located on the Property, as demonstrated on the attached Site Development Plan.

### 3. Height

This SPUD shall set height limits for this property. The two-bedroom units constructed along the north property boundary shall be limited to twenty feet (20') in height. No other structures on the Property may exceed thirty feet (30') in height. No additional buildings shall be constructed without amendment to the Site Development Plan.

### 4. Parking

On-site parking shall comply with the attached Site Development Plan and shall otherwise meet or exceed the requirements of Norman's ordinances, as applicable.

### 5. Dumpster and Trash Enclosures

Trash will be handled through at least three (3) on-site dumpster(s) as shown on the Site Development Plan, and which shall be screened within enclosures that are built of materials to be compatible with the building exteriors in the principal structure. Placement of trash enclosures will be approved by the Utilities Department and placement on the Site Development Plan may be altered based on such approvals.

## C. Miscellaneous Regulations

### 1. Site Development Plan

The Site Development Plan for the Property is attached to this SPUD as **Exhibit B** and hereby fully incorporated as an integral part of the SPUD. The property shall be developed as shown thereon, except as otherwise allowed by the City of Norman ordinances. Accessory structures shall comply with applicable regulations set forth herein, or otherwise applicable through the City of Norman ordinances, as amended from time to time. An amendment to the Site Development Plan shall be required in order to construct any accessory structure not demonstrated thereon.

### 2. Open Space

The common area shown on the west side of the property is considered as the common open space for this project. The common open space is approximately 43% for this site. As demonstrated on the attached Site Development Plan, a large community outdoor space with a playground, gardening areas and green space shall be included in the center of the Property.

**3. Master Sign Plan**

Signage may be placed and utilized, as shown on the Site Development Plan on the Southeast and Northwest Corners in addition to a possible wall sign and ground sign. Otherwise, the signage for the Property shall comply with City of Norman ordinances respecting office uses.

**4. Lighting**

Exterior lighting shall comply with applicable City of Norman Commercial Outdoor Lighting Standards, as amended from time to time. Any new exterior lighting installed will be full cut-off fixtures.

**5. Landscaping**

Landscaping shall be provided as set forth herein, and as otherwise required by City of Norman ordinances, as amended from time to time.

**6. Fencing**

A six-foot stockade fence will be installed between this Property and the single-family development to the north. Any fence installed on Property must comply with applicable City of Norman ordinances and regulations, as amended from time to time.

**7. Phasing**

The Owner and Milestone Property Development, LLC intend to develop the Property in one phase. In the case that construction must be split into multiple phases due to unforeseen circumstances, the Planning and Community Development Department must be provided detailed information regarding the alternative plan for phasing.

**8. Exterior Materials**

Exterior materials of any building to be constructed on the Property must be no less than sixty percent (60%) brick or stone, and the remainder shall be comprised of cement-type boards. The Owner may file restrictive covenants against the Property to more narrowly tailor architectural review within the development.



**EXHIBIT A**  
*Uses Allowed*

- 1) General purpose farm or garden;
- 2) Home occupation;
- 3) Attached single-family dwellings, provided that such uses comply with applicable City of Norman requirements;
- 4) Apartment buildings;
- 5) Accessory buildings and uses customarily incidental to any of the above uses when located on the same lot and insofar as they are included on the Site Plan

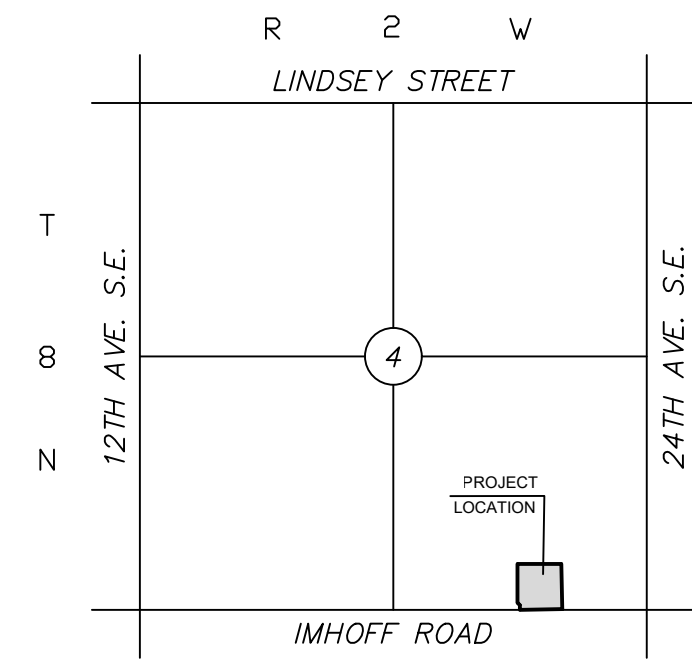
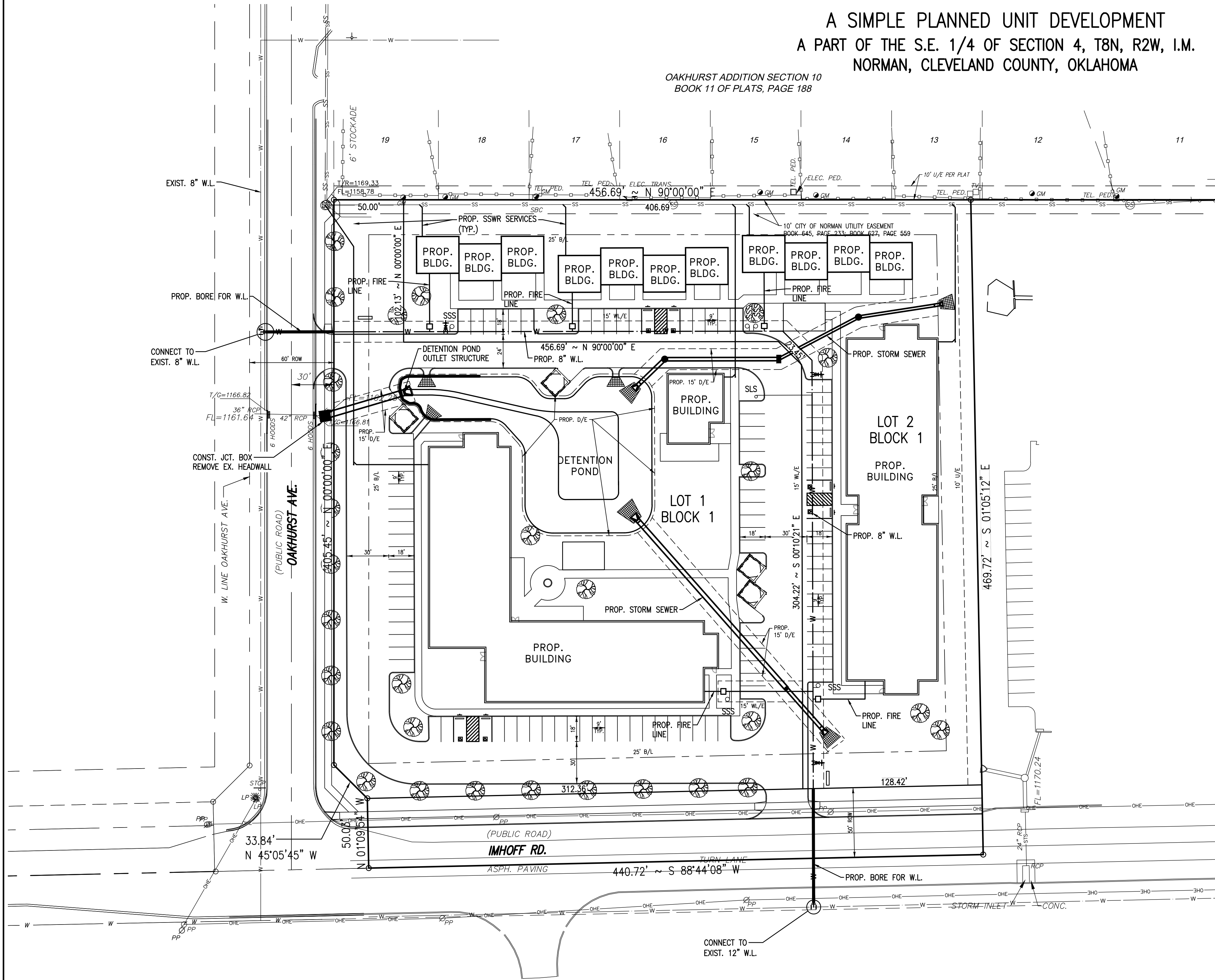
**EXHIBIT B**  
Site Development Plan

# Preliminary Site Development Plan CRIMSON FLATS

A SIMPLE PLANNED UNIT DEVELOPMENT  
A PART OF THE S.E. 1/4 OF SECTION 4, T8N, R2W, I.M.  
NORMAN, CLEVELAND COUNTY, OKLAHOMA

OAKHURST ADDITION SECTION 10  
BOOK 11 OF PLATS, PAGE 188

## Exhibit B



SCALE: 1" = 40'

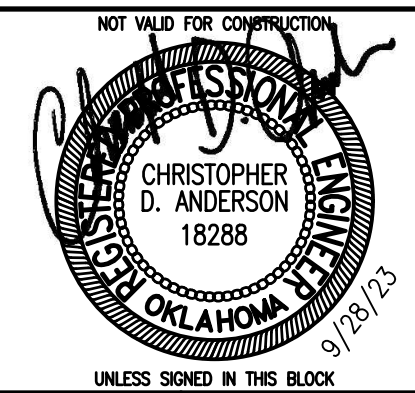
### NOTES:

1. FIRE HYDRANTS WILL BE LOCATED AND INSTALLED IN ACCORDANCE WITH THE FINAL PLANS AND THE CITY OF NORMAN STANDARDS AND SPECIFICATIONS.
2. ALL SANITARY SEWER LINES ARE PRIVATE AND WILL BE 8" DIA., UNLESS NOTED OTHERWISE.
3. ALL WATERLINES SHALL BE 8" UNLESS OTHERWISE NOTE.
4. ALL RADII SHALL BE 3' UNLESS OTHERWISE NOTED.
5. THE FIRE DEPARTMENT CONNECTION (FDC) SHALL BE LOCATED ON THE STREET SIDE OF ANY STRUCTURE. THE FDC SHALL BE LOCATED AND ARRANGED SO THAT THE HOSE LINES CAN BE READILY ATTACHED TO THE INLETS WITHOUT INTERFERENCE FROM OBJECTS. WHERE MOUNTED ON THE STRUCTURE'S FACADE, A DISTANCE NO GREATER THAN 100' SHALL BE BETWEEN THE FDC AND A FIRE HYDRANT. WHERE THEY ARE REMOTE FROM THE STRUCTURE SERVED, A DISTANCE NO GREATER THAN 50'.
6. FIRE LANE STRIPING: "NO PARKING FIRE LANE" MARKING SHALL CONSIST OF A SIX (6) INCH WIDE RED STRIPE ALONG THE CURB ON ALL SIDES OF THE BUILDING. THE WORDS "NO PARKING FIRE LANE" SHALL BE MARKED ON THE STRIPES IN FOUR (4) INCH HIGH WHITE LETTERS AT 25-FT. MAXIMUM INTERVALS. STRIPING AND LETTERS SHALL BE APPLIED ACCORDING TO THE CITY OF NORMAN. FIRE LANE & FIRE PROTECTION MUST BE APPROVED BY THE FIRE MARSHALL PRIOR TO BUILDING PERMIT BEING ISSUED. CONTRACTOR TO COORDINATE ALL FIRE LANE MARKINGS WITH THE NORMAN FIRE MARSHALL.
- 7) BUILDINGS WILL BE REQUIRED TO BE PROTECTED WITH AN AUTOMATIC SPRINKLER SYSTEM. THE FIRE VAULT WILL BE SHOWN ON FINAL PLAT SITE PLAN AND CONSTRUCTION PLANS.

### 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 CRIMSON FLATS; 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.

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**CRIMSON FLATS**  
**IMHOFF RD. & 24th AVE. SE**  
**NORMAN, OKLAHOMA**

<b>SMC</b> Consulting Engineers, P.C. 815 P.O. Box 232 Norman, Oklahoma 73060 Phone: 405-232-7715 Fax: 405-232-7639 Website: www.smcok.com	Date: 8/30/23 Scale: 1" = 40' Drawn by: D.G. Engineer: Christopher D. Anderson P.E. Number: 18288
	PROJECT NO.: 6555.00 DATE: 8/30/23 SCALE: 1" = 40' DRAWN BY: D.G. ENGINEER: Christopher D. Anderson P.E. NUMBER: 18288

PRELIMINARY SITE DEVELOPMENT PLAN

SHEET NO.  
**1**

**EXHIBIT C**  
 Legal Description of the Property

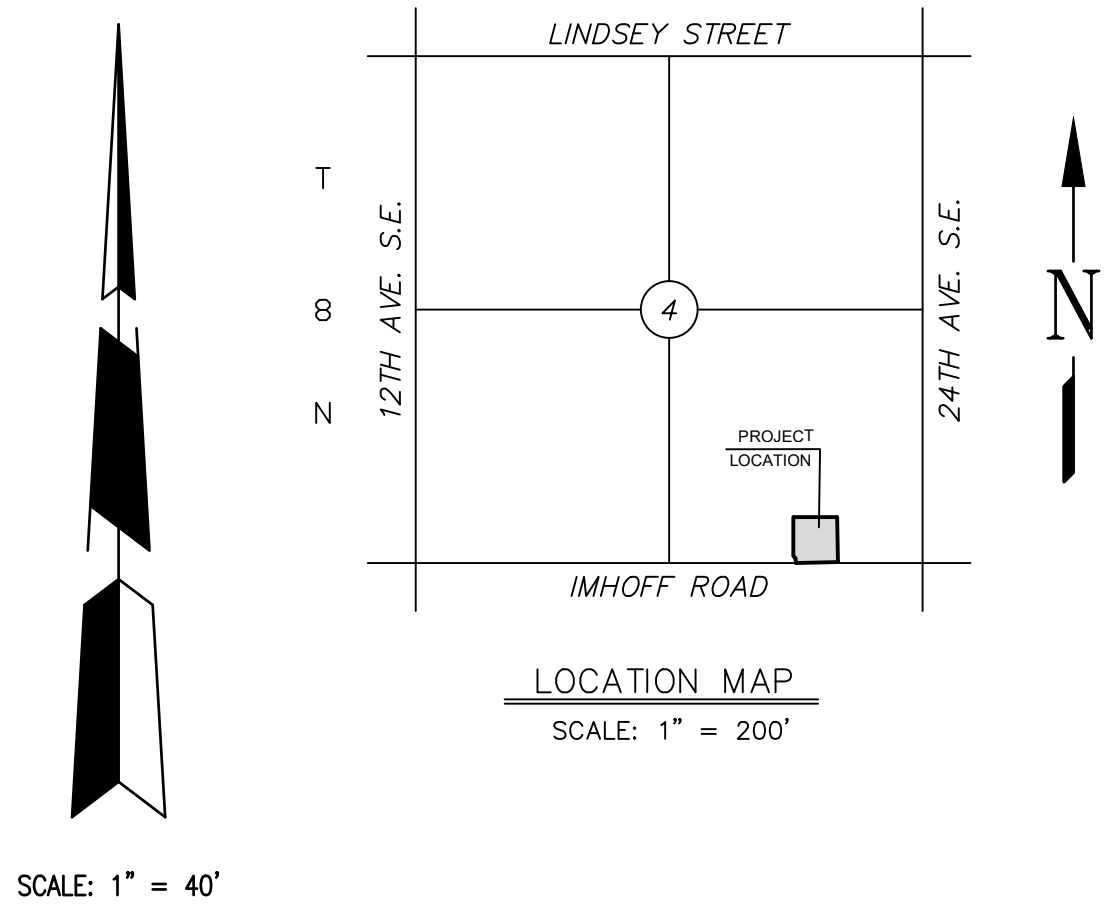
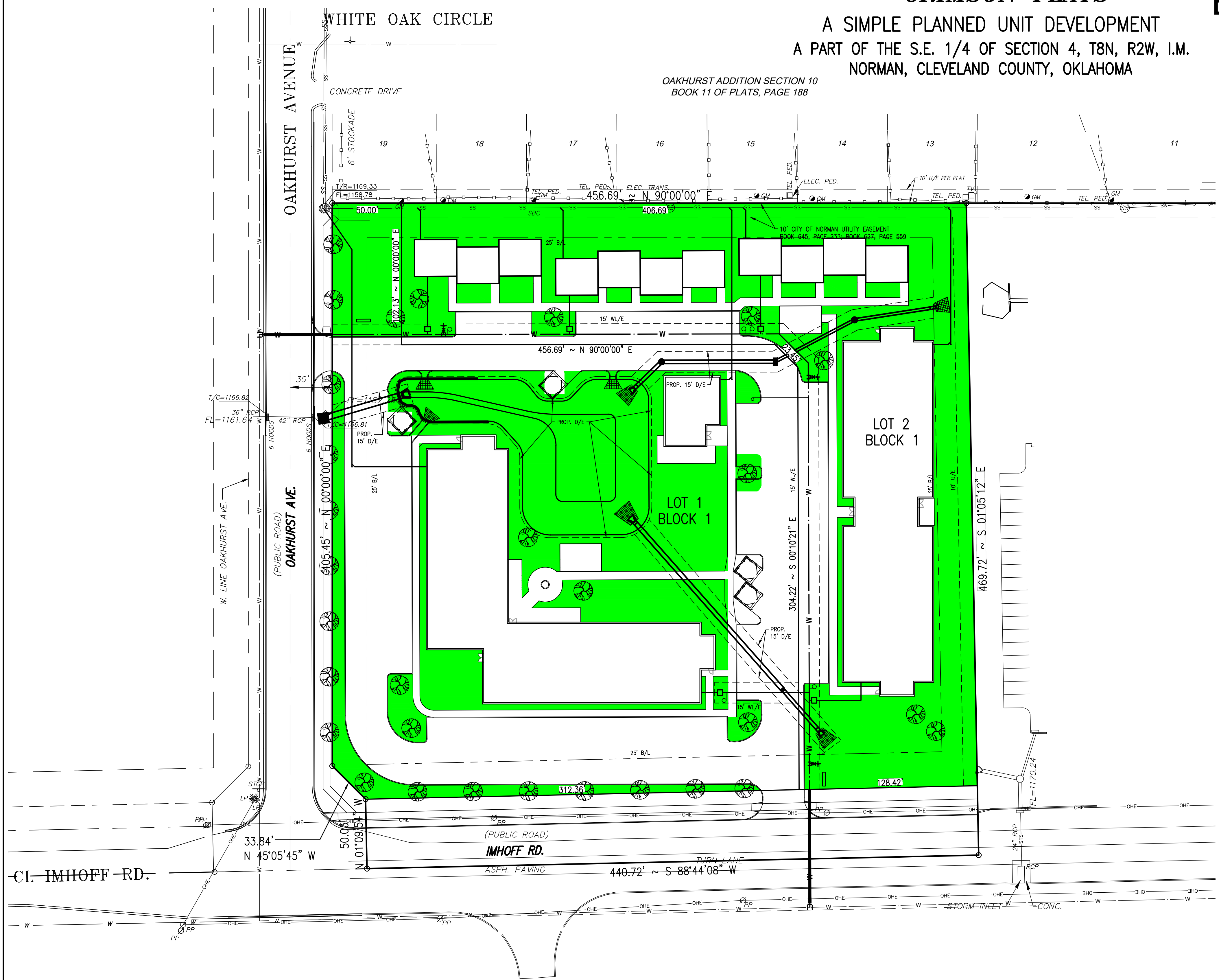
A part of the Southeast Quarter (SE/4) of Section Four (4), Township Eight (8) North, Range Two (2) West of the Indian Meridian, Cleveland County, Oklahoma, and being more particularly described as follows:  
 Beginning at a point on the South line of said Southeast Quarter (SE/4), 1321.76 feet North 88°50'06" East of the Southwest Corner of said Southeast Quarter (SE/4), said point of beginning, being on the East line of Oakhurst Avenue;  
 Thence North 01°09'54" West a distance of 50.00 feet;  
 Thence North 45°05'45" West a distance of 33.84 feet;  
 Thence North 00°00'00" East a distance of 402.54 feet to the Southwest corner of Lot 19, Block 30 of Oakhurst Addition Section 10;  
 Thence South 90°00'00" East. on the South line of Oakhurst Addition Section 10, a distance of 676.69 feet;  
 Thence South 01°05'28" East a distance of 463.08 feet to the South line of said Southeast Quarter (SE/4);  
 Thence South 88°50'06" West on said South line a distance of 660.65 feet to the point of beginning.  
 LESS AND EXCEPT the East 220.00 feet of the following described tract:  
 A part of the Southeast Quarter (SE/4) of Section Four (4), 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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# Greenspace Exhibit CRIMSON FLATS

## Exhibit D

A SIMPLE PLANNED UNIT DEVELOPMENT  
A PART OF THE S.E. 1/4 OF SECTION 4, T8N, R2W, I.M.  
NORMAN, CLEVELAND COUNTY, OKLAHOMA

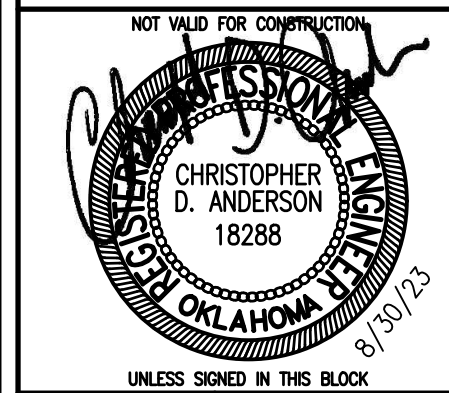
OAKHURST ADDITION SECTION 10  
BOOK 11 OF PLATS, PAGE 188



SCALE: 1" = 40'

TOTAL GREENSPACE = 1.90 AC.±

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**CRIMSON FLATS**  
IMHOFF RD. & 24th AVE. SE  
NORMAN, OKLAHOMA

**SMC**  
Consulting Engineers, P.C.  
1100 West 15th Street  
Norman, Oklahoma 73061  
PH: 405-232-7715 Fax: 405-232-7639  
Website: www.smcok.com

OKLAHOMA CERTIFICATE OF AUTHORIZATION NO. CA 464 EXP. 09/20/2025

No.	Revision	Date

PROJECT NO.: 6555.00  
DATE: 8/30/23  
SCALE: 1" = 1/4"  
DRAWN BY: ———  
ENGINEER: Christopher D. Anderson  
P.E. NUMBER: 18288

Greenspace Exhibit

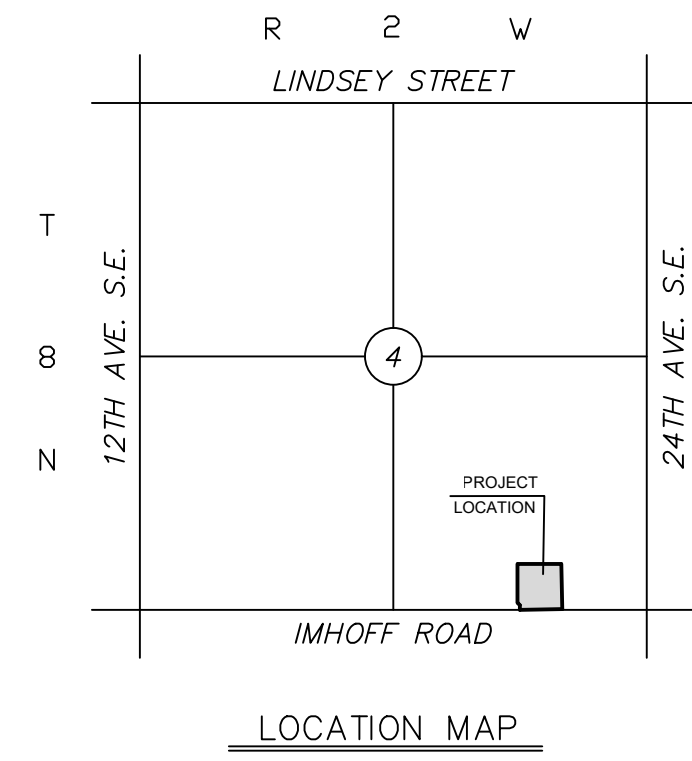
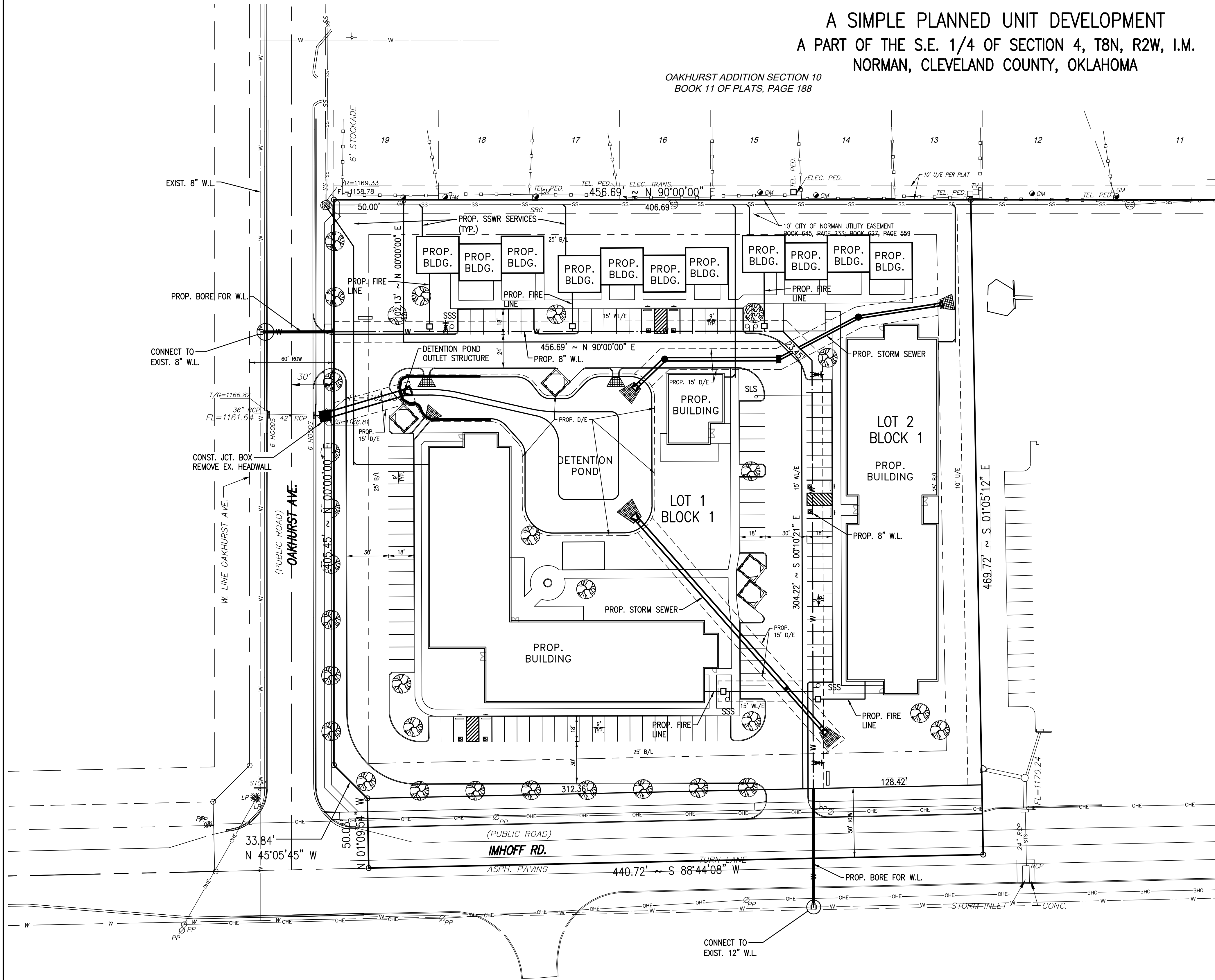
SHEET NO.  
1



# Preliminary Site Development Plan CRIMSON FLATS

A SIMPLE PLANNED UNIT DEVELOPMENT  
A PART OF THE S.E. 1/4 OF SECTION 4, T8N, R2W, I.M.  
NORMAN, CLEVELAND COUNTY, OKLAHOMA

OAKHURST ADDITION SECTION 10  
BOOK 11 OF PLATS, PAGE 188



SCALE: 1" = 40'

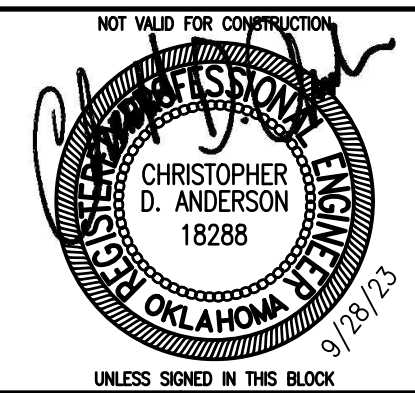
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**CRIMSON FLATS**  
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<b>SMC</b> Consulting Engineers, P.C. 915 P.O. Box 232 Norman, Oklahoma 73069 Phone: 405-232-7715 Fax: 405-232-7639 Website: www.smcok.com		Date
OKLAHOMA CERTIFICATE OF AUTHORIZATION NO. CA 464 EXP. 09/20/2025	By	Date
No.	Revision	Date
1	Revised per Staff comments	03/19/23

PROJECT NO.: 6555.00  
DATE: 8/30/23  
SCALE: 1" = 40'  
DRAWN BY: D.G.  
ENGINEER: Christopher D. Anderson  
P.E. NUMBER: 18288

**Preliminary Site  
Development Plan**

SHEET NO.  
**1**



**Applicant:** City of Norman

**Project Location:** NE Corner of Imhoff Rd. and Oakhurst Ave.

**Case Number:** PD 23-35

**Time:** 6:30 p.m.

**Applicant/Representative**

Anthony Purinton, Assistant City Attorney  
Lisa Krieg, Grants Manager  
Ian Rawhauser, Milestone Property Development  
Thomas Gorman, Milestone Property Development

**Attendees**

No attendees

**City Staff**

Beth Muckala, Assistant City Attorney III  
Lora Hoggatt, Planning Services Manager  
Melissa Navarro, Planner II  
Whitney Kline, Admin Tech III

**Application Summary**

The applicant requests a preliminary plat and rezoning to a Simple Planned Unit Development (SPUD) to allow for the development of a multi-family residential project.

**Neighbor's Comments/Concerns/Responses**

No neighbors attended this meeting.



---

ORDINANCE NO. O-2324-22

ITEM NO. 5

---

**STAFF REPORT**

**GENERAL INFORMATION**

APPLICANT	City of Norman
REQUESTED ACTION	Rezoning to SPUD, Simple Planned Unit Development District
EXISTING ZONING	PUD, Planned Unit Development (O-0809-1)
SURROUNDING ZONING	North: R-1, Single Family Dwelling District East: CO, Suburban Office Commercial South: I-1, Light Industrial District West: PUD, Planned Unit Development (O-2122-42)
LOCATION	Northeast corner of Imhoff Road and Oakhurst Avenue
WARD	1
CORE AREA	No
AREA/SF	4.99 acres more or less
PURPOSE	Development of a multi-family housing project
EXISTING LAND USE	Vacant
SURROUNDING LAND USE	North: Single-family homes East: Church South: Hitachi Greenspace West: Developing Single-family Addition
LAND USE PLAN DESIGNATION	Medium Density Residential
PROPOSED LAND USE DESIGNATION	No Change
GROWTH AREA DESIGNATION	Current Urban Service Area

**PROJECT OVERVIEW:**

Owner and Co-Applicant, the City of Norman (the "Owner" and, together with Milestone Property Development, LLC, the "Co-applicants") seek to rezone a parcel located north of Imhoff Road and east of Oakhurst Avenue, fronting both of these streets, as more particularly described on the attached Exhibit C (collectively referred to herein as the "Property"). The Property consists of 4.99 acre MOL, and is undeveloped with no existing structures. The property will be platted as Block 1 Lots 1 and 2. The Owner acquired the property in May of 2023.

The Owner intends to develop the premises for multifamily housing, and anticipates contracting with Milestone Property Development, LLC for said development. The property shall be developed in conformance with the Owner's various development agreements, to accommodate uses as further described herein, and in conformance with the phasing set forth herein. If possible, the Owner plans to build structures that comply with Norman's adopted Visitability Program and have a maximum HERS rating of 80.

The Property will be developed to include a total of seventy-five (75) units including one-, two-, and three-bedroom units. The one- and three-bedroom units will be housed in the two-story apartment buildings located in the southwest corner and along the eastern boundary of the property. The two-bedroom units will be developed as eleven one-story cottages (along the property perimeter directly abutting the single-family development to the north), grouped in threes and fours with adjoining walls. A standalone storm shelter is proposed for the residents of the complex, centrally located so as to be accessible to all units. Depending on the project's budget, the storm shelter may also be used as a Community Room for the residents of the Complex.

The Exhibits attached hereto, and as submitted on behalf of the Owner, are incorporated herein by reference and further depict the development criteria for the Property.

**PROCEDURAL REQUIREMENTS:**

**GREENBELT COMMISSION: GBC 23-25**, Crimson Flats, was placed on the Consent Docket. Greenbelt Commissioners forwards GBC 23-25, Crimson Flats, forward with no additional comments.

**PRE-DEVELOPMENT: PD 23-35**, Notices were sent to adjacent property owners but nobody attended the meeting.

**PARKS BOARD:** The Park Board approved accepting a private parkland decision by a 7-0 vote (2 were absent).

**ZONING ORDINANCE CITATION:****SEC 36-510 – 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 City of Norman intends to develop the Property with seventy-five (75) multifamily housing units. The complete list of the allowable uses, and applicable use regulations, is attached as Exhibit A.

- 1) General purpose farm or garden;
- 2) Home occupation;
- 3) Attached single-family dwellings, provided that such uses comply with applicable City of Norman requirements;
- 4) Apartment buildings;
- 5) Accessory buildings and uses customarily incidental to any of the above uses when located on the same lot and insofar as they are included on the Site Plan.

**OPEN SPACE/PARKLAND:** The common area shown on the west side of the property is considered as the common open space for this project. The common open space is approximately 43% for this site. As demonstrated on the attached Site Development Plan, a large community outdoor space with a playground, gardening areas and green space shall be included in the center of the Property.

**SITE PLAN/ACCESS:** The site will be primarily accessed from Oakhurst Avenue, with a secondary entrance located off Imhoff Road.

**LANDSCAPING:** Landscaping shall be provided as set forth herein, and as otherwise required by City of Norman ordinances, as amended from time to time.

**SIGNAGE:** Signage may be placed and utilized, as shown on the Site Development Plan on the Southeast and Northwest Corners in addition to a possible wall sign and ground sign. Otherwise, the signage for the Property shall comply with City of Norman ordinances respecting office uses.

**FENCING:** A six-foot stockade fence will be installed between this Property and the single-family development to the north. Any fence installed on Property must comply with applicable City of Norman ordinances and regulations, as amended from time to time.

**LIGHTING:** Exterior lighting shall comply with applicable City of Norman Commercial Outdoor Lighting Standards, as amended from time to time. Any new exterior lighting installed will be full cut-off fixtures.

**SANITATION/UTILITIES:** Trash will be handled through three (3) on-site dumpster(s) located in the center and northwest areas of the parcel, and which shall be screened within enclosures that are built of materials to be compatible with the building exteriors in the principal structure. Placement of trash enclosures shall comply with the attached Site Development Plan.

The property will be served by City water and sewer.

**PARKING:** On-site parking shall comply with the attached Site Development Plan and shall otherwise meet or exceed the requirements of Norman's ordinances, as applicable.

**SIDEWALKS:** Internal sidewalks will be provided within the development. As required by Code, the south and west of the development will provide public sidewalks.

**BUILDING HEIGHT:** This SPUD shall set height limits for this property. The two-bedroom units constructed along the north property boundary shall be limited to twenty feet (20') in height. No other structures on the Property may exceed thirty feet (30') in height. No additional buildings shall be constructed without amendment to the Site Development Plan.

**EXTERIOR BUILDING MATERIALS:** Exterior materials of any building to be constructed on the Property must be no less than sixty percent (60%) brick or stone, and the remainder shall be comprised of cement-type boards. The Owner may file restrictive covenants against the Property to more narrowly tailor architectural review within the development.

**PHASING:** The Owner and Milestone Property Development, LLC intend to develop the Property in one phase. In the case that construction must be split into multiple phases due to unforeseen circumstances, the Planning and Community Development Department must be provided detailed information regarding the alternative plan for phasing.

**EXISTING ZONING:** The Property is currently zoned PUD, Planned Unit Development for Crimson Creek East, which was approved by the Norman City Council on December 23, 2008

pursuant to Ordinance O-0809-1 along with a Preliminary Plat for the same property that since expired. The existing land use designation under the Norman 2025 Land Use Plan is Medium Density Residential and no land use designation change will be sought for this project.

The property to the north is zoned R-1, Single-Family Residential. The property to the east is zoned C-O, Commercial Office District. The property to the west, across Oakhurst Avenue is zoned PUD, Planned Unit Development (for residential development). Several parcels further east are zoned C-2, General Commercial. Another undeveloped property further east is zoned A-2, Rural Agricultural. Directly south is developed I-1, Light Industrial by Hitachi.

**ALTERNATIVES/ISSUES:**

**IMPACTS:** There are no negative impacts expected with the development of this site. The property will be platted and meet all requirements to Final Plat.

**OTHER AGENCY COMMENTS:**

**FIRE DEPARTMENT:** Plan review for Fire will take place with the submittal of an application for building permit. Any required fire hydrants will be installed as required..

**PUBLIC WORKS/ENGINEERING:** Please see the attached report from Engineering.

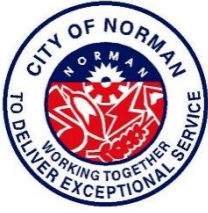
**TRAFFIC ENGINEER:** Please see the attached report from the Traffic Engineer. No traffic issues are anticipated due to the development.

**UTILITIES:** Public water and sewer are available to the site. Sanitation will work with the developer to provide adequate sanitation services for the site.

**CONCLUSION:** Staff forwards this request for rezoning from a PUD, Planned Unit Development to a SPUD, Simple Planned Unit Development as Ordinance No. O-2324-22 to the Planning Commission for consideration and recommendation to City Council.

**File Attachments for Item:**

5. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RECEIPT OF THE FINANCE DIRECTOR'S INVESTMENT REPORT AS OF SEPTEMBER 30, 2023, AND DIRECTING THE FILING THEREOF.



## CITY OF NORMAN, OK STAFF REPORT

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**MEETING DATE:** 10/24/2023

**REQUESTER:** Anthony Francisco, Director of Finance

**PRESENTER:** Anthony Francisco, Director of Finance

**ITEM TITLE:** CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RECEIPT OF THE FINANCE DIRECTOR'S INVESTMENT REPORT AS OF SEPTEMBER 30, 2023, AND DIRECTING THE FILING THEREOF.

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DATE: October 17, 2023  
 TO: City Council  
 FROM: Anthony Francisco, Director of Finance  
 REVIEWED BY: Clint Mercer, Chief Accountant  
 PREPARED BY: Debbie Whitaker, Municipal Accountant III  
 SUBJECT: Finance Director's Investment Report

FUND	MONTHLY COMPARISON						ANNUAL COMPARISON			
	MONTHLY BUDGETED INTEREST EARNINGS FYE23	MONTHLY INTEREST EARNINGS September 2023	MONTHLY % INCREASE (DECREASE)	MONTHLY INTEREST % OF PORTFOLIO HOLDINGS	MONTH-END BALANCE September 2023	MONTHLY % OF PORTFOLIO HOLDINGS	ANNUAL BUDGETED INTEREST EARNINGS FYE23-YTD	INTEREST EARNINGS YTD FYE24	YTD % INCREASE (DECREASE)	YTD % PORTFOLIO HOLDINGS
GENERAL FUND	\$16,101	\$47,483.90	194.91%	6.21%	18,481,064	7.31%	\$45,518	\$130,121	185.87%	6.03%
NET REVENUE STABILIZATION	\$4,167	\$13,701.76	228.84%	1.79%	4,602,134	1.82%	\$12,500	\$38,183	205.46%	1.77%
PUBLIC SAFETY SALES TAX FUND	\$4,167	\$32,524.23	680.58%	4.25%	4,820,046	1.83%	\$12,500	\$63,861	409.28%	2.95%
HOUSING	N/A	\$545.94	100.00%	0.07%	4,069,988	1.81%	N/A	\$1,870	100.00%	0.08%
SPECIAL GRANTS FUND	N/A	\$47,949.43	100.00%	6.27%	20,383,216	8.08%	N/A	\$148,576	100.00%	6.89%
ROOM TAX FUND	\$208	\$2,770.48	1229.83%	0.36%	912,368	0.36%	\$625	\$7,483	1097.36%	0.35%
YFAC FUND	\$0	\$0.00	0.00%	0.00%	(14,190)	-0.01%	\$0	\$0	0.00%	0.00%
SEIZURES	\$42	\$5,068.79	12065.10%	0.66%	1,775,751	0.70%	\$125	\$14,149	11219.46%	0.66%
CLEET FUND	N/A	\$5.74	100.00%	0.00%	2,532	0.00%	N/A	\$6	100.00%	0.00%
TRANSIT & PARKING FUND	\$0	\$0.00	0.00%	0.00%	(727,960)	-0.29%	\$0	\$18,534	0.00%	0.86%
ART IN PUBLIC PLACES FUND	N/A	\$4.66	100.00%	0.00%	1,796	0.00%	N/A	\$13	100.00%	0.00%
WESTWOOD FUND	\$625	\$24,454.22	3812.68%	3.20%	1,351,243	0.54%	\$1,875	\$72,696	3777.12%	3.37%
WATER FUND	\$10,000	\$122,047.07	1120.47%	15.96%	39,877,361	15.80%	\$30,000	\$318,898	962.99%	14.78%
WASTEWATER FUND	\$4,167	\$24,258.03	482.14%	3.17%	8,379,583	3.32%	\$12,500	\$63,580	408.64%	2.95%
SEWER MAINTENANCE FUND	N/A	\$50,874.99	100.00%	6.65%	16,731,188	6.63%	N/A	\$140,292	100.00%	6.50%
DEVELOPMENT EXCISE	\$5,833	\$16,209.06	177.87%	2.12%	5,649,582	2.24%	\$17,500	\$43,686	149.64%	2.02%
SANITATION FUND	\$25,000	\$35,980.60	43.92%	4.70%	11,749,801	4.86%	\$75,000	\$98,998	32.00%	4.59%
RISK MANAGEMENT FUND	N/A	\$2,508.82	100.00%	0.33%	573,128	0.23%	N/A	\$2,509	100.00%	0.12%
CAPITAL PROJECTS FUND	\$58,333	\$234,943.32	302.78%	30.72%	84,552,665	33.50%	\$100,000	\$697,642	597.64%	32.33%
NORMAN FORWARD SALES TAX	\$1,250	\$34,072.18	2825.77%	4.46%	10,143,711	4.02%	\$3,750	\$137,325	3561.99%	6.38%
PARKLAND FUND	\$833	\$2,576.87	209.22%	0.34%	877,644	0.35%	\$2,500	\$7,151	186.05%	0.33%
UNP TAX INCREMENT DISTRICT	\$2,000	\$44,392.30	2119.62%	5.80%	10,868,757	4.31%	\$120,000	\$89,126	100.00%	4.13%
CENTER CITY TAX INCREMENT DIST	\$167	\$8,218.03	0.00%	1.07%	2,770,805	1.10%	N/A	\$22,773	100.00%	1.06%
SINKING FUND	\$2,083	\$10,793.96	418.11%	1.41%	3,639,284	1.44%	\$6,250	\$31,071	397.13%	1.44%
SITE IMPROVEMENT FUND	N/A	\$155.00	100.00%	0.02%	52,061	0.02%	N/A	\$432	100.00%	0.02%
TRUST & AGENCY FUNDS	N/A	\$29.78	100.00%	0.00%	10,001	0.00%	N/A	\$83	100.00%	0.00%
ARTERIAL ROAD FUND	N/A	\$3,219.46	100.00%	0.42%	1,081,349	0.43%	N/A	\$8,972	100.00%	0.42%
	\$134,976	\$764,787	466.61%	100.00%	252,394,908	100.00%	\$440,643	\$2,157,629	389.66%	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 \$252.39 million as of 09/30/23 are represented by working capital cash balances of all City funds of approximately \$93.28 million, outstanding encumbrances of \$89.75 million, General Obligation Bond proceeds of \$82.88 million, NUA revenue bond proceeds of \$8.55 million, NMA bond proceeds of \$7.84 million, and UNP TIF reserve amounts of \$10.09 million.



INVESTMENT BY TYPE

LIST BY TYPE	SEC. NO.	PURCHASED	MATURITY	YIELD	September 30, 2023			
					EARNED INTEREST	COST	MARKET	
<b>**Checking</b>								
BANK OF OKLAHOMA	GEN'L DEP.			3.16%	\$38,330.91	\$18,886,734.97	\$18,886,734.97	
BANK OF OKLAHOMA	WARRANTS PAYABLE					(\$987,752.80)	(\$987,752.80)	
BANK OF OKLAHOMA	PAYROLL					(\$3,892,588.58)	(\$3,892,588.58)	
BANK OF OKLAHOMA	COURT BOND REFUNDS					\$178,009.53	\$178,009.53	
BANK OF OKLAHOMA	INSURANCE CLAIMS					(\$210,325.00)	(\$210,325.00)	
BANK OF OKLAHOMA	LOCK BOX					\$1,788,793.28	\$1,788,793.28	
BANK OF OKLAHOMA	RETURN CHECKS					(\$8,345.34)	(\$8,345.34)	
BANK OF OKLAHOMA	PARKS					\$0.00	\$0.00	
BANK OF OKLAHOMA	FLEXIBLE SPENDING					(\$3,388.62)	(\$3,388.62)	
BANK OF OKLAHOMA	CDBG-CV			3.21%	\$545.94	\$204,922.82	\$204,922.82	
<b>**Subtotal</b>						<b>\$38,876.85</b>	<b>\$15,958,091.34</b>	<b>\$15,958,091.34</b>
<b>**Money Market</b>								
BANCFIRST-NUA	MONEY MKT.			4.01%	\$2,658.02	\$1,145,748.02	\$1,145,748.02	
BANCFIRST-NMA Room Tax	MONEY MKT.			3.95%	\$658.80	\$40,440.38	\$40,440.38	
BANCFIRST-NUA Water	MONEY MKT.			4.01%	\$22,978.23	\$8,431,970.22	\$8,431,970.22	
BANCFIRST-NUA Clean Water	MONEY MKT.			3.95%	\$2,271.12	\$972,148.39	\$972,148.39	
BANCFIRST-NMA PSST	MONEY MKT.			4.01%	\$32,524.23	\$5,334,261.90	\$5,334,261.90	
BANCFIRST-NMA Norman Forward	MONEY MKT.			4.01%	\$7,483.78	\$2,484,907.05	\$2,484,907.05	
BANK OF OKLAHOMA UNP TIF	MONEY MKT.			5.18%	\$42,089.21	\$10,089,095.31	\$10,089,095.31	
BANK OF OKLAHOMA ARPA	MONEY MKT.			3.21%	\$47,859.90	\$17,800,093.87	\$17,800,093.87	
BANK OF OKLAHOMA-Westwood	MONEY MKT.			3.21%	\$24,454.22	\$0.00	\$0.00	
BANK OF OKLAHOMA-CW	MONEY MKT.			3.21%	\$33.73	\$12,880.25	\$12,880.25	
BANK OF OKLAHOMA	MONEY MKT.			3.21%	\$89.53	\$33,808.14	\$33,808.14	
BANK OF OKLAHOMA	MONEY MKT.			3.21%	\$781.23	\$293,240.28	\$293,240.28	
BANK OF OKLAHOMA-SW	MONEY MKT.			3.21%	\$0.06	\$23.62	\$23.62	
BANK OF OKLAHOMA-Misty Lake	MONEY MKT.			3.21%	\$1,816.02	\$608,586.78	\$608,586.78	
BANK OF OKLAHOMA-2023A	MONEY MKT.			3.21%	\$70,884.71	\$28,607,211.37	\$28,607,211.37	
BANK OF OKLAHOMA-2023B	MONEY MKT.			3.21%	\$36,772.98	\$13,803,087.22	\$13,803,087.22	
BANK OF OKLAHOMA-2019B	MONEY MKT.			3.21%	\$30,122.57	\$11,270,127.21	\$11,270,127.21	
BANK OF OKLAHOMA-2020A	MONEY MKT.			3.21%	\$3,428.35	\$1,163,703.78	\$1,163,703.78	
BANK OF OKLAHOMA-2021	MONEY MKT.			3.21%	\$27,383.05	\$10,040,811.12	\$10,040,811.12	
<b>**Subtotal</b>						<b>\$354,057.52</b>	<b>\$108,109,498.89</b>	<b>\$108,109,498.89</b>
<b>**Sweep/Overnight</b>								
GOLDMAN SACHS	GOVT SELECT 1237			5.08%	\$11,338.59	\$2,586,902.81	\$2,586,902.81	
BANK OF OKLAHOMA PORTFOLIO	SHORT TERM			3.39%	\$146,368.90	\$35,186,414.78	\$35,186,414.78	
<b>**Certificate of Deposit</b>								
FIRST FIDELITY BANK	CD	03/30/23	09/30/23	2.97%	\$818.75	\$250,000.00	\$250,000.00	
GREAT NATIONS BANK	CD	09/30/22	09/30/23	1.55%	\$322.92	\$250,000.00	\$250,000.00	
VALLIANCE BANK	CD	11/30/22	11/30/23	2.65%	\$531.20	\$250,000.00	\$250,000.00	
FIRST NATIONAL BANK	CD	12/28/22	12/28/23	2.85%	\$593.75	\$250,000.00	\$250,000.00	
<b>**Subtotal</b>						<b>\$2,068.62</b>	<b>\$1,000,000.00</b>	<b>\$1,000,000.00</b>
<b>**U.S. Treasury Securities/Agency Securities</b>								
FHLMC	3134GW7K6	04/29/22	11/03/23	2.40%	13,129.62	6,788,000.00	\$6,757,997.04	
FHLB	3130A3VC5	12/31/19	12/08/23	1.62%	8,932.98	6,500,000.00	\$6,455,020.00	
FFCB	3133ENLF5	01/28/22	01/18/24	1.17%	7,272.49	7,500,000.00	\$7,398,750.00	
FHLB	3130AUNQ3	08/31/23	02/21/24	5.48%	34,094.83	7,500,000.00	\$7,483,875.00	
FMAC	31422XYB2	05/23/22	05/02/24	2.59%	18,238.83	7,528,000.00	\$7,401,379.04	
FHLB	3130A8HK2	11/30/21	06/14/24	0.70%	3,748.54	6,240,000.00	\$6,079,257.60	
US T-Note	91282CCT6	01/31/22	08/15/24	1.27%	7,729.08	7,500,000.00	\$7,175,700.00	
FHLB	3130AVB84	07/31/23	09/13/24	5.35%	24,693.80	7,500,000.00	\$7,481,925.00	
FFCB	3133ENEJ5	06/30/22	11/18/24	3.15%	31,412.46	12,500,000.00	\$11,889,125.00	
FHLB	3130A3GE8	01/28/22	12/13/24	1.41%	3,048.48	2,500,000.00	\$2,422,525.00	
US T-STRIPS	912833LU2	08/31/22	02/15/25	3.38%	19,781.98	7,500,000.00	\$6,984,900.00	
TVA Note	880591CJ9	08/31/23	11/01/25	4.89%	41,995.27	10,000,000.00	\$10,283,100.00	
<b>**Subtotal</b>						<b>212,078.14</b>	<b>89,558,000.00</b>	<b>\$87,813,553.68</b>
<b>**TOTAL**</b>						<b>764,786.62</b>	<b>252,394,907.82</b>	<b>\$248,065,558.69</b>

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 SEPTEMBER, 2023.



## CITY OF NORMAN, OK STAFF REPORT

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**MEETING DATE:** 10/24/2023

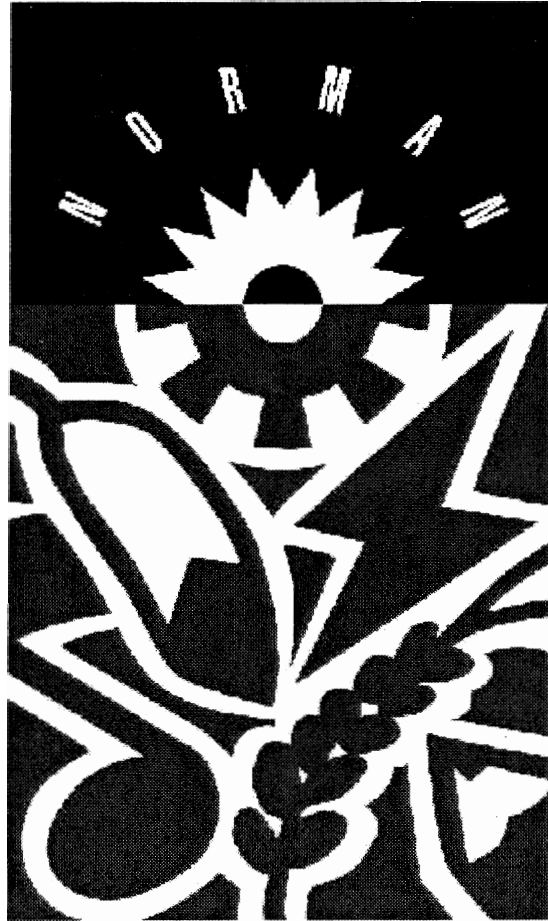
**REQUESTER:** Stacey Parker, Executive Assistant

**PRESENTER:** Stacey Parker, Executive Assistant

**ITEM TITLE:** CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE MONTHLY DEPARTMENTAL REPORTS FOR THE MONTH OF SEPTEMBER, 2023.

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# City of Norman



## Monthly Departmental Report

September 2023

## MONTHLY PROGRESS

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**CITY CLERK      1**

## CITY CLERK

**MONTHLY PROGRESS REPORT**  
**September 2023**

## ACTION CENTER

DEPARTMENT	CALLS	CALLS YTD	ADDITIONAL CONTACTS	ADDITIONAL CONTACTS YTD
Animal Welfare	16	44	2	7
Bus Service	0	0	0	0
CDBG	0	0	0	0
City Clerk	36	197	1	5
City Manager/Mayor	2	6	4	7
City Wide Garage Sale	0	0	0	0
Code Enforcement	54	205	2	7
Finance	0	2	0	0
Fire/Civil Defense	2	4	0	0
Human Resources	5	23	0	1
I.T.	3	10	0	0
Legal	5	17	0	3
Line Maintenance	43	103	1	4
Municipal Court	0	7	0	0
Noise Complaint	0	0	0	0
Norman Forward Questions	0	0	0	0
Outreach	3	6	2	3
Parks & Recreation	24	94	1	7
Permits/Inspections	38	123	1	3
Planning	14	52	0	2
Police/Parking	108	329	3	14
Public Works	13	56	1	4
Recycling	0	0	0	0
Sanitation	54	153	1	6
Sidewalks	0	0	0	0
Storm Debris	0	0	0	0
Storm Water	5	39	1	5
Streets	32	136	0	4
Streets Lights	0	0	0	0
Traffic	26	62	3	5
Utilities	55	193	0	1
WC Questions	0	0	0	0
WC Violations	0	0	0	0
<b>September Total: 561</b>	<b>538</b>	<b>1883</b>	<b>23</b>	<b>78</b>



**LICENSES**

Eleven new licenses and zero renewals were issued during the month of September. Following is a list of each license type and the number issued for that specific type:

LICENSE TYPE	NUMBER	FYE	LICENSE TYPE	NUMBER	FYE
	ISSUED	YTD		ISSUED	YTD
Bee Keeper			Retail Beer		
Brewer			Retail Spirits Store		
Coin-Operated Devices	1	2	Retail Wine		
Distiller			Salvage Yard		
Food		8	Sidewalk Dining		1
Game Machines			Solicitor/Peddler (30 day)		3
Impoundment Yard			Solicitor/Peddler (60 day)	2	3
Kennel		1	Solicitor/Peddler (one day)		
Medical Marijuana Dispensary		1	Special Event	1	6
Medical Marijuana Grower			Strong Beer & Wine/Winemaker		
Medical Marijuana Processor			Taxi/Motorbus/Limousine		
Medical Marijuana Testing Laboratory					
Mixed Beverage		1	Temp Food (one day)	2	5
Mixed Beverage/Caterer		1	Temp Food (30 day)	2	7
Pawnbroker			Temp Food (180 day)	3	7
Pedicab			Transient Amusement		1
<b>YTD License Total: 49</b>	<b>1</b>	<b>14</b>		<b>10</b>	<b>35</b>

**NEW ESTABLISHMENT LICENSES**

NAME	ADDRESS	LICENSE TYPE(S)
Mountain Boomer Ice	2140 Classen Blvd	Coin Operated Device
Norman Arts Council	210 E. Main Street	Special Event

**SOLICITOR/PEDDLER LICENSE**

60 DAY	30 DAY	1 DAY
Sooner Bloomers		
777 Roofing & Construction		

**TEMPORARY FOOD PERMITS**

180 DAY	30 DAY	1 DAY
Surf Bar Food Truck	Judy's Food Trailer	On the Hook Fish & Chips
Tacos Jalisco	Marcos Indian Tacos	Suga Moma's
Ted's Café Escondido Food Truck		

**CLAIMS FILED**

<b>DATE FILED</b>	<b>NAME</b>	<b>JUSTIFICATION</b>	<b>AMOUNT</b>
09-05-23	Travis Lowry	On July 24, 2023 claimant alleges a City of Norman Sanitation Truck knocked over his mailbox.	\$1,600.00
09-11-23	Daniel Hopper	On September 8, 2023 it is alleged, a vehicle contracted by the City of Norman, hit their mailbox and damaged the steel part of the mailbox.	\$485.00
09-12-23	OG&E	On November 2, 2022 claimant alleges the City of Norman removed an OG&E pole in the area of Mosier St. and Front St.	Undetermined
09-21-23	State of Oklahoma	On August 21, 2023, allegedly, a City of Norman Sanitation Truck hit a parked state vehicle.	\$2,070.60
09-27-23	Cody Jones	On June 21, 2023, it is alleged, claimant sustained serious injuries due to an automobile accident that occurred while he was on a bus owned by the City of Norman.	Maximum amount allowed by law

**SPECIAL SESSION**

On September 05, 2023, the City Council met in Special Session and Adjourned into an Executive Session to discuss the hiring of the City Auditor.

On September 19, 2023, the City Council met in Special Session to discuss the submission of a Grant application for the Opioid Settlement Grant Program. Then adjourned into an Executive Session to discuss pending litigation in the case of Kevin Hahn vs. The City of Norman in Cleveland County District Court, Case CJ-2021-210.

**FINANCE COMMITTEE**

On September 21, 2023, the Finance Committee met to introduce Forvis, LLC, as auditors for the City of Norman, continued discussions with the FYE 2023 Budget Closeout and FYE 2025 Budget Calendar. Additionally, discussed the Monthly Revenue and Expenditure Reports.

**BUSINESS AND COMMUNITY AFFAIRS COMMITTEE**

On September 07, 2023, the Business and Community Affairs Committee met and received an update on Security Cameras at Park Facilities.

**COMMUNITY PLANNING & TRANSPORTATION COMMITTEE**

On September 28, 2023, the Community Planning & Transportation Committee met to discuss the Public Transit Report, an update on the 2019 Transportation Bond Program, and the Urban Design and Implementation Plan for the Center City Tax Increment Finance District.

**CITY MANAGER 2**

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

**FINANCE 3**

CITY OF NORMAN

Department of Finance  
Monthly Report – September 2023

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

Treasury Division:

In the month of September, the Treasury Division processed 38,560 payments in person and over the phone, a decrease of -7.2% from last month. Paymentus (the City's 3<sup>rd</sup> party processor of online and automated telephone payments) processed 12,953 payments in September, a decrease of -4.2% from last month.

General Fund Revenues & Expenditures:

When comparing General Fund revenue sources versus budgeted levels, revenues are below target for the month of September by -11.6%. Revenues from the City's largest single source of revenue, sales tax, are below target by -1.5% for the year to date and -1% below last fiscal year. Following is a summary table regarding General Fund revenues and expenditures to-date.

	FYE 24 Budget To Date	FYE 24 Actual To Date	FYE 23 Actual To Date	FYE 22 Actual To Date
Sales Tax Revenue	\$13,794,914	\$13,583,720	\$13,718,968	\$13,732,071
General Fund Revenue	\$26,264,847	\$23,213,534	\$23,489,315	\$22,090,909
General Fund Expenses	\$28,433,871	\$26,117,106	\$23,697,166	\$18,976,663

## Administration Division

	FYE 24		FYE 23	
	September	YTD	September	YTD
<b>PERSONNEL HOURS - FULL TIME</b>				
Total Regular Hours Available	480.00	1,120.00	480.00	1,120.00
Total Comp Time Available	1.75	5.25	1.75	13.75
Total Overtime Hours	0.00	0.00	5.00	
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
<b>TOTAL HOURS AVAILABLE</b>	<b>481.75</b>	<b>1,125.25</b>	<b>486.75</b>	<b>1,133.75</b>
Benefit Hours Taken	56.00	131.50	121.25	205.75
<b>TOTAL ACCOUNTABLE STAFF HOURS</b>	<b>425.75</b>	<b>993.75</b>	<b>365.50</b>	<b>928.00</b>
 <b>PERMANENT PART-TIME</b>				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
<b>TOTAL HOURS AVAILABLE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Benefit Hours Taken	0.00	0.00	0.00	0.00
<b>TOTAL ACCOUNTABLE STAFF HOURS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
 <b>TEMPORARY</b>				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
<b>TOTAL HOURS AVAILABLE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**ACCOUNTING 3A**

## Accounting Division

	FYE 24		FYE 23	
	September	YTD	September	YTD
Total Regular Hours Available	1,680.00	3,920.00	1,680.00	3,920.00
Total Comp Time Available	1.75	13.75	2.25	7.00
Total Overtime Hours	11.75	35.00	6.00	17.50
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
<b>TOTAL HOURS AVAILABLE</b>	<b>1,693.50</b>	<b>3,968.75</b>	<b>1,688.25</b>	<b>3,944.50</b>
Benefit Hours Taken	365.25	720.50	317.50	734.75
<b>TOTAL ACCOUNTABLE STAFF HOURS</b>	<b>1,328.25</b>	<b>3,248.25</b>	<b>1,370.75</b>	<b>3,209.75</b>
 <b>PERMANENT PART-TIME</b>				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
<b>TOTAL HOURS AVAILABLE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Benefit Hours Taken	0.00	0.00	0.00	0.00
<b>TOTAL ACCOUNTABLE STAFF HOURS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
 <b>TEMPORARY</b>				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
<b>TOTAL HOURS AVAILABLE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>



**CITY REVENUE REPORTS      3B**

## City Revenue Report

	FYE 24 August	FYE 24 September	Plus/Minus
Total Revenue Received (\$)	\$5,394,657	\$5,326,637	(\$68,020)
Utility Payments - Office (#)	41,529	38,560	(2,969)
Utility Payments - Office (\$)	\$4,761,769	\$4,884,939	\$123,170
Paymentus (#)	13,522	12,953	(569)
Paymentus (\$)	\$1,285,662	\$1,328,685	\$43,023
Lockbox (#)	9,724	8,199	(1,525)
Lockbox (\$)	\$1,433,317	\$1,387,959	(\$45,358)
E-Lockbox (#)	3,803	3,453	-350
E-Lockbox (\$)	383,150	400,834	\$17,684
Bank Draft Payments (#)	11357	11092	(265)
Bank Draft Payments (\$)	\$1,237,811	\$1,250,752	\$12,941
Utility Deposits (#)			\$0
Utility Deposits (\$)			\$0
Fix Payments (#)			\$0
Fix Payments (\$)			\$0
Processed Return Checks (#)	109	86	(23)
Processed Return Checks (\$)	(\$10,987)	(\$10,133)	\$854
Other Revenue Transactions (#)			\$0
Other Revenue Received (\$)			\$0
Accounts Receivable Payments (\$)	154,329	17,293	(\$137,036)
Municipal Court - Fines/Bonds (\$)	194,297	167,980	(\$26,317)
Municipal Court - Credit Card (#)	570	434	(136)
Municipal Court - Credit Card (\$)	111,532	84,927	(26,605)
Building Permits Cash Report (\$)	341,922	268,909	(\$73,013)
Building Permits Credit Card (#)	389	331	-58
Building Permits Credit Card (\$)	\$224,216	\$214,825	(\$9,391)
Occupational License - Bldg Insp. (\$)	\$6,281	\$2,839	(\$3,442)
Occupational License - Bldg Insp. CC (#)	35	16	-19
Occupational License - Bldg Insp. CC (\$)	\$5,481	\$2,639	(\$2,842)
Business License - City Clerk (\$)	7,845	1,970	(\$5,875)
Accounts Receivable Billed (\$)	\$499,913	\$68,984	(\$430,929)

## Budget Services Division

	FYE 24		FYE 23	
	September	YTD	September	YTD
<b>PERSONNEL HOURS - FULL TIME</b>				
Total Regular Hours Available	480.00	1,120.00	480.00	1,120.00
Total Comp Time Available	0.00	0.50	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.25
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
<b>TOTAL HOURS AVAILABLE</b>	<b>480.00</b>	<b>1,120.50</b>	<b>480.00</b>	<b>1,120.25</b>
Benefit Hours Taken	75.25	218.50	43.75	131.00
<b>TOTAL ACCOUNTABLE STAFF HOURS</b>	<b>404.75</b>	<b>902.00</b>	<b>436.25</b>	<b>989.25</b>
 <b>PERMANENT PART-TIME</b>				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
<b>TOTAL HOURS AVAILABLE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Benefit Hours Taken	0.00	0.00	0.00	0.00
<b>TOTAL ACCOUNTABLE STAFF HOURS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
 <b>TEMPORARY</b>				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
<b>TOTAL HOURS AVAILABLE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

## Treasury Division

	FYE 24		FYE 23	
	September	YTD	September	YTD
<b>PERSONNEL HOURS - FULL TIME</b>				
Total Regular Hours Available	1,200.00	2,712.00	1,200.00	2,800.00
Total Comp Time Available	11.75	22.00	5.00	16.25
Total Overtime Hours	51.50	118.50	54.75	148.75
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
<b>TOTAL HOURS AVAILABLE</b>	<b>1,263.25</b>	<b>2,852.50</b>	<b>1,259.75</b>	<b>2,965.00</b>
Benefit Hours Taken	195.25	489.75	204.25	513.00
<b>TOTAL ACCOUNTABLE STAFF HOURS</b>	<b>1,068.00</b>	<b>2,362.75</b>	<b>1,055.50</b>	<b>2,452.00</b>
 <b>PERMANENT PART-TIME</b>				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
<b>TOTAL HOURS AVAILABLE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Benefit Hours Taken	0.00	0.00	0.00	0.00
<b>TOTAL ACCOUNTABLE STAFF HOURS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
 <b>TEMPORARY</b>				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
<b>TOTAL HOURS AVAILABLE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**UTILITY      3C**

## Utility Division

	FYE 24		FYE 23	
	September	YTD	September	YTD
<b>PERSONNEL HOURS - FULL TIME</b>				
Total Regular Hours Available	1,680.00	3,920.00	1,680.00	3,920.00
Total Comp Time Available	21.25	50.75	18.50	42.50
Total Overtime Hours	67.00	111.50	75.50	220.25
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
<b>TOTAL HOURS AVAILABLE</b>	<b>1,768.25</b>	<b>4,082.25</b>	<b>1,774.00</b>	<b>4,182.75</b>
Benefit Hours Taken	256.75	613.75	244.25	636.00
<b>TOTAL ACCOUNTABLE STAFF HOURS</b>	<b>1,511.50</b>	<b>3,468.50</b>	<b>1,529.75</b>	<b>3,546.75</b>
 <b>PERMANENT PART-TIME</b>				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
<b>TOTAL HOURS AVAILABLE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Benefit Hours Taken	0.00	0.00	0.00	0.00
<b>TOTAL ACCOUNTABLE STAFF HOURS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
 <b>TEMPORARY</b>				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
<b>TOTAL HOURS AVAILABLE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

## Drive-up Window and Mail Payments - FYE 2024

	23-Aug	23-Sep
Mail Payments - Lockbox	9,724	8,199
Mail Payments - E-Lockbox	3,803	3,453
Mail Payments - Office	151	292
<b>Total Mail Payments - Subtotal</b>	<b>13,678</b>	<b>11,944</b>
Night Deposits	184	157
Paymentus Payments	13,522	12,953
<b>Without assistance paymnts - Subtotal</b>	<b>13,706</b>	<b>13,110</b>
Office Payments	2,160	2,060
<b>With assistance payments - Subtotal</b>	<b>2,160</b>	<b>2,060</b>
<b>Total Payments Processed - Subtotal</b>	<b>29,544</b>	<b>27,114</b>
Bank Draft (ACH) Payments	11357	11092
<b>Total Payments (Utility)</b>	<b>40,901</b>	<b>38,206</b>
<b>Total Payments</b>	<b>59,088</b>	<b>54,228</b>

### Traffic Counter at Drive-up Facility

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

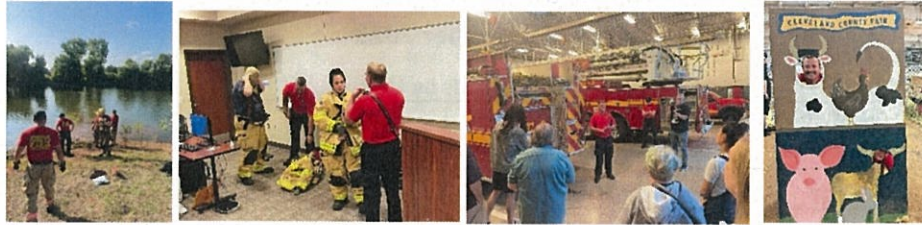
\* These figures are included in the above Total Customer Contact Payments.

### Utility Division Activity Report - FYE 2024

	FYE 24		FYE 23	
	September	YTD	September	YTD
STATUS REPORT				
Regular Utility Accounts Billed	44,646	133,520	44,528	132,798
New Deposit Ons Billed	694	2,357	751	2,838
Final Accounts Billed	734	2,389	674	2,437
TOTAL METERS READ	46,074	138,266	45,953	138,073



**FIRE DEPARTMENT 4**



## NFD Monthly Progress Report September 2023

### Incident Response Type Summary

Incident Type	Total	% of Total
1 - Fire	26	1.50%
2 - Overpressure Rupture, explosion, Overheat - No Fire	2	0.12%
3 - Rescue & emergency	1046	60.46%
4 - Hazardous Conditions (No Fire)	23	1.33%
5 - Service Call	128	7.40%
6 - Good Intent Call	363	20.98%
7 - False Alarm & False Call	87	5.03%
8 - Severe Weather & Natural Disaster	0	0.00%
9 - Special Incident Type	1	0.06%
Incomplete Reports	54	3.12%
<b>Total Incident Count (Unique Calls)</b>	<b>1730</b>	<b>100.00%</b>
<b>Number of Total Unit Responses</b>	<b>2184</b>	

Total Fire Loss \$197,925.00

	Number of First-In Calls	Average Time/Seconds	Average Time/Minutes
<b>Station #1</b>	364	280	0:04:40
<b>Station #2</b>	225	325	0:05:25
<b>Station #3</b>	310	347	0:05:47
<b>Station #4</b>	168	316	0:05:16
<b>Station #5</b>	68	586	0:09:46
<b>Station #6</b>	67	615	0:10:15
<b>Station #7</b>	203	348	0:05:48
<b>Station #8</b>	108	309	0:05:09
<b>Station #9</b>	215	351	0:05:51

#### Community Outreach

Tours and Special Events	18	Station Tours, Cleveland County Fair Support, Citizen's Academy, HS Homecoming Parades, etc
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#### Burn Permits

Burn Permits Issued	128	Conditions were favorable for burning 14 days in September
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#### Training

Total Personnel Training Hours	1491	Mgmt/Supvsr, Hazmat, Wildland, Special Healthcare, Swiftwater, Peer Support
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**NFD Monthly Progress Report  
September 2023**

Item 6.

**Total Calls By Unit**

	Total Number of Responses	District 1	District 2	District 3	District 4	District 5	District 6	District 7	District 8	District 9
NFD3*	17	3	1	5	1	0	0	3	1	3
Chief 301	14	0	1	3	2	0	0	5	3	0
Chief 302	21	2	2	4	3	0	0	6	1	3
Chief 303	9	2	2	1	3	0	0	0	0	1
Chief 304	9	1	0	0	0	0	0	5	3	0
Chief 401	13	2	1	2	1	1	0	5	1	0
Chief 402	12	0	1	4	0	1	1	2	0	3
Chief 403	8	1	0	2	0	1	1	1	0	2
Chief 404	4	1	0	1	0	1	0	0	0	1
Engine 1	363	334	3	6	2	0	0	11	1	6
Brush 1	4	0	0	3	0	0	0	0	0	1
Ladder 1	55	32	4	5	1	0	0	5	1	7
Engine 2	234	1	217	9	2	0	0	5	0	0
Brush 2	2	0	1	1	0	0	0	0	0	0
Ladder 2	25	2	6	6	2	0	0	4	1	4
Engine 3	328	4	3	309	0	0	2	4	0	6
Brush 3	5	0	0	4	0	0	1	0	0	0
Engine 4	180	0	4	1	166	0	0	4	4	1
Brush 4	4	0	1	1	2	0	0	0	0	0
Tanker 4	2	0	0	0	2	0	0	0	0	0
Engine 5	13	0	0	0	0	11	1	0	0	1
Brush 5	73	0	0	0	0	70	2	0	0	1
Engine 6	19	0	0	2	0	3	11	0	0	3
Brush 6	76	0	0	2	0	5	66	0	0	3
Rescue 7	1	0	0	0	1	0	0	0	0	0
Squad 7	243	7	6	5	7	0	0	199	12	7
Brush 7	3	0	0	0	0	0	0	1	1	1
Engine 8	122	1	0	0	2	0	0	9	108	2
Brush 8	4	0	0	0	0	0	0	0	3	1
Tanker 8	1	0	0	0	0	0	0	0	0	1
Engine 9	238	10	1	7	0	1	1	3	0	215
Brush 9	5	0	0	1	0	1	1	0	0	2
Tanker 9	6	0	0	0	0	3	1	0	0	2
EM1*	18	3	2	5	1	0	0	3	1	3
EMS1*	19	4	2	5	1	0	0	3	1	3
Fire Marshal 1	3	1	0	1	0	0	0	1	0	0
Fire Marshal 2	4	1	0	2	1	0	0	0	0	0
Fire Marshal 3	15	2	1	4	1	0	0	3	3	1
Fire Marshal 4	8	0	3	2	0	0	0	1	0	2
Fire Marshal 5	4	0	0	1	0	1	0	0	1	1
	<b>2184</b>	<b>414</b>	<b>262</b>	<b>404</b>	<b>201</b>	<b>99</b>	<b>88</b>	<b>283</b>	<b>146</b>	<b>287</b>

\*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

September 2023

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



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


**Local Response**

Red Cross Coordination for burn outs. September resulted in 1 call out for assistance	With the robust reorganization in the Red Cross and the turmoil of having a in home fire, the volunteers or I, when called, will respond to the scene, (physically or by phone and assist the family in coordination with the Red Cross to provide immediate assistance.
---	--

**Community Preparedness Events**

Norman Emergency Response Volunteers, the Cleveland County Medical Reserve CORPS and the Cleveland County Health Dept. supported the first two OU home games. September 2 and 9 <sup>th</sup> .	The volunteers were asked to support the first 2 OU homes games with cooling station, basic first aid and water stations. This was conducted just outside Gate 6 just outside the OU stadium. During both games the heat reach 100 degree weather and providing this support along with transportation support to fans was an invaluable asset that filled a much needed gap. Numerous volunteers provided many hours of their time to make this a success
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Norman Emergency Response Volunteers supported the County Farmer Market at the Well by working traffic and parking control operations for the first 3 OU home games. September 2, 9<sup>th</sup> and 30<sup>th</sup>.

By providing assistance to the Well, the volunteers were able to ensure parking was available to market goers. Volunteers managed space available for the Well visitors and the vendors alike. Once the market closed the space was open for the public going to the game.

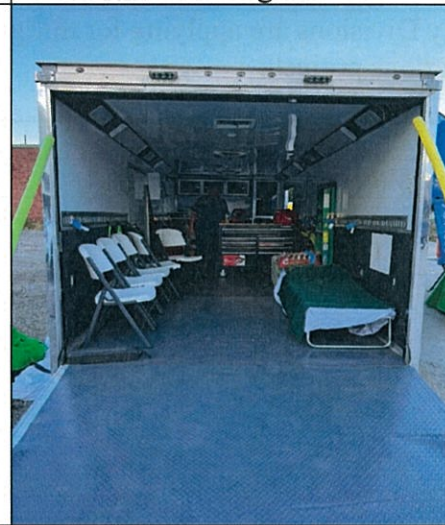
Norman Emergency Response Volunteers, the Cleveland County Medical Reserve CORPS and the Cleveland County Health Dept. supported the Cleveland County Free Fair

September 7-10, 2023 was the Free Fair at Cleveland County. Basic First aid, plenty of suntan lotion and a water station were provided to fair goers. Many band-aids were provided and even a diaper changing station.



Moore Band competition. This very long day event started by 8 am and wasn't closed out until the next morning at 1 am.

On September 16, 2023, the volunteers supported a major band competition at the Moore H. S. This competition had 14 bands from around the state competing for the top spot. The day is long and compounded by the heat. Basic first aid and comfort care was given to many students. Care for heat, bumps, scrapes, turned ankles and wounds from playing football on the blacktop were just some of the situations volunteers found themselves handling.





<b>Disaster Reimbursement Status</b>	
FEMA has instituted a new process for reimbursement claims. As with any new process there are many issues to be worked through.	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.
FEMA Declares shortage of funds **This notice has been received**	FEMA has issued a memorandum to all states and territories it is short of funded and has requested \$40B from Congress
<b>Mitigation Grant Status</b>	
Many Divisions are applying for mitigation funds for various projects	Norman EM has the role of oversight in the Mitigation grant efforts of the city and will continue to support applications
<b>Severe Weather Issues</b>	
National Weather Service Storm Spotter Training	<a href="http://weather.gov">NWS Norman Spotter Schedule (weather.gov)</a>

## September 2023 Fire Prevention Activity Summary

### Prevention Department Update and Activities

Training	6 hours	CLEET Continuing Education
Inspections/Re-Inspections	116 hours	Certificate of Occupancy, Occupancy Loads, Daycare, Fire Alarm, Fire Suppression System, General, Food Trucks, Schools
Smoke Detectors	16	Check/Install Smoke Detectors/Replace Batteries/Bed Shaker
Investigations	12	0 Joint, 8 Closed, 0 Complete, 3 Pending, 1 Arrest
Investigative Activities	77 hours	Fire Scene Investigation, reports, OSBI, interviews/Interrogation, Obtain Warrant, File Charges
Department Meetings	27 (19 hours)	Shift Change Meetings, Staff Meeting
Station & Equipment Maintenance	46 hours	Daily checks, supplies replenishing, cleaning & organization
Public Service/Education & Special Events	13 hours	Fire Prevention Month Prep, OU Game Coverage, Aviation Festival

**HUMAN RESOURCES 5**

**HUMAN RESOURCES**  
**Monthly Report**  
**September 2023**

**HUMAN RESOURCES**

Total number of Employees: 994

Orientations: 4 – 12 new hires

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

Terminations: 15

**ADMINISTRATION**

- Worked FMLA cases – 6 new cases
- Processed invoices and reconciled expense accounts
- Coordinated Birthday/Anniversary post card mail outs
  - 74 birthday and 103 anniversary
- Labor Relations:
  - No in person Union negotiation meetings held
  - AFSCME is going to vote in October, IAFF is still pending, FOP planning on Arbitration.

**BENEFITS**

New Enrollments: 12

COBRA/Retiree participants: 42

<b>Benefit Participation</b>		
	<b>#</b>	<b>%</b>
Medical	783	92%
Dental	780	92%
Vision	556	65%
Disability	357	42%
Supplemental Life	787	93%

*\* Total Benefit Eligible Population: 849*

<b>Claims</b>		
Rx Claims		\$526,469.78
	ACTIVE	\$494,957.50
	RETIREE	\$ 31,512.28
	COBRA	\$ ---
Medical Claims		\$ 780,307.00
Dental Claims		\$ 67,572.67
Death Claims		0

**PERSONNEL ACTIONS****New Hires – 12**

<b>Dept./Div.</b>	<b>Position</b>	<b>Number of Employees</b>
City Manager/Administration	Intern	1
Human Resources/Administration	ADA Technician	1
Legal Dept/Administration	Assistant City Attorney I	1
Parks & Rec/Facility Maintenance	Construction & Facilities Manager	1
Parks & Rec/Facility Maintenance	Facility Maintenance Supervisor	1
Parks & Rec/Park Maintenance	Maintenance Worker I	1
Parks & Rec/Recreation	Tennis Shop Attendant	2
Planning/GIS	Intern	1
Police/Animal Welfare	Pet Adoption Coordinator	1
Public Works/Traffic	Traffic Signal Technician	1
Utilities/WRF	Custodian	1

**Promotions – 4**

<b>Dept./Div.</b>	<b>Position</b>	<b>Number of Employees</b>
Parks & Rec/Recreation	Field Operations Supervisor	1
Parks & Rec/Recreation	Recreation Leader I	1
Parks & Rec/Recreation	Recreation Technician	1
Police/Emergency Communications	Communications Officer II	1

**Separations – 15**

<b>Dept./Div.</b>	<b>Position</b>	<b>Number of Employees</b>
Fire/Suppression	Fire Driver Engineer	1
Fire/Suppression	Firefighter	1
Parks & Rec/WW Aquatic Center	Concession Cashier I	1
Parks & Rec/WW Aquatic Center	Head Lifeguard	1
Parks & Rec/WW Aquatic Center	Lifeguard	2
Parks & Rec/WW Aquatic Center	Swim Instructor	6
Parks & Rec/Recreation	Recreation Center Specialist	1
Police/Emergency Communications	Communication Officer I	1
Police/PST Patrol	Police Officer	1

**Turnover Stats**

<b>Department</b>	<b>No. of Employees</b>	<b>No. of Terminated Employees</b>	<b>Turnover Rate</b>
City Manager	5		0.00%
City Clerk	6		0.00%
Finance	23		0.00%
Fire	176	2	1.14%
Human Resources	9		0.00%
Information Technology	16		0.00%
Legal Department	9		0.00%
Municipal Court	15		0.00%
Parks & Recreation-Total	202	61 *includes seasonal	30.20%

Planning & Comm Dev.	38		0.00%	Item 6.
Police	230	3	1.30%	
Public Works	124		0.00%	
Utilities	159		0.00%	

**RECRUITMENT**

<b>Positions Requisitioned for Refill by Department/Division (# of vacancies)</b>	
*included positions are Full Time unless otherwise indicated as Part Time (PT) or Seasonal PT*	
<b>Parks &amp; Recreation</b>	
Maintenance Worker I	PT All Locations – Recreation Center Specialist
<b>Planning and Community Development</b>	
Planner I	
<b>Police</b>	
Police Officer (9)	Animal Welfare Technician
Communications Officer I (5)	Communications Officer II (3)
<b>Public Works</b>	
Engineering - City Surveyor	Maintenance Worker II - Streets
<b>Utilities</b>	
Sanitation - Sanitation Worker I (3)	Sanitation - Sanitation Worker II (1)
Water Reclamation Laborer (temp)	
Water Line Maintenance – Utility Distribution Worker I	Water Line Maintenance – Utility Distribution Worker II
<b>City Council &amp; City Manager</b>	
Internal Auditor – offer pending	Assistant City Manager – Offer pending
<b>IT</b>	
Business Systems Analyst	
<b>Human Resources</b>	
Human Resources Recruiter - interviewing	

**New hires – 12**

- Construction & Facilities Manager – Days to fill 57
  - Job posted - 7/11
  - Interviews – 8/9
  - Start 9/5
- Facility Maintenance Supervisor – Days to fill 53
  - Job posted 7/14
  - Start 9/5
- ADA Technician – Days to fill 152
  - Job posted 4/6
  - Start 9/5
- Pet Adoption Coordinator – Days to fill 302

- Job posted 11/8/2022
- Start 9/5
- Custodian – Days to fill 47
  - Job posted 7/20
  - Start 9/6
- Maintenance Worker I/Parks – Days to fill 26
  - Job posted 8/16
  - Start 9/11
- Assistant City Attorney– Days to fill 82 (had to wait to get results from BAR and then be sworn in)
  - Job posted 7/7
  - Start 9/27
- GIS Intern– Days to fill 40
  - Job posted 8/3
  - Start 9/12
- Traffic Signal Technician– Days to fill 82 (they did five different rounds of interviews. Very picky on this role)
  - Job posted 6/28
  - Start 9/18
- Maintenance Worker I/Parks– Days to fill 33
  - Job posted 8/16
  - Start 9/18
- Tennis Shop Attendant – Days to fill 21
  - Job posted 8/28
  - Start 9/18
- Tennis Shop Attendant – Days to fill 21
  - Job posted 8/28
  - Start 9/25

4 – Terminations of full time employees

64 – Terminations for Westwood (temp)

**SAFETY**

**Fitness for Duty Meetings**

Department	Number Held
	0

**Return to Work Meetings**

Department	Number Held
	0

**Recordable Injuries – OSHA**

Department/Division	Nature of Injury	How Sustained	Prognosis
Police/Patrol	Damage to toes and foot	Gunshot to toes when weapon discharged	Off work
Police/Patrol	Soft tissue damage to left arm and head area	Officer was involved in vehicle collision	Work restrictions
Police/Patrol	Irritation to face	Developed rash on facial area after rolling on mats	Released to work

Public Works/Street Maintenance	Strained right shoulder	Felt something pull while patching potholes using concrete	Work restrict	Item 6.
Utilities/Sanitation	Lower back strain	Slipped off of office chair and landed on floor	Work restrictions	
Utilities/Water Line Maintenance	Right knee strain	Stepped into hole and knee was pulled into an awkward position	Work restrictions	

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

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

*\*CY2023 is current YTD*

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

<b>2024</b>	<b>2023</b>	<b>2022</b>
2	7	3

**Recordable Injuries per calendar year:**

<b>2023*</b>	<b>2022</b>	<b>2021</b>
56	60	64

*\*CY2023 is current YTD*

**Recordable Injuries per fiscal year:**

<b>2024</b>	<b>2023</b>	<b>2022</b>
16	67	54

**Complaints/Resolutions**

<b>Complaint</b>	<b>Resolution</b>
Concerns regarding the water at the Compost Facility were reported to HR 9/7/23	Water Treatment Plant conducted a bacterial test on 9/8/23. Water was good.



**ADA Complaints and Resolutions**

Complaint	Resolution
08/21/23 The sidewalks on Robinson street between Flood and Porter are out of compliance and need repair. Sidewalks are broken, cracked, uneven and missing in some sections.	Public Works put up cones/barriers around the broken sections of the sidewalk. A work order to repair the deficiencies was created. I will monitor the progress of the work order to ensure repairs are completed. There have been no updates as of September 30, 2023. The complaint is open. (Open)

**Committees:**

**Human Rights Commission (HRC)** – Human Rights Commission met on Monday, September 25, 2023.

1. The HRC is working to update our records of the various faith leaders to ensure all faith communities receive an opportunity to participate in the program and/or to attend the breakfast.
2. The HRC will announce the Human Rights Award recipient of during the Interfaith Breakfast.
3. The Interfaith Breakfast will be held on Monday, January 15, 2024 at the Young Family Athletic Center.

**ADA Citizen’s Advisory Committee** – The committee met Monday, September 11, 2023. Mr. Scott Sturtz, City Engineer updated to the committee on the current Capital Improvement Projects (Streetscape). The committee voted on the next ADA sidewalk transition plan project to complete.

1. **Porter Street Project**  
The project is a 2019 Transportation Bond Capital Improvement Project (Streetscape) that started at E. Alameda and Porter and will end at N. Porter and Robinson St. The project will repair/replace sidewalks, curbs, driveways, crosswalks, and ramps.
2. **Gray Street Project**  
This project is another 2019 Transportation Bond Capital Improvement Project (Streetscape) that will improve mobility and accessibility. The project will repair/replace curbs, ramps, driveways, crosswalks, and sidewalks. The project will add ADA street parking spaces.
3. **2024 ADA Transition Plan Project**  
The committee selected E. Lindsey Street, starting at 12th Ave SE to 24th Ave SE. The committee approved this motion by unanimous consent. The project is slated to start at the beginning of January 2024. The project will repair/replace sidewalks, curbs, driveways, crosswalks, and ramps.

**Diversity Roundtable** – The meeting for the month of September was canceled.

**Cleveland County disABILITY Coalition** – The monthly meeting took place Tuesday, September 5, 2023, during which the coalition was informed the ADA Technician vacancy had been filled. Grace Holloman was selected as the new ADA Technician.

**Employee Resource Groups (ERG)** – Our next scheduled quarterly meeting will take place on October 26, 2023.

1. An email was sent on September 25, 2023 announcing the start of a new employee resource group, Parent/Caretaker of Children with Special Needs.
2. Grace Holloman will lead the new ERG and Darrel Pyle will be the executive liaison.
3. LGBTQ Alliance ERG sponsored a day in service on September 15, 2023, with United Way of Norman and Meals on Wheels. All proceeds were donated to Meals on Wheels.

**City of Norman Employee Demographics (full-time, part-time, and temp/seasonal employees)**

Gender	Total Population	% of Total Population
Female	223	23.62%
Male	721	76.38%
<b>Total</b>	<b>944</b>	<b>100.00%</b>

Ethnicity by Race	Total # by Race	% of Total
Asian	13	1.38%
Black	39	4.13%
Hispanic	32	3.39%
Native American	32	3.39%
Pacific Islander	1	0.11%
Two or more	37	3.92
White	790	83.69%
<b>Total</b>	<b>944</b>	<b>100.00%</b>

Diversity Total by Gender			
Ethnicity	Female	Male	
Asian	4	9	
Black	6	33	
Hispanic	7	25	
Native American	9	23	
Pacific Islander	0	1	
Two or more	11	26	
White	186	604	
<b>Total</b>	<b>223</b>	<b>790</b>	<b>944</b>

Diversity % by Gender		
Ethnicity	Female	Male
Asian	0.42%	0.95%
Black	0.64%	3.50%
Hispanic	0.74%	2.65%
Native American	0.95%	2.44%
Pacific Islander	0.00%	0.11%
Two or more	1.17%	2.75%
White	19.70%	63.98%
	<b>23.62%</b>	<b>76.38%</b>

**INFORMATION TECHNOLOGY 6**

**CITY OF NORMAN**

Information Technology Department  
 Monthly Report – September 2023.

Working projects for the IT Department are as follows:

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

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



Endpoint Security Review	Review current endpoint security appliances and software and make upgrades as necessary.	In Progress
Print consolidation	Work with outside vendor to consolidate all print, fax, copy machines in CoN facilities.	In Progress
Automated Meter Infrastructure	Implement and integrate AMI for meter reading and utility billing.	In Planning
Print Shop Move to IT	Transition the Print Shop from the Finance Department in to the IT Department.	In Progress, full completion in July/August of 2023. Renovation of new space should be complete by January 2024.
Network Infrastructure Improvements	Utilize our new Network Engineer who will work closely with the Network and Infrastructure Manager, to review and improve our cabling, switching, and network configuration.	In Progress

### Support Tickets:

The IT department tracks work requests with a software package called Spiceworks. **IT Table 1** below represents the number of support tickets closed by the IT Support Staff and those remaining open at the end of September 2023. This high amount is because of various departmental moves to the Development Center and the IT Department assisting in connections and configuration.

### Mass Communications:

The following statistics represent email space and resource savings. In the attached table, you will see that 13 emails from the groups shown were sent from city servers using city resources – of those 32,838 were delivered to outside mailboxes for the month of September 2023. The city servers generated mass communications to Norman citizens of 32,838 messages from only 13 sent (see **IT Table 2**).

### Email Security Appliance:

The City of Norman's IT Department has an email filter that has enhanced reporting and filtering capabilities that protect the City's systems from malicious attacks from the outside. Email is one of the preferred methods of the delivery of malicious software and viruses. The IT department monitored 314,567 attempted incoming and 101,433 outgoing messages for the month of September 2023. Incoming messages totaling 135,888 were considered Spam or hazardous e-mails by our email-filtering appliance, and were quarantined or filtered (see **IT Table 3**). This number represents 43% of our inbound mail. This percentage is down 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 August 2023, the City of Norman's web site had 127,444 individual web sessions access the web site for 266,768 total page views. Of those sessions, 69,551 were identified as New Users to view content on the City web site (see **IT Table 4**). In July of 2019, the IT Department kicked off a project with Interpersonal Frequency to overhaul the City website. Since its completion in June 2020, the site has reduced and more relevant information as well as the ability to function seamlessly from mobile devices and tablets.

### ERP Project Implementation Progress:

The chart below shows the path that we have followed through our ERP Implementation Project with most operations finalized by 2022. The project began in January of 2018 and was delayed for multiple reasons by the 2020 pandemic. The final implementations are expected to run through FYE24. The City Council approved approximately \$6 Million to replace the outdated software systems that run our daily business operations. Once fully complete the city will have enhanced automated services and web services for our citizen base as well as the employees who conduct business and track their daily work









# Executive Summary

ironport.example.com

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

### Incoming Mail Graph

### Incoming Mail Summary

Message Category	%	Messages
Stopped by IP Reputation Filtering	38.7%	121,854
Stopped by Domain Reputation Filtering	0.7%	2,070
Stopped as Invalid Recipients	0.0%	13
Spam Detected	3.6%	11,270
Virus Detected	0.0%	33
Detected by Advanced Malware Protection	0.0%	113
Messages with Malicious URLs	0.1%	234
Stopped by Content Filter	0.1%	301
Stopped by DMARC	6.9%	21,830
S/MIME Verification/Decryption Failed	0.0%	0
<b>Total Threat Messages:</b>	<b>43.2%</b>	<b>135,888</b>
Marketing Messages	15.7%	49,453
Social Networking Messages	1.7%	5,242
Bulk Messages	16.0%	50,297
<b>Total Graymails:</b>	<b>33.4%</b>	<b>104,992</b>
S/MIME Verification/Decryption Successful	0.0%	0
Clean Messages	23.4%	73,687
<b>Total Attempted Messages:</b>		<b>314,567</b>

### Outgoing Mail Graph

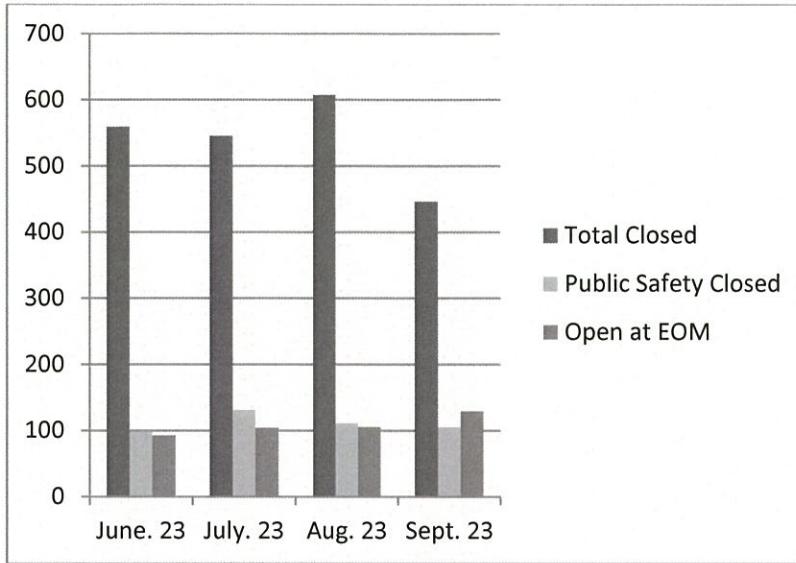
### Outgoing Mail Summary

Message Processing	%	Messages
Spam Detected	0.0%	0
Virus Detected	0.0%	0
Detected by Advanced Malware Protection	0.0%	0
Messages with Malicious URLs	0.0%	0
Stopped by Content Filter	0.0%	0
Stopped by DLP	0.0%	0
Clean Messages	100.0%	101,417
<b>Total Messages Processed:</b>		<b>101,417</b>

Message Delivery	%	Messages
Hard Bounces	2.0%	2,075
Delivered	98.0%	99,358
<b>Total Messages Delivered:</b>		<b>101,433</b>

**Table 1**



**Table 2**

<b>September 2023 LIST SERVER REPORT</b>			
<i>Group</i>	<i>Active Members</i>	<i>Mailings</i>	<i>Total Delivered</i>
Affirmative Action Group	12	0	0
Job Posting	1324	0	0
Norman News	2526	13	32838
<b>Totals</b>	<b>3862</b>	<b>13</b>	<b>32838</b>

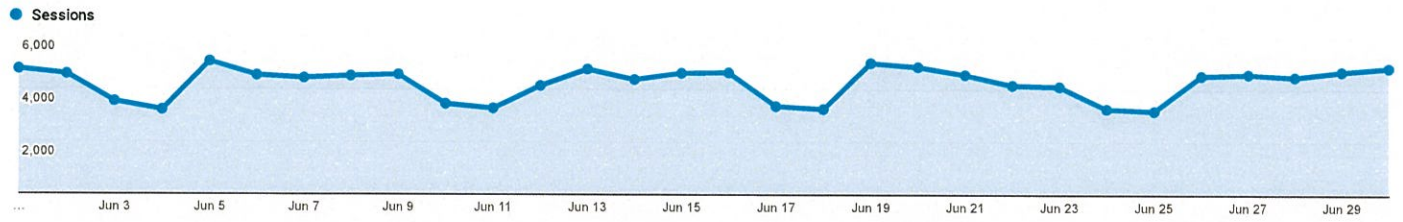


Site Traffic

Jun 1, 2023 - Jun 30, 2023

All Users  
100.00% Sessions

Report Tab



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

Rows 1 - 10 of 30

**LEGAL 7**

**MONTHLY REPORT - LEGAL DEPARTMENT**  
**September 2023 Report**  
**(Submitted October 13, 2023)**

**MONTHLY HIGHLIGHTS:**

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

This is an appeal of the district court's ruling granting the City's motion for summary judgment in an action which sought to clarify whether a municipal councilmember can simultaneously hold the office of municipal judge. The district court ruled that a municipal councilmember cannot simultaneously hold the office of municipal judge and the councilmember appealed. On August 11, 2023, the Court of Civil Appeals ordered the councilmember to show cause why the appeal should not be dismissed as moot. The councilmember did not comply with the Court's directive and on September 27, 2023, the Court of Civil Appeals dismissed the appeal. The councilmember has until October 27, 2023, to petition the Oklahoma Supreme Court for certiorari review.

**LIST OF PENDING CASES:**

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

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

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

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

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

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

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

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

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

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

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

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

**COURT OF CRIMINAL APPEALS**

None

**CLEVELAND COUNTY DISTRICT COURT**

**A. *General Lawsuits***

Armstrong v. City of Norman, CJ-2012-1638 (K)

City v. Haddock, CV-2010-357 TS (K, S)

City v. IAFF, CV-2011-48 L; DF-109447 (K)  
City v. Komiske, Cobblestone Creek Management Company, et al, CV-2012-748 (K, W)  
City v. Aaron Stachmus and Bryson Anglin, CJ-2021-445 (S)  
City v. Aaron Stachmus and Bryson Anglin, CJ-2022-424 (S)  
City v. Aaron Stachmus and Bryson Anglin, CJ-2022-647 (S)  
Etter v. City of Norman, CJ-2021-731 (K)  
FOP/IAFF/AFSCME v. Okla. Dept. of Labor and City of Norman, CJ-2005-1170 L (K)  
FOP v. City of Norman, CV-2011-876 L (K)  
Martin Flores v. City of Norman & John Doe, CJ-2021-1051  
Caleb Fulton v. City of Norman et al., CJ-2020-797 (K)  
Kevin Hahn v. Norman Police Department, City of Norman, CJ-2021-210 (K)  
Jaclyn Jacobs v. City of Norman and Norman Utilities Authority, CJ-2022-794 (K)  
Jane Doe v. S. Carter, Norman Regional Hospital Authority, and John and Jane Does, and or DBA Doe Medical Entity, CJ-2022-1348, CJ-2020-606 (K)  
City v. Loeffler & Ashford Investments, LLC, CV-2022-1182 (M)  
City v. Lonnie Hodges, CV-2020-2922  
The Norman Petition Initiative No. 2021-1, Case No. CV-2020-2384 (K)  
McCarver v. City of Norman, CJ-2013-128 TS (K)  
Petersen and Lester E.R. Dotty v. City of Norman, CV-2023-766 (K)  
Remy v. Hall, et al., Case No. CV-2017-1853 (K, S)  
Shaz Investment Group, LLC v. City of Norman, CJ-2021-1044 (K)  
West Lindsey Center Investors, LLC v. City of Norman, et al., CJ-2022-693 (K)

**B. *Condemnation Proceedings***

City of Norman v. Chastain Oil Company, a Corporation, et al., CV-2015-677 (M)  
City of Norman v. West Lindsey Center Investors, LLC, et al., CV-2015-671 (M)  
City of Norman v. Tietsort Revocable Trust, et al., CJ-2013-775 (M)  
City of Norman v Apex Properties, LLC, et al., CJ-2021-221 (M)  
City of Norman v. The Uplands Development Co., LLC, et al., CJ-2021-227 (M).  
City of Norman v. Hallbrooke Development Group One, LLC, et al., CJ-2021-228 (M).  
City of Norman v. D&J Land, LLC, et al., CJ-2022-251 (M)  
City of Norman v. McIntosh Living Trust, et al., CJ-2023-704 (M)  
This matter was dismissed on September 27, 2023, following acceptance of the necessary easements by the City Council.  
City of Norman v. Susanne Corr Revocable Trust, et al., CJ-2023-706 (M)  
A Journal Entry of Judgment and Order for Disbursement was entered on September 27, 2023, fully resolving the case.  
City of Norman v. Miller Revocable Trust, et al., CJ-2023-708 (M)  
This matter was dismissed on September 22, 2023, following acceptance of the necessary easements by City Council.  
City of Norman v. Bradley Goodman, et al., CJ-2023-707 (M)  
This matter was dismissed on September 22, 2023, following acceptance of the necessary easements by the City Council.

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

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

**D. *Municipal Court Appeals***

None

**E. *Small Claims Court***

None

**F. *Board of Adjustment Appeals***

NextEra Energy Transmission Southwest LLC, CV-2023-3288: This matter was filed on September 5, 2023, as an appeal from the Board of Adjustment’s denial of a floodplain permit to NextEra. Protesting parties were allowed to intervene in the action and filed an Answer on September 21. The BOA filed an answer with general denials and defenses on September 22, and filed a Designation of Record on September 29, 2023. The matter will be set for hearing or trial next.

**LABOR / ADMINISTRATIVE PROCEEDINGS**

**A. *Grievance & Arbitration Proceedings (K)***

This office has assisted with the following grievances:

- AFSCME Grievance FYE 21-02 – (COVID-19 Leave)
- AFSCME Grievance FYE 22-02 – (Jerry Younts and Bennie Gilmore – COVID-19 Leave)
- AFSCME Grievance FYE 22-02 – (Tara Klepper – COVID-19 Leave)
- AFSCME Grievance FYE 23-03 – (Parks Employees)
- AFSCME Grievance FYE 23-08 – (AFSCME Group Grievance)
- AFSCME Grievance FYE 23-09 – (Brian Jones)
- AFSCME Grievance FYE 24-01 – (April Waggoner)
- AFSCME Grievance FYE 24-02 – (Hemsley, Boggs, Garner)
- AFSCME Grievance FYE 24-03 – (Boggs, Whiteside, Cole)
- AFSCME Grievance FYE 24-04 – (Jeremy Boggs)
- IAFF Grievance FYE 21 – Carl Shanon Smith – Improper Compensation
- IAFF Grievance FYE 22 – Source Documents
- IAFF Grievance FYE 23 – Matt Ferris – Discipline
- IAFF Grievance FYE 23 – Carl Shanon Smith Termination/Forced Retirement Grievance
- IAFF Grievance FYE 23 – Battalion Chief Source Document Grievance
- IAFF Grievance FYE 23 – Change in Medical Benefits

- IAFF Grievance FYE 23 – Change in Conditions of Employment
- IAFF Grievance FYE-23 - Selective Progressive Discipline Grievance
- IAFF Grievance FYE-23 - Failure to Compensate for Working Out of Classification
- IAFF Grievance FYE-23 - Wellness Program
- IAFF Grievance FYE-23 - Mass Casualty /Active Shooter Response

FOP Grievance FYE-23 – Wellness Program

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

None

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

None

**MUNICIPAL COURT PROSECUTIONS**

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

Month	<u>ADULT CASES</u>			<u>JUVENILE CASES</u>			<u>COURT SESSIONS</u>		
	FYE 22	FYE 23	FYE 24	FYE 22	FYE 23	FYE 24	FYE 22	FYE 23	FYE 24
JULY	275	165	464	11	7	11	7	9	10
AUG	236	241	341	9	10	7	5	13	16
SEPT	263	245	295	9	15	18	5	10	8
OCT	269	244		12	13		6	9	
NOV	228	205		2	10		6	6	
DEC	162	165		1	5		3	8	
JAN	185	205		9	9		6	10	
FEB	787	256		8	17		8	10	
MAR	282	272		13	13		9	12	
APR	323	322		12	9		10	9	
MAY	582	395		21	17		12	13	
JUNE	268	344		7	31		11	9	
TOTALS / YTD	3,860	3,059	1,100	114	156	36	95	118	34

**WORKERS' COMPENSATION COURT**

The total number cases pending as of September 2023 are 20. There were no new Oklahoma Workers Compensation claims received during the month. In September, three Court Orders were received.



The City Council approved one Court Order in September 2023 and two are scheduled for consideration in October/November 2023. The remaining cases are proceeding in active litigation in the Oklahoma Workers' Compensation Commission/Court of Existing Claims. The current breakdown of pending Workers' Compensation cases by work area have been reviewed and updated for accuracy is as follows:

DEPARTMENT	DIVISION	PENDING CASES	FYE 24 CASES	FYE 23 CASES	FYE22 CASES	FYE21 CASES
Fire	Suppression	10		9	4	2
Fire	Prevention				1	
Parks/Rec.	Park Maintenance	1				
Parks/Rec	Westwood Pool				1	
Planning	Development Services					
Police	Animal Welfare					2
Police	Criminal Investigation	2			1	
Police	Patrol	4		1	4	1
Police	Administration	0			2	
Public Works	Street Maintenance				1	1
Public Works	Vehicle Maintenance					
Public Works	Storm Water					
Public Works	Traffic Control	1		1		
Utilities	Line Maintenance	1		1		
Utilities	Sanitation	1		1		
<b>TOTALS</b>		<b>20</b>		<b>11</b>	<b>14</b>	<b>6</b>

***List of Pending Cases***

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

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

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

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

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

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

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

(Fire, Suppression, Firefighter, Binaural Hearing Loss)

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

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

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

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

***A court order in the above claim was received and will be considered by the City Council in November 2023.***

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

(Fire, suppression, Firefighter)

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

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

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

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

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

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

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

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

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

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

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

*(Police, Narcotics, Sergeant, R. Knee)*

*A court order in the above claim was received and approved by the City Council on September 26, 2023 and will no longer appear on the monthly report.*

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

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

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

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

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

(Fire, Suppression, Firefighter, Lower Back)

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

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

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

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

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

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

*A court order in the above claim was received and was approved by the City Council on October 10, 2023 and will no longer appear on the monthly report.*

Wilkins, Levi v. City of Norman, CM-2019-05323 X

(Fire, Suppression, Fire Driver Engineer, BAW, Cancer)

**TORT CLAIMS**

The following is a breakdown of the Tort Claims activity through September 2023.

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

CURRENT CLAIM STATUS	FYE 24 TO DATE	FYE 23	FYE 22	FYE 21
Claims Filed	13	56	51	63
Claims Open and Under Consideration	4	5	0	0
Claims Not Accepted Under Statute/Other	1	4	3	10
Claims Paid Administratively	6	22	15	11
Claims Paid Through Council Approval	0	2	2	7
Claims Resulting in a Lawsuit for FY	0	0	5	3
Claims Barred by Statute (No Further Action Allowed)	0	17	26	32
Claims in Denied Status (Still Subject to Lawsuit)	2	6	0	0

**MUNICIPAL COURT                    8**

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

**CASES FILED**

	<u>SEPTEMBER</u>	<u>FY24</u>	<u>Y-T-D</u>	<u>SEPTEMBER</u>	<u>FY23</u>	<u>Y-T-D</u>
Traffic	502		2,016	321		885
Non-Traffic	278		891	263		685
SUB TOTAL	780		2,907	584		1,570
Parking	1,397		2,707	1,415		2,317
<b>GRAND TOTAL</b>	<b>2,177</b>		<b>5,614</b>	<b>1,999</b>		<b>3,887</b>

**CASES DISPOSED**

	<u>SEPTEMBER</u>	<u>FY24</u>	<u>Y-T-D</u>	<u>SEPTEMBER</u>	<u>FY23</u>	<u>Y-T-D</u>
Traffic	599		1,822	313		970
Non-Traffic	202		712	251		724
SUB TOTAL	801		2,534	564		1,694
Parking	934		1,939	854		1,573
<b>GRAND TOTAL</b>	<b>1,735</b>		<b>4,473</b>	<b>1,418</b>		<b>3,267</b>

**REVENUE**

	<u>SEPTEMBER</u>	<u>FY24</u>	<u>Y-T-D</u>	<u>SEPTEMBER</u>	<u>FY23</u>	<u>Y-T-D</u>
Traffic	\$ 65,089.53		\$ 228,819.39	\$ 40,930.22		\$ 113,946.03
Non-Traffic	\$ 19,099.76		\$ 61,945.44	\$ 27,351.68		\$ 68,754.22
SUB TOTAL	\$ 84,189.29		\$ 290,764.83	\$ 68,281.90		\$ 182,700.25
Parking	\$ 29,341.00		\$ 63,436.00	\$ 25,890.00		\$ 52,965.00
<b>GRAND TOTAL</b>	<b>\$ 113,530.29</b>		<b>\$ 354,200.83</b>	<b>\$ 94,171.90</b>		<b>\$ 235,665.25</b>

MUNICIPAL COURT - MONTHLY REPORT  
September 2023

JUVENILE COMMUNITY SERVICE PROGRAM

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

MEDIATION PROGRAM

The Early Settlement – Norman Mediation Program accepted 46 new cases and closed 51 cases during the month of September 2023. 9 Mediations were held.

**PARKS AND RECREATION 9**

## Park Development Activities September 2023

### Andrews Park



We, along with our design team from, Copeland Design Collective held a multi-day design workshop for the Master Plan project for Andrews Park. A public input session was held in the development center on day one; followed by a steering committee session and a day of input gathering from all the different departments in the city on day two. A draft master plan

concept was presented to staff and the steering committee on day three, which will now be refined and prepared with other finished graphics and cost estimates/phasing studies that will be presented at the November Park Board meeting for public review. A final master plan will be brought forward in December for City Council to consider. This plan will help guide budget and work planning for Norman's original park, as we hope to breathe new life into this unique 17-acre site in downtown, which will be used by all Normanites for the next hundred years.

### Neighborhood Parks

A contract was awarded in September for the construction of a tennis court and pickleball court at our next neighborhood park—Bentley Park. We then held a pre-construction meeting at the park site with the contractor; and that work will begin in October, along with other work at this new park site to install a playground, walking trails, basketball half-court, picnic shelter and all associated park furniture and signage.

We are also preparing work plans for our next neighborhood park renovations planned for Sunrise and Falls-Lakeview Parks. We will do other small park improvement projects at several other parks as we determine and the budget will allow, as is done every year under the Norman Forward Neighborhood Park Project.

### Sutton Wilderness

The contractor has begun work to improve the southern trail spur in the park that connects down to Griffin Park along its western edge by fixing low/washed out areas, adding drainage structures and topping the trail with decomposed granite (like the rest of the Sutton Wilderness trail). They will also be constructing a 12-car addition to the trailhead parking lot off 12<sup>th</sup> Avenue in the coming months, using project funding attained from the Recreational Trails Grant program operated by the State of Oklahoma Department of Tourism and Recreation (80% of the project costs).

### Forestry

We hosted our first "Walk In The Forest" event from 8 a.m. until noon on Saturday, September 23<sup>rd</sup>, at Ruby Grant Park, starting at the north memorial pavilion by the Franklin Road parking lot. Several points of interest were set along the walking trail south and east of the pavilion, with staff from the State Forestry Division on-hand to help educate adults and kids about the benefits of trees for health, recreation, environmental quality and a variety of other things. The City Forester also set up at a station to discuss how to manage trees as a resource for urban and rural settings.



SEPTEMBER 2024 PARKS MAINTENANCE DIVISION					
	FY24 MTD	FY24 YTD		FY23 MTD	FY23 YTD
<b>SAFETY REPORT</b>					
On-The-Job Injuries	0	2		0	6
Vehicle Accidents	0	0		0	0
Employee responsible	0	0		0	0
	<b>Total Man Hours</b>			<b>Total Man Hours</b>	
<b>ROUTINE</b>					
<b>ACTIVITIES</b>					
Big Mowing	111.75	398.25		84	944.50
Trim Mowing	676.25	2549.75		409	5376.00
Chemical Spraying	127	420.50		41	1027.00
Fertilization	0	0.00		16	18.00
Park Tree Work	138	285.00		0	735.00
Street Tree Work	0	0.00		48	91.00
Trash Maintenance	498.75	1326.75		33	2447.75
Sprinkler Maintenance	97.25	447.75		32	1052.75
Watering	0	0.00		189	279.00
Painting	0	0.00		64	415.00
Landscape Maintenance	280.75	861.75		0	1708.75
Seeding/Sodding	7	31.00		120.5	613.00
Ballfield Maintenance	5.5	20.00		0	341.00
Fence Repairs	10	26.00		0	263.50
Equipment Repairs/Maintenance	290	783.00		0	1374.50
Material Hauling	0	131.50		69.25	497.25
Snow/Ice Removal	0	0.00		8.25	520.27
Christmas Setup	0	0.00		0	264.75
Vector Control	12	99.00		0	114.00
Events	0	94.50		72	201.00
Vandalism Repair	81.5	154.00		0	210.50
Trail Maintenance	31	31.00		0	8.00
Playground Maintenance	110.75	218.25		45	891.75
Restroom Maintenance	1	19.00		180.5	622.50
Carpentry/Welding	24	62.00		0	441.00
Shop Time	52.25	147.75		0	493.00
Special Projects	90.5	390.25		188	2481.00
Miscellaneous	96.5	284.25		58	1881.25

SEPTEMBER 2023  
RECREATION DIVISION  
MONTHLY REPORT

**Norman Senior Center:** The Norman Senior Center saw a monthly attendance of 640. It was closed on Monday, September 4 in observance of the Labor Day Holiday. S.A.L.T. (Seniors and Law Enforcement Together) held their monthly meeting on Wednesday, September 6. Tech Sesh with Mac was offered on September 8 and 22 for those interested in assistance with their technological devices. The Mystery Dinner took patrons to Velvet Taco on Tuesday, September 12. On Wednesday, September 27, patrons enjoyed Bingo, sponsored by Coyote Insurance.

**Little Axe Community Center:** September Meals On Wheels is going steady at the Little Axe Community Center serving 640 meals to the Little Axe Community. The Pioneer Library System rolled out a new story time class for the younger children. They also met with the Arts and Activities class at Little Axe High School. We ended the day with after school program meeting having a music connection class. The After School served 18 children.

**12th Avenue Recreation Center:** The 12th Avenue Recreation Center averaged 32 students for the month of September. The Center held a Labor Day Camp on the 1<sup>st</sup> and 5<sup>th</sup> that averaged 33 campers and campers got to enjoy time out from school while making new friends from other schools!

**Building Renovations**

Indoor renovations were completed with the gym walls repainted, the front hallway and multi-purpose room retiled with vinyl tiles, and a new wall installed in the office to create two office spaces.

**Classes**

Silver Spurs Square Dancing held their 75<sup>th</sup> anniversary on the 16<sup>th</sup> with about 300 patrons in attendance!

**Rentals**

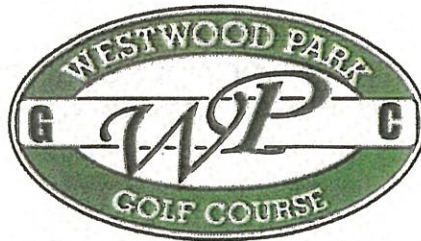
Basketball rentals were held on the 10<sup>th</sup> and 17<sup>th</sup>, with a birthday rental taking place on the 30<sup>th</sup>.

**Irving Recreation Center:** This After School Program continued this month at the Irving Recreation Center. Our After School Program continued with 28 campers enrolled. We have an average daily attendance of 23 campers.

**Whittier Recreation Center:** After School Program continued this month at the Whittier Recreation Center. Our After School Program continued with 33 campers enrolled. We have an average daily attendance of 24 campers.

<b>FACILITY ATTENDANCE:</b>	Month	Year to Date	
Norman Senior Center	640	2,151	
Little Axe Community Center	1,858	5,377	
12th Avenue Recreation Center	1,195	4,157	
Irving Recreation Center	426	1,276	
Whittier Recreation Center	523	1,634	
Reaves Center	300	900	
Tennis Center	4,107	11,081	

**WESTWOOD/NORMAN MUNICIPAL AUTHORITY 9A**



**SEPTEMBER 2023**

**Westwood Golf Course Division Monthly Progress Report**

ACTIVITY	SEPT FYE'24	SEPT FYE'23
Regular Green Fees	1031	1035
Senior Green Fees	433	498
Junior Fees	238	267
School Fees ( high school golf team players)	0	28
Advanced Fees (high school golf team pre-pay)	0	0
Annual Fees (Regular, Senior & Junior Members)	802	805
Employee Comp Rounds	285	354
Golf Passport Rounds	0	0
9-Hole Green Fee	170	224
2:00 Fees	286	305
4:00 Fees	0	0
Dusk Fees or 5:00 Fees	96	131
PGA Comp Rounds	3	3
*Rainchecks (not counted in total round count)	25	11
Misc Promo Fees (birthday, players cards, OU student)	106	123
Green Fee Adjustments (fee difference on rainchecks)	4	9
<b>Total Rounds</b> (*not included in total round count)	<b>3454</b>	<b>3782</b>
% change from FY '22	-8.67%	
<b>Range Tokens</b>	<b>3598</b>	<b>4404</b>
% change from FY '22	-18.30%	
18 - Hole Carts	173	171
9 - Hole Carts	53	88
½ / 18 - Hole Carts	1327	1433
½ / 9 - Hole Carts	233	317
<b>Total Carts</b>	<b>1786</b>	<b>2009</b>
% change from FY '22	-11.10%	
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
<b>Total Trail Fees</b>	<b>0</b>	<b>0</b>
% change from FY '22	0.00%	
<b>TOTAL REVENUE</b>	<b>\$174,592.79</b>	<b>\$135,945.90</b>
% change from FY '20	28.43%	

**SEPTEMBER 2023  
WESTWOOD GOLF DIVISION  
MONTHLY PROGRESS REPORT**

Item 6.

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

**FINANCIAL INFORMATION**

	FYE 2024	FYE 2024	FY 2023	FYE 2023
	MTD	YTD	MTD	YTD
Green Fees	\$56,542.51	\$175,597.23	\$62,011.78	\$186,420.91
Driving Range	\$13,908.78	\$43,379.82	\$17,143.26	\$48,706.10
Cart Rental	\$31,965.33	\$94,688.64	\$35,146.12	\$102,557.07
Golf Classes	\$0.00	\$0.00	\$0.00	\$0.00
Golf Shop Rentals	\$268.32	\$1,121.16	\$0.00	\$0.00
USGA Handicap Fees	\$1,848.50	\$1,848.50	\$0.00	\$0.00
Golf Cart Capital	\$1,992.79	\$5,881.00	\$0.00	\$0.00
Golf Merchandise	\$22,385.48	\$57,921.12	\$0.00	\$0.00
Restaurant	\$21,226.86	\$69,341.29	\$21,376.17	\$78,920.37
Insufficient Check Charge	\$0.00	\$0.00	\$0.00	\$0.00
Interest Earnings	\$24,454.22	\$72,695.93	\$268.57	\$792.05
<b>TOTAL INCOME</b>	<b>\$174,592.79</b>	<b>\$522,474.69</b>	<b>\$135,945.90</b>	<b>\$417,396.50</b>
Expenditures	\$166,386.27	\$424,330.94	\$65,163.54	\$298,473.10
Income vs Expenditures	\$8,206.52	\$98,143.75	\$70,782.36	\$118,923.40
Rounds of Golf	3454	11584	4287	12687

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

A Greens quality rating is presently at 90%. Our greens are coming along nicely and we should achieve a much higher score within the next few weeks. We continue to tree trim the lower branches to allow for mowing and golfer pace of play continues. The off season will be our time to clean out some of the dead wood around the course. The pump station is mostly operational with the exception of the PM (pressure maintenance) pump. It will need replacement in the off season. Our bunker renovation projects will continue in October.



SEPTEMBER 2023  
WESTWOOD POOL  
MONTHLY REPORT

FINANCIAL INFORMATION

	FYE 2024 MTD	FYE 2024 YTD	FYE 2023 YTD	FYE 2022 TOTAL
Swim Pool Passes	\$150.00	\$1,030.00	\$427,078.00	\$280,436.50
Swim Pool Gate Admission	\$10,207.00	\$186,635.00	\$427,372.00	\$333,721.00
Swim Lesson Fees	\$0.00	\$5,810.15	\$97,916.64	\$63,442.00
Pool Rental	\$3,189.38	\$44,738.18	\$86,670.20	\$47,806.00
Locker Fees	\$0.00	\$0.00	\$0.00	\$0.00
Pool Classes	\$0.00	\$677.00	\$53,665.00	\$24,633.00
Pool Merchandise Sales	\$64.40	\$236.44	\$699.10	\$0.00
Concessions	\$7,154.64	\$104,235.37	\$147,445.75	203,526.27
<b>TOTAL INCOME</b>	<b>\$20,765.42</b>	<b>\$343,362.14</b>	<b>\$1,240,846.69</b>	<b>\$953,564.77</b>
Expenditures	\$109,622.34	\$614,031.85	\$1,017,129.98	\$693,322.52
<b>Income verses Expenditures</b>	<b>(\$88,856.92)</b>	<b>(\$270,669.71)</b>	<b>\$223,716.71</b>	<b>\$260,242.25</b>

ATTENDANCE INFORMATION

	FYE 2024 MTD Sep-23	2023 YTD	2022 YTD	2021 YTD
a. Pool Attendance	1,405	114,679	114,679	75,468
b. Adult Lap Swim Morning/Night	15	950	950	1,802
c. Water Walkers	68	1,124	1,124	4,923
d. Toddler Time	20	4,328	4,328	5,421
e. Water Fitness	23	2,610	2,610	2,826
f. Swim Team	10	1,435	1,435	4,423
g. Scuba Rentals	2	514	514	54
h. Scuba Participants	8	282	282	100
i. Swim Lessons	0	1,465	1,465	1,697
j. Private Swim Lessons	0	73	73	51
g. Movie Night/Special Events	1	2,156	2,156	1,298
h. Party / Rentals	4	259	259	116
<b>TOTAL ATTENDANCE</b>	<b>1,556</b>	<b>129,875</b>	<b>129,875</b>	<b>98,179</b>

**FACILITY MAINTENANCE 9B**

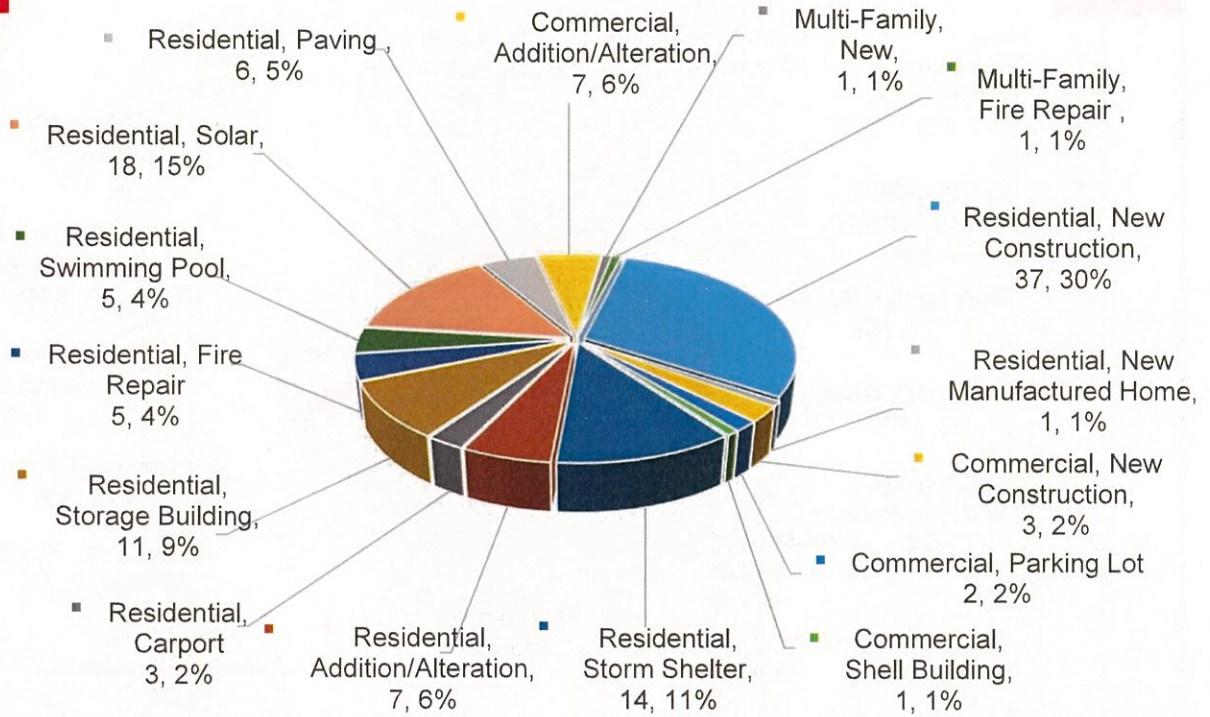
**Nothing Reported for September, 2023.**

**PLANNING AND COMMUNITY DEVELOPMENT 10**





## CITY OF NORMAN DEVELOPMENT SERVICES DIVISION PERMIT ACTIVITY SEPTEMBER 2023 REPORT



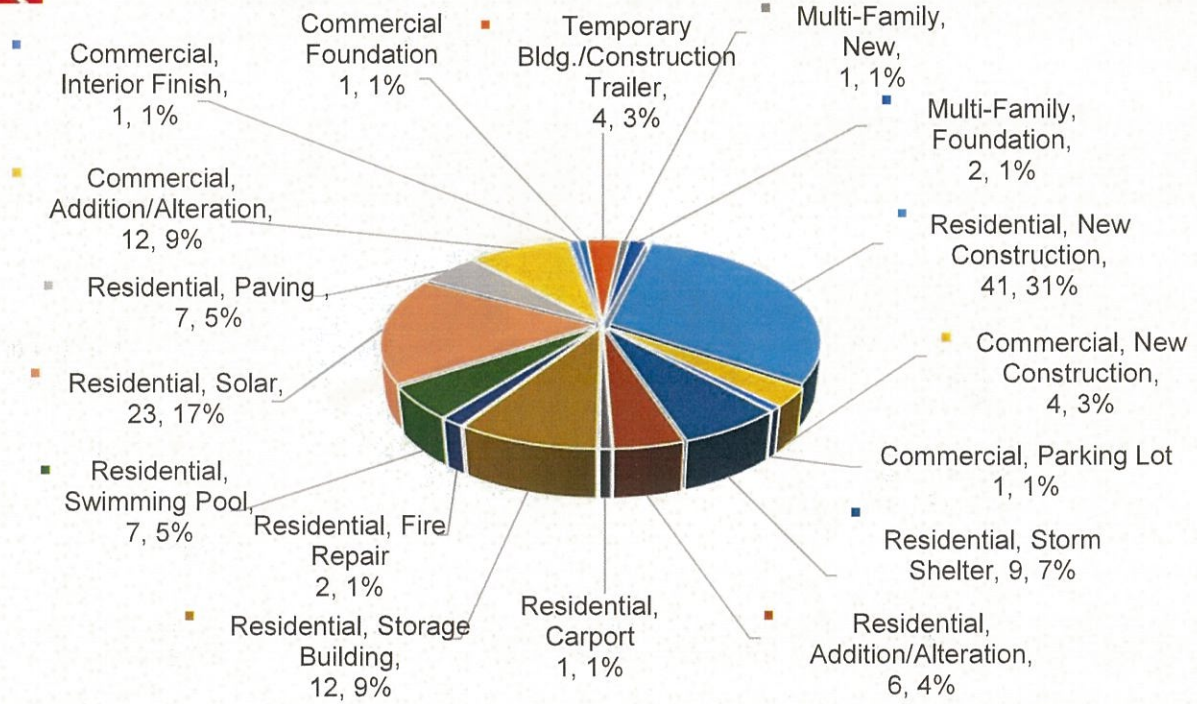
Permit Type			Valuation
Residential, New Construction	37		\$ 14,037,915
Residential Duplex, New Construction	0		\$ -
Residential, New Manufactured Home	1		\$ 125,895
Commercial, New Construction	3		\$ 5,487,000
Commercial, Parking Lot	2		\$ 222,000
Commercial, Shell Building	1		\$ 165,000
Residential, Storm Shelter	14		\$ 46,945
Residential, Addition/Alteration	7		\$ 1,254,689
Residential, Carport	3		\$ 9,003
Residential, Storage Building	11		\$ 322,997
Residential, Fire Repair	5		\$ 272,717
Residential, Swimming Pool	5		\$ 642,741
Residential, Manufactured Home Repl	0		\$ -
Residential, Solar	18		\$ 1,035,433
Residential, Paving	6		\$ 65,400
Commercial, Addition/Alteration	7		\$ 1,804,521
Commercial, Interior Finish	0		\$ -
Commercial, Fire Repair	0		\$ -
Commercial, Foundation	0		\$ -
Temporary Bldg./Construction Trailer	0		\$ -
Multi-Family, New	1		\$ 990,000
Multi-Family, Addition/Alteration	0		\$ -
Multi-Family, Foundation	0		\$ -
Multi-Family, Fire Repair	1		\$ 71,890
Group Quarters	0		\$ -
	<b>122</b>		<b>\$ 26,554,146</b>

\*FOR MONTHLY COMPARISON TO PRIOR YEAR SEE PAGE 2.





## CITY OF NORMAN DEVELOPMENT SERVICES DIVISION PERMIT ACTIVITY SEPTEMBER 2022 REPORT



Permit Type			Valuation
Residential, New Construction	41		\$ 13,896,237
Residential Duplex, New Construction	0		\$ -
Residential, New Manufactured Home	0		\$ -
Commercial, New Construction	4		\$ 12,070,875
Commercial, Parking Lot	1		\$ 26,000
Commercial, Shell Building	0		\$ -
Residential, Storm Shelter	9		\$ 35,260
Residential, Addition/Alteration	6		\$ 378,350
Residential, Carport	1		\$ 3,850
Residential, Storage Building	12		\$ 360,125
Residential, Fire Repair	2		\$ 50,900
Residential, Swimming Pool	7		\$ 478,180
Residential, Manufactured Home Repl	0		\$ -
Residential, Solar	23		\$ 737,960
Residential, Paving	7		\$ 31,800
Commercial, Addition/Alteration	12		\$ 6,551,000
Commercial, Interior Finish	1		\$ 400,000
Commercial, Fire Repair	0		\$ -
Commercial, Foundation	1		\$ 100,000
Temporary Bldg./Construction Trailer	4		\$ 15,531
Multi-Family, New	1		\$ 1,250,000
Multi-Family, Addition/Alteration	0		\$ -
Multi-Family, Foundation	2		\$ 55,500
Multi-Family, Fire Repair	0		\$ -
Group Quarters	0		\$ -
	<b>134</b>		<b>\$ 36,441,568</b>

\*FOR MONTHLY COMPARISON TO PRIOR YEAR SEE PAGE 2.





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

	DESCRIPTION	2023 YEAR TO-DATE	VALUATION	2022 TOTALS	2022 TOTAL VALUATION
<b>RESIDENTIAL</b>	Residential, New Construction.....	277	104,708,363	559	\$ 171,447,259
	Residential Duplex, New Construction.....	6	1,118,912	2	\$ 400,000
	Residential, New Manufactured Home.....	8	1,341,520	2	\$ 65,000
	Residential, Storm Shelter.....	302	1,216,513	307	\$ 1,174,221
	Residential, Addition/Alteration.....	87	6,293,965	185	\$ 11,219,201
	Residential, Carport.....	25	141,093	4	\$ 73,710
	Residential, Storage Building.....	104	3,750,740	141	\$ 4,708,996
	Residential, Fire Repair.....	38	3,532,476	31	\$ 1,558,116
	Residential, Swimming Pool.....	79	7,097,925	145	\$ 9,332,054
	Residential, Manufactured Home Replacement	4	323,990	7	\$ 582,151
	Residential, Solar.....	190	6,574,741	16	\$ 461,303
	Residential, Paving.....	71	745,333	111	\$ 1,737,557
	Multi-Family, New Construction 3+ Family.....	3	5,940,000	1	\$ 750,000
	Multi-Family, Addition/Alteration.....	32	440,016	2	\$ 16,000
	Multi-Family, Foundation.....	1	50,000	3	\$ 170,000
	Multi-Family, Fire Repair.....	0	619,021	13	\$ 284,798
	Group Quarters.....	0	0	0	\$ -
<b>TOTAL</b>	<b>1,227</b>	<b>\$ 143,894,608</b>	<b>1538</b>	<b>\$ 226,210,366</b>	
<b>NON-RESIDENTIAL</b>	Commercial, New Construction.....	28	97,785,000	51	\$ 263,453,985
	Commercial, Parking Lot.....	5	438,700	7	\$ 682,640
	Commercial, New Shell Building.....	3	1,965,000	11	\$ 9,242,000
	Commercial, Addition/Alteration.....	96	53,904,052	143	\$ 45,783,076
	Commercial, Interior Finish.....	15	3,066,750	40	\$ 3,374,700
	Commercial, Fire Repair.....	4	2,375,000	8	\$ 888,000
	Commercial, New Foundation.....	2	1,805,000	7	\$ 10,740,000
	Commercial, Temporary Bldg./Const Trailer....	23	323,480	29	\$ 351,391
	<b>TOTAL</b>	<b>176</b>	<b>\$ 161,662,982</b>		<b>\$ 334,515,792</b>
<b>OTHER ACTIVITY</b>	Electrical Permits.....	1,442		1663	
	Heat/Air/Refrigeration Permits.....	1,440		1405	
	Plumbing and Gas Permits.....	1,534		1891	
	Sign Permits.....	397		475	
	Water Well Permits.....	26		44	
	Garage Sale Permits.....	608		782	
	Structure Moving Permits.....	19		16	
	Demo-Residential Permits.....	29		31	
	Demo-Non-Residential Permits.....	6		10	
	Temp. Const. Bldgs. & Roll-off Permits.....	123		173	
	Lot Line Adjustments Filed.....	12		25	
	Certificate of Occupancy (CO).....	1,006		1070	
All Field Inspections.....	23,400		27583		
Net Residential Demos & Removals.....	-47				
<b>TOTAL VALUATION</b>		<b>\$ 305,557,590</b>		<b>\$ 560,726,158</b>	

Development Services Division | 225 N. Webster Ave. | Norman, OK 73069 | (405) 366-5339





**City of Norman  
BUILDING PERMITS AND INSPECTIONS**

**RESIDENTIAL BUILDING PERMITS  
Issued September 2023 - Sorted by Permit Type**

Permit Type	Contractor	Permit	Date Issued	Address	Lot	Block	Subdivision	Zoning	Valuation	Project Area	KW
1 & 2 FAMILY STORM SHELTER	TABER BUILT HOMES, LLC.	3984	9/6/2023	1727 SAMUEL'S AVE	3	18	CEDAR LANE SEC #3	R1	\$ 2,500	21	
1 & 2 FAMILY STORM SHELTER	SPRAGUE'S BACKHOE	4033	9/11/2023	2011 OAKHURST AVE	16	1	PARKHURST ADD	R1	\$ 3,750	48	
1 & 2 FAMILY STORM SHELTER	TABER BUILT HOMES, LLC.	4097	9/18/2023	1720 ATTICUS WAY	5	16	CEDAR LANE SEC #3	R1	\$ 2,500	21	
1 & 2 FAMILY STORM SHELTER	IDEAL HOMES OF NORMAN	4108	9/11/2023	3020 RED CEDAR WAY	4	1	GREENLEAF TRAILS ADD 12	PUD	\$ 2,500	21	
1 & 2 FAMILY STORM SHELTER	GROUND ZERO STORM SHELTERS	4110	9/6/2023	2709 CHELSEA CT	2	1	BERKELEY ADD	R1	\$ 5,000	35	
1 & 2 FAMILY STORM SHELTER	F5 STORM SHELTERS, LLC	4171	9/11/2023	1002 CIRC	4	1	SHERWOOD FOREST #3	R1	\$ 5,000	35	
1 & 2 FAMILY STORM SHELTER	TABER BUILT HOMES, LLC.	4173	9/18/2023	1738 ZAYDEN LN	10	17	CEDAR LANE SEC #3	R1	\$ 2,500	21	
1 & 2 FAMILY STORM SHELTER	FLAT SAFE TORNADO SHELTERS	4210	9/20/2023	2208 ARCADY AVE	11	5	BELLATONA SEC. #2	R1	\$ 3,700	21	
1 & 2 FAMILY STORM SHELTER	GROUND ZERO STORM SHELTERS	4252	9/18/2023	2569 NORTHERN HILLS RD	7	2	DEERFIELD ADD SEC 3	R1	\$ 3,500	22	
1 & 2 FAMILY STORM SHELTER	STORM SAFE	4255	9/19/2023	2047 TURTLE CREEK WAY	12	1	HALLBROOKE ADD #5	PUD	\$ 2,950	22	
1 & 2 FAMILY STORM SHELTER	LANDMARK FINE HOMES, LP.	4269	9/20/2023	4407 BELLINGHAM LN	15	1	CARRINGTON PLACE ADD #14	R1	\$ 4,500	24	
1 & 2 FAMILY STORM SHELTER	GROUND ZERO SHELTERS	4349	9/22/2023	1009 MOUNT IRVING WAY	4	1	RED CANYON RANCH SEC 7	PUD	\$ 2,945	35	
1 & 2 FAMILY STORM SHELTER	STORM SAFE SHELTER, LLC	4446	9/28/2023	2812 MEADOW AVE	19	1	SMOKING OAKS SOUTH	R1	\$ 4,250	35	
1 & 2 FAMILY STORM SHELTER	STORM SAFE SHELTER, LLC	4479	9/29/2023	3213 CREEKWOOD CT	27	2	CROSSROADS WEST #5	R1	\$ 2,850	21	
1 & 2 FAMILY, ADD OR ALTER	LC CONSTRUCTION & REMODELING	4101	9/19/2023	909 E EUFAULA ST	45	2	RUCKERS CHURCH ADD #2	R2	\$ 20,000	203	
1 & 2 FAMILY, ADD OR ALTER	SWIFTCO DEVELOPMENT	4111	9/14/2023	322 S PICKARD AVE	31	2W	NOT SUBDIVIDED	R1	\$ 150,000	1920	
1 & 2 FAMILY, ADD OR ALTER	C.A. MCCARTY CONSTRUCTION LLC.	4144	9/19/2023	4616 TIMBERIDGE CIR	3	1	GRANDVIEW EST NORTH #3	RE	\$ 150,000	861	
1 & 2 FAMILY, ADD OR ALTER	MCGREGOR HOMES	4145	9/21/2023	4205 NORTHHAMPTON CIR	2	3	THE TROPHY CLUB	R1	\$ 769,689	1791	
1 & 2 FAMILY, ADD OR ALTER	OWNER	4186	9/27/2023	1526 LINDALE CIR	8	2	LYDICK'S #2	R1	\$ 45,000	340	
1 & 2 FAMILY, ADD OR ALTER	OWNER	4193	9/22/2023	719 W SYMMES ST	31	2W	NOT SUBDIVIDED	R1	\$ 30,000	1106	
1 & 2 FAMILY, ADD OR ALTER	C.A. MCCARTY CONSTRUCTION LLC.	4311	9/28/2023	2329 INGELS PL	1	1	HALLBROOKE ADD #6	R1	\$ 90,000	1284	
1 & 2 FAMILY, CARPORT	OV CONCRETE LLC	4082	9/13/2023	913 W EUFAULA ST	10	3	EPPERLY-DOITSON ADD	R1	\$ 3,200	224	
1 & 2 FAMILY, CARPORT	C & H CARPORTS	4226	9/22/2023	1125 N FAY AVE	16	19	HIGHLAND ADDITION	R2	\$ 3,555	450	
1 & 2 FAMILY, CARPORT	C & H CARPORTS	4307	9/29/2023	117 W JOHNSON ST	27	20	HIGHLAND ADDITION	R2	\$ 2,248	400	
1 & 2 FAMILY, PAVING	SWAN HOLLOW, LLC.	3926	9/1/2023	409 FLINT RIDGE CT	3	7	BROOKHAVEN #35	R1	\$ 12,000	910	
1 & 2 FAMILY, PAVING	OWNER	4075	9/7/2023	3219 EVERTON CT	5	3	ST. JAMES PARK ADD 5	R1	\$ 1,200	312	
1 & 2 FAMILY, PAVING	SEQUOYAH CONCRETE	4079	9/7/2023	1427 AMHURST AVE	30	10	OAKHURST ADD SEC 04	R1	\$ 5,700	650	
1 & 2 FAMILY, PAVING	BILLS CUSTOM CONCRETE, INC.	4099	9/21/2023	824 ANNIE CT	8	4	UNIVERSAL HEIGHTS 2ND ADD	R1	\$ 6,500	105	
1 & 2 FAMILY, PAVING	JBS REMODELING & CONST. LLC.	4204	9/21/2023	1709 W BOYD ST	10	13	MEADOW PARK ADD	R1	\$ 12,000	1165	
1 & 2 FAMILY, PAVING	OWNER	4246	9/20/2023	4510 CRITTENDEN DR	1	2	ASHTON GROVE ADD SEC 2	PUD	\$ 28,000	3000	
1 & 2 FAMILY, REPAIR	POWER ROOFING & CONSTRUCTION	3915	9/12/2023	2500 LEEDS LN	13	3	EAST RIDGE ADD #17	RM2	\$ 30,000	1656	
1 & 2 FAMILY, REPAIR	POWER ROOFING & CONSTRUCTION	3916	9/12/2023	2502 LEEDS LN	13	3	EAST RIDGE ADD #17	RM2	\$ 30,000	1656	
1 & 2 FAMILY, REPAIR	THREE KINGS CONSTRUCTION	3919	9/5/2023	4600 HIGHLAND HILLS DR	8	1	HIGHLAND HILLS #5	RE	\$ 160,000	2880	
1 & 2 FAMILY, REPAIR	SCISSOR TAIL ROOFING & CONST.	3960	9/6/2023	1900 OLD CENTRAL DR	3	3	EAST RIDGE ADD #05	R1	\$ 28,000	1733	
1 & 2 FAMILY, REPAIR	DURHAM, JOSH	4259	9/15/2023	4172 PIONEER CIR	12	4	MARLATT ADD	R1	\$ 24,717	720	
1 & 2 FAMILY, SOLAR	GREEN LIGHT SOLAR	3370	9/26/2023	3908 COLEFAX LN	9	11	BELLATONA SEC. #1	R1	\$ 34,452	7	
1 & 2 FAMILY, SOLAR	OKIE SOLAR	3981	9/5/2023	1429 HOMELAND AVE	14	2	HILLTOP ADD	R1	\$ 32,000	8	
1 & 2 FAMILY, SOLAR	MY ROOF SOLAR	3987	9/1/2023	2304 MEMPHIS DR	7	7	COLONIAL EST # 9	R1	\$ 36,452	8	
1 & 2 FAMILY, SOLAR	GREAT PLAINS SOLAR LLC	4065	9/6/2023	413 GOLDEN OAKS DR	1	20	QUAILBROOK ADD #5	R1	\$ 31,725	10	
1 & 2 FAMILY, SOLAR	VYVUE LLC	4078	9/6/2023	921 OLD FRISCO RD	7	3	GREENLEAF TRAILS ADD 8	PUD	\$ 32,387	5	
1 & 2 FAMILY, SOLAR	SOLAR POWER OF OKLAHOMA	4084	9/12/2023	2713 WYANDOTTE WAY	7	9	WILDWOOD GREEN #2	R1	\$ 42,206	9	
1 & 2 FAMILY, SOLAR	SOLAR POWER OF OKLAHOMA	4142	9/12/2023	317 WEWOKA DR	26	15	WOODCREST EST #1	R1	\$ 32,319	11	
1 & 2 FAMILY, SOLAR	VYVUE LLC	4143	9/8/2023	401 WILLOW BRANCH CIR	5	3	QUAILBROOK ADD #1	R1	\$ 27,200	6	
1 & 2 FAMILY, SOLAR	VYVUE LLC	4176	9/13/2023	408 EVERGREEN DR	6	5	RIVER OAKS #1	R1	\$ 21,345	7	
1 & 2 FAMILY, SOLAR	VYVUE LLC	4177	9/13/2023	1440 CHERRY LAUREL DR	1	7	COLLEGE MANOR	R1	\$ 16,015	5	
1 & 2 FAMILY, SOLAR	VYVUE LLC	4178	9/13/2023	3105 OLD FRISCO RD	12	4	GREENLEAF TRAILS ADD 8	PUD	\$ 17,233	5	
1 & 2 FAMILY, SOLAR	SOLAR GUYS OF OKLAHOMA	4213	9/13/2023	4050 N INTERSTATE DR	1	1	JONATHAN FOWLER ADDITION	PUD	\$ 500,000	297	
1 & 2 FAMILY, SOLAR	SOLAR POWER OF OKLAHOMA	4249	9/21/2023	3216 EPORA CT	4	1	MONTELO RIDGE SEC. #2	PUD	\$ 21,276	7	
1 & 2 FAMILY, SOLAR	NIVO SOLAR	4262	9/18/2023	702 BARBAROOT DR	1	2	TRAILWOODS SEC 9	PUD	\$ 46,382	12	
1 & 2 FAMILY, SOLAR	ADT SOLAR	4274	9/18/2023	2108 VALLEY HOLLOW DR	4	5	SUMMIT VALLEY SEC. #2	R1	\$ 47,798	8	
1 & 2 FAMILY, SOLAR	GREEN LIGHT SOLAR	4281	9/22/2023	2207 CREEKPOINT CT	7	10	HALL PARK #3	RM6	\$ 36,423	7	
1 & 2 FAMILY, SOLAR	GREEN LIGHT SOLAR	4309	9/22/2023	3805 HIGHPOINT CT	1	1	SUMMIT ADD	R1	\$ 21,600	11	
1 & 2 FAMILY, SOLAR	ADT SOLAR	4327	9/22/2023	1432 FOREST GLENN CIR	19	2	SONOMA PARK #2	R1	\$ 38,620	9	

1 & 2 FAMILY, STORAGE BLDG	2194	9/11/2023	2330 N	PORTER	AVE	19	2W	NOT SUBDIVIDED	A2	\$ 15,000	270
1 & 2 FAMILY, STORAGE BLDG	4022	9/7/2023	5351	120TH	AVE	24	1W	SILVER RIDGE ESTATES	A2	\$ 14,997	1080
1 & 2 FAMILY, STORAGE BLDG	4023	9/7/2023	5351	120TH	AVE	24	1W	SILVER RIDGE ESTATES	A2	\$ 16,000	1250
1 & 2 FAMILY, STORAGE BLDG	4066	9/12/2023	1307	CONCHO	DR	3	2	LAGO RANCHERO	A2	\$ 4,500	360
1 & 2 FAMILY, STORAGE BLDG	4180	9/20/2023	2413	TECUMSEH	DR	10	2W	NOT SUBDIVIDED	PUD	\$ 4,500	400
1 & 2 FAMILY, STORAGE BLDG	4208	9/20/2023	8711	BENNY BRUCE	ST	8	4	PRIDE #031	RE	\$ 30,000	2400
1 & 2 FAMILY, STORAGE BLDG	4209	9/18/2023	4513	ASHTON	CIR	5	4	ASHTON GROVE ADD SEC 3	PUD	\$ 30,000	835
1 & 2 FAMILY, STORAGE BLDG	4235	9/28/2023	2625	BERRY FARM	RD	4D	1	ASHTON GROVE ADD SEC 2	PUD	\$ 150,000	610
1 & 2 FAMILY, STORAGE BLDG	4280	9/25/2023	4601	AUGUSTA	DR	4	-	COBBLESTONE CREEK GOLF CLUB	RE	\$ 40,000	480
1 & 2 FAMILY, STORAGE BLDG	4301	9/28/2023	509	MIDLAND	DR	20	5	WESTERN VIEW #2	R1	\$ 9,000	268
1 & 2 FAMILY, STORAGE BLDG	4339	9/28/2023	6161	ETOWAH	DR	19	1W	NOT SUBDIVIDED	A2	\$ 9,000	3500
1 & 2 FAMILY, SWIMMING POOL	3945	9/5/2023	3201	FIREFLY	DR	19A	1	FROST CREEK ADD.	PUD	\$ 165,109	1873
1 & 2 FAMILY, SWIMMING POOL	4073	9/12/2023	4513	ASHTON	CIR	5	4	ASHTON GROVE ADD SEC 3	PUD	\$ 140,000	775
1 & 2 FAMILY, SWIMMING POOL	4195	9/22/2023	3913	HATTERLY	LN	2	3	WARWICK ADD #3	R1	\$ 120,000	1148
1 & 2 FAMILY, SWIMMING POOL	4271	9/28/2023	3231	EVERTON	CT	8	3	ST JAMES PARK ADD 5	R1	\$ 67,632	838
1 & 2 FAMILY, SWIMMING POOL	4293	9/27/2023	117-17	ALAMEDA	DR	23	1W	NOT SUBDIVIDED	A2	\$ 150,000	2800
1 FAMILY, MANUFACTURED HOME	4108	9/14/2023	4800E	CEDAR LANE	RD	13	2W	NOT SUBDIVIDED	A2	\$ 125,695	1588
1 FAMILY, NEW CONSTRUCTION	3181	9/8/2023	4415	BELLINGHAM	LN	13	1	CARRINGTON PLACE ADD #14	R1	\$ 1,054,338	7214
1 FAMILY, NEW CONSTRUCTION	3688	9/15/2023	3022	HOLLOW CREST	LN	13	1	SUMMIT VALLEY SEC. #3	R1	\$ 273,420	2995
1 FAMILY, NEW CONSTRUCTION	3689	9/15/2023	1808	HOLLOW CREST	CT	9	7	SUMMIT VALLEY SEC. #3	R1	\$ 290,980	3069
1 FAMILY, NEW CONSTRUCTION	3691	9/15/2023	3026	HOLLOW CREST	LN	14	1	SUMMIT VALLEY SEC. #3	R1	\$ 260,980	2902
1 FAMILY, NEW CONSTRUCTION	3695	9/15/2023	3002	HOLLOW CREST	LN	8	1	SUMMIT VALLEY SEC. #3	R1	\$ 262,780	2748
1 FAMILY, NEW CONSTRUCTION	3696	9/15/2023	1812	HOLLOW CREST	CT	8	7	SUMMIT VALLEY SEC. #3	R1	\$ 273,420	2995
1 FAMILY, NEW CONSTRUCTION	3830	9/18/2023	5400	108TH	AVE	22	1W	OAK HILL RANCH COS	A2	\$ 435,600	2773
1 FAMILY, NEW CONSTRUCTION	3900	9/7/2023	1608	ATTICUS	AVE	5	13	CEDAR LANE SEC #3	R1	\$ 294,140	3187
1 FAMILY, NEW CONSTRUCTION	3983	9/6/2023	1727	SAMUEL'S	CT	3	18	CEDAR LANE SEC #3	R1	\$ 516,000	4055
1 FAMILY, NEW CONSTRUCTION	3989	9/7/2023	1112	LITTLE RIVER	RD	1	1	WILDWOOD HILLS ESTATES	RE	\$ 750,000	5279
1 FAMILY, NEW CONSTRUCTION	4032	9/21/2023	4615	ROBINSON	ST	23	2W	NOT SUBDIVIDED	A2	\$ 532,700	7505
1 FAMILY, NEW CONSTRUCTION	4088	9/11/2023	420	NAMTUCKET	BLVD	6	13	VINEYARD PHASE III	R1	\$ 480,000	3686
1 FAMILY, NEW CONSTRUCTION	4095	9/20/2023	5410	108TH	AVE	22	1W	OAK HILL RANCH COS	A2	\$ 303,077	6827
1 FAMILY, NEW CONSTRUCTION	4096	9/18/2023	1720	ATTICUS	AVE	5	16	CEDAR LANE SEC #3	R1	\$ 496,000	3985
1 FAMILY, NEW CONSTRUCTION	4148	9/21/2023	2110	LADERA	LN	7	1	SUMMIT VALLEY SEC. #3	R1	\$ 296,800	2907
1 FAMILY, NEW CONSTRUCTION	4149	9/21/2023	1900	INGLENOOK	DR	4	5	SUMMIT VALLEY SEC. #3	R1	\$ 280,000	2946
1 FAMILY, NEW CONSTRUCTION	4150	9/21/2023	1904	INGLENOOK	DR	3	5	SUMMIT VALLEY SEC. #3	R1	\$ 280,000	2872
1 FAMILY, NEW CONSTRUCTION	4151	9/21/2023	1903	INGLENOOK	DR	3	4	SUMMIT VALLEY SEC. #3	R1	\$ 325,920	3402
1 FAMILY, NEW CONSTRUCTION	4152	9/21/2023	1907	INGLENOOK	DR	2	4	SUMMIT VALLEY SEC. #3	R1	\$ 295,540	3204
1 FAMILY, NEW CONSTRUCTION	4153	9/13/2023	5514	WINDSTONE	LN	4	1	GLENRIDGE SEC. #3	PUD	\$ 360,220	3779
1 FAMILY, NEW CONSTRUCTION	4156	9/13/2023	5416	RAWHIDE	RD	9	2	GLENRIDGE SEC. #3	PUD	\$ 442,000	3289
1 FAMILY, NEW CONSTRUCTION	4157	9/18/2023	1738	ZAYDEN	LN	10	17	CEDAR LANE SEC #3	R1	\$ 442,000	3425
1 FAMILY, NEW CONSTRUCTION	4268	9/20/2023	4407	BELLINGHAM	LN	15	1	CARRINGTON PLACE ADD #14	R1	\$ 700,000	4841
1 FAMILY, NEW CONSTRUCTION	4272	9/27/2023	3108	BIRMINGHAM	DR	10	6	ST JAMES PARK ADD 5	R1	\$ 284,200	3025
1 FAMILY, NEW CONSTRUCTION	4282	9/27/2023	2511	EVERTON	LN	15	5	ST JAMES PARK ADD 5	R1	\$ 397,180	2897
1 FAMILY, NEW CONSTRUCTION	4304	9/28/2023	416	NAMTUCKET	BLVD	5	13	VINEYARD PHASE III	R1	\$ 500,000	3835
1 FAMILY, NEW CONSTRUCTION	4334	9/29/2023	11711	LINDSEY	ST	35	1W	NOT SUBDIVIDED	A2	\$ 351,080	3544
1 FAMILY, NEW CONSTRUCTION	3721	9/5/2023	2225	ALAMEDA PARK	DR	7	5	ALAMEDA PARK ADD #3	R1	\$ 250,000	2515
1 FAMILY, NEW CONSTRUCTION	3723	9/5/2023	2301	ALAMEDA PARK	DR	8	5	ALAMEDA PARK ADD #3	R1	\$ 250,000	2410
1 FAMILY, NEW CONSTRUCTION	4083	9/14/2023	712	LERKIM	LN	1	4	GREENLEAF TRAILS ADD #3	PUD	\$ 299,040	2322
1 FAMILY, NEW CONSTRUCTION	4086	9/14/2023	3020	RED CEDAR	WAY	4	1	GREENLEAF TRAILS ADD 12	PUD	\$ 299,040	2729
1 FAMILY, NEW CONSTRUCTION	4098	9/14/2023	421	BASIN	WAY	6	3	PINE CREEK ADDITION	PUD	\$ 479,960	4393
1 FAMILY, NEW CONSTRUCTION	4105	9/14/2023	618	RED CEDAR	WAY	9	4	GREENLEAF TRAILS ADD 12	PUD	\$ 222,740	2316
1 FAMILY, NEW CONSTRUCTION	4184	9/21/2023	3722	CASSIDY	DR	5	6	FLINT HILLS SEC. #1	PUD	\$ 278,460	2776
1 FAMILY, NEW CONSTRUCTION	4184	9/21/2023	700	OZARK	LN	20	3	GREENLEAF TRAILS ADD 12	PUD	\$ 222,740	2316
1 FAMILY, NEW CONSTRUCTION	4196	9/18/2023	3802	ALTA VISTA	DR	1	4	FLINT HILLS SEC. #1	PUD	\$ 172,760	1936
1 FAMILY, NEW CONSTRUCTION	4313	9/28/2023	3923	YELLOWSTONE	DR	30	2	PINE CREEK ADDITION	PUD	\$ 444,500	4451
3+ FAMILY, NEW CONSTRUCTION	3914	9/29/2023	2241	SYMMES	ST	21	7	LARSH ADD #1	R3	\$ 990,000	8060
3+ FAMILY, REPAIR	4205	9/15/2023	3751	EAGLE CLIFF	DR	1	1	EAGLE CLIFF ADD #13	RMS	\$ 71,890	750
TEMPORARY ROLL-OFF, OTHER	4062	9/5/2023	2501	CONFERENCE	DR	1	1	UNIVERSITY NORTH PARK SEC 2	PUD	\$ -	40
TEMPORARY ROLL-OFF, OTHER	4140	9/7/2023	1251	ALAMEDA	ST	2	1	LAKEVIEW TERR #6 REPLAT LOT 1	C2	\$ -	0
TEMPORARY ROLL-OFF, OTHER	4341	9/22/2023	2355	HEMPHILL	DR	1	1	GCSR COMMERCIAL	C2	\$ -	0
TEMPORARY ROLL-OFF, OTHER	4380	9/26/2023	540	ED NOBLE	PKWY	7	1	PARKWAY PLAZA ADD	C2	\$ -	40
TEMPORARY ROLL-OFF, RESIDENTIAL	4113	9/6/2023	1013	FLAMING OAKS	ST	13	4	FLAMING OAKS ESTATES	RE	\$ -	0
TEMPORARY ROLL-OFF, RESIDENTIAL	4124	9/7/2023	2136	DAKOTA	DR	11	14	WESTWOOD ESTATES	R1	\$ -	0
TEMPORARY ROLL-OFF, RESIDENTIAL	4257	9/15/2023	10451	GLAD	LN	3	1W	NOT SUBDIVIDED	A2	\$ -	0
TEMPORARY ROLL-OFF, RESIDENTIAL	4284	9/16/2023	5513	MASON	ST	9	2	PRIDE #130	RE	\$ -	0
TEMPORARY ROLL-OFF, RESIDENTIAL	4456	9/29/2023	1735	CONCORD	DR	4	2	WOODCHEST ADD #5	R1	\$ -	0



<b>TOTAL PERMITS</b>	<b>109</b>	<b>AVERAGE VALUATIO \$ 173,171</b>	<b>AVERAGE PROJECT AREA</b>	<b>2,026</b>	<b>SOLAR PERMITS - PROJECT AREA NOT INCLUDED</b>
<b>(EXCLUDING TEMP ROLL-OFF)</b>		<b>TOTAL VALUATION \$ 18,875,625</b>	<b>TOTAL PROJECT AREA</b>	<b>184,324</b>	

Permit Type	Permit Counts	Unit Count	Valuation	Permit Type	Permit Counts
Residential, New Construction	37		\$ 14,037,915	ROLOFF PERMITS	
Residential Duplex, New Construction	0		\$ -	Count=9	
Residential, New Manufactured Home	1		\$ 125,895	DEMOS-RESIDENTIAL	
Residential, Storm Shelter	14		\$ 46,945		
Residential, Addition/Alteration	7		\$ 1,254,689		
Residential, Carport	3		\$ 9,003		
Residential, Storage Building	11		\$ 322,997		
Residential, Fire Repair	5		\$ 272,717		
Residential, Swimming Pool	5		\$ 642,741		
Residential, Manufactured Home Repl	0		\$ -		
Residential, Solar	18		\$ 1,035,433	TOTAL DEMO	
Residential, Paving	6		\$ 65,400	NET UNITS	
Multi-Family, New (3+ Family)	1		\$ 990,000	0	
Multi-Family, Addition/Alteration (3+ Family)	0		\$ -		
Multi-Family, Foundation (3+ Family)	0		\$ -		
Multi-Family, Fire Repair (3+ Family)	1		\$ 71,890		
Group Quarters	0		\$ -		
Roll Off, Residential	5		\$ -		
Roll Off, Other	4		\$ -		
Seasonal Storage Container	0		\$ -		
Storage Container	0		\$ -		
<b>TOTAL</b>	<b>118</b>		<b>\$ 18,875,625</b>	<b>TOTAL DEMO-NET</b>	

City of Norman  
BUILDING PERMITS AND INSPECTIONS

Issued September 2023- Sorted by Permit Type

Permit Type	Contractor	Tenant Name	Permit #	Issued	Street #	Dir	Street Name	Street Type	Lot	Block	Subdivision	Zoning	Valuation	Project Area
COMMERCIAL ADD/ALT	BEACON EQUIPMENT RESOURCES	FERGUSON	3284	9/18/2023	3101		BART CONNER	DR	7	1	BROCE INDUSTRIAL PARK #3	I1	\$ 48,000	750
COMMERCIAL ADD/ALT	COMANCHE CONSTRUCTION, LLC.	TIMBER CREEK CHURCH	3663	9/29/2023	4600		36TH AVE	DR	1	1	NORTH-HAVEN CHURCH ADDITION	R1	\$ 80,000	6464
COMMERCIAL ADD/ALT	ML GROUP DESIGN + DEVELOPMENT	LUXE LIFE NORMAN AL LLC	3982	9/27/2023	1060		RAMLING OAKS	DR	1	1	SPRING BROOK #14	RM6	\$ 1,100,000	56425
COMMERCIAL ADD/ALT	SUN CONSTRUCTION SERVICES	NORMAN REGIONAL HOSPITAL	4042	9/20/2023	3300		HEALTHPLEX PKY	DR	29A	2	NRH MEDICAL PARK WEST #2	PUD	\$ 200,000	1000
COMMERCIAL ADD/ALT	SHELLBACK GENERAL CONTRACTING	NOUN HOTEL	4266	9/29/2023	542	S	UNIVERSITY BLVD	BLVD	7	1	REPLAT ELMWOOD	CCFB	\$ 250,000	860
COMMERCIAL ADD/ALT	INSURANCE CLAIM RESTORATION, OWNER	WE ROCK THE SPECTRUM	4294	9/28/2023	2262	W	MAIN ST	ST	2	1	JENNINGS ESTATES #1	C2	\$ 125,521	10676
COMMERCIAL ADD/ALT	OWNER	DELTA 9 AGROLOGY	4389	9/28/2023	3548		WELLSITE	DR	1	7	NORTHBRIDGE IND PARK #3	I1	\$ 1,000	600
COMMERCIAL NEW CONSTRUCTION	OWNER	OUR LADY OF LEBANON CHURCH	124	9/25/2023	500		ALAMEDA ST	ST	32	2W	NOT SUBDIVIDED	PUD	\$ 450,000	484
COMMERCIAL NEW CONSTRUCTION	WINDSTONE CONSTRUCTION	LEVISAGE SPA	1879	9/21/2023	3540		R.C. LUTTRELL	DR	13	4	MEDICAL PARK WEST SEC 4	PUD	\$ 2,337,000	8304
COMMERCIAL NEW CONSTRUCTION	TARA CO. LLC.	BANCFIRST	3372	9/26/2023	3401		36TH AVE	DR	7A	3	NRH MEDICAL PARK WEST #3	PUD	\$ 2,700,000	3982
COMMERCIAL NEW SHELL BLDG	OWNER	R/H REALTY	3930	9/22/2023	1300		LINDSEY PLAZA	DR	1	1	EAST LINDSEY PLAZA #3	C2	\$ 165,000	3600
COMMERCIAL PARKING LOT	SILVER STAR CONST.	WILDWOOD COMMUNITY CHURCH	1890	9/1/2023	1501		24TH AVE	AVE	1	17	HALL PARK #4	R1	\$ 210,000	33048
COMMERCIAL PARKING LOT	IDEAL HOMES OF NORMAN	IDEAL HOMES	4197	9/14/2023	414		RAPIDS	WAY	10	3	PINE CREEK ADDITION	PUD	\$ 12,000	3900
<b>TOTAL PERMITS</b>			<b>13</b>	<b>AVERAGE VALUATION \$ 590,655</b>		<b>TOTAL VALUATION \$ 7,676,521</b>		<b>AVERAGE PROJECT AREA 10,010</b>		<b>TOTAL PROJECT AREA 130,133</b>				

Permit Type	Valuation	Use/Classification	Building Size (SF)
Commercial, New Construction	\$ 5,487,000	INSTITUTIONAL	464
Commercial, Parking Lot	\$ 222,000	RETAIL	8,304
Commercial, Shell Building	\$ 165,000	INSTITUTIONAL	3,982
Commercial, Addition/Alteration	\$ 1,804,521		
Commercial, Interior Finish	\$ -		
Commercial, Fire Repair	\$ -		
Commercial, Foundation	\$ -		
Temporant Bkg/Construction Trailer	\$ -		
<b>TOTAL</b>	<b>\$ 7,676,521</b>		

**POLICE 11**





# NORMAN POLICE DEPARTMENT

## MONTHLY DEPARTMENT OVERVIEW

Item 6.



SEPTEMBER | 2023

### MONTHLY ACTIVITY OVERVIEW

SUMMARY OF REPORTED OFFENSES	2023	5-YEAR AVERAGE	2022
MURDER	0	0	0
SEXUAL ASSAULTS	15	16	25
ROBBERY	3	4	3
AGGRAVATED ASSAULTS	24	19	12
BURGLARY OF BUILDING	51	48	46
LARCENY/THEFT	171	235	177
MOTOR VEHICLE THEFT	30	40	27
ARSON	0	1	1
KIDNAPPING	2	2	1
FRAUD/FORGERY	62	79	80
DUI/APC	32	35	36
PUBLIC INTOXICATION	57	50	63
RUNAWAYS	23	25	27
DRUG VIOLATIONS	49	63	50
THREATS/HARASSMENT	47	40	43
VANDALISM	76	90	72
OTHER	905	911	951
<b>TOTAL REPORTED OFFENSES</b>	<b>1,250</b>	<b>1,336</b>	<b>1,291</b>
<b>TOTAL ARRESTS:</b>	<b>544</b>	<b>526</b>	<b>505</b>
PROTECTIVE CUSTODY:	107	101	94
<b>TOTAL CASE REPORTS*</b>	<b>995</b>	<b>1,093</b>	<b>1,069</b>
<b>COLLISIONS</b>	<b>242</b>	<b>275</b>	<b>278</b>
FATALITY	1	0	0
INJURY	59	49	55
NON-INJURY	182	225	223
NUMBER OF PEOPLE INJURED	73	101	113
<b>CITATIONS &amp; WARNINGS</b>	<b>2,576</b>	<b>3,086</b>	<b>2,562</b>
TRAFFIC CITATIONS	492	760	299
TRAFFIC WARNINGS	693	1,309	862
PARKING CITATIONS & WARNINGS	1,391	1,017	1,401



## COMMUNICATIONS CENTER ACTIVITY OVERVIEW

911 CALLS TAKEN: 6,993

NON-EMERGENCY CALLS TAKEN: 16,497

**TOTAL INCOMING CALLS: 25,876**

**TOTAL CALLS FOR SERVICE GENERATED: 11,561**

POLICE CALLS FOR SERVICE: 7,476

OFFICER INITIATED: 2,386

CITIZEN INITIATED: 5,090

OTHER CAD ACTIVITY:

NORMAN FIRE: 1,731

EMSSTAT: 2,323

Officer Initiated Calls for Service  
2,386



Citizen Initiated Calls for Service  
5,090

## INVESTIGATIONS ACTIVITY

CASES CURRENTLY OPEN (2020 TO PRESENT): 387

CASES ASSIGNED DURING THE CURRENT REPORTING PERIOD: 193

CASES CLOSED DURING REPORTING PERIOD: 500

CLEARED BY ARREST / WARRANT: 12

CLEARED BY EXCEPTION: 23

COP FOLLOW-UP: 3

DEACTIVATED: 412

REFERRED TO PATROL: 19

DEACTIVATED DUE TO STAFFING: 27

UNFOUNDED: 4

## ANIMAL WELFARE

INTAKES: 258

LIVE RELEASES: 222

LIVE OUTCOME RATE: 94%

ANIMALS FOSTERED: 132

ANIMALS LICENSED: 76

VOLUNTEER HOURS: 128

## RECORDS

CUSTOMER SERVICE CONTACTS: 2,084

IN-PERSON CONTACTS: 759

PHONE CONTACTS: 798

EMAIL CONTACTS: 488

## DEPARTMENT STAFFING

AUTHORIZED COMMISSIONED: 180

ACTUAL EMPLOYED: 166

AVAILABLE FOR ASSIGNMENT: 135\*\*

AUTHORIZED NON-COMMISSIONED: 76

ACTUAL NON-COMMISSIONED: 69

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 September 2023



### IN SHELTER ANIMAL COUNTS

	2022			2023			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Beginning	92	96	188	97	109	206	18	10%
Ending	102	128	230	80	149	229	(1)	0%

### ANIMAL INTAKES

	2022			2023			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Stray at Large	105	96	201	99	107	206	5	2%
Owner Relinquish	15	25	40	10	21	31	(9)	-23%
Owner Intended Euth	1	0	1	0	0	0	(1)	-100%
Transfer In	0	0	0	1	0	1	1	#DIV/0!
Other Intakes*	6	6	12	2	1	3	(9)	-75%
Returned Animal	6	9	15	11	6	17	2	13%
<b>TOTAL LIVE INTAKES</b>	<b>133</b>	<b>136</b>	<b>269</b>	<b>123</b>	<b>135</b>	<b>258</b>	<b>(11)</b>	<b>-4%</b>

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

### OTHER STATISTICS

	2022		2023		Comparisons	
	Total	Total	Total	Total	Difference	Percent
Wildlife Collected (DOA)	0	0	0	0	0	#DIV/0!
Dog Collected (DOA)	1	1	0	0	(1)	-100%
Cat Collected (DOA)	0	0	1	1	1	#DIV/0!
Wildlife Transferred	0	0	0	0	0	#DIV/0!
Intake Horses	1	1	1	1	0	0%
Intake Cows	0	0	0	0	0	#DIV/0!
Intake Goats	0	0	0	0	0	#DIV/0!
Intake Sheep	0	0	0	0	0	#DIV/0!
Intake Rabbits	1	1	0	0	(1)	-100%
Intake Pigs	0	0	0	0	0	#DIV/0!
Intake Other	1	1	8	8	7	700%
<b>TOTAL OTHER ITEMS</b>	<b>4</b>	<b>4</b>	<b>10</b>	<b>10</b>	<b>6</b>	<b>150%</b>

### LENGTH OF STAY (DAYS)

	2022	2023
Dog	19.1	18.2
Puppy	17.6	8.5
Cat	16.8	18.5
Kitten	11.4	14.1

### OWNER SURRENDER PENDING INTAKE

	Canine	Feline	Other	Total
Animals	258	65	0	323



## Norman Animal Welfare Monthly Statistical Report September 2023



### LIVE ANIMAL OUTCOMES

	2022			2023			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Adoption	57	81	138	72	79	151	13	9%
Return To Owner	34	1	35	41	2	43	8	23%
Transferred Out	19	24	43	21	0	21	(22)	-51%
Returned to Field	0	1	1	0	7	7	6	600%
Other Outcome	0	0	0	0	0	0	0	0%
<b>TOTAL LIVE OUTCOMES</b>	<b>110</b>	<b>107</b>	<b>217</b>	<b>134</b>	<b>88</b>	<b>222</b>	<b>5</b>	<b>2%</b>

### OTHER ANIMAL OUTCOMES

	2022			2023			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Died in Care	0	14	14	0	6	6	(8)	-57%
Lost in Care	1	0	1	0	0	0	(1)	-100%
Shelter Euth	12	7	19	6	1	7	(12)	-63%
Owner Intended Euth	0	0	0	0	0	0	0	0%
<b>TOTAL OTHER OUTCOMES</b>	<b>13</b>	<b>21</b>	<b>34</b>	<b>6</b>	<b>7</b>	<b>13</b>	<b>(21)</b>	<b>-62%</b>

### TOTAL OUTCOMES

	2022			2023			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Total Live Outcomes	110	107	217	134	88	222	5	2%
Total Other Outcomes	13	21	34	6	7	13	(21)	-62%
<b>TOTAL OUTCOMES</b>	<b>123</b>	<b>128</b>	<b>251</b>	<b>140</b>	<b>95</b>	<b>235</b>	<b>(16)</b>	<b>-6%</b>

### SHELTER EUTHANASIA DATA

	Canine	Feline	Other	Total	Percentage
	Medical - Sick	1	0		1
Medical - Injured	1	1		2	29%
Behavior - Aggressive	2	0		2	29%
Behavior - Other	2	0		2	29%
<b>TOTAL EUTHANASIA</b>	<b>6</b>	<b>1</b>	<b>0</b>	<b>7</b>	

### MONTHLY LIVE RELEASE RATE

2022	2023
86.5%	94.5%

Live Outcomes / (Total Outcomes - Owner Int Euth)

**PUBLIC WORKS**                      **12**

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

**ENGINEERING DIVISION**

**DEVELOPMENT**

The Development Manager processed two (2) Preliminary Plat and two (2) Short Form Plats for Planning Commission; three (3) Preliminary Plats, two (2) Final Plats, and one (1) street name change for City Council. The Development Engineer reviewed 22 sets of construction plans and 4 punch lists. There were 109 permits reviewed and/or issued. Fees were collected in the amount of \$19,573.51.

**CAPITAL PROJECTS:**

**North Base Complex Phase 2 – Vehicle Wash Facility:**

The City of Norman conducted a bid opening on October 27, 2022, for the North Base Complex Phase 2 – Vehicle Wash Facility Project. The low bidder for the base bid plus selected alternates was L5 Construction, LLC of Oklahoma City, Oklahoma with a construction cost of \$2,185,500.00. The Norman City Council awarded the project at the November 8, 2022 City Council Meeting. Construction began on January 3, 2022. This project has a 180-calendar day construction schedule. Staff estimates a July 2023 completion.

The project involves the following items:

- Construction of a new drive-through automatic vehicle wash, vacuums, and a paved pre-wash area designed to serve all City Vehicles from police vehicles to Transit Busses and Tractor Trailer trucks.

As of the current pay application on 9/20/2023, 84% of the total contract amount has been expended. The total construction period per the contract is currently 202 calendar days. As of July 26, 2023, the contract time has expired; however, there have been a large number of weather delays in June and July that have yet to be formally claimed by the contractor. In addition, a supply chain delay outside of the contractor's control has occurred that will likely be compensated for with a future change order. It is anticipated that these additional delay days will be claimed on the final change order at project completion, and the approved construction period will be extended. The contractor notified the city on 9/12/23 that the new delivery date for the delayed electrical panel is 9/27/23. The updated date of completion is now 10/27/23. As of 9/30/23, the delayed electrical panel has been shipped. The contractor is optimistic that they can still meet the current schedule providing the panel arrives soon.

The contractor's activities this month were as follows:

- Continued installation of wash equipment
- Continued electrical and plumbing work
- Finished painting the building
- Installed irrigation
- Fine grading of side and site cleanup
- Installed trees
- Prepared wash floor for epoxy coating
- Removed job trailer from site

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

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

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

The project involves the following items:



*Monthly Progress Report*

*Public Works (September 2023)*

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

*As of the last pay application on 9/18/2023, 29% of the total contract amount has been expended. Through 8/31/23, 31% of the contract time had expired.*

The contractor's activities this month were as follows:

- Began storm sewer relocation on Robinson St.
- Mainline paving south of Robinson St. is nearly complete
- Began installation of electrical conduit and lighting bases south of Robinson St.
- Installation of ditch liners north of Robinson St. is nearly complete
- Bridge crew mobilized to the site
- Began preparation of reinforcing steel for Bridge Structures
- Began construction of Legacy Trail segment north of Robinson St.

**Porter Avenue Streetscape – Alameda Street to Robinson Street:**

On April 2, 2019, the citizens of Norman voted in favor of a Bond Issue to finance the local share of nineteen transportation improvement projects. Two of the nineteen 2019 bond projects are the Porter Avenue and Acres Street Intersection Bond Project and the Porter Avenue Streetscape 2019 Bond Project. The Porter Avenue Streetscape 2019 Bond Project consists of design and construction of streetscape elements along the Porter Avenue corridor between Robinson Avenue on the north and Alameda Street on the south. The total construction cost for the project is approximately \$5.1 million. Of that, approximately \$2.8 million will be paid by federal grant. The remaining \$2.3 million will be paid for through the City of Norman 2019 Bond Program.

The Oklahoma Department of Transportation conducted a bid opening on October 20, 2022, for the Porter Avenue Streetscape 2019 Bond Project. The low bidder was SAC Services, Inc. of Oklahoma City, Oklahoma. ODOT awarded the project on November 7, 2022. This project has a 210-calendar day construction schedule, which will likely result in a fall 2023 completion. The Oklahoma Department of Transportation is administering the construction of this project, with the assistance of Atkins.

Proposed improvements include:

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

As of the last pay application on 8/31/2023, 28% of the total contract amount has been expended. Through 8/31/23, 59% of the contract time has been expended. This apparent lag is, however, a bit misleading. Although, weather delays can account for some of the lag in this project, many of the major expenses for this project will not be installed until the end of the project, making the expenditures seem behind when the project is actually progressing well. In addition, we believe the contract time for the project, did not fully take into account special conditions imposed by the City of Norman to minimize disturbance to adjacent businesses. We

*Monthly Progress Report**Public Works (September 2023)*

are working with ODOT and the Contractor to adjust the contract time to a more realistic duration. Once these adjustments are accounted for, the percent complete vs. contract time expended should be more accurate.

The contractor's activities this month were as follows:

- Constructed sidewalks and Drives between Main St. and Gray St.
- Installed irrigation south of Gray St.
- Began installation of electrical conduit and irrigation bores between Main St. and Gray St.
- Installed storm sewer between Main St. and Gray St.
- Installed remaining decorative paving and pavers on south half of the project.
- Some areas of sidewalk will be left out to accommodate future landscaping and monument installation.

**Sidewalk Programs:**

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

As of 9/28/2023, 20% of the total contract amount has been expended and 10% of the contract time has been expended.

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

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

The contractor mobilized on April 17, 2023 and began removals. A leaking city water main was discovered during removals and NUA opted to replace the main and all service lines. This delayed the street project approximately three weeks. A period of heavy rain following the water main delay further delayed the remaining removals and subgrade stabilization. Weather conditions were not favorable for subgrade stabilization until June 23<sup>rd</sup>. Stabilization was completed and concrete placement began on June 29<sup>th</sup>. The project made significant progress during July and Early August reaching substantial completion on August 22, 2023. Work on Fairfield Drive location began in Mid-August 2023 and proceeded in phases of removal, subgrade stabilization, and concrete placement. Fairfield was 95% complete by the end of September.

**FYE 2023 Street Maintenance Bond – Asphalt**

Street Maintenance Bond Asphalt bids were opened September 29, 2022. Four bids were received and the contract was awarded on October 25, 2022 to Silver Star Construction Co., Inc. in the amount of \$1,455,000. The project includes asphalt milling and repaving on 3.1 miles of urban and rural streets. Final payment and acceptance of the project was approved at the September 12, 2023 council meeting. The project was completed for \$1,187,977.88, \$267,022.12 less than the awarded amount.

**FYE 2023 - Miller Avenue Curb and Gutter Maintenance Project**

Bids for the Miller Avenue Curb and Gutter Maintenance Project were opened on May 18, 2023. The bid was awarded at the June 27, 2023 Council Meeting. The contractor mobilized on July 6, 2023 and completed the west half of the project in July. The project was paused at the end of August to accommodate a community event. The contractor is anticipated to return in October to replace additional sidewalk, ADA ramps, and storm inlets.

**TRANSIT AND PARKING DIVISION****Public Transit****Go Norman Transit Plan (City of Norman Transit Long Range Plan Update)**

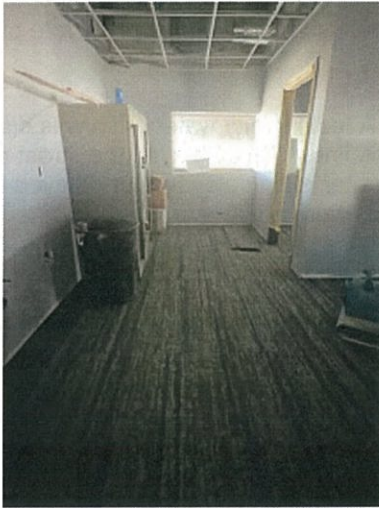
The Go Norman Transit Plan was approved by resolution by Council on June 22, 2021. On December 13, 2022 Council approved a resolution to alter transit bus service as recommended in the Plan. Staff are continuing to

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*Public Works (September 2023)*

move forward on the next steps as recommended in the plan. Recent work includes:

**Transit Center Remodel**

- On February 14, 2023, Council approved contract K-2223-72 with Stronghold Construction to complete the renovation of the 320 E. Comanche St. property into the Norman Transit Center. A pre-construction meeting was conducted on February 21, 2023 to organize the start of the project, and a Notice to Proceed was issued on February 28, 2023. Construction commenced on March 1, 2023. It was estimated that the project would be completed and open in August 2023, however, due to delays attributed to asbestos remediation it is assumed the project will be completed around October 1, 2023, with a **grand opening scheduled for Thursday, October 12, 2023. The new route network will begin operations from the Norman Transit Center on Monday October 16, 2023.** Please see below for more information.
- As of the last pay application on October 2, 2023, 96% of the total contract amount has been expended. Through September 30, 2023, 98% of the contract time has been expended.
- Work on the project during the month of September 2023 includes:
  - Seating structure installation
  - Sheetrock install completion
  - Tape & bed
  - Overhead MEP
  - Cabinet installation
  - Final concrete work
  - Overhead inspection
  - Bird netting installation
  - Grading for landscaping
  - Electrical service change over
  - Punch clean
  - Flooring installation
  - Plumbing fixture installation
  - MEP trim out
  - EIFS installation
  - Finish interior paint
  - Ceiling grid installation
  - Signage installation
  - Flooring installation completion



*Interior Paint, Flooring, Ceiling Grid*



*Signage*

**Vehicle Procurement**

- The City is currently in the process of purchasing 5 paratransit vans and due to supply chain delays staff currently anticipates receiving these vehicles in fall 2023. Staff will visit the manufacturer to complete inspections on three of these vehicles during the month of October. Below is background on this purchase:
  - On December 14, 2021 the City Council passed and adopted resolution R-2122-72 transferring \$346,703 from the Capital Fund Balance to be matched with \$122,812 available in the Public Transit and Parking Fund to be used to replace 5 paratransit vehicles in the Transit Fleet for a total of \$469,515. Due to ongoing supply chain issues the price of the vehicles had increased, however staff were able to identify additional FTA grant funding allocated to Norman to supplement the cost increase and decrease the amount of local match that was provided from the Public Transit and Parking Fund. Resolution R-2122-98 was approved by Council on March 8 transferring an



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additional \$149,454 (for a total cost of \$584,655) to cover the cost increase. FTA grant OK-2020-026 will be amended to \$496,157 leaving a local match of \$88,508 (a reduction in the local matching funds of \$34,304.)

- The City has recently completed the process of purchasing five CNG 35' fixed route buses. All five of the vehicles have been delivered, accepted, and paid for as of September 11, 2023. Below is background information on this purchase:
  - Utilizing transit 5339 funds allocated from FY21 (grant number OK-2020-026), 1 35' CNG bus will be purchased. These were funds allocated to the Norman urbanized area by formula. In addition, on June 14, 2022 the City Council approved a contract with the Oklahoma Department of Transportation (ODOT) accept Surface Transportation Block Grant – Urbanized Area (STBG-UZA) funding for the purchase of 2 35' low-floor CNG transit buses. An Authorization to Purchase for these three buses was approved by Council on August 23, 2022. A purchase order was issued on September 14, 2022 to the manufacturer.
  - Utilizing funds received from the FY22 FTA Low- or No-Emissions Vehicle Program, staff proposed to purchase 2 additional CNG 35' fixed route buses. Council approved a resolution accepting the grant and an authorization to purchase the buses on September 27, 2022. The purchase order for two buses was issued September 29, 2022.



*Two of the five New CNG Transit Buses*

- The City is currently in the process of purchasing 3 paratransit ADA compliant minivans for revenue service as well as 2 non-revenue support vehicles. Below is background on this purchase:
  - Council provided funding in the budget sufficient to outright purchase a single large transit bus and a single paratransit vehicle. Because of effective use of grant funding and only using a small percentage of budgeted money as a local match against grant funds, staff proposed to use \$355,692.55 of the remaining funding (\$357,810) for the outright purchase of 3 additional ADA minivans for the paratransit fleet and replacement of two support vehicles which was approved by the City Manager on April 6, 2023 utilizing an Oklahoma State Contract.
  - Both of the non-revenue support vehicles, units 5-2341 and 5-2348 have been received and put into service.
  - The three paratransit ADA compliant minivans for revenue service were delivered in the last week of August and staff are completing final inspections, warranty repairs, and paperwork to put these replacement vehicles into service.

### **Microtransit Pilot Program with Via Transportation**

- Following a study to determine the best plan for establishing a microtransit pilot program in the City of Norman, staff conducted a competitive bid process. The proposal from Via Transportation was determined to be the best suited to the needs of Norman. Contract K-2223-164 with Via Transportation was approved unanimously by council on June 27, 2023. After discovering the University of Oklahoma was interested in collaborating on microtransit services with the renewal of their SafeRide program, staff worked to amend



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the agreement with Via to include that collaboration. On August 8, 2023 Council approved both Amendment 1 to contract K-2223-164 and Contract K-2324-50 with the University of Oklahoma for microtransit services. Website updates and the end user app both went live on August 16, 2023 and the microtransit service launched as planned on August 21, 2023. The initial performance report for this service is attached. Below is background information on the study:

- Following prior feedback from Councilmembers, two workshops were conducted on October 18, 2022 and January 3, 2023, regarding possible alternatives for a microtransit pilot program. After reviewing multiple pilot program alternatives and comparing outcomes against the previously expressed concerns of Council, a recommendation was made for a pilot program.
- The recommendation consisted of a turnkey microtransit service which would be offered Monday-Saturday 6pm-12am (or 7pm-1am) as well as on Sunday from 10am-6pm. The recommendation suggests this service be offered in a defined zone, limited in size, which could be proposed by vendors responding to the Request for Proposals (RFP). In addition, it was recommended that the City look at investing in more robust software in partnership with EMBARK to improve existing paratransit service.
- The current service hours at time of launch are offered 7pm-1am Monday through Wednesday; 7pm-3am Thursday through Saturday, and 10am-6pm on Sundays. These hours accommodate inclusion of the University of Oklahoma's SafeRide program which allows eligible accounts registered with an OU student email address to book free rides (subsidized by OU) between the hours of 10pm-3am, Thursday through Saturday.



*Norman On-Demand Vehicle at Unveiling Event*

**Transit Monthly Performance Reports**

Attached is the Embark transit performance report for August 2023 and the initial Norman On-Demand performance report for the first 4 weeks of the service's operation (8/21/23-9/17/2023).

**STREETS DIVISION**

**CAPITAL PROJECTS:**

**ALLSPICE: GINGER DRIVE TO ALLSPICE RUN**

Streets crews worked a deep patch at Allspice: Ginger Drive to Allspice Run and required 61.24 tons of asphalt for the repair.

**NUTMEG: 72ND AVENUE SE TO ALLSPICE RUN**

Streets crews worked a deep patch at Nutmeg: 72nd Avenue SE to Allspice Run and required 945.34 tons of asphalt for the repair.

**ASPHALT OPERATIONS:**

**CARRINGTON LAKES – DEEP PATCH**

Streets crews worked a deep patch at Carrington Lakes and required 36.65 tons of asphalt for the repair.

**72ND AVENUE SE AND HIGHWAY 9**

Streets crews worked a deep patch at Nutmeg: 72nd Avenue SE and Highway 9 and required 10.01 tons of asphalt for the repair.

**84TH AVENUE SE AND HIGHWAY 9**

Streets crews worked a deep patch at Nutmeg: 84th Avenue SE and Highway 9 and required 56.62 tons of asphalt for the repair.

**September 2023**  
**DEVELOPMENT COORDINATION, ENGINEERING**  
**AND PERMIT REVIEW**

**Subdivision Development:**

FYE 2023 Associated Fees

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

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

**City Council Review:**

- Certificate of Survey..... 0
- Preliminary Plat..... 3
- Final Plats ..... 2
- Certificate of Plat Correction.... 0
- Encroachment..... 0
- Easements..... 0
- Closure..... 0
- Release of Deferral..... 0

\$ 3,460.00

**Development Committee:**

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

\$0.00

**Subtotal:**

\$3,460.00

\$1,290.00

\$11,590.00

**Permits Reviewed/Issued:**

(includes Offsite Construction fees)

- \*\*Single Family..... 37
- \*\*\*Commercial..... 5
- Multi-Family..... 1
- Addition/Alteration..... 16
- House Moving..... 0
- Paving Only..... 9
- Storage Building..... 11
- Swimming Pool..... 6
- Storm Shelters..... 12
- Public Improvements..... 2
- Temporary Encroachments..... 0
- Fire Line Pits/Misc..... 2
- Franchise Utilities ..... 6

- Other revenue ..... \$0.00
- Flood Plain (@\$100.00 each)..... 2 \$200.00

**Total Permits.....**

**Grand Total.....**

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

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

\$0.00	\$0.00	
\$200.00	\$200.00	\$200.00
\$15,913.51	\$19,860.25	\$48,198.92
\$19,573.51	\$21,350.25	\$60,208.92
22	26	65
4	4	11

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

## September 2023

### DEVELOPMENT COORDINATION, ENGINEERING, AND PERMIT REVIEW

KEN DANNER/TODD McLELLAN/JACK BURDETT

	NUMBER OF INSTANCES	PERCENTAGE ACHIEVED
<i>PI #8</i> PREPARE DEVELOPMENT PUNCH LIST WITHIN 1 DAY OF FINAL INSPECTION	4	100%
<i>PI #10</i> SINGLE FAMILY BLDG PERMIT REVIEW W/I 3 DAYS	37	100%
<i>PI #11</i> COMMERCIAL BLDG PERMIT REVIEW W/I 7 DAYS	5	100%
<i>PI #12</i> CONSTRUCTION PLAN REVIEW W/I 10 DAYS	22	100%
<i>PI #13</i> FINAL PLAT REVIEW COMPLETED WITHIN 10 DAYS	3	100%





# PERFORMANCE REPORT

## Summary of Services Table: August 2023

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

EMBARC Norman Service Summary	ADP Aug FY24	FY24 YTD	FY23 YTD	Service Profile	Aug FY24	Aug FY23
Fixed Routes (M-F)	1,447	57,794	37,405	Weekdays	23	23
Fixed Routes (Sat)	753	6,625	3,622	Saturdays	4	4
PLUS (M-F)	90	3,813	3,740	Gamedays	0	0
-Zone 1*	68	2,950	3,154	Holidays	0	0
-Zone 2**	22	863	586	Weather	0	0
PLUS (Sat)***	24	223	200	Fiscal YTD Days	52	52
				Cal. YTD Days	205	205

\*Requires ¼ mile

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

\*\*\*Operates only in Zone 1

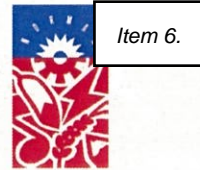
## Strategic Performance Measures

MEASURE	FY 24 YTD	FY 24 Targets	
# of Norman fixed-route passenger trips provided	64,419	251,881	■
# of Norman paratransit trips provided	4,036	21,000	■
% of on-time Norman paratransit pick-ups	97.51%	98.58%	●
# of Norman bus passengers per service hour, cumulative	19.84	13.04	■
# of Norman bus passengers per day, average	1,240	800*	●
% of Norman required paratransit pick-ups denied due to capacity	0.00%**	0.00%*	●
% of on-time fixed-route arrivals	69.30%	80.94%	▲

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

\*\*One denial due to capacity was recorded for FY23





# Performance Report



## Microtransit Pilot Program Performance Report

August 2023- Startup

### Purpose

The Microtransit Pilot Program Performance Report provides a summary of service performance measures used to evaluate the performance of the Norman On-Demand microtransit transportation system for the City of Norman. The performance measures used by staff may change over the course of the pilot program. Initially we will be comparing the key performance indicator goals that were outlined in the request for proposals (RFP) to the data provided from Via for the Norman On-Demand

program. These indicators and performance measures include average walking distance, maximum walking distance, average rider wait time, maximum rider wait time, and the percentage of ride requests completed within 20 minute wait time. Because the program started late in the month of August, this initial report will cover the first four weeks of service (from 8/21/2023 to 9/17/2023). Future reports will evaluate data by calendar month.

### Service Profile, Hours, and Pricing

Norman On-Demand is a pilot microtransit service which launched for late night and Sunday service in core Norman on August 21, 2023. Norman On-Demand is a turnkey service provided by TransitTech provider Via. The Norman On-Demand app is available on the Apple App Store and the Google Play Store.

This service compliments existing public transit service by extending service into the late night hours and during the day on Sundays for a small fee. Because this is a pilot program, there may be changes to service area, hours of operations, or other aspects of the service while the City focuses the program to efficiently serve the needs and desires of our community.

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

### Key Performance Indicator Measures

MEASURE	Target	August Startup (8/21/23-9/17/23)
Average Walking Distance	0.10 miles	0.08 miles
Maximum Walking Distance	0.25 miles	0.32 miles
Average Rider Wait Time	<15 min	16.5 min
Maximum Rider Wait Time	20 min	N/A*
Percentage of Ride Requests Completed Within 20min. Wait Time	>80%	69.45%**

\*OU has requested longer available wait times for OU students during SafeRide hours (up to a 2 hour max). Because we are not yet able to filter these rides from the remaining data, we cannot confidently report this statistic at this time

\*\*Number of ride requests with 'Completed' status that have a wait time of 20 minutes or less (766) as a percentage of the total number of ride requests with 'Completed' status (1103). This data may also be skewed by longer available wait times for OU students during SafeRide hours.

Monthly Progress Report  
Public Works (September 2023)

### **STORMWATER OKIE LOCATES**

During the month of September, 4235 Call 811 Okie Spots were received. Of those requests, 84 were stormwater pipe locates, 57 were marked, and 139 were referred to other departments.

### **FLEET DIVISION**

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

#### **FUEL REPORT**

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

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

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

#### **MAINTENANCE REPORT**

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

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

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

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

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

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

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

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

#### **PRODUCTIVITY REPORT**

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

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

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

*Monthly Progress Report**Public Works (September 2023)***CONCRETE OPERATIONS:****JACKSON DRIVE AND BARON DRIVE**

Streets crews replaced damaged concrete panels at on Jackson Drive and Baron Drive. This repair required 14 cubic yards of concrete and resulted in over 42 square yards repaired.

**321 LAHOMA AVENUE**

Streets crews replaced damaged concrete panels at 321 Lahoma Avenue. This repair required 3 cubic yards of concrete and resulted in over 9 square yards repaired.

**ROADSIDE OPERATIONS:****MOWING OF ROADSIDE RIGHTS-OF-WAY**

Streets Roadside Mowing crew continued their summer mowing schedule. During September, 2023, 347 miles of rural rights-of way and 3,104,772 sq. ft. of urban rights-of-way were mowed.

**ROUTINE POTHOLE PATCHING OPERATIONS**

This month approximately 5.85 tons of asphalt was utilized in routine pothole patching operations.

**STORMWATER DIVISION****CAPITAL PROJECTS:****THE VINEYARDS DRAINAGE IMPROVEMENT PROJECT**

For several years, residents of The Vineyard Addition have experienced property damage due to flooding. The Vineyard Addition is a residential subdivision located east of Porter Avenue and South of Tecumseh Road. In July 2015, the City hired Meshek and Associates to perform an analysis of flooding issues reported by the residents of The Vineyard Addition. This included a review of the previous drainage reports and studies that were available. Additional detailed modeling was done to determine if any structural changes could be made that would reduce the risk of flooding in this area.

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

During the month of September, the contractor installed the new storm sewer, and completed construction of the first section of the new flume floor.

**WORK ORDER RESPONSE**

Stormwater Division received 14 work order requests and closed 14 work orders.

**INFRASTRUCTURE MAINTENANCE**

The Infrastructure Maintenance crew finished grading, sidewalk, and curb/gutter at 218 Lahoma. The Crew repaired a leaking stormwater inlet on Farm Hill Road. The Infrastructure Maintenance crew sealed leaking pipe joint at 304 Quail Ridge Road for OGE. The crew poured a driveway at the pistol range for Norman Police Department. The Infrastructure Maintenance crew checked 651 inlets and cleaned 97 inlets totaling .75 tons of debris removed in Ward 2.

**CHANNEL MAINTENANCE**

The Channel Maintenance Crew mowed 1,136,943 square feet of stormwater channels during the month of September. The crew removed debris from Normandy Channel totaling 6 tons of debris. The Maintenance crew removed 5 tons of debris from a channel at 300 Cotswold Drive and several shopping carts from Merkle channel. They repaired washouts at Stoney Brook, Merkle, and Imhoff channel. The crew checked 389 inlets and cleaned 47 inlets totaling 1.25 tons of debris removed in Ward 3.

**URBAN STREET SWEEPING/CAMERA VAN OPERATIONS**

A total of 400 lane miles were swept in September resulting in the removal of approximately 97.30 tons of debris from various curb-lined streets throughout the city. The crew was able to flush 350 linear feet of stormwater pipe using 9,800 gallons of water at Norman Regional Hospital. The camera truck is still down for repairs. The crew checked 572 inlets and cleaned 209 inlets totaling 1.5 tons of debris removed in Ward 7.



## Additional Performance Measures

### Rider Experience

The system includes an automated feedback process where all ride ratings with 4 stars or fewer that have actual written feedback attached are reviewed by customer support agents. Poor ride ratings alone are not categorized as complaints. No complaints on the service were received in the month of August, and Norman staff have not received any reported complaints so far in the month of September.

Rider Experience	
Average Ride Duration	9.7 min
Average Ride Distance	2.9 miles
Average Ride Rating	4.9 (out of 5 stars)

### Program Engagement and Rider Growth

Since the Norman On-Demand App launched on August 21, 2023 at least 1,633 individual people have created accounts, which is a direct result of marketing efforts for the new program. Of these accounts at least one in four have utilized the service once. We are not yet able to differentiate between OU student accounts and others, but look forward to being able to do so in the future. Riders are also able to call 405-643-8638 to schedule rides without using the App.

Engagement		
App Accounts Created Since Launch	1,633	
Active Accounts*	740	45.3%
Rider Accounts**	427	26.1%
Repeat Rider Accounts***	268	16.4%
*accounts where user has engaged with ride requests at least once **accounts with at least 1 completed ride ***accounts with at least 2 completed rides		

### Accidents and Vehicles

There have been no accidents or escalated incidents to report since the start of the service on August 21, 2023. Any such incidents will be reported to Norman Transit staff in a timely manner by our provider Via.

One complication for the new service was located by the Field Manager when conducting wheelchair accessible vehicle (WAV) trainings prior to the service start. Due to an issue with the seatbelt, one of the two WAV vehicles is currently at a maintenance shop in Oklahoma City waiting on a new seat belt part to arrive in order to fix the issue. This issue has had minimal impact on the service because the other WAV vehicle is still in active use.

SERVICE EFFORTS AND ACCOMPLISHMENTS FYE 2024

Item 6.

<b>STREET DIVISION</b>					
	<b>FYE 2024 September 2023</b>	<b>FYE 2024 September 2023</b>	<b>Year to Date</b>	<b>Year to Date</b>	<b>FYE 2024</b>
<b>PERFORMANCE INDICATORS</b>	<b>ACTUAL</b>	<b>PERCENT</b>	<b>ACTUAL</b>	<b>PERCENT</b>	<b>PROJECTED</b>
Distribute work order requests to field personnel within one day.	99%	99%	99%	100%	100%
Patch potholes smaller than one cubic foot within 24 hours	100%	100%	100%	100%	95%
(tons of material used)	5.85		12.62		
Overlay/pave 10 miles per year.	-	0%	-	0%	100%
Replace 2,000 square yards of concrete pavement panels	51.00	3%	694.00	35%	100%
Grade all unpaved alleys two (2) times per year. (approximately 210 blocks)	4.00	1%	8.00	2%	100%
Mow 15 ROW-miles (1,584,000 sf) of Urban right-of-way, eight times per year	3,104,772.00	25%	11,143,588.00	88%	100%
Mow 148 miles of Rural Right-of-way three times per year	264.00	59%	894.00	201%	100%
Debris Removal – pre-positioned contractor on notice 24 hours prior to storm event	-	0%	-	100%	0%
Debris Removal - Issue Notice to Proceed/Task Order with 48 hours of storm event	-	0%	-	100%	0%
Bridge - Maintain 5 non-deficient bridges in a year	-	0%	-	0%	0%
Bridge - Rehab 7 structurally deficient bridges per year through outside contract	-	0%	-	0%	0%
Bridge - Replace one functionally obsolete bridge per year	-	0%	-	0%	0%
Bond Program - Contract all selected projects for the bond year within the same fiscal year		0%	-	100%	0%
Capital Program – Complete all selected projects within the same fiscal year		0%	-	95%	0%

SERVICE EFFORTS AND ACCOMPLISHMENTS FYE 2024

Item 6.

<b>STORMWATER DIVISION</b>					
	<b>FYE 2024 September, 2023</b>	<b>FYE 2024 September, 2023</b>	<b>Year to Date</b>	<b>Year to Date</b>	<b>FYE24</b>
<b>PERFORMANCE INDICATORS</b>	<b>ACTUAL</b>	<b>PER CENT</b>	<b>ACTUAL</b>	<b>PER CENT</b>	<b>PROJECTED</b>
Respond to stormwater complaints and drainage concerns within 24 hours of the time reported.	99%	99%	99%	99%	99%
Mechanically sweep 500 curb miles per month (lane miles)	400.00	80%	1,253.00	21%	85%
Inspect and clean 100% of the urban drainage inlets three times per year. (approximately 5,000 locations)	1,512.00	15%	2,296.00	23%	65%
Mow 2,271,548 sq.feet of open drainage ways, six times per year	1,136,943.00	8%	3,391,586.00	25%	70%
Collect 60 tons of litter annually from drainage channels and R-O-W in Urban and Rural areas	-	0%	-	0%	100%
*Program was transferred to Utilities 7/23					
Permit all floodplain activities as appropriate.	3.00	3%	6.00		100%



**PUBLIC WORKS  
FLEET DIVISION  
ACTIVITY REPORT**

Item 6.

September 2023

IN GALLONS	FYE 2024	FUEL REPORT	
	<u>UNLEADED PURCHASED</u>	<u>DIESEL PURCHASED</u>	<u>CNG PURCHASED</u>
Internal pumps	20,010.00	21,287.00	25,094.10
Outside - sublet	1,489.00	596.00	3,841.54
<b>TOTAL</b>	<b>21,499.00</b>	<b>21,883.00</b>	<b>28,935.64</b>
<b>TOTAL</b>	<u>UNLEADED CONSUMED</u>	<u>DIESEL CONSUMED</u>	<u>CITY CNG CONSUMED</u>
Consumption	21,586.21	26,490.01	25,128.41
			<u>PUBLIC CNG CONSUMED</u>
			3,841.54

FYE 2024 TO DATE CONSUMPTION			
TOTAL	<u>UNLEADED CONSUMED</u>	<u>DIESEL CONSUMED</u>	<u>CITY CNG CONSUMED</u>
Consumption	56,796.82	59,799.54	83,803.95
			<u>PUBLIC CNG CONSUMED</u>
			11,651.02

INTERNAL PRICE PER GALLON:					EXTERNAL PRICE PER GALLON:				
UNLEADED	High	\$3.47	Low	\$2.87	UNLEADED	High	\$3.40	Low	\$3.01
DIESEL	High	\$3.47	Low	\$3.30	DIESEL	High	\$3.55	Low	\$3.44
CNG	High	\$1.28	Low	\$1.28	CNG	High	\$2.10	Low	\$2.10

CONSUMABLE PARTS PURCHASED		PUBLIC CNG SALES	
REPAIR PARTS	\$134,895.55	Month Total Public CNG Sales	\$8,084
OILS/FLUIDS	\$12,755.74	FYE 2024 To Date Public Sales	\$24,533
TIRES	\$6,163.86	<b>LIFE TO DATE CNG GAS GALLON EQUIVALENT</b>	
SUBLET REPAIRS	<b>\$14,222.56</b>	Total Sold Gallons Life To Date	1,095,134
		Total Gross Sales Life To Date	\$1,623,162
<b>TOTAL SPENT ALL parts/sublet</b>	<b>\$168,037.71</b>	Life To Date CNG Gas Gallon Equivalent	
		Total Public/City Through-Put CNG Gallons @ Station	3,289,875

Light Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	5	6	3	56
EMERGENCY ROAD CALLS	6	6	6	87
PM SERVICES	88	75	72	1,419
INCLEMENT WEATHER	0	2	1	9
WORK ORDERS	205	245	215	3,778
SCHEDULED REPAIRS	88	84	99	1,621
NON SCHEDULED REPAIRS	38	37	66	1,265

Heavy Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	6	8	0	42
EMERGENCY ROAD CALLS	14	15	32	284
PM SERVICES	38	40	39	552
INCLEMENT WEATHER	0	2	0	4
WORK ORDERS	152	216	205	2,477
SCHEDULED REPAIRS	38	45	45	605
NON SCHEDULED REPAIRS	10	60	120	1,345

Transit Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	3	3	0	14
EMERGENCY ROAD CALLS	3	0	1	14
PM SERVICES	20	18	22	178
INCLEMENT WEATHER	0	1	0	1
WORK ORDERS	86	95	95	1,108
SCHEDULED REPAIRS	20	29	38	232
NON SCHEDULED REPAIRS	5	29	60	723

EVT Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	4	6	10	147
EMERGENCY ROAD CALLS	1	0	1	15
PM SERVICES	1	5	9	87
INCLEMENT WEATHER	0	1	0	1
WORK ORDERS	29	35	46	475
SCHEDULED REPAIRS	1	9	9	183
NON SCHEDULED REPAIRS	2	6	7	96

COMBINED SHOPS	CURRENT MONTH	LAST MONTH	TWO MONTHS AGO	YEAR TO DATE
ROAD SERVICE	18	23	13	244
EMERGENCY ROAD CALLS	24	21	40	394
PM SERVICES	147	138	142	2118
INCLEMENT WEATHER	0	6	1	19
WORK ORDERS	472	561	561	7548
SCHEDULED REPAIRS	147	167	203	2574
NON SCHEDULED REPAIRS	55	132	253	3297

**FLEET DIVISION  
INVENTORY  
September 2023**

**FUEL**

WESTWOOD GOLF	563.4	gallons	DIESEL	@	2.500	\$ 1,408.50
WESTWOOD GOLF	619.7	gallons	UNLEADED	@	2.860	\$ 1,772.34
NORTH BASE	4,263.0	gallons	UNLEADED	@	3.160	\$ 13,471.08
NORTH BASE	5,525.0	gallons	DIESEL	@	3.390	\$ 18,729.75
FIRE STATION #5	424.4	gallons	UNLEADED	@	3.210	\$ 1,362.42
FIRE STATION #5	495.6	gallons	DIESEL	@	3.500	\$ 1,734.60
FIRE STATION #6	411.1	gallons	UNLEADED	@	3.150	\$ 1,294.97
FIRE STATION #6	599.2	gallons	DIESEL	@	3.490	\$ 2,091.21
BULK TANKS	1,200.0	gallons	DIESEL	@	3.390	\$ 4,068.00

<b>TOTAL</b>	<b>GALLONS:</b>	<b>DOLLAR:</b>
UNLEADED	5,718.2	\$ 17,900.81
DIESEL	8,383.2	\$ 28,032.06

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**PUBLIC WORKS FLEET DIVISION  
PM COMPLIANCE REPORT**

**September FYE 2024**

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

Item 6.

Department/Division	Number of PMs				Current % PENDING	YearToDate Non- Compliance Trend
	Number of PMs Scheduled	Completed On Time	Number of PMs Completed LATE	Number of PMs Missed		
<b>CITY CLERK</b>						
CITY COUNCIL					0%	0%
BUILDING ADMINISTRATION					0%	0%
<b>MUNICIPAL COURT</b>						
MUNICIPAL COURT					0%	0%
<b>INFORMATION TECHNOLOGY</b>						
INFORMATION TECHNOLOGY					0%	0%
<b>HUMAN RESOURCES</b>						
HUMAN RESOURCES					0%	0%
<b>PLANNING</b>						
PLANNING	1	1			0%	0%
BUILDING INSPECTIONS					0%	0%
CODE COMPLIANCE					0%	133%
<b>PUBLIC WORKS</b>						
ENGINEERING	2	1	1	1	50%	133%
STREETS	11	9	2	1	9%	23%
STORMWATER	2	1		1	50%	39%
TRAFFIC	4	3		1	25%	42%
STORMWATER QUALITY	1	1			0%	0%
FLEET	8	8			0%	0%
TRANSIT					0%	0%
<b>POLICE</b>						
ANIMAL CONTROL	4	4			0%	75%
POLICE ADMINISTRATION					0%	67%
POLICE STAFF SERVICES					0%	0%
POLICE CRIMINAL INVESTIGATIONS	5	5			0%	28%
POLICE PATROL	12	8	2	3	25%	49%
POLICE SPECIAL INVESTIGATIONS	1	1			0%	29%
POLICE EMERGENCY COMMUNICATIONS					0%	0%
<b>FIRE</b>						
FIRE ADMINISTRATION					0%	0%
FIRE TRAINING					0%	0%
FIRE PREVENTION					0%	0%
FIRE SUPPRESSION	1		1	1	100%	75%
FIRE DISASTER PREPAREDNESS					0%	0%
<b>PARKS &amp; RECREATION</b>						
PARK MAINTENANCE	18	14	1	3	17%	45%
PARKS & RECREATION	1	1			0%	0%
CUSTODIAL	1	1			0%	0%
FACILITY MAINTENANCE					0%	0%
PARKS FORESTRY					0%	0%
<b>PUBLIC SAFETY SALES TAX (PSST)</b>						
PSST POLICE PATROL	7	5		2	29%	63%
PSST POLICE CRIMINAL INVESTIGATIONS	1	1			0%	0%
PSST FIRE SUPPRESSION					0%	0%
<b>CDBG</b>						
PLANNING CDBG					0%	0%
<b>UTILITIES WATER</b>						
UTILITIES ADMINISTRATION					0%	0%
WATER TREATMENT PLANT					0%	0%
WATER PLANT	4		4	4	100%	200%
WATER PLANT WELLS					0%	0%
WATER PLANT LAB					0%	0%
LINE MAINTENANCE ADMIN.	1	1			0%	0%
WATER LINE MAINTENANCE	11	10		1	9%	4%
UTILITIES INSPECTOR					0%	0%
METER SERVICES					0%	0%
<b>UTILITIES WRF</b>						
WRF ADMIN	1	1			0%	100%
WRF INDUSTRIAL					0%	0%
WRF BIOSOLIDS					0%	0%
WRF OPERATIONS					0%	0%
SEWER LINE MAINTENANCE	4	3	1	1	25%	17%
<b>UTILITIES SANITATION</b>						
SANITATION ADMINISTRATION					0%	0%
SANITATION RESIDENTIAL	13	10	2	3	23%	96%
SANITATION COMMERCIAL	5	5			0%	111%
SANITATION TRANSFER	2	1	1	1	50%	75%
SANITATION COMPOST	2	1	1	1	50%	40%
SANITATION RECYCLE	1	1			0%	200%
SANITATION YARD WASTE	3	3			0%	0%
<b>CITYWIDE TOTAL</b>	<b>127</b>	<b>100</b>	<b>16</b>	<b>24</b>	<b>19%</b>	<b>19%</b>



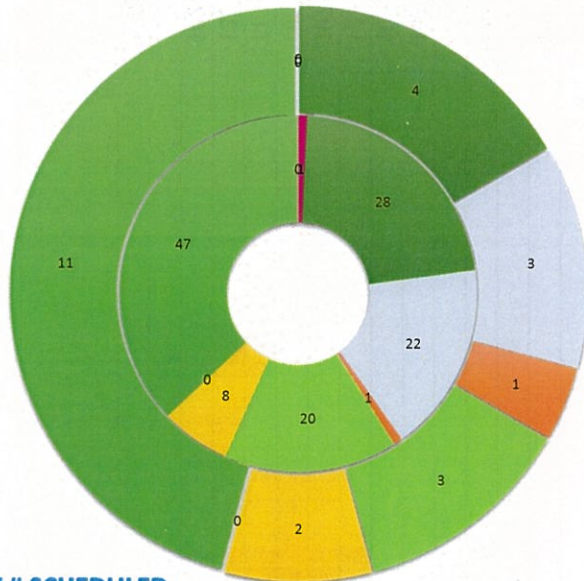
**PUBLIC WORKS FLEET DIVISION  
PM COMPLIANCE REPORT  
September FYE 2024**

Item 6.

Currently Past Due:

Unit #	Unit Description	Department Division	Current Odometer Reading	Meter or scheduled date	Meter Past		ORIGINAL Scheduled DATE	SHOP	Type of SERVICE	LAST PM DONE
<b>POLICE</b>										
1144	2011 Ford Crown Vic	PD Patrol	139631	135899	-3732	Miles	8/30/2023	Light Repair	PM-C	5/1/2023
1166	2013 Ford Interceptor	PD Patrol	130971	129643	-1328	Miles	8/30/2023	Light Repair	PM-C	3/15/2023
1180	2016 Ford Interceptor	PD Patrol	95124	95000	-124	Miles	9/5/2023	Light Repair	PM-C	
221162	2022 Ford F150	PD Patrol	4832	4000	-832	Miles	9/20/2023	Light Repair	PM-C	
<b>PSST</b>										
1005	2009 Chevy Impala	PSST Criminal Investigations	64426	64516	90	Miles	8/28/2023	Light Repair	PM-C	11/5/2021
1216	2016 Ford Interceptor	PSST Patrol	122359	122000	-359	Miles		Light Repair	PM-C	
1211	2016 Ford Interceptor	PSST Patrol	153862	153000	-862	Miles		Light Repair	PM-A	
<b>Parks</b>										
437T	2011 Trailer	Park Maintenance	10/1/2023	8/23/2023	-39	Days	8/28/2023	Light Repair	PM-A	8/23/2022
402T	2007 Holt Trailer	Park Maintenance	10/1/2023	9/1/2023	-30	Days	9/22/2023	Light Repair	PM-A	7/21/2022
402F	2022 Bulk Tank	Park Maintenance	10/1/2023	9/1/2023	-30	Days	9/22/2023	Light Repair	PM-M & PM-C	
<b>Public Works</b>										
0161	2000 Bartel Wacky	Streets	10/1/2023	8/2/2023	-60	Days	8/21/2023	Light Repair	PM-C	8/2/2022
811T	1986 WW 24GN Trailer	Stormwater Maintenance	10/11/2023	8/31/2023	-41	Days	8/17/2023	Light Repair	PM-A	8/31/2022
113T	2012 Maxey Tilt Trailer	Stormwater Maintenance	10/1/2023	8/1/2023	-61	Days	8/23/2023	Light Repair	PM-A	8/1/2022
0638	2019 Graco Stripe Machines	Traffic	10/1/2023	9/1/2023	-30	Days	9/14/2023	Light Repair	PM-C	
220801	2022 Chevy 5500HD	Stormwater Maintenance	10/1/2023	9/1/2023	-30	Days	9/28/2023	Light Repair	PM-C	
<b>Utilities</b>										
5627T	2022 Holt Trailer	Water Wells	10/1/2023	7/11/2023	-82	Days	8/16/2023	Light Repair	PM-A	
298T	2016 Titan Trailer	Waste	9/1/2023	8/21/2023	-11	Days	8/28/2023	Heavy Repair	PM-A	2/21/2023
21334	2021 Honda WT20X	Waterline Maintenance	10/1/2023	9/1/2023	-30	Days	9/21/2023	Light Repair	PM-C	

**PM Compliance Report September FYE 2024**



**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	28	4	14.3%
Police	22	3	13.6%
Fire	1	1	100.0%
Parks & Rec.	20	3	15.0%
PSST	8	2	25.0%
CDBG	0	0	0.0%
Utilities	47	11	23.4%
<b>Citywide Total</b>	<b>127</b>	<b>24</b>	<b>18.9%</b>

**PUBLIC WORKS  
FLEET DIVISION**  
Technician Productivity  
Report

FYE 2024

September 2023

MECHANIC	DIRECT LABOR HOURS	PRODUCTIVITY		INDIVIDUAL PRODUCTIVITY DIFFERENCE
		GOAL	ACTUAL	
497	121.37	72%	93.7%	21.7%
531	110.00	72%	89.4%	17.4%
642	107.73	72%	87.6%	15.6%
1554	106.99	72%	87.0%	15.0%
1676	115.39	72%	93.8%	21.8%
2098	88.85	72%	72.2%	0.2%
2300	108.68	72%	88.4%	16.4%
2495	107.57	72%	87.5%	15.5%
2745	110.86	72%	90.1%	18.1%
3001	112.08	72%	82.4%	10.4%
3134	0.00	72%	#DIV/0!	#DIV/0!
3151	103.47	72%	84.1%	12.1%
3167	106.22	72%	86.4%	14.4%
3470	121.12	72%	89.1%	17.1%
3487	107.64	72%	87.5%	15.5%
3502	102.94	72%	83.7%	11.7%
3572	117.20	72%	95.3%	23.3%
3800	121.07	72%	89.0%	17.0%
3843	102.97	72%	83.7%	11.7%
3968	39.94	72%	39.9%	-32.1%
4033	116.27	72%	94.5%	22.5%
DIRECT LABOR HOURS			2128.36	
TOTAL AVAILABLE HOURS			2482.50	
PRODUCTIVITY GOAL			72.0%	
ACTUAL PRODUCTIVITY			85.7%	



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

	PROJECTED GOAL	THIS MONTH			YEAR TO DATE		
		Number of Requests	Goal Met	Percentage Met	Number of Requests	Goal Met	Percentage Met
<b>SEPTEMBER 2023</b>							
Provide initial response to citizen inquiries within 2 days	100%	86	86	100%	278	278	100%
Provide information requested by citizens within 7 days	95%	86	86	100%	278	278	100%
Complete traffic engineering studies within 45 days.	99%	3	3	100%	6	7	100%
Review subdivision plats, construction traffic control plans, traffic impact statements, and other transportation improvement plans within 7 days.	95%	22	22	100%	63	63	100%
Worker Hours Per Gallon of Paint Installed.	0.80	Gallons	Worker Hours	Percentage	Gallons	Worker Hours	Percentage
		69	34	0.49	1177	344	0.29
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
		2.88	28	9.74	6.04	42	6.95
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
		14	14	100%	45	45	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
		14	14	100%	60	60	100%
Response to reports of sign damage:	Percentage						
<b>High Priority</b> Stop or Yield Signs within one hour	99%	2	2	100%	10	10	100%
<b>Lower Priority</b> all other signs within one day	90%	30	30	100%	75	75	100%
<b>Street Name Signs</b> within two weeks	90%	6	6	100%	46	46	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
		3120	0	0.00	9496	0	0.00

**UTILITIES 13**



**LINE MAINTENANCE:**

Waterline Capital Projects

- Beaumont Drive – 100%
- 1357 12<sup>th</sup> NE Avenue – 100%
- Crest Court – 100%
- Barb Court – 100%
- Page Street – 100%
- Crail Drive – 0% Ordering materials

Staff has completed the Crest Court project. Staff has completed the 12<sup>th</sup> AVE NE project. Staff has completed the Beaumont project. Staff has completed the Page Street project. Crail Project is in the beginning stages of planning and ordering materials. Ashton Grove project is pending delivery of standby generator – scheduled for November arrival. Sutton Place project in process of ordering generator for the project.

Water Line Breaks Total – 13 in September

Water Lines Hit by Contractors – 4 total; 2 – 3/4", 1 - 1" and 1 - 12"

Sewer Line Data

- Total obstruction service requests - 19
  - Private Plumbing: 18
  - City Infrastructure: 1
  - Sanitary Sewer Overflows: 1 on private side, 0 on city side

Lift Station D Flows:

- Days - 30
- Average daily flow: 1.395 MGD
- Total Monthly flow: 41.85 MG

**UTILITIES ENGINEERING:**

Line Maintenance Building: Project will construct new building for Line Maintenance Division consisting of 60 staff; the existing 11,000 SF building is currently located on North Base property adjacent to the Fleet offices and vehicle servicing areas. This project assumes construction of a new 20,000 SF facility NW of the water treatment plant to house administrative offices, the employee breakroom, fire hydrant/meter repair area as well as areas for numerous water and sewer line repair parts, pump repair parts and a work area for pump repairs and testing. A preliminary meeting was held with City staff to discuss the project and what variances may be required. Additional funding will also be necessary due to the increased cost for the project to meet actual division needs now and into the future. Due to other department priorities, funding for the project was pushed back to FYE 23 so the project has essentially been pushed back one year. Contract K-2122-115 was approved by Council and the Architect and Contractor are working through the process with GMP expected in September 2022. Bid Opening was held on September 7, 2022. 61 bidders submitted bids across the 30 categories of construction work. The total of the Base Bid was approximately \$7.7 Million, including contingencies, insurance, allowances, and other project requirements. Special-use permits were approved by Council on September 27, 2022. Approval of the GMP was held on the October 11, 2022 Council docket.

Staff met with Environmental Services to discuss needs for ground cover at the site. They mentioned that using mulch from the Compost facility is acceptable and free. Contractors are working on obtaining a quote for sodding and seeding specific areas on the site and mulching the rest to save money. Staff met with Converjint at the new facility to discuss

needs for the gate so that we can have both fob access and a card reader. A layer of asphalt installed around the entire facility and cabinets are starting to go up inside the building.

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

**WASTEWATER PROJECTS:**

Sanitary Sewer Stream Crossing Replacement (WW0178) During January 2023, Utilities Department discovered that a 24” sanitary sewer aerial stream crossing in “Oliver’s Woods” on the south side of Highway 9 was damaged and in danger of imminent collapse. NUA prepared Bidding Documents to replace the aerial crossing and project was Advertised on February 9, 2023. Bids were opened on March 9, 2023. Krapff-Reynolds Construction Company was the low bidder with a bid in the amount of \$593,630.00, and a contract in this amount was awarded on March 28, 2023. During the month of September 2023, KRCC completed concrete piers and pier caps, installed and tested casing and carrier pipe, and placed new aerial stream crossing back in to service. Restoration work is ongoing and project should be complete and ready for Final Acceptance no later than November 1, 2023.

Also during June 2023, an unrelated sanitary sewer collapse occurred at 340 Windbrook. The sewer line was 16 feet deep and located in a narrow backyard. Due to these constraints, Norman Line Maintenance Staff did not have the equipment necessary to complete the repair. Consequently, proposals were solicited from several local contractors to perform this repair, including from KRCC, since they were mobilized nearby working on the Sanitary Sewer Stream Crossing Replacement project. KRCC’s proposal was deemed lowest and best and they were issued Notice to Proceed on June 9, 2023. KRCC briefly demobilized from the stream crossing job site, completed the repair at 340 Windbrook, and then remobilized to the stream crossing job site. Rather than issue a separate P.O., it was decided to add this emergency repair to KRCC’s Contract for the Sanitary Sewer Stream Crossing Replacement project, and, thus, a change order to project in the amount of \$55,714 has been approved by City Council and executed.

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|----|--|------------------|
| 1. | Discovery of Damaged Aerial Stream Crossing: | December 2022    |
| 2. | Bidding Documents Prepared by NUA:           | January 2023     |
| 3. | Project Advertised:                          | February 9, 2023 |
| 4. | Bid Opening:                                 | March 9, 2023    |
| 5. | Contract Award:                              | March 28, 2023   |
| 6. | Construction Complete:                       | August 2023      |

WRF Reuse Pilot Study (WW0317) – Project is a pilot study designed to consider treatment alternatives to produce highly treated effluent at the WRF suitable for Indirect Potable Reuse (IPR) by discharging it into Lake Thunderbird to supplement Norman’s available raw water supply. NUA approved a contract with Garver LLC on February 11, 2020 to design the pilot project for various alternative treatment processes to determine if reuse is feasible and, if so, to recommend the best and most economic treatment technologies for the implementation of a reuse program. In July 2020, NUA approved Amendment No. 1 to Garver’s contract which consolidated all pilot study tasks, including procurement/rental of treatment equipment for alternative treatment trains, temporary construction/installation of pilot study equipment and eventual removal of all pilot study equipment, into Garver’s contract. During the remainder of 2020,

Garver completed pilot study design, and during winter 2020/2021 and spring 2021, temporary construction of Phase I treatment trains, which consisted of one train using an Aqua Nereda patented process and one train using a modified University of Cape Town (mUCT) process was completed. By June 2021, both trains had been commissioned and were operating as intended. As a result, WRF and Garver staff were able to commence the Phase I testing and sampling regimens. In November 2021 and February 2022, skids and trailers containing advanced tertiary processes that were to be pilot tested as part of Phase II and Phase III, respectively, were delivered; temporary construction needed to place them into service was completed; and Phase II and Phase III testing and sampling regimens commenced. Phases I, II, and III and all associated testing and sampling were completed as of June 1, 2022, and Garver's construction subcontractor completed removal of all temporary process equipment by late summer 2022. A first draft copy of the engineering report was submitted for review in December 2022. A second draft was submitted to NUA and, informally, to Oklahoma Department of Environmental Quality (ODEQ) in March 2023. Since then, Garver has been convening regular meetings with ODEQ to review the draft report in detail. The report is lengthy, and it is expected to require several months and multiple iterations before the report is considered final and ready for formal submission to ODEQ. This will likely occur during the summer of 2023 with approval by ODEQ likely to require several additional months after that.

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

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

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

Engineer: Garver LLC (Michael "Cole" Niblett)

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

industry to learn more about their equipment and, just as importantly, to learn about their manufacturing and service infrastructure. Based on these meetings, three (3) manufacturers have been approved for inclusion in the bidding documents.

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

Based on the above-described Community Grant process and timing, Norman Utilities has chosen to proceed with bidding the project. Project was advertised on Thursday, August 30, 2023 and bids are currently scheduled to be opened on Thursday, October 19, 2023. Contract should be awarded in November 2023 and Notice to Proceed issued in December 2023. Based on current lead times for dewatering equipment, construction should be complete in December 2024.

Engineer: Garver LLC (Michael "Cole" Niblett)

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

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

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

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

During August 2022, Greeley Hansen submitted 95% design documents. At time of submittal, it was agreed that a design review meeting would convene in February/March 2023 so that all comments and corrections noted can be addressed at one time just prior to advertisement, which was then projected to occur in May 2023. Since that time, the decision has been made to defer construction of this project until fiscal year 2024/25. For this reason, bidding documents will be finalized in time to advertise in May 2024. Bids would then be opened in June 2024, and Contracts Awarded at the first Council Meeting in July 2024. Construction would then take one calendar year to June 2025.

In June 2023, Greely and Hansen submitted a request for Contract Amendment based on delays in bidding the project change from CMAR to traditional Design/Bid/Build project delivery along with several other perceived changes that occurred during design. Several meetings to review this request convened in July and August 2023 and review by NUA is ongoing. To date, no agreement has been reached with Greeley Hansen on merit or potential additional costs that might be due.

Engineer: Greely and Hansen LLC (Ana Stagg)

Lift Station D Force Main Replacement (WW0091): Another portion of the Lift Station D 16" ductile iron force main along 12th Ave N.E. is severely deteriorated and in need of replacement. Approximately 3,500 feet of this force main to just south of Rock Creek Road was replaced with 20-inch PVC in 2009. The area needing replacement because of continued breaks is on the west side of 12th from the end of the previous project to the point where it begins to gravity flow near the 12th Avenue Recreation Center. The project is expected to require 2,300 feet of new 20-inch piping, three air release vaults, and a new receiving manhole. After discussions with the Parks Department, the City of Norman will continue to lease the property needed for this project and will not purchase the property outright. Therefore, the project was kicked back off to identify the best alignment and then move forward to final design, easement acquisition (as necessary), bidding and construction. Additional survey work has been completed and the revised alignment does not appear to have any conflicts or issues that would prohibit its construction. Staff is currently reviewing revised 100 percent plans and submitted DEQ permit in February 2023. ODOT permit application submitted in March 2023. Plans were advertised and bid. Contract was awarded and construction will start in July. The pipe has been completely installed and is currently in service. The remainder of the contract will restoration.

Engineer: PEC, Inc. (Chris Grizer)

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

Engineer: Garver, Inc. (Steve Rice)

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

Engineer: Olsson, Inc. (Kevin Rood)

Sewer Maintenance Project FYE18 (WW0316): Annual project will replace about 27,800 feet of deteriorated sewer lines with High Density Polyethylene (HDPE) pipe and rehabilitate or replace about 108 manholes. Project area is bounded by Westbrook Terrace to the north, McGee to the west, Highway 9 to the south and Berry Road to the east.

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 will be opened on October 5, 2023. Contract award is anticipated in November 2023 with construction starting in January 2024 and continuing for 18 months.

Engineer: Parkhill

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

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

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

Engineer: Garver

**WATER PROJECTS:**

Blending of Wells 5, 6, and 52 at the Water Treatment Plant (WA0369): This project will blend wells 5, 6, and 52, at the Water Treatment Plant (WTP) before entering the distribution system. Blending these wells will only require samples be taken at the blending site as opposed to each well, which will minimize time and money spent on sampling each month. This project will require approximately 2,200 feet of 8-inch waterline to bring well 52 to the 36<sup>th</sup> Avenue NE and Robinson Street intersection where it will combine with the line coming from well 5. An existing 12-inch waterline will then be converted to a non-potable line as it moves west on Robinson Street before it combines with well 6 and the distribution system at the WTP. In addition, two bores consisting of approximately 260 linear feet of 8-inch and 6-inch waterline under Robinson Street will be required to connect the neighborhoods on the north side of Robinson Street with the existing high pressure line on the south side of Robinson Street. An existing 10-inch waterline and old 24-inch concrete



line at the WTP will be abandoned as part of this project. As part of a previous project, Freese and Nichols, Inc. recently designed the project to extend water transmission lines from the WTP to 24<sup>th</sup> Avenue NE. Since they are familiar with the lines in the area and the interconnection requirements at the WTP and would be able to provide design services for this project, staff determined that it would be in the best interest of the NUA to contract with Freese and Nichols, Inc. for this project as well. City Council approved the contract with Freese and Nichols, Inc. on May 11, 2021 for \$47,850. Staff had a project kick-off meeting with engineers on May 27, 2021. An Invitation to Bid was Published in the Norman Transcript on November 3, 2022 with a Pre-Bid Meeting held on November 18, 2022. A Bid Opening was held on December 1, 2022. Three contractors submitted bids ranging from \$584,950.00-\$748,235.00. The low bidder was Cimarron Construction Co. at \$584,950.00, which is over the Engineer's Estimate of \$548,939.00. The contract with Cimarron Construction Co. was approved by Council on January 10, 2023. A pre-Construction meeting was held on January 24, 2023. The final change order and project acceptance was approved by Council on September 12. As-builts have been received from the Engineer and are being reviewed. .

Engineer: Freese and Nichols, Inc. (Clay Herndon)

Jenkins Avenue Waterline Replacement (WA0353): This project will replace approximately 2,500 feet of existing 6-inch waterline with new 12-inch waterline in concert with the planned widening of Jenkins Avenue through the City of Norman Public Works Department. This project will also design a 1,000-foot extension of the Segment D transmission line recommended by the 2003 water mater plan. In addition, this project will install a non-potable reuse line from Imhoff Road to Constitution Street. Freese and Nichols, Inc. is currently under contract with Public Works to design the widening on Jenkins Avenue and also the intersection improvements at Jenkins Avenue/Constitution Street/Imhoff Street, so staff determined that it would be in the best interest of the NUA to contract with Freese and Nichols, Inc. for this waterline project in order to ensure a cohesive design for both street improvements and the new water lines in this area. The contract with Freese and Nichols was approved by council on April 27, 2021 in the amount of \$95,740. Staff had a project kick-off meeting with engineers on May 27, 2021. Public Works will be combining the waterline work into the ODOT streetscape project. This will save money in restoration costs and allow for a shorter construction period for the entire project. Public Works is reviewing the current waterline plans before sending to engineers for revisions. Final plans, bidding, and construction dates will be determined based on the schedule for the rest of the project. Staff was notified that Public Works is unable to acquire the necessary ROW south of Constitution so the extension of the 16-inch and 24-inch lines are on hold for now.

Flood Avenue Waterline Replacement (WA0328):

Project will replace approximately 12,700 feet of 16-inch water line from Robinson Street to Tecumseh Road, and about 2,900 feet of 12-inch from Tecumseh to Venture Drive with 16-inch C900 PVC pipe. The existing ductile iron pipe is not compatible with the corrosive clay soils. It is failing, causing service disruptions to customers and damage to driveways, streets, and yards. In combination with this project, the potential for using existing wells along Flood for blending back into the water system using the existing pipe after rehabilitation will be evaluated. Total bids for construction ranged from \$2.9 million to \$3.8 million. Southwest Waterworks was determined to be the lowest responsible bidder at \$2,854,724.50. City Council approved the contract with Southwest Water Works on September 14, 2021 in the amount of \$2,854,724.50. A pre-construction meeting was held on October 6, 2021. Construction began November 3, 2021 and will continue for 330 calendar days. The James Garner waterline between Acres and Robinson was added onto the contract for this project in February, with an additional 75 days added onto the project and a revised contract amount of \$3,325,518.50. A final claim and change order was approved by City Council on August 22, 2023.

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

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

This project will determine the best location, layout, and treatment processes for blending and treating the 41 active groundwater wells utilized by the City of Norman. All active wells are currently in compliance with the standards set forth in the Safe Drinking Water Act and Public Water Supply Operations are not required to provide treatment and residual disinfectant under Oklahoma Administrative Code 252:631. However, the NUA also treats and distributes surface water from Lake Thunderbird. Since the water from the surface water source and the groundwater wells is blended in the distribution system piping, ODEQ has indicated that the system will need to be modified such that a minimum disinfectant

residual of 1.0 mg/L of total chloramines (NHCL<sub>2</sub>) should be found throughout all parts of the system in the future. In addition, maximum contaminant levels (MCLs) of total chromium and arsenic may be lowered by EPA, and a new MCL for hexavalent chromium may be established in the future, thus requiring additional treatment for the groundwater wells. NUA entered into a contract with Carollo Engineering, Inc. on June 22, 2021 in the amount of \$95,090 to develop preliminary layouts for the future build-out of the facility including immediate needs and future treatment processes. The Notice to Proceed date was set for June 29, 2021 and a kick-off meeting and site field investigations are scheduled to be held on July 21, 2021. Staff met with SRB, LLC this month to obtain assistance for acquiring the land needed for the blending location which includes review of property records, survey and map, and negotiation assistance. A Purchase Order was created for \$16,200 for these services, and a 28-acre parcel of land was approved to be purchased by Council on February 22, 2022 in the amount of \$800,000. This 28-acres, which became for sale in 2021, is located near a potential site that was evaluated as being in a more favorable location based on the layout of our wellfield, as indicated by a hydraulic model conducted by Plummer Associates, LLC. A final Technical Memo was received from Carollo in August 2022 and was sent to Plummer. This memo will be utilized by Plummer to determine the layout and modeling needed for the preliminary disinfection system. The engineering contract with Plummer for design of the disinfection system was approved by Council on October 11, 2022 in the amount of \$528,900. Staff had a kick-off meeting on November 1, 2022 with engineers. Staff held the chlorine demand and disinfection byproducts testing on December 19, 2022 at the WTP. No DBPs were detected and demand was very low, as expected. 60% plans were received from Engineers this month and a review meeting is scheduled for November 17, 2023. A meeting was held with the neighbor to the east this month, and a meeting will be held in October with the neighbor to the north to discuss the plans for the property.

Site Evaluation Engineer: Carollo Engineering, Inc. (Tom Crowley & Rebecca Poole)  
Land Acquisition: Smith Roberts Baldischwiler (Bryan Mitchell)  
Disinfection System Engineer: Plummer Associates (Alan Swartz)

James Garner Ave Waterline Replacement from Main to Duffy (WA0338): This project will replace the aging 6, 8, 12, and 16-inch waterlines between Main Street and Duffy Street along James Garner Avenue in conjunction with the Public Works Department James Garner Avenue Streetscape project currently being designed by Cowan Group Engineering, LLC. The waterlines in this area are over 50 years old and have experienced failures that disrupt water service and traffic flows. Replacement of these waterlines prior to the surface improvements would ensure good infrastructure and reduce the likelihood that the surface improvements have to be removed and replaced for future water line replacements work. NUA entered into a contract with Cowan Group Engineering, LLC in the amount of \$93,800 on June 22, 2021. A contract transmittal was sent with a start date of June 29, 2021. A kick-off meeting was held February 15, 2022 after 60% streetscape plans were completed. Funding for the streetscape work has still not been determined. This funding will determine when the waterline project needs to begin and end. The waterline will need to be completed before the roadway work begins.

Engineer: Cowan Group Engineering, LLC (Jeff Cowan)

Phase II – Porter Avenue Waterline Replacement (WA0354):

This project will replace approximately 1,500 feet of aging 8-inch and 5,000 feet of 12-inch waterline along Porter Avenue from Robinson Street to Alameda Street in conjunction with the Public Works Department Porter and Avenue Streetscape project. Part of this project (Main Street to Rich Street) was already completed as part of Public Work’s ODOT funded Transportation Bond project. Replacement of these waterlines prior to the surface improvements will ensure good infrastructure and reduce the likelihood that the surface improvements have to be removed and replaced for future water line replacement work. NUA entered into a contract with Cabiness Engineering, LLC (Garver Engineering) in February 2021 in the amount of \$58,100. Staff received final design plans and sent an invitation to bid to the *Norman Transcript* for publication on December 23, 2021 and December 30, 2021. A mandatory pre-bid was held on January 4, 2022 and the bid opening will be held on January 20, 2022. Bids were opened on February 3, 2022 and four contractors submitted bids. Cimarron Construction Company, LLC submitted the lowest and best bid for the Base Bid and Alternate B at \$2,039,328. The Contract and Bonds were signed and approved by Council on February 22, 2022. A kick-off meeting was held on March 4, 2022. City staff and the Engineer are in the process of reviewing submittals provided by the Contractor. The Engineer is also working on getting a final conformed set of plans together showing the alternate bid that was awarded. Construction start date for the Notice-to-Proceed was March 14, 2022. Rather than a number of days for construction completion, this project has an end date for construction of July 15, 2022. This is to ensure the waterline work is finished prior to the streetscape work. Work began on March 14, 2022. A final change order and pay app was approved by

Council on November 22, 2022. As-builts were recently received from the Engineer who noticed the new water conflicted with a few future light poles and future storm drain that will be constructed by Public Works. Adjustments will be made to the light pole design by Public Works. Line Maintenance potholed and took accurate elevations of the waterline in these areas. Utilities staff attended the pre-work meeting for the streetscape project, which has a start date of April 3, 2023. Their contractors will start on the south end and move their way north. They will let us know when they have the far west lane close at Himes so that we can contact Cimarron to install the missing bends needed for a new storm drain. The light poles that will be in conflict with our waterline will be moved a few feet in the field to accommodate these conflicts.

Engineer: Garver Engineering (Bret Cabbiness/Sean Price)

Water Treatment Plant Carbon Dioxide Tank Replacement (WA0374):

The existing carbon dioxide tank at the City's Water Treatment Plant is aging and vendors are not able to supply replacement parts to the model any longer. Carbon Dioxide is used to adjust the pH of the drinking water which effects its scaling and corrosivity potential, so a new tank is necessary. This project will involve removal of the existing 30-ton carbon dioxide tank at the water treatment plant, complete installation of new tank 30-ton tank of correct make and model specified or approved equal, demonstrating correct operation and dosages both manually and remotely, and training water treatment staff on operation and maintenance. Staff awarded the removal and installation to Wynn Construction Co. for \$75,000. Staff awarded the purchase and delivery of the tank to Tomco Systems in the amount of \$228,975 in December 2021. The purchase authorization was approved by Council on January 18, 2022. Tomco moved forward with ordering the tank on April 25, 2022. The new tank was shipped on September 28, 2022 and it was delivered to the WTP on October 3, 2022. The apparatus on top of the tanks has been leaking since installation. It was installed for the tank and the threads did not fit properly. So, a new apparatus arrived to plant on January 24, 2023. Replacement and shut down of the plant occurred on January 26, 2023. Tomco informed staff that this new apparatus was quality control checked against the appropriate pressure. However, Tomco staff noticed one of the heating elements was not working properly during installation of the new apparatus. A 1-year mechanical warranty is required for this tank and Tomco was notified that they need to provide replacement of this as well. The heating element was repaired on 3/10/2023 and all components of the tank are working properly. A final payment was made to Tomco on 3/13/2023.

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

Clarifiers 1 and 2 at the Water Treatment Plant (WTP) were installed in 1965 and have experienced deterioration warranting replacement of gearboxes and motors, in addition to new coats of paint. After 55 years in service, it's expected that the structural integrity of these clarifiers will have decreased. In July 2021, staff hired Suez Water Technology Solutions Services, Inc., who currently own the "Accelator" technology employed by these two clarifiers, to perform a visual inspection on one of the clarifiers. They found pitting and corrosion of steel and indicated the need to repair/replace the launder and outer wall brackets, in addition to realignment for the hood structure and circular deckplate, and repainting the structure. This project will first entail a more in-depth condition assessment of both clarifiers 1 and 2 by Carollo Engineers, Inc, including visual and non-destructive testing of the concrete to determine areas of possible concern and ultrasonic thickness testing for metal structures. A final technical memorandum will be provided with their findings in addition to estimated costs for needed repairs in order to obtain reliable capacity from the clarifiers for the next 20-40 years. A contract with schedule, scope, and fee of \$73,991.00 was obtained with Carollo and was awarded on December 14, 2021. Staff held a kickoff meeting with Carollo on December 22, 2021. An inspection and metal thickness testing was held on January 27, 2022. Paint samples were collected on February 8, 2022 for lead testing. A final Technical Memo was received in June 2022 which explained the most necessary repairs needed on clarifiers 1 and 2 are structural and electrical elements. To repair these elements only, the cost would be about \$551,096. In addition, alternates were provided for additional repair/replacements that aren't as dire. Alternate 1 consists of structural and electrical repairs in addition to metal repairs and recoating. Alternate 2 consists of structural and electrical repairs in addition to replacing both clarifiers with new carbon steel tanks. Alternate 3 consists of structural and electrical repairs in addition to replacing both clarifiers with stainless steel tanks. Cost for these alternates are \$2,306,254, \$2,742,868, and \$2,887,684, respectively. Life cycle costs decrease with each alternate. In addition, repairs and recoating to clarifier 3 were included at a cost of \$502,695. WTP staff are reviewing what they would like to do moving forward based on funding and timeline. Staff has determined that clarifier 3 is in most dire need for recoating/potential metal repairs and would like this to be accomplished with funds for this project. Repairs to clarifiers 1 and 2 would be completed at a later date if funding allows. 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. Cimarron will start construction on October 16, 2023. Staff is still working with property owners to acquire easements on the northwest and southeast sides of the addition before construction begins in the Southlake neighborhood. Contractors will start construction at 1932 E Lindsey before moving to the Southlake neighborhood. Contractors were able to acquire an alternate meter lid for future AMI meters, so that staff won't have to come back and replace newly installed lids.

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

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

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

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

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

During April 2022, the decision was made to defer construction on this project until Fiscal Year 2023/24. From that point, final design work and easement acquisition was scheduled at a pace intended to synchronize completion of final design, permit application/receipt, and all easement purchases with a scheduled advertisement date of early May 2023. However,

while preparing easement documents during Summer 2022, Jacobs determined that there was a potential issue with a segment of their alignment that was intended to be in easements on property owned by the United States Department of Veterans Affairs (VA) and J.D. McCarty (McCarty). There were existing easements owned by Oklahoma Gas & Electric (OG&E) on both properties (seemingly much larger than needed to accommodate OG&E's overhead power lines in the area) extending into the area Jacobs intended to use for their current alignment for this project. After consideration of several alternatives, it was agreed to determine if OG&E would allow encroachment in their easement as long as it was a reasonable distance from their overhead lines, and in December 2022, OG&E furnished authorization to encroach on their easements on the VA and McCarty properties. As a result, Jacobs is now able to proceed with final design and acquisition of easements so project may be readied for bid.

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

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

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

Engineer: Jacobs Engineering (Arun Srinivasan)

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

In October 2021, NUA requested that Plummer Engineering furnish a proposed scope and fee to analyze the possibility of extending a non-potable water system from the Norman Water Reclamation Facility (WRF) to Reaves Park on the University of Oklahoma (OU) campus and to 10 to 15 other potential customers to the east of the WRF and Reaves Park, generally on or near Highway 9, as described Norman's 2060 Strategic Water Supply Plan. This reuse system would necessarily run in close proximity to Lindsey Tower so, as part of their analysis, Plummer has also been directed to assess the possibility of repurposing Lindsey Tower as dedicated storage for the new non-potable system. Plummer's scope and fee was finalized in November 2021 and their Contract was approved by City Council on December 14, 2021. In March 2023, City of Norman furnished additional requested data to Plummer to assist in finalizing their analysis, and on September 29, 2023, a draft report was submitted for City of Norman review. Staff is currently reviewing draft report. Comments should be returned to Plummer by mid-October 2023, and Plummer should complete final report by November 2023.

Assuming the Plummer study affirms repurposing Lindsey Tower as dedicated non-potable storage, a Contract for Dunham to prepare bidding documents for, and to inspect construction of, rehabilitation work on Lindsey Tower would be submitted to Council in December 2023, and, upon approval, Bidding Documents would then be completed and project

advertised, bids opened and contracts awarded in Winter and early Spring of 2024. Construction would then commence as soon as weather conditions allowed in spring and would continue for approximately 3 months.

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

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

Advanced Metering Infrastructure (WA0351): The City of Norman has an aged water meter population and current and improvement technology have improved such that advanced metering infrastructure would provide significant benefits for the City and its customers. The implementation of this technology will reduce staff requirements for the reading of meters and will ensure more timely and accurate readings. With daily water usage information accessible for staff and the customer, customers will be able to be notified of leaks and better understand how water is used at their property. This will also help with water conservation efforts and billing resolutions. In addition to water metering improvements, the system and technology will also be leveraged to the maximum extent possible for monitoring the water system and other City needs. The consultant has completed the assessment phase of the project. The procurement phase, specifically the generation of the Request for Proposal, began in November. In May 2022, the Bureau of Reclamation notified staff that the City was awarded a \$500,000 grant under the Watersmart program or a \$2,000,000 grant under the Bipartisan Infrastructure Law program. Upon direction from City Council, staff is moving forward with this project to fully implement the project. Request for Proposal (RFP) 2223-13 was issued on August 25, 2022. Proposals have been received. Three vendors were short-listed and interviews were completed November 15-17, 2022. The top-ranked vendor was selected and contract negotiations are underway. Variance requirements from BOR and OWRB are impacting the finalization of the contract.

Consultant: E Source (Alyssa Pourciau)

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



Tecumseh Water Line Replacement (WA0380): The existing 24-inch water line along Tecumseh Road is a 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.

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.

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

**SANITATION CAPITAL PROJECTS:**

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. Comments will be sent to the engineer for revisions.

Engineer: TriCore Group, LLC (Greg Vance)

Transfer Station Renovations (SA005):

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

New Sanitation Office Building: The Sanitation Department had outgrown their former office space. Due to its location and age, their existing facility could not be easily expanded nor could renovations be undertaken that would create a more efficient workspace. For those reasons, construction of a new facility was deemed necessary. On January 12, 2021, Norman Municipal Utilities Authority (NMUA) approved a design contract with The McKinney Partnership Architects PC (TMP) to design this new facility, and work commenced immediately thereafter. TMP completed Design Development level plans and specifications in April 2021 and final plans and specifications in January 2022. Project was advertised on February 10, 2022 and bids were opened on March 3, 2022. Crossland Construction Company (Crossland) was the deemed the lowest and best responsible bidder, and a contract was awarded to them on April 26, 2022. Construction work commenced on April 29, 2022. Project is now complete. Final acceptance and final payment were submitted to City Council and they were approved on July 11, 2023. Final Payment has been issued.

Delivery of remaining office furniture has been completed, and Sanitation Department staff has relocated to the new facility. No further updates are anticipated on this project.

Architect: The McKinney Partnership Architects PC (Toni Bragg)

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

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

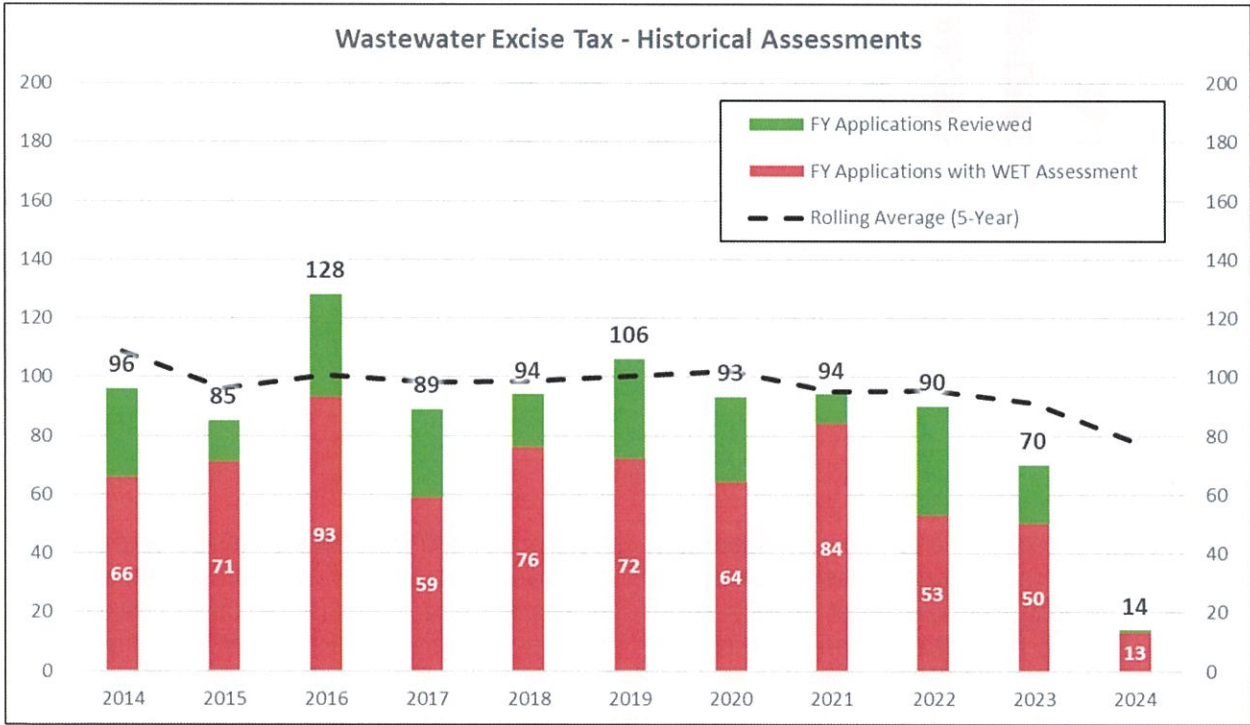
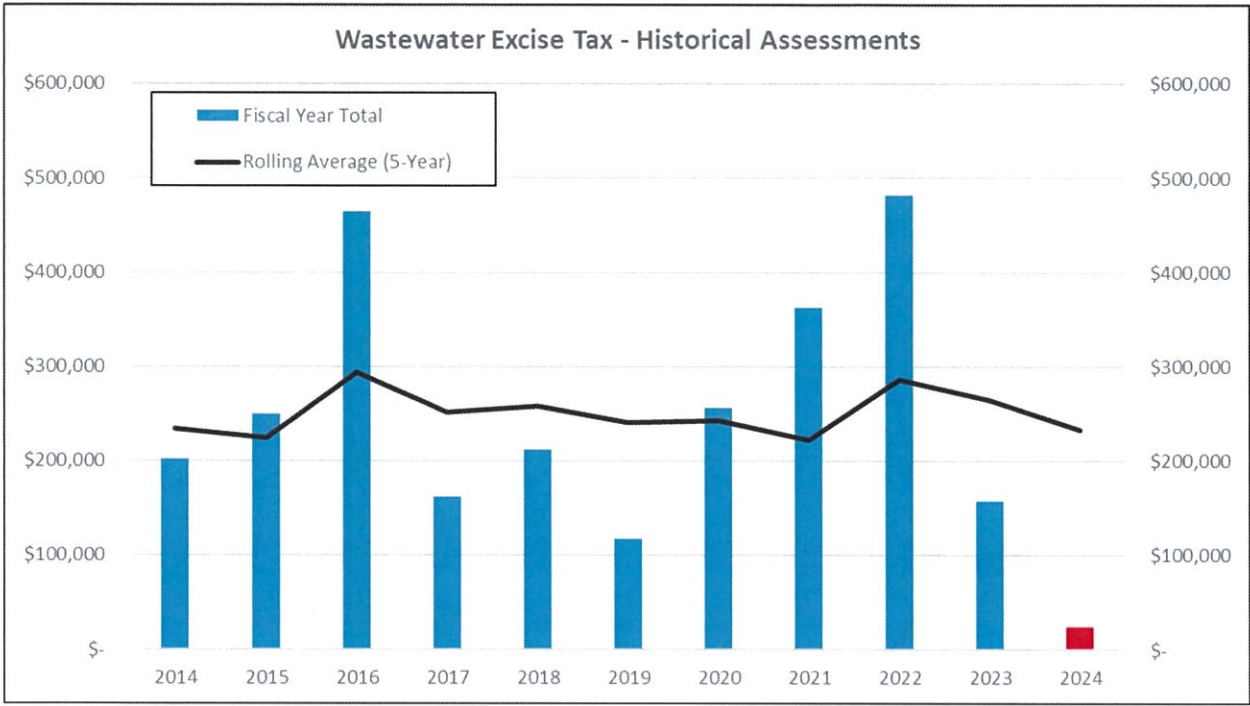
Preliminary design efforts have identified potential improvements to the final product that warrant modifications to the project scope that required a contract amendment with the Architect. Amendment No. 1 was approved by City Council in February 2020 and included changes to the site for the Household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

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

Architect: Studio Architects, LLC (George Winters)

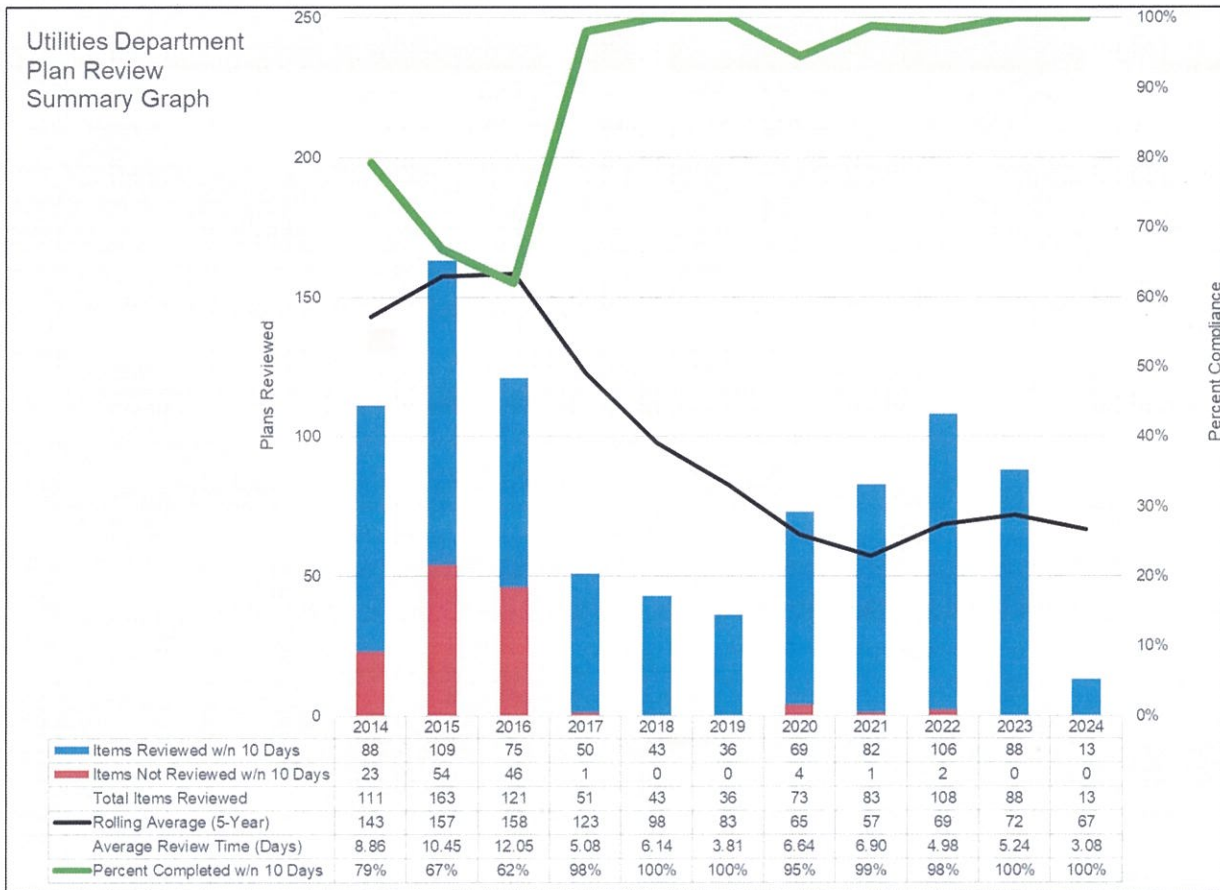
**Wastewater Excise Tax – Non-Residential:**

WRF Investment Fee/Wastewater Excise Tax: Staff evaluated the Wastewater Excise Tax on 4 commercial entities last month. Of the 4 applications, 3 were assessed since these applications were determined to increase wastewater flows over the previous use of the site. For the fiscal year, 13 commercial properties were reviewed and a total of \$22,976.06 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:**

Five plan sets were reviewed this past month. Staff has reviewed 13 plans for the current fiscal year with an average review time of 3.1 days and with 100 percent of plans reviewed within 10 days.



**RECOUPMENT PROJECTS:**

1. NW Sewer Study: 36th Interceptor & Force Main Payback projects established in 1998/1999: Because of abandonment of Carrington LS, two resolutions reducing number of parcels requiring payback approved 01/10/12. Releases for many properties now served by North interceptor system projects were filed of record in 2012. NUA approved appropriation of payback funds on 12/05/17. Collected payback fees of \$697 for Jolley Addition on 03/23/18. NUA approved appropriation of payback funds 12/10/19 allowing staff to issue payback checks to developers in late December 2019.
2. Sewer Service Area 5 Payback: Payback project established by R-0304-13 for NUA share of sewer improvements along Highway 9 from the Summit Valley Lift Station to the USPS.
3. North Porter Waterline Payback: Payback project established 04/12/05 for 12-inch waterline constructed by Calvary Free Will Baptist Church along Porter Avenue from Tecumseh Road north. Total payback to date is \$0.00 of potential \$61,177.
4. 36th Avenue NW Waterline Payback: Payback project established 08/24/99 for 24-inch waterline along 36th Avenue NW from Tecumseh Road to SE 34th in Moore. Total payback to date is \$65,123.

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

#### Private Water Well Permits Issued

1 Water Well Permits (23-4231) was issued for the month of September.

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

	MONTHLY	YEAR-TO-DATE
<b>STORMWATER CONSTRUCTION SW</b>		
INSPECTIONS	101	317
ACTIVE SITES	94	288
CITATIONS	0	0
NOVS	0	0
CDOS	0	0
SWOS	0	0
ECPS	1	3

<b>STORMWATER MS4 OPERATIONS</b>		
ACTION CENTER	6	23
PWSTORMWATER	1	4
CALLS	9	27
OTHER	17	49
TOTAL INQUIRIES	33	103
OUTFALL INSPECTIONS	0	0
MCM 5 INSPECTIONS	42	147
MCM 6/P2 INSPECTIONS	0	0

<b>PRETREATMENT/FATS, OILS, AND GREASE (FOG) PROGRAM</b>		
FOG INSPECTIONS	25	80
FOOD LICENSE APPROVAL	2	7
SIU INSPECTIONS	0	1
SIU SITES SAMPLED	0	0
TABLE II MONITORING (%)	0	100
TABLE III MONITORING (%)	0	75

<b>HOUSEHOLD HAZARDOUS WASTE</b>		
HHWF: CARS SERVED	76	221
SWAP SHOP VISITS	11	31
OIL DISPOSED	745	2405
ANTIFREEZE DISPOSED	0	100
TIRES DISPOSED	139	830
HHW MATERIAL COLLECTED	4800.5	13903
E-WASTE: CARS SERVED	0	0
E-WASTE COLLECTED	0	0
TOTAL CARS SERVED	76	221
TOTAL MATERIAL COLLECTED	4800.5	13903

<b>REVENUE</b>		
FOG PROGRAM	\$ 100.00	\$ 550.00
SURCHARGE	\$ 9,515.54	\$ 26,226.48
LAB ANALYSIS RECOVERY	\$ -	\$ -
INDUSTRIAL DISCAHRGE PERMIT	\$ -	\$ -
TOTAL	\$ 9,615.54	\$ 26,776.48



ACTIVITIES
<i>ECAB</i>
Provided staff liaison support including attending meetings, preparation of minutes, speaker scheduling and issue research.
Facilitated Yard by Yard, Composting and Recycling Education Information
Continued work on updating the US MCPA.
Tour of JCI on September 19, 2023
<i>DoERS</i>
Actively serve on Boards of organizations such as LTWA, COSWA, OCASA, and OKRA
Planned and implemented the September 2023 Statewide Pretreatment Coordinator's Meeting
Active participation in LTWA Carrington Project subcommittee for retrofit of existing LID BMPs with monitoring
Active participation in the Wetland Group team call.
Coordinating with Parks on the Alameda/Carter Nature Park.
Working on expanding electronics collection year-round, and set October 28 as next e-waste date.
Loudenback, Gates, Haynes, Chao and Farrill attended OKRA
Loudenback attended OFMA
Planning and Coordinating Monarchs in the Park for October 1 in Andrews Park
Hosted a table for Parks' Walk in the Forest at Ruby Grant
Facilitated tour of WRF for Environmental Sustainability class
Presented to Environmental Sustainability Class over ongoing initiatives
Submission of ACOG CMAQ grants for EV Chargers at City Hall and Ruby Grant
Facilitating EECBG allocation

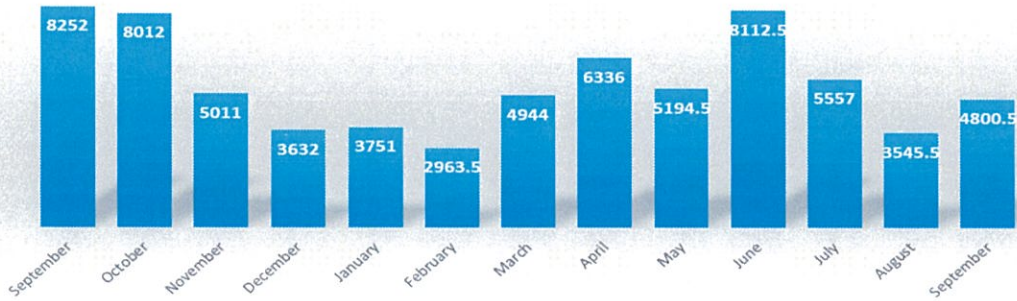
**Upcoming Events:**

- 14-Oct BrookHAVEN gardens and cleanup
- 15-Oct AWWA in Lafayette
- 26-Oct Compost Conference
- 26-Oct ODOT SW training
- 28-Oct E-waste
- 29-Oct LT Workshop and Cleanup
- 4-Nov Colonial Estates
- 12-Nov Compost Workshop field
- 18-Nov Blue Thunb - Bug ID
- 18-Nov Kitchen Lake Cleanup
- 19-Nov Compost Workshop classroom

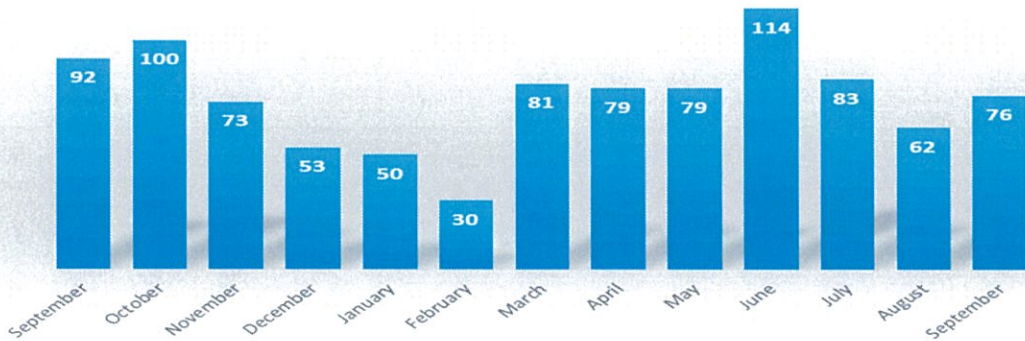
**Upcoming Projects:**

- 6-Dec Blue Neighborhood Site visits
- ???
- ???
- Solar initiative
- A Better Way

Amount Collected in Pounds at Facility (lbs)



Number of Facility Appointments



CITY OF NORMAN				
DEPARTMENT OF UTILITIES				
LINE MAINTENANCE DIVISION				
MONTHLY PROGRESS REPORT				
SEWER MAINTENANCE				
	FYE 2024		FYE 2023	
September 2023	MONTH	YTD	MONTH	YTD
Obstructions:				
City Responsibility	1	4	2	2
Property Owner Responsibility	27	57	28	61
<b>TOTAL</b>	<b>28</b>	<b>61</b>	<b>30</b>	<b>63</b>
Number of Feet of Sewer Cleaned:				
Cleaned	130,366	331,816	123,742	327,436
Rodded	1,520	8,525	3,010	16,690
Foamed	0	68,206	0	77,694
SL-RAT	0	0	0	0
<b>TOTAL</b>	<b>131,886</b>	<b>408,547</b>	<b>126,752</b>	<b>421,820</b>
Sewer Overflows:				
Rainwater	0	0	0	0
Grease/Paper/Roots	0	0	0	0
Obstruction	0	0	0	0
Private	2	3	1	2
Other (Lift Station, Line Break, etc.)	0	0	0	0
<b>Total Overflows</b>	<b>2</b>	<b>3</b>	<b>1</b>	<b>2</b>
Feet of Sewer Lines Televised	17,899	67,396	16,931	71,886
Locates Completed	333	936	417	1,298
Manholes:				
Inspected	1,278	3,946	1,263	4,319
New	0	0	0	0
Raised	1	5	3	5
Repaired	1	4	4	10
Feet of Sewer Lines Replaced/Repaired	5.00	18.00	13	13
Hours Worked at Lift Station	20.63	94.02	92	333
Hours Worked for Other Departments	3.13	10.33	2.12	8.98
OJI's	0	0	0	2
Square Feet of Concrete	0	0	18	54
Average Response Time (Minutes)	31.00	29.80	28.00	29.65
Number of Claims	0.00	0.00	0.00	0.00

CITY OF NORMAN				
DEPARTMENT OF UTILITIES				
LINE MAINTENANCE DIVISION				
MONTHLY PROGRESS REPORT				
WATER MAINTENANCE				
	FYE 2024		FYE 2023	
September 2023	MONTH	YTD	MONTH	YTD
<b>New Meter Sets:</b>	<b>26</b>	<b>91</b>	<b>20</b>	<b>92</b>
Number Short Sets	25	90	20	90
Number Long Sets	1	1	0	2
Average Meter Set Time	6.29	6.15	5.07	5.03
Number of Work Orders:				
Service Calls	380	1,173	437	1,530
Meter Resets	0	1	1	3
Meter Removals	0	4	0	23
Meter Changes	37	124	52	105
Locates Completed	374	1,240	382	1,304
Number of Water Main Breaks	14	42	18	57
Average Time Water Off	1.55	1.65	1.22	1.87
Number of Water Leaks	47	180	36	156
Fire Hydrants:				
New	0	0	0	2
Replaced	4	4	1	2
Maintained	66	255	136	342
Number of Valves Exercised	135	353	361	882
Feet of Main Construction	0	500	0	2,225
Hours of Main Construction	0	1,631	24	894
Meter Changeovers	0	5	1	1
OJI's	0	0	1	4
Hours Flushing/Testing New Mains	13.15	55	83	184
Hours Worked Outside of Division	0.00	0.00	0	0

City of Norman, Oklahoma  
Department of Utilities

Monthly Progress Report  
Water Reclamation Facility  
September 1-30 2023  
**Flow Statistics**

	<b>FYE 2024</b>		<b>FYE 2023</b>	
	<u>This Month</u>	<u>YTD</u>	<u>This Month</u>	<u>YTD</u>
Total Influent Flow (M.G.)	332.6	1058.2	314.7	939.0
Total Effluent Flow (M.G.)	303.2	961.2	291.9	876.2
Influent Peak Flow (MGD)	13.0	28.3	13.0	13.0
Effluent Peak Flow (MGD)	10.1	27.7	12.7	12.7
Daily Avg. Influent Flow (MGD)	11.1	11.5	10.5	10.2
Daily Avg. Effluent Flow (MGD)	10.0	10.4	9.7	9.7
Precipitation (inches)	1.4	9.0	2.5	4.9

**Discharge Monitoring Report Stats**

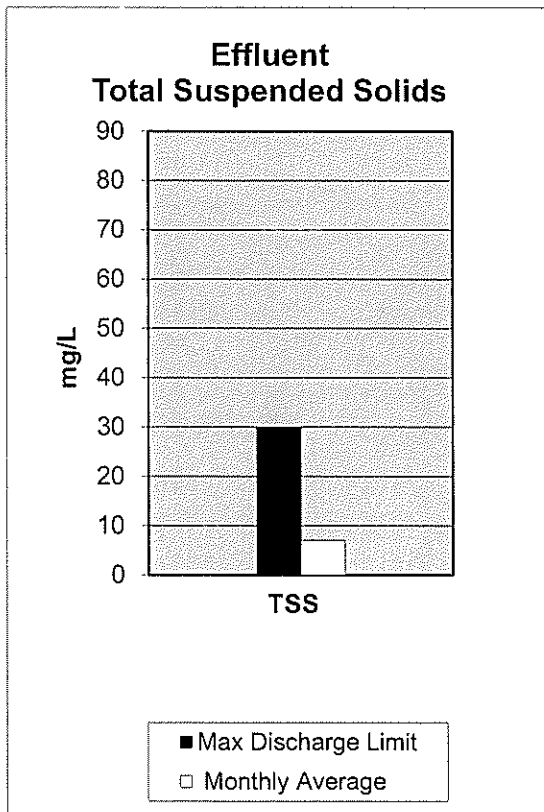
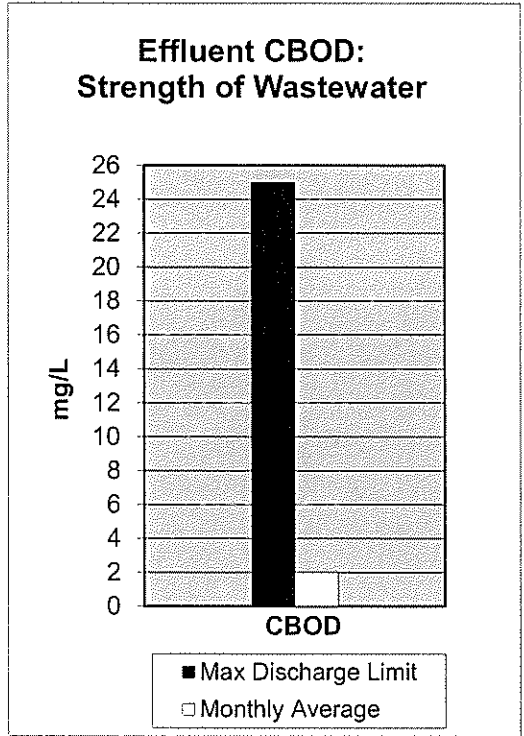
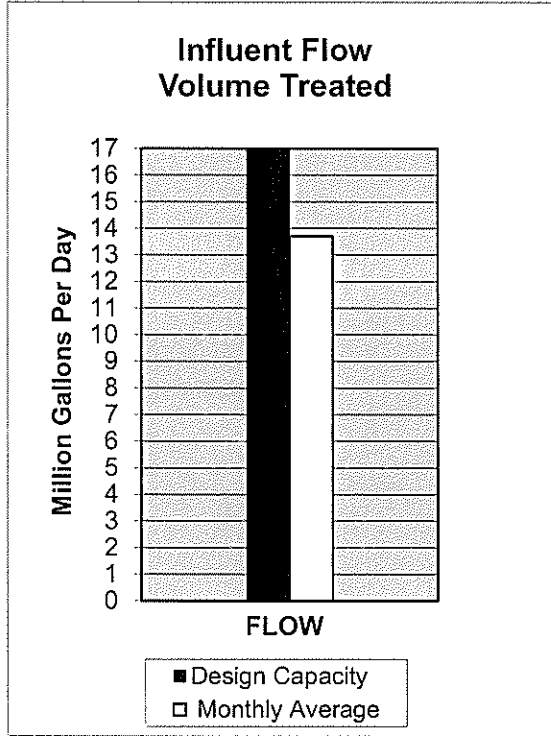
EPA minimum percentage removal 85%

5 day CBOD:	Avg.	Avg.
Influent Total (mg/l)	194	198
Effluent Carbonaceous Total	2	2
Percent Removal	99.0	99.0
Total Suspended Solids:		
Influent (mg/L)	209	327
Effluent (mg/L)	7	7
Percent Removal	96.7	97.9
Dissolved Oxygen:		
Influent (min)	0.6	0.1
Effluent (min)	7.7	7.3
pH		
Influent (Low)	6.80	6.75
(High)	7.30	7.30
Effluent (Low)	7.00	6.73
(High)	7.60	7.33
Ammonia Nitrogen		
Influent (mg/L)	30.7	30.1
Effluent (mg/L)	17.1	0.5
Percent Removal	44.3	98.3

**Utilities**

Electrical				
Total kWh Used (Plant wide)	395,200	1,176,720	496,680	1,555,880
Aeration Blowers, WSL&Headworks	108,400	341,600	173,300	515,800
UV Facility	68,600	205,800	65,800	224,200
Natural Gas				
Total cubic feet/day (plant wide)	155,000	336,000	209,000	509,000
Public Education (Tours)	1	6	0	0
Total Attendees for FYE 24	114		12	
Reclaimed Water System (MG)	0.0	0.0	0.0	0.0
OU Golf Course	28.5	56.6	10.9	46.5

E.coli Geometric Mean for September 2024 **114 MPN** (Limit is 126)



Comments here



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

**WATER TREATMENT DIVISION**

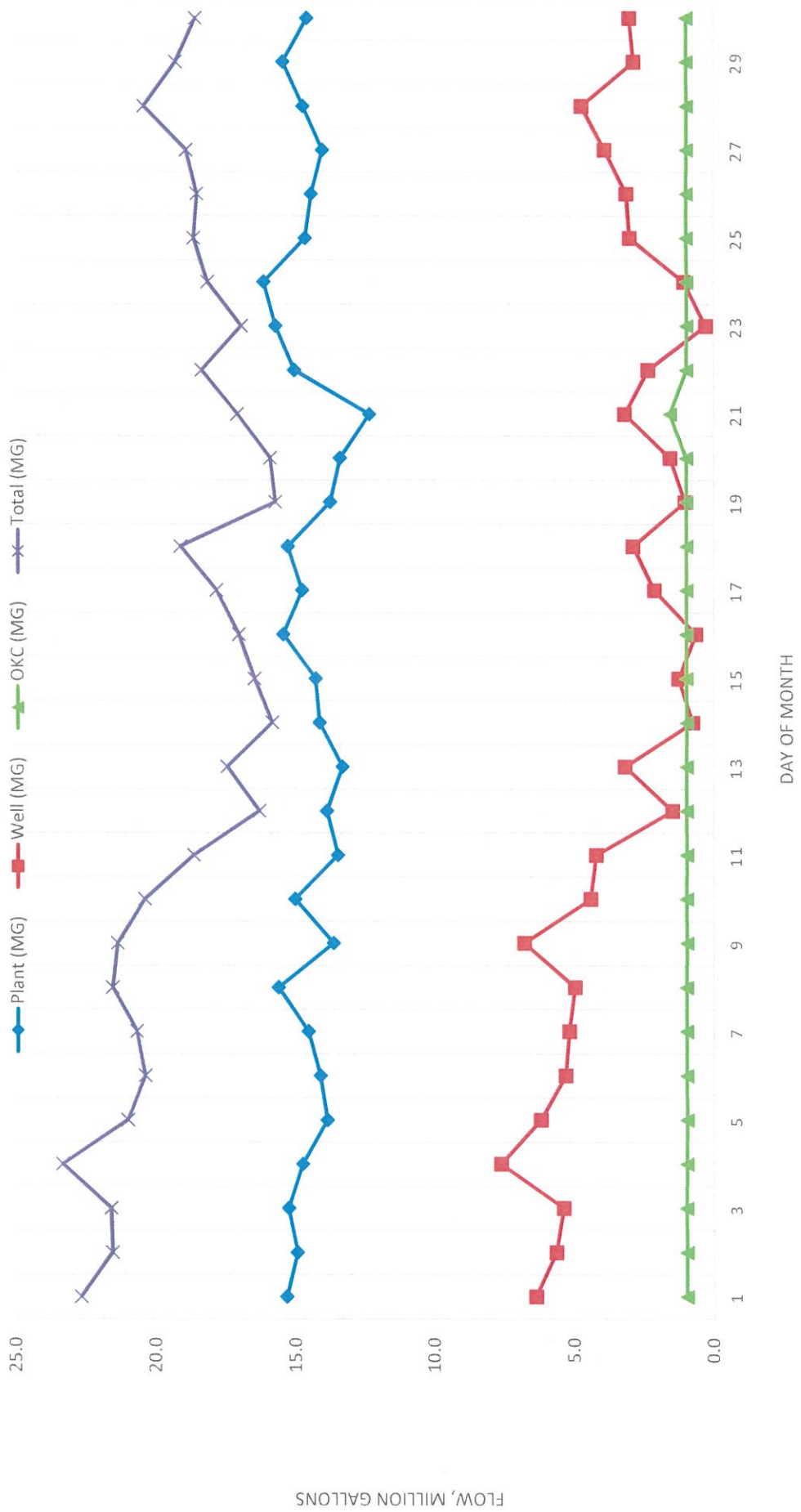
**MONTH: September-2023**

	<b>FYE 2024</b>		<b>FYE 2023</b>	
	<b>This month</b>	<b>Year to date</b>	<b>This month</b>	<b>Year to date</b>
<b>Water Supply</b>				
Plant Production (MG)	435.51	1324.72	467.59	1395.62
Well Production (MG)	104.25	344.70	72.21	401.73
Oklahoma City Water Used (MG)	29.58	91.20	28.64	90.79
Total Water Produced (MG)	569.34	1760.62	568.45	1888.15
Average Daily Production	18.98	19.14	18.95	20.52
<b>Peak Day Demand</b>				
Million Gallons	23.32	23.32	20.82	25.52
Date	9/4/2023	9/4/2023	9/19/2022	7/27/2022
System Capacity (see note 1)	25.78	25.78	25.78	25.78
Demand Above Capacity (Peak Day)	0.00	0.00	0.00	0.00
Note 1: Beginning June 2016 the System Capacity includes the Oklahoma City water line. (Plant + Wells + OKC)				
<b>Costs</b>				
Plant	\$698,586.17	\$2,133,919.23	\$714,523.53	\$2,136,480.25
Wells	\$280,561.33	\$760,691.63	\$238,702.93	\$802,745.00
OKC	\$100,002.59	\$289,196.17	\$98,875.48	\$282,954.12
Total	\$1,079,150.09	\$3,183,807.03	\$1,052,101.94	\$3,222,179.37
<b>Cost per Million Gallons</b>				
Plant	\$1,604.08	\$1,610.85	\$1,528.10	\$1,530.84
Wells	\$2,691.29	\$2,206.84	\$3,305.59	\$1,998.22
OKC	\$3,380.29	\$3,170.87	\$3,451.99	\$3,116.48
Total	\$1,895.45	\$1,808.35	\$1,850.84	\$1,706.53
<b>Water Quality</b>				
Bacterial Samples in Compliance	100	300	100	300
Bacterial Samples out of Compliance	0	0	0	0
Total number of inquiries (Note 2)	2	7	2	14
Total number of complaints (Note 2)	19	28	1	15
Number of complaints per 1000 service connections	0.46	0.68	0.03	0.39
Note 2: Prior to April 2016 complaints and inquiries were grouped together, listed as complaints, and not distinguished.				
<b>Safety</b>				
Hours lost to OJI	0	0	0	0
Hours lost to TTD	0	0	0	0
Total Hours Lost	0	0	0	0
Safety Training Sessions Held	1	3	1	2
<b>Public Education</b>				
Number of tours conducted	3	4	2	3
Number of people on tours	91	109	23	25

**Notes:**

Replaced 6 faulty submersible well level transducers. Well 43 replaced some column pipe unblocked pump screen. Haynes equipment retrofitted packing on HPP pump 3. Repaired FSA leaking flange. Replaced return pump 2 motor. Staff assisted Line Maintenance in flushing 42" water main that burst.

### WATER PRODUCTION FOR SEPTEMBER 2023



**MONTHLY TRANSFER STATION REPORT**  
**September 2023**

	TONS PER MONTH	REVENUE PER MONTH
O.U.	433.47	\$23,733.41
STANDARD GATE	1,854.47	\$157,730.58
RESIDENTIAL	543.38	\$20,279.35
<b>TOTALS:</b>	<b>2,831.32</b>	<b>\$201,743.34</b>

	MONTH
# OF LOADS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	603.00
# OF TONS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	9757.97
# OF LOADS TRANSPORTED TO OKC LANDFILL BY INDIVIDUAL SANITATION TRUCKS.	0.00
# OF TONS TRANSPORTED TO OKC LANDFILL BY INDIVIDUAL SANITATION TRUCKS:	0.00
<b>TOTAL LOADS BROUGHT TO LANDFILLS:</b>	<b>603.00</b>
<b>GRAND TOTAL TONS TO LANDFILLS</b>	<b>9,757.97</b>
DISPOSAL COST PER TON (OKC)	\$22.91
TIPPING FEE'S FOR DUMPING AT OKC:	\$223,555.09
<b>GRAND TOTAL TIPPING FEE'S</b>	<b>\$223,555.09</b>
# OF LOADS BROUGHT TO TRANSFER STATION COMMERCIAL SANITATION TRUCKS:	614.00
# OF TONS BROUGHT TO TRANSFER STATION COMMERCIAL SANITATION TRUCKS:	4031.97
# OF LOADS BROUGHT TO TRANSFER STATION RESIDENTIAL SANITATION TRUCKS:	500.00
# OF TONS BROUGHT TO TRANSFER STATION RESIDENTIAL SANITATION TRUCKS:	2769.37
<b>TOTAL LOADS BROUGHT TO TRANSFER STATION:</b>	<b>1114.00</b>
<b>TOTAL TONS BROUGHT TO TRANSFER STATION:</b>	<b>6801.34</b>
MISCELLANEOUS TONS BROUGHT BY OTHER DEPTS.:	91.38
<b>TOTAL TONS RECEIVED AT TRANSFER STATION</b>	<b>19482.01</b>

**SANITATION DIVISION PROGRESS REPORT**  
SUMMARY 2024

	FYE 23		FYE 24	
	MONTH	YR-TO-DATE	MONTH	YR-TO-DATE
<u>Vehicle Accidents</u>	0	7	1	2
<u>On The Job Injuries</u>	1	1	1	1
<u>Bulk Pickups</u>	39	89	70	113
<u>Refuse Complaints</u>	115	156	120	218
<u>New Polycarts Requests</u>	64	114	50	105
<u>Polycarts Exchanges</u>	3	36	6	20
<u>Additional Polycart Requests</u>	104	147	74	191
<u>Replaced Stolen Polycarts</u>	32	66	11	43
<u>Replaced Damaged Polycarts</u>	85	322	6	141
<u>Polycarts Repaired</u>	41	129	25	111

## COMPOST MONTHLY REPORT

### SEPTEMBER

MONTH

TONS BROUGHT IN BY COMPOST CREWS:	231.17
LANDFILL TIPPING FEE'S	\$ 22.91
SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 5,296.10

TONS BROUGHT IN BY PUBLIC:	1,800.00
TONS BROUGHT IN BY CONTRACTORS :	2,500.00
TONS BROUGHT IN BY OTHER CITY DEPARTMENTS:	500.00
LANDFILL TIPPING FEE'S	\$ 22.91
SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 109,968.00

TOTAL SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 115,264.10
---	---------------

REVENUE COLLECTED FROM COMPOST SALES:	\$700.00
REVENUE COLLECTED FROM GATE SALES:	\$11,480.00

TOTAL TONS COLLECTED	5,031.17
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	<u>MULCH CUBIC YDS</u>	<u>COMPOST CUBIC YDS</u>
	MONTH	MONTH
PARKS DEPT.		
ROAD & CHANNEL		
LINE MAINTENANCE		
STREET DEPT.		
WATER TREATMENT		
MURPHY PRODUCTS OKC		
SELF LOADING BIN	18	
DRYING BEDS	0	0
COMPOST SOLD BY CUBIC YARDS		210
MULCH SOLD BY CUBIC YARDS	3,000	
<b>TOTAL:</b>	<b>3,018</b>	<b>210</b>

**CURBSIDE MONTHLY RECYCLING REPORT**

**SEPTEMBER**

**PROGRAM STATISTICS**

	<b>AVERAGE MONTH</b>
SET OUT/PARTICIPATION RATE:	80%
AVERAGE TONS PER DAY :	10.74
POUNDS PER HOME:	9.21

**COMMODITY BY TON**

	<b>% of Total</b>	<b>TONS</b>
ALUMINUM BEVERAGE CAN	1.96%	6.32
#1 PET	4.08%	13.15
NEWS	0.00%	0
GLASS CONTAINERS	10.07%	32.45
MIX PAPER	29.67%	95.6
PLASTIC FILM	0.60%	1.93
#2 NATURAL	1.11%	3.58
#2 COLOR	1.66%	5.35
#3-#7	0.00%	0
METAL	0.30%	0.97
RIGIDS	0.26%	0.84
TIN-STEEL SCRAP	2.14%	6.9
TRASH	27.91%	89.93
OCC	20.24%	65.22
<b>TOTAL</b>	<b>100.00%</b>	<b>322.24</b>

	<b>MONTH</b>
SERVICE CALLS (MISSES)	91
HOUSESIDE	10
REMINDER	3
SCATTERED	0
MISC.	0
REPAIR	22
NEW	30
ADD	3
MISSING	9
EXCHANGE	1
REPLACE	8
PICK UP	10
<b>TOTAL CALLS</b>	<b>187.00</b>

	<b>MONTH</b>
<b>LANDFILL COST AVOIDANCE</b>	<b>\$6,364.24</b>





**File Attachments for Item:**

7. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A DONATION OF \$25,325 FOR A MURAL TO BE PLACED ON TWO WALLS IN THE NATATORIUM AT THE ADULT WELLNESS AND EDUCATION CENTER, 602 N. FINDLAY AVENUE.



## CITY OF NORMAN, OK STAFF REPORT

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**MEETING DATE:** 10/24/2023

**REQUESTER:** Veronica Tracy, Recreation Manager

**PRESENTER:** Jason Olsen, Director of Parks and Recreation

**ITEM TITLE:** CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A DONATION OF \$25,325 FOR A MURAL TO BE PLACED ON TWO WALLS IN THE NATATORIUM AT THE ADULT WELLNESS AND EDUCATION CENTER, 602 N. FINDLAY AVENUE.

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**BACKGROUND:** The Norman Arts Council (NAC) Public Arts Committee selection panel led a selection process for mural artists at City facilities. The NAC selection committee recommended retaining two artists and a donation from both the NAC and the Norman Park Foundation combined to cover \$25,325 of the \$30,325 mural at the new Adult Wellness and Education Center.

**DISCUSSION:** Chapter 12, Section 12-110 states that the City Council must first accept any item donated to the City with a value above \$250. Furthermore, Chapter 2, Section 2-311 states that “the City shall accept all donations of public art, as defined herein, that are made in accordance with article I, section 4 of the Charter. . .” Article I, Section 4 of the City Charter allows that the “City may receive bequests, gifts, and donations of all kinds of property in fee simple or in trust for charitable or public purposes and perform all acts necessary to carry out the purposes of such bequests, gifts, donations or trusts, with power to manage, sell, lease or otherwise dispose of same in accordance with the terms of the bequest, gift, donation, or trust.”

The funding for the mural is coming through three initiatives: the Norman Arts Council (\$8,325), the Norman Park Foundation (\$17,000), and the Norman Forward Senior Wellness project (\$5,000), totaling \$30,325 for this Public Art project.

The proposed mural depicts a colorful outdoor scene with a sky and people enjoying outdoor spaces, adding vibrancy and energy to the space.

The selected mural artists, Tiffany McKnight and Aunj Braggs, are local Oklahoma artists and aim to have the mural finished by the facility’s grand opening on November 13, 2023.

**RECOMMENDATION:** Staff recommends accepting the donation of \$25,325 for a mural to be placed on two walls in the natatorium at the Adult Wellness and Education Center at 602 N. Findlay Avenue.

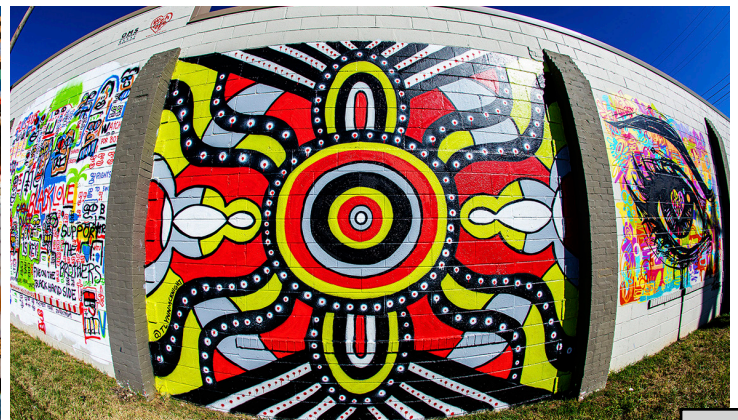
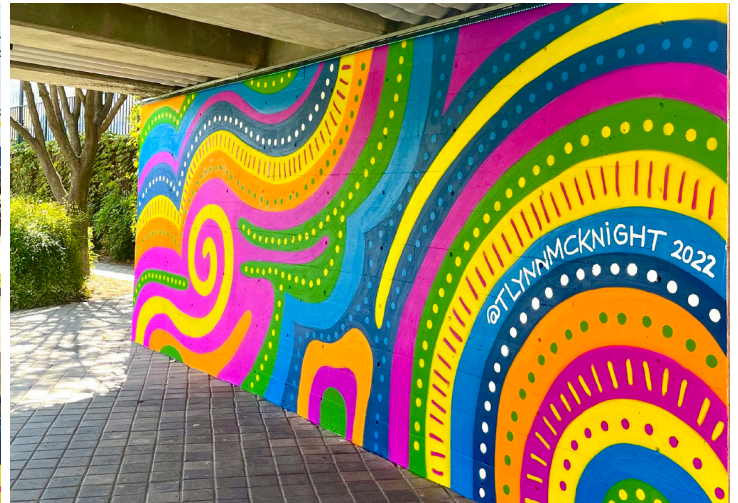




# TIFFANY MCKNIGHT

Item 7.

ARTIST • ENTREPRENEUR • AUTHOR



VISIT [TIFFANYMCKNIGHT.COM](https://TIFFANYMCKNIGHT.COM) | Follow @tlynmcknight & @tlmcknightart





**TIFFANY MCKNIGHT  
PROJECT QUOTE**

tlmcknightart@gmail.com

**Date:** October 12, 2023

**CLIENT**

**City of Norman & Norman Arts Council**

erinn@normanarts.org

Contact: Erinn Gavaghan

**PROJECT DESCRIPTION**

**QTY AMOUNT**

McKnight & Braggs will paint and seal new murals inside the Norman Adult Wellness & Education Center located at 602 N. Findlay Ave in Norman, OK.

*(Rate includes labor for Tiffany McKnight & Aunj Braggs)*

Client agrees to provide \$500 design honorarium to artists for new design mockup. The project rate includes labor and intellectual property of unique design:

**Indoor Murals** 1 \$25,970

Rate: cost and value of painting is W x H x \$35 per sq ft per artist.

**Materials** 1 \$2,000

**McKnight Labor:** 508 sqft x \$35 per sq ft = \$17,780  
(15x18.3=275 sq ft) + (10.3x11.3=116 sq ft main wall)  
+ (3x26=78 sq ft x 3 walls = 234 sq ft / 2 = 117 sq ft  
equals total of 508 sq ft

**Travel Stipend** 1 \$1,500

**Design Mockup** 1 \$500

**Braggs Labor:** 234 sqft x \$35 per sqft = \$8,190  
3x26=78 sq ft x 3 walls = 234 sq ft

**Insurance** 1 \$300

**Total value of painting and labor is = \$25,970**

**Projection Tracing** 1 \$150

+ Artists estimate a production timeline from October 14 - November 11 to complete paintings.

+ Artists will acquire the following supplies for this project: Paint, brushes, blue tape, tarp, projection mapping for large scale tracing, insurance, **Mural Colors paint sealant\*** (see page 3) and miscellaneous.

**Total cost of production** \$30,420

Client agrees to provide lift during production.

**If approved, client will pay flat rate in full 3 days prior to the first day of artist painting.**

+ Artists will provide project documentation and social media promotion for the artists and consistent cross promotion for client (video, photos and website documentation)

**The project budget is a fixed rate and artist labor and associated costs will not exceed the project estimate.**

Contact me directly at tlmcknightart@gmail.com or 918-361-7959 for any questions or concerns.

Thanks for your business and supporting artists. We look forward to working with you!





**TIFFANY MCKNIGHT**  
tlmcknightart@gmail.com

**See below for Client (City of Norman & Norman Arts Council) approved production budget for McKnight x Braggs Mural on October 12, 2023.**

**TIFFANY MCKNIGHT (ARTIST)**

**AUNJ BRAGGS (ARTIST)**

Indoor Murals	1	\$17,685*
<i>* \$95 discount to accommodate revised client budget cap</i>		
Materials	1	\$2,000
Travel Stipend	1	\$500
Design Mockup	1	\$250
Insurance	1	\$150
Projection Tracing	1	\$150

Indoor Murals	1	\$8,190
Travel Stipend	1	\$1,000
Design Mockup	1	\$250
Insurance	1	\$150

**Braggs Total: \$9,590**

**McKnight Total: \$20,735**

**Total cost of production: \$30,325**

The project budget is a fixed rate and artist labor and associated costs will not exceed the project estimate.  
Please make payments to individual artist as separate checks for their business records.  
Client will pay flat rate 1-3 days prior to the first day of production.



**TIFFANY MCKNIGHT  
PROJECT RATE SHEET**

tlmcknightart@gmail.com

**Date:** October 11, 2023

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**CLIENT**

**City of Norman & Norman Arts Council**

erinn@normanarts.org

Contact: Erinn Gavaghan

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**\*PAINT SEALANT DETAILS**

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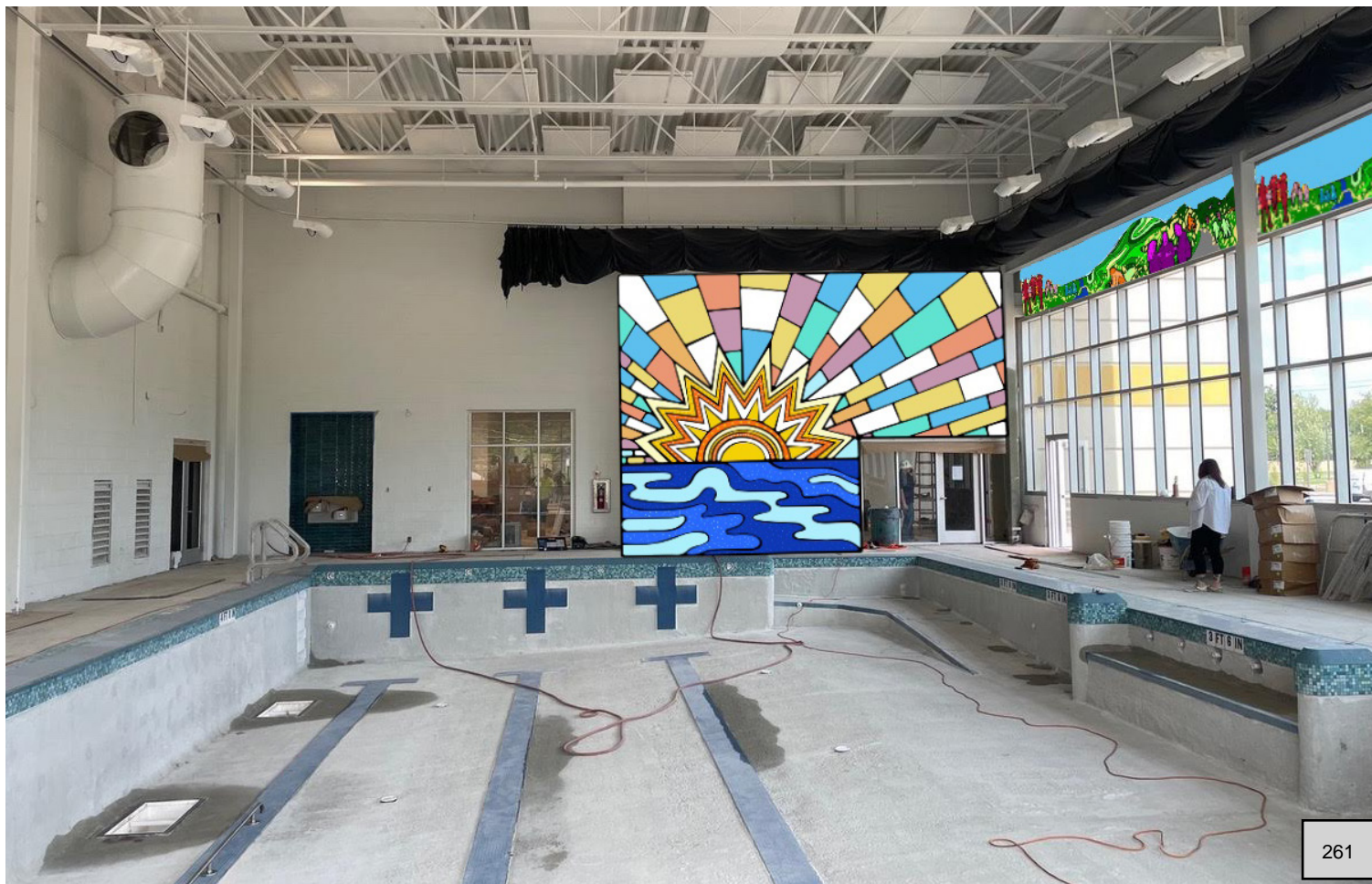
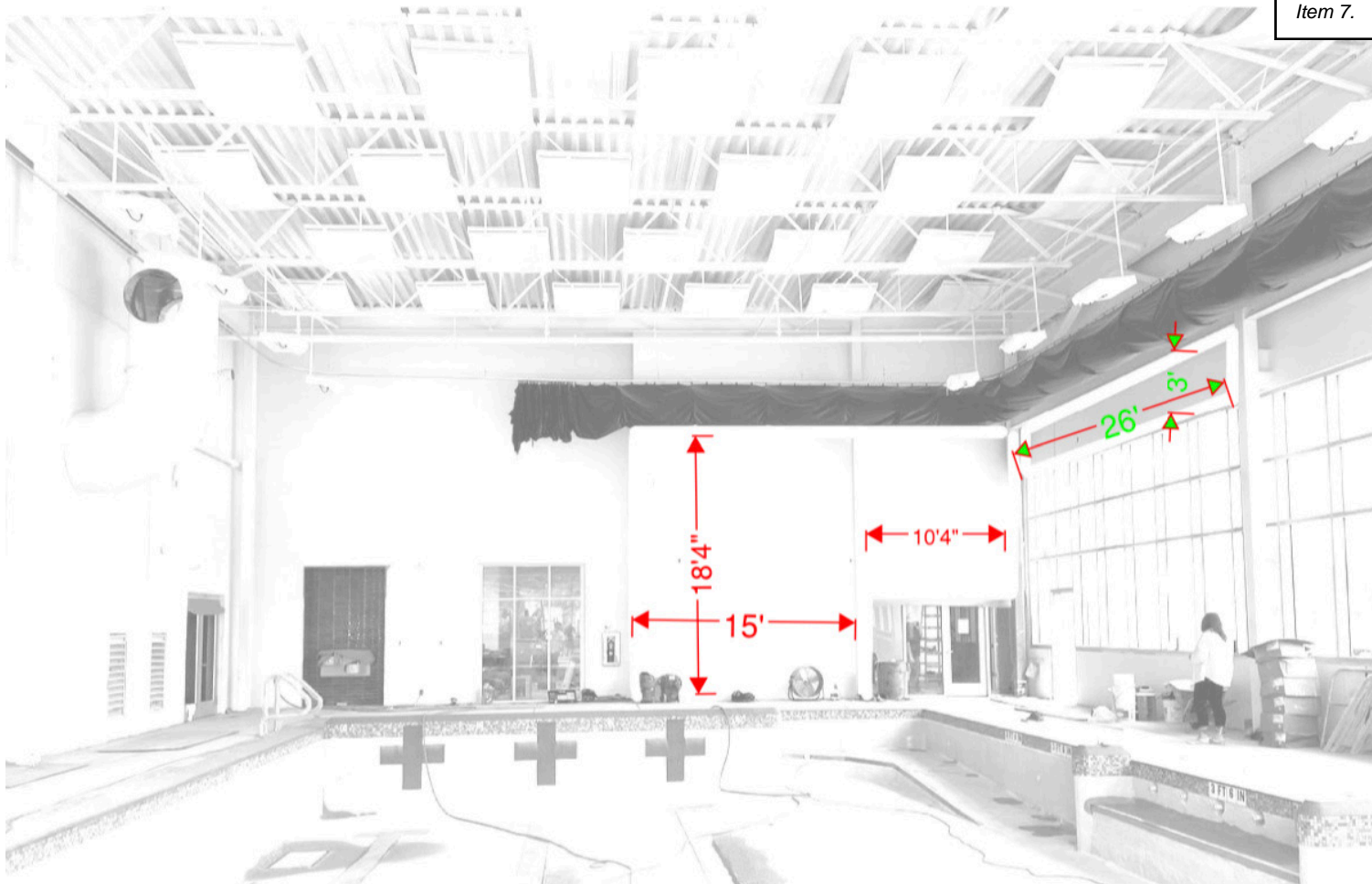
*In an effort to maintain the vibrancy and integrity of the design, the artist will coat your unique mural to ensure longevity using an OverCoat™ paint sealant (product details below).*

**OverCoat™ Semi-Sacrificial UV Paint Protector**

*OverCoat™ is a semi-sacrificial “anti-graffiti” coating and UV protector that allows artists and building owners to remove unwanted tagging or buffing from mural surfaces without affecting the paint beneath when used over ColorShield™. OverCoat™ can be used on its own to protect painted surfaces from unwanted buff paint, spray paint, permanent markers, and more.*

*OverCoat™ dries clear, remains breathable, and is durable in all weather conditions. OverCoat™ is a biodegradable, no VOC product designed for outdoor and indoor protection. OverCoat™ contains highly durable UV stabilizers that further protect murals from fading and degradation. Dries to a satin finish.*

*Details sourced from muralcolors.com*



# DIGITAL MOCKUP



## **MCKNIGHT x BRAGGS MURALS**

located inside the Norman Adult Wellness & Education Center located at 602 N. Findlay Ave in Norman, OK.

### **WALL 1 (main wall)**

$(15 \times 18.3 = 275 \text{ sq ft}) + (10.3 \times 11.3 = 116 \text{ sq ft}) = 391 \text{ sq ft}$

### **WALLS 2-4 (window walls)**

$(3 \times 26 = 78 \text{ sq ft}) \times 3 \text{ walls} = 234 \text{ sq ft}$

### **PROJECT NOTES:**

McKnight & Braggs will collaborate to paint window walls  
from October 14 - October 22

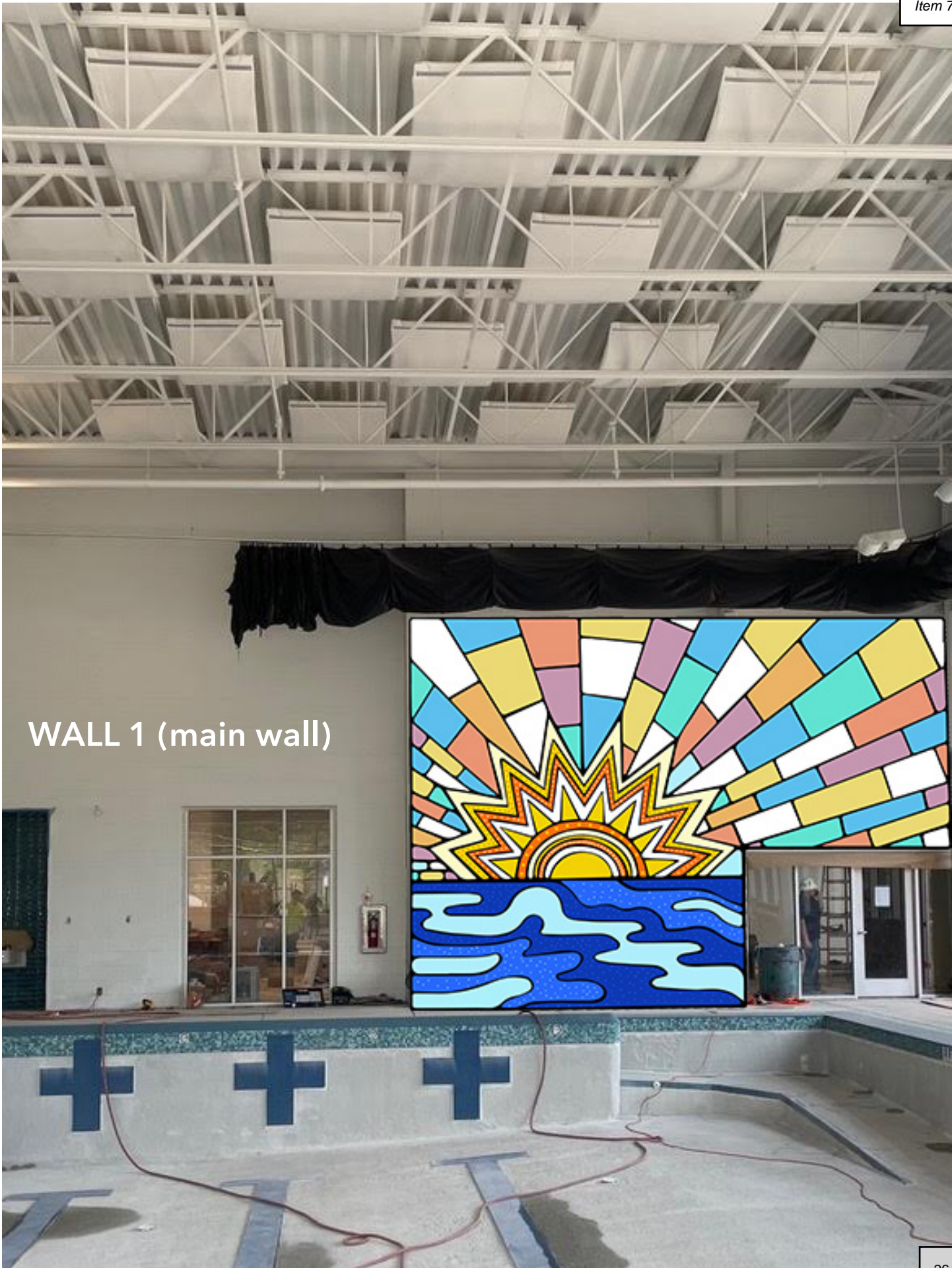
McKnight will paint main wall October 24 - November 11





WALLS 1 - 4  
(main + window walls)





WALL 1 (main wall)



# WALLS 2 - 4 (Window Walls)



Note: these images represent digital mockups. Artist acknowledges that there will be additional changes to meet design standards to complete design.

**File Attachments for Item:**

8. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF NORMAN RURAL CERTIFICATE OF SURVEY COS-2324-1 AND EASEMENTS E-2324-27, E-2324-28 and E-2324-29: FOR MAPPEE ESTATES (LOCATED AT THE NORTHEAST CORNER OF THE INTERSECTION OF FRANKLIN ROAD AND 36TH AVENUE NE).



## CITY OF NORMAN, OK STAFF REPORT

**MEETING DATE:** 10/24/2023

**REQUESTER:** Ken Danner, Subdivision Development Manager

**PRESENTER:** Shawn O'Leary, Director of Public Works

**TITLE:** CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF NORMAN RURAL CERTIFICATE OF SURVEY COS-2324-1 AND EASEMENTS E-2324-27, E-2324-28 and E-2324-29: FOR MAPPES ESTATES (LOCATED AT THE NORTHEAST CORNER OF THE INTERSECTION OF FRANKLIN ROAD AND 36<sup>TH</sup> AVENUE NE).

### **BACKGROUND:**

This item is Norman Rural Certificate of Survey No. COS-2324-1 for Mappes Estates and is located at the northeast corner of the intersection of Franklin Road and 36<sup>th</sup> Avenue N.E.

The property is located in the A-2, Rural Agricultural District.

Norman Rural Certificate of Survey COS-2324-1 for Mappes Estates was approved by Planning Commission at its meeting of July 13, 2023.

### **DISCUSSION:**

This property consists of 20.14 acres. Tract 1 consists of 10.13 acres and Tract 2 consists of 10.01 acres.

The Norman Fire Department will provide fire protection.

Individual septic systems are existing on the two tracts.

Individual water wells are existing on the two tracts.

Franklin Road and 36<sup>th</sup> Avenue N.E. are classified as Minor Rural Arterial streets.

Water Quality Protection Zone (WQPZ) is located within Tract 1. The owners will be required to protect this area with covenants.

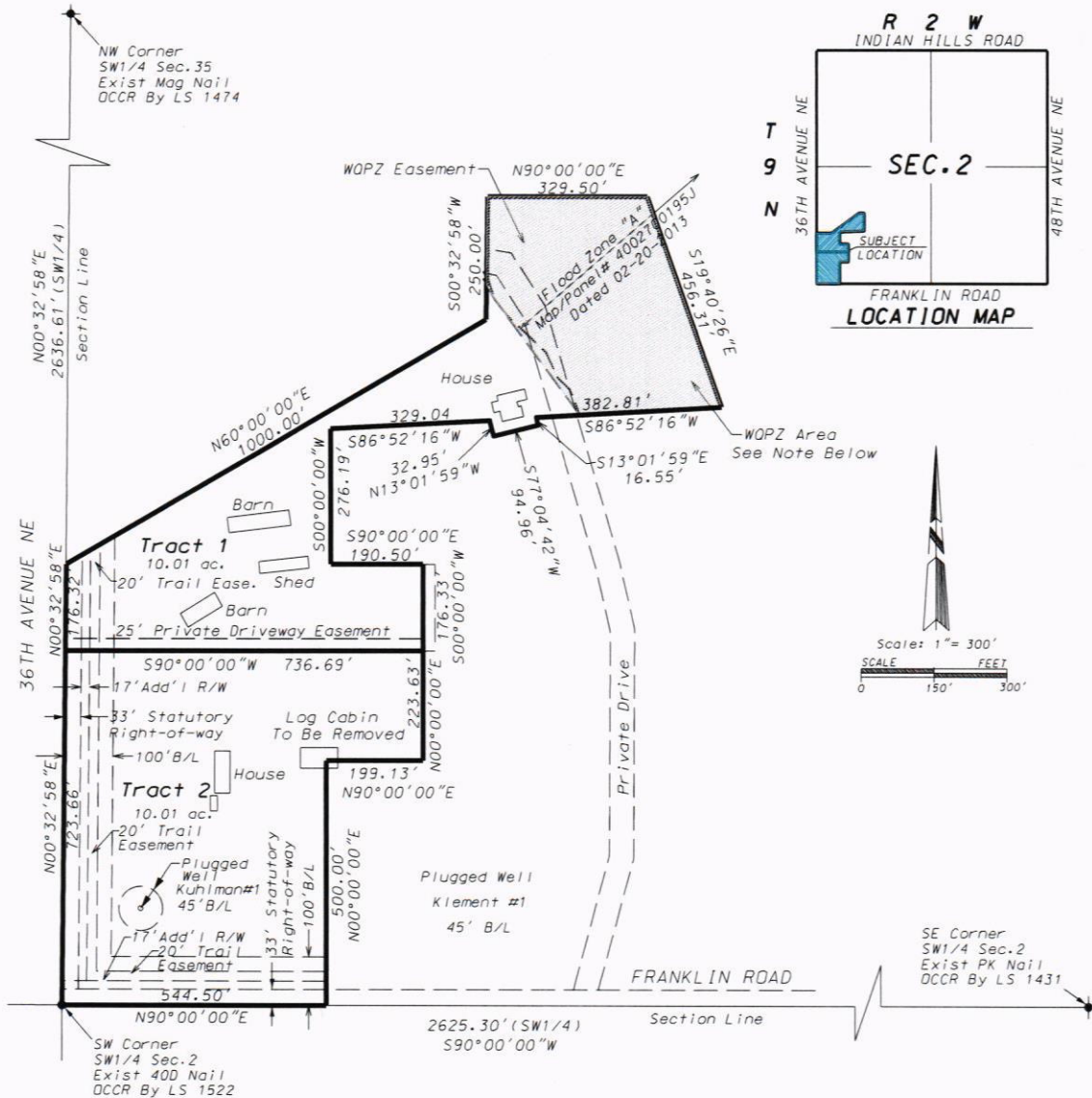
Covenants addressing the WQPZ have been reviewed as to form by City Legal staff.

The applicants have submitted Easement No. E-2324-27, roadway, drainage and utilities in connection with Franklin Road and 36<sup>th</sup> Avenue N.E., Easement No. E-2324-28 providing a trail easement adjacent to Franklin Road and 36<sup>th</sup> Avenue N.E. and Easement No. E-2324-29 covering the WQPZ area within Tract 1.

**RECOMMENDATION:**

Based upon the above information, staff recommends approval of Norman Rural Certificate of Survey No. COS-2324-1 for Mappes Estates including Easement Nos. E-2324-27, E-2324-28, and E-2324-29.

**MAPPES ESTATES**  
 A NORMAN RURAL CERTIFICATE  
 OF SURVEY SUBDIVISION  
 PART OF THE SW1/4 OF SECTION 2, T9N, R2W, I.M.  
 NORMAN, CLEVELAND COUNTY, OKLAHOMA  
 COS 2324-1



**NOTE:**

Bearings Shown are Based on an Deed Bearing of N90°00'00"E Between Existing Monuments On The South line of the SW1/4 of of Section 2, T9N, R2W, I.M., Cleveland County, Oklahoma.  
 (●) - Indicates Existing 3/8" Iron Pin Or Monument As Noted.  
 (○) - Indicates Set 1/2" Iron Pin With Plastic Cap Marked "Pollard PLS 1474" or Set Mag Nail with washer marked "PW Survey CA2380".  
 (DCCR) - Indicates Oklahoma Certified Corner Record on File With the Oklahoma Department of Libraries, Archives Division.

(WQPZ) -Indicates the Water Quality Protective Zone. There shall be no clearing, grading, construction or disturbance of vegetation in this area except as permitted by the Director of Public Works, unless such disturbance is done in accordance with 19-514(E) of the Norman City Code. The WQPZ is subject to protective covenants that may be found in the Land Records and that may restrict disturbance and use of these areas.

<b>POLLARD &amp; WHITED SURVEYING, INC.</b> 2514 Tee Drive Norman, OK 73069 405-366-0001 CA 2380 exp.6-30-23 tim@pwsurveying.com	Mappes Estates
	Norman Rural Certificate Of Survey Subdivision
	Part of the SW1/4 Sec.2,T9N,R2W, IM
	Norman, Cleveland County, Oklahoma
	May 15, 2023
2-9n2w.dgn	Drawn By:T.Pollard
	Sheet 1 of 11



**GRANT OF EASEMENT**

**KNOW ALL MEN BY THESE PRESENTS:**

E-2324-27

That in consideration of the sum of One Dollar (\$1.00), receipt of which is hereby acknowledged, and for and upon other good and valuable considerations, that **Vicki L. Fleming, Trustee, William W. & Maxine Mappes Revocable Trust**, do hereby grant, bargain, sell and convey unto the **City Of Norman**, a municipal corporation, **a public roadway, drainage and utility easement**, over, across and under the following described real estate and premises situated in Cleveland County, Oklahoma, to wit:

**(17' Additional R/W)**

An easement being part of the Southwest Quarter (SW1/4) of Section Two (2), Township Nine (9) North, Range Two (2) West of the Indian Meridian, Cleveland County, Oklahoma, written by Timothy G. Pollard, PLS 1474 dated May 25, 2023 using a Deed Bearing of N90°00'00"E between existing monuments on the South line of said SW1/4 as a Basis of Bearing, said tract further described as:

**COMMENCING** at the Southwest Corner of said SW1/4;

Thence N00°32'58"E, on the West line of said SW1/4, for a distance of 33.00 feet;

Thence N00°00'00"E, parallel to the South line of said SW1/4, for a distance of 33.00 feet to the **POINT OF BEGINNING**;

Thence N00°32'58"E for a distance of 886.16 feet; Thence N60°00'00"E for a distance of 19.74 feet;

Thence S00°32'58"W for a distance of 879.03 feet; Thence N90°00'00"E for a distance of 494.02 feet;

Thence S00°00'00"E for a distance of 17.00 feet; Thence S90°00'00"W for a distance of 511.18 feet to the **POINT OF BEGINNING**, containing 0.54 acres more or less.

With the right of ingress and egress to and from the same, for the purpose of surveying, laying out, constructing, maintaining and operating the facilities indicated below:

**Public Roadway, Drainage and Utility Easement**

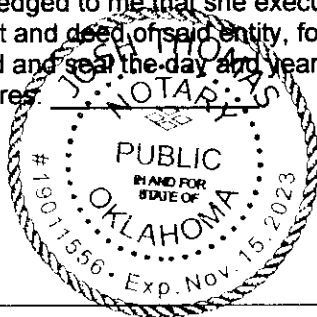
To have and to hold the same unto said City, it's successors and assigns forever.

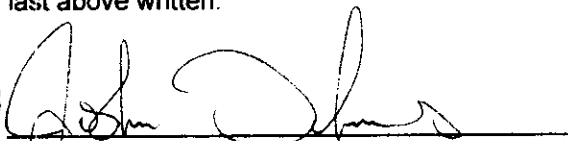
Signed and delivered this 28<sup>th</sup> day of September, 2023.

  
Vicki Fleming, Trustee,  
Henry W. & Maxine Mappes Revocable Trust

**STATE OF OKLAHOMA )  
COUNTY OF CLEVELAND) SS:**

Before me, the undersigned, a Notary Public in and for said County and State on this 28<sup>th</sup> day of Sept, 2023 personally appeared, **Vicki L. Fleming, Trustee of Henry W. & Maxine Mappes Revocable Trust**, to me known to be the identical persons who executed the within and foregoing instrument as Trustee and acknowledged to me that she executed the same as her free and voluntary act and deed and the free and voluntary act and deed of said entity, for the uses and purposes herein set forth.  
Given under my hand and seal the day and year last above written.  
My Commission Expires: \_\_\_\_\_



  
Notary Public

**CITY ATTORNEY**

Approved as to form and legality this 29 day of September, 2023

  
City Attorney

**NORMAN CITY COUNCIL**

Accepted by the City of Norman, Oklahoma, City Council on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

ATTEST: \_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor



**GRANT OF EASEMENT**

E-2324-28

**KNOW ALL MEN BY THESE PRESENTS:**

That in consideration of the sum of One Dollar (\$1.00), receipt of which is hereby acknowledged, and for and upon other good and valuable considerations, that **Vicki L. Fleming, Trustee, Henry W. & Maxine Mappes Revocable Trust**, do hereby grant, bargain, sell and convey unto the **City Of Norman**, a municipal corporation, a **20' Trail Easement**, over, across and under the following described real estate and premises situated in Cleveland County, Oklahoma, to wit:

**(20' Trail Easement)**

An easement being part of the Southwest Quarter (SW1/4) of Section Two (2), Township Nine (9) North, Range Two (2) West of the Indian Meridian, Cleveland County, Oklahoma, written by Timothy G. Pollard, PLS 1474 dated May 25, 2023 using a Deed Bearing of N90°00'00"E between existing monuments on the South line of said SW1/4 as a Basis of Bearing, said tract further described as:


**COMMENCING** at the Southwest Corner of said SW1/4;  
Thence N00°32'58"E, on the West line of said SW1/4, for a distance of 50.00 feet;  
Thence N00°00'00"E, parallel to the South line of said SW1/4, for a distance of 50.00 feet to the **POINT OF BEGINNING**;  
Thence N00°32'58"E for a distance of 879.03 feet; Thence N54°00'00"E for a distance of 23.22 feet;  
Thence S00°32'58"W for a distance of 870.64 feet; Thence N90°00'00"E for a distance of 473.83 feet;  
Thence S00°00'00"E for a distance of 20.00 feet; Thence S90°00'00"W for a distance of 494.02 feet to the **POINT OF BEGINNING**, containing 0.62 acres more or less.

With the right of ingress and egress to and from the same, for the purpose of surveying, laying out, constructing, maintaining and operating the facilities indicated below:

**20' Trail Easement**

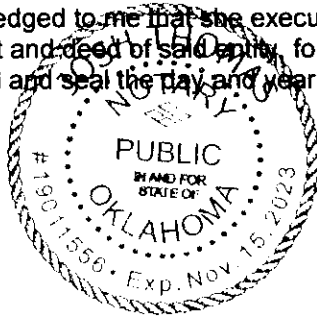
To have and to hold the same unto said City, it's successors and assigns forever.

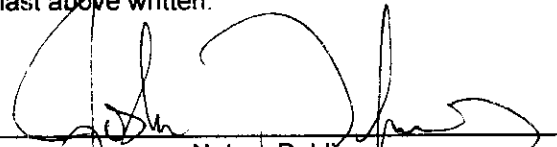
Signed and delivered this 28<sup>th</sup> day of September, 2023

  
\_\_\_\_\_  
Vicki Fleming, Trustee,  
Henry W. & Maxine Mappes Revocable Trust

STATE OF OKLAHOMA )  
COUNTY OF CLEVELAND) SS:

Before me, the undersigned, a Notary Public in and for said County and State on this 28<sup>th</sup> day of Sept., 2023 personally appeared, **Vicki L. Fleming, Trustee of Henry W. & Maxine Mappes Revocable Trust**, to me known to be the identical persons who executed the within and foregoing instrument as Trustee and acknowledged to me that she executed the same as her free and voluntary act and deed and the free and voluntary act and deed of said entity, for the uses and purposes herein set forth.  
Given under my hand and seal the day and year last above written.



  
\_\_\_\_\_  
Notary Public

**CITY ATTORNEY**

Approved as to form and legality this 29 day of September, 2023

  
\_\_\_\_\_  
City Attorney

**NORMAN CITY COUNCIL**

Accepted by the City of Norman, Oklahoma, City Council on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

ATTEST: \_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor

**GRANT OF EASEMENT**

E-2324-29

**KNOW ALL MEN BY THESE PRESENTS:**

That in consideration of the sum of One Dollar (\$1.00), receipt of which is hereby acknowledged, and for and upon other good and valuable considerations, that **Vicki L. Fleming, Trustee, William W. & Maxine Mappes Revocable Trust**, do hereby grant, bargain, sell and convey unto the **City Of Norman**, a municipal corporation, a **public drainage easement**, over, across and under the following described real estate and premises situated in Cleveland County, Oklahoma, to wit:

**(WQPZ AREA)**

An easement being part of the Southwest Quarter (SW1/4) of Section Two (2), Township Nine (9) North, Range Two (2) West of the Indian Meridian, Cleveland County, Oklahoma, written by Timothy G. Pollard, PLS 1474 dated May 25, 2023 using a Deed Bearing of N90°00'00"E between existing monuments on the South line of said SW1/4 as a Basis of Bearing, said tract further described as:

**COMMENCING** at the Southwest Corner of said SW1/4;

Thence N00°32'58"E, on the West line of said SW1/4, for a distance of 900.00 feet;

Thence N60°00'00"E for a distance of 1000.00 feet;

Thence N00°32'58"E for a distance of 70.82 feet to the **POINT OF BEGINNING**;

Thence N00°32'58"E for a distance of 179.18 feet;

Thence N90°00'00"E for a distance of 329.50 feet;

Thence S19°40'26"E for a distance of 456.31 feet;

Thence S86°52'16"W for a distance of 293.36 feet;

Thence N36°29'44"W for a distance of 296.04 feet;

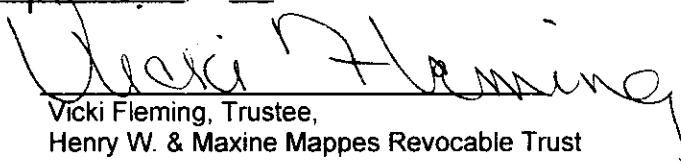
Thence N29°02'34"W for a distance of 32.64 feet to the **POINT OF BEGINNING**, containing 3.57 acres more or less.

With the right of ingress and egress to and from the same, for the purpose of surveying, laying out, constructing, maintaining and operating the facilities indicated below:

**Drainage and other rights for a Water Quality Protection Zone (WQPZ)**

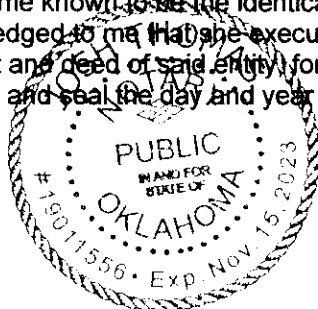
To have and to hold the same unto said City, it's successors and assigns forever.

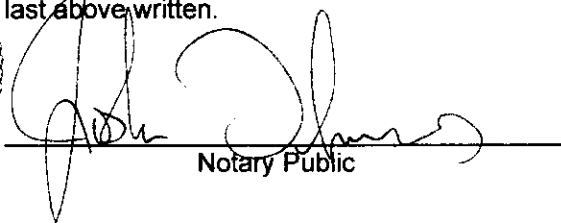
Signed and delivered this 28<sup>th</sup> day of September, 2023.

  
Vicki Fleming, Trustee,  
Henry W. & Maxine Mappes Revocable Trust

STATE OF OKLAHOMA )  
COUNTY OF CLEVELAND) SS:

Before me, the undersigned, a Notary Public in and for said County and State on this 28<sup>th</sup> day of Sept., 2023 personally appeared, **Vicki L. Fleming, Trustee of Henry W. & Maxine Mappes Revocable Trust**, to me known to be the identical persons who executed the within and foregoing instrument as Trustee and acknowledged to me that she executed the same as her free and voluntary act and deed and the free and voluntary act and deed of said entity for the uses and purposes herein set forth. Given under my hand and seal the day and year last above written.



  
Notary Public

**CITY ATTORNEY**

Approved as to form and legality this 29 day of September, 2023

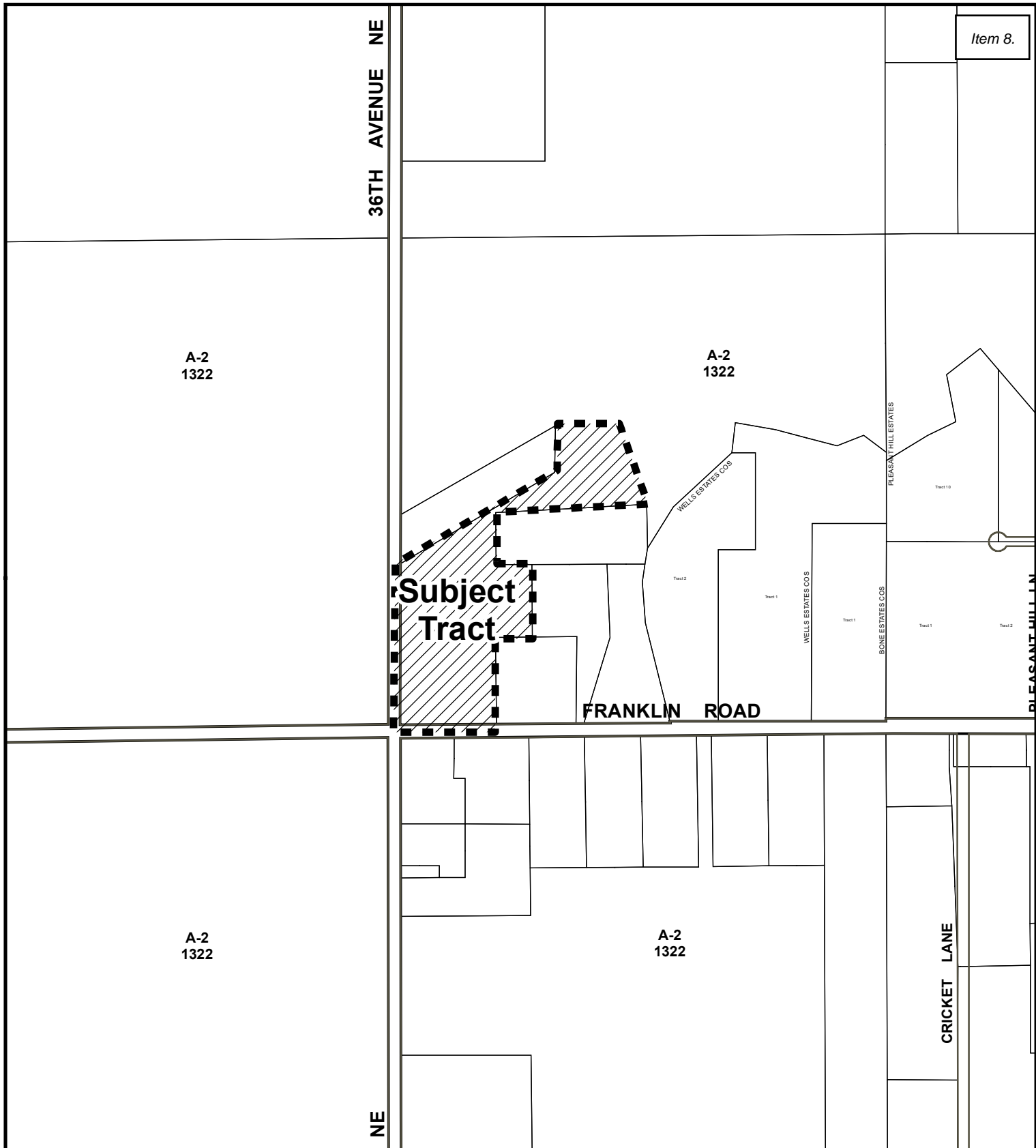
  
City Attorney

**NORMAN CITY COUNCIL**

Accepted by the City of Norman, Oklahoma, City Council on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

ATTEST: \_\_\_\_\_  
City Clerk

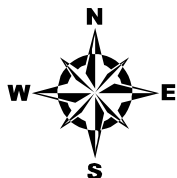
\_\_\_\_\_  
Mayor



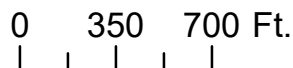
# Location Map





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.



June 6, 2023



-  Subject Tract
-  Zoning

---

CERTIFICATE OF SURVEY  
COS-2324-1

---

ITEM NO. 4

**STAFF REPORT**

**ITEM: Consideration of NORMAN RURAL CERTIFICATE OF SURVEY NO. COS-2324-1 FOR MAPPEE ESTATES.**

**LOCATION:** Located at the northeast corner of the intersection of Franklin Road and 36<sup>th</sup> Avenue N.E.

**INFORMATION:**

1. Owners. Vicki Fleming and Henry Mappes.
2. Developer. Vicki Fleming and Henry Mappes.
3. Surveyor. Pollard & Whited Surveying, Inc.

**HISTORY:**

1. October 21, 1961. City Council adopted Ordinance No. 1312 annexing this property into the City of Norman Corporate Limits without zoning.
2. October 30, 1961. Planning Commission recommended to City Council that this property be placed in A-2, Rural Agricultural District.
3. December 12, 1961. City Council adopted Ordinance No. 1322 placing this property in A-2, Rural Agricultural District.

**IMPROVEMENT PROGRAM:**

1. Fire Protection. Fire protection will be provided by the Norman Fire Department.
2. Sanitary Sewer. There are existing sanitary sewer systems serving the two tracts.
3. Water. There are existing water wells serving the two tracts.
4. Acres. This property consists of 20.02 acres. Tract 1 consists of 10.01 acres and Tract 2 consists of 10.01 acres.

5. Easements. The owners will grant a 17' roadway, drainage and utility easement for both Franklin Road and 36<sup>th</sup> Avenue N.E. In addition, a 20' trail easement will be granted adjacent to the 17' roadway, drainage and utility easements for both Franklin Road and 36<sup>th</sup> Avenue N.E.
6. Private Road. An existing private road provides access to Tract 1.
7. Water Quality Protection Zone. Tract 1 contain WQPZ. These areas will be protected by the owner per covenants.
8. Flood Plain. Tract 1 contains Flood Plain. There is an existing house on the property located outside the Flood Plain.

**SUPPLEMENTAL MATERIAL:** Copies of a location map and Norman Rural Certificate of Survey No. COS-2324-1 for Mappes Estates are included in the Agenda Book.

**STAFF COMMENTS AND RECOMMENDATION:** There are existing single-family residential structures on both tracts. The existing structure on Tract 2 may be removed and replaced with a new structure. Staff recommends approval of Norman Rural Certificate of Survey No. COS-2324-1 for Mappes Estates.

**ACTION NEEDED:** Recommend approval or disapproval of Norman Rural Certificate of Survey No. COS-2324-1 for Mappes Estates to City Council.

**ACTION TAKEN:** \_\_\_\_\_

City Council Agenda

COS-2324-1

October 24, 2023

**ITEM:** CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT FOR NORMAN RURAL CERTIFICATE OF SURVEY NO. COS-2324-1 FOR MAPPES ESTATES AND ACCEPTANCE OF EASEMENT NO. E-2324-27, EASEMENT NO. E-2324-28 AND EASEMENT NO. E-2324-29.

**LOCATION:** Located at the northeast corner of the intersection of Franklin Road and 36<sup>th</sup> Avenue N.E.

**INFORMATION:**

1. Owners. Henry W. & Maxine Mappes Trust, Vicki Fleming, Trustee.
2. Developers. Vicki Fleming and Henry Mappes.
3. Surveyor. Pollard & Whited Surveying, Inc.

**HISTORY:**

1. Refer to the Planning Commission Staff Report, July 13, 2023.
2. July 13, 2023. Planning Commission, on a vote of 7-0, recommended to City Council that Certificate of Survey No. COS-2324-1 for Mappes Estates be approved.

**PUBLIC DEDICATIONS:**

1. Easements. The applicant has submitted Easement No. E-2324-27 a roadway, drainage and utility easement for Franklin Road and 36<sup>th</sup> Avenue N.W., E-2324-28 a 20' trail easement adjacent to Franklin Road and 36<sup>th</sup> Avenue N.E. and Easement No. E-2324-29 a drainage easement for WQPZ, Water Quality Protection Zone.

**SUPPLEMENTAL MATERIAL:** Copies of an advisory memorandum, location map, certificate of survey, Staff Report recommending approval, Easement Nos. E-2324-27 and E-2324-28 and E-2324-29 and pertinent excerpts from the Planning Commission minutes are included in the Agenda Book.

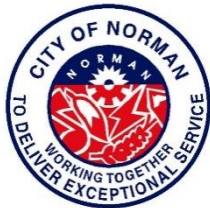
**ACTION NEEDED:** Motion to approve or reject Easement No. E-2324-27, and E-2324-28 and E-2324-29 and Certificate of Survey No. COS-2324-1 for Mappes Estates, and, if approved, direct the filing of Certificate of Survey No. COS-2324-1 for Mappes Estates and Easement Nos. E-2324-27, E-2324-28 and E-2324-29 with the Cleveland County Clerk.

**ACTION TAKEN:** \_\_\_\_\_



**File Attachments for Item:**

9. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF EASEMENT E-2324-20: A GRANT OF RIGHT-OF-WAY FROM SAVANNAH CUSTOM BUILDERS, LLC, FOR THE CONSTRUCTION OF THE SIDEWALK ALONG CLASSEN BOULEVARD IN NORMAN.



## CITY OF NORMAN, OK STAFF REPORT

**MEETING DATE:** 10/24/2023

**REQUESTER:** Katherine Coffin

**PRESENTER:** Jami Short, Transportation Management Center Engineer

**ITEM TITLE:** CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF EASEMENT E-2324-20: A GRANT OF RIGHT-OF-WAY FROM SAVANNAH CUSTOM BUILDERS, LLC FOR THE CONSTRUCTION OF THE SIDEWALK ALONG CLASSEN BOULEVARD IN NORMAN.

### **BACKGROUND:**

The project consists of two gaps of five-foot wide sidewalks for pedestrians. The first gap, on the west side of the street, starts at the southwest corner of the intersection of Classen Boulevard and 12<sup>th</sup> Avenue SE and extends northwest to a new development and further northwest to the Edge Apartment complex south of Lindsey Street. The second gap, on the east side of the street, is further north along Classen Boulevard and starts at the northeast corner of the intersection with Enid Street and extends northwest along the east side of Classen Boulevard to the southeast corner of the intersection with Shawnee Street. This project is 100% locally funded. A vicinity map of the area showing the sidewalk gaps is attached.

Construction of the new sidewalk is anticipated to begin in the spring of 2024 and be completed by the end of the summer. The sidewalk will be constructed to meet ADA requirements.

### **DISCUSSION:**

The City must secure three parcels of permanent right-of-way, for the placement of the new sidewalk and modification of existing driveways. Staff approached the parties regarding the acquisition needs and discussed the potential for donation. One of the easements, Parcel No. 2, is being donated by the property owner and is included in this agenda item for Council acceptance. An attachment provides the details of the easement as well as depicts its location. Another attachment shows the easement document signed by the property owner. The final attachment is a table showing the summary of each easement at this time. This is the second of three easements needed for the project.

### **RECOMMENDATION:**

Staff recommends acceptance of Easement E-2324-20 and that staff be authorized to file the easement at the County Courthouse as is appropriate.

E-2324-20  
Parcel No: 2.0  
Classen Boulevard Sidewalk  
Improvements

**GRANT OF RIGHT-OF-WAY**  
City of Norman

**Know all men by these presents:**

That Savannah Custom Builders LLC, for and in consideration of the sum of One Dollar (\$1.00), receipt of which is hereby acknowledged, and for and upon other good and valuable considerations, do hereby grant, bargain, sell and convey unto the City of Norman, a municipal corporation, a public utility easement and right-of-way over, across, and under the following described real estate and premises situated in the City of Norman, Cleveland County, Oklahoma, the following described land to wit:

A tract of land being a part of Lot Thirty-eight (38), Block Ten (10) of SOUTHRIDGE ADDITION, an addition to the City of Norman, Cleveland County, Oklahoma, being more particularly described as follows:

- BEGINNING at the Southwest Corner of said Lot Thirty-eight (38);
- THENCE N 27°42'55" W, along said West line of said Lot Thirty-eight (38), a distance of 7.00 feet;
- THENCE S 84°48'40" E, a distance of 2.98 feet;
- THENCE S 27°42'55" E, parallel with said West line, a distance of 6.69 feet to a point on the South line of said Lot Thirty-eight (38);
- THENCE S 89°50'05" W, along said South line, a distance of 2.82 feet to the POINT OF BEGINNING.

Said parcel of land containing 17.11 square feet or 0.0004 acres, more or less

All bearings contained in this description are based on the Oklahoma State Plane Coordinate System and are not astronomical bearings.

PUBLIC ROADWAY, DRAINAGE AND UTILITIES

To have and to hold the same unto the said city, its successors, and assigns forever.

Signed and delivered this 29 day of September, 2023.

Savannah Custom Builders LLC, property owner:

[Signature] MANAGER  
Title

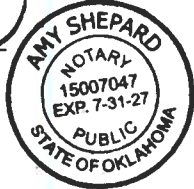
REPRESENTATIVE ACKNOWLEDGEMENT

STATE OF OKLAHOMA, COUNTY OF CLEVELAND, SS:

Before me, the undersigned, a Notary Public in and for said County and State, on this 29th day of September, 2023 personally appeared James Womble, to me known to be the identical person(s) who executed the foregoing grant of easement and acknowledged to me that he executed the same as his free and voluntary act and deed for the uses and purposes therein set forth.

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

My Commission Expires: 7-31-2027 Notary Public: [Signature]



Approved as to form and legality this 29 day of September, 2023.

\_\_\_\_\_  
City Attorney

Approved and accepted by the Council of the City of Norman, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Mayor

ATTEST:  
\_\_\_\_\_  
City Clerk

SEAL :

**EXHIBIT "A"**

Parcel 2.0  
Proposed Easement  
Classen Sidewalk Project  
Norman, Cleveland Co., Oklahoma  
August 29, 2023

A tract of land being a part of Lot Thirty-eight (38), Block Ten (10) of SOUTHRIDGE ADDITION, an addition to the City of Norman, Cleveland County, Oklahoma, being more particularly described as follows:

BEGINNING at the Southwest Corner of said Lot Thirty-eight (38);

THENCE N 27°42'55" W, along said West line of said Lot Thirty-eight (38), a distance of 7.00 feet;

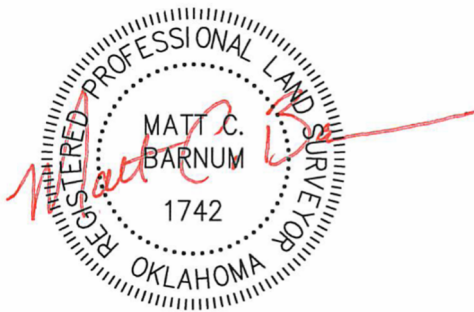
THENCE S 84°48'40" E, a distance of 2.98 feet;

THENCE S 27°42'55" E, parallel with said West line, a distance of 6.69 feet to a point on the South line of said Lot Thirty-eight (38);

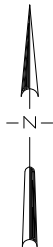
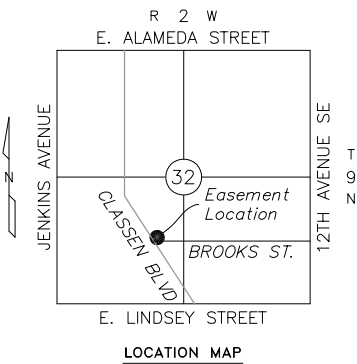
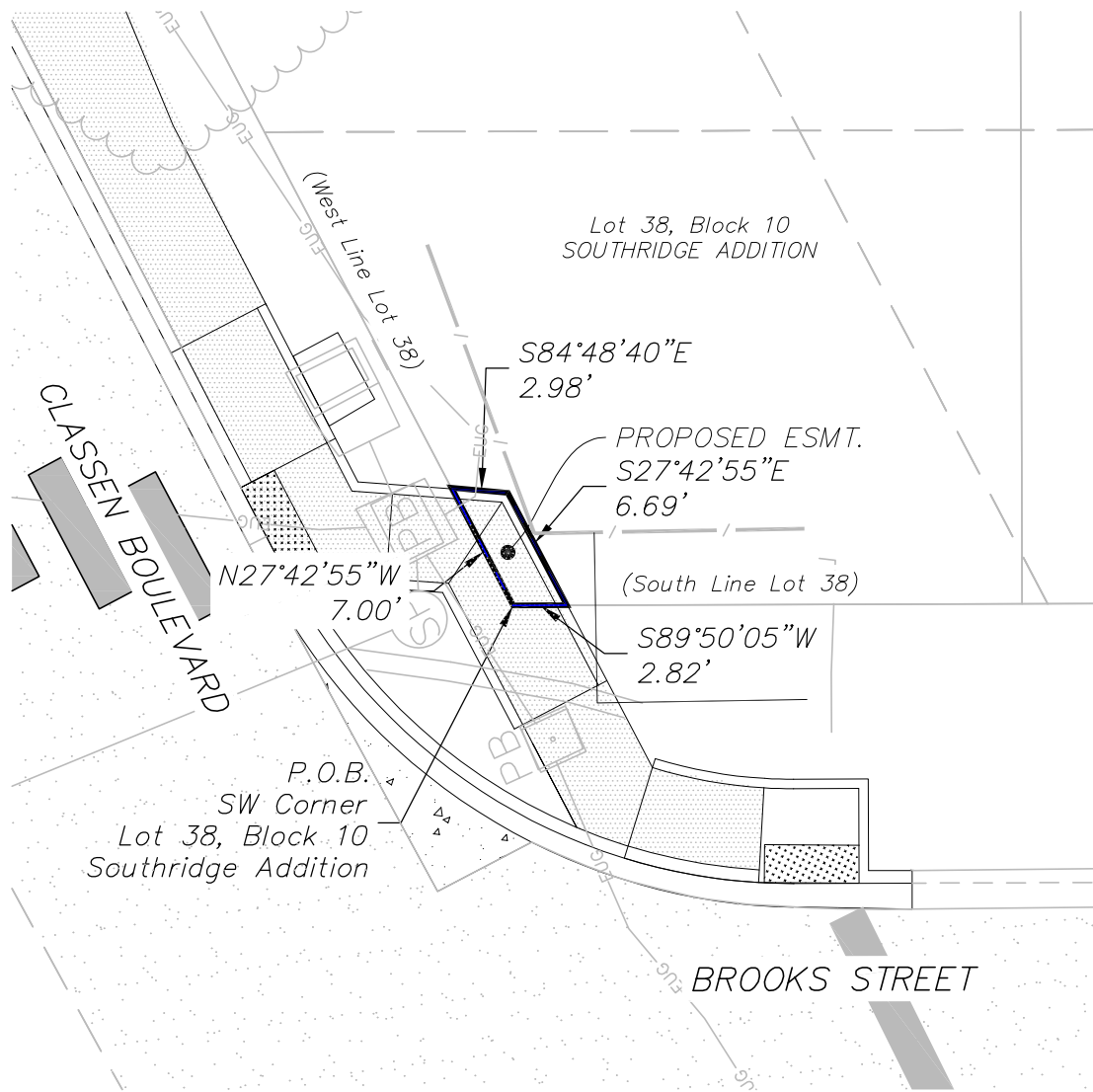
THENCE S 89°50'05" W, along said South line, a distance of 2.82 feet to the POINT OF BEGINNING.

Said parcel of land containing 17.11 square feet or 0.0004 acres, more or less

All bearings contained in this description are based on the Oklahoma State Plane Coordinate System and are not astronomical bearings.



EXHIBIT



Scale 1" = 10'

**Parkhill**

3226 BART CONNER DRIVE  
NORMAN, OK 73072  
PHONE: 405-894-8640  
FAX: 405-894-8640  
CA # 6975  
http://www.parkhill.com

Surveyed By: \_\_\_\_\_  
 Drawn By: TG  
 Approved By: MB  
 Date: 08/29/2023  
 Scale: 1" = 10'  
 Project No: 04118123

Project: PARCEL 2.0  
 PROPOSED EASEMENT  
 Project Location: PT OF LOT 38, BLOCK 10, SOUTHRIDGE ADDITION  
 NORMAN, CLEVELAND COUNTY, OKLAHOMA  
 Client: PARKHILL  
 3226 BART CONNER DRIVE, NORMAN, OK 73072

Sheet Number

2

Sheet 2

281





Item 9.



# CLASSEN BLVD. Sidewalks

Site 1: 12th Ave. SE to Edge Apts.  
 Site 2: Enid St. to Shawnee St.

N  
 1 INCH = 550 FEET  
 Date: 5/7/2021

The Sanborn Map Company LLC



### Classen Sidewalk Project Easement Summary

Easement No.	Parcel No.	Grantors	Document	Cost
*	1	Mr. Kung Ting	Right-of-Way Easement- 229.81 sq. ft.	?
E-2324-20	2	Savannah Custom Builders	Right-of-Way Easement- 17.11 sq. ft.	Donated
E-2324-6	3	Mr. Elie Abou-Nassar	Right-of-Way Easement- 1730.82 sq. ft.	Donated
			Sub-Total	\$0.00

\*Still Waiting to hear back from the property owner

**File Attachments for Item:**

10. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONSENT TO ENCROACH EN-2324-3: FOR LOT 1, BLOCK 8, VINTAGE CREEK ADDITION, SECTION 1, CITY OF NORMAN, CLEVELAND COUNTY, OKLAHOMA. (716 LEGACY AVENUE)



## CITY OF NORMAN, OK STAFF REPORT

**MEETING DATE:** 10/24/2023

**REQUESTER:** Kathryn Walker, Assistant City Attorney

**PRESENTER:** Kathryn Walker, Assistant City Attorney

**ITEM TITLE:** CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONSENT TO ENCROACH EN-2324-3: FOR LOT 1, BLOCK 8, VINTAGE CREEK ADDITION, SECTION 1, CITY OF NORMAN, CLEVELAND COUNTY, OKLAHOMA. (716 LEGACY AVENUE)

### **BACKGROUND:**

An encroachment request has been filed in the office of the City Clerk by property owner(s), Muirfield, Inc., requesting a Consent to Encroach into a utility easement at the above-described property.

### **DISCUSSION:**

The application for the Consent to Encroachment concerns the encroachment upon a City of Norman and Norman Utilities Authority (NUA) utility easement for a proposed retaining wall. The owner(s) are requesting that the proposed retaining wall be allowed to encroach upon the existing utility easement located across the west side of the property.

A platted 15-foot utility easement exists along the west property line and will be encroached upon for the proposed retaining wall. This structure will encroach the easement by approximately 7.5-feet.

The applicants have obtained a response from Oklahoma Natural Gas and Cox Communications who have indicated that they have facilities located in the easement however they are not opposed to the encroachment so long as the owner abides by the certain requirements as indicated in #6-8 below. AT&T Oklahoma and Oklahoma Electric Cooperative did not indicate that they have existing facilities in the easement and they are not opposed to the encroachment. The area is not serviced by Oklahoma Gas & Electric.

Staff has reviewed the application and the “hold harmless” clauses. From a legal perspective, it protects the City’s and the NUA’s concerns with respect to damage to the property owners’ property should the City and the NUA or other authorized entity be required to perform work within its easement. There are some conditions applied to this Consent to Encroachment as listed below:

1. The property owner(s), and property owners' heirs, successors, or assigns (hereafter collectively the "Owner Parties") will be responsible for the cost to repair any damages to the City's utilities or infrastructure caused by any excavation, piercing or other construction activities conducted by the Owner Parties or their agents;
2. The Owner Parties will be required to apply for and receive any applicable permits prior to commencing work;
3. The Owner Parties will be responsible for the cost the City and the NUA incurs to remove any retaining wall, driveway, structure, paving, curb, retaining wall, landscaping, and/or any other item if needed to maintain or repair NUA facilities;
4. The Owner Parties will be responsible for the cost to repair or replace any retaining wall, driveway, structure, paving, curb, retaining wall, landscaping, or any other item after such repair;
5. The Owner Parties will waive and release any claims against the City and the NUA for any damages to the residence and related improvements caused by failure or repair and maintenance of the City's and the NUA's facilities within the easement area;
6. Oklahoma Natural Gas and Cox Communications do not oppose to the encroachment so long as Owner Parties contact OKIE811 location services prior to any work. AT&T Oklahoma and Oklahoma Electric Cooperative also do not object. The area is not serviced by Oklahoma Gas & Electric;
7. By encroaching on said easement, the Owner Parties release Oklahoma Natural Gas, AT&T Oklahoma, Cox Communications, Oklahoma Electric Cooperative, and Oklahoma Gas & Electric for any damages caused by any excavation by these utility companies for purposes of maintaining or replacing the City's and the NUA's utility facilities within the easement area; and
8. Damages to Oklahoma Natural Gas, AT&T Oklahoma, Cox Communications, Oklahoma Electric Cooperative, and Oklahoma Gas & Electric facilities resultant from any current/future construction may carry possible financial charges to the Owner Parties.

The benefit to having the consent to encroach on file is that it is evidence of the property owners' understanding that, while the City and the NUA is allowing them to encroach upon the easement, the City and the NUA are not liable and will not be responsible for damage to the property owners' property in the event maintenance has to be performed within the easement.

All necessary City departments have responded on this item and have no objection to the proposed Consent Agreement and Covenant, with the conditions stated therein. Please note that this Consent Agreement and Covenant concerns only the City's consent to encroach where a project is otherwise permissible under City Code. Further evaluation will occur once such an application has been submitted by applicants relating to this project.

**RECOMMENDATION:**

Based upon the above and foregoing, the City Attorney's office is forwarding the above Consent to Encroach, EN-2324-3, for Council consideration.

**CONSENT AGREEMENT AND COVENANT**

Consent to Encroachment No. EN-2324-3

WHEREAS, the City of Norman and the Norman Utilities Authority (NUA), Cleveland County, are in possession of a utility easement on the land described as follows, to-wit:

Lot 1, Block 8, Vintage Creek Addition, Section 1, City of Norman,  
Cleveland County, Oklahoma (716 Legacy Avenue)

AND WHEREAS, the owner(s) of the above-described property requests that a proposed retaining wall be allowed to encroach upon an existing utility easement;

AND WHEREAS, the City and the NUA have been requested to consent in writing to the proposed retaining being located at the requested location;

NOW, THEREFORE, the City of Norman and the NUA do hereby consent to said proposed retaining wall being within and upon the utility easement with the following conditions:

1. The property owner(s), and property owners' heirs, successors, or assigns (hereafter collectively the "Owner Parties") will be responsible for the cost to repair any damages to the City's utilities or infrastructure caused by any excavation, piercing or other construction activities conducted by the Owner Parties or their agents;
2. The Owner Parties will be required to apply for and receive any applicable permits prior to commencing work;
3. The Owner Parties will be responsible for the cost the City and the NUA incurs to remove any retaining wall, driveway, structure, paving, curb, retaining wall, landscaping and/or any other item if needed to maintain or repair NUA facilities;
4. The Owner Parties will be responsible for the cost to repair or replace any retaining wall, driveway, structure, paving, curb, retaining wall, landscaping, or any other item after such repair;
5. The Owner Parties will waive and release any claims against the City and the NUA for any damages to the residence and related improvements caused by failure or repair and maintenance of the City's and the NUA's utilities within the easement area;
6. Oklahoma Natural Gas and Cox Communications does not oppose to the encroachment so long as Owner Parties contact OKIE811 location services prior to any work. AT&T Oklahoma and Oklahoma Electric Cooperative also do not object. The area is not serviced by Oklahoma Gas & Electric;
7. By encroaching on said easement, the Owner Parties release Oklahoma Natural Gas, Cox Communications, AT&T Oklahoma, Oklahoma Electric Cooperative, and Oklahoma Gas & Electric for any damages caused by any excavation by these utility companies for purposes of maintaining or replacing the City's and the NUA's utility facilities within the easement area; and

- 8. Damages to Oklahoma Natural Gas, Cox Communications, AT&T Oklahoma, Oklahoma Electric Cooperative, and Oklahoma Gas & Electric facilities resultant from any current/future construction may carry possible financial charges to the Owner Parties.

The consent is limited to the proposed retaining wall as indicated in the application being located within the utility easement and the City does not authorize or consent to the construction or location of any other structure of a permanent nature within the easement. Further, this Consent is given with the understanding that the Owner Parties are responsible for any and all direct and consequential damages resulting from the granting of this consent with entry to or upon the existing utility easement as required at any time in the future.

The City and the NUA, or any other entity so authorized, shall not be held responsible for any and all direct or consequential damages to encroaching improvements resulting from entry, by the City and the NUA, or any other entity so authorized, upon said utility easement, for any purpose associated with the maintenance, construction, relocation, etc. of any drainage and/or utility located within the said easement.

This Consent carries with it obligations and benefits affecting the land, and constitutes a covenant running with the land, shall be binding upon the Owner Parties, and any heirs, successors and assigns.

IN WITNESS WHEREOF, the undersigned has executed this consent this 24th day of October, 2023.


THE CITY OF NORMAN, OKLAHOMA

ATTEST:

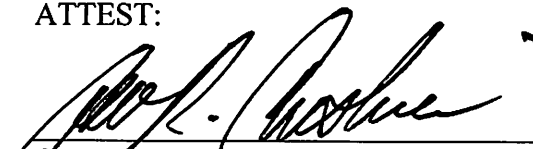
\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

OWNER

By:   
\_\_\_\_\_  
Alan R. Cheshier  
President, Muirfield, Inc.

ATTEST:

  
\_\_\_\_\_  
Corporate Secretary  
Muirfield, Inc.



COUNTY OF CLEVELAND )  
 ) ss:  
STATE OF OKLAHOMA )

On this 17<sup>th</sup> day of October, 2023, before me personally appeared Alan R. Cheshier, President, Muirfield, Inc., to me known to be the Owner Parties and the identical person(s) who executed the same as their free and voluntary act and deed for the uses and purposes therein set forth.


Witness my hand and official seal the day and year last above written.

Cindy Daugherty  
Notary Public

My Commission Expires: 10-29-24


My Commission Number: 00016782





DATE: September 18, 2023

TO: Kathryn Walker, City Attorney  
Rone Tromble, Administrative Technician IV  
Ken Danner, Subdivision Manager  
Nathan Madenwald, Utilities Engineer  
Jane Hudson, Director of Planning and Community Development

FROM: Brenda Hall, City Clerk 

SUBJECT: Request for Consent to Encroachment 2324-3

I am in receipt of an encroachment request for permission to encroach on a utility easement located in Lot 1, Block 8, Vintage Creek Addition, a/k/a/ 716 Legacy Avenue. The application fee has been paid. After the information has been received from the Planning Department, Public Works Department, and Utilities Department and a determination has been made on whether to recommend approval or denial, please forward your recommendation and Consent to Encroachment Form, if needed, to my office in order that it may be scheduled as an agenda item.

This item will be scheduled as an agenda item on October 24, 2023, and the information must be received in my office by October 17, 2023. If there is a problem in meeting that timeframe, please advise.

BH:smr  
attachments

office memorandum

Muirfield Homes By Alan Cheshier  
1820 West Tecumseh Road, #124  
Norman, OK 73069

September 14, 2023

City of Norman

RE: 716 Legacy Avenue  
Lot 1, Block 8 Vintage Creek Addition

To Whom It May Concern:

Please accept this letter as our formal request for a consent to encroach in the west 15' B/L & U/E on the above mentioned property.

The City of Norman is requiring a secondary retaining wall as marked on the attached site plan in order to achieve the required slope for the final grade. The block wall will be approximately 4.5' tall and 40' in length with the proper drainage behind it.

The existing retaining wall along the west property line that was installed by the Developer did not come down low enough to be able to grade the lot out to the pad elevation per the drainage plan.

We have had OKIE spot the utilities on the property and all of their utilities show to be outside the easement area.

We appreciate your timely consideration to this matter.

Any questions, please contact Alan at 405-760-4004 or Cindy at 405-834-0702.

Sincerely,



Alan R. Cheshier  
President, Muirfield, Inc.

FILED IN THE OFFICE  
OF THE CITY CLERK  
ON 9/18/23

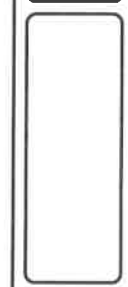
THIS DRAWING IS THE PROPERTY OF PREFERRED PLANS, INC. AND NOT TO BE REPRODUCED, COPIED, OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, WITHOUT THE EXPRESS WRITTEN PERMISSION OF PREFERRED PLANS, INC.

DATE:  
12/31/2023

SCALE:  
AS SHOWN



THIS DRAWING IS THE PROPERTY OF PREFERRED PLANS, INC. AND NOT TO BE REPRODUCED, COPIED, OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, WITHOUT THE EXPRESS WRITTEN PERMISSION OF PREFERRED PLANS, INC.

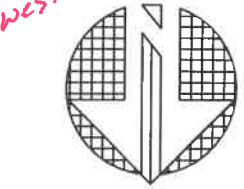


717 26TH AVE NW STE. 201  
NORMAN, OK 73069  
TEL. (405) 417-8999  
www.preferred-plans.net



80.00'

X - Utilities are marked outside the U/E to the west



SCALE: 1"=20'

130.00'

45'-8"

65'-4"

5'

58'-8"

16'-4"

105.00'

15' B/L & U/E

Proposed Retaining Wall

### VINTAGE CREEK ADD.

LOT 1, BLOCK 8  
NORMAN, CLEV. CO., OK  
LAND AREA: 10,088 SQ.FT.

HOUSE: 2,175 SQ.FT.  
GARAGE: 635 SQ.FT.  
PORCHES: 245 SQ.FT.  
CONCRETE: 635 SQ.FT.  
COVERAGE: 3,690 SQ.FT.

15' B/L & U/E

27'

35.36'

55.00'

716 LEGACY AVE.



# office memorandum

**TO:** Honorable Mayor and Councilmembers  
**FROM:** Lora Hoggatt, Planning Services Manager  
**DATE:** September 20, 2023  
**SUBJECT:** Consent to Encroach – No. 2324-3  
Lot 1, Block 8, Vintage Creek Addition  
716 Legacy Avenue


The lot located at the subject address has a platted 15' Utility Easement across the west side of the lot. The owner is requesting consent to encroach into this platted easement with a retaining wall to achieve the required slope for final grade.

Planning and Community Development Staff does not oppose the encroachment of this retaining wall.

**Cc:** Jane Hudson, Director of Planning & Community Development  
Brenda Hall, City Clerk  
Beth Muckala, Assistant City Attorney  
Jamie Meyer, Deputy City Clerk



office memorandum

**Date:** October 13, 2023, 2023  
**To:** Beth Muckala, Assistant City Attorney  
**From:** Ken Danner, Subdivision Development Manager   
**Subject:** Consent to Encroach  
Lot 1, Block 8, Vintage Creek Addition, Section 1, a Planned Unit  
Development  
716 Legacy Avenue.

Public Works Department, Engineering Division does not object to the encroachment of a proposed retaining wall within 15' Building Line and Utility Easement Engineering does yield to the Utilities Department for any additional comments. Utility companies are not opposed to the request. I have attached responses from the utility companies.

If you have further questions, please feel free to contact me.

kd

Reviewed by: Scott Sturtz, City Engineer

Reviewed by: Shawn O'Leary, Director of Public Works

cc: Brenda Hall, City Clerk

Chris Mattingly, Director of Utilities



**OG&E Energy Corp.** PO Box 321  
Oklahoma City, Oklahoma 73101-0321  
405-553-3000  
www.oge.com

Item 10.



OCTOBER 4, 2023

KEN DANNER, DEVELOPMENT COORDINATOR  
NORMAN PLANNING COMMISSION  
P. O. BOX 370  
NORMAN, OK. 73070

**RE: Applicant: Muirfield Homes**  
**Request to encroach into a 15' Building Line and Utility Easement**  
**Location: 716 Legacy Avenue**  
**Legal: Lot 1, Block 8, Vintage Creek Addition**  
**Encroachment No. 2324-3**

Mr. Danner;

Oklahoma Gas and Electric Company (OG&E) has reviewed the request by the builder for 716 Legacy Avenue.

OG&E records show we have no facilities in the area they wish to install a secondary retaining wall. OG&E has no objection to the installation of the new wall.

If you have any questions, or if I can provide you with any other information, please contact me at (405) 553-5174.

Sincerely,

A handwritten signature in black ink that reads "Timothy J. Bailey". The signature is written in a cursive style with a large initial 'T'.

Timothy J. Bailey  
Right-Of-Way Agent

**Ken Danner**

---

**From:** Wes White <wwhite@okcoop.org>  
**Sent:** Monday, October 02, 2023 8:23 AM  
**To:** Ken Danner  
**Cc:** Jack Burdett  
**Subject:** EXTERNAL EMAIL : RE: [External]Consent to encroach request - 716 Legacy Avenue

OEC has no objection to the consent to encroach request at 715 Legacy Avenue. Let me know if you need anything else.

Thanks,  
Wes

**Wes White**

Manager of Field Design  
Oklahoma Electric  
Cooperative

o: (405) 217-6617  
☎ [wwhite@okcoop.org](mailto:wwhite@okcoop.org)  
🌐 [www.okcoop.org](http://www.okcoop.org)  
2520 Hemphill Dr | PO Box  
1208  
Norman, OK 73070



**From:** Jack Burdett <Jack.Burdett@NormanOK.gov>  
**Sent:** Monday, October 2, 2023 8:12 AM  
**To:** 'pd7342@att.com' <pd7342@att.com>; 'CILKE, CARRIE L' <cc3527@att.com>; 'Garner, Mel (CCI-Central Region)' <mel.garner@cox.com>; 'CCI CEN - OKC ROW' <okcrow@cox.com>; 'baileytj@oge.com' <baileytj@oge.com>; 'Marti.Hill@onegas.com' <Marti.Hill@onegas.com>; 'drew.nixon@onegas.com' <drew.nixon@onegas.com>; Wes White <wwhite@okcoop.org>  
**Cc:** Ken Danner <Ken.Danner@NormanOK.gov>  
**Subject:** [External]Consent to encroach request - 716 Legacy Avenue

**[EXTERNAL]** DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

All,  
Please contact Ken Danner regarding the attached request for a consent to encroach at 716 Legacy Ave with your approval or disapproval. Ken's email address is [ken.danner@normanok.gov](mailto:ken.danner@normanok.gov) or call him at 366-5458. Please copy me with your response.



4901 N Santa Fe  
Oklahoma City, OK 73118  
405-556-5910  
oklahomanaturalgas.com

October 2, 2023

Jack Burdett  
Public Works Dept., Engineering Div.  
City of Norman  
P.O. Box 370,  
Norman, OK 73070

RE: Request for Letter of No Objection  
Revocable Permit

**Letter of No Objection**

Dear Mr. Burdett,

Oklahoma Natural Gas Company, a division of ONE Gas, Inc. (“ONG”) has no objection to the City of Norman granting a revocable permit to Muirfield Homes to install a retaining wall that will encroach the easement at 716 Legacy Ave, Norman, OK. Please be advised that ONG requires a minimum of 2 feet undisturbed separation from underground/aboveground facilities in the area. If you need our facilities relocated to accommodate your excavation or construction, ONG will provide you a cost estimate.

Prior to any excavation, please contact OKIE-ONE 1-800-522-6543 a minimum of forty-eight (48) hours for exact location of our facilities. ONG will hold the damaging party responsible for any repairs to our facilities. If any repairs are necessary, ONG is not responsible for any damage to any structures or landscaping on or in the utility easement.

Sincerely,

A handwritten signature in cursive script that reads "Marti Hill".

Marti Hill  
Project Designer Lead

**Ken Danner**

---

**From:** LATHROP, SIMON P <sl4915@att.com>  
**Sent:** Monday, October 02, 2023 3:11 PM  
**To:** Ken Danner; Jack Burdett  
**Cc:** CILKE, CARRIE L  
**Subject:** EXTERNAL EMAIL : FW: Consent to encroach request - 716 Legacy Avenue

I don't see a conflict with AT&T facilities.....

*Simon Lathrop*

Mgr. OSP Planning & Engineering Design  
 AT&T OKLAHOMA  
 405-338-5406  
[sl4915@att.com](mailto:sl4915@att.com)

---

**From:** CILKE, CARRIE L <cc3527@att.com>  
**Sent:** Monday, October 2, 2023 11:06 AM  
**To:** LATHROP, SIMON P <sl4915@att.com>  
**Cc:** CILKE, CARRIE L <cc3527@att.com>  
**Subject:** FW: Consent to encroach request - 716 Legacy Avenue

Hi Simon,

Please see the attached request to encroach on a UE located in Lot 1, Block 8, Vintage Creek Addition, A/K/A 716 Legacy Ave in Norman, OK. Please email Ken Danner at [ken.danner@normanok.gov](mailto:ken.danner@normanok.gov) and CC Jack Burdett [Jack.Burdett@normanok.gov](mailto:Jack.Burdett@normanok.gov) and myself with your approval or disapproval by no later than Tuesday October 17, 2023.

Thanks!

Carrie Cilke

Manager ROW (KC Metro KS, MO & OK)  
 2121 E 63<sup>rd</sup> Street  
 Building C, Room C1NE6  
 Kansas City, MO 64130  
 (816) 772-0465




---

**From:** Jack Burdett <[Jack.Burdett@normanok.gov](mailto:Jack.Burdett@normanok.gov)>  
**Sent:** Monday, October 2, 2023 8:12 AM  
**To:** DESPAIN, PAUL E <[pd7342@att.com](mailto:pd7342@att.com)>; CILKE, CARRIE L <[cc3527@att.com](mailto:cc3527@att.com)>; 'Garner, Mel (CCI-Central Region)' <[mel.garner@cox.com](mailto:mel.garner@cox.com)>; 'CCI CEN - OKC ROW' <[okcrow@cox.com](mailto:okcrow@cox.com)>; 'baileytj@oge.com' <[baileytj@oge.com](mailto:baileytj@oge.com)>; 'Marti.Hill@onegas.com' <[Marti.Hill@onegas.com](mailto:Marti.Hill@onegas.com)>; 'drew.nixon@onegas.com' <[drew.nixon@onegas.com](mailto:drew.nixon@onegas.com)>; 'wwhite@okcoop.org' <[wwhite@okcoop.org](mailto:wwhite@okcoop.org)>



4 October 2023

Alan R. Cheshier  
President, Muirfield, Inc.  
1820 West Tecumseh Road, #124  
Norman, OK 73069

Attn: Alan R. Cheshier

RE: Revocable Permit –Letter of No Objection for 716 Legacy Ave, Norman, OK 73069, located on northwest corner of Legacy Ave and Legacy Dr, Norman, OK 73069.

Cox Communications has no objection to the City of Norman granting a revocable permit to erect, construct, install, and maintain installation of retaining wall along westside of Legacy Dr and Legacy Ave that will encroach in the right-of-way or public easement for the property located at 716 Legacy Ave, Norman, OK 73069, located on northwest corner of Legacy Ave and Legacy Dr, Norman, OK 73069.

Please be advised that Cox Communications does have an underground and aerial facility in the vicinity; therefore, proceeding with caution is recommended and requested. If relocation of said facilities is necessary to accommodate your excavation or construction, Cox will provide a cost estimate upon request. A geographical depiction of our facilities is attached; however, this is not engineering scale and for the exact location of our facilities, Cox recommends calling in utility locates.

Prior to beginning any digging and/ or trenching activities, please call OKIE–ONE 1-800-522-6543 for exact location of our facilities. Cost to repair ANY Cox Communications facility damage caused during construction of this project will be the responsibility of the damaging party. If any future repairs are necessary, Cox Communications is not responsible for any damages to any structures placed on or in the utility easements.

If you have any questions or concerns, please feel free to contact our office at 833-850-0590 or email [OKCROW@cox.com](mailto:OKCROW@cox.com).

Sincerely,

*Mel Garner*


Mel Garner  
Cox Communications  
Land Use Agent  
405-902-0121

Cox Communications, Inc., 715 NE 122<sup>nd</sup> Street, Oklahoma City, Oklahoma 73114



Date: October 13, 2023

To: Brenda Hall, City Clerk

From: Nathan Madenwald, Utilities Engineer 

Subject: Consent to Encroach 2324-3  
(716 Legacy Avenue – Block 8, Lot 1, Vintage Creek Addition)

An existing platted utility easement lies along the north, south, and west sides of the subject property. The applicant is requesting encroachment into the west 15-foot utility easement for a retaining wall. There is an existing retaining wall currently along the south property line and west property north for approximately half of this lot. This proposed wall will be east of the existing retaining wall.

An existing 8-inch waterline is west of the street and an existing 8-inch sanitary sewer line is located in the existing right-of-way.

The Norman Utilities Authority (NUA) objects to all encroachments in utility easements. However, if the applicant agrees to the following requirements with consent document filed of record on the property for the duration that the encroachment is in place, NUA staff will not oppose a recommendation for approval:

1. The property owner will be responsible for the cost to repair any damages to the City's utilities caused by any excavation or other construction activities conducted by the property owner or his agents.
2. The property owner will be responsible for the cost the City incurs to remove any improvements or structure if needed to maintain, repair, or install NUA facilities.
3. The property owner will be responsible for the cost to repair or replace any improvements or structure after such repairs.
4. The property owner will waive and release any claims against the City for any damages to the residence and related improvements caused by failure or repair, maintenance, and installation of the City's utilities within the easement area.

Please advise if questions arise.

Attachments: Map of Water and Sewer Infrastructure and Proposed Encroachment  
September 18, 2023 Consent to Encroachment No. 2324-3 Memo from City Clerk  
Engineering Plans for Vintage Creek Addition – Sewer  
Engineering Plans for Vintage Creek Addition – Water  
Final Plat – Vintage Creek Addition

cc: Ken Danner  
Kathryn Walker  
Beth Muckala  
Sarah Encinias  
Chris Mattingly  
Utilities Folder

office memorandum



716 Legacy Avenue  
Block 8, Lot 1

LEGACY AVE

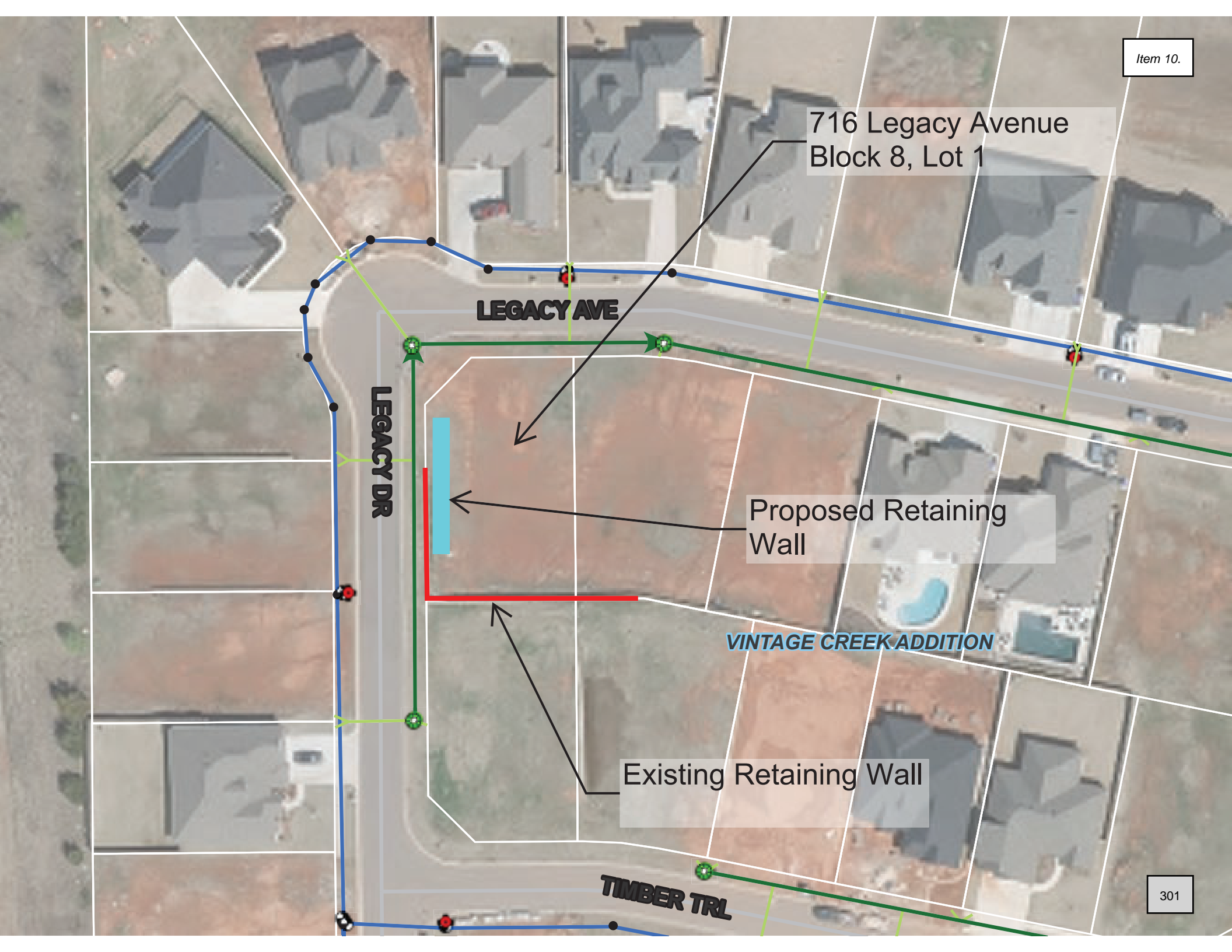
LEGACY DR

Proposed Retaining Wall

VINTAGE CREEK ADDITION

Existing Retaining Wall

TIMBER TRL











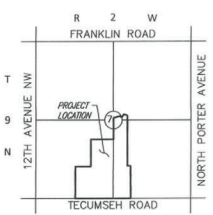
# FINAL PLAT VINTAGE CREEK ADDITION

A PLANNED UNIT DEVELOPMENT  
A PART OF SECTION 7, TN9, RW2, I.M.  
NORMAN, CLEVELAND COUNTY, OKLAHOMA

STATE OF OKLAHOMA  
COUNTY OF CLEVELAND  
**FILED FOR RECORD**

March 29 2017 10:02:48 AM  
Book 24 Page 207  
By *[Signature]* Deputy

Doc# P 2017 9  
Bk# 24 P# 207-208  
F13-16113-20-2017  
02:00:43 PM  
Cleveland County, OK



LOCATION MAP  
SCALE: 1" = 2000'

CURVE TABLE

STATION	CHORD BEARING	CHORD LENGTH	ARC BEARING	ARC LENGTH	CHORD BEARING	CHORD LENGTH	ARC BEARING	ARC LENGTH
1+00.00	N 07°29'59" W	100.00	107°29'59"	100.00	S 07°29'59" E	100.00	107°29'59"	100.00
1+10.00	N 07°29'59" W	110.00	107°29'59"	110.00	S 07°29'59" E	110.00	107°29'59"	110.00
1+20.00	N 07°29'59" W	120.00	107°29'59"	120.00	S 07°29'59" E	120.00	107°29'59"	120.00
1+30.00	N 07°29'59" W	130.00	107°29'59"	130.00	S 07°29'59" E	130.00	107°29'59"	130.00
1+40.00	N 07°29'59" W	140.00	107°29'59"	140.00	S 07°29'59" E	140.00	107°29'59"	140.00
1+50.00	N 07°29'59" W	150.00	107°29'59"	150.00	S 07°29'59" E	150.00	107°29'59"	150.00
1+60.00	N 07°29'59" W	160.00	107°29'59"	160.00	S 07°29'59" E	160.00	107°29'59"	160.00
1+70.00	N 07°29'59" W	170.00	107°29'59"	170.00	S 07°29'59" E	170.00	107°29'59"	170.00
1+80.00	N 07°29'59" W	180.00	107°29'59"	180.00	S 07°29'59" E	180.00	107°29'59"	180.00
1+90.00	N 07°29'59" W	190.00	107°29'59"	190.00	S 07°29'59" E	190.00	107°29'59"	190.00
2+00.00	N 07°29'59" W	200.00	107°29'59"	200.00	S 07°29'59" E	200.00	107°29'59"	200.00
2+10.00	N 07°29'59" W	210.00	107°29'59"	210.00	S 07°29'59" E	210.00	107°29'59"	210.00
2+20.00	N 07°29'59" W	220.00	107°29'59"	220.00	S 07°29'59" E	220.00	107°29'59"	220.00
2+30.00	N 07°29'59" W	230.00	107°29'59"	230.00	S 07°29'59" E	230.00	107°29'59"	230.00
2+40.00	N 07°29'59" W	240.00	107°29'59"	240.00	S 07°29'59" E	240.00	107°29'59"	240.00
2+50.00	N 07°29'59" W	250.00	107°29'59"	250.00	S 07°29'59" E	250.00	107°29'59"	250.00
2+60.00	N 07°29'59" W	260.00	107°29'59"	260.00	S 07°29'59" E	260.00	107°29'59"	260.00
2+70.00	N 07°29'59" W	270.00	107°29'59"	270.00	S 07°29'59" E	270.00	107°29'59"	270.00
2+80.00	N 07°29'59" W	280.00	107°29'59"	280.00	S 07°29'59" E	280.00	107°29'59"	280.00
2+90.00	N 07°29'59" W	290.00	107°29'59"	290.00	S 07°29'59" E	290.00	107°29'59"	290.00
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3+10.00	N 07°29'59" W	310.00	107°29'59"	310.00	S 07°29'59" E	310.00	107°29'59"	310.00
3+20.00	N 07°29'59" W	320.00	107°29'59"	320.00	S 07°29'59" E	320.00	107°29'59"	320.00
3+30.00	N 07°29'59" W	330.00	107°29'59"	330.00	S 07°29'59" E	330.00	107°29'59"	330.00
3+40.00	N 07°29'59" W	340.00	107°29'59"	340.00	S 07°29'59" E	340.00	107°29'59"	340.00
3+50.00	N 07°29'59" W	350.00	107°29'59"	350.00	S 07°29'59" E	350.00	107°29'59"	350.00
3+60.00	N 07°29'59" W	360.00	107°29'59"	360.00	S 07°29'59" E	360.00	107°29'59"	360.00
3+70.00	N 07°29'59" W	370.00	107°29'59"	370.00	S 07°29'59" E	370.00	107°29'59"	370.00
3+80.00	N 07°29'59" W	380.00	107°29'59"	380.00	S 07°29'59" E	380.00	107°29'59"	380.00
3+90.00	N 07°29'59" W	390.00	107°29'59"	390.00	S 07°29'59" E	390.00	107°29'59"	390.00
4+00.00	N 07°29'59" W	400.00	107°29'59"	400.00	S 07°29'59" E	400.00	107°29'59"	400.00
4+10.00	N 07°29'59" W	410.00	107°29'59"	410.00	S 07°29'59" E	410.00	107°29'59"	410.00
4+20.00	N 07°29'59" W	420.00	107°29'59"	420.00	S 07°29'59" E	420.00	107°29'59"	420.00
4+30.00	N 07°29'59" W	430.00	107°29'59"	430.00	S 07°29'59" E	430.00	107°29'59"	430.00
4+40.00	N 07°29'59" W	440.00	107°29'59"	440.00	S 07°29'59" E	440.00	107°29'59"	440.00
4+50.00	N 07°29'59" W	450.00	107°29'59"	450.00	S 07°29'59" E	450.00	107°29'59"	450.00
4+60.00	N 07°29'59" W	460.00	107°29'59"	460.00	S 07°29'59" E	460.00	107°29'59"	460.00
4+70.00	N 07°29'59" W	470.00	107°29'59"	470.00	S 07°29'59" E	470.00	107°29'59"	470.00
4+80.00	N 07°29'59" W	480.00	107°29'59"	480.00	S 07°29'59" E	480.00	107°29'59"	480.00
4+90.00	N 07°29'59" W	490.00	107°29'59"	490.00	S 07°29'59" E	490.00	107°29'59"	490.00
5+00.00	N 07°29'59" W	500.00	107°29'59"	500.00	S 07°29'59" E	500.00	107°29'59"	500.00
5+10.00	N 07°29'59" W	510.00	107°29'59"	510.00	S 07°29'59" E	510.00	107°29'59"	510.00
5+20.00	N 07°29'59" W	520.00	107°29'59"	520.00	S 07°29'59" E	520.00	107°29'59"	520.00
5+30.00	N 07°29'59" W	530.00	107°29'59"	530.00	S 07°29'59" E	530.00	107°29'59"	530.00
5+40.00	N 07°29'59" W	540.00	107°29'59"	540.00	S 07°29'59" E	540.00	107°29'59"	540.00
5+50.00	N 07°29'59" W	550.00	107°29'59"	550.00	S 07°29'59" E	550.00	107°29'59"	550.00
5+60.00	N 07°29'59" W	560.00	107°29'59"	560.00	S 07°29'59" E	560.00	107°29'59"	560.00
5+70.00	N 07°29'59" W	570.00	107°29'59"	570.00	S 07°29'59" E	570.00	107°29'59"	570.00
5+80.00	N 07°29'59" W	580.00	107°29'59"	580.00	S 07°29'59" E	580.00	107°29'59"	580.00
5+90.00	N 07°29'59" W	590.00	107°29'59"	590.00	S 07°29'59" E	590.00	107°29'59"	590.00
6+00.00	N 07°29'59" W	600.00	107°29'59"	600.00	S 07°29'59" E	600.00	107°29'59"	600.00
6+10.00	N 07°29'59" W	610.00	107°29'59"	610.00	S 07°29'59" E	610.00	107°29'59"	610.00
6+20.00	N 07°29'59" W	620.00	107°29'59"	620.00	S 07°29'59" E	620.00	107°29'59"	620.00
6+30.00	N 07°29'59" W	630.00	107°29'59"	630.00	S 07°29'59" E	630.00	107°29'59"	630.00
6+40.00	N 07°29'59" W	640.00	107°29'59"	640.00	S 07°29'59" E	640.00	107°29'59"	640.00
6+50.00	N 07°29'59" W	650.00	107°29'59"	650.00	S 07°29'59" E	650.00	107°29'59"	650.00
6+60.00	N 07°29'59" W	660.00	107°29'59"	660.00	S 07°29'59" E	660.00	107°29'59"	660.00
6+70.00	N 07°29'59" W	670.00	107°29'59"	670.00	S 07°29'59" E	670.00	107°29'59"	670.00
6+80.00	N 07°29'59" W	680.00	107°29'59"	680.00	S 07°29'59" E	680.00	107°29'59"	680.00
6+90.00	N 07°29'59" W	690.00	107°29'59"	690.00	S 07°29'59" E	690.00	107°29'59"	690.00
7+00.00	N 07°29'59" W	700.00	107°29'59"	700.00	S 07°29'59" E	700.00	107°29'59"	700.00
7+10.00	N 07°29'59" W	710.00	107°29'59"	710.00	S 07°29'59" E	710.00	107°29'59"	710.00
7+20.00	N 07°29'59" W	720.00	107°29'59"	720.00	S 07°29'59" E	720.00	107°29'59"	720.00
7+30.00	N 07°29'59" W	730.00	107°29'59"	730.00	S 07°29'59" E	730.00	107°29'59"	730.00
7+40.00	N 07°29'59" W	740.00	107°29'59"	740.00	S 07°29'59" E	740.00	107°29'59"	740.00
7+50.00	N 07°29'59" W	750.00	107°29'59"	750.00	S 07°29'59" E	750.00	107°29'59"	750.00
7+60.00	N 07°29'59" W	760.00	107°29'59"	760.00	S 07°29'59" E	760.00	107°29'59"	760.00
7+70.00	N 07°29'59" W	770.00	107°29'59"	770.00	S 07°29'59" E	770.00	107°29'59"	770.00
7+80.00	N 07°29'59" W	780.00	107°29'59"	780.00	S 07°29'59" E	780.00	107°29'59"	780.00
7+90.00	N 07°29'59" W	790.00	107°29'59"	790.00	S 07°29'59" E	790.00	107°29'59"	790.00
8+00.00	N 07°29'59" W	800.00	107°29'59"	800.00	S 07°29'59" E	800.00	107°29'59"	800.00
8+10.00	N 07°29'59" W	810.00	107°29'59"	810.00	S 07°29'59" E	810.00	107°29'59"	810.00
8+20.00	N 07°29'59" W	820.00	107°29'59"	820.00	S 07°29'59" E	820.00	107°29'59"	820.00
8+30.00	N 07°29'59" W	830.00	107°29'59"	830.00	S 07°29'59" E	830.00	107°29'59"	830.00
8+40.00	N 07°29'59" W	840.00	107°29'59"	840.00	S 07°29'59" E	840.00	107°29'59"	840.00
8+50.00	N 07°29'59" W	850.00	107°29'59"	850.00	S 07°29'59" E	850.00	107°29'59"	850.00
8+60.00	N 07°29'59" W	860.00	107°29'59"	860.00	S 07°29'59" E	860.00	107°29'59"	860.00
8+70.00	N 07°29'59" W	870.00	107°29'59"	870.00	S 07°29'59" E	870.00	107°29'59"	870.00
8+80.00	N 07°29'59" W	880.00	107°29'59"	880.00	S 07°29'59" E	880.00	107°29'59"	880.00
8+90.00	N 07°29'59" W	890.00	107°29'59"	890.00	S 07°29'59" E	890.00	107°29'59"	890.00
9+00.00	N 07°29'59" W	900.00	107°29'59"	900.00	S 07°29'59" E	900.00	107°29'59"	900.00
9+10.00	N 07°29'59" W	910.00	107°29'59"	910.00	S 07°29'59" E	910.00	107°29'59"	910.00
9+20.00	N 07°29'59" W	920.00	107°29'59"	920.00	S 07°29'59" E	920.00	107°29'59"	920.00
9+30.00	N 07°29'59" W	930.00	107°29'59"	930.00	S 07°29'59" E	930.00	107°29'59"	930.00
9+40.00	N 07°29'59" W	940.00	107°29'59"	940.00	S 07°29'59" E	940.00	107°29'59"	940.00
9+50.00	N 07°29'59" W	950.00	107°29'59"	950.00	S 07°29'59" E	950.00	107°29'59"	950.00
9+60.00	N 07°29'59" W	960.00	107°29'59"	960.00	S 07°29'59" E	960.00	107°29'59"	960.00
9+70.00	N 07°29'59" W	970.00	107°29'59"	970.00	S 07°29'59" E	970.00	107°29'59"	970.00
9+80.00	N 07°29'59" W	980.00	107°29'59"	980.00	S 07°29'59" E	980.00	107°29'59"	980.00
9+90.00	N 07°29'59" W	990.00	107°29'59"	990.00	S 07°29'59" E	990.00	107°29'59"	990.00
10+00.00	N 07°29'59" W	1000.00	107°29'59"	1000.00	S 07°29'59" E	1000.00	107°29'59"	1000.00

LINE TABLE

STATION	CHORD BEARING	CHORD LENGTH	ARC BEARING	ARC LENGTH
1+00.00	N 07°29'59" W	100.00	107°29'59"	100.00
1+10.00	N 07°29'59" W	110.00	107°29'59"	110.00
1+20.00	N 07°29'59" W	120.00	107°29'59"	120.00
1+30.00	N 07°29'59" W	130.00	107°29'59"	130.00
1+40.00	N 07°29'59" W	140.00	107°29'59"	140.00
1+50.00	N 07°29'59" W	150.00	107°29'59"	150.00
1+60.00	N 07°29'59" W	160.00	107°29'59"	160.00
1+70.00	N 07°29'59" W	170.00	107	

**File Attachments for Item:**

11. CONSIDERATION FOR APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CERTIFICATE OF PLAT CORRECTION CPC-2324-3 FOR ST. JAMES PARK, SECTION 5.



## CITY OF NORMAN, OK STAFF REPORT

---

**MEETING DATE:** 10/24/2023

**REQUESTER:** Ken Danner, Subdivision Development Manager

**PRESENTER:** Shawn O'Leary, Director of Public Works

**TITLE:** CONSIDERATION FOR APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CERTIFICATE OF PLAT CORRECTION CPC-2324-3 FOR ST. JAMES PARK, SECTION 5.

---

### **BACKGROUND:**

The final plat for St. James Park Section 5 was filed of record January 23, 2015 with the Cleveland County Clerk in Plat Book 24, Pages 28 and 29. Since that time, it has been determined that certain scrivener's errors or existing specific language has been found within the plat. Title 11.0S, 1981, §41-115 permits or provides a method of amending or correcting final plats subject to the governing body of a City approving such changes.

### **DISCUSSION:**

The specific errors relate to certain distances or lack of bearings within the plat.

The errors impact this development.

### **RECOMMENDATION:**

Staff is not opposed to the changes, and since a procedure has been established without the requirement for District Court action, Staff recommends City Council approval of Certificate of Plat Correction No. CPC-2324-3 for the above-mentioned addition.



CERTIFICATE OF REGISTERED LAND SURVEYOR  
CORRECTION OF PLAT

STATE OF OKLAHOMA )  
 ) SS: CPC-2324-3  
COUNTY OF CLEVELAND )

- I, the undersigned, Jeremy Adam Lawson, am signing in place of Jennifer L. Whitey, the Licensed Land Surveyor who executed the subdivision plat of St. James Park Section 5, an addition to the City of Norman, Cleveland County, Oklahoma being a part of Section 10, Township 8 North, Range 2 West, I.M., Cleveland County, Oklahoma and certifies that said plat was duly filed and recorded in Plat Book 24, On Pages 28-29 of the records in the office of the County Clerk of Cleveland County, Oklahoma. Ms. Whitey left employment with Crafton Tull several years ago. I, Jeremy Adam Lawson further certify that I am a Licensed Land Surveyor in the State of Oklahoma, and that I work at Crafton Tull and reviewed this plat.
- I, Jeremy Adam Lawson, hereby certify that said instrument is being corrected to reflect the following changes:

Various Lots in Blocks 3, 5 and 6 have incorrect dimensions and/or missing bearing information and are correct by Exhibits "A" through "E" attached.

This revision is hereby amended and corrected by this certificate pursuant to the provisions of Section 41-115 of Title 11 of the Oklahoma Statutes.

Dated this 15<sup>th</sup> day of September, 2023.

Jeremy Adam Lawson  
Jeremy Adam Lawson LPLS #1916



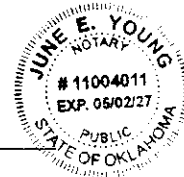
STATE OF OKLAHOMA )  
COUNTY OF CLEVELAND )

Before me, the undersigned Notary Public, in and for said County and State, on this 15<sup>th</sup> day of September, 2023, personally appeared Jeremy Adam Lawson, to me known to be the identical person who executed the within and foregoing instrument and acknowledged to me that he executed the same as his fee and voluntary act and deed for the uses and purposes herein set forth.

Given under my hand and seal of office the day and year last above written.

My Commission Expires: May 2, 2027

June E. Young  
Notary Public



Be it resolved by The Council of the City of Norman that the plat correct of St. James Park Section 5, is approved by the City of Norman, this 15<sup>th</sup> day of September, 2023.

ATTEST:

CITY OF NORMAN

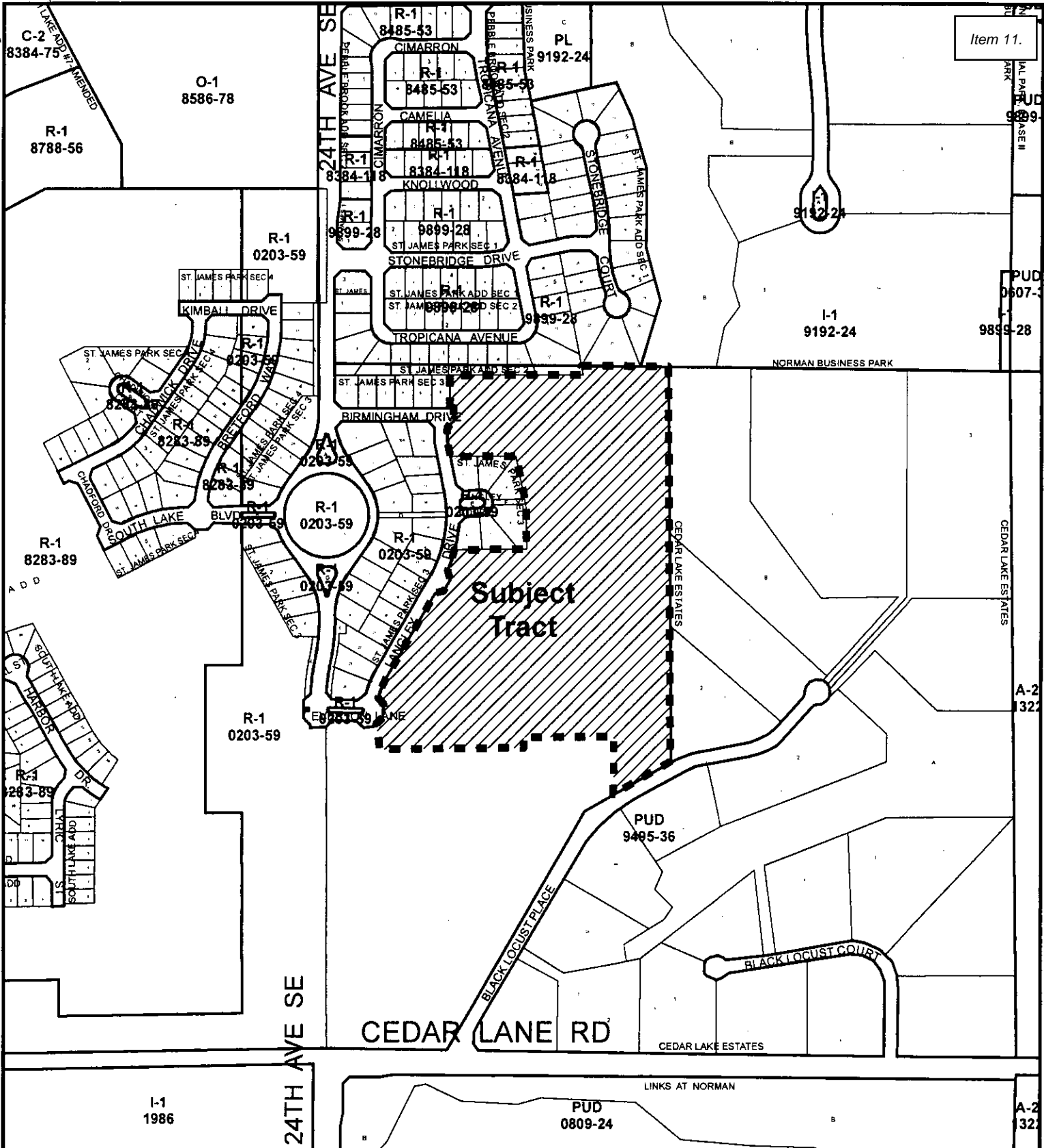
\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor

Approved as to form only this 29 day of Sept. 2023.

Return to: Crafton Tull  
300 Pointe Parkway Yukon OK 73099

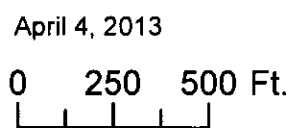
Christina Hinkle  
Assistant Municipal Counselor





# Location Map



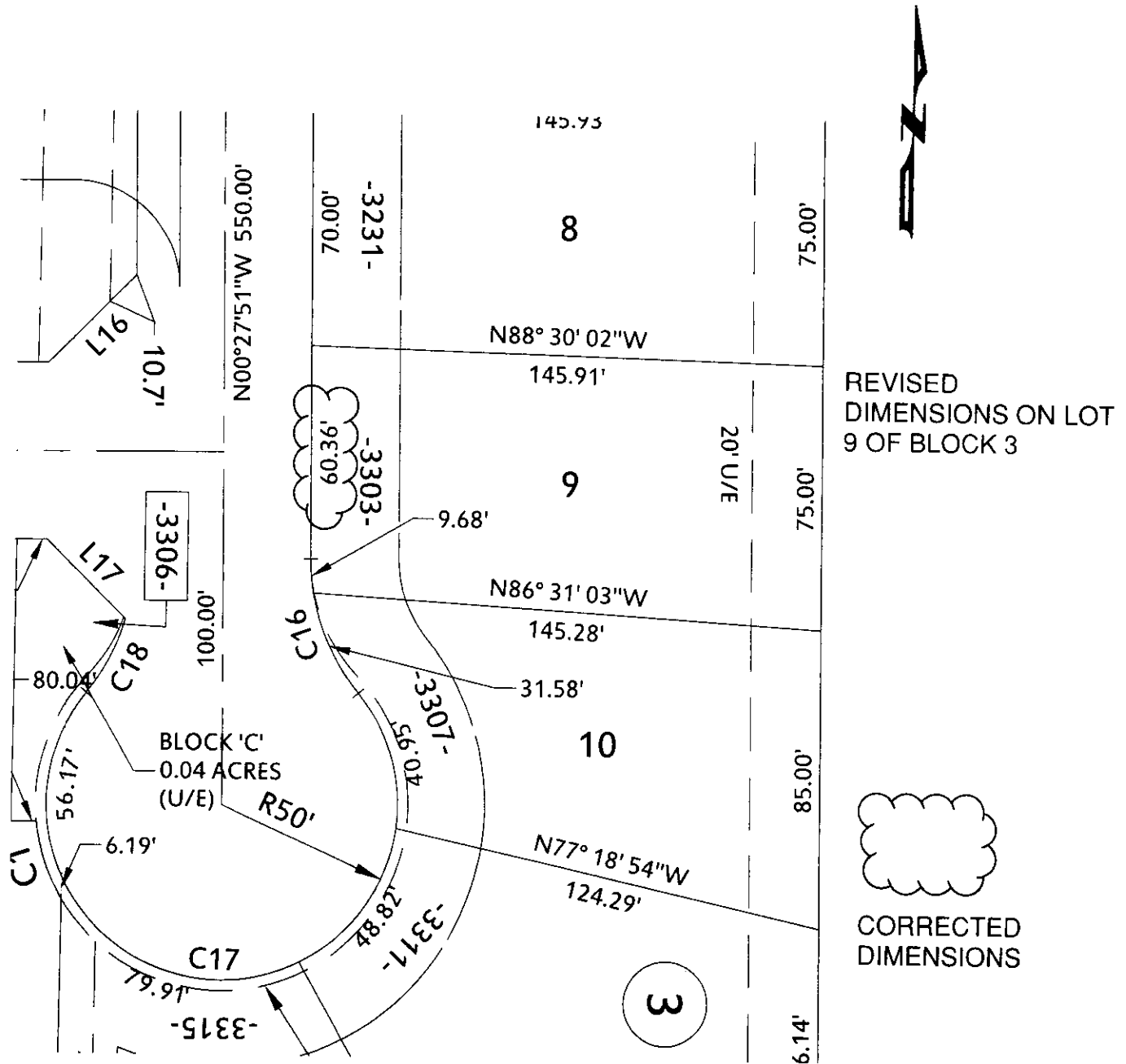
Map Produced by the City of Norman  
 Geographic Information System.  
 (405) 366-5316  
 The City of Norman assumes no  
 responsibility for errors or omissions  
 in the information presented.



 Subject Tract

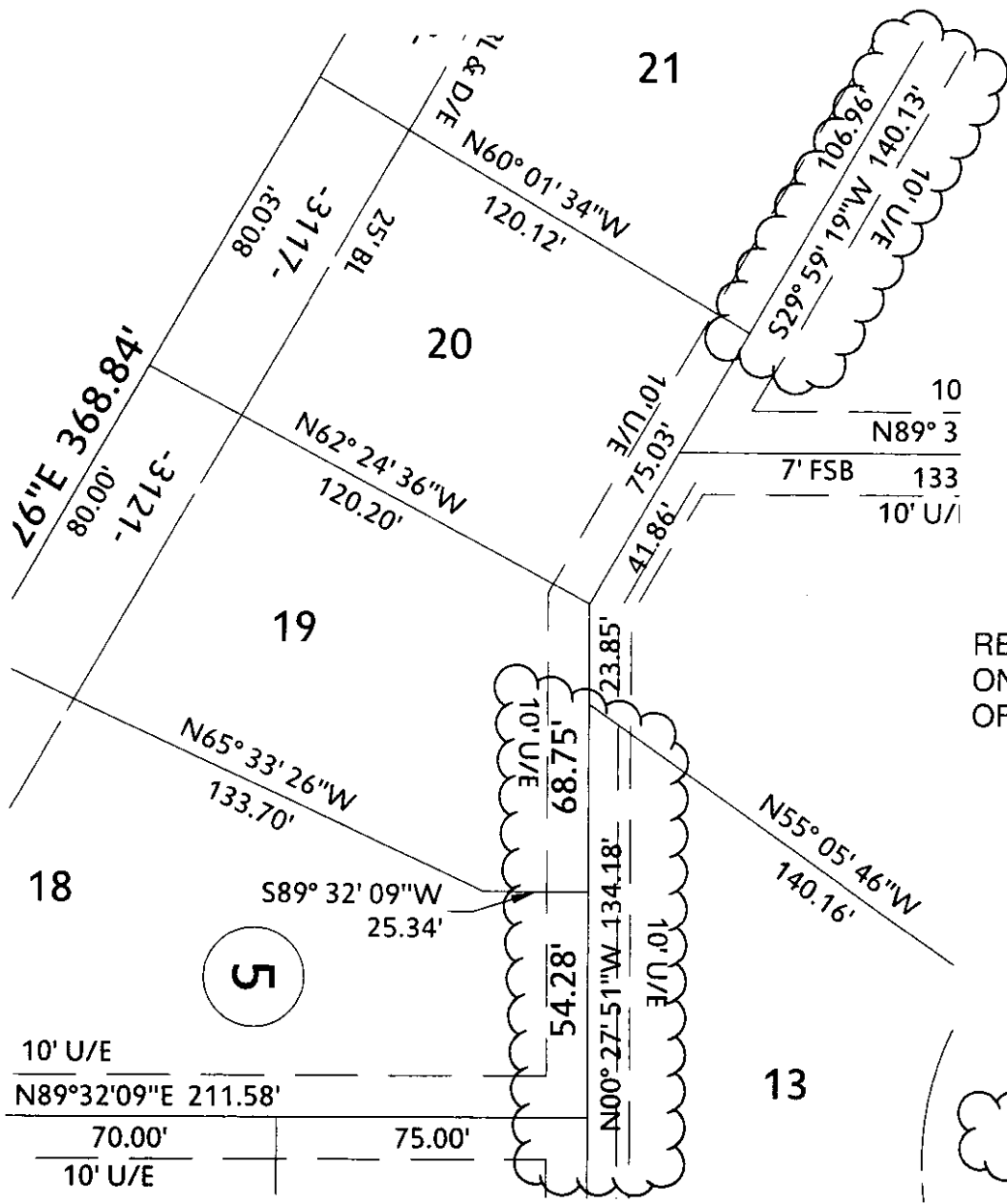
 Zoning

PLAT CORRECTION  
**ST. JAMES PARK SECTION 5**  
A PART OF THE SW/4 OF SECTION 10, T8N, R2W, I.M.  
NORMAN, CLEVELAND COUNTY, OKLAHOMA  
**EXHIBIT "A"**



PLAT CORRECTIONS  
**ST. JAMES PARK SECTION 5**  
A PART OF THE SW/4 OF SECTION 10, T8N, R2W, I.M.  
NORMAN, CLEVELAND COUNTY, OKLAHOMA

**EXHIBIT "B"**



REVISED DIMENSIONS  
ON LOTS 18, 19, 13, & 1  
OF BLOCK 5

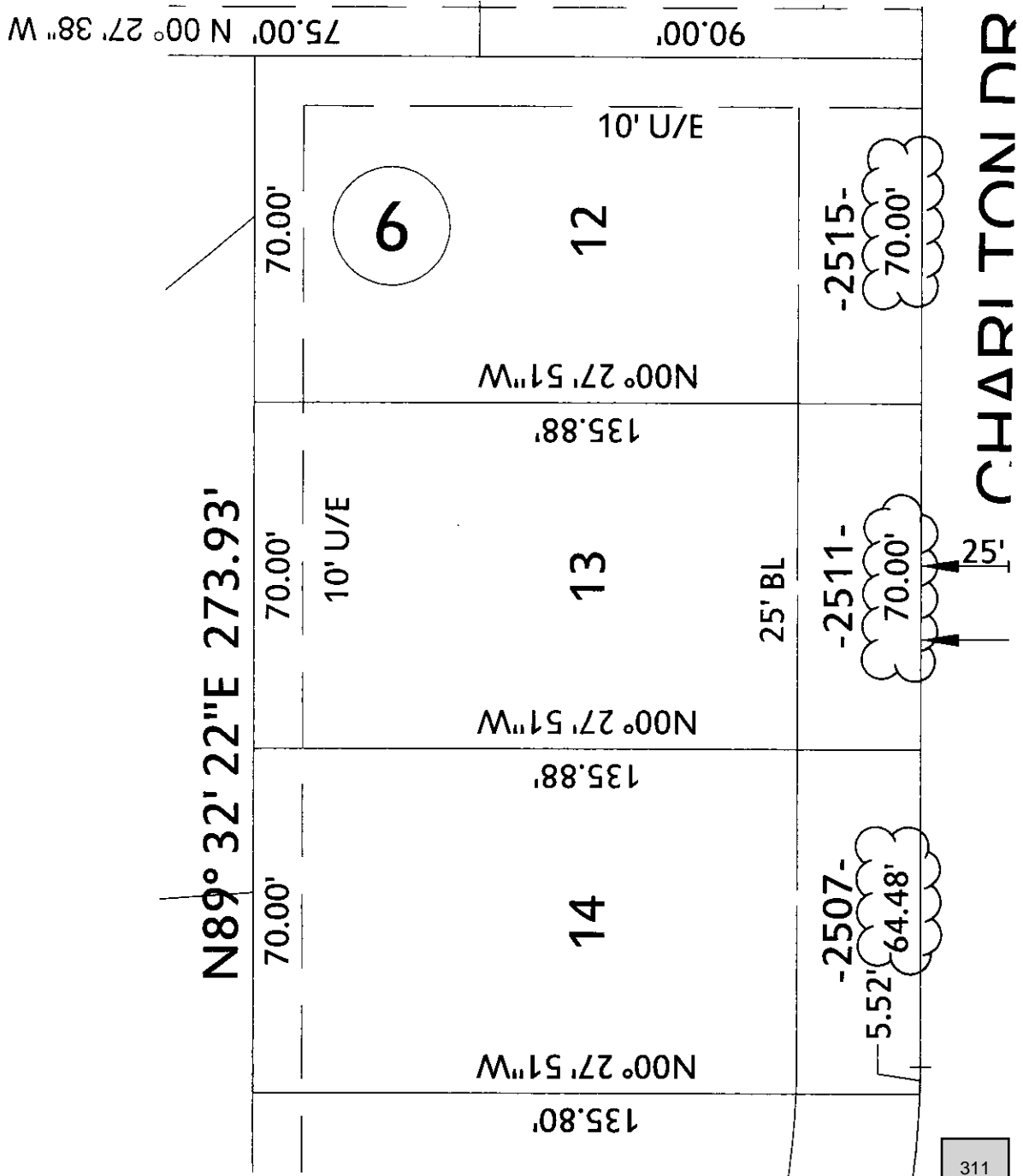
 CORRECTED DIMENSIONS

PLAT CORRECTIONS

ST. JAMES PARK SECTION 5

A PART OF THE SW/4 OF SECTION 10, T8N, R2W, I.M.  
NORMAN, CLEVELAND COUNTY, OKLAHOMA

EXHIBIT "C"



REVISED DIMENSIONS  
ON LOTS 14, 13, & 12  
OF BLOCK 6

CORRECTED  
DIMENSIONS

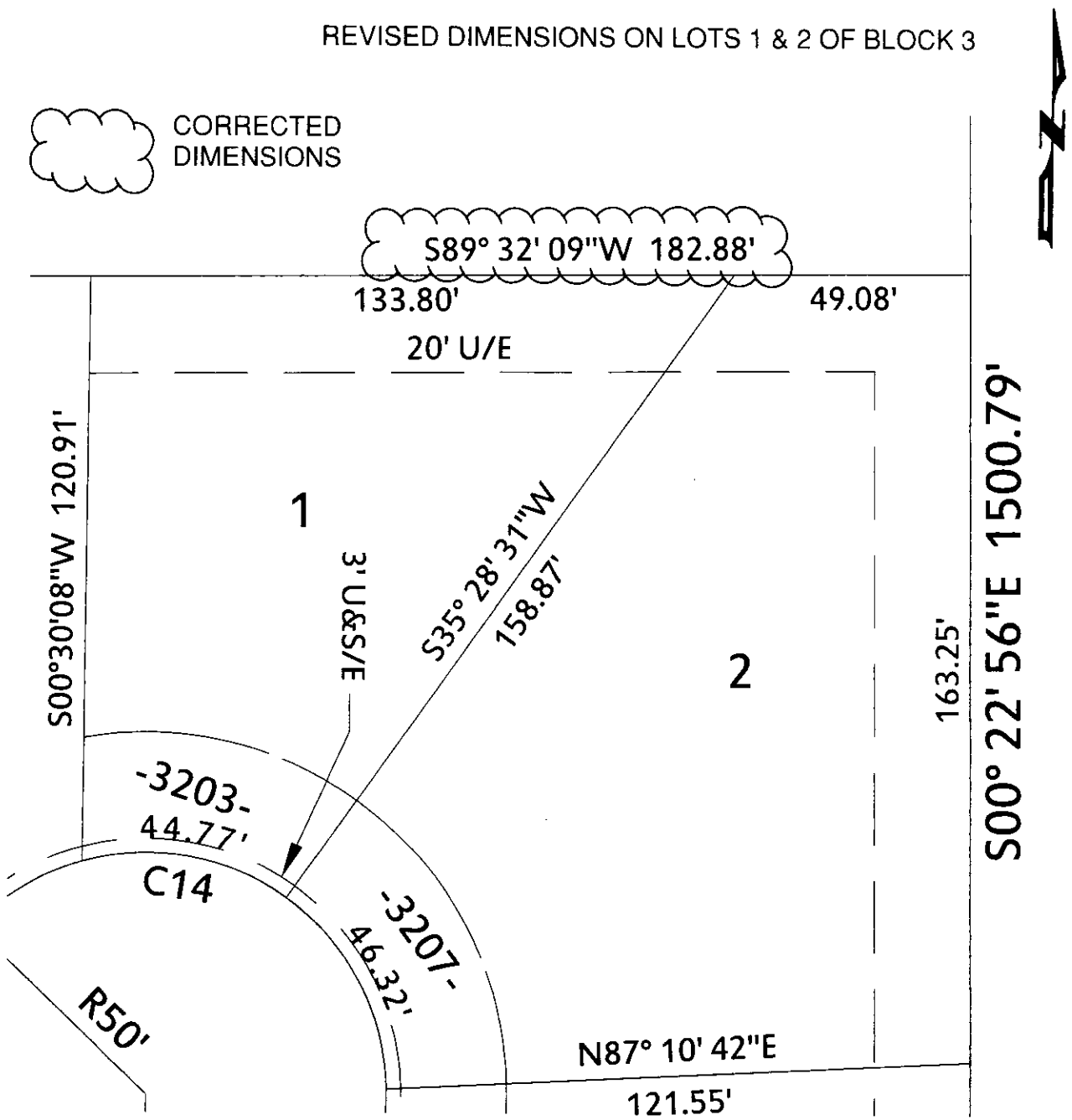


CHARTON DR

PLAT CORRECTIONS  
**ST. JAMES PARK SECTION 5**  
A PART OF THE SW/4 OF SECTION 10, T8N, R2W, I.M.  
NORMAN, CLEVELAND COUNTY, OKLAHOMA

**EXHIBIT "D"**

REVISED DIMENSIONS ON LOTS 1 & 2 OF BLOCK 3





PLAT CORRECTIONS  
**ST. JAMES PARK SECTION 5**  
 A PART OF THE SW/4 OF SECTION 10, T8N, R2W, I.M  
 NORMAN, CLEVELAND COUNTY, OKLAHOMA

**EXHIBIT "E"**

REVISED TABLE WITH MISSING CURVE INFORMATION

CURVE TABLE					
CURVE #	LENGTH	RADIUS	DELTA	CHORD DIRECTION	CHORD LENGTH
C1	23.63'	53.00'	025°32'49"	N18° 40' 59"W	23.44'
C2	8.58'	239.12'	002°03'22"	N06° 02' 11"W	8.58'
C3	84.01'	299.16'	016°05'20"	N21° 57' 07"E	83.73'
C4	82.57'	510.00'	009°16'35"	N19° 43' 02"E	82.48'
C5	39.91'	200.00'	011°25'56"	N05° 44' 34"W	39.84'
C6	27.09'	48.00'	032°20'15"	S73° 48' 19"W	26.73'
C7	125.00'	50.00'	143°14'35"	N50° 44' 40"W	94.90'
C8	27.09'	48.00'	032°20'15"	N04° 42' 19"E	26.73'
C9	43.19'	225.00'	010°59'57"	N05° 57' 50"W	43.13'
C10	38.39'	200.00'	010°59'57"	N05° 57' 50"W	38.34'
C11	33.60'	175.00'	010°59'57"	N05° 57' 50"W	33.54'
C12	104.48'	200.00'	029°55'55"	S75° 29' 54"E	103.30'
C13	41.26'	60.00'	039°24'02"	S20° 09' 52"E	40.45'
C14	225.85'	50.00'	258°48'04"	S89° 32' 09"W	77.27'
C15	40.58'	59.99'	038°45'21"	N19° 33' 39"E	39.81'
C16	41.26'	60.00'	039°24'02"	S20° 09' 52"E	40.45'
C17	225.85'	50.00'	258°48'04"	N89° 32' 09"E	77.27'
C18	23.73'	60.00'	022°39'47"	S27° 36' 17"W	23.58'
C19	41.26'	60.00'	039°24'02"	S19° 14' 10"W	40.45'
C20	225.85'	50.00'	258°48'04"	S89° 32' 09"W	77.27'
C21	41.26'	60.00'	039°24'02"	N20° 09' 52"W	40.45'
C22	10.12'	175.00'	003°18'53"	S88° 48' 25"E	10.12'
C23	12.25'	200.00'	003°30'35"	S88° 42' 34"E	12.25'
C24	14.24'	225.00'	003°37'33"	S88° 39' 05"E	14.24'

  
 CORRECTED  
 DIMENSIONS

City Council Agenda

October 24, 2023

**ITEM: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE FOLLOWING CERTIFICATE OF PLAT CORRECTION**

NUMBERSUBDIVISION

CPC-2324-3

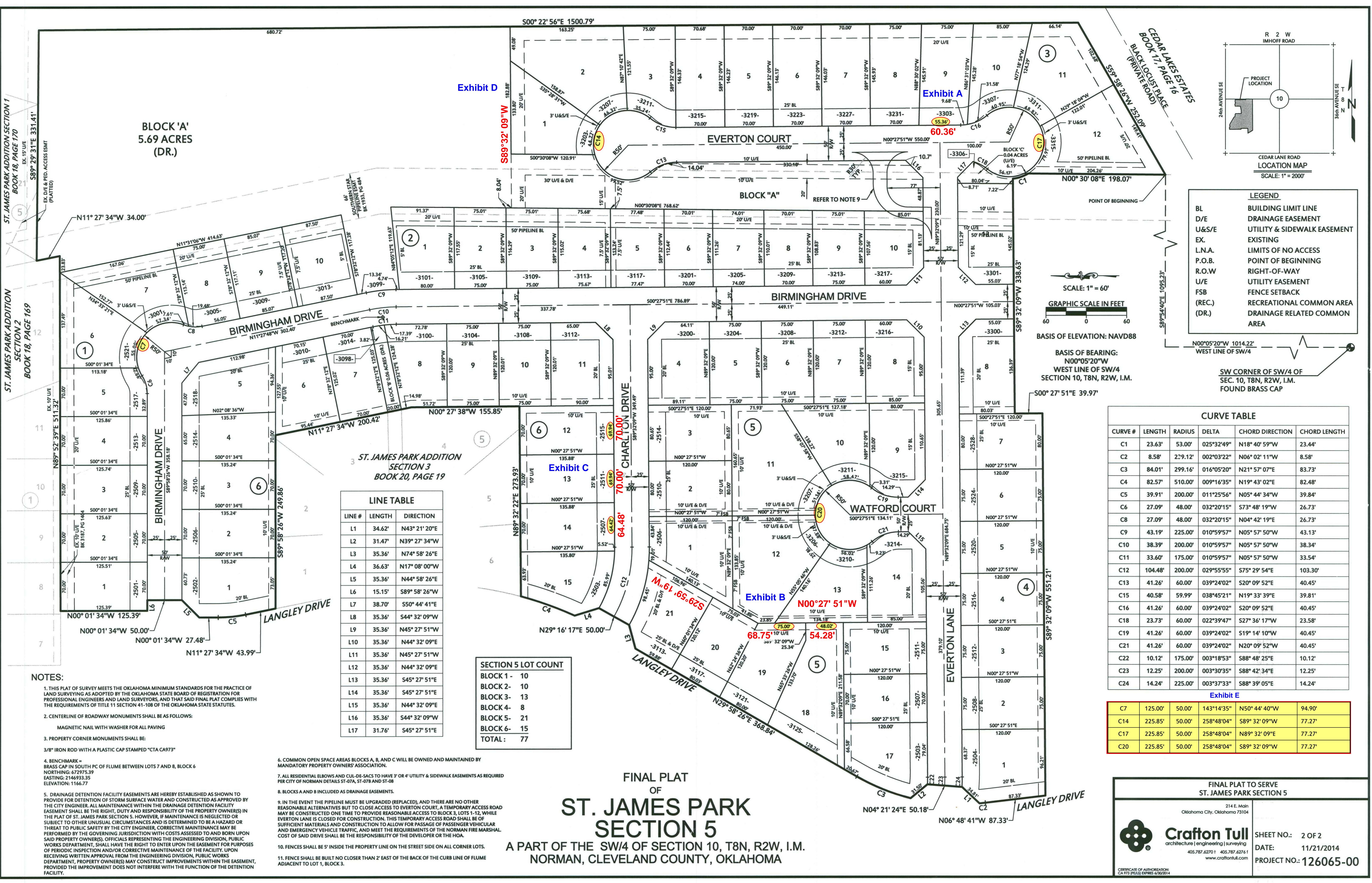
ST. JAMES PARK SECTION 5

**INFORMATION:** The above final plat was filed with the Cleveland County Clerk in Plat Book 24, Pages 28-29. Since that filing, it has been determined that there are draftsmen's or scrivener's errors within the body of the plat. The owner's surveyor has submitted for City Council's approval a correction of some existing specific language within the plat. Staff has reviewed the certificate of plat correction and found it to be in order and proper as to form. Staff is not opposed to the certificate of plat correction. Copies of an advisory memorandum, certificate of plat correction, and location map are included in the Agenda Book.

**ACTION NEEDED:** Motion to approve or reject Certificate of Plat Correction No. CPC-2324-3 in connection with St. James Park Section 5, and, if approved, direct the filing thereof with the Cleveland County Clerk.

**ACTION TAKEN:** \_\_\_\_\_





ST. JAMES PARK ADDITION SECTION 1 BOOK 18, PAGE 170  
 EX. 15' U/E  
 S89° 29' 31" E 331.41'  
 EX. D/E & P.D. ACCESS EMT (PLANTED)

ST. JAMES PARK ADDITION SECTION 2 BOOK 18, PAGE 169  
 EX. 10' U/E  
 N89° 52' 39" E 511.32'

ST. JAMES PARK ADDITION SECTION 3 BOOK 20, PAGE 19  
 EX. 10' U/E  
 N89° 52' 39" E 511.32'

**BLOCK 'A'**  
 5.69 ACRES  
 (DR.)

Exhibit D

Exhibit A

Exhibit C

Exhibit B

**LEGEND**

- BL BUILDING LIMIT LINE
- D/E DRAINAGE EASEMENT
- U&S/E UTILITY & SIDEWALK EASEMENT
- EX. EXISTING
- L.N.A. LIMITS OF NO ACCESS
- P.O.B. POINT OF BEGINNING
- R.O.W. RIGHT-OF-WAY
- U/E UTILITY EASEMENT
- FSB FENCE SETBACK
- (REC.) RECREATIONAL COMMON AREA
- (DR.) DRAINAGE RELATED COMMON AREA

SCALE: 1" = 60'

GRAPHIC SCALE IN FEET

BASIS OF ELEVATION: NAVD88

BASIS OF BEARING:  
 N00°05'20"W  
 WEST LINE OF SW/4  
 SECTION 10, T8N, R2W, I.M.

SW CORNER OF SW/4 OF  
 SEC. 10, T8N, R2W, I.M.  
 FOUND BRASS CAP

**CURVE TABLE**

CURVE #	LENGTH	RADIUS	DELTA	CHORD DIRECTION	CHORD LENGTH
C1	23.63'	53.00'	025°32'49"	N18°40'59"W	23.44'
C2	8.58'	229.12'	002°03'22"	N06°02'11"W	8.58'
C3	84.01'	299.16'	016°05'20"	N21°57'07"E	83.73'
C4	82.57'	510.00'	009°16'35"	N19°43'02"E	82.48'
C5	39.91'	200.00'	011°25'56"	N05°44'34"W	39.84'
C6	27.09'	48.00'	032°20'15"	S73°48'19"W	26.73'
C8	27.09'	48.00'	032°20'15"	N04°42'19"E	26.73'
C9	43.19'	225.00'	010°59'57"	N05°57'50"W	43.13'
C10	38.39'	200.00'	010°59'57"	N05°57'50"W	38.34'
C11	33.60'	175.00'	010°59'57"	N05°57'50"W	33.54'
C12	104.48'	200.00'	029°55'55"	S75°29'54"E	103.30'
C13	41.26'	60.00'	039°24'02"	S20°09'52"E	40.45'
C15	40.58'	59.99'	038°45'21"	N19°33'39"E	39.81'
C16	41.26'	60.00'	039°24'02"	S20°09'52"E	40.45'
C18	23.73'	60.00'	022°39'47"	S27°36'17"W	23.58'
C19	41.26'	60.00'	039°24'02"	S19°14'10"W	40.45'
C21	41.26'	60.00'	039°24'02"	N20°09'52"W	40.45'
C22	10.12'	175.00'	003°18'53"	S88°48'25"E	10.12'
C23	12.25'	200.00'	003°30'35"	S88°42'34"E	12.25'
C24	14.24'	225.00'	003°37'33"	S88°39'05"E	14.24'

Exhibit E

C7	125.00'	50.00'	143°14'35"	N50°44'40"W	94.90'
C14	225.85'	50.00'	258°48'04"	S89°32'09"W	77.27'
C17	225.85'	50.00'	258°48'04"	N89°32'09"E	77.27'
C20	225.85'	50.00'	258°48'04"	S89°32'09"W	77.27'

**LINE TABLE**

LINE #	LENGTH	DIRECTION
L1	34.62'	N43°21'20"E
L2	31.47'	N39°27'34"W
L3	35.36'	N74°58'26"E
L4	36.63'	N17°08'00"W
L5	35.36'	N44°58'26"E
L6	15.15'	S89°58'26"W
L7	38.70'	S50°44'41"E
L8	35.36'	S44°32'09"W
L9	35.36'	N45°27'51"W
L10	35.36'	N44°32'09"E
L11	35.36'	N45°27'51"W
L12	35.36'	N44°32'09"E
L13	35.36'	S45°27'51"E
L14	35.36'	S45°27'51"E
L15	35.36'	N44°32'09"E
L16	35.36'	S44°32'09"W
L17	31.76'	S45°27'51"E

**SECTION 5 LOT COUNT**

BLOCK 1 -	10
BLOCK 2 -	10
BLOCK 3 -	13
BLOCK 4 -	8
BLOCK 5 -	2
BLOCK 6 -	15
<b>TOTAL:</b>	<b>77</b>

**NOTES:**

- THIS PLAT OF SURVEY MEETS THE OKLAHOMA MINIMUM STANDARDS FOR THE PRACTICE OF LAND SURVEYING AS ADOPTED BY THE OKLAHOMA STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS, AND THAT SAID FINAL PLAT COMPLIES WITH THE REQUIREMENTS OF TITLE 11 SECTION 41-108 OF THE OKLAHOMA STATE STATUTES.
- CENTERLINE OF ROADWAY MONUMENTS SHALL BE AS FOLLOWS:  
 MAGNETIC NAIL WITH WASHER FOR ALL PAVING  
 3/8" IRON ROD WITH A PLASTIC CAP STAMPED "CTA CA973"
- PROPERTY CORNER MONUMENTS SHALL BE:  
 4. BENCHMARK =  
 BRASS CAP IN SOUTH PC OF FLUME BETWEEN LOTS 7 AND 8, BLOCK 6  
 NORTHING: 672975.39  
 EASTING: 2146933.35  
 ELEVATION: 11166.77
- 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 OWNER(S) IN THE PLAT OF ST. JAMES PARK SECTION 5. 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 ENGINEER, CORRECTIVE MAINTENANCE MAY BE PERFORMED BY THE GOVERNING JURISDICTION WITH COSTS ASSESSED TO AND BORN UPON SAID PROPERTY OWNER(S). OFFICIALS REPRESENTING THE ENGINEERING DIVISION, 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 ENGINEERING DIVISION, PUBLIC WORKS DEPARTMENT, PROPERTY OWNER(S) MAY CONSTRUCT IMPROVEMENTS WITHIN THE EASEMENT, PROVIDED THE IMPROVEMENT DOES NOT INTERFERE WITH THE FUNCTION OF THE DETENTION FACILITY.

- COMMON OPEN SPACE AREAS BLOCKS A, B, AND C WILL BE OWNED AND MAINTAINED BY MANDATORY PROPERTY OWNERS' ASSOCIATION.
- ALL RESIDENTIAL ELBOWS AND CUL-DE-SACS TO HAVE 3' OR 4' UTILITY & SIDEWALK EASEMENTS AS REQUIRED PER CITY OF NORMAN DETAILS ST-07A, ST-07B AND ST-08
- BLOCKS A AND B INCLUDED AS DRAINAGE EASEMENTS.
- IN THE EVENT THE PIPELINE MUST BE UPGRADED (REPLACED), AND THERE ARE NO OTHER REASONABLE ALTERNATIVES BUT TO CLOSE ACCESS TO EVERTON COURT, A TEMPORARY ACCESS ROAD MAY BE CONSTRUCTED ONE TIME TO PROVIDE REASONABLE ACCESS TO BLOCK 3, LOTS 1-12 WHILE EVERTON LANE IS CLOSED FOR CONSTRUCTION. THIS TEMPORARY ACCESS ROAD SHALL BE OF SUFFICIENT MATERIALS AND CONSTRUCTION TO ALLOW FOR PASSAGE OF PASSENGER VEHICULAR AND EMERGENCY VEHICLE TRAFFIC, AND MEET THE REQUIREMENTS OF THE NORMAN FIRE MARSHAL. COST OF SAID DRIVE SHALL BE THE RESPONSIBILITY OF THE DEVELOPER OR THE HOA.
- FENCES SHALL BE 5' INSIDE THE PROPERTY LINE ON THE STREET SIDE ON ALL CORNER LOTS.
- FENCE SHALL BE BUILT NO CLOSER THAN 2' EAST OF THE BACK OF THE CURB LINE OF FLUME ADJACENT TO LOT 1, BLOCK 3.

FINAL PLAT  
 OF  
**ST. JAMES PARK**  
 SECTION 5  
 A PART OF THE SW/4 OF SECTION 10, T8N, R2W, I.M.  
 NORMAN, CLEVELAND COUNTY, OKLAHOMA

FINAL PLAT TO SERVE  
 ST. JAMES PARK SECTION 5

214 E. Main  
 Oklahoma City, Oklahoma 73104

**Crafton Tull**  
 architecture | engineering | surveying  
 405.787.6270 | 405.787.6271  
 www.craftontull.com

SHEET NO.: 2 OF 2  
 DATE: 11/21/2014  
 PROJECT NO.: 126065-00

CERTIFICATE OF AUTHORIZATION  
 CA 973 (PELS) EXPIRES 4/30/2014



**File Attachments for Item:**

12. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF AMENDMENT NO. THREE TO CONTRACT K-1213-163: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA AND GARVER, LLC, INCREASING THE CONTRACT AMOUNT BY \$1,880 FOR A REVISED CONTRACT AMOUNT OF \$129,986 TO PROVIDE ADDITIONAL CONSTRUCTION PHASE SERVICES FOR STREET WIDENING AND TRAFFIC SIGNAL IMPROVEMENTS AT THE 12<sup>TH</sup> AVENUE NE AND HIGH MEADOWS DRIVE INTERSECTION AS OUTLINED IN THE STAFF REPORT.



## CITY OF NORMAN, OK STAFF REPORT

**MEETING DATE:** 10/24/2023

**REQUESTER:** Katherine Coffin

**PRESENTER:** David Riesland, Transportation Engineer

**ITEM TITLE:** CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF AMENDMENT NO. THREE TO CONTRACT K-1213-163; BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA AND GARVER, LLC, INCREASING THE CONTRACT AMOUNT BY \$1,880 FOR A REVISED CONTRACT AMOUNT OF \$129,986 TO PROVIDE ADDITIONAL CONSTRUCTION PHASE SERVICES FOR STREET WIDENING AND TRAFFIC SIGNAL IMPROVEMENTS AT THE 12<sup>TH</sup> AVENUE NE AND HIGH MEADOWS DRIVE INTERSECTION AS OUTLINED IN THE STAFF REPORT.

### BACKGROUND:

The intersection of 12th Avenue NE and High Meadows Drive is a three legged intersection that was signalized in 1993, but without roadway improvements to provide a southbound left turn on 12th Avenue NE onto High Meadows Drive. The intersection is located north of Robinson Street with High Meadows Drive providing access to Eisenhower Elementary School and surrounding residential neighborhoods. The ever increasing volume of traffic and the resulting increase of collisions have exposed the need for a dedicated turn lane and new traffic signals at this intersection. An aerial photo of this area is included as Attachment 1.

Installing the southbound left turn lane requires widening of the existing four-lane section at the intersection. This project also provides the opportunity for the City to upgrade the signal interconnect system along 12th Avenue NE with fiber optic cable between Robinson Street and Rock Creek Road.

This section of 12th Avenue NE in Norman also serves as U.S. Highway 77. The Oklahoma Department of Transportation (ODOT) maintains jurisdiction over maintenance and improvements to the highway. However, 12th Avenue NE also serves as a major arterial street in Norman and intersects with many other city streets. While the City is responsible for the design of intersection signalization projects on 12th Avenue NE, future construction must be coordinated with ODOT.

On February 26, 2013, City Council approved Contract K-1213-163 with Garver, LLC, in the amount of \$38,900 to design the roadway and traffic signal modifications necessary to add a dedicated left turn lane and a southbound protected left turn arrow display. On November 25,

2015, City Council approved Resolution R-1415-59, which was later forwarded to ODOT, requesting federal funds to pay for 80% of the construction cost.

In the Resolution the City agreed to the terms and conditions of a federally funded project by stating its willingness to assume the responsibility for the preparation of engineering plans, the purchase of any additional right-of-way, the relocation of public utilities and funding of the local share of the construction cost.

On August 1, 2017, City Council held a study session to discuss the Griffin Park Sports Complex Master Plan, which includes additional improvements to the adjacent transportation network.

### **DISCUSSION:**

One of the transportation network improvements recommendations in the Griffin Park Sports Complex Master Plan calls for a new access point off of 12th Avenue NE (see Attachment 2). This new access affects the on-going design of the improvements at the High Meadows intersection.

City staff worked with the firm (PDG) that is developing the Griffin Park Sports Complex Plan to identify the safest and most appropriate access point while considering the restrictions for arterial roadways (of which 12th Avenue NE is one) outlined in the City's Engineering Design Criteria. This discussion led to the identification of the most appropriate and safest access point, which takes advantage of the traffic signal at the High Meadows Drive intersection adding a fourth leg to the existing three-legged intersection.

In order to accommodate the new access, 12th Avenue NE will need to be widened south of High Meadows Drive to create a northbound left turn lane. Additionally, the traffic signal will need to be further modified to include a fourth pole and mast arm for eastbound traffic exiting Griffin Park. Including this work as part of the ongoing project will save money in the long run, minimize the traffic congestion associated with road construction and avoid having to reconstruct parts of the roadway, while at the same time leveraging federal funds to complete the work.

On September 26, 2017, City Council approved Amendment One with Garver, LLC, in the amount of \$79,975 to provide engineering services to develop construction plans for street widening improvements and replacement of traffic signals at 12th Avenue NE and High Meadows Drive intersection. On March 14, 2023, City Council approved Amendment No. Two with Garver, LLC, in the amount of \$9,231 for additional engineering service to complete the design for the modification to the 12th Avenue NE intersection with High Meadows Drive.

Garver, LLC proposes a \$1,880 amendment to contract K-1213-163 to provide additional construction phase services for the modifications to the 12th Avenue NE and High Meadows Drive intersection (see Contract Amendment 3 in Attachment 3, as well as Attachments 3A and 3B). The services will include construction phase services which were not thought to be necessary when ODOT was to be administering the project construction when K-1213-163 was negotiated.



**RECOMMENDATION:**

Staff recommends approval of Amendment 3 to Contract K-1213-163 with Garver, LLC, (a regional firm with offices in Norman) in the amount of \$1,880, for additional construction phase services associated with the construction of the modification to 12<sup>th</sup> Avenue NE intersection with and High Meadows Drive.

AMENDMENT NO. 3  
AGREEMENT FOR PROFESSIONAL SERVICES

This is an amendment, AMENDMENT NO. 3, attached to and made a part of the AGREEMENT, dated February 26, 2013, between the City of Norman (OWNER) and Garver, LLC (CONSULTANT) for professional engineering services as necessary to revise construction plans and specifications for the improvements at the intersection of 12th Avenue NE and High Meadows Drive.

WHEREAS, the OWNER has requested additional construction phase services,

WHEREAS, all provisions of Contract No. K-1213-163 not in conflict with this amendment shall hereinafter remain in full force and effect,

WHEREAS, CONSULTANT is prepared to provide additional construction phase services in support of the project;

NOW THEREFORE, in consideration of the promises contained in said AGREEMENT and this AMENDMENT NO. 3, OWNER and CONSULTANT agree as follows:

**ARTICLE 3 - SCOPE OF SERVICES**

CONSULTANT shall provide the additional construction phase services described in Attachment A, Scope of Services.

**ARTICLE 4 – COMPENSATION**

OWNER shall pay CONSULTANT One Thousand Eight Hundred Eighty Dollars (\$1,880) for additional services in accordance with Attachment B, Compensation. Invoices shall be due and payable upon receipt. OWNER shall give prompt written notice of any disputed amount and shall pay the remaining amount.

IN WITNESS WHEREOF, OWNER and Garver, LLC have executed this Amendment No. 3

DATED this \_\_\_the day of \_\_\_\_\_, 2023.

The City of Norman  
(OWNER)

Signature \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Attest:

\_\_\_\_\_  
City Clerk

Garver, LLC  
(CONSULTANT)

Signature Nicci Tiner

Name Nicci Tiner

Title Vice President

Date 10-12-23

Attest:

John Ruddell

Name John Ruddell

Title Vice President

Approved as to form and legality this \_\_\_\_ day of \_\_\_\_\_ 2023.

\_\_\_\_\_  
City Attorney

**ATTACHMENT A – SCOPE OF SERVICES****1. General**

The OWNER has requested that construction phase services be added to the contract. Specific tasks necessary to accomplish this modification will consist primarily of the following:

- Garver will attend the pre-bid meeting and issue addenda if needed.
- During the Construction Phase the Garver will:
  - Issue necessary clarifications (respond to RFIs) regarding the construction contract documents.



**ATTACHMENT B**  
**CITY OF NORMAN**  
**12TH AVENUE NE AND HIGH MEADOWS DRIVE**  
**Garver Hourly Rate Schedule: July 2023 - June 2024**

<b>Classification</b>	<b>Rates</b>
<b>Engineers / Architects</b>	
E-1	\$ 130.00
E-2	\$ 144.00
E-3	\$ 174.00
E-4	\$ 203.00
E-5	\$ 247.00
E-6	\$ 304.00
E-7	\$ 422.00
<b>Planners</b>	
P-1	\$ 157.00
P-2	\$ 196.00
P-3	\$ 244.00
P-4	\$ 273.00
P-5	\$ 308.00
<b>Designers</b>	
D-1	\$ 118.00
D-2	\$ 135.00
D-3	\$ 161.00
D-4	\$ 193.00
<b>Technicians</b>	
T-1	\$ 95.00
T-2	\$ 114.00
T-3	\$ 139.00
T-4	\$ 180.00
<b>Surveyors</b>	
S-1	\$ 58.00

S-2	\$ 77.00
S-3	\$ 103.00
S-4	\$ 148.00
S-5	\$ 187.00
S-6	\$ 218.00
2-Man Crew (Survey)	\$ 225.00
3-Man Crew (Survey)	\$ 282.00
2-Man Crew (GPS Survey)	\$ 245.00
3-Man Crew (GPS Survey)	\$ 302.00

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**Construction Observation**

C-1	\$ 112.00
C-2	\$ 140.00
C-3	\$ 171.00
C-4	\$ 221.00
C-5	\$ 259.00

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**Resource Specialists**

RS-1	\$ 104.00
RS-2	\$ 137.00
RS-3	\$ 194.00
RS-4	\$ 268.00
RS-5	\$ 335.00
RS-6	\$ 411.00
RS-7	\$ 460.00

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**Environmental Specialists**

ES-1	\$ 104.00
ES-2	\$ 131.00
ES-3	\$ 168.00
ES-4	\$ 198.00
ES-5	\$ 248.00
ES-6	\$ 318.00
ES-7	\$ 398.00
ES-8	\$ 450.00

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**Project Controls**

PC-1	\$ 106.00
PC-2	\$ 140.00
PC-3	\$ 178.00
PC-4	\$ 229.00
PC-5	\$ 280.00
PC-6	\$ 361.00



PC-7 \$ 454.00

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**Management / Administration**

AM-1	\$ 75.00
AM-2	\$ 96.00
AM-3	\$ 134.00
AM-4	\$ 171.00
AM-5	\$ 209.00
AM-6	\$ 272.00
AM-7	\$ 320.00
M-1	\$ 510.00

Agreement for Professional Services

12Th Avenue Ne And High Meadows Drive

Garver Project No. 12017741

**ATTACHMENT B****K-1213-163**

**CITY OF NORMAN  
12TH AVENUE NE AND HIGH MEADOWS DRIVE**

**PROJECT DESCRIPTION:**

The OWNER has determined that the plans should be updated to the latest standards. Additionally, the

**FEE SUMMARY:**

<b>Labor</b>	<b>Man-Hours</b>	<b>Total</b>
1.Construction Phase Services	10	\$1,879.00
<b>Total Labor</b>	<b>10</b>	<b>\$1,879.00</b>

<b>Expenses</b>	<b>Amount</b>
1.Construction Phase Services	\$1.00
<b>Total Expenses</b>	<b>\$1.00</b>

**GRAND TOTAL LUMP SUM FEE:****\$1,880.00**

**ATTACHMENT B**

**CITY OF NORMAN  
12TH AVENUE NE AND HIGH MEADOWS DRIVE**

**CONSTRUCTION PHASE SERVICES**

WORK TASK DESCRIPTION	E-6	E-5	E-4	E-3	E-2	E-1	AM-2
	\$304.00	\$247.00	\$203.00	\$174.00	\$144.00	\$130.00	\$96.00
	hr	hr	hr	hr	hr	hr	hr
<b>1. Construction Phase Services</b>							
Pre-Bid Meeting	2						
Respond to RFI's			1	2	5		
<b>Subtotal - Construction Phase Services</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>5</b>	<b>0</b>	<b>0</b>

<b>Hours</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>5</b>	<b>0</b>	<b>0</b>
<b>Salary Costs</b>	<b>\$608.00</b>	<b>\$0.00</b>	<b>\$203.00</b>	<b>\$348.00</b>	<b>\$720.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**SUBTOTAL - SALARIES: \$1,879.00**

**DIRECT NON-LABOR EXPENSES**

Document Printing/Reproduction/Assembly	\$1.00
Postage/Freight/Courier	\$0.00
Office Supplies/Equipment	\$0.00
Communications	\$0.00
Survey Supplies	\$0.00
Aerial Photography	\$0.00
GPS Equipment	\$0.00
Computer Modeling/Software Use	\$0.00
Traffic Counting Equipment	\$0.00
Locator/Tracer/Thermal Imager Equipment	\$0.00
Travel Costs	\$0.00

**SUBTOTAL - DIRECT NON-LABOR EXPENSES: \$1.00**

**SUBTOTAL: \$1,880.00**

**SUBCONSULTANTS FEE: \$0.00**

**TOTAL FEE: \$1,880.00**





**12th AVE. NE and  
HIGH MEADOWS DR.  
INTERSECTION**



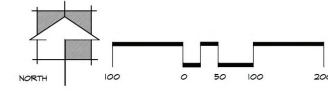
1" = 200'





**Griffin Sports Complex Amenities**

- ① Indoor Training Facility
- ② Future Building Expansion
- ③ Concession/ Restroom
- ④ Restroom Building
- ⑤ Soccer Plaza Area
- ⑥ Playground Area
- ⑦ Entry Sign
- ⑧ Shade Structure (Typ)
- ⑨ Premier Field Plaza
- ⑩ Entry Plaza
- ⑪ Drop-off Area
- ⑫ Existing Soccer Office
- ⑬ Existing Maintenance Building
- ⑭ Existing Pump House
- ⑮ Silos
- ⑯ Existing Walls
- ⑰ Proposed Walls
- ⑱ Park Area
- ⑲ Playground & Splash Pad
- ⑳ Trail
- ㉑ Sutton Wilderness Trail
- ㉒ Pedestrian Bridge
- ㉓ Existing Dog Park
- ㉔ Existing Pavilion
- ㉕ Existing Restroom
- ㉖ Fishing Dock





12<sup>th</sup> Avenue NE and High Meadows Drive

K-1213-163

## ATTACHMENT A – SCOPE OF SERVICES

### 1. General

The OWNER has requested that construction phase services be added to the contract. Specific tasks necessary to accomplish this modification will consist primarily of the following:

- Garver will attend the pre-bid meeting and issue addenda if needed.
- During the Construction Phase the Garver will:
  - Issue necessary clarifications (respond to RFIs) regarding the construction contract documents.





**ATTACHMENT B  
CITY OF NORMAN  
12TH AVENUE NE AND HIGH MEADOWS DRIVE  
Garver Hourly Rate Schedule: July 2023 - June 2024**

<b>Classification</b>	<b>Rates</b>
<b>Engineers / Architects</b>	
E-1	\$ 130.00
E-2	\$ 144.00
E-3	\$ 174.00
E-4	\$ 203.00
E-5	\$ 247.00
E-6	\$ 304.00
E-7	\$ 422.00
<b>Planners</b>	
P-1	\$ 157.00
P-2	\$ 196.00
P-3	\$ 244.00
P-4	\$ 273.00
P-5	\$ 308.00
<b>Designers</b>	
D-1	\$ 118.00
D-2	\$ 135.00
D-3	\$ 161.00
D-4	\$ 193.00
<b>Technicians</b>	
T-1	\$ 95.00
T-2	\$ 114.00
T-3	\$ 139.00
T-4	\$ 180.00
<b>Surveyors</b>	
S-1	\$ 58.00

S-2	\$ 77.00
S-3	\$ 103.00
S-4	\$ 148.00
S-5	\$ 187.00
S-6	\$ 218.00
2-Man Crew (Survey)	\$ 225.00
3-Man Crew (Survey)	\$ 282.00
2-Man Crew (GPS Survey)	\$ 245.00
3-Man Crew (GPS Survey)	\$ 302.00

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**Construction Observation**

C-1	\$ 112.00
C-2	\$ 140.00
C-3	\$ 171.00
C-4	\$ 221.00
C-5	\$ 259.00

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**Resource Specialists**

RS-1	\$ 104.00
RS-2	\$ 137.00
RS-3	\$ 194.00
RS-4	\$ 268.00
RS-5	\$ 335.00
RS-6	\$ 411.00
RS-7	\$ 460.00

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**Environmental Specialists**

ES-1	\$ 104.00
ES-2	\$ 131.00
ES-3	\$ 168.00
ES-4	\$ 198.00
ES-5	\$ 248.00
ES-6	\$ 318.00
ES-7	\$ 398.00
ES-8	\$ 450.00

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**Project Controls**

PC-1	\$ 106.00
PC-2	\$ 140.00
PC-3	\$ 178.00
PC-4	\$ 229.00
PC-5	\$ 280.00
PC-6	\$ 361.00

PC-7 \$ 454.00

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**Management / Administration**

AM-1	\$ 75.00
AM-2	\$ 96.00
AM-3	\$ 134.00
AM-4	\$ 171.00
AM-5	\$ 209.00
AM-6	\$ 272.00
AM-7	\$ 320.00
M-1	\$ 510.00

Agreement for Professional Services  
12Th Avenue Ne And High Meadows Drive

Garver Project No. 12017741

**ATTACHMENT B**

**K-1213-163**

**CITY OF NORMAN  
12TH AVENUE NE AND HIGH MEADOWS DRIVE**

**PROJECT DESCRIPTION:**

The OWNER has determined that the plans should be updated to the latest standards. Additionally, the

**FEE SUMMARY:**

<b>Labor</b>	<b>Man-Hours</b>	<b>Total</b>
1.Construction Phase Services	10	\$1,879.00
<b>Total Labor</b>	<b>10</b>	<b>\$1,879.00</b>

<b>Expenses</b>	<b>Amount</b>
1.Construction Phase Services	\$1.00
<b>Total Expenses</b>	<b>\$1.00</b>

**GRAND TOTAL LUMP SUM FEE:**

**\$1,880.00**

**ATTACHMENT B****CITY OF NORMAN  
12TH AVENUE NE AND HIGH MEADOWS DRIVE****CONSTRUCTION PHASE SERVICES**

WORK TASK DESCRIPTION	E-6	E-5	E-4	E-3	E-2	E-1	AM-2
	\$304.00	\$247.00	\$203.00	\$174.00	\$144.00	\$130.00	\$96.00
	hr	hr	hr	hr	hr	hr	hr
<b>1. Construction Phase Services</b>							
Pre-Bid Meeting	2						
Respond to RFI's			1	2	5		
<b>Subtotal - Construction Phase Services</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>5</b>	<b>0</b>	<b>0</b>

<b>Hours</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>5</b>	<b>0</b>	<b>0</b>
<b>Salary Costs</b>	<b>\$608.00</b>	<b>\$0.00</b>	<b>\$203.00</b>	<b>\$348.00</b>	<b>\$720.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**SUBTOTAL - SALARIES: \$1,879.00**

**DIRECT NON-LABOR EXPENSES**

Document Printing/Reproduction/Assembly	\$1.00
Postage/Freight/Courier	\$0.00
Office Supplies/Equipment	\$0.00
Communications	\$0.00
Survey Supplies	\$0.00
Aerial Photography	\$0.00
GPS Equipment	\$0.00
Computer Modeling/Software Use	\$0.00
Traffic Counting Equipment	\$0.00
Locator/Tracer/Thermal Imager Equipment	\$0.00
Travel Costs	\$0.00

**SUBTOTAL - DIRECT NON-LABOR EXPENSES: \$1.00**

**SUBTOTAL: \$1,880.00**

**SUBCONSULTANTS FEE: \$0.00**

**TOTAL FEE: \$1,880.00**



**File Attachments for Item:**

13. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER NO. ONE TO CONTRACT K-2122-75: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND SILVER STAR CONSTRUCTION COMPANY, INC., DECREASING THE CONTRACT AMOUNT BY \$138,486.26 FOR A REVISED AMOUNT OF \$3,478,424.44 FOR THE EAST ALAMEDA STREET BOND PROJECT FROM RIDGE LAKE BOULEVARD TO 48<sup>TH</sup> AVENUE S.E., THE FINAL ACCEPTANCE OF THE PROJECT, AND FINAL PAYMENT OF \$173,921.25 AS OUTLINED IN THE STAFF REPORT.



## CITY OF NORMAN, OK STAFF REPORT

**MEETING DATE:** 10/24/2023

**REQUESTER:** Tim Miles, Capital Projects Manager

**PRESENTER:** Shawn O'Leary, Public Works Director

**ITEM TITLE:** CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER NO. ONE TO CONTRACT K-2122-75: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND SILVER STAR CONSTRUCTION COMPANY, INC., DECREASING THE CONTRACT AMOUNT BY \$138,486.26 FOR A REVISED AMOUNT OF \$3,478,424.44 FOR THE EAST ALAMEDA STREET BOND PROJECT FROM RIDGE LAKE BOULEVARD TO 48<sup>TH</sup> AVENUE S.E., THE FINAL ACCEPTANCE OF THE PROJECT, AND FINAL PAYMENT OF \$173,921.25 AS OUTLINED IN THE STAFF REPORT.

### BACKGROUND:

On August 28, 2012, the citizens of Norman voted in favor of a Bond Issue to finance the local share of eight transportation/storm water improvement projects. One of the eight 2012 bond projects is the East Alameda Street Widening Project from Ridge Lake Boulevard to 48<sup>th</sup> Avenue S.E. Attached is a location map showing the project boundaries.

On December 11, 2012, the Norman City Council approved Programming Resolution No. R-1213-78 requesting federal funds for the East Alameda Street Project. This resolution states the City's commitment to adhere to the terms and conditions of a federally funded project including engineering design, acquisition of all necessary rights-of-way and relocation of utilities and encroachments at 100% the City's cost. In return, the Association of Central Oklahoma Governments (ACOG), through the Oklahoma Department of Transportation (ODOT), typically agrees to provide 80% of the construction cost, up to \$3,641,000, and administration of the construction with the matching share from the City of Norman.

Proposed improvements for the East Alameda Street Project include:

1. Widening East Alameda Street from 2 lanes to 5 lanes between Ridge Lake Boulevard and 36<sup>th</sup> Avenue S.E.
2. Add 10-foot shoulders to East Alameda Street between 36<sup>th</sup> Avenue S.E. and 48<sup>th</sup> Avenue S.E.

3. Intersection improvements at East Alameda Street/36<sup>th</sup> Avenue S.E. and East Alameda Street/48<sup>th</sup> Avenue S.E.
4. Continuous sidewalks on the south side of East Alameda Street to 36<sup>th</sup> Avenue S.E.
5. Storm water improvements

On February 26, 2013, City Council approved engineering services Contract No. K-1213-160 with Cabbiness Engineering for the design of the East Alameda Street Bond Project from Ridge Lake Boulevard to 48<sup>th</sup> Avenue S.E. in the amount of \$196,975.00. Cabbiness Engineering was acquired by Garver, LLC in 2021 so Garver, LLC is now administering this contract.

On November 30, 2020, City Council approved Amendment No. One to Contract No. K-1213-160 with Garver, LLC increasing the contract amount by \$22,500 for a revised contract amount of \$219,475 to provide additional design services on the East Alameda Street Bond Project from Ridge Lake Boulevard to 48<sup>th</sup> Avenue S.E.

On January 25, 2022, City Council approved Contract K-2122-75 with Silver Star for the construction of the East Alameda Street Bond Project from Ridge Lake Boulevard to 48<sup>th</sup> Avenue East in the amount of \$3,616,910.70.

Tonight's agenda item is for Final Acceptance of the project and Change Order No. 1.

## **DISCUSSION:**

Construction projects are awarded to the lowest responsible bidder. Contractor bids are determined using estimated plan quantities multiplied by the contractor's unit prices for all bid items of the contract. The total of all of these costs represents the contractor's bid. During construction, each quantity is verified in the field and the contractor is reimbursed based on the actual quantity of materials and/or labor used.

Of the one hundred twenty-five (125) bid items, fifty-four (54) items matched the plan quantities, forty-three (43) items had a quantity reduction and twenty-eight (28) items had a quantity increase. These quantity changes resulted in an overall decreased project cost of \$138,486.26, or 3.8%. The contract decreased from \$3,616,910.70 to \$3,478,424.44. Please see the attached Change Order No. 1 for a complete list of bid item cost increases and decreases.

For the most part, final quantities matched closely with plan quantities. The main reason for a significant overall construction cost reduction was due to a field change that utilized project pavement millings for temporary surfacing of drives and access roads instead of using an aggregate material, which saved almost \$80,000.

The final payment amount owed to Silver Star Construction Company is \$173,921.25, which is the full 5% retainage.

The original anticipated funding for the project was \$1,300,000 in bond funds and \$3,650,000 in Federal funds for a total of \$4,950,000. Because the City did not receive federal funding for the

project, alternative funding was needed to complete this project. A large portion of the construction funds came from surplus funds in the 2016 Street Maintenance Bond Program Fund Balance including \$2,452,000 that went toward Silver Star's Construction Contract and another approximately \$850,000 for asphalt that the City Street Division installed on the rural portion of the project. As a result, City Staff recommends transferring the \$138,486.26 cost savings from the construction project to the City's FYE 2024 Street Maintenance Capitol Fund.

**RECOMMENDATION No. 1:**

City Staff recommends that Change Order No. 1, decreasing Contract K-2122-75 for the East Alameda Street Bond Project from Ridge Lake Boulevard to 48<sup>th</sup> Avenue East with Silver Star Construction Company by \$138,486.26 from \$3,616,910.70 to \$3,478,424.44 be approved.

**RECOMMENDATION No. 2:**

City Staff further recommends final acceptance of the East Alameda Street Bond Project from Ridge Lake Boulevard to 48<sup>th</sup> Avenue S.E., Contract K-2122-75, and final payment to Silver Star Construction, Inc. of Moore, Oklahoma in the amount of \$173,921.25.

**RECOMMENDATION No. 3:**

City Staff further recommends transferring the contract underrun amount of \$138,486.26 to the FYE 2024 Street Maintenance Capital Fund Balance.

Reviewed by:            Scott Sturtz, City Engineer  
                               Shawn O'Leary, Director of Public Works  
                               Clint Mercer, Chief Accountant  
                               Anthony Francisco, Director of Finance  
                               Jane Hudson, Director of Planning and Community Development  
                               Kathryn Walker, City Attorney  
                               Darrel Pyle, City Manager

CHANGE ORDER SUMMARY  
CITY OF NORMAN  
CLEVELAND COUNTY, OKLAHOMA

CHANGE ORDER NO. 1

DATE: September 28, 2023

CONTRACT NO.: K-2122-75

SUBMITTED BY: Tim Miles

PROJECT: Alameda Street Widening Project from Ridge Lake Boulevard to 48<sup>th</sup> Avenue SE

CONTRACTOR: Silver Star Construction Company, Inc.  
2401 S. Broadway St.  
Moore, Oklahoma 73160

Original Contract Time: 422 days

Original Contract Amount: \$3,616,910.70

DESCRIPTION	INCREASE	DECREASE
Change in Pay Quantities	\$0	\$(138,486.26)
Change in Contract Time	0 Days	0 Days

NET CHANGE      \$(138,486.26)

REVISED CONTRACT TIME: 422 days

REVISED CONTRACT AMOUNT: \$3,478,424.44

See Detailed Quantity Changes on Pages 2 and 3 of 3:



## Detailed Quantity Change:

ITEM	DESCRIPTION	UNIT	CONTRACT QUANTITY	FINAL QUANTITY	QUANTITY CHANGE	COST CHANGE
3	UNCLASSIFIED BORROW	CY	200	0	-200.00	(\$5,000.00)
6	TEMPORARY SILT FENCE	LF	5914	4026.75	-1,887.25	(\$2,830.88)
7	TEMPORARY SEDIMENT FILTER	EA	14	0	-14.00	(\$1,400.00)
8	TEMPORARY SILT DIKE	LF	90	70	-20.00	(\$150.00)
9	TEMPORARY FIBER LOG	LF	91	2486	2,395.00	\$6,586.25
10	SOLID SLAB SODDING	SY	16677	17986	1,309.00	\$2,748.90
12	TBSC TYPE E	TON	345	0	-345.00	(\$13,455.00)
13	TACK COAT	GAL	2291	0	-2,291.00	(\$5,727.50)
14	PRIME COAT	GAL	5385	4100	-1,285.00	(\$3,212.50)
15	SUPERPAVE TYPE S3 (PG 64-22)	TON	6405	6713.6	308.60	\$20,059.00
16	SUPERPAVE TYPE S4 (PG 70-28)	TON	1923	1790.06	-132.94	(\$10,409.20)
17	COLD MILL PAVING	SY	3800	715	-3,085.00	(\$8,946.50)
20	CLASS C CONCRETE	CY	10	13.41	3.41	\$1,193.50
23	4" CONCRETE SIDEWALK	SY	1354	1362.8	8.80	\$494.56
25	MANHOLE (4' DIA)	EA	6	9	3.00	\$5,550.00
26	ADDT'L DEPTH IN MANHOLE (4' DIA)	VF	4	4.22	0.22	\$38.50
28	INLET (SMD TYPE 2A)	EA	3	6	3.00	\$9,750.00
35	ADDTL DPETH IN INLET CI DES 2	VF	13	18.01	5.01	\$1,227.45
36	ADDTL DEPTH IN ILNET CI DES 3	VF	10	9.11	-0.89	(\$436.10)
38	18" RC PIPE CLASS III	LF	909	830	-79.00	(\$3,318.00)
39	24" RC PIPE CLASS III	LF	753	757	4.00	\$224.00
40	30" RC PIPE CLASS III	LF	420	413	-7.00	(\$518.00)
41	22" X 13" RC PIPE ARCH CLASS A-III	LF	33	73	40.00	\$2,640.00
42	24" PREFAB CULVERT END SEC ROUND	EA	1	2	1.00	\$1,835.00
44	STANDARD BEDDING MATERAIL (CLASS B)	CY	806	809.5	3.50	\$133.00
45	TRENCH EXCAVATION	CY	1863	1867.68	4.68	\$37.44
49	REMOVAL OF ASPHALT PAVEMENT	SY	9059	9124	65.00	\$227.50
51	REMOVAL OF CONCRETE DRIVEWAY	SY	80	18.5	-61.50	(\$1,107.00)
52	REMOVAL OF SIDEWALK	SY	362	370.8	8.80	\$101.20
53	REMOVAL OF EXISITNG PIPE	LF	71	0	-71.00	(\$1,988.00)
54	REMOVE AND RESET MAILBOX	EA	1	0	-1.00	(\$365.00)
57	REMOVE AND RESET EXISTING SIGNS	EA	6	0	-6.00	(\$3,510.00)
58	SHEET ALUMINUM SIGNS	SF	47	0	-47.00	(\$2,585.00)
59	2" ROUND GALVANIZED STEEL PIPE POST	LF	80	0	-80.00	(\$1,440.00)
60	TRAFFIC STRIPE (PLASTIC)(4" WIDE)	LF	10516	8861.33	-1,654.67	(\$1,241.00)
61	TRAFFIC STRIPE (PLASTIC)(6" WIDE)	LF	7517	7113.3	-403.70	(\$343.15)
62	TRAFFIC STRIPE (PLASTIC 8" WIDE)	LF	445	278.68	-166.32	(\$831.60)
63	TRAFFIC STRIPE (PLASTIC)( 24" WIDE)	LF	106	0	-106.00	(\$2,544.00)
64	TRAFFIC STRIPE (PLASTIC)(ARROWS)	EA	23	18	-5.00	(\$1,250.00)
65	TRAFFIC STRIPE (PLASTIC)(WORDS)	EA	1	0	-1.00	(\$350.00)
67	CONSTRUCTION SIGNS 0 TO 6.25 SF	SD	1718	972	-746.00	(\$74.60)
68	CONSTRUCTION SIGNS 6.26 TO 15.99 SF	SD	1972	3354	1,382.00	\$138.20
69	CONSTRUCTION SIGNS 16 TO 32.99 SF	SD	448	0	-448.00	(\$291.20)
70	CONSTRUCTION BARRICADES (TYPE III)	SD	1524	1457	-67.00	(\$43.55)
71	WARNING LIGHTS (TYPE A)	SD	3048	3229	181.00	\$117.65

Detailed Quantity Change Continued:

ITEM	DESCRIPTION	UNIT	CONTRACT QUANTITY	FINAL QUANTITY	QUANTITY CHANGE	COST CHANGE
81	12" X 45 DEGREE BEND	EA	8	3	-5.00	(\$4,900.00)
88	UNCLASSIFIED BORROW	CY	200	0	-200.00	(\$5,000.00)
91	TEMPORARY SILT FENCE	LF	10805	4625	-6,180.00	(\$9,270.00)
92	TEMPORARY SILT DIKE	LF	602	84	-518.00	(\$3,885.00)
93	SOLID SLAB SODDING	SY	34109	28729	-5,380.00	(\$11,136.60)
95	TBSC TYPE E	TON	2962	863.4	-2,098.60	(\$79,746.80)
100	COMBINED CURB AND GUTTER (6" BARRIER)	LF	102	269.5	167.50	\$9,882.50
101	6" CONCRETE DRIVEWAY (HES)	SY	479	475.46	-3.54	(\$368.16)
102	22" X 13" RC PIPE ARCH CLASS A-III	LF	740	857	117.00	\$7,722.00
103	TYPE A4 CULVERT END TREATMENT	EA	34	35	1.00	\$1,600.00
104	STANDARD BEDDING MATERAIL (CLASS B)	CY	245	275.61	30.61	\$1,163.18
105	TRENCH EXCAVATION	CY	305	348.69	43.69	\$349.52
107	REMOVAL OF HEADWALL	EA	10	12	2.00	\$1,900.00
108	REMOVAL OF ASPHALT PAVEMENT	SY	15290	15708.32	418.32	\$1,464.12
111	REMOVE AND RESET MAILBOX	EA	5	7	2.00	\$1,120.00
115	REMOVE AND RESET EXISTING SIGNS	EA	9	0	-9.00	(\$5,265.00)
116	TRAFFIC STRIPE (PLASTIC)(4" WIDE)	LF	23971	0	-23,971.00	(\$15,581.15)
117	TRAFFIC STRIPE (PLASTIC)(6" WIDE)	LF	369	0	-369.00	(\$1,199.25)
118	TRAFFIC STRIPE (PLASTIC 12" WIDE)	LF	274	0	-274.00	(\$3,425.00)
119	TRAFFIC STRIPE (PLASTIC)( 24" WIDE)	LF	41	0	-41.00	(\$922.50)
120	TRAFFIC STIPE (PLASTIC)(ARROWS)	EA	7	0	-7.00	(\$2,450.00)
121	CONSTRUCTION SIGNS 0 TO 6.25 SF	SD	3270	1483	-1,787.00	(\$625.45)
122	CONSTRUCTION SIGNS 6.26 TO 15.99 SF	SD	2680	5083	2,403.00	\$841.05
123	CONSTRUCTION SIGNS 16 TO 32.99 SF	SD	1340	0	-1,340.00	(\$1,005.00)
124	CONSTRUCTION BARRIACADES (TYPE III)	SD	2010	2956	946.00	\$709.50
125	WARNING LIGHTS (TYPE A)	SD	4020	3592	-428.00	(\$192.60)
	TOTAL COST CHANGE					(\$138,486.26)

CONTRACTOR: *Shull*

DATE: *9/28/2023*

ENGINEER: *Tim Mula*

DATE: *9/28/2023*

CITY ATTORNEY: *Disabeth J. Ecker*

DATE: *10/13/23*

ACCEPTED BY: \_\_\_\_\_  
(Mayor)

DATE: \_\_\_\_\_

City of Norman  
Purchasing Division  
P.O. Box 370  
Norman, OK 73070

# AFFIDAVIT

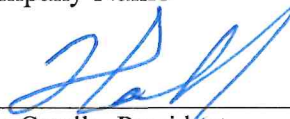
State of Oklahoma PO No. K-2122-75 Alameda Street Widening  
County of Cleveland Invoice No. 34146 R  
Amount \$173,921.25

In accordance with the Constitution of the State of Oklahoma Title 62, Section 310.9, this form must be completed and Submitted before any invoice over \$25,000.00 can be processed for payment.

The undersigned CONTRACTOR, of lawful age, being duly sworn, on oath says that this invoice or claim is true and correct and that (s)he is authorized to submit the invoice pursuant to an approved Contract. Affidavit further states that the work as shown by this invoice have been completed in accordance with the plans, specifications furnished the Affidavit. Affidavit further states that (s)he has made no payment, given, or donated or agreed to pay, give or donate, either directly or indirectly, to any elected official, officer or employee of the City of Norman, or money or any other thing of value to obtain payment of the invoice or procure award of this Contract order pursuant to which an invoice is submitted.

Silver Star Construction Co., Inc.

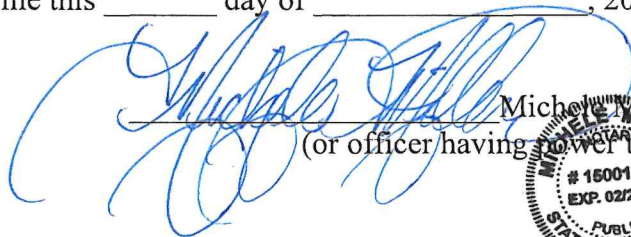
Company Name



Tim Caudle, President

By: Architect, Contractor, Supplier,  
Engineer or Supervisory Official

Subscribed and sworn to before me this 28th day of September, 2023.



Michele Miller Notary Public  
(or officer having power to administer oaths)



My Commission Expires:  
02/25/2027

**BID 2122-75 Alameda Street Widening Project**

**APPLICATION AND CERTIFICATE FOR PAYMENT**

Invoice Number: 34146 R

ENGINEER:

TO: CITY OF NORMAN

CONTRACTOR:

APPLICATION DATE: **08/31/2023** APPLICATION NO. **17 Retainage**

PERIOD FROM: **09/01/2023**

TO: **09/30/2023**

**CHANGE ORDER SUMMARY**

Application is made for Payment, as shown below, in connection with the Contract. The present status of the account for this Contract is as follows:

Change Orders approved in previous months by Owner	ADDITIONS \$	DEDUCTIONS \$
TOTAL		

<u>Subsequent Change Orders</u>	
Number	Approved
	(Date)

TOTALS	
Net change by Change Orders	\$ _____

ORIGINAL CONTRACT SUM	\$	<u>3,616,910.70</u>
Net change by Change Orders	\$	-138,486.26
CONTRACT SUM TO DATE	\$	<u>3,478,424.44</u>

TOTAL COMPLETED & STORED TO DATE	\$	<u>3,478,424.44</u>
RETAINAGE 5 %	\$	<u>0.00</u>
TOTAL EARNED LESS RETAINAGE	\$	<u>0.00</u>
LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$	<u>3,304,503.19</u>
	\$	<u>173,921.25</u>

The undersigned Contractor certifies that the work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by him for work for which previous Certificates for Payment were issued and payments received from the City, and that the current payment shown herein is now due.

CONTRACTOR:

By:  \_\_\_\_\_

Date: 09/28/2023

**Silver Star Construction Co., Inc. Tim Caudle, President**

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Inspector certifies to the City that to the best of the Inspector's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED. \$ \_\_\_\_\_

INSPECTOR:

BY: \_\_\_\_\_

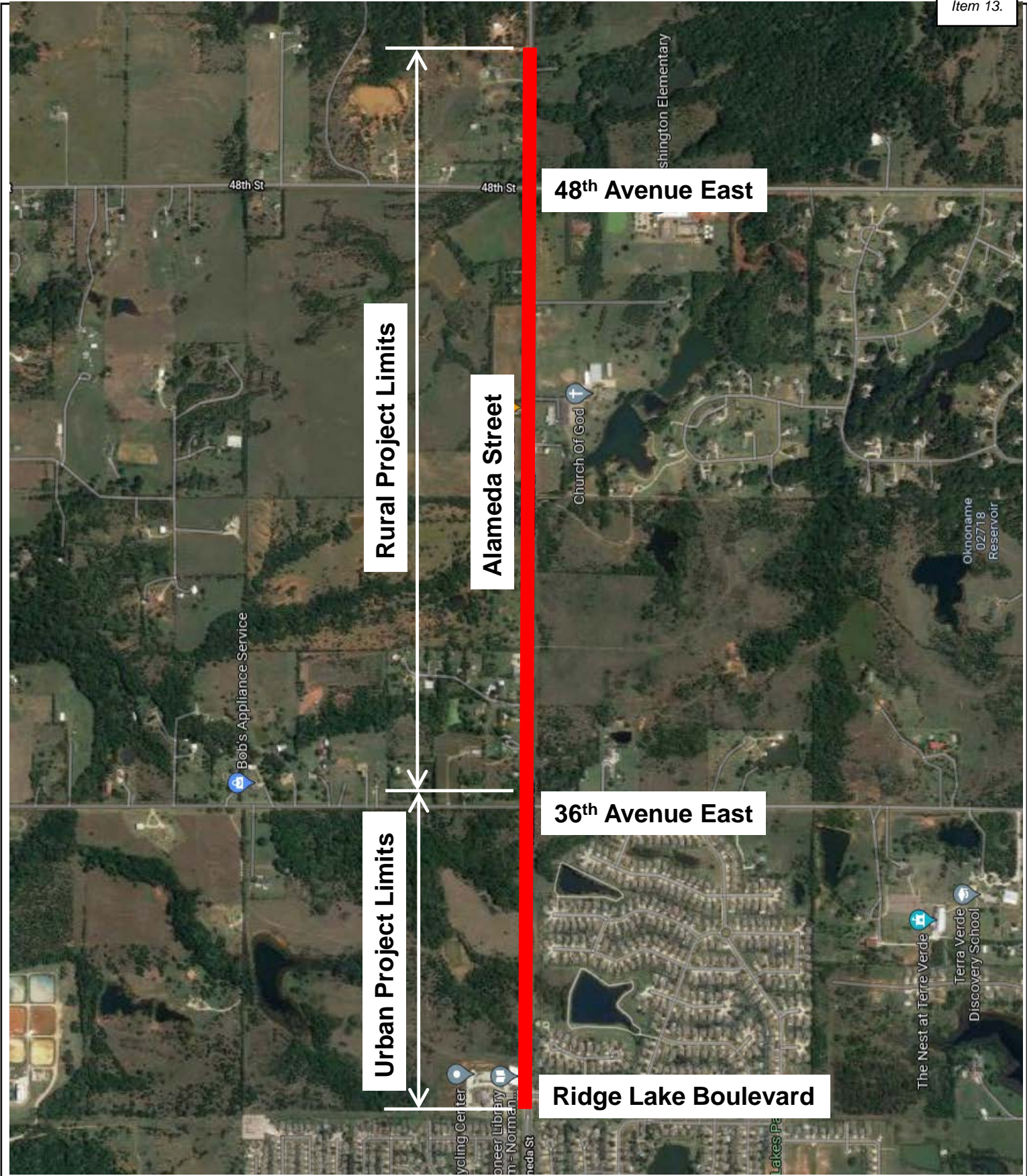
ENGINEER/OWNER

BY: \_\_\_\_\_

PAY  
ESTIMATE: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_





# Alameda Street Widening Project Location Map



**File Attachments for Item:**

14. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT NO. ONE TO CONTRACT K-2223-85:  
BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA AND OLSSON, INC. FOR SUPPLEMENTAL DESIGN ENGINEERING OF THE 36<sup>TH</sup> AVENUE SE WIDENING PROJECT – CEDAR LANE ROAD TO STATE HIGHWAY 9 IN THE AMOUNT OF \$38,600.00 AS OUTLINED IN THE STAFF REPORT.





## CITY OF NORMAN, OK STAFF REPORT

**MEETING DATE:** 10/24/2023

**REQUESTER:** Tim Miles, Capital Projects Engineer

**PRESENTER:** Shawn O’Leary, Director of Public Works

**ITEM TITLE:** CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT NO. ONE TO CONTRACT K-2223-85: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA AND OLSSON, INC. FOR SUPPLEMENTAL DESIGN ENGINEERING OF THE 36<sup>TH</sup> AVENUE SE WIDENING PROJECT – CEDAR LANE ROAD TO STATE HIGHWAY 9 IN THE AMOUNT OF \$38,600.00 AS OUTLINED IN THE STAFF REPORT.

### **BACKGROUND:**

On April 2, 2019, the citizens of Norman voted in favor of a \$72 million transportation bond issue, which includes nineteen (19) projects. With the anticipated \$67 million in federal dollars being leveraged for these projects, approximately \$139 million is budgeted for the nineteen (19) projects. Please see the attached project list and map showing the approved projects.

On August 19, 2019, City staff advertised Request for Proposal RFP 1920-16 to solicit Consulting Engineering Services for the fourteen (14) bond projects still requiring design. The selection committee consisting of three (3) City staff and two (2) citizens shortlisted nine (9) consultant teams for interviews held on October 2, 2019. The five (5) consultant teams selected after interviews to complete the design on these projects are:

- Garver, Norman
- Cowan Group, Oklahoma City
- Freese and Nichols, Oklahoma City
- MacArthur Associated Consultants, Oklahoma City
- Olsson Associates, Oklahoma City

These consultants are being assigned the various projects by City staff based on capacity, performance on their current projects and capabilities of their firm to complete a specific project.

On January 10, 2023, City Council awarded the design engineering services contract for the 36<sup>th</sup> Avenue SE Widening Project – Cedar Lane Road to State Highway 9 to Olsson, Inc. of Oklahoma City in the amount of \$559,500.00.

**DISCUSSION:**

Tonight's agenda item is a contract amendment with Olsson, Inc. to include an additional bridge design to their scope of work on the 36th Avenue SE – Cedar Lane Road to State Highway 9 Widening Project.

During the design analysis phase of the project, the City's consultant for this project, Olsson, Inc., performed hydrology and hydraulic calculations on the existing culverts to determine the appropriate size for the reconstruction project. One existing 72-inch corrugated metal culvert was determined to need to be upgraded to a bridge size 20-foot span by 8-foot tall structure. The specific culvert location is shown on the location map, which is within a floodplain on a tributary to Dave Blue Creek.

The design and hydraulic calculations for a bridge size reinforced concrete box is substantially more effort than for a smaller culvert. Since this effort was not anticipated at the time of the original contract negotiations, Olsson has submitted a supplemental agreement for the additional scope and fee in the amount of \$38,600.00. This supplemental agreement results in a contract increase of 6.9% for a new contract total of \$598,100.00. Funding for the design services outlined in the attached Contract Amendment No.1 is available in the 36th Avenue SE – Cedar Lane Road to State Highway 9 Widening Project (No. BP0423, Design Account No. 50594019-46201).

If approved, Olsson will begin work immediately on the bridge design.

**RECOMMENDATION:**

Staff recommends approval of Amendment No.1 to Contract K-2223-85, between the City of Norman and Olsson, Inc., for supplemental design engineering on the 36<sup>th</sup> Avenue SE Widening Project – Cedar Lane Road to State Highway 9 in the amount of \$38,600.00.

Reviewed by:            Scott Sturtz, City Engineer  
                               Shawn O'Leary, Director of Public Works  
                               Clint Mercer, Chief Accountant  
                               Anthony Francisco, Director of Finance  
                               Jane Hudson, Director of Planning and Community Development  
                               Kathryn Walker, City Attorney  
                               Darrel Pyle, City Manager

**AMENDMENT NO. 1  
TO CONTRACT NO. K-2223-85**

Amendment No. 1 of the Contract K-2223-85 between Olsson, Inc. (CONSULTANT) the City of Norman (OWNER) is amended to include the following agreement of the parties.

**ATTACHMENT A1  
SCOPE OF SERVICES**

**DESCRIPTION**

Olsson recommends a bridge sized culvert to convey Dave Blue Creek flow for an existing 72” CMP cross drain under 36<sup>th</sup> Ave SE. A bridge sized RCB is anticipated.

**3. Bridge / Structural**

**a. Bridge Design – RCB Bridge Box**

Based on preliminary hydraulics, existing 72” CMP needs to be upsized to a 20’x8’ box that is 150’ long.

The upsizing of the bridge structure shall include:

- Skewed RCB to avoid channel realignment
- Obtaining new NBI number

**b. Hydraulic Study**

A Hydrological and Hydraulic (H&H) study for the proposed structure located approximately 2.4 miles north of the intersection of 36th Avenue SE and East Cedar Lane Road will be conducted to determine the functional size of the required future structure at this location.

A preliminary H&H report that includes models for natural, existing, proposed and ultimate conditions to determine their performance during 2- , 5- , 10- , 25- , 50- , 100- and 500-year storm events will be submitted for the staff review and approval. The final H&H report will address all comments generated from the review of the preliminary H&H report.

This scope does not include a Federal Emergency Management Agency (FEMA) map change. The existing structure is located in FEMA regulatory flood Zone A.

**ATTACHMENT C1  
 COMPENSATION**

COMPENSATION of the AGREEMENT is amended and supplemented to include the following agreement of the parties.

The CONSULTANT agrees to perform the SERVICES identified above in accordance with the limitations and conditions set forth in the AGREEMENT. The OWNER agrees, in accordance with the limitations and conditions set forth in the AGREEMENT to pay an amount not to exceed \$598,100 unless changed or modified by a mutually executed contact amendment between the OWNER and the CONSULTANT.

The OWNER shall pay the CONSULTANT for completion of the SERVICES of each task identified in **Attachment A & A1 – Scope of Services**, in accordance with the amounts stated below:

DESIGN TASK	COMPENSATION
Task 1 – Roadway / Street	\$200,000
Task 2 – Traffic	\$57,800
Task 3 – Bridge / Structural	\$88,000
*Task 3 – Bridge / Structural – RCB Bridge	\$26,600*
*Task 3 – Bridge Hydraulics	\$12,000*
Task 4 – Survey	\$57,700
Task 5 – Geotechnical Testing	\$62,000
Task 6 – Environmental Clearance	\$43,000
Task 7 – Right-of-Way	\$16,000
Task 8 – Utilities	\$15,000
Task 9 – Construction	\$20,000
ORIGINAL FEE	\$559,500
AMENDMENT 1 FEE	\$38,600
NEW CONTRACT AMOUNT AMENDMENT 1	\$598,100

\*Amendment 1 items

Final payment shall not be deemed to waive any rights or obligation of the OWNER or the CONSULTANT to this AGREEMENT.

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

IN WITNESS WHEREOF, OWNER and Olsson, Inc. have executed this Agreement.

DATED this \_\_\_\_ day of \_\_\_\_\_, 202\_.

The City of Norman  
(OWNER)

Signature \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Attest:

\_\_\_\_\_  
City Clerk

Olsson, Inc.

Signature James Sparks

Name James Sparks

Title Vice President

Date 10/16/2023

Attest:

Amanda Ritchey  
Secretary

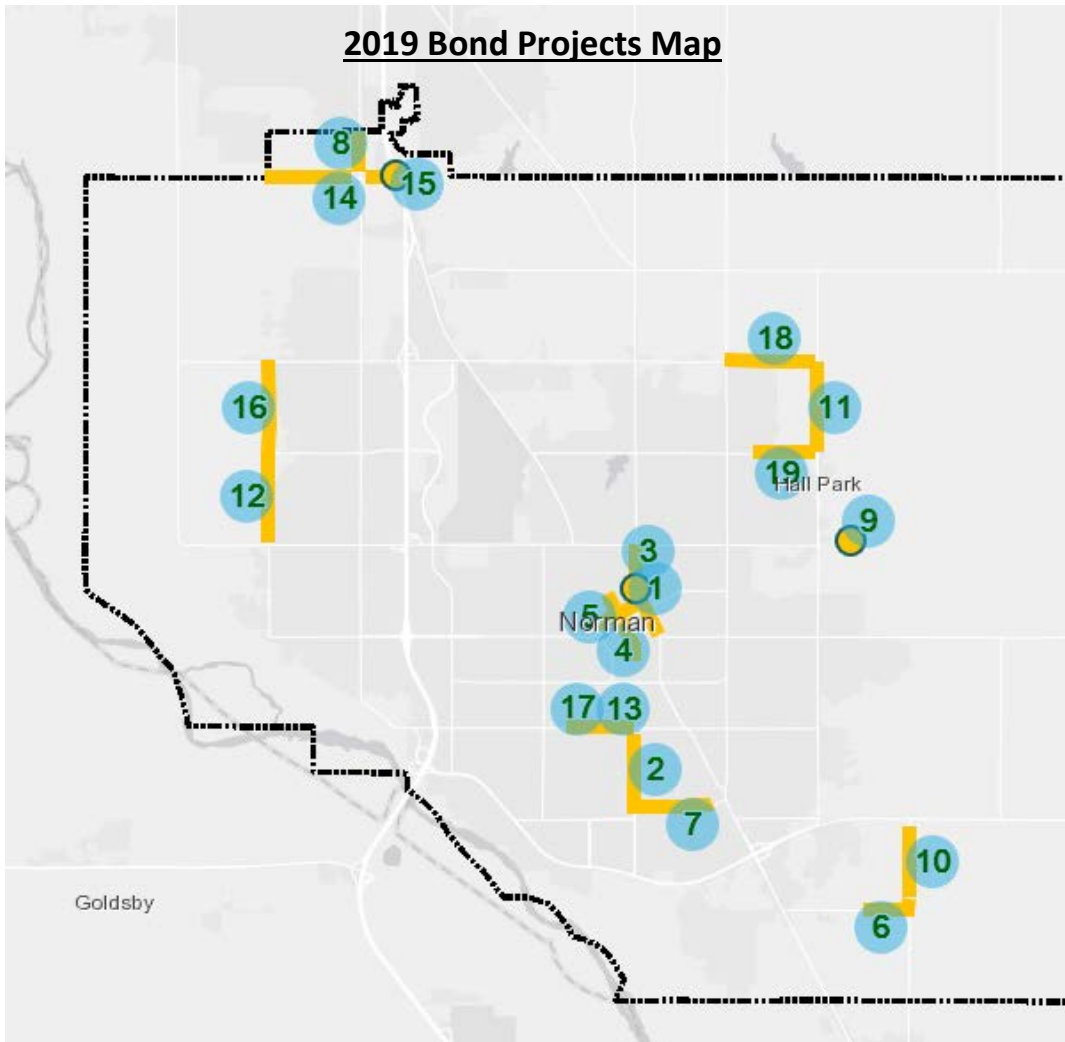


Approved as to form and legality this 17 day of Oct 2023.

Ali Poole  
City Attorney



2019 Bond Projects List		
Construction Year	Project No. on Map	Project Location
2020	1	Porter Avenue and Acres Street
2021	2	Jenkins Avenue - Imhoff Road to Lindsey Street
2021	3	Porter Avenue Streetscape
2022	4	James Garner Avenue - Acres to Duffy
2022	5	Gray Street Two-Way Conversion
2023	6	Cedar Lane Road - East of 24th Avenue SE to 36th Avenue SE
2023	7	Constitution Street - Jenkins to Classen
2024	8	36th Avenue NW - North of Indian Hills Road to Moore City Limit
2024	9	Traffic Management Center
2025	10	36th Avenue SE - Cedar Lane Road to State Highway 9
2025	11	24th Avenue NE - Rock Creek Road to Tecumseh Road
2026	12	48th Avenue NW - Phase 1 - Robinson Street to Rock Creek Road
2027	13	Lindsey Street Special Corridor (Elm Avenue to Jenkins Avenue)
2028	14	Indian Hills Road - 48th Avenue NW to Interstate 35
2028	15	Indian Hills Road and I-35 Interchange Match Funds
2029	16	48th Avenue NW - Phase 2 - Rock Creek Road to Tecumseh Road
2029	17	Lindsey Street Special Corridor (Pickard Avenue to Elm Avenue)
2030	18	Tecumseh Road - 12th Ave NE to 24th Ave NE
2030	19	Rock Creek Road - Queenston to 24th Avenue NE





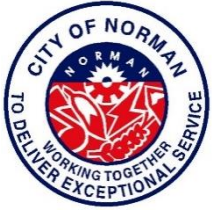
**36<sup>th</sup> Avenue SE Widening Project  
Location Map**



**File Attachments for Item:**

15. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER NO. TWO TO CONTRACT K-2324-8: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND INNOVATIVE ROADWAY SOLUTIONS, LLC, INCREASING THE CONTRACT AMOUNT BY \$1,717.90 FOR A REVISED AMOUNT OF \$509,470.74, FOR THE STREET MAINTENANCE BOND PROGRAM –ASPHALT PREVENTIVE MAINTENANCE - FYE 2024 LOCATIONS PROJECT, THE FINAL ACCEPTANCE OF THE PROJECT, AND FINAL PAYMENT OF \$192,535.61 AS OUTLINED IN THE STAFF REPORT.





## CITY OF NORMAN, OK STAFF REPORT

**MEETING DATE:** 10/24/2023

**REQUESTER:** Joseph Hill, Streets Program Manager

**PRESENTER:** Shawn O'Leary, Director of Public Works

**ITEM TITLE:** CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER NO. TWO TO CONTRACT K-2324-8: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND INNOVATIVE ROADWAY SOLUTIONS, LLC, INCREASING THE CONTRACT AMOUNT BY \$1,717.90 FOR A REVISED AMOUNT OF \$509,470.74, FOR THE STREET MAINTENANCE BOND PROGRAM –ASPHALT PREVENTIVE MAINTENANCE - FYE 2024 LOCATIONS PROJECT, THE FINAL ACCEPTANCE OF THE PROJECT, AND FINAL PAYMENT OF \$192,535.61 AS OUTLINED IN THE STAFF REPORT.

### BACKGROUND:

On Tuesday, April 6, 2021, Norman residents voted to approve the issuance of \$27 million in bonds to fund the resurfacing, rehabilitation and reconstruction of neighborhood streets as part of a 5-year, 5-category program. The five categories include (1) Asphalt Pavement Street Rehabilitation, (2) Urban Concrete Street Rehabilitation, (3) Urban Road Reconstruction, (4) Rural Road Rehabilitation, and (5) Preventive Maintenance.

Asphalt preventive maintenance in general consists of a variety of relatively inexpensive methods that extend the life of pavement that is still in fair condition. Extending the life of the existing pavement, delaying the need for expensive repaving or reconstruction. The City of Norman has utilized crack filling for many years. This project added another method called a slurry seal. A slurry seal places a thin layer of fine aggregates, polymers, and asphalt emulsion over the entire surface of the pavement sealing it against moisture intrusion and protecting against UV degradation. All of the locations were crack filled in prior years in preparation for the slurry seal. The project covered 6.3 miles of city streets.

### DISCUSSION:

Council awarded the contract to Innovative Roadway Solutions, LLC of Bullard, Texas in the amount of \$328,531.58 at the July 25, 2023 meeting and awarded Change Order #1 in the amount of \$179,221.26 at the August 22, 2023 meeting. The total awarded project amount was \$507,752.84. The project was completed within the 100-day contract period.

Construction projects are awarded to the lowest responsible bidder. Contractor bids are determined using estimated plan quantities multiplied by the contractor's unit prices for all bid items of the contract. The total of all of these costs represents the contractor's bid. During construction, each quantity is verified in the field and the contractor is to be reimbursed based on the actual quantity of materials and/or labor used.

Of the three (3) bid items, one had a small quantity change. Pay item 3, Surface Preservation Treatment increased by 410 square yards to 101,246 square yards. This 0.4% increase in quantity increased the total contract amount by \$1,717.90, or 0.3%.

The final payment amount owed to Innovative Roadway Solutions, LLC is \$192,535.61, which includes release of all retainage.

The following streets were treated as a part of this project:

**FY 2024 Locations:**

Project	Number and Account	Amount
Sherburne Ct.	BP0581 50593399	\$1,478.00
Sherburne	BP0582 50593399	\$6,022.00
Vincent	BP0583 50593399	\$2,294.00
Scarlet	BP0584 50593399	\$1,282.00
Golden Oaks	BP0585 50593399	\$5,260.00
Lyrewood Ln	BP0586 50593399	\$3,410.00
Meadow Ridge Cir	BP0587 50593399	\$1,776.00
Meadow Ridge Rd	BP0588 50593399	\$2,413.00
Shadow Crest	BP0589 50593399	\$2,952.00
Shadow Grove	BP0590 50593399	\$2,676.00
Shadow Creek	BP0591 50593399	\$1,584.00
Shadowridge Dr	BP0592 50593399	\$11,366.00
Boyd St	BP0593 50593399	\$25,633.00
Barbour Ave	BP0594 50593399	\$12,174.00
Edinburg Dr	BP0595 50593399	\$10,281.00
Rockingham Dr	BP0596 50593399	\$10,570.00
Waterfront Dr	BP0597 50593399	\$52,664.00
Ridge Bluff Ct	BP0598 50593399	\$5,111.00
Pine Cove Ct	BP0599 50593399	\$7,150.00
Devonshire Dr	BP0600 50593399	\$29,050.00
Sandstone Dr	BP0601 50593399	\$32,994.00
Sandstone Cir	BP0602 50593399	\$4,912.00
Lochwood Dr	BP0603 50593399	\$30,115.00
Coalbrook Dr	BP0604 50593399	\$39,222.58
Elm	BP0565 50594401	\$6,140.00

Transit Center	BP0565 50594401	\$20,002.00	Item 15.
<b>Total:</b>		<b>\$328,531.58</b>	

**FY 2024 Change Order #1 Locations:**

Project	Project Number and Account	Amount
Carrington Lane	BP0605 50593399	\$46,990.51
Cannon Drive	BP0606 50593399	\$27,729.54
Eagle Cliff Drive	BP0607 50593399	\$93,441.65
Mountain Brook Drive	BP0608 50593399	\$11,059.56
<b>Total:</b>		<b>\$179,221.26</b>

**FY 2024 Change Order #2:**

Project	Project Number and Account	Amount
Barbour Avenue	BP0594 50593399	\$1,717.90
<b>Total:</b>		<b>\$1,717.90</b>
<b>Cumulative Total:</b>		<b>\$509,470.74</b>

**RECOMMENDATION NO. 1:**

Staff recommends the approval of Change Order 2 to Contract K-2324-8 with Innovative Roadway Solutions, LLC in the amount of \$1,717.90 for a revised contract amount of \$509,470.74 for construction of the Street Maintenance Bond Program –Asphalt Preventive Maintenance - FYE 2024 Locations Project

**RECOMMENDATION NO. 2:**

Staff recommends final acceptance of the Street Maintenance Bond Program –Asphalt Preventive Maintenance - FYE 2024 Locations Project, Contract K-2324-8, and final payment to Innovative Roadway Solutions, LLC in the amount of \$192,535.61.



CHANGE ORDER SUMMARY  
CITY OF NORMAN  
CLEVELAND COUNTY, OKLAHOMA

CHANGE ORDER NO. 2

DATE: October 4, 2023

CONTRACT NO.: K-2324-8

SUBMITTED BY: Joseph Hill

PROJECT: Street Maintenance Bond Program – Asphalt Preventive Maintenance, FYE 2024 Locations

CONTRACTOR: Innovative Roadway Solutions, LLC  
493 Dr. M. Roper Pkwy N.  
Bullard, TX 75757

Original Contract Time: 100 days

Original Contract Amount: \$507,752.84

DESCRIPTION	INCREASE	DECREASE
Change in Pay Quantities	\$1,717.90	\$(0.00)
Change in Contract Time	0 Days	0 Days

NET CHANGE \$1,717.90

REVISED CONTRACT TIME: 210 days

REVISED CONTRACT AMOUNT: \$509,470.74

See Detailed Quantity Change on Page 2 of 2:

Detailed Quantity Change:

ITEM	DESCRIPTION	UNIT	PREVIOUS QUANTITY	CHANGE ORDER 2 QUANTITY	QUANTITY CHANGE	COST CHANGE
1	Mobilization	LS	1.55	1.55	0	\$0
2	Traffic Control	LS	1.55	1.55	0	\$0
3	<del>Surface Preservation Treatment</del>	<del>SY</del>	<del>100,836</del>	<del>101,246</del>	<del>410</del>	<del>\$1,717.90</del>
	TOTAL COST CHANGE					\$1,717.90

CONTRACTOR: Kevin King

DATE: 10/5/23

ENGINEER: [Signature]

DATE: 10-9-23

CITY ATTORNEY: \_\_\_\_\_

DATE: \_\_\_\_\_

ACCEPTED BY: \_\_\_\_\_  
(Mayor)

DATE: \_\_\_\_\_

State of Texas

County of Smith

This instrument was acknowledged before me on October 5, 2023

By Kevin King as President of Innovative Roadway Solutions

Cheryl Newman  
Notary Public's Signature



**File Attachments for Item:**

16. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2324-75: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND COXCOM, L.L.C., FORMERLY KNOWN AS COXCOM, INC. FOR A NON-EXCLUSIVE AGREEMENT TO PROVIDE CABLE SERVICES AND CABLE SYSTEM IN THE CITY OF NORMAN.



## CITY OF NORMAN, OK STAFF REPORT

**MEETING DATE:** 10/24/2023

**REQUESTER:** Kathryn Walker, City Attorney

**PRESENTER:** Heather Poole, Assistant City Attorney

**ITEM TITLE:** CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2324-75 A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND COXCOM, L.L.C., FORMERLY KNOWN AS COXCOM, INC. FOR A NON EXCLUSIVE AGREEMENT TO PROVIDE CABLE SERVICES AND CABLE SYSTEM IN THE CITY OF NORMAN

### **BACKGROUND:**

CoxCom has agreed to an agreement between the City and CoxCom, LLC regarding maintaining and extending their cable service into the City of Norman. CoxCom would not replace Norman's other cable franchises, but instead would be competing with them under this agreement. This agreement would allow access to the public rights-of-way for cable services.

### **DISCUSSION:**

Under Oklahoma law, cable television providers are required to negotiate access to public rights of way on a city-by-city basis. This is done through agreements with cable television providers.

CoxCom will be providing a cable television service under 11 O.S. §22-107.1, and the City can require adequate assurance that they will provide adequate public, education, and government ("PEG") access channel capacity. Furthermore, the City's agreement with CoxCom would be forbidden from containing terms more favorable or less burdensome than our franchise agreement with other cable providers, which include BluePeak (Clarity) and DirecTV (AT& T).

A 2006 Federal Communications Commission (the "FCC") Order (FCC 06-180) dealing with the implementation of Section 621(a)(1) of the Cable Communications Policy Act of 1984 (codified at 47 U.S.C. §541(a)(1)) stated that a franchising authority may award one or more franchises in its jurisdiction, but must not refuse to grant an additional competitive franchise unreasonably. The Order identified five areas that the FCC feels that local franchising authorities (municipalities) use to unreasonably prevent a competitive franchise from entering the market. Those areas are: (1) time for franchise negotiations, (2) build-out requirements, (3) franchise fees, (4) PEG network requirements, and (5) regulation of mixed-use networks. Without elaborating on the many details of this Order, the tone of the FCC continues to be very pro-competition and critical of municipalities whose actions may potentially stifle competition in the cable television market.

Under the terms of the agreement, CoxCom commits to paying the City of Norman a fee equal to 5% of the gross revenues of CoxCom and its affiliates collected from each subscriber to their cable services product. This fee is identical to what the other cable services in Norman currently pay as a franchise fee.

In this Agreement, CoxCom further agrees to provide four “streams” or “channels” of educational and governmental programming as long as the format is compatible with CoxCom’s technology. The term of the agreement is five (5) years, with the potential for renewal, modification, and/or extension of the agreement.

**RECOMMENDATION:**

Approval of the attached contract will protect the City’s right of way fee and public access interests for the term of the contract. The framework of this agreement provides for the City, by agreement, the same PEG access and the same 5% fee in lieu of franchise fees to the City of Norman as are now provided under the current cable franchise agreements, as well as the same five (5) year term.



## CABLE TELEVISION AGREEMENT

This Cable Television Agreement (“Agreement”) is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2023, by and between the City of Norman, OK, a municipal corporation, hereinafter referred to as the “City,” and CoxCom, LLC, formerly known as CoxCom, Inc. hereinafter referred to as “Cox” or “Company,” with Cox and City sometimes separately referred to hereinafter as a “party,” and sometimes collectively as “parties.”

WHEREAS, the City’s role as manager of public rights-of-way and easements and as a regulator of cable service requires it to maintain a fair and level playing field for all such service providers; and

WHEREAS, City and Cox have determined that it is in the best interest of all parties, including the citizens of City, that Cox be granted the right to construct and operate a cable system to provide cable services within the City; and

WHEREAS, the City Council of Norman has relied on Cox’s representations and has considered all information presented to it by Cox, by City staff, and the public, and has determined that Cox has the technical, legal and financial ability to construct and operate a cable system and to provide cable services; and

WHEREAS, based upon such representations, the City Council of Norman has determined to grant Cox a non-exclusive permit to construct, install, maintain and operate a cable system in the City, subject to the terms and conditions set forth herein and applicable federal, state, and municipal statutes, regulations and ordinances, is consistent with the public interest.

**NOW, THEREFORE**, in consideration of the mutual covenants, promises and agreements hereinafter set forth, the parties agree as follows:

1. Term of Agreement: This non-exclusive Agreement shall take effect the last date of signature below by the City and by Cox and shall be effective for a term of five (5) years thereafter. Prior to the end of this term, the parties agree to enter into good faith negotiations regarding a possible renewal and/or modification and/or extension of this Agreement, subject to Cox’s right to commence renewal proceedings under Applicable Law.
2. Definitions. The following words, terms and phrases, when used in this Agreement, shall have the meanings ascribed to them in this section:
  - (A) “Applicable Law” means all federal, state and local statutes, laws, rules, regulations, ordinances and similar governmental requirements applicable to all similarly situated parties on an equal and non-discriminatory basis.
  - (B) “Cable Service” shall have the same meaning as contained in federal statutes, 47 U.S.C. §522(6) on the effective date of this Agreement.
  - (C) “Cable System” shall have the same meaning as contained in federal statutes, 47 U.S.C. §522(7) on the effective date of this Agreement.

- (D) “Public Way” means the surface of, and the space above and below, any public street, highway, freeway, bridge, land path, alley, court, boulevard, sidewalk, parkway, way, lane, public way, drive, circle, or other public right-of-way, including, but not limited to, public utility easements, dedicated utility strips, or rights-of-way dedicated for compatible uses and any temporary or permanent fixtures or improvements located thereon now or hereafter held by City which shall entitle City and Cox to the use thereof for the purpose of installing, operating, repairing, and maintaining the Cable System. “Public Way” also means any easement now or hereafter held by City for the purpose of public travel, or for utility or public service use dedicated for compatible uses, and shall include other easements or rights-of-way as shall within their proper use and meaning entitle City and Cox to the use thereof for the purposes of installing Cox’s Cable System or transmitting Cox’s Cable Service over poles, wires, cables, conductors, ducts, conduits, vaults, manholes, pedestals, amplifiers, appliances, attachments, and other related property or equipment as may be necessary or appurtenant to the Cable System.

3. Nature of Agreement:

- (A) No privilege or exemption shall be granted or conferred by this Agreement except those specifically prescribed herein.
- (B) Any right or power in, or duty impressed upon, any officer, employee, department, or board of the City by this Agreement shall be subject to transfer by the City to any other legally authorized officer, employee, department, or board of the City.
- (C) This Agreement shall not relieve Cox of any existing obligations involved in obtaining permits, pole or conduit space from any department of the City, utility company, or from others maintaining utilities in streets.
- (D) This Agreement may not be sold, transferred, leased, assigned or disposed of (except to an affiliate of Cox or as a result of a merger or other business combination where Cox is the surviving entity), including but not limited to, by forced or voluntary sale, merger, consolidation, receivership or other means without the prior written consent of the City, and then only under such reasonable conditions as the City may establish under Applicable Law. Such consent as required by the City shall not, however, be unreasonably conditioned, withheld, or delayed. Notwithstanding the foregoing, this Section shall not prevent the assignment or hypothecation of the Agreement by Cox as security for debt without such approval.
- (E) Cox represents that it will construct a “Cable System” to provide Cable Service which Cable System shall consist of a set of closed transmission paths and associated signal generation, reception, and control equipment or other equipment that is designed to provide Cable Service to subscribers. This Agreement shall not apply to any service Cox provides that is not a “Cable Service”. Cox will comply with all local and federal laws regarding Cable System, including the FCC technical standards set out in Subpart K of 47 C.F. R. Part 76.

- (F) If City enters into or has entered into an arrangement of any kind with any person or entity other than Cox to enter into the Public Ways for the purpose of constructing or operating a Cable System or providing Cable Service or video service to any part of the City, the City and Cox will comply with the provisions of applicable federal laws and FCC orders related to additional cable agreements. Except as specifically provided in this paragraph, neither City nor Cox shall be permitted to take any unilateral action that materially changes the explicit mutual promises and covenants contained in this Agreement, and any changes, modifications or amendments to this Agreement must be made in writing, signed by City and Cox.
- (G) If either party is not in compliance with the terms of the Agreement, after written notice is provided by the non-breaching party, the offending party has forty-five (45) calendar days to cure the breach, and in the event that any particular breach cannot be reasonably cured within such a period, provided the party in breach is exerting good faith efforts to cure the breach, the period shall toll for so long as such efforts continue in good faith at the approval of the non-breaching Party. No cure period shall be permitted if a party to this Agreement is found to have already materially breached this Agreement three (3) times during any calendar year. In the event a party to this Agreement is in breach and such breach is not cured within the cure period set out above, or has had three prior material breaches in any calendar year, the non-breaching party may require the breaching party to pay reasonable expenses to cure the breach by providing no less than ninety (90) calendar days prior written notice of request for payment to the breaching party.

4. Obligations of Cox:

- (A) During the term of this Agreement, Cox shall pay to City a fee equal to 5% of the gross collected revenues of Cox and its affiliates from the provision of Cable Service within the City. This fee may be identified and passed through on any subscriber bill by Cox to the extent not prohibited by Applicable Law, and all such fees collected will be forwarded to City quarterly and shall be due forty-five (45) days after the end of each calendar quarter.
- (B) For purposes of this Agreement, gross collected revenues means any amounts in whatever form and from any source, directly or indirectly earned or derived by Cox or any affiliate from the operation of the Cable System to provide Cable Service within the City. The fee shall not apply to Internet access or telephone or voice services offered by Cox. Nothing in this Agreement shall be construed to prohibit the City from separately imposing any fees on these services to the extent permitted by applicable law.

During the performance of this Agreement, Cox shall maintain the following insurance:

- a) General Liability Insurance, with a limit of \$1,000,000 per occurrence and \$2,000,000 annual aggregate.
- b) Automobile Liability Insurance, with a combined single limit of \$1,000,000 for each person and \$1,000,000 for each accident.

- c) Workers' Compensation Insurance in accordance with statutory requirements and Employers' Liability Insurance, with a limit of \$500,000 for each occurrence.
  - d) Professional Liability Insurance, with a limit of \$1,000,000 per claim and annual aggregate.
  - e) Cox shall, upon written request, furnish City with certificates of insurance which shall include a provision that such insurance shall not be canceled without at least thirty days' written notice to City. City shall require all Project contractors to include City, Cox, and its parent company, affiliated and subsidiary entities, directors, officers and employees, as additional insureds on their General and Automobile Liability insurance policies, and to indemnify both City and Cox, each to the same extent.
- (C) Upon reasonable prior notice, Cox will grant the City the right to conduct reasonable audits of Cox's books and records during normal business hours, on a nondisruptive basis, as are reasonably necessary to monitor compliance with the Agreement. City agrees to treat any information disclosed to it by Cox as confidential, to the extent not prohibited by Applicable Law, and to disclose it only to employees, representatives, and agents of City that have a need to know, or in order to enforce the provisions hereof.
- (D) Cox and City agree that the Fee for Cable Services shall be in lieu of all other concessions, charges, excises, franchise, license, privilege, permit fees, taxes, or assessments *except* sales taxes, personal or real property taxes, and ad valorem taxes that are payable outside of this Agreement.
- (E) During the term of this Agreement, Cox shall provide capacity for four (4) "streams" or "channels" of noncommercial educational and governmental programming through Cox's cable and/video service for the use of City, Norman Public Schools, the University of Oklahoma, and other educational institutions designated by the City. All programming shall be provided by the City or educational entities in a format compatible with Cox's technology. Cox shall not be required to share video programming with any other video service provider authorized to do business in the City.
- (F) Cox shall comply with the federal Emergency Alert System regulations (47 C.F.R. Part 11).
- (G) The parties agree to consult in the event that, after execution of this Agreement, any court, agency, commission, legislative body, or other authority of competent jurisdiction issues a finding that limits the validity or enforceability of this Agreement, in whole or in part. Should the finding be final, non-appealable and binding upon either City or Company, this Agreement shall be deemed modified or limited to the extent necessary to address the subject of the finding. Where the effect of a finding is a modification, the parties shall enter into good faith negotiations to modify this Agreement in the manner which best effectuates its overall purposes and the original intentions of the parties.

- (H) No user of the Cable System who lawfully receives Cable Service with Cox's express permission, shall be refused service arbitrarily. If such residence is located within 125 feet of Cox's feeder cable, the Cable Service will be provided at Cox's published rate for standard installations. However, if the subscriber is located in an area where there would not be at least 40 residences per linear stand mile of cable as measured from Cox's closest commercially reasonable tie-in point that is actively delivering Cable Service as of the date of such request for service, or if such residence is located farther than 125 feet from Cox's nearest feeder cable, then Cox shall only be required to extend the Cable System to subscribers in that area if the subscribers are willing to pay the capital costs of extending the Cable System. Cox may require that such subscribers pay the capital contribution for construction in advance. Subscribers also shall be responsible for any standard/non-standard installation charges to extend the Cable System from the tap to the residence. Cable Service offered to Subscribers pursuant to this Article shall be conditioned upon Cox having legal access to any such Subscriber's dwelling unit or other units wherein such Cable Service is provided. Nothing herein shall be construed to limit Cox's ability to offer or provide bulk rate discounts or promotions.
- (I) All transmission and distribution structures, poles, other lines, and equipment installed or erected by Cox pursuant to the terms hereof shall be located so as to cause a minimum of interference with the proper use of Public Ways and with the rights and reasonable convenience of property owners who own property that adjoins any of such Public Ways. Cox shall comply with all right of way and easement management ordinances and/or regulations enacted by City, including such ordinances and/or regulations enacted after the effective date of this Agreement.
- (J) If during the course of Cox's construction, operation, or maintenance of the Cable System, there occurs a disturbance of any Public Way by Cox, it shall, at its expense, replace and restore such Public Way to a condition reasonably comparable to the condition of the Public Way existing immediately prior to such disturbance.
- (K) Subject to the City making a reasonable alternative pathway available to Cox for such relocation (including in terms of cost and technical feasibility), and upon its receipt of reasonable advance notice, Cox shall, at its own expense, protect, support, temporarily disconnect, relocate in the Public Way, or remove from the Public Way, any property of Cox when lawfully required by City by reason of traffic conditions, public safety, street abandonment, freeway and street construction, change or establishment of street grade, installation of sewers, drains, gas or water pipes, or any other type of structures or improvements by City. If public funds are available to any company using such street, easement, or right of way for the purpose of defraying the cost of any of the foregoing, such funds shall also be made available to Cox.
- (L) Cox shall, on the request of any person or entity holding a building or other structure moving permit issued by City, temporarily raise or lower its wires to permit the moving of such building or other structure, provided: i) the expense of such temporary raising or lowering of wires is paid by such person or entity, including, if required by Cox, making such payment in advance; and ii) Cox is given not fewer than ten (10) business days' advance written notice to arrange for such temporary wire changes.

- (M) Cox shall have the authority to trim trees or other natural growth overhanging any of its Cable System in the City so as to prevent branches from coming in contact with Cox wires, cables, or other equipment. Cox shall comply with reasonable standards for trimming put in place by the City's forester, and limited to the minimum required for adequate clearance.
  - (N) Construction, installation, and maintenance of the Cable System shall be performed in an orderly and workmanlike manner. All such work shall be performed in substantial accordance with applicable FCC or other federal, state, and local regulations. The Cable System shall not unreasonably endanger or interfere with the safety of persons or property in the City.
  - (O) In those areas of the City where all of the transmission or distribution facilities of the respective public utilities providing telephone communications and electric services are underground, Cox likewise shall construct, operate, and maintain all of its transmission and distribution facilities underground; provided that such facilities are actually capable of receiving Cox's cable and other equipment without technical degradation of the Cable System's signal quality. In those areas of the City where the transmission or distribution facilities of the respective public utilities providing telephone communications and electric services are both aerial and underground, Cox shall attempt to construct, operate, and maintain all of its transmission and distribution facilities underground where commercially reasonable. Nothing contained in this paragraph shall require Cox to construct, operate, and maintain underground any ground-mounted appurtenances such as subscriber taps, line extenders, system passive devices (splitters, directional couplers), amplifiers, power supplies, pedestals, or other related equipment. Notwithstanding anything to the contrary contained in this paragraph, in the event that all of the transmissions or distribution facilities of the respective public utilities providing telephone communications and electric services are placed underground after the effective date of this Agreement, Cox shall only be required to construct, operate, and maintain all of its transmission and distribution facilities underground if it is given reasonable notice and access to the public utilities' facilities at the time that such are placed underground.
5. Obligations of City. City will not attempt to nor subject the provision of Cox's Cable Service to regulation under any provision of the City's cable television or broadband telecommunications franchise ordinance or similar ordinance(s) that are inconsistent with or more burdensome than those contained herein. In addition:
- (A) City agrees to subject the construction and installation of the facilities that will be used in whole or in part to provide Cox's Cable Service to the same process and review as it subjects the installation and construction of traditional telecommunications infrastructure;
  - (B) City agrees not to unreasonably block, restrict, or limit the construction and installation of facilities that will be used in whole or in part to provide Cox's Cable Service;



- (C) City agrees to process any and all applicable permits for the installation, construction, maintenance, repair, removal, and other activities associated with placement of communications or transmission facilities of any kind in a timely and prompt manner; and
- (D) City hereby grants to Cox the nonexclusive right to construct and operate a Cable System and offer Cable Service and other service in, along, among, upon, across, above, over, under, or in any manner connected with Public Ways and for that purpose to erect, install, construct, repair, replace, reconstruct, maintain, or retain in, on, over, under, upon, across, or along any Public Way and all extensions thereof and additions thereto, such poles, wires, cables, conductors, ducts, conduits, vaults, manholes, pedestals, amplifiers, appliances, attachments, and other related property or equipment as may be necessary or appurtenant to the Cable System. Nothing in this Agreement shall be construed to prohibit Cox from offering any service over its Cable System that is not prohibited by Applicable Law.
6. Modification. This Agreement may be amended or modified only by a written instrument executed by both Parties.
7. Entire Agreement. This Agreement constitutes the entire agreement between City and Cox with respect to the subject matter contained herein and supersedes all prior or contemporaneous discussions, agreements, and/or representations of or between City and Cox regarding the subject matter hereof.
8. Waiver. Failure on the part of either Party to enforce any provision of this Agreement shall not be construed as a waiver of the right to compel enforcement of such provision or any other provision.
9. Miscellaneous.
- (A) Cox and City each hereby represents and warrants that it has the requisite power and authority to enter into this Agreement and to perform according to the terms hereof.
- (B) The headings used in this Agreement are inserted for convenience or reference only and are not intended to define, limit or affect the interpretation of any term or provision hereof. The singular shall include the plural; the masculine gender shall include the feminine and neutral gender.
- (C) Nothing contained in this Agreement is intended or shall be construed as creating or conferring any rights, benefits or remedies upon, or creating any obligations of the Parties hereto toward any person or entity not a party to this Agreement, unless otherwise expressly set forth herein.
- (D) This Agreement shall not be exclusive, and the City expressly reserves the right to enter into similar agreements with any other company offering the same or similar video services at any time.

- (E) The geographic area covered by this Agreement shall be the incorporated limits of the City of Norman, Oklahoma, as such area now exists or may be modified in the future by annexation or deannexation.
- (F) The parties agree that either Cleveland County District Court (21<sup>st</sup> Judicial District) or the United States District Court for the Western District of Oklahoma shall be the sole and exclusive forum for any judicable disputes concerning this Agreement.
10. Binding Effect. This Agreement shall be binding upon and for the benefit of each of the Parties and their respective principals, managers, City Council members, offices, directors, shareholders, agents, employees, attorneys, successors and assigns and any parents, subsidiaries or affiliated corporations or entities, as applicable.
11. Employment Requirements. Cox shall afford equal opportunity in employment to all qualified persons as required by Applicable Law. No person shall be discriminated against in employment because of race, color, sex, religion, gender, national origin, age, familial status or disability in violation of Applicable Law.
12. Notices. Unless otherwise provided by Applicable Law, all notices or approvals pursuant to this Agreement shall be in writing and shall be deemed to be sufficiently given upon delivery to the address set forth below by U.S. certified mail, return receipt requested, or by nationally or internationally recognized courier service (such as Federal Express). If questioned, the party sending a notice shall have the burden to prove receipt or rejection. Rejected notices shall be deemed delivered. The parties may designate such other address or addresses from time to time by giving notice to the other in the manner provided for in this section.

To City: City Clerk  
City of Norman  
201 West Gray, P.O. Box 370  
Norman, Oklahoma 73070

Copy to: Kathryn.Walker@normanok.gov

To Cox: Robbie Squires  
Director, Government & Regulatory Affairs  
715 NE 122nd Street  
Oklahoma City, Oklahoma 73114

Copy to: Robbie.Squires@cox.com

IN WITNESS WHEREOF, the parties hereto, by their duly authorized representatives, have executed this Agreement as of the dates set forth below.

City:

APPROVED by the City Council of The City of Norman, Oklahoma, on the \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
MAYOR

ATTEST

City Clerk

REVIEWED as to form and legality this \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
City Attorney

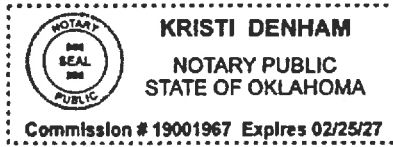
CoxCom, LLC:

Signature: Bonnie Lopez

Printed Name: Bonnie Lopez

Title: Market Vice President

Date: September 14, 2023



Notary Public Kristi Denham

September 14, 2023

**File Attachments for Item:**

17. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AWARDED BID B-2324-12 AND CONTRACT K-2324-80: BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND INDUSTRIAL HYDRO SERVICES, LLC, TO COMPLETE DIGESTER #2 BIOSOLIDS REMOVAL AND DISPOSAL AT THE NORMAN UTILITIES AUTHORITY WATER RECLAMATION FACILITY AT A RATE OF \$0.235 PER GALLON AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT.



## CITY OF NORMAN, OK STAFF REPORT

**MEETING DATE:** 10/24/2023

**REQUESTER:** Nathan Madenwald, Utilities Engineer

**PRESENTER:** Nathan Madenwald, Utilities Engineer

**ITEM TITLE:** CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AWARDED BID B-2324-12 AND CONTRACT K-2324-80: BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND INDUSTRIAL HYDRO SERVICES, LLC, TO COMPLETE DIGESTER #2 BIOSOLIDS REMOVAL AND DISPOSAL AT THE NORMAN UTILITIES AUTHORITY WATER RECLAMATION FACILITY AT A RATE OF \$0.235 PER GALLON AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT.

### BACKGROUND:

The Water Reclamation Facility (NWRf) is currently required by Federal and State law to remove and properly dispose of treated bio-solids. Frequent regular removal of these solids from the treatment process is essential for maintaining treatment efficiency. In order to keep the anaerobic digesters operating in an efficient manner, inspection and cleaning should occur every five (5) to ten (10) years. Contract services are then necessary because of the expertise and specialized equipment needed for the project. The project will remove approximately 800,000 gallons of bio-solids from anaerobic digester #2.

### DISCUSSION:

Bids for this contract were advertised within the Norman Transcript on August 11 and 18, 2023. Five (5) bids for the project (as shown on the attached Bid Tabulation) were received on August 31, 2023. Industrial Hydro Services (IHS) of Maysville, Oklahoma submitted the lowest and best bid of \$0.235 per gallon. At approximate volume of 800,000 gallons, the estimated contract amount is \$188,000.00. Funding for Contract K-2324-80 is as follows: 1. Water Reclamation Fund Bio-solids Removal (Business Services-Sludge Removal, account 32955145-44121) - \$126,763.00; and 2. Appropriation from Water Reclamation Fund Balance (32-29000) - \$80,000. This proposed funding of \$206,763.00 should be sufficient to complete this work. Work will be coordinated with facility operations and is planned to be completed by early 2023.

**RECOMMENDATION NO. 1:**

Staff recommends awarding the bid B-2324-12 for biosolids removal and disposal services for Digester #2 and the Water Reclamation Facility to Industrial Hydro Services, LLC as the lowest and best bid.

**RECOMMENDATION NO. 2:**

Staff recommends approval of Contract K-2324-80 between the Norman Utilities Authority and Industrial Hydro Services, LLC, to complete biosolids removal and disposal services for Digester #2 and the Water Reclamation Facility at a rate of \$0.235 per gallon and Water Reclamation Fund Balance budget appropriation.

**RECOMMENDATION NO. 3:**

Staff recommends appropriation of \$80,000 from Water Reclamation Fund Balance (account 32-29000) to Business Services-Sludge Removal (account 32955145-44121).



## CONTRACT

THIS CONTRACT made and entered into this 9<sup>th</sup> day of October, 2023, by and between NORMAN UTILITIES AUTHORITY, a municipal corporation, hereinafter as the AUTHORITY, and Industrial Hydro Services, hereinafter as the CONTRACTOR.

## WITNESSETH

Whereas, the AUTHORITY 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 said bidding documents, and has caused Solicitation for Bids 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:

### REMOVAL AND DISPOSAL OF BIOSOLIDS FROM DIGESTER

Removal and land application of approximately 800,000 gallons of liquid class "B" biosolids from the Anaerobic Digester#2 as outlined and set out in the bidding documents and specifications which are incorporated herein by reference and made a part hereof; and

Whereas, the Contractor in response to said Solicitation for Bids (Bid #2324-12), has submitted to the AUTHORITY in the manner and at the time specified, a sealed proposal in accordance with the terms of said bidding documents to specifications; and

Whereas, the AUTHORITY, 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-named project, and has duly awarded this contract to said Contractor for the sum named in the proposal, to wit: Industrial Hydro Services (IHS) for winning bid of \$0.235 per gallon. One payment shall be made upon completion of the project

NOW, THEREFORE, for and in consideration of the mutual agreement and covenants herein contained, the parties to this Contract have agreed, and hereby agree, as follow:

1. The Contractor shall, in a good and first-class, workmanlike 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 the bid proposal and specifications and this Contract and the following Contract Documents: Notice to Bidders, Instruction to Bidders, the Contractor's Bid or Proposal, Specifications, Provisions, and Bonds.
2. The AUTHORITY shall make payment to the contractor in the following manner: Upon completion and acceptance by the Norman Utilities Authority the Contractor shall be paid in full. The City shall complete payment to the CONTRACTOR within 30 days of invoice receipt.

- 3. Unless written notice of termination or renegotiations of any or all portions of this contract, including unit cost, is given by the NUA or CONTRACTOR at least (60) sixty days prior to the expiration date of this contract, the contract shall be renewed and provisions thereof shall continue in full force and effect for a (12) twelve month period, with provisions for automatic renewal to apply to each successive (12) twelve month period thereafter.
- 4. Materials and/or services purchased by CONTRACTOR in connection with the City project shall be subject to the payment of City sales tax.

IN WITNESS WHEREOF, the said parties of the First and Second Part have hereunto set their hands and seals respectively the 9<sup>th</sup> day of October, 2023, and the 9<sup>th</sup> day of October, 2023.

**INDUSTRIAL HYDRO SERVICES**

(Corporate Seal)

RENE MALTAIS - IHS  
Principal

ATTEST:

Signed: Rene Maltais  
Authorized Representative

Manager  
Title

\_\_\_\_\_  
Corporate Secretary (where applicable)

Rene Maltais Signed Before Me  
Daniel L. Somers

Address: 20493 140<sup>th</sup> St., Maysville, OK 73057

PO Box 1564, Purcell, OK 73080

Telephone: (405) 867-1293 / (405) ~~473-8556~~  
535-6887



**NORMAN UTILITIES AUTHORITY**

Approved as to form and legality this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Authority Attorney

Approved by the NORMAN UTILITIES AUTHORITY this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chairman

<b>Norman Utilities Authority</b>					
<b>Biosolids Removal and Disposal from Digester #2 at the Water Reclamation Facility</b>					
<b>Bid# B-2324-12</b>					
Bid Opening Date:	Thursday, August 31, 2023				
Bid Opening Time:	2:00 PM				
<b>Company</b>	<b>City</b>	<b>State</b>	<b>Base Bid (per gallon)</b>	<b>Estimated Biosolids Volume</b>	<b>Total Estimated Contract Amount</b>
<b>Industrial Hydro Services</b>	<b>Maysville</b>	<b>OK</b>	<b>\$0.2350</b>	<b>800,000</b>	<b>\$188,000.00</b>
Synagro Central LLC	Baltimore	MD	\$0.3190	800,000	\$255,200.00
Nutri-Ject Systems Inc	Hudson	IA	\$0.3234	800,000	\$258,720.00
Spike Enterprise	Oklahoma City	OK	\$0.3650	800,000	\$292,000.00
Hodges Farms & Dredging	Lebo	KS	\$0.8890	800,000	\$711,200.00

## PERFORMANCE BOND

Know all men by these presents that Industrial Hydro Services LLC, as PRINCIPAL, and National American Insurance Company, a corporation organized under the laws of the State of Oklahoma, and authorized to transact business in the State of Oklahoma, as SURETY, are held and firmly bound unto NORMAN UTILITIES AUTHORITY, a Public Trust of the State of Oklahoma, herein called AUTHORITY, in the sum of One Hundred Eighty-Eight Thousand Dollars and Zero Cents (\$188,000), 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:

### REMOVAL AND DISPOSAL OF LIQUID BIOSOLIDS NORMAN, OKLAHOMA

has entered into a written CONTRACT (K-2324-80) with the AUTHORITY, dated October 10, 2023 for the completion of this PROJECT, that CONTRACT being incorporated herein by reference as if fully set forth.

NOW, THEREFORE, if PRINCIPAL shall, in all particulars, well and truly perform and abide by the 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 AUTHORITY from all loss, damage, and expense to life or property suffered or sustained by any person, firm, or corporation caused by the 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 the PRINCIPAL or his or its agents, servants, or employees; and if the PRINCIPAL shall protect and save the AUTHORITY harmless from 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 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 6<sup>th</sup> day of October, 2023, 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 6<sup>th</sup> day of October, 2023.

(Corporate Seal) (where applicable)

ATTEST

\_\_\_\_\_  
Corporate Secretary (where applicable)

Industrial Hydro Services LLC  
PRINCIPAL

Signed:

Ami Maltais  
Authorized Representative

Pene Maltais, Member  
Name and Title

Address:

PO Box 1564  
Purcell, OK 73080

Telephone:

(405) 867-1293



(Corporate Seal)

ATTEST

\_\_\_\_\_  
Corporate Secretary

National American Insurance Company  
SURETY

Signed:

David A. Somers  
Authorized Representative

Daniel A. Somers, Atty-in-Fact  
Name and Title

Address:

PO Box 788  
Lindsay, OK 73052

Telephone:

(405) 756-3116

**CORPORATE ACKNOWLEDGEMENT**

STATE OF OKLAHOMA )  
 )§  
COUNTY OF Garvin )

The foregoing instrument was acknowledged before me this 6<sup>th</sup> day of October,

2023, by Pene Maltais, Member of Industrial Hydro Services, LLC,  
Name and Title

a Oklahoma corporation, on behalf of the corporation.

WITNESS my hand and seal this 6<sup>th</sup> day of October 2023.

Tiffani Shebester  
Notary Public

My Commission Expires: 8/21/25



**INDIVIDUAL ACKNOWLEDGEMENT**

STATE OF OKLAHOMA )  
 )§  
COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_,

20 \_\_\_\_\_, by \_\_\_\_\_ an individual.  
Name and Title

WITNESS my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_





## STATUTORY BOND

Know all men by these presents that Industrial Hydro Services LLC, as PRINCIPAL, and National American Insurance Company, a corporation organized under the laws of the State of Oklahoma, and authorized to transact business in the State of Oklahoma, as SURETY, are held and firmly bound unto NORMAN UTILITIES AUTHORITY, a Public Trust of the State of Oklahoma, herein called AUTHORITY, in the sum of One Hundred Eighty-Eight Thousand Dollars and Zero Cents (\$188,000), 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:

### REMOVAL AND DISPOSAL OF LIQUID BIOSOLIDS NORMAN, OKLAHOMA

has entered into a written CONTRACT (K-2324-80) with the AUTHORITY, dated October 10, 2023 for the completion 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 and 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 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 §2, 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 6<sup>th</sup> day of October, 2023, 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 6<sup>th</sup> day of October, 2023.

(Corporate Seal) (where applicable)

ATTEST

\_\_\_\_\_  
Corporate Secretary (where applicable)

Industrial Hydro Services, LLC  
PRINCIPAL

Signed: Rene Maltais  
Authorized Representative

Rene Maltais, Member  
Name and Title

Address: PO Box 1564  
Percell, OK 73080

Telephone: (405) 867-2293



(Corporate Seal)

ATTEST

\_\_\_\_\_  
Corporate Secretary

National American Insurance Company  
SURETY

Signed: Daniel G. Somers  
Authorized Representative

Daniel G. Somers, Atty-in-Fact  
Name and Title

Address: PO Box 788  
Lindsay, OK 73052

Telephone: (405) 756-3116

**CORPORATE ACKNOWLEDGEMENT**

STATE OF OKLAHOMA )  
 )§  
COUNTY OF Barvin )

The foregoing instrument was acknowledged before me this 6<sup>th</sup> day of October

2023, by Pere Makris, Member of Industrial Hydro Services LLC  
Name and Title

a Oklahoma corporation, on behalf of the corporation.

WITNESS my hand and seal this 6<sup>th</sup> day of October 2023.

Tiffani Shebester  
Notary Public

My Commission Expires: 9/21/25



**INDIVIDUAL ACKNOWLEDGEMENT**

STATE OF OKLAHOMA )  
 )§  
COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_

20 \_\_\_\_\_, by \_\_\_\_\_ an individual.  
Name and Title

WITNESS my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

**PARTNERSHIP ACKNOWLEDGEMENT**

STATE OF OKLAHOMA            )  
  )§  
COUNTY OF \_\_\_\_\_)

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_,

20 \_\_\_\_\_, by \_\_\_\_\_ partner (or agent) on behalf of  
  Name and Title

\_\_\_\_\_, a partnership.

WITNESS my hand and seal this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

**NORMAN UTILITIES AUTHORITY**

APPROVED as to form and legality this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
AUTHORITY Attorney

Approved by the Trustees of the NORMAN UTILITIES AUTHORITY this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

**NORMAN UTILITIES AUTHORITY**

**ATTEST**

By: \_\_\_\_\_

Title: Chairman

\_\_\_\_\_

Secretary

NATIONAL AMERICAN INSURANCE COMPANY  
CHANDLER, OKLAHOMA  
POWER OF ATTORNEY

Number: CBB0065283

Item 17.

DUPLICATES SHALL HAVE THE SAME FORCE AND EFFECT AS AN ORIGINAL ONLY WHEN ISSUED IN CONJUNCTION WITH THE ORIGINAL.

KNOW ALL MEN BY THESE PRESENTS: That the National American Insurance Company, a corporation duly organized under the laws of the State of Oklahoma, having its principal office in the city of Chandler, Oklahoma, pursuant to the following resolution, adopted by the Board of Directors of the said Company on the 8th day of July, 1987, to wit:

"Resolved, that any officer of the Company shall have authority to make, execute and deliver a Power of Attorney constituting as Attorney-in-fact, such persons, firms, or corporations as may be selected from time to time.

Resolved that nothing in this Power of Attorney shall be construed as a grant of authority to the attorney(s)-in fact to sign, execute, acknowledge, deliver or otherwise issue a policy or policies of insurance on behalf of National American Insurance Company.

Be It Further Resolved, that the signature of any officer and the Seal of the Company may be affixed to any such Power of Attorney or any certificate relating thereto by facsimile, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such powers so executed and certified by facsimile signature and facsimile seal shall be valid and binding upon the Company in the future with respect to any bond and documents relating to such bonds to which it is attached."

National American Insurance Company does hereby make, constitute and appoint

Daniel L. Somers

its true and lawful attorney(s)-in-fact, with full power and authority hereby conferred in its name, places and stead, to sign, execute, acknowledge and deliver in its behalf, and its act and deed, as follows:

To bind the company for bonds, not to exceed \$4,000,000.00 for any single bond. And to bind National American Insurance Company thereby as fully and to the same extent as if such bonds and documents relating to such bonds were, signed by the duly authorized officer of the National American Insurance Company, and all the acts of said Attorney(s) pursuant to the authority herein given, are hereby ratified and confirmed.

IN WITNESS WHEREOF, the National American Insurance Company has caused these presents to be signed by any officer of the Company and its Corporate Seal to be hereto affixed.

NATIONAL AMERICAN INSURANCE COMPANY



*W. Brent LaGere*

W. Brent LaGere, Chairman & Chief Executive Officer

STATE OF OKLAHOMA )  
COUNTY OF LINCOLN ) SS:

On this 21st day of March, A.D. 2022, before me personally came W. Brent LaGere, to me known, who being by me duly sworn, did depose and say; that he resides in the County of Lincoln, State of Oklahoma; that he is the Chairman and Chief Executive Officer of the National American Insurance Company, the corporation described in and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed by order of the Board of Directors of said corporation and that he signed his name, thereto by like order.



*Crystal Earp*

Notary Public  
My Commission Expires August 27, 2025  
Commission #13007877

STATE OF OKLAHOMA )  
COUNTY OF LINCOLN ) SS:

I, the undersigned, Secretary of the National American Insurance Company, an Oklahoma Corporation, DO HEREBY CERTIFY that the foregoing and attached POWER OF ATTORNEY remains in full force.

Signed and Sealed at the City of Chandler.

Dated the 6<sup>th</sup> day of October 2023



*R. Patrick Gilmore*

R. Patrick Gilmore, Secretary



**File Attachments for Item:**

18. CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AN OKLAHOMA DEPARTMENT OF EMERGENCY MANAGEMENT AND HOMELAND SECURITY, STATE HOMELAND SECURITY PROGRAM GRANT IN THE AMOUNT OF \$38,220.00 TO BE USED BY THE MUNICIPAL COURT, APPROVAL OF CONTRACT K-2324-86, AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT.



## CITY OF NORMAN, OK STAFF REPORT

**MEETING DATE:** 10/24/2023

**REQUESTER:** Charles Daily, Municipal Court Officer

**PRESENTER:** Ronda Guerrero, Court Administrator

**ITEM TITLE:** CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AN OKLAHOMA DEPARTMENT OF EMERGENCY MANAGEMENT AND HOMELAND SECURITY, STATE HOMELAND SECURITY PROGRAM GRANT IN THE AMOUNT OF \$38,220.00 TO BE USED BY THE MUNICIPAL COURT, APPROVAL OF CONTRACT K-2324-86, AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT.

### **BACKGROUND:**

The City of Norman has been selected to receive \$38,220.00 from the Oklahoma Department of Emergency Management and Homeland Security (ODEMHS) pursuant to the OHS FY 2022 Homeland Security Grant Program. Among other initiatives, the 2022 Program provides this funding for courthouse security upgrades. This is a reimbursement grant.

### **DISCUSSION:**

Currently, we are using an 11-year-old Garrett pd 6500i walk through magnetometer and hand wand to screen every person that appears for court business. In addition, every bag that is brought into the secure areas of the court is hand searched. During a 55-day period, over 443 people have been screened and 21 weapons were confiscated that were brought into the screening area, as well as contraband in some instances. Before comprehensive records were kept, an air soft pistol was brought into the court and screened and on a single day, we screened out a hatchet, three additional edged weapons and two mace/pepper spray containers.

The Court wants to ensure the highest safety measures possible and a new walk through magnetometer with the newer technologies available would improve the screening process making everyone safer. A new metal detector will help ensure that no one carrying a weapon or any other dangerous items can enter the court premises undetected. It will also give our visitors and court staff peace of mind knowing that we are taking their safety seriously.

**RECOMMENDATION No. 1:** Approval of the grant by Council and acceptance of the contract by the Mayor by signing and dating the attached ODEMHS Memorandum (Schedule A), the

Award Document (Schedule B), the Sub-Recipient Terms and Conditions (Schedule 1, p.14), and Signature Authorization (Schedule 3).

**RECOMMENDATION No. 2:** Appropriation of \$38,220.00 from the Special Grant Fund balance (22-29000); and designate \$38,220.00 to Miscellaneous Equipment (Account 22660645-45999;). Upon reimbursement, deposit funds into Other Revenue/Homeland Security (226-333352).



**SUB-RECIPIENT AWARD**

<b>Sub-grantee – Required for Reimbursement</b> FEI# 73-6005350      UEI # DHCQNQR5LNB6		<b>Original Award Amount</b> <b>\$38,220.00</b>	
<b>City of Norman</b> <b>Larry Heikkila, Mayor</b> <b>201 W Grey</b> <b>Norman, OK 73069</b>		<b>Sub-Recipient Award Number</b> #1430.035	
		<b>Federal Award Identification Number</b> EMW-2022-SS-00038	
		<b>Award Effective Date</b> 9/1/2022	
		<b>Project Period</b> 9/1/2022 – 1/31/2024	
<b>Project Title/IJ</b> Homeland Security Grant Program Courthouse Security Upgrades IJ #3		<b>CFDA</b> 97.067	
<b>Applicable Funds</b> Homeland Security Grant Program FY 2022 (SHSP - Local)	<b>Region</b> 6	<b>County</b> Cleveland	
<b>Method of Payment:</b> This is a Reimbursement Grant.		<b>Is Sub-Grantee NIMS Compliant? (Please Check One)</b> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
<b>Agency/Jurisdiction Chief Executive Officer Information-Primary Authorized Official</b> <small>City or County Official (Mayor, City Manager, County Commissioner, Head of Nonprofit)</small>		<b>Project Contact/ Secondary Authorized Official (If Applicable)</b>	
<b>Title of Primary Authorized Official</b> Mayor		<b>Title of Secondary Authorized Official</b> Court Administrator/ Court Clerk	
<b>Name</b> Larry Heikkila		<b>Name</b> Ronda Guerrero	
<b>Telephone</b> 405-366-5405	<b>Fax</b>	<b>Telephone</b> 405-366-5282	<b>Fax</b>
<b>Email</b> larry.heikkila@normanok.gov		<b>Email</b> ronda.guerrero@normanok.gov	
<b>Signature of Primary Authorized Official: (Required):</b> Date		<b>Signature of Secondary Authorized Official: (Required):</b> Date	
<b>The Primary Authorized Official certifies:</b> <ul style="list-style-type: none"> <li>• Legal authorization to accept grants on behalf of the named governmental entity.</li> <li>• Proposed project can be completed by January 31, 2024</li> <li>• Sub-Grantee will comply with all laws, regulations, statutes, assurances, certifications, and other requirements referenced in Schedules A, B and C (if applicable) and Schedules 1-5 (if applicable) each of which is attached hereto.</li> <li>• All submitted data is true and correct to the best of signatory's knowledge.</li> </ul>			
<b>Special Conditions</b>			
<b>ODEMHS Approving Official</b> <b>Mark Gower</b> <b>Director</b>		<b>ODEMHS Contact Information</b> <a href="http://www.ok.gov/homeland">www.ok.gov/homeland</a> Oklahoma Dept. of Emergency Management & Homeland Security P.O. Box 53365 Oklahoma City, OK 73152	
<b>Signature of ODEMHS Approving Official</b> 		<b>Telephone</b> (405) 425-7296	<b>Fax</b> (405) 425-7295

MARK GOWER  
State Director



J. KEVIN STITT  
Governor

STATE OF OKLAHOMA  
DEPARTMENT OF EMERGENCY MANAGEMENT  
AND HOMELAND SECURITY

TO: Larry Heikkila, Mayor  
City of Norman

FROM: Mark Gower, Director

DATE: August 22, 2023

RE: ODEMHS Office of Homeland Security 2022 Homeland Security Grant Program;  
# 1430.035

Your agency has been selected to receive a proposed award in the amount of \$38,220.00, pursuant to the OHS FY 2022 Homeland Security Grant Program. Among other initiatives, the 2022 Program provides this funding for courthouse security upgrades.

The 2022 Program is a federally funded grant using money provided to the State of Oklahoma as a part of the FY 2022 (FEMA/DHS) Homeland Security Grant Program. Like previous FEMA/DHS/ODEMHS grant programs, the 2022 Program is a reimbursement grant. The process requires the following actions:

- (1) Acceptance of the terms and conditions of the 2022 Program including but not limited to those noted on the attached *Schedule "1"*.
- (2) Submission of a Budget Detail Worksheet (BDW) to OHS with a list of estimated costs of specific allowable items.
- (3) Receipt of an approval letter from OHS with a schedule of approved items. You must have this **OHS APPROVAL LETTER IN HAND PRIOR TO EXPENDING FUNDS**.
- (4) Upon receiving the OHS Approval Letter, you may purchase approved items in an amount not to exceed the amount of the Proposed Award.
- (5) Upon receipt of the purchased items, you will need to submit a Reimbursement Request Form, copies of the associated invoices and purchase orders to OHS. Sub-Recipient Forms are available in the Grants section at [www.homelandsecurity.ok.gov](http://www.homelandsecurity.ok.gov).
- (6) After your payment to the vendor has been processed, you will need to submit a copy of the canceled check and an inventory form to OHS.

Reimbursement checks are generally mailed to sub-recipients by OHS within 30 days of receipt of the signed Reimbursement Request Form and associated documents. If this process will cause a significant hardship, please contact OHS for further guidance.

If your organization is willing to accept the Proposed Award subject to all the terms and conditions of the 2022 Program, please so indicate by:

- (1) affixing the signature of the appropriate chief executive officer (i.e., the chair of the county commissioners, the mayor, the agency director, or the city manager) in the space provided below; and
- (2) returning a fully executed copy of this letter and each document listed on *Schedule "I"* and included with this award packet with original signatures to **OHS ON OR BEFORE September 15, 2023** at PO Box 53365, Oklahoma City, Oklahoma 73152.

Should you have questions or need additional assistance contact Christina Daron at 405-425-7591 or by email at [christina.daron@okohs.ok.gov](mailto:christina.daron@okohs.ok.gov) or Hannah Kopisch at 405-425-7455 or by e-mail at [Hannah.kopisch@okohs.ok.gov](mailto:Hannah.kopisch@okohs.ok.gov).

Thank you for your willingness to participate in this important initiative. We appreciate your efforts to protect our citizens and we look forward to working with you.

Agreed and accepted this \_\_\_\_ day of \_\_\_\_\_ 2023:

Government/Agency Name: CITY OF NORMAN

Signature: \_\_\_\_\_

Printed Name: LARRY HEIKKILA

Title: MAYOR

Attachments: Standard Award Packet Terms and Conditions

**Award Memo**

**Schedule "B"**

**Page 2 of 2**





Oklahoma Office of  
**Homeland Security**  
*Prevent, Protect, Prepare*

A Division of Oklahoma Department of Emergency Management

## HOMELAND SECURITY GRANT PROGRAM

### Sub-Recipient Award Terms and Conditions

**Instructions:**

The Authorized Official must sign the following required documents and return to our office. Please keep a copy of ALL documents for your records.

1. OKOHS Memorandum, Schedule "A". (**SIGNATURE REQUIRED**)
2. Sub-recipient Award Document, Schedule "B". (**SIGNATURE REQUIRED**)
3. Sub-recipient Terms and Conditions, Schedule "1". (**SIGNATURE REQUIRED, RETURN ONLY PAGE 14**)
4. Authorization to Sign OKOHS Program Documents, Schedule "3". (**SIGNATURES REQUIRED**)
5. Quarterly Status Report, Schedule "4". (**SIGNATURE NOT REQUIRED AT THIS TIME**. This form is included for your convenience only. Report due within 15 days following each calendar quarter.)
6. Procurement Plan Worksheet (**SIGNATURE NOT REQUIRED AT THIS TIME**. This form is included for your convenience only. Form is due with each reimbursement request submitted.)

## Homeland Security Grant Program Terms and Conditions

**Recipients of Oklahoma Office of Homeland Security (“OKOHS”)/Department of Homeland Security (“DHS”)-Federal Emergency Management Administration (“FEMA”) grant funds (“Sub-recipient(s)”) are urged to carefully review and understand all terms and conditions of the award prior to award acceptance. Failure to comply with these terms and conditions may result in disallowance of costs and recovery of funds and/or suspension or termination of funds and/or award.**

As a condition of receipt of this grant, the Sub-recipient understands and agrees:

1. **Acceptance of Post Award Changes (Article XLV):** In the event FEMA determines that changes are necessary to the award document after an award has been made, including changes to period of performance or terms and conditions, recipients will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate recipient acceptance of the changes to the award. Please call the FEMA/GMD Call Center at (866) 927-5646 or via e-mail to [ASK-GMD@fema.dhs.gov](mailto:ASK-GMD@fema.dhs.gov) if you have any questions.
2. **Acknowledgement of Federal Funding from DHS (Article V):** Recipients must acknowledge their use of federal funding when issuing statements, press releases, request for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with federal funds.
3. **Activities Conducted Abroad (Article VI):** Recipients must ensure that project activities carried on outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.
4. **Age Discrimination Act of 1975 (Article VII):** Recipients must comply with the requirements of the Age Discrimination Act of 1975, Pub. Law No. 94-135 (1975) (codified as amended at Title 42, U.S. Code, section 6101 et seq.), which prohibits discrimination on the basis of age in any program or activity receiving federal financial assistance
5. **Allowable Costs:** The recipient agrees that all allocations and use of funds under this grant will be in accordance with the Notice of Funding Opportunity (NOFO).

OKOHS requires that Costs charged to this project are subject to advance written approval by OKOHS.

OKOHS requires that only food and beverages **approved in writing** by OKOHS in advance will be permitted to be purchased with DHS/FEMA funds. As a rule, FEMA and OKOHS discourage the use of federal funding for food and beverages. While there may be limited exceptions made to this rule that apply solely to working lunches, a strict reasonableness standard must be maintained.

OKOHS requires that use of DHS/FEMA funding to pay for speaker fees **must be approved in writing** by OKOHS in advance any time the speaker is paid in excess of \$100 per hour for services.

6. **Americans with Disabilities Act of 1990 (Article VIII):** Recipients must comply with the requirements of Titles I, II, and III of the Americans with Disabilities Act, Pub. L. No. 101-336 (1990) (codified as amended at 42 U.S.C. sections 12101-12213), which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities.
7. **Applicability of DHS Standard Terms and Conditions to Tribes (Article XLIV):** The DHS Standard Terms and Conditions are a restatement of general requirements imposed upon recipients and flow down to subrecipients as a matter of law, regulation, or executive order. If the requirement does not apply to Indian tribes or there is a federal law or regulation exempting its application to Indian tribes, then the acceptance by Tribes of, or acquiescence to, DHS Standard Terms and Conditions does not change or alter its inapplicability to an Indian tribe. The execution of grant documents is not intended to change, alter, amend, or impose additional liability or responsibility upon the Tribe where it does not already exist.

8. **Assurances, Administrative requirements and Cost Principals, Representation and Certifications (Article III):**
1. DHS financial assistance recipients must complete either, the Office of Management and Budget (OMB) Standard Form 424B Assurances - Non-Construction Programs, or OMB Standard Form 424D Assurances - Construction Programs, as applicable. Certain assurances in these documents may not be applicable to your program, and the DHS financial assistance office (DHS FAO) may require applicants to certify additional assurances. Applicants are required to fill out the assurances as instructed by the awarding agency.
  2. DHS financial assistance recipients are required to follow the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at Title 2, Code of Federal Regulations (C.F.R.) Part 200 and adopted by DHS at 2 C.F.R. Part 3002.
  3. By accepting this agreement, recipient, and their executives, as defined in 2 C.F.R. section 170.315, certify that their policies are in accordance with OMB's guidance located at 2 C.F.R. Part 200, all applicable federal laws, and relevant Executive guidance.
9. **Audit Requirements:** The Sub-recipient agrees to comply with the requirements of the [2 C.F.R. Part 200 Section F](#). Entities that expend \$750,000 or more in Federal funds (from all sources) in a fiscal year require an organization-wide financial and compliance audit report. The audit must be performed in accordance with the Government Accountability Office Government Auditing Standards, Audits of States, Local Governments, and Non-Profit Organizations. Sub-recipients are required to submit to OKOHS (within 90 days of completion) a copy of any audit report received by Sub-recipient in connection with any audit performed by or as a requirement of any regulatory body (federal, state, or local) that is conducted with respect to activity taking place during the term of the OKOHS/DHS/FEMA Award. OKOHS will review the audit and determine if any findings exist which may impact the ability of the Sub-recipient to continue to receive funds pursuant to this grant or future funding opportunities.
10. **Best Practices for Collection and Use of Personally Identifiable Information (Article IX):** Recipients who collect Personally Identifiable Information (PII) are required to have a publicly available privacy policy that describes standards on the usage and maintenance of the PII they collect. DHS defines PII as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. Recipients may also find the DHS Privacy Impact Assessments: [Privacy Guidance](#) and [Privacy template](#), as useful resources respectively.
11. **Civil Rights Act of 1964 – Title VI (Article X):** Recipients must comply with the requirements of Title VI of the Civil Rights Act of 1964 (codified as amended at 42 U.S.C. section 2000d et seq.), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. DHS implementing regulations for the Act are found at [6 C.F. R., Part 21](#) and [44 C.F.R. Part 7](#).
12. **Civil Rights Act of 1968 (Article XI):** Recipients must comply with [Title VIII of the Civil Rights Act of 1968](#), Pub. L. No. 90-284, as amended through Pub. L. 113-4, which prohibits recipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex (see 42 U.S.C. section 3601 et seq.), as implemented by the U.S. Department of Housing and Urban Development at [24 CFR Part 100](#). The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units—i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)—be designed and constructed with certain accessible features (see [24 CFR Part 100, Subpart D](#).)
13. **Community Emergency Response Team (CERT) Training:** That any CERT training funded with OKOHS/FEMA grant funds will be conducted by OKOHS approved trainers.
14. **Compliance Agreement:** The Sub-recipient agrees to abide by all Terms and Conditions including "Special Conditions" placed upon the grant award by OKOHS. Failure to comply could result in a "Stop Payment" being placed on the grant.
15. **Commingling of Funds:** The Sub-recipient is prohibited from commingling funds on either a program-by-program or a project-by-project basis without prior written approval of OKOHS and DHS/FEMA. The accounting systems of all Sub-recipients must ensure that agency funds are not commingled with funds from other awards or Federal agencies. Each award must be accounted for separately.

16. **Confidential Information:** Any reports, information, data, etc., given to, prepared or assembled by the Sub-recipient under this grant, which OKOHS requests to be kept confidential, shall not be made available to any individual or organization by the Sub-recipient without prior written approval of OKOHS.
17. **Conflict of Interest:** Sub-recipients should take every precaution to avoid the appearance of a conflict of interest. Violations of the conflict-of-interest standards may result in criminal, civil, or administrative penalties. In the use of agency project funds, officials, or employees of State or local units of government shall avoid any action that might result in, or create the appearance of:
- Using his or her official position for private gain;
  - Giving preferential treatment to any person;
  - Losing complete independence or impartiality;
  - Making an official decision outside official channels; or
  - Affecting adversely the confidence of the public in the integrity of the government or the program. For example, where a Sub-recipient of federal funds makes sub-awards under any competitive process and an actual conflict or an appearance of a conflict of interest exists, the person for whom the actual or apparent conflict of interest exists should recuse himself or herself not only from reviewing the application for which the conflict exists, but also from the evaluation of all competing applications.
18. **Copyright (Article XII):** Recipients must affix the applicable copyright notices of [17 U.S.C. sections 401 or 402](#) and an acknowledgement of U.S Government sponsorship (including award number) to any work first produced under federal financial assistance awards.
19. **Debarment and Suspension (Article XIII):** Recipients are subject to the non-procurement debarment and suspension regulations implementing Executive Orders (E.O.) [12549](#) and [12689](#), which are at 2 C.F.R. Part 180 as adopted by DHS at 2 C.F.R., Part 3002. These regulations restrict federal financial assistance awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.
20. **DHS Standard Terms and Conditions Generally (Article II):** The Fiscal Year (FY) 2022 DHS Standard Terms and Conditions apply to all new federal financial assistance awards funded in FYU 2022. These terms and conditions flow down to subrecipients unless and award term or conditions specifically indicates otherwise. The United States has the right to seek judicial enforcement of these obligations.
- All legislation and digital resources are referenced with not digital links. The FY 2022 DHS Standard Terms and Conditions will be housed on dhs.gov at [www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions](http://www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions).
21. **Disposition of Equipment Acquired Under the Federal Award (Article XLVI):** For purposes of original or replacement equipment acquired under this award by a non-state recipient or non-state subrecipients, when that equipment is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, you must request instructions from FEMA to make proper disposition of the equipment pursuant to 2 C.F.R. section 200.313. State recipients and state subrecipients must follow the disposition requirements in accordance with state laws and procedures.
22. **Drug-Free Workplace Regulations (Article XIV):** Recipients must comply with drug-free workplace requirements in Subpart B (or Subpart C, if the recipient is an individual) of [2 CFR part 3001](#), which adopts the Government-wide implementation ([2 CFR part 182](#)) of sec. 5152-5158 of the Drug-Free Workplace Act of 1988 (41 U.S.C. sections 8101-8106).
23. **Duplication of Benefits (Article XV):** Any cost allocable to a particular federal financial assistance award provided for in [2 C.F.R. Part 200, Subpart E](#) may not be charged to other federal financial assistance awards to overcome fund deficiencies, to avoid restrictions imposed by federal statutes, regulations, or federal financial assistance award terms and conditions, or for other reasons. However, these prohibition would not preclude recipients from shifting costs that are allowable under two or more awards in accordance with existing federal statutes, regulations, or the federal financial assistance award terms and conditions.

24. **Education Amendments of 1972 (Equal Opportunity in Education Act) - Title IX (Article XVI):** Recipients must comply with the requirements of Title IX of the Education Amendments of 1972, Pub. L. No. 92-318 (1972) (codified as amended at 20 U.S.C. section 1681 et seq.), which provide that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. DHS implementing regulations are codified at [6 C.F.R. Part 17](#) and [44 C.F.R. Part 19](#).
25. **Energy Policy and Conservation Act (Article XVII):** Recipients must comply with the requirements of The Energy Policy and Conservation Act, Pub. L. No. 94-163 (1975) (codified as amended at 42 U.S.C. section 6201 et seq.) which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.
26. **Environmental and Historic Preservation (EHP):** The Sub-recipient shall comply with all applicable Federal, State, and local environment and historic preservation (EHP) requirements and shall provide any information requested by FEMA to ensure compliance with applicable laws including: National Environmental Policy Act, National Historic Preservation Act, Endangered Species Act, and Executive Orders on Floodplains (11988), Wetlands (11990) and Environmental Justice (12898). Sub-recipient shall not undertake any project having the potential to impact EHP resources without the prior approval of FEMA's EHP division, including but not limited to communications towers, physical security enhancements, new construction, modifications to buildings, ground disturbance, and the purchase and use of sonar equipment. Sub-recipients should submit the FEMA EHP Screening Form to OKOHS for each project as soon as possible following receipt of their grant award. Any construction activities that have been initiated prior to the full environmental and historic preservation review could result in a non-compliance finding. Failure of the Sub-recipient to meet Federal, State, and local EHP requirements and obtain applicable permits may jeopardize Federal funding.
27. **Environmental Planning and Historic Preservation (EHP) Review (Article XLII):** DHS/FEMA funded activities that may require an Environmental Planning and Historic Preservation (EHP) review are subject to the FEMA EHP review process. This review does not address all federal, state, and local requirements. Acceptance of federal funding requires recipient to comply with all federal, state, and local laws.

DHS/FEMA is required to consider the potential impacts to natural and cultural resources of all projects funded by DHS/FEMA grant funds, through its EHP Review process, as mandated by: the National Environmental Policy Act; National Historic Preservation Act of 1966, as amended; National Flood Insurance Program regulations; and any other applicable laws and executive orders. To access the FEMA's EHP screening form and instructions, go to the DHS/FEMA website. In order to initiate EHP review of your project(s), you (sub-recipient) must complete all relevant sections of this form and submit it to OKOHS to complete and forward to Grant Programs Directorate (GPD) along with all other pertinent project information. The EHP review process must be completed before funds are released to carry out the proposed project; otherwise, DHS/FEMA may not be able to fund the project due to noncompliance with EHP laws, executive order, regulations, and policies.

If ground disturbing activities occur during construction, applicant will monitor ground disturbance, and if any potential archeological resources are discovered, applicant will immediately cease work in that area and notify the pass-through entity, if applicable, and DHS/FEMA.

28. **Equipment:** Only equipment that is **approved in writing** by OKOHS will be permitted to be purchased with DHS/FEMA funds. As a rule, equipment purchased with OKOHS funding must be allowable for the respective grant program funds to be used in accordance with DHS's "Authorized Equipment List".

When practicable, any equipment purchased with grant funding shall be prominently marked as follows: "Purchased with funding from the Oklahoma Office of Homeland Security with funds provided by the U.S. Department of Homeland Security." Please contact OKOHS when equipment is received to request appropriate labels.

Personnel must be properly trained to use the equipment purchased under this grant program in accordance with all applicable federal, state, and local laws including, but not limited to regulations established by EPA, OSHA, and NFPA. By signing and submitting grant acceptance documents, the authorized official certifies employees have received or will receive required training prior to utilizing equipment purchased with OKOHS/FEMA funding.

To be responsible for replacing or repairing equipment that is lost, stolen, damaged, or destroyed as a result of Sub-recipient's willful or negligent action. The non-Federal entity provides the equivalent insurance coverage for real property



and equipment acquired or improved with Federal funds as provided to property owned by the non-Federal entity. Property losses should be reported to OKOHS immediately.

To maintain a state of readiness for equipment and personnel to respond to a terrorist incident.

29. **Exercises:** Any exercise conducted with OKOHS grant funds must comply with Homeland Security Exercise and Evaluation Program (HSEEP) and Nation Incident Management System (NIMS) requirements. These requirements can be found at [http://www.fema.gov/media-library-data/20130726-1914-25045-8890/hseep\\_apr13 .pdf](http://www.fema.gov/media-library-data/20130726-1914-25045-8890/hseep_apr13.pdf). Exercise documentation, including but not limited to: objectives, after-action reports, and participants, must be coordinated with and submitted to the OKOHS Training and Exercise Coordinator.
30. **False Claims Act and Program Fraud Civil Remedies (Article XVIII):** Recipients must comply with the requirements of The False Claims Act, 31 U.S.C. Sections 3729-3733, which prohibit the submission of false or fraudulent claims for payment to the federal government. (See 31 U.S.C. Sections 3801-3812, which details the administrative remedies for false claims and statements made.)
31. **Federal Debt Status (Article XIX):** All recipients are required to be non-delinquent in their repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. (See [OMB Circular A-129](#).)
32. **Federal Leadership on Reducing Text Messaging while Driving (Article XX):** Recipients are encouraged to adopt and enforce policies that ban text messaging while driving as described in [E.O. 13513](#), including conducting initiatives described in Section 3(a) of the Order when on official government business or when performing any work for or on behalf of the Federal Government.
33. **Financial Guidelines:** The Sub-recipient shall comply with the most recent version of the Administrative Requirements, Cost Principles, and Audit Requirements.
34. **Fly America Act of 1974 (Article XXI):** Recipients must comply with Preference for U.S. Flag Air Carriers (air carriers holding certificates under [49 U.S.C.](#)) for international air transportation of people and property to the extent that such service is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974, [49 U.S.C. section 40118](#), and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, [amendment](#) to Comptroller General Decision B-138942.
35. **Fusion Center:** The Sub-recipient agrees that any funds utilized to establish or enhance state and local fusion centers must support the development of a statewide fusion process that corresponds with the Global Justice/Homeland Security Advisory Council (HSAC) Fusion Center Guidelines and achievement of a baseline level of capability as defined by the Fusion Capability Planning Tool.  
  
The Sub-recipient agrees that Homeland Security Information Network (HSIN) must serve as the primary vehicle by which information /intelligence is shared with DHS/FEMA as part of the fusion process across the Federal, State, local, regional, tribal and private sectors. All statewide information sharing and analysis centers utilizing HSGP funds must establish connectivity with the DHS/FEMA Homeland Security Operations Center (HSOC) via the HSIN to comply with FEMA policy legislation as outlined in the Program Guidance.
36. **General Acknowledgements and Assurances (Article IV):** All recipients, sub-recipients, successors, transferees, and assignees must acknowledge and agree to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff.
  1. Recipients must cooperate with any DHS compliance reviews or compliance investigations conducted by DHS
  2. Recipients must give DHS access to examine and copy records, accounts, and other documents and sources of information related to the federal financial assistance award and permit access to facilities or personnel.
  3. Recipients must submit timely, complete, and accurate reports to the appropriate DHS officials and maintain appropriate backup documentation to support the reports.



4. Recipients must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.
  5. Recipients (as defined in 2 C.F.R. Part 200 and including recipients acting as pass-through entities) of federal financial assistance from DHS or one of its awarding component agencies must complete the DHS Civil Rights Evaluation Tool within thirty (30) days of receipt of the Notice of Award for the first award under which this term applies. Recipients of multiple awards of DHS financial assistance should only submit one completed tool for their organization, not per award. After the initial submission, recipients are required to complete the tool once every two (2) years if they have an active award, not every time an award is made. Recipients should submit the completed tool, including supporting materials, to [CivilRightsEvaluation@hq.dhs.gov](mailto:CivilRightsEvaluation@hq.dhs.gov). This tool clarifies the civil rights obligations and related reporting requirements contained in the DHS Standard Terms and Conditions. Subrecipients are not required to complete and submit this tool to DHS. The evaluation tool can be found at <https://www.dhs.gov/publications/dhs-civil-rights-evaluation-tool>. The DHS Office for Civil Rights and Civil Liberties will consider, in its discretion, granting an extension if the recipient identifies steps and a timeline for completing the tool. Recipients should request extensions by emailing the request to [CivilRightsEvaluation@hq.dhs.gov](mailto:CivilRightsEvaluation@hq.dhs.gov) prior to expiration of the 30-day deadline.
37. **HSGP Performance Goal (Article XLIX):** In addition to the Biannual Strategy Implementation Report (BSIR) submission requirements outlined in the Preparedness Grants Manual, recipients must demonstrate how the grant-funded project addressed the core capability gap associated with this project and identified in the Threat and Hazard Identification and Risk Analysis (THIRA) or Stakeholder Preparedness Review (SPR) or sustains existing capabilities as applicable. The capability gap reduction must be addressed in the Project Description of the BSIR for each project.
  38. **Hotel and Motel Fire Safety Act of 1990 (Article XXII):** Recipients must ensure that all conference, meeting, convention, or training space funded in whole or in part with federal funds complies with the fire prevention and control guidelines of Section 6 of the Hotel and Motel Fire Safety Act of 1990, 15 U.S.C. section 2225a.
  39. **Indirect Cost Rate (Article XLVII):** 2 C.F.R. section 200.211(b)(15) requires the terms of the award to include the indirect cost rate for the federal award. If applicable, the indirect cost rate for this award is stated in the budget documents or other materials approved by FEMA and included in the award file.
  40. **Interest and Other Program Income:** The applicant agrees to be accountable for all interest or other income earned by the Sub-recipient with respect to sub-recipient funds or as a result of conduct of the project (sale of publications, registration fees, service charges, etc.) All program income generated by this grant during the project must be reported to OKOHS quarterly and must be put back into the project or be used to reduce the Grantor participation in the program. The use or planned use of all program income must have prior written approval from OKOHS.
  41. **Interoperable Equipment:** That interoperability of equipment and establishment of multi-regional mutual aid is strongly encouraged and, in some cases, may be mandated by OKOHS.
 

**\*Interoperable Communications (IOC) equipment must comply with OKOHS state minimum standards (see [http://www.ok.gov/homeland/Interoperable\\_Communications/Minimum\\_Standards\\_for\\_Communication\\_Equipment\\_Purchases/index.html](http://www.ok.gov/homeland/Interoperable_Communications/Minimum_Standards_for_Communication_Equipment_Purchases/index.html))**
  42. **Inventory:** During the term of this grant and for three years following the final financial report of the OKOHS/DHS/FEMA grant which may be extended beyond the date set in the attached Sub-Recipient Award document the Sub-recipient is responsible for proper reporting, for maintenance of an inventory tracking system and for assuring the location of all equipment purchased through this grant. A physical inventory of the property must be taken, the results reconciled with the property records at least once every two years and submitted to OKOHS. Inventory records must be maintained which include:
    - Award number;
    - Description of the property;
    - Serial number or other identification number;
    - Source of the property (brand/manufacturer);
    - Vendor of the property;

- Identification of title holder;
- Acquisition date;
- Cost of the property;
- Percentage of Federal participation in the cost of the property;
- Location of the property;
- Use and condition of the property; and
- Disposition data, including the date of disposal and sale price.

43. **John S. McCain National Defense Authorization Act of Fiscal Year 2019 (Article XXIII):** Recipients, subrecipients, and their contractors and subcontractors are subject to the prohibitions described in section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. No. 115-232 (2018) and 2 C.F.R. sections 200.216, 200.327, 200.471, and Appendix II to 2 C.F.R. Part 200. Beginning August 13, 2020, the statute – as it applies to DHS recipients, subrecipients, and the contractors and subcontractors – prohibits obligation or expending federal award funds on certain telecommunications and video surveillance products and contracting with certain entities for national security reasons.
44. **Leverage of Funding:** To leverage all available funding and resources, when possible, in order to support and sustain efforts and to maximize the effectiveness of the OKOHS/FEMA funding.
45. **Limited English Proficiency (Civil Rights Act of 1964, Title VI) (Article XXIV):** Recipients must comply with *Title VI of the Civil Rights Act of 1964*, (42 U.S.C. Section 2000d et seq.) prohibition against discrimination on the basis of national origin, which requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance: <https://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited> and additional resources on <http://www.lep.gov>.
46. **Lobbying Prohibitions (Article XXV):** Recipients must comply with 31 U.S.C. Section 1352, which provides that none of the funds provided under a federal financial assistance award may be expended by the recipient to pay any person to influence, or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any federal action related to a federal award or contract, including any extension, continuation, renewal, amendment, or modification.
47. **Monitoring:** The Sub-recipient agrees to comply with monitoring requirements of OKOHS including, but not limited to, a willingness to provide reasonable access to relevant records, equipment, and maintenance of an up-to-date equipment inventory.
48. **National Environmental Policy Act (Article XXVI):** Recipients must comply with the requirements of the [National Environmental Policy Act](#) of 1969, (NEPA) Pub. L. No. 91-190 (1970) (codified as amended at 42 U.S.C. section 4321 et seq.) and the Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA, which require recipients to use all practicable means within their authority, and consistent with other essential considerations of national policy, to create and maintain conditions under which people and nature can exist in productive harmony and fulfill the social, economic, and other needs of present and future generations of Americans.
49. **National Incident Management System (NIMS) Implementation:** To comply with any National Incident Management Systems (NIMS) compliance requirements as set forth by OKOHS or the NIMS Integration Center including, but not limited to, ongoing NIMS compliance by the Sub-recipient jurisdiction during the term of the grant.
50. **Nationwide Cybersecurity Review (NCSR):** Recipients and subrecipients of the FY 2022 HSGP grant awards are required to complete the 2022 Nationwide Cybersecurity Review (NCSR) at <https://www.cisecurity.org/ms-isac/services/ncsr/>, enabling agencies to benchmark and measure progress of improving their cybersecurity posture. The Chief Information Officer (CIO), Chief Information Security Officer (CISO) or equivalent for each recipient should complete the NCSR. If there is no CIO or CISO, the most senior cybersecurity professional should complete the assessment. The NCSR is available at no cost to the user and take approximately 2-3 hours to complete. The 2022 NCSR is estimated to be open from October 2022-February 2023. The NCSR is an annual requirement for recipients and subrecipients of HSGP funds. Additionally, FEMA recognizes that some subawards will not be issued until after the NCSR has closed. In such cases, such subrecipients will be required to complete the first available NCSR offered after the subaward has been issued by the pass-through entity.

51. **Nondiscrimination in Matters Pertaining to Faith-Based Organizations (Article XXVII):** It is DHS policy to ensure the equal treatment of faith-based organizations in social service programs administered or supported by DHS or its component agencies, enabling those organizations to participate in providing important social services to beneficiaries. Recipients must comply with the equal treatment policies and requirements contained in 6 C.F.R. Part 19 and other applicable statutes, regulations, and guidance governing the participations of faith-based organizations in individual DHS programs.
52. **Non-Supplanting Requirement (Article XXVIII):** Recipients receiving federal financial assistance awards made under programs that prohibit supplanting by law must ensure that federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-federal sources.
53. **Notice of Funding Opportunity Requirements (Article XXIX):** All of the instructions, guidance, limitations, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this program are incorporated here by reference in the award terms and conditions. All recipients must comply with any such requirements set forth in the program NOFO.
54. **Obligation of Grant Funds:** That all grant funds must be obligated and expended within the project period set forth on the Sub-recipient award document (Schedule B) unless OKOHS provides a written exception or extension to the Sub-recipient. Any funds not properly obligated and expended by the Sub-recipient during the project period will lapse and revert to OKOHS for potential reallocation to other allowable uses in accordance with DHS/FEMA guidelines.
55. **Patents and Intellectual Property Rights (Article XXX):** Recipients are subject to the [Bayh-Dole Act, 35 U.S.C. section 200 et seq.](#), unless otherwise provided by law. Recipients are subject to the specific requirements governing the development, reporting, and disposition of rights to inventions and patents resulting from federal financial assistance awards located at [37 C.F.R. Part 401](#) and the standard patent rights clause located at 37 C.F.R. Section 401.14.
56. **Political Activity:** That it will not use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of the Oklahoma Office of Homeland Security (OKOHS) and the Department of Homeland Security (DHS)/ the Federal Emergency Management Administration (FEMA).
57. **Prior Approval for Modification of Approved Budget (Article XLVII):** Before making any change to the FEMA approved budget for this award, you must request prior written approval from FEMA where required by 2 C.F.R. Section 200.308.

For purposes of non-construction projects, FEMA is utilizing its discretion to impose an additional restriction under 2 C.F.R. Section 200.308(f) regarding the transfer of funds among direct cost categories, programs, functions, or activities. Therefore, for awards with an approved budget where the federal share is greater than the simplified acquisition threshold (currently \$250,000), you may not transfer funds among direct cost categories, programs, functions, or activities without prior written approval from FEMA where the cumulative amount of such transfers exceeds or is expected to exceed ten percent (10%) of the total budget FEMA last approved.

For purposes of awards that support both construction and non-constructions work, FEMA is utilizing its discretion under 2 C.F.R. section 200.308(h)(5) to require the recipient to obtain prior written approval from FEMA before making and fund or budget transfers between the two types of work.

You must report any deviations from your FEMA approved budget in the first Federal Financial Report (SF-425) you submit following any budget deviation, regardless of whether the budget deviation requires prior written approval.

58. **Procurement:** When procuring property and services under a Federal award, state recipients must follow the same policies and procedures it uses for procurements from its non-Federal funds and ensure that every purchase order or other contract includes any clauses required by section 200.326. Local recipients will follow 200.318 through 200.327 General procurement standards contract provisions unless the local recipients' procurement procedures are more stringent than the federal procurement standards.

That all procurement transactions, whether negotiated or competitively bid and without regard to dollar value, shall be conducted in a manner that will provide maximum open and free competition.

The recipient is taking all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible 2CFR 200.321.

A Procurement Plan Worksheet must be submitted with each reimbursement for all equipment items.

59. **Procurement of Recovered Materials (Article XXXI):** States, political subdivisions of states, and their contractors must comply with Section 6002 of the *Solid Waste Disposal Act*, Pub. L. No. 89-272 (1965) (codified as amended by the *Resource Conservation and Recovery Act*, 42 U.S.C. section 6962.) The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.
60. **Program Guidance:** To comply with all applicable laws, regulations, and the applicable Notice of Funding Opportunity. All allocations and uses of funds under this grant will be in accordance with the Homeland Security Grant Program Guidelines and Application Kit, or where applicable the Notice of Funding Opportunity, collectively referred to as the Program Guidance. All Sub-recipients are assumed to have read, understood, and accepted the Program Guidance. The following link will provide access to the respective Grant Year's Program Guidance and Application Kits:  
<https://www.fema.gov/homeland-security-grant-program>

That the use of all funds under this grant must support the goals and objectives included in the State Homeland Security Strategy and/or the Urban Area Homeland Security Strategy. Allocations and use of grant funds must also support the Investments identified in an Investment Justification, which may have been submitted as part of OKOHS's application for federal funding.

To utilize grant funds for the furthering of the OKOHS State Strategy, the National Preparedness Guidelines and the DHS/FEMA defined National Priorities.

To comply with grant closeout procedures established by OKOHS.

61. **Project Implementation:** The Sub-recipient agrees to implement and complete this project within the project period of the grant or be subject to forfeiture of grant funds.

That this project will be administered by the local or state governmental entity having authority and responsibility for its completion and that such entity will ensure institutional, managerial, and financial capability for proper planning, management, and completion of approved projects.

That the projects funded with this grant should demonstrate multi-disciplinary coordination of response efforts, including but not limited to: emergency medical services, emergency management, fire service, law enforcement, hazardous materials, public works, public health, health care facilities, military, government administration, private sector, citizens and communications.

62. **Property Control/Disposition:** Effective control and accountability must be maintained for all personal property. Sub-recipients must adequately safeguard all such property and must assure that it is used solely for authorized purposes. Sub-recipients should exercise caution in the use, maintenance, protection, and preservation of such property.

*Title* – Title to grant-funded equipment will continue to be held by the recipient or sub-recipient who purchase the equipment. The regulation establishes, however, that this title is a conditional title, meaning that the title is conditioned on the recipient or sub-recipient complying with the use, management and disposition requirements for the equipment in the [2 C.F.R § 200.313](#), and all other [2 C.F.R Part 200](#) requirements related to the property management that are applicable to equipment.

*Encumbering Equipment* – Additionally, recipients and sub-recipients may encumber grant-funded equipment without prior approval from FEMA or the pass-through entity. Recipients with specific questions about encumbering equipment should refer to their program NOFO or contact their program Analyst.

63. **Protected Critical Infrastructure Information (PCII):** That Protected Critical Infrastructure Information (PCII) will be treated in a manner consistent with the Critical Infrastructure Information Act of 2002 (Public Law 107-296) (CII Act), which created a new framework, that enables State and local jurisdictions and members of the private sector to voluntarily submit sensitive information regarding critical infrastructure to DHS/FEMA. The Act also provides statutory protection for voluntarily shared CII from public disclosure and civil litigation. If validated as PCII, these documents can only be shared with authorized users who agree to safeguard the information. PCII accreditation is a formal recognition that the covered government entity has the capacity and capability to receive and store PCII. DHS requires all State Administering Agencies (SAAs) to complete the PCII accreditation process. Accreditation activities include signing a memorandum of agreement (MOA) with DHS, appointing a PCII Officer, and implementing a self-inspection program.
64. **Publications:** That all publications created with funding under this grant shall prominently contain the following statement: “This Document was prepared under a grant from the Federal Emergency Management Administration (FEMA) Grant Programs Directorate (GPD), U.S. Department of Homeland Security (DHS). Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of FEMA/GPD or DHS.”
65. **Recording and Documentation of Receipts and Expenditures:** Sub-recipient’s accounting procedures must provide for accurate and timely recording of receipt of funds by source of expenditures made from such funds and unexpended balances. These records must contain information pertaining to grant awards, obligations, unobligated balances, assets, liabilities, expenditures, and program income. Controls must be established which are adequate to ensure that expenditures charged to the sub-grant activities are for allowable purposes. Additionally, effective control and accountability must be maintained for all grant cash, real and personal property and other assets. Accounting records must be supported by such source documentation as cancelled checks, paid bills, payrolls, time and attendance records, contract documents, grant award documents, etc.
66. **Rehabilitation Act of 1973 (Article XXXII):** Recipients must comply with the requirements of Section 504 of the Rehabilitation Act of 1973, Pub. L. No. 93-112 (1973) (codified as amended at 29 U.S.C. section 794,) which provides that no otherwise qualified handicapped individuals in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.
67. **Reports:** To provide the required quarterly status reports and other information and documentation that may be requested by OKOHS.

To cooperate with any assessments, national evaluation efforts, or information or data collection requests related to any activities within this project.

To provide DHS/FEMA and OKOHS reasonable assistance with assessments conducted to (a) determine the existing level of preparedness within the Sub-recipient’s jurisdiction; (b) determine the homeland security related needs of the jurisdiction, and (c) measure progress in achieving state and federal preparedness goals.

68. **Reporting of Matters Related to Recipient Integrity and Performance (Article XXXIII):**

General Reporting Requirements

If the total value of any currently active grants, cooperative agreements, and procurement contracts from all federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this federal award, then the recipients must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R. Part 200, Appendix XII, the full text of which is incorporated here by reference in the award terms and conditions.

69. **Reporting Sub-awards and Executive Compensation (Article XXXIV):**

Reporting of first tier subawards:

Recipients are required to comply with the requirements set forth in the government-wide award term on Reporting Subawards and Executive Compensation located at [2 C.F.R. Part 170, Appendix A](#), the full text of which is incorporated here by reference in the award terms and conditions.

70. **Required Use of American Iron, Steel, Manufactured Products, and Construction Materials (Article XXXV):**



Recipients and subrecipients must comply with the Build America, Buy America Act (BABAA), which was enacted as part of the Infrastructure Investment and Jobs Act Sections 70901-70927, Pub. L. No. 117-58 (2021); and Executive Order 14005, Ensuring the Future is Made in All of America by All of America's Workers. See also Office of Management and Budget (OMB), Memorandum M-22-11, Initial Implementation Guidance on Application of Buy American Preference in Federal Financial Assistance Programs for Infrastructure.

Recipients and subrecipients of federal financial assistance programs for infrastructure are hereby notified that none of the funds provided under this award may be used for project for infrastructure unless:

1. All iron and steel used in the project are produced in the United States – this means all manufacturing processes, from initial melting state through the application of coatings, occurred in the United States.
2. All manufactured products used in the project are produced in the United States – this means the manufactured product was manufactured in the United States; and the cost of the components of the manufactured product that are mined, produced, or manufactured the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation; and
3. All construction materials are manufactured in the United States—this means that all manufacturing processes for the construction material occurred in the United States.

The Buy America preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America preference apply to equipment and furnishings, such as movable chairs, desks, portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project.

#### Waivers

When necessary, recipients may apply for, and the agency may grant, a waiver from these requirements.

- A. When the federal agency has made a determination that one of the following exceptions applies, the awarding official may waive the application of the domestic content procurement preference in any case in which the agency determines that:
  1. Applying the domestic content procurement preference would be inconsistent with the public interest;
  2. The types of iron, steel, manufactured products, or construction materials are not produced in the United States in sufficient and reasonably available quantities or of a satisfactory quality; or
  3. The inclusion of iron, steel, manufactured products, or construction materials produced in the United States will increase the cost of the overall project by more than 25 percent.

A request to waive the application of the domestic content procurement preference must be in writing. The agency will provide instructions of the format, contents, and supporting materials required for any waiver request. Waiver requests are subject to public comment periods of no less than 15 days and must be reviewed by the OMB Made in America Office. There may be instances where an award qualifies, in whole or in part, for an existing waiver described. For awards by the Federal Emergency Management Agency (FEMA), existing waivers are available, and the waiver process is described at “Buy America” Preference in FEMA Financial Assistance Programs for Infrastructure/FEMA.gov. For awards by other DHS components, please contact the applicable DHS FAO.

To see whether a particular DHS federal financial assistance program is considered an infrastructure program and thus required to include a Buy America preference, please either contact the applicable DHS FAO, or for FEMA awards, please see Programs and Definitions: Build America, Buy America Act/FEMA.gov.

71. **Retention of Records:** Any records relevant to the grant must be retained for at least three years following the final financial report date, which may be extended beyond the scheduled termination date, of the OKOHS/DHS/FEMA grant (OKOHS will provide the notice on the OKOHS web site under the grants section regarding the start date of this three-year period). In accordance with the requirements set forth in the [2 C.F.R Part 200](#), all financial records, supporting documents, statistical records, and all other records pertinent to the award shall be retained by each organization for at least three years from the date of submission of the final expenditure report. In cases where litigation, a claim, or an audit is initiated prior to expiration of the three-year period, records must be retained until completion of the action and resolution of issues or the



end of the three-year period, whichever is later. Retention is required for purposes of Federal examination and audit. Records may be retained in an electronic format.

72. **SAFECOM (Article XXXVI):** Recipients receiving federal financial assistance awards made under programs that provide emergency communication equipment and its related activities must comply with the [SAFECOM](#) Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.
73. **Sanctions:** If a Sub-recipient materially fails to comply with the terms and conditions of an award, OKOHS or DHS/FEMA may take one or more of the following actions, as appropriate in the circumstances:
- Temporarily withhold cash payments pending correction of the deficiency by the Sub-recipient.
  - Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance.
  - Wholly or partly suspend or terminate the current award.
  - Withhold future awards for the project or program.
  - Pursue any other legal remedy that may be available.
  - Require reassignment of any tangible or intangible items purchased with OKOHS grant funding to another local jurisdiction.

Prior to taking action, OKOHS will provide the Sub-recipient reasonable notice of intent to impose measures and will make efforts to resolve the problem informally.

74. **Summary Description of Award (Article I):** The purpose of the FY 2022 HSGP is to support state and local efforts to prevent terrorism and other catastrophic events and to prepare the Nation for the threats and hazards that pose the greatest risk to the security of the United States. The HSGP provides funding to implement investments that build, sustain, and deliver the 32 core capabilities essential to achieving the National Preparedness Goal of a secure and resilient Nation. Among the five basic homeland security missions noted in the DHS Quadrennial Homeland Security Review, HSGP supports the goal to Strengthen National Preparedness and Resilience. The building, sustainment, and delivery of these core capabilities are not exclusive to any single level of government, organization, or community, but rather, require the combined effort of the whole community. This HSGP award consists of State Homeland Security Program (SHSP) funding in the amount of \$4,847,500.00. This grant program funds a range of activities, including planning, organization, equipment purchase, training, exercises, and management and administration across all core capabilities and mission areas.
75. **Terrorist Financing (Article XXXVII):** Recipients must comply with [E.O. 13224](#) and U.S. laws that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. Recipients are legally responsible to ensure compliance with the Order and laws.
76. **Trafficking Victims Protection Act of 2000 (TVPA) (Article XXXVIII):**  
 Trafficking in Persons:  
 Recipients must comply with the requirements of the government-wide financial assistance award term which implements Section 106(g) of the *Trafficking Victims Protection Act of 2000* (TVPA), codified as amended at 22 U.S.C. Section 7104. The award term is located at 2 C.F.R. Section 175.15, the full text of which is incorporated here by reference.
77. **Training:** All requested or relevant training records of Sub-recipients must be submitted to the OKOHS Training and Exercise Coordinator.
78. **Unauthorized Expenditures:** Examples of **unauthorized expenditures** include but are not limited to:
- Hiring of Public Safety Personnel
  - General use equipment including but not limited to items jurisdictions would normally be expected to have.
  - Items not pre-approved by OKOHS
  - Exercise related costs for non-expendable equipment items (e.g., electronic messaging signs) and/or vehicle/emergency response apparatus costs (other than the cost of fuel/gasoline, which is allowable)

79. **Universal Identifier and System of Award Management (Article XXXIX):** Requirements for System for Award Management and Unique Entity Identifier Recipients are required to comply with the requirements set forth in the government-wide financial assistance award term regarding the System for Award Management and Universal Identifier Requirements located at 2 C.F.R. Part 25, appendix A, the full text of which is incorporated here by reference.
80. **USA Patriot Act of 2001 (Article XL):** Recipients must comply with requirements of Section 817 of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT Act), which amends 18 U.S.C. sections 175-175c.
81. **Use of DHS Seals, Logo, and Flags (Article XLI):** Recipients must obtain permission from their DHS FAO, prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.
82. **Whistleblower Protection Act (Article XLII):** Recipients must comply with the statutory requirements for whistleblower protections (if applicable) at 10 U.S.C Section 2409, 41 U.S.C. section 4712, and 10 U.S.C. Section 2324, 41 U.S.C. Sections 4304 and 4310.
83. **Written Approval of Changes:** Sub-recipient must notify OKOHS in writing of any events or changes requiring adjustment in the grant award. Examples include but are not limited to: changes of address, project manager, project site, budget categories or scope.

**Authorized Official:**

**LARRY HEIKKILA**

Name, *please type or print*

Signature

Date



Oklahoma Office of  
**Homeland Security**  
*Prevent, Protect, Prepare*

Item 18.

P.O. Box 11415  
 Oklahoma City, OK 73136  
 (405) 425-7296 Office • (405) 425-7295 Fax  
[www.homelandsecurity.ok.gov](http://www.homelandsecurity.ok.gov)

## **SIGNATURE AUTHORIZATION**

Required to sign all OKOHS subgrant documents

### PROJECT CONTACT/SECONDARY AUTHORIZED OFFICIAL INFORMATION

PRINT Name <b>RONDA GUERRERO</b>		
Title <b>COURT ADMINISTRATOR</b>		
Agency <b>NORMAN MUNICIPAL COURT</b>		
Mailing Address <b>201 B WEST GRAY</b>	State <b>OK</b>	Zip <b>73069</b>
Phone # <b>405-366-5325</b>	Fax # <b>405-366-5294</b>	Email <b>RONDA.GUERRERO@NORMANOK.GOV</b>

\_\_\_\_\_  
 Primary Contact Signature

\_\_\_\_\_  
 Date

### **OPTIONAL** Secondary Contact

Authorized to sign subgrant documents?  Yes  No  
 (If "yes," please sign below)

PRINT Name <b>CHARLES DAILY</b>	Title / Agency <b>MUNICIPAL COURT OFFICER</b>
Email <b>CHARLES.DAILY@NORMANOK.GOV</b>	Phone # <b>405-366-5325</b>

\_\_\_\_\_  
 Secondary Contact Signature

\_\_\_\_\_  
 Date

### AGENCY/JURISDICTION CHIEF EXECUTIVE OFFICER – PRIMARY AUTHORIZED OFFICIAL INFORMATION

City or County Official (Mayor, City Manager, County Commissioner)

*I hereby authorize the individual(s) identified above to act on my behalf in coordination with the Oklahoma Office of Homeland Security (OKOHS) and to sign all documentation related to this subgrant.*

PRINT Chief Executive Officer Name <b>LARRY HEIKKILA</b>	OKOHS Award # <b>#1430.035</b>
Title <b>MAYOR</b>	Phone # <b>405-366-5404</b>
Jurisdiction (City, County, etc.) <b>NORMAN</b>	Email <b>LARRY.HEIKKILA@NORMANOK.GOV</b>
Mailing Address <b>P.O. BOX 370 NORMAN</b>	State <b>OK</b>
	Zip <b>73070</b>

\_\_\_\_\_  
 Chief Executive Officer Signature

\_\_\_\_\_  
 Date

*Form Revised as of: September 10, 2007*

*If any of the above information changes please submit a new **SIGNATURE AUTHORIZATION FORM** to OKOHS immediately.*

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<https://oklahoma.gov/homeland-security.html>

**QUARTERLY STATUS REPORT**

**OKOHS Award**  
##1430.035

**Dollar Amount of this Award**  
\$38220.00 (A)

**Total Dollar Amount of this Award spent or encumbered (binding contract to purchase in effect) as of the end of the current quarter:**  
\$ \_\_\_\_\_

**Dollar Amount you have Requested from OKOHS as of end of current quarter:**  
\$ \_\_\_\_\_ (B)

**Dollar Amount Not yet requested as of end of current quarter:**  
\$ \_\_\_\_\_ (A-B)

**Dollar Amount Being Released to OKOHS**  
\$ \_\_\_\_\_

**INSTRUCTIONS:**

- Email this completed form to OKOHS within 15 days of the end of each calendar **quarter**.
- Submit separate quarterly status reports for **each** OKOHS award.
- Submit a **canceled check** or **credit card receipt** for each item purchased.
- Submit a **"Final Report"** and **"Inventory"** after your entire award has been reimbursed by OKOHS.
- If more space is needed, please attach additional pages.
- **ONLY FILL OUT THE AUTHORIZED OFFICIAL/PRIMARY CONTACT INFORMATION IF THIS HAS CHANGED SINCE THE LAST QUARTERLY STATUS REPORT**

<b>Entity Name:</b> NORMAN MUNICIPAL COURT	
<b>Complete Address (only if changed from last report)</b> 201 B WEST GRAY NORMAN OK 73069	
<b>Final Report</b> YES ___ NO ___	<b>Quarter Ended:</b>
<b>Grant Purpose (i.e., equipment, response trailer, critical infrastructure)</b> EQUIPMENT	
Canceled check or credit card receipt sent YES ___ NO ___	
Inventory sent with Final Report YES ___ NO ___	

➤ **Describe grant activity during the past quarter:**  
PURCHASE OF A WALK THROUGH MAGNATOMETER AND BAGGAGE SCANNER FOR THE NEW COURT BUILDING.

---

➤ **Describe grant progress from receipt of this award through the end of the current quarter (for example, if your funds will be used to harden critical infrastructure sites, how many sites will be hardened, how many have been hardened and what percentage of each project is complete as of the end of the current quarter):**  
THESE ITEMS WILL HELP TO STRENGTHEN THE SECURITY OF THE NEW COURT BUILDING AND INCREASE SECURITY FOR STAFF AND CITIZENS.

---

➤ **List any issues that currently prevent the expenditure of any portion of this OKOHS grant award:**

---

➤ **Have any items purchased with this OKOHS grant award been lost, destroyed, or otherwise disposed of?** Yes  No   
If yes, please explain below and attach a completed Equipment Disposition Form (available on the OKOHS website):

---

➤ **Other comments, if any:**

---



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www.homelandsecurity.ok.gov

## QUARTERLY STATUS REPORT

### Environmental Historic Preservation:

- Will any equipment be installed? YES  NO
- If No: Skip to signature section.
- If Yes: Have you received an EHP form from OKOHS to complete? YES  NO
- Have you taken pictures of where all the equipment will be installed (interior and exterior)? YES  NO
- Have you submitted the pictures and EHP form back to OKOHS? YES  NO
- Have you received approval from OKOHS/FEMA to proceed with the installation of the equipment requested in the EHP? YES  NO
- Describe any delays in submitting the EHP form and pictures:

---



---



---



---

Quarterly Status Report signed by:

Type/Print Signor Name & Title:

**RONDA GUERRERO COURT ADMINISTRATOR**

Date:

Email:

**RONDA.GUERRERO@NORMANOK.GOV**

Phone Number:

**405-366-5325**

### Signor Certifies:

- Legal authorization to submit quarterly status reports on behalf of the named government entity.
- Compliance with all laws, regulations, statutes, assurances, certifications, and other requirements contained in the sub-grant application and guidance documents.
- All submitted data is true and correct to the best of signatory's knowledge.

**Complete the below section if any change in administration has taken place, if completed also submit a new Signature Authorization form to OKOHS.**

### Authorizing Official (ie. the Mayor/City Manager/County Commissioner)

### Primary Contact (Authorized Official(s))

Name/Title:

**LARRY HEIKKILA MAYOR**

Name/Title:

**RONDA GUERRERO COURT ADMINISTRATOR**

Telephone:

**405-366-5404**

Fax:

**405-366-5294**

Telephone:

**405-366-5325**

Fax:

**405-366-5294**

Email:

**LARRYHEIKKILA@NORMANOK.GOV**

Email:

**RONDA.GUERRERO@NORMANOK.GOV**

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## PROCUREMENT PLAN WORKSHEET

OKOHS Grant Year: 2022 Award Number: #1430.035

Project Point of Contact (PPOC): CHARLES DAILY

PPOC Agency: NORMAN MUNICIPAL COURT

PPOC Telephone Number: 405-366-5325 PPOC Email: CHARLES.DAILY@NORMANOK.GOV

Purchasing Agent/Procurement Officer Point of Contact (PA/PO): RONDA GUERRERO  
COURT ADMINISTRATOR

PA/PO Agency: CITY OF NORMAN

PA/PO Telephone Number: 405-366-5325 PA/PO Email: RONDA.GUERRERO@NORMANOK.GOV

State offices must follow procurements by states at 2 C.F.R. 200.317. Non-State entities must follow general procurement standards at 2 C.F.R. 200.318-200.327.

Please indicate which one of options listed below that you will use to select the vendor.

### OPTION ONE: EXISTING GOVERNMENT CONTRACT:

Add a copy of how the Existing Government Contract was bid.

- Local Government Contract.**  
Contract # \_\_\_\_\_  
Contracting Officer \_\_\_\_\_ Phone No. \_\_\_\_\_  
(Attach a copy of the contract, highlighting the items requested)
- State Government Contract.**  
Contract # \_\_\_\_\_  
(Attach a copy of the contract, highlighting the items requested)
- Federal Government Contract.**  
Contract # \_\_\_\_\_  
Type of Contract/Contract Name: \_\_\_\_\_  
(Attach a copy of the contract, highlighting the items requested)

### OPTION TWO: SMALL PURCHASE/P-CARD PURCHASE

**Agency Threshold** \$50,000

**Emergency Purchase (explain):** \_\_\_\_\_

Competitive bidding is not required for this purchase since it falls under \$50,000. Internal policies require three written quotes for items of value between \$25,000 and \$50,000. Quotes were obtained as required.



**OPTION THREE: SOLE SOURCE/BRAND PROCUREMENT:**

A. Who at the local government has authority to determine “sole source” (i.e. city council, county commission, etc.)? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

B. What steps are required to determine “sole source” by your local government?

\_\_\_\_\_  
\_\_\_\_\_

(Attached a copy of the sole source paperwork.)

**OPTION FOUR: REQUEST FOR PROPOSAL/BID**

A. What agency will be conducting the RFP/Bid Process? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

B. What are the steps for the agency to place a project out for bid? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

C. What is the timeline to bid this project, once approved? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

D. Were bid specifications developed? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(Attached a copy of RFP/Bid package).

**DELIVERY INFORMATION:**

What is the exact address to which all equipment, supplies, etc. will be delivered?

Name of Department at delivery address: NORMAN MUNICIPAL COURT

Street Address: 201 A WEST GRAY

City, State, Zip Code: NORMAN, OK, 73069

Name of contact person located at that address: CHARLES DAILY

**VENDOR INFORMATION:**

Vendor Name: Point Security Inc.

Vendor Contact: Dustin Gallimore Phone No. 336-357-7764

Vendor Address: PO Box 100 Linwood NC 27229

Vendor Quote Number (attach copy of quote): 23-1512

-----  
This area for OKOHS use only – do not write in this area.

**ENVIRONMENTAL AND HISTORIC PRESERVATION SCREENING FORM**

**Paperwork Burden Disclosure Notice**

Public reporting burden for this data collection is estimated to average 8 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, Washington, DC, 20472, Paperwork Reduction Project (1660-0115).

**PRIVACY NOTICE**

The collection of this information is authorized by the National Environmental Policy Act of 1969, as amended, Pub. L. No. 91-190, § 102, 42 U.S.C. §§ 4321-4347; and National Historic Preservation Act of 1966, as amended, Pub. L. No. 89-665, § 102, 16 U.S.C. § 470.

This information is being collected for the primary purpose of determining eligibility and administration of FEMA Preparedness Grant Programs and to ensure compliance with existing laws and regulations regarding the environment and historic preservation.

The disclosure of information on this form is required by law and failure to provide the information requested may delay or prevent the organization from receiving grant funding.

**Directions for completing this form:** This form is designed to initiate and facilitate the environmental and historic preservation (EHP) compliance review for your FEMA preparedness grant-funded project(s). FEMA conducts its EHP compliance reviews in accordance with National Environmental Policy Act (NEPA) and other EHP-related laws and executive orders. In order to initiate EHP review of your project, you must complete all relevant sections of this form and submit it to the Grant Programs Directorate (GPD) along with all other pertinent project information. Failure to provide requisite information could result in delays in the release of grant funds. **Be advised that completion of this form does not complete the EHP review process.** You will be notified by FEMA when your review is complete and/or if FEMA needs additional information.

This form should be completed electronically. The document is available in both Word and Adobe Acrobat (pdf) formats at this website: ( <http://www.fema.gov/library/viewRecord.do?fromSearch=fromsearch&id=4802>. The following website has additional guidance and instructions on the EHP review process and the information required for the EHP review: <https://www.fema.gov/environmental-planning-and-historic-preservation-compliance>

Submit completed form through your grant administrator who will forward it to [GPDEHPInfo@fema.dhs.gov](mailto:GPDEHPInfo@fema.dhs.gov). Please use the subject line: **EHP Submission: Project Title, location, Grant Award Number (Example, EHP Submission: Courthouse Camera Installation, Any Town, State, 12345; 2011-SS-0xxxx).**

**SECTION A. PROJECT INFORMATION**

DHS Grant Award Number: EMW-2022-SS-00038

Grant Program: 2022 Homeland Security Grant Program

Grantee: Oklahoma Office of Homeland Security

Grantee POC: Christina Daron

Mailing Address: PO Box 53365 Oklahoma City, OK 73152

E-Mail: christina.daron@okohs.ok.gov

Sub-Grantee: City of Norman

Sub-Grantee POC: Ronda Guerrero

Mailing Address: 201 W. Grey Norman, OK 73069

E-Mail: ronda.guerrero@normanok.gov

Estimated cost of project: \$38,220.00

Project title: Courthouse Security Upgrades

Project location (physical address or latitude-longitude): 201 A WEST GRAY NORMAN OK 73069

**Project Description.** Provide a complete project description. The project description should contain a summary of what specific action is proposed, where it is proposed, how it will be implemented. Include a brief description of the objectives the project is designed to accomplish (the purpose), and the reason the project is needed. Use additional pages if necessary. If multiple sites are involved, provide the summary for each site:

The City of Norman has repurposed 321 N Webster Norman OK 73069 to be the new Municipal Court building. The old court building is a shared space and is no longer satisfactory for court functions. The new building is much larger to accommodate the court for the immediate purposes and to allow for the eventual growth into a court of record. With the refurbished structure comes a need to improve site security. This project involves replacing our 11 year old walk through magnetometer and installing a pass through x-ray baggage scanner to screen bags and parcels.

At present we only have a walk through magnetometer and a hand wand to screen people, all bags have to be hand searched. We screen 30 to 40 people each day when we have court. There is currently only one officer available to screen everyone who enters the secure areas of the court. In the secure areas of the new building there will be access to court personnel, judges, prosecutors and other citizens attending court proceedings. In order to increase security and enhance the effectiveness of the screening process we are seeking to install a new magnetometer with the newer software and upgraded security features. Additionally we are planning to add an x-ray baggage scanner to screen bags and backpacks for weapons and dangerous items.

The project requires the purchase of a new magnetometer and x-ray baggage scanner with roller tables for entry and exit of the scanner. The new equipment will be installed in the newly renovated court building at 321 N Webster Norman OK.

This project does NOT involve the construction of a new or replacement communications tower. This project does NOT involve ground disturbance or new electrical distribution systems. The site is NOT listed in the National Register Historic District. We do NOT have environmental documentation for this project, other agency coordination, or a NEPA document related to this project.

Please see the attached Proposal, Site Photographs/Maps, and remodel permit for specific project details.

## SECTION B. PROJECT TYPE

Based on the proposed project activities, determine which project type applies below and complete the corresponding sections that follow. For multi-component projects or those that may fit into multiple project types, complete the sections that best apply and fully describe all major components in the project description. If the project involves multiple sites, information for each site (such as age of structure, location, ground disturbance, etc.) must be provided. Attach additional pages to this submission, if needed.

1.  **Purchase of equipment.** Projects in this category involve the purchase of equipment that will require installation on or in a building or structure. Complete other portions of Section B as needed. Complete Section C.1.
2.  **Training and exercises.** Projects in this category involve training exercises with any field-based components, such as drills or full-scale exercises. Complete Section C.2.
3.  **Renovations/upgrades/modifications or physical security enhancements to existing structures.** Projects in this category involve renovations, upgrades, retrofits, and installation of equipment or systems in or on a building or structure. Examples include, but are not limited to: interior building renovations; electrical system upgrades; sprinkler systems; vehicle exhaust systems; closed circuit television (CCTV) cameras; security fencing; access control for an area, building, or room; bollards; motion detection systems; alarm systems; security door installation or upgrades; lighting; and audio-visual equipment (projectors, smart boards, whiteboards, monitors, displays, and projector screens). Complete Section C.3.
4.  **Generator installation.** Projects in this category involve installation of new or replacement generators, to include the concrete pads, underground fuel and electric lines, and if necessary, a fuel storage tank. Complete Section C.4.
5.  **New construction/addition.** Projects in this category involve new construction, addition to, or expansion of a facility. These projects involve construction of a new building, or expansion of the footprint or profile of a current structure. Complete Section C.5.
6.  **Communication towers, antennas, and related equipment.** Projects in this category involve construction of new or replacement communications towers, or installation of communications-related equipment on a tower or building or in a communications shelter or building. Complete Section C.6.
7.  **Other.** Projects that do not fit in any of the categories listed above. Complete Section C.7.

**SECTION C. PROJECT TYPE DETAILS**

Check the box that applies to the proposed project and complete the corresponding details.

1.  **Purchase of equipment.** *If the entire project is limited to purchase of mobile/portable equipment and there is no installation needed, this form does not need to be completed and submitted.*

a. Specify the equipment, and the quantity of each: \_\_\_\_\_

b. Provide the Authorized Equipment List (AEL) number(s) (if known): \_\_\_\_\_

c. Complete Section D.

2.  **Training and exercises.** *If the training is classroom and discussion-based only, and is not field-based, this form does not need to be completed and submitted.*

a. Describe the scope of the proposed training or exercise (purpose, materials, and type of a activities required): \_\_\_\_\_

b. Provide the location of the training (physical address or latitude-longitude): \_\_\_\_\_

c. Would the training or exercise take place at an existing facility which has established procedures for that particular proposed training or exercise, and that conforms with existing land use designations?  Yes  No

• If yes, provide the name of the facility and the facility point of contact (name, telephone number, and e-mail address): \_\_\_\_\_

• If no, provide a narrative description of the area where the training or exercise would occur (e.g., exercise area within four points defined by latitude/longitude coordinates): \_\_\_\_\_

• Does the field-based training/exercise differ from previously permitted training or exercises in any way, including, but not limited to frequency, amount of facilities/land used, materials or equipment used, number of participants, or type of activities? \_\_\_\_\_

• If yes, explain any differences between the proposed activity and those that were approved in the past, and the reason(s) for the change in scope: \_\_\_\_\_

• If no, provide reference to previous exercise (e.g., FEMA grant name, number, and date): \_\_\_\_\_

d. Would any equipment or structures need to be installed to facilitate training? \_\_\_\_\_

• If yes, complete Section D

3.  **Renovations/upgrades/modifications, or physical security enhancements to existing structures.** **If so, Complete Section D.**



4.  **Generator installation.**

- a. Provide capacity of the generator (kW): \_\_\_\_\_
- b. Identify the fuel to be used for the generator (diesel/propane/natural gas): \_\_\_\_\_
- c. Identify where the fuel for the generator would be stored (e.g. stand-alone tank, above or below ground, or incorporated in generator): \_\_\_\_\_
- d. Complete Section D.

5.  **New construction/addition.**

- a. Provide detailed project description (site acreage, new facility square footage/number of stories, utilities, parking, stormwater features, etc): \_\_\_\_\_
- b. Provide technical drawings or site plans of the proposed project:  Attached
- c. Complete Section D.

6.  **Communication towers, antennas, and related equipment.**

- a. Provide the current net height (in feet above ground level) of the existing tower or building (with current attached equipment): \_\_\_\_\_
- b. Provide the height (in feet above ground level) of the existing tower or building after adding/replacing equipment: \_\_\_\_\_

**Complete items 6.c through 6.q below ONLY if this project involves construction of a new or replacement communications tower. Otherwise continue to Section D.**

- c. Provide the ground-level elevation (feet above mean sea level) of the site of the proposed communications tower: \_\_\_\_\_
- d. Provide the total height (in feet above ground level) of the proposed communications tower or structure, including any antennas to be mounted: \_\_\_\_\_
- If greater than 199 feet above ground level, state why this is needed to meet the requirements of the project: \_\_\_\_\_
- e. Would the tower be free-standing or require guy wires?  Free standing  Guy wires
- If guy wires are required, state number of bands and the number of wires per band: \_\_\_\_\_
- Explain why a guyed tower is needed to meet the requirements of this project: \_\_\_\_\_
- f. What kind of lighting would be installed, if any (e.g., white strobe, red strobe, or steady burning)? \_\_\_\_\_
- g. Provide a general description of terrain (e.g., mountainous, rolling hills, flat to undulating): \_\_\_\_\_
- h. Describe the frequency and seasonality of fog/low cloud cover: \_\_\_\_\_

i. Provide a list of habitat types and land use at and adjacent to the tower site (within 1/2 mile), by acreage and percentage of total (e.g., woodland conifer forest, grassland, agriculture) water body, marsh: \_\_\_\_\_

j. Is there evidence of bird roosts or rookeries present within 1/2 mile of the proposed site?  Yes  No

• Describe how presence/absence of bird roosts or rookeries was determined: \_\_\_\_\_

k. Identify the distance to nearest wetland area (e.g., forested swamp, marsh, riparian, marine) and coastline if applicable: \_\_\_\_\_

l. Distance to nearest existing telecommunication tower: \_\_\_\_\_

m. Have measures been incorporated for minimizing impacts to migratory birds?  Yes  No

• If yes, Describe: \_\_\_\_\_

n. Has a Federal Communications Commission (FCC) registration been obtained for this tower?  Yes  No

• If yes, provide Registration #: \_\_\_\_\_

• If no, why? \_\_\_\_\_

o. Has the FCCE106 process been completed?  Yes  No

p. Has the FCC Tower Construction Notification System (TCNS) process been completed?  Yes  No

• If yes, Describe: \_\_\_\_\_

q. Would any related equipment or structures need to be installed (e.g., backup generator and fuel source, communications shelter, fencing, or security measures)?  Yes  No

• If yes, explain where and how each installation would be done. Provide details about generator capacity (kW), fuel source, fuel location and tank volume, amount of fencing, and size of communication shelter: \_\_\_\_\_

r. Complete Section D.

7.  **Other:** Complete this section if the proposed project does not fit any of the categories above.

a. Provide a complete project description: \_\_\_\_\_

b. Complete Section D.

**SECTION D. PROJECT DETAILS**

Complete all of the information requested below.

1.  **Project Installation**

a. Explain how and where renovations/upgrades/modifications would take place, or where equipment/systems will be installed:

321 N WEBSTER, NORMAN OK 73069 NEW NORMAN MUNICIPAL COURT BUILDING, SOUTH HALLWAY ENTRY

b. Would ground disturbance be required to complete the project or training?  Yes  No

• If Yes, provide total extent (depth, length, and width) of each ground-disturbing activity. Include both digging and trenching. For example, light poles and fencing have unique ground-disturbing activities (e.g., six light poles, 24" dia. x 4' deep; trenching 12" x 500' x 18" deep; 22 fence posts, 12" diameter x 3' deep, and 2 gate posts, 18" diameter x 3' deep):

\_\_\_\_\_

• If yes, describe the current disturbed condition of the area (e.g., parking lot, road right-of-way, commercial development): \_\_\_\_\_

c. Would the equipment use the existing infrastructure for electrical distribution systems?  Yes  No

• If no, describe power source and detail its installation at the site: \_\_\_\_\_

2.  **Age of structure/building at project site**

a. Provide the year existing building(s) or structure(s) on/in/nearest to the location involved in the proposed project was built: 1981

• If the building or structure involved is over 45 years old and significant renovation, rehabilitation, or modification has occurred, provide the year(s) modified and briefly describe the nature of the modification(s): \_\_\_\_\_

b. Are there any structures or buildings that are 50 years old or older in or adjacent to the project area?  Yes  No

• If yes, provide the location of the structure(s), ground-level color photographs of the structure(s), and identify their location(s) on an aerial map: \_\_\_\_\_

c. Is the project site listed in the National Register of Historic Places (National Register), or in/near a designated local or National Register Historic District? The internet address for the National Register is: <http://nrhp.focus.nps.gov/>  Yes  No

• If yes, identify the name of the historic property, site and/or district and the National Register document number: \_\_\_\_\_

3.  **Site photographs, maps and drawings**

a. Attach site photographs. Site photographs are required for all projects. Use the following as a checklist for photographs of your project. Attach photographs to this document or as accompanying documents in your submission.

- Labeled, color, ground-level photographs of the project site:  Required
  - Labeled, color photograph of each location where equipment would be attached to a building or structure:  Required
  - Labeled, color aerial photographs of the project site:  Required
  - Labeled, color aerial photographs that show the extent of ground disturbance (if applicable):  Attached
  - Labeled, color ground-level color photographs of the structure from each exterior side of the building/structure (applicable only if building/structure is more than 45 years old):  Attached
- b. Are there technical drawings or site plans available?  Yes  No
- If yes, attach:  Attached

**Appendix A has guidance on preparing photographs for EHP review**

4.  **Environmental documentation**

a. Is there any previously completed environmental documentation for this project at this proposed project site (e.g., Environmental Assessment, or wetland delineation, or cultural/archaeological study)?

Yes  No

• If yes, attach documentation with this form:

Attached

b. Is there any previously completed agency coordination for this project (e.g., correspondence with the U.S. Fish and Wildlife Service, State Historic Preservation Office, Tribal Historic Preservation Office)?

Yes  No

• If yes, attach documentation with this form:

Attached

c. Was a NEPA document prepared for this project?

Yes  No

• If yes, what was the decision? (Check one, and please attach):

Finding of No Significant Impact (FONSI) from an Environmental Assessment (EA) or

Record of Decision (ROD) from an Environmental Impact Statement (EIS).

Name of preparing agency: \_\_\_\_\_

Date Attached: \_\_\_\_\_

## Appendix A. Guidance for Supporting Photographs for EHP Grant Submissions

Photographs are a vital component of the EHP review process and add an additional level of understanding about the nature and scope of the project. They also provide pre-project documentation of site conditions. Please follow the guidance provided below when preparing photographs for your EHP submission. The following pages provide examples of best practices used in earlier EHP submissions.

### Minimum requirements for photographs

1. Photographs should be in color.
2. Label all photographs with the name of facility, location (city/county, state) and physical location (physical address or latitude-longitude).
3. Label the photographs to clearly illustrate relevant features of the project, such as location of installed features (e.g., cameras, fences, sirens, antennas, generators) and ground disturbance. See examples below.
4. Identify ground disturbance. Adding graphics to a digital photograph is a means to illustrate the size, scope and location of ground disturbing activities.

### Best Practices

1. Provide photographs in a separate file.
2. Place no more than 2 pictures per page.
3. Compressing pictures files (such as with Microsoft Picture Manager)<sup>1</sup> or saving the file in PDF format will reduce the size of the file and facilitate e-mail submissions.
4. Identify the photograph file with the project name so that it can be matched to the corresponding FEMA EHP screening form.
5. Maximum file size for enclosures should not exceed 12 MB. If the total size of files for an EHP submission exceeds 12 MB, send the submission in multiple e-mails.
6. If necessary, send additional photographs or data in supplemental e-mails. Please use the same e-mail subject line with the additional label: 1 of x, 2 of x, . . . x of x.

### Options for Creating Photographs

1. Obtain an aerial photo. There are multiple online sources for aerial photographs.
2. For the aerial photo, use the screen capture feature (Ctrl + Print Screen keys) and copy the image to photo editing software, such as Paint, or PhotoShop.<sup>1</sup> Use that software to crop the image so the photo has the content necessary.
3. Open PowerPoint, or other graphics-oriented software, and paste the aerial or ground-level photograph on the canvas.
4. Use drawing tools, such as line drawing and shapes, to indicate the location of project features (for example: fencing, lighting, sirens, antennas, cameras, generators).
5. Insert text to label the features and to label the photograph.
6. Use drawing tools to identify ground-disturbing activities (if applicable).
7. Save the file with the project name or grant number so that it can be appropriately matched to the corresponding FEMA EHP screening form. Include this file with the EHP screening when submitting the project.

## Appendix A. Supporting Photographs for EHP Grant Submissions

**Example Photographs**

**Aerial Photographs.** The example in Figure 1 provides the name of the site, physical address and proposed location for installing new equipment. This example of a labeled aerial photograph provides good context of the surrounding area.

Figure 1. Example of labeled, color aerial photograph.

**Ground-level photographs.** The ground-level photograph in Figure 2 supplements the aerial photograph in Figure 1, above. Combined, they provide a clear understanding of the scope of the project. This photograph has the name and address of the project site, and uses graphics to illustrate where equipment will be installed.



Figure 2. Example of ground-level photograph showing proposed attachment of new equipment.



Appendix A. Supporting Photographs for EHP Grant Submissions

**Ground-level photograph with equipment close-up.** Figure 3 includes a pasted image of a CCTV camera that would be placed at the project site. Using desktop computer software, such as PowerPoint,1 this can be accomplished by inserting a graphic symbol (square, triangle, circle, star, etc.) where the equipment would be installed. This example includes the name and location of the site. The site coordinates are in the degree-minute-second format.

New CCTV Camera

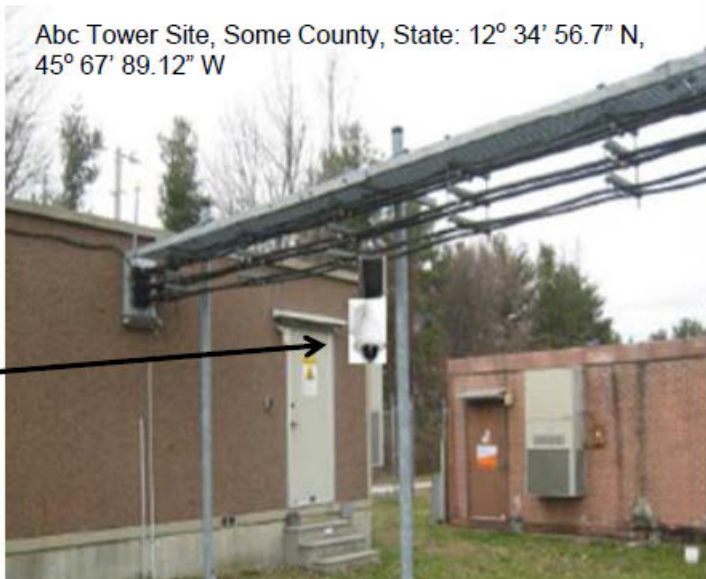


Figure 3. Ground-level photograph with graphic showing proposed equipment installation.

**Ground-level photograph with excavation area close-up.** The example in Figure 4 shows the proposed location for the concrete pad for a generator and the ground disturbance to connect the generator to the building's electrical service. This information can be illustrated with either an aerial or ground-level photograph, or both. This example has the name and physical address of the project site.

Trenching from generator to building's electrical service: 22 ft x 18 in x 6 in.

Generator Pad, 4 ft x 10 ft x 8 in



Figure 4. Ground-level photograph showing proposed ground disturbance area.

Appendix A. Supporting Photographs for EHP Grant Submissions

**Communications equipment photographs.** The example in Figure 5 supports a project involving installation of equipment on a tower. Key elements are identifying where equipment would be installed on the tower, name of the site and its location. This example provides site coordinates in decimal format.



Any County Tower, State: 12.3456° N, 34.5678° W

Figure 5. Ground-level photograph showing proposed locations of new communications equipment on an existing tower.

**Interior equipment photographs.** The example in Figure 6 shows the use of graphic symbols to represent security features planned for a building. The same symbols are used in the other pictures where the same equipment would be installed at other locations in/on the building. This example includes the name of the facility and its physical address.

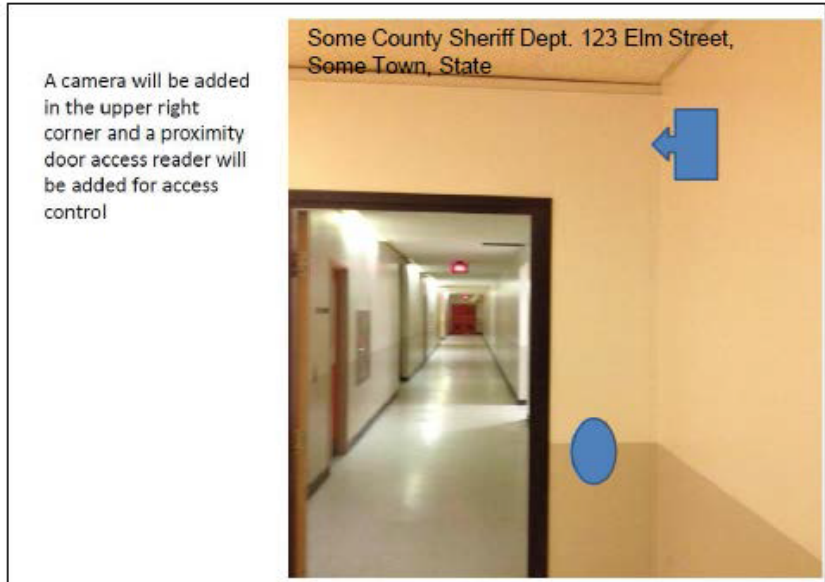


Figure 6. Interior photograph showing proposed location of new equipment.

**Ground-level photographs of nearby historic structures and buildings.** Consultation with the State Historic Preservation Office (SHPO) may be required for projects involving structures that are more than 50 years old, or are on the National Register of Historic Places. In that event, it will be necessary to provide a color, ground-level photograph of each side of the building/structure.

1 Use of brand name does not constitute product endorsement, but is intended only to provide an example of the type of product capable of providing an element of the EHP documentation.



Tax ID#: 22-3552823  
DUNS #: 194239018

Cage Code: 23667  
NAICS Code: 334519

**Shaun Ripani**  
Sales Manager  
Smiths Detection  
2202 Lakeside Blvd  
Edgewood, MD 21040  
Phone: (908)229-1484

Email: [shaun.ripani@smiths-detection.com](mailto:shaun.ripani@smiths-detection.com)

**Smiths Detection Equipment Proposal**

<b>Prepared for Company Location</b>	Charles Daily Norman Co., OK	<b>Date</b>	October 6, 2023
<b>Phone</b>		<b>Quote number</b>	SVR - OK - Norman - HS 6040DS - 100623.x
<b>Email Address</b>	<a href="mailto:charles.daily@normanok.gov">charles.daily@normanok.gov</a>	<b>Delivery Location(s)</b>	Norman Co., OK
<b>Payment Terms</b>	Credit TBD - Application Required	<b>Delivery Terms</b>	FOB Origin Incoterms 2010
		<b>Expected Delivery</b>	12 Months ARO
		<b>Validity of Quote</b>	Through January 31, 2024

QTY	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1	<b>Smiths Detection HI-SCAN 6040DS X-ray Inspection System</b> 24" LCD monitor Operator Keyboard Operator Manual 12-month Standard Warranty	\$48,875.00	\$48,875.00
1	HIPE PZ PLUS WTMD	\$4,995.00	\$4,995.00
<b>Roller Tables</b>			
1	<b>1/2-meter Exit Roller Table (entrance or exit)</b>	\$900.00	\$900.00
1	<b>1-meter Roller Table (entrance or exit)</b>	\$1,300.00	\$1,300.00
	<b>2-meter Roller Table (entrance or exit)</b>	\$1,545.00	
<b>Service Agreement Options</b>			
	<b>On-Site Extended Warranty with Preventative Maintenance</b> On-site service coverage 8:30 am to 5:00 pm, Monday to Friday All labor, travel time and travel expenses All replacement parts required Unlimited access to 24/7 Technical Support Annual PMI and Radiation Leak Survey <b>Five Years Total (Additional 4 Years)</b>	\$11,760.00	Optional
<b>Training Options</b>			
	<b>Operator Training @ Customer Site*</b> *Training Class Requirement: 10 Participants Max - Per Class	\$4,995.00	
<b>Shipping, Handling &amp; Installation</b>			
1	<b>Shipping (terms detailed above)</b>	\$1,739.00	\$1,739.00
1	<b>Installation</b> Unit installation Radiation Leak Survey	\$1,750.00	\$1,750.00

<b>TOTAL PRICE</b>	<b>\$59,559.00</b>
--------------------	--------------------

Smiths Detection terms and conditions are hereby incorporated in this quotation and any purchase order that may result from this quotation will be in acceptance with these terms and conditions. The terms and conditions are located at the following Smiths Detection Website: <https://www.smithsdetection.com/terms-conditions/terms-conditions-us/>

Prices do not include state sales tax, miscellaneous fees or import/export duties of any kind. Smiths Detection reserves the right to modify any terms and/or conditions stated in the above quotation.

The information contained herein is exempt from disclosure under the Freedom of Information Act (5 U.S.C 552) under Exemption (b)(4), and its disclosure is prohibited under the Trade Secrets Act (18 U.S.C 1905) and FAR 24.202. Rights to use or disclose this proposal are governed by DFARS 252.227-7016 (June 1995).

All items are open market items (non-GSA), unless otherwise explicitly stated in this quote. Prices do not include state sales tax, miscellaneous fees or import/export duties of any kind. Smiths Detection reserves the right to modify any terms and/or conditions stated in the above quotation.

# Estimate

Date	Quote #
10/4/2023	Q23-3855

Name / Address
City of Norman Charles Daily, 405-217-7764 321 N. Webster St. PO Box 370 Norman, OK 73070



Phone #	Fax #	Terms	Project	Rep	
603-249-9820	603-249-9818	Net 30	City of Norman, OK	CRP	
Description			Qty	Cost	Total
11132564 -- HI-SCAN 6040ds X-ray Imaging System - Includes advanced software			1.00	49,559.90	49,559.90
SW-ADVPKG -- Smiths Advanced Software: X-ACT Auto Detection Algorithm HI-TIP Threat Image Projection XTRAIN Training Software			1.00	0.00	0.00
24" Monitor			1.00	0.00	0.00
T604D.5M -- HI-SCAN 6030di & 6040ds Roller Table .5m w/jump roller and (1) support stand P/N 228839			1.00	1,004.90	1,004.90
T604D1M -- HI-SCAN 6030di & 6040ds Roller Table 1m w/jump roller and (2) support stands P/N 228839			1.00	1,439.10	1,439.10
6040-FREIGHT -- Freight Costs, HI-SCAN 6040, Standard, Dock-to-dock			1.00	1,500.00	1,500.00
6040-INSTALL -- HI-SCAN 6040 Install (Installation required within 60 days of delivery or additional commissioning charges will apply)			1.00	1,170.00	1,170.00
HIPEPLUS/PZ-0989 -- HI-PE PLUS WTMD ADA Compliant			1.00	3,585.60	3,585.60
WTMD-FREIGHT -- Standard Freight Costs, WTMD			1.00	357.50	357.50
WTMD-INSTALL-P -- WTMD Installation - Prison/LP Configuration			1.00	1,150.00	1,150.00

**Accepted Quotes Must Be Signed and Returned With A Purchase Order or Check**

Accepted By: \_\_\_\_\_

Signature: \_\_\_\_\_

Acceptance Date: \_\_\_\_\_

This estimate is a "Good Faith" quote of the items proposed. ACS will not be responsible for typos, errors or omissions. Unless otherwise specified, this estimate is valid for 30 days from the date issued. Federal laws require that Manufacturer's Terms and Conditions shall prevail <https://acsdetection.com/privacy-policy/>.

<b>Total</b>	<b>\$59,767.00</b>
--------------	--------------------



# Point Security, Inc.

(336) 357-3417  
 PO Box 100  
 Linwood, NC 27299-0100

Item 18.

## Estimate

Date	Estimate #
9/29/2023	23-1512

Customer:
Norman Co., OK Charles Daily 405-217-7764 201 W Gray, Bldg B, Norman, OK 73069

Bid Number	Job	Terms	Decision Date	Sales Rep	FOB
		Net 30	10/29/2023	Dustin	Destination
Item	Description	Quantity	Amount	Total	
6040DS	HI-SCAN 6040ds Smiths Detection - X-Ray Inspection System Max Object Size: 24.2" x 16.1" (W x H) Dims: 68" L x 31.4" W x 46.5 H 140kV X-ray Generator 12 Month Standard Warranty Hi-SPOT- Auto Dense Area Detection Hi-TRAX- Image Enhancement Functions	1.00	28,515.00	28,515.00T	
Monitor24	Monitor, 24" LCD Wide Format  <b>**ROLLER TABLE OPTIONS**</b>	1.00	0.00	0.00T	
HEI-.5M-Di/DS	Table, .5M/20" Entry Roller - 6040DS	1.00	900.00	900.00T	
HEI-1M-Di/DS	Table, 1M/40" Exit Roller - 6040DS	1.00	1,295.00	1,295.00T	
Divesting Tubs	Divesting Tubs for Checkpoint Screening  Internal Tub Dimensions: 18"(L) x 13"(W) x 4.5"(H)	20.00	13.75	275.00T	
HEI-Adv. HI-TraX	Advanced Software Package, HI-TIP-Plus - Threat Image Projection OTS Xtrain - Operator Training System IMS - Image Management System SEN - Super Enhancement Opti-ZOOM - Magnification Optimization HDA - High Density Alert X-Plore - Determination of Organic Materials	1.00	0.00	0.00T	

Thank you for considering Point Security.

<b>Total</b>
--------------





# Point Security, Inc.

(336) 357-3417  
 PO Box 100  
 Linwood, NC 27299-0100

Item 18.

## Estimate

Date	Estimate #
9/29/2023	23-1512

Customer:
Norman Co., OK Charles Daily 405-217-7764 201 W Gray, Bldg B, Norman, OK 73069

Bid Number	Job	Terms	Decision Date	Sales Rep	FOB
		Net 30	10/29/2023	Dustin	Destination
Item	Description	Quantity	Amount	Total	
HEI-XACT	Advanced Software, X-ACT (Advanced Contents Tracking)	1.00	0.00	0.00	T
Ceia, HIPE/PLUS820	HIPE/PZ-PLUS-0989, 820mm Walk-Through Metal Detector CEIA- Multi-Zone Intelligent Traffic Counters 24-month parts and depot repair warranty 820mm- ADA Compliant (List Price: \$4,228.00)	1.00	3,690.00	3,690.00	T
Installation X-Ray	Installation of X-Ray Inspection System and W/T Metal Detector -Assembly, Testing and Final Commissioning -Radiation Safety Inspection -2-hour Operator Orientation by FSE	1.00	1,500.00	1,500.00	
Freight-Billed To Cl...	Freight, Shipping and Handling	1.00	1,250.00	1,250.00	T
	***EXTENDED WARRANTY OPTIONS*** On-Site Extended Warranty w/ Annual PMI and Radiation Leak Survey On-Site Coverage, M-F, 08:30-17:00 All Labor, Travel, Expenses All replacement parts required OPTIONS:				
PHEI-Warranty1	- On Site Ext. Warranty, One Year (2 Total)	0.00	3,895.00	0.00	T

Thank you for considering Point Security.

**Total**





# Point Security, Inc.

(336) 357-3417  
 PO Box 100  
 Linwood, NC 27299-0100

Item 18.

## Estimate

Date	Estimate #
9/29/2023	23-1512

Customer:
Norman Co., OK Charles Daily 405-217-7764 201 W Gray, Bldg B, Norman, OK 73069

Bid Number	Job	Terms	Decision Date	Sales Rep	FOB
		Net 30	10/29/2023	Dustin	Destination
Item	Description	Quantity	Amount	Total	
PHEI-Warranty2	- On Site Ext. Warranty, Two Years (3 Total)	0.00	7,631.00	0.00T	
PHEI-Warranty3	- On Site Ext. Warranty, Three Years (4 Total)	0.00	10,751.00	0.00T	
PHEI-Warranty4	- On Site Ext. Warranty, Four Years (5 Total)	0.00	13,484.00	0.00T	
	*Aftermarket Annual maintenance agreement = \$4,100.00/machine				
	**Annual Radiation and PMI inspections only = \$1,105.00/machine				
	Are you sales tax exempt? Yes or No				0.00
	If yes, please provide resale certificate or tax exempt number.				
	Sales Tax and Duties, if required, are not included in this pricing. Written documentation is required in order to waive sales tax.				
Thank you for considering Point Security.				<b>Total</b>	\$37,425.00

# HI-SCAN™ 6040ds

HEIMANN X-RAY TECHNOLOGY



## Feature Highlights

- **Compact solution for mobile and stationary applications**
- **State of the art technology with HI-MAT<sup>Plus</sup> material classification**

### Optional

- **HI-TIP: Threat Image Projection**
- **Xtrain: Operator training system**
- **IMS: Electronic image storage and archive**
- **Xport: Image export in TIF- or JPEG format incl. automatic transmission to PC via Ethernet**

HI-SCAN 6040ds has been specially developed to prevent the smuggling of dangerous objects in briefcases, handbags, rucksacks, carrier bags etc..

The system stands out with a modern design and a robust structure, optimum dimensions and a very low weight. Therefore, it is excellently suited to be used as a mobile inspection system at changing sites.

The system is filmsafe and able to penetrate up to 30 mm steel. Objects of 60 cm width and 40cm height and unlimited length can be scanned without problems.

HI-SCAN 6040ds is very easy to operate. The scanned objects can be visualized as classified material groups allowing the operator to easily and precisely identify the contents. The excellent technical equipment facilitates maximum inspection quality at minimum inspection time.

HI-SCAN 6040ds: the robust, light-weight system for security checks in entrance areas.

## General Specifications

Tunnel dimensions	620 (B) x 420 (H) [mm] • 24.4" (B) x 16.5" (H)
Max. object size	615 (B) x 410 (H) [mm] • 24.2" (B) x 16.1" (H)
Conveyor height <sup>1)</sup>	approx. 650 mm (25.6")
Conveyor speed at mains frequency 50 Hz / 60 Hz	approx. 0.2 / 0.24 (m/s)
Max. conveyor load (evenly distributed)	100 kg (220.5 lbs)
Resolution (wire detectability <sup>3)</sup> )	Standard: 38 AWG (0.1 mm) • typical: 39 AWG (0.09 mm)
Penetration (steel) <sup>3)</sup>	Standard: 27 mm • typical: 30 mm
X-ray dose (typical)	HI-MAT: 1.6 µSv (0.16 mrem)
Film safety	Guaranteed even for high speed films up to ISO 1600 (33 DIN)
Duty cycle	100 %, no warm-up procedure required

## X-ray Generator

Anode voltage • cooling	140 kV cp • hermetically sealed oil bath
Beam direction	diagonal

## Image Generating System

X-ray converter	L-shaped detector line, high resolution
Grey levels stored	4096
Image presentation	B/W, color
Digital video memory	1280 x 1024 / 24 bit
Image evaluation functions	B/W, HIGH, LOW, NEG; incl. Option HI-MAT, additionally VARI-MAT, O <sup>3)</sup> , OS electronic zoom: stepless enlargement up to 16-times
Monitor	Flat Panel LCD Monitor

## Additional Features

Features	Luggage counter, user-id number, display of operating mode, REVIEW-feature to recall previously visible image areas, zoom overview, free programmable keys
Options	HI-TIP, HI-SPOT, SEN, Xport, X-ACT, IMS (Image Management System)

## Installation Data

X-ray leakage	meets all applicable laws and regulations with respect to X-ray emitting devices
CE-labelling	in compliance with directives 2004/108/EC, 2006/42/EC, 2006/95/EC
Sound pressure level	< 56 dB(A)
Operating- / storage temperature	0° - 40°C / -20°C - +60°C
Humidity	10% - 90% (non-condensing)
Power supply <sup>4)</sup>	standard: 230 VAC or 110 VAC +10% / -15% • 50 Hz / 60 Hz ± 3 Hz
Power consumption	approx. 0.5 kVA
Protection class system	IP 20
Dimensions • Weight <sup>5)</sup>	1730 (L) <sup>2)</sup> x 797 (B) x 1180 (H) [mm] • approx. 340 kg 68" (L) <sup>2)</sup> x 31.4" (B) x 46.5" (H) • approx. 748 lbs
Mechanical construction	Steel construction with aluminum panels standard color(s): RAL 7016 / stainless steel

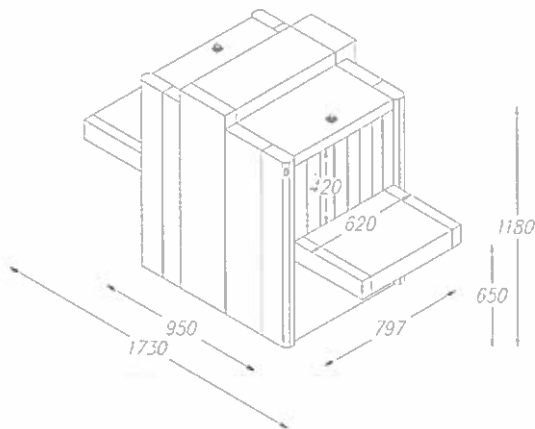
<sup>1)</sup> approx. values (adjustable)

<sup>2)</sup> different length of conveyor and mechanical access protection on request

<sup>3)</sup> proprietary quality management test piece: steel step wedge, CU wires, belt speed 0.2 m/s

<sup>4)</sup> different values optional

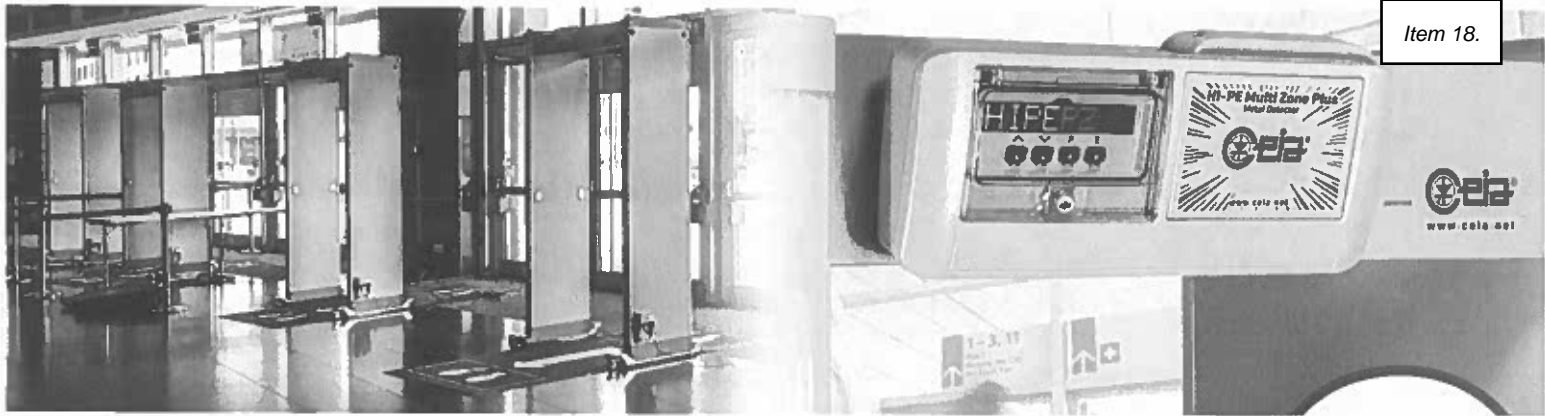
<sup>5)</sup> without control desk, keyboard, monitor(s) etc.



For product information, sales or service, please go to [www.smithsdetection.com/locations](http://www.smithsdetection.com/locations)

Smiths Heimann GmbH, Im Herzen 4, 65205 Wiesbaden, Germany  
 Modifications reserved. 95589206 20/03/2014 © Smiths Detection Group Ltd. - In some cases, the figures contain options  
 HI-SCAN is a trademark of Smiths Detection Group Ltd.





NEW WTMDs IP66  
CONTROL UNIT

# HI-PE Plus

## ENHANCED WALK-THROUGH MULTI-ZONE METAL DETECTOR

### KEY FEATURES

- Accurate Detection of all Metallic Threat Items
- High Discrimination and Throughput
- Exceptional Immunity to external interferences
- Compliant with and Certified to the Strictest Security Standards for weapons detection
- Unmatched Reliability
- Rapid Installation
- Panel Design

CERTIFIED BY GOVERNMENTAL LABORATORIES\*

\* Data available upon request



GSA Contract Holder



www.ceia-usa.com



THREAT DETECTION THROUGH ELECTROMAGNETICS

The **HI-PE Plus Multi-Zone Metal Detector** provides accurate detection of all metals, high level of discrimination of non-threat items, full compliance with the latest Security Standards and exceptional immunity to external interferences.



**ACCURATE DETECTION OF ALL METALLIC THREAT ITEMS**

- Capability to detect the full range of metal weapon threats even within body cavities
- 60 localization zones: • 20 vertical • 3 lateral
- Met-Identity technology for Identification of Threat Composition



**The most advanced Security Standards** require detection of all ferrous and non-ferrous metal weapons and of those constructed in special non-magnetic alloys. **The HI-PE Plus detects firearms and knives of this type, even when they are hidden within body cavities**, and accurately indicate the position of the threat, its intensity and its prevalent composition. Inspection personnel thereby acquire thorough knowledge of the metal item and can act, according to procedures, with maximum effectiveness and security.



**MOST POWERFUL AND VERSATILE SECURITY FEATURES**

- Up to 50 built-in Security Programs
  - ▶ Up to 30 International Standards
  - ▶ Up to 20 Customizable Levels

**Setting the Security Levels could not be easier and more versatile than in the HI-PE Plus.** Users can choose directly from the known International Standards or request implementation of a Standard personalized to their own requirements. Users can also create their own program and save it in internal memory for later use.



- Chip Card system for fast, simple and secure parameter changes (i.e. alarm volume and tone, counter reading, etc.) and security level selection
- Any security standard can be enhanced with selectable random alarm probability

**60 LOCALIZATION ZONES**



**CHIP CARD SYSTEM**

The system allows Security Management to **set the Security Level quickly, reliably and without having to program the device in any way.**



The HI-PE Plus has a **very low nuisance alarm rate even at the strictest Security Standards requested today**, and therefore allows high transit flow rates and the minimum need for intervention by inspection personnel.



**HIGH DISCRIMINATION AND THROUGHPUT**

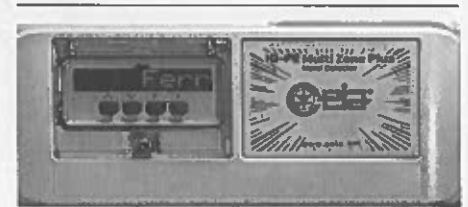
- Cutting-edge discrimination technology allows personal effects to be ignored, creating rapid transit flow
- No need to remove items such as belts, coins, keys, jewelry, watches, wallets, etc.
- Better Discrimination = Shorter Lines and Less Staffing

The HI-PE Plus has a **very low nuisance alarm rate even at the strictest Security Standards** requested today, and therefore allows high transit flow rates and the minimum need for intervention by inspection personnel.

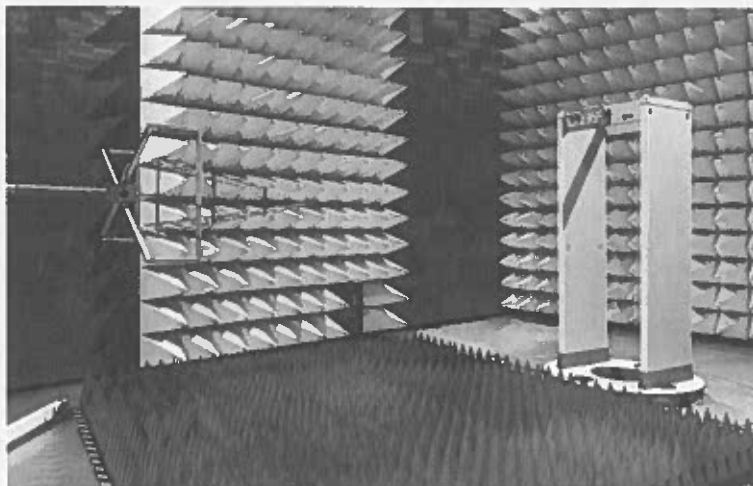


**MET-IDENTITY TECHNOLOGY**

With Met-Identity technology, the HI-PE Plus allows you to know **where, how much and what type of metal is being brought into the secure area.**



**EXCEPTIONAL IMMUNITY TO EXTERNAL INTERFERENCES**



Exceptional immunity to environmental interferences makes the **Metal Detector easy to use even when electrical noise is encountered.**





UNIFIED CONSTRUCTION  
FOR INDOOR AND  
OUTDOOR USE



### NEW CERTIFIED IP66 CONTROL UNIT

- Total compatibility with previous IP20 (plastic) and IP65 (stainless steel) control units
- Robust structure through the use of high-performance polymers for the construction of housing
- Waterproof / Dustproof: IP66 compliant (IEC 60529)
- Exceptional impact resistance at low and high temperatures and resistance to corrosion from atmospheric agents
- Display made with specific polymer to improve the visibility of the LEDs by increasing the definition and clarity



### UNIQUE ALARM SIGNALING

- High visibility of the control unit and the zone indication independent from the operator position and the installation environment
- Flexible Acoustic Alarm Signaling System:
  - ▶ 10 Continuous and Pulsed Tones
  - ▶ 34 Special Sounds
- 10 Alarm Volume Levels
- Very High Precision Transit Counter
  - ▶ In-Bound, Out-Bound transits
  - ▶ Alarm Rate
  - ▶ Automatic Compensation for repeated transits of the same person



4 MULTI-ZONE DISPLAY BARS

4 Multi-Zone Display Bars, each programmable as entry Stop/Go and/or local alarm indication. Light bars indicate **metal position vertically and laterally** and can also show **pacing lights**.



### RAPID INSTALLATION

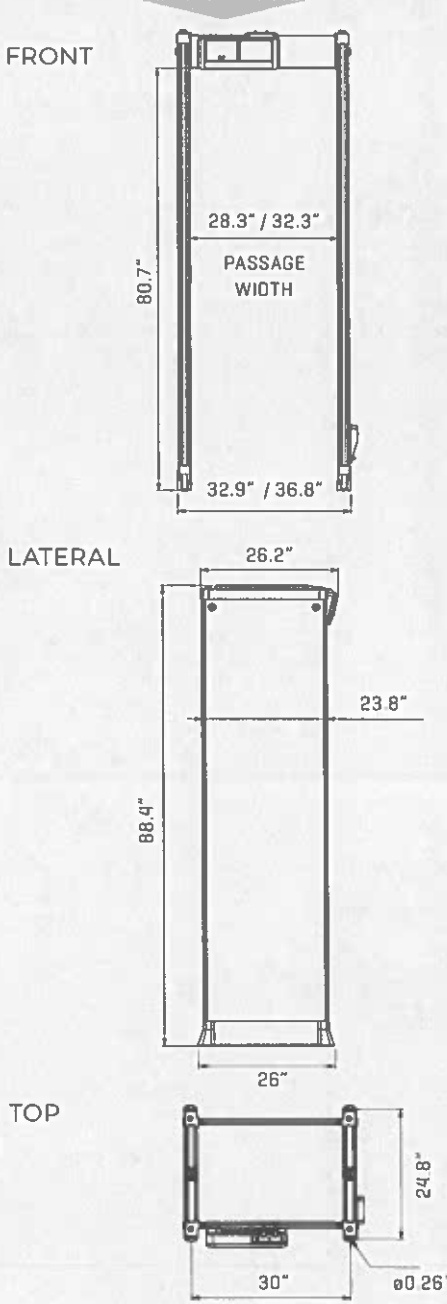
- One touch guided automatic installation (OTS)
  - ▶ Innovative function assisting the installation through an automatic step-by-step procedure
- Continuous self diagnostics assures monitored performance reliability

HI-PE Plus/PZ MODEL CONFIGURATION

**STANDARD CONFIGURATION**

Compliant with the strictest detection and discrimination standards for EMDs (Enhanced Metal Detectors)	•
4 display bars each programmable as zone indicators and/or pacing lights	•
60 localization zones (20 vertical x 3 lateral) with left, center and right indication	•
Antivandalic and Antitampering IP66 control unit	•
High precision transit counter (2-beam)	•
Chip Card Reader	•
BT, infrared and RS-232 communication	•
Programmable Random Alarm capability	•
3-Level Password and hardware key access protection	•
Met-Identity technology (separate Ferrous and Non-Ferrous alarm signaling)	•
One Touch Automatic Self Installation (OTS)	•
Automatic Operational Functional Verification (OFV)	•
Automatic Vibration Compensation (AVS, EVA)	•
Automatic Channel Search (CS)	•
Automatic Floor Gain Adjustment (FGA)	•
Automatic Technical Functional Verification (TFV)	•
Automatic Environmental Noise Compensation (ENA)	•
Powered by safe low voltage DC	•
Anti-tamper on/off switch	•

**DIMENSIONS**



**COMMUNICATION CAPABILITIES**

TYPE OF OPERATION	ETHERNET	USB	INFRARED	BT	RS-232
MAINTENANCE	○	○		•	•
REMOTE CONTROL	○		•	•	•
REMOTE DATA COLLECTION	○				

STANDARD ● OPTION ○

CEIA USA reserves the right to make changes, at any moment and without notice, to the models (including programming), their accessories and options, to the prices and conditions of sale.

**NetID ANYWHERE™**

WALK-THROUGH METAL DETECTOR MANAGEMENT SYSTEM



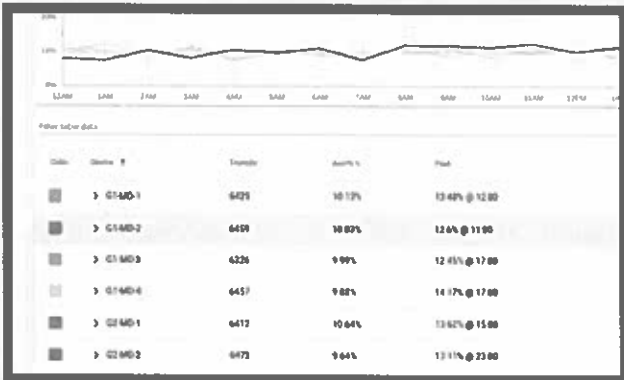
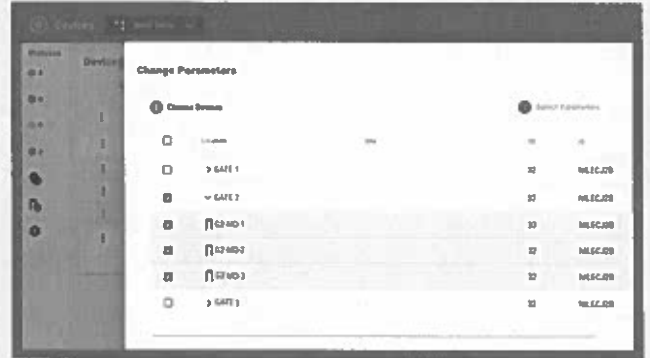
**NetID Anywhere is a cloud-based systems management solution**

for CEIA walk-through metal detectors (WTMD) that centralizes access to important statistics, automates monitoring of critical calibration parameters.



**MONITOR**

- Monitor WTMD status and settings
- Avoid accidental or unwanted setting changes
- Email notification for critical events or changes
- Logs for every event or change in the WTMDs
- Advanced diagnostics capability



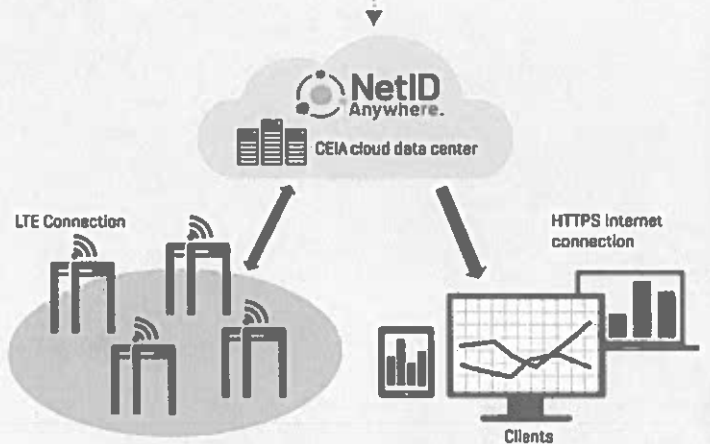
**REPORT**

Data is collected and retained for each metal detector, including number of transits and metal alarms, allowing analysis of transit flows and alarm rate trends



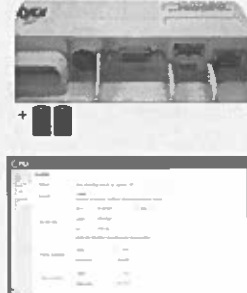
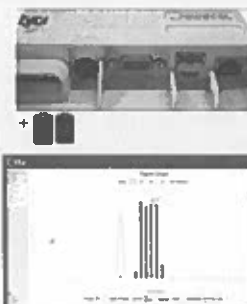


**NETWORKING**

- No software to install
- No Infrastructure required
- Easy to install and integrate
- Secure
- Scalable
- Easy to Use, Limited Training Required
- Technical support and software updates included












**OPTIONS**


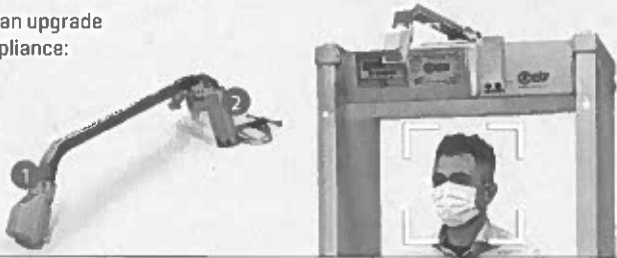
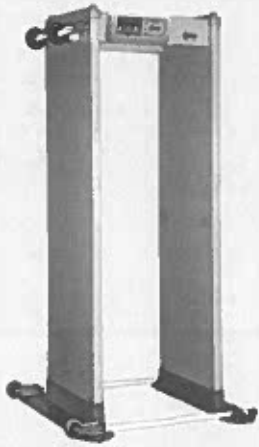
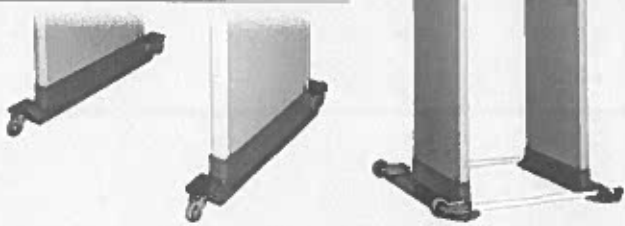
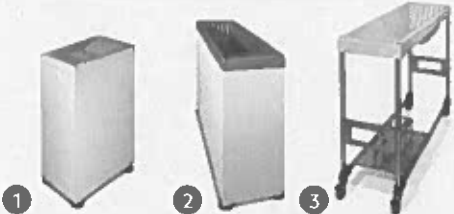

OPTION	DESCRIPTION		CODE
<p><b>IP65 CONFIGURATION</b></p>	<p>Outdoor sheltered permanent or non-sheltered short-term installations (single event entrance). This kit includes shelters, and protection covers for power supply.</p>		<ul style="list-style-type: none"> <li>• 28.3" passage width [102710]</li> <li>• 32.3" passage width [102712]</li> </ul>
<p><b>EMBEDDED BATTERY BACK-UP AND CHARGER</b></p>	<p>Lower Connection Module with anti-tamper on/off switch, RS-232 interface and internal battery back-up. The module provides an audible 'flat battery' signal activated when the battery charge goes below the operational limit of the device (signal endurance: about 12 hours).</p>		<p>APSM2Plus/P</p>
<p><b>APSiM2 PLUS Integrated Web-server &amp; Logger, Battery Back-up and Charger</b></p>	<p>Lower Connection Module with anti-tamper on/off switch, RS-232 interface, internal battery back-up and the following functions:</p> <ul style="list-style-type: none"> <li>• Built-in 10/100 base T Ethernet LAN interface</li> <li>• Web server for set-up and remote data log</li> <li>• Real/Time clock with battery backup</li> <li>• Non-volatile Memory for Metal Detector events storage</li> </ul>		<p>APSiM2Plus/P</p>
<p><b>APSiM3 PLUS Wireless Network Module</b></p>	<p>Includes all features and characteristics of the APSiM2 Plus with additional:</p> <ul style="list-style-type: none"> <li>• Wi-Fi communication capability</li> <li>• Compatibility with NetID Management software (NetID software license not included)</li> </ul>		<p>APSiM3Plus/P</p>
<p><b>32.3" USEFUL PASSAGE WIDTH</b></p>			<p>55635</p>

CEIA USA reserves the right to make changes, at any moment and without notice, to the models (including programming), their accessories and options, to the prices and conditions of sale.

ACCESSORIES

ACCESSORY	DESCRIPTION	CODE
CHIP CARDS	Chip cards for simple and secure selection of Security Levels and parameter setting. List of chip-cards available on request.	
MD-WHK	Wireless repeater of acoustic indications for WTMDs.	 MD-WHK
CROSSBAR BATTERY BACK-UP	<ol style="list-style-type: none"> <li>1 Crossbar battery back-up in stainless steel case. Up to 10 h of autonomous working time.</li> <li>2 Protection cover</li> </ol>	 <p>55681</p> <p>Protection cover:</p> <ul style="list-style-type: none"> <li>• 28.3" passage width: 88858</li> <li>• 32.3" passage width: 88861</li> </ul>
RCU2	Control unit for full remote access, including alarm signalling and programming of CEIA Metal Detectors. The connection is performed via serial cable connection or via BT [option].	 RCU2
MD-SCOPE	Powerful, PC based installation and service Software. Includes oscilloscope and terminal functionality. The connection is performed via BT [standard] or via cable connection.	 MD-SCOPE2
SUPPLY UNIT SERIES	<ol style="list-style-type: none"> <li>1 MBSU LWSC (Light Weight Soft Case Version)</li> <li>2 MBSU-2</li> <li>3 TSU (Tactical supply unit)</li> </ol> <p>Portable and compact battery back-up units and charger designed to supply DC voltage to CEIA equipment where mains is not available or as Uninterruptable Power Supply unit (UPS) in installations requiring continuous operations.</p> <p>TYPICAL CONTINUOUS OPERATION</p> <ul style="list-style-type: none"> <li>• MBSU LWSC: 14h</li> <li>• MBSU-2: 14h</li> <li>• TSU: 4 battery pack: 12h / 6 battery pack: 17h / 8 battery pack: 23h</li> </ul>	 MBSU LWSC  MBSU-2  TSU
RRU	Remote relay unit (RRU) to repeat the detection alarms of the gate through a relay contact. The RRU module can be used for integration of the Metal Detector in interlocked door systems. An additional relay is available for a customer-specified application.	RRU-2
IRC-1	Infrared Remote Controller for wireless remote programming of the control unit.	 47180
UPPER CONNECTION MODULE	This module along with an extension cable allows the connection of power supply and serial communication to personal computers or CEIA accessories.	<ul style="list-style-type: none"> <li>• 46650</li> <li>• 7": 89040</li> <li>• 16.4 ft: 95352</li> </ul>
TOP POWER CABLE	This cable allows the AC/DC adapter to be connected to PS/COM port located on top of the TX antenna to supply the Metal Detector Gate.	 <ul style="list-style-type: none"> <li>• 32.8 ft: 64228</li> <li>• 65.5 ft: 68346</li> </ul>

ACCESSORIES

ACCESSORY	DESCRIPTION		CODE
<b>INTEGRATED CAMERA SYSTEM</b>	Video camera with support arm and connecting cables. Installation of the APSiM3 Plus module is required.		54253
<b>TDU Thermal Detection Unit</b>	The TDU (Thermal Detection Unit) is an upgrade sensing kit for COVID screening compliance: 1 Thermal Camera Arm 2 Dual Reference Calibration Unit		TDU/P
<b>WHEEL KIT - LONG RANGE</b>	For heavy duty, longer range movement of the walk-through metal detector.		70796
<b>WHEEL KIT - SHORT RANGE</b>	For short range movement of the walk-through metal detectors.		75459U
<b>METAL DETECTOR DIVESTING TABLE</b>	In combination with CEIA Walk-Through Metal Detectors, it is a temporary location of personal metal effects for people to be screened: 1 Standard length: 24" 2 Extended length: 47" 3 Outdoor version: 51"		STANDARD: 18074 EXTENDED: 39491 OUTDOOR: 67021U
<b>TEST SAMPLES KIT</b>	Reference Samples for accurate verification of the Security Level. Includes guided procedures and certificate of calibration		23870 EMD-SK-GAL 64435 EMD-SK-GDML
<b>OFV</b>	Operator Functionality Verification test-kit		OFV-KITCASE

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SAMPLE INSTALLATIONS



SPECIFICATIONS

GATE STRUCTURE	State-of-the-art, robust and washable panels
	Protected against aging, weather and wear
OPERATIONAL FEATURES	High discrimination and transit flow rates five or more times greater than other metal detection systems
	Quick reset time as short as 0.2 seconds for high throughput rate
	Very high detection speed (up to 50" ft/sec.)
	Built-in operational functional verification
	One-touch key reading of inbound, outbound and Security Level Data
QUALITY	Continuous self diagnostic system
	Proven reliability
	No periodic re-calibration and preventive maintenance required
	No scheduled maintenance
	Fully digital design
ALARM SIGNALING	Multi-zone display bar for "height on person" localization
	4 light bars with selectable entry/exit and pacing indication
	Green and red metering signals proportional to the mass of the detected target
	10 selectable continuous and pulsed tone plus 34 special tones
	10 selectable sound intensities ranging from 0 to 90 dbA at 3.3 ft
TYPE OF SIGNALING	Fixed or proportional to the mass in transit - visible from 19.7 ft under lighting of 4000lux
	60 distinct zones [20 vertical x 3 lateral] entry and exit side
PROGRAMMING	Up to 50 built-in Security Programs
	Remote via Infrared Remote Control Unit, BT or Ethernet 10/100 base T (option) interface
	Security level: International Standard [IS] command / Chip card
	Local by Control Unit alphanumeric display and keyboard
	Programming and chip card access protected by user and super-user passwords
ENVIRONMENTAL DATA	Power Supply : 100...277V- ±10%, 47...63Hz, 40 VA typical consumption
	Operating temperature: -4°F to 149°F [-34°F to 158°F upon request]
	Storage temperature: -34°F to 158°F
	Relative humidity: 0 to 95% (without condensation)
INSTALLATION DATA	Automatic synchronization between two or more metal detectors with distance of down to 2" without the use of external cables
	Automatic Installation function (OTS)

**CERTIFICATION AND COMPLIANCE**

- Compliant with and certified to the applicable Standards for Enhanced Metal Detectors (EMD)
- Compliant with the applicable electromagnetic Standards on Human Exposure and Pacemaker Safety
- Compliant with all Airport Security Standards worldwide
- Compliant with applicable International Standards for electrical safety and EMC

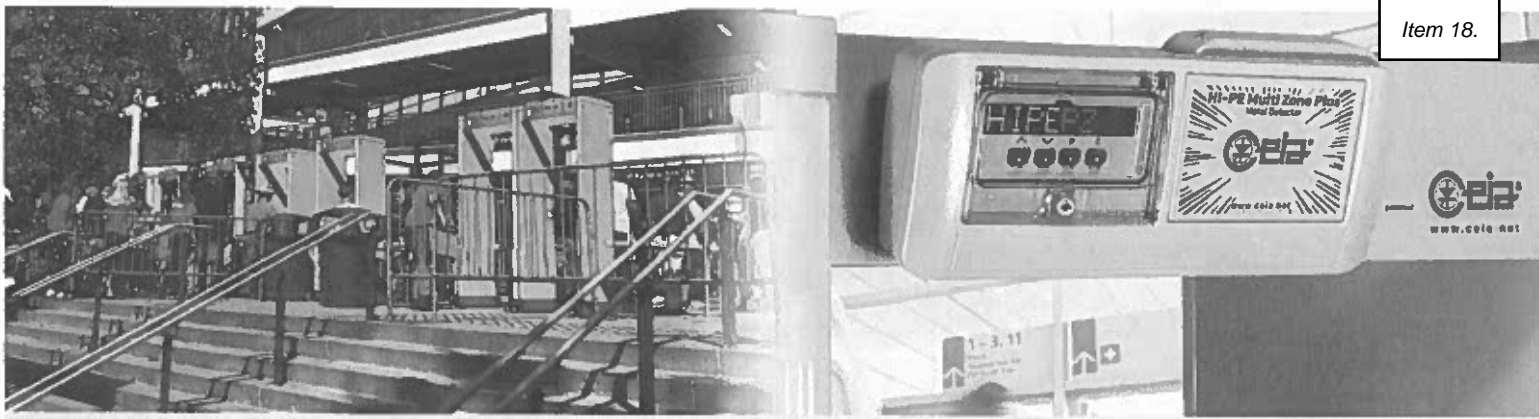
**APPLICATIONS**

- GOVERNMENT BUILDINGS
- AIRPORTS
- INDUSTRIES
- NUCLEAR FACILITIES
- PRISONS (VISITORS)
- PUBLIC EVENTS
- AMUSEMENT PARKS
- COURTS
- DATA PROCESSING CENTERS (EDP)
- HOTELS
- SCHOOLS SECURITY

**COMPREHENSIVE SUPPORT**

CEIA USA PROVIDES FULL OPERATIONAL AND TECHNICAL TRAINING SUPPORT BY CERTIFIED PERSONNEL EITHER AT CEIA FACILITY OR AT CUSTOMER LOCATION.

CEIA USA reserves the right to make changes, at any moment and without notice, to the models (including programming), their accessories and options, to the prices and conditions of sale.



**HI-PE PLUS - ENHANCED WALK-THROUGH MULTI-ZONE METAL DETECTOR**



CEIA USA Ltd - 6336 Hudson Crossing Parkway, Hudson OH 44236  
P 330-405 3190 • F 330-405 3196 • E security@ceia-usa.com • CALL (833) 224-2342 (CEIA)

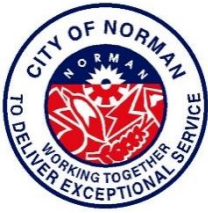
[www.ceia-usa.com](http://www.ceia-usa.com)

*CEIA USA reserves the right to make changes, at any moment and without notice, to the models (including programming), their accessories and options, to the prices and conditions of sale. DPO60K0092v1000uUS (2021)*



**File Attachments for Item:**

19. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2324-87: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, CITY OF NOBLE, AND CLEVELAND COUNTY PROVIDING FOR A SHARED ASPHALT MAINTENANCE PROJECT ON 60<sup>TH</sup> AVENUE SE BETWEEN POST OAK ROAD AND ETOWAH ROAD AS OUTLINED IN THE STAFF REPORT.



## CITY OF NORMAN, OK STAFF REPORT

**MEETING DATE:** 10/24/2023

**REQUESTER:** Joseph Hill, Streets Program Manager

**PRESENTER:** Shawn O'Leary, Director of Public Works

**TITLE:** CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2324-87: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, CITY OF NOBLE, AND CLEVELAND COUNTY PROVIDING FOR A SHARED ASPHALT MAINTENANCE PROJECT ON 60<sup>TH</sup> AVENUE SE BETWEEN POST OAK ROAD AND ETOWAH ROAD AS OUTLINED IN THE STAFF REPORT.

### BACKGROUND:

Contract K-2324-87 is a 3-party agreement between the City of Norman, City of Noble, and Cleveland County for cooperative street maintenance and asphalt resurfacing of 60<sup>th</sup> Avenue SE between Post Oak Road and Etowah Road. 60<sup>th</sup> Avenue SE within the described limits is a rural two-lane, section line roadway with shared jurisdiction between the City of Noble to the West and City of Norman to the East.

A map of the proposed project limits detailing jurisdictions has been attached.

### DISCUSSION:

On June 13, 2023 City Council approved the FYE 2024 budget to include 60<sup>th</sup> Avenue SE between Post Oak Road and Etowah Road (Project SC0753) as a part of the City's annual capital street maintenance program. Staff has been in discussion with partners at the City of Noble in regards to this project in order to develop an agreement to address maintenance in both the City of Norman's jurisdiction in the northbound lane and the City of Noble's jurisdiction in the southbound lane.

This agreement allows the City of Norman to provide the equipment and labor necessary to perform general asphalt paving repairs within the project limits. Cleveland County will provide labor and equipment necessary to support in the hauling of material to and from the project. The City of Noble has set aside funding to pay for the materials necessary for improvements completed within their jurisdiction.



The below table provides an overview of attachment “B” based upon estimated construction cost for this project.

City of Norman	\$100,700
City of Noble	\$100,700
Estimated Project Total:	\$201,400

The City of Norman has funding available in 60<sup>th</sup> Avenue SE, Materials (Account Number 50595511-46301; Project SC0753).

The City of Noble City Council approved this agreement on September 5<sup>th</sup>, 2023.

The Board of County Commissioners for Cleveland County approved this agreement on September 5<sup>th</sup>, 2023.

If approved, staff will coordinate a pre-construction scheduling meeting with the City of Noble and Cleveland County to determine construction schedule. The work to be completed on 60<sup>th</sup> Avenue SE will include isolated deep patching of asphalt pavement, asphalt leveling course, final surface course and shoulder grading as necessary. This work is anticipated to be complete by spring of 2024 with an estimated construction period of three to five weeks.

**RECOMMENDATION:**

Staff recommends approval of Contract K-2324-87 by and between the City of Norman, City of Noble and Cleveland County for the shared maintenance project on 60<sup>th</sup> Avenue SE between Post Oak Road and Etowah Road.

**AGREEMENT BETWEEN THE BOARD OF COUNTY COMMISSIONERS OF CLEVELAND COUNTY (COUNTY), THE CITY OF NORMAN, OKLAHOMA (NORMAN), AND CITY OF NOBLE, OKLAHOMA (NOBLE) FOR PROJECT NO. X, PAVEMENT MAINTENANCE ON 60<sup>TH</sup> AVENUE SE FROM POST OAK ROAD TO ETOWAH ROAD**

**THIS AGREEMENT** is entered into on the \_\_\_\_ day of \_\_\_\_\_, 2023 by and between the Board of County Commissioners of Cleveland County, hereinafter referred to as “County,” and the City of Norman, hereinafter referred to as “Norman,” and the City of Noble, hereinafter referred to as “Noble”.

**WITNESSETH:**

**WHEREAS**, Norman, Noble and the County find it is to the mutual benefit of the citizens of Norman, Noble and the County to enter into this Agreement for mutual cooperation pertaining to maintenance, construction and repair of a portion of the roads, streets and highways and other public facilities within the County and within the municipal limits of Norman and Noble; and

**WHEREAS**, Norman and Noble desire to conduct asphalt pavement maintenance on one mile of a rural, two-lane section line roadway, portions of which are located within the limits of Norman and Noble; and

**WHEREAS**, the County desires and intends to enter into agreement with the Cities of Norman and Noble to provide for sharing in labor and equipment for hauling of Asphalt Materials attributable to the portion of the project being completed in each city’s limits; and

**WHEREAS**, Norman, Noble and the County desire to enter into this Agreement for the purpose of this project, the repair and maintenance of pavement on 60th Avenue SE From Post Oak Road to Etowah Road (hereinafter referred to as the “Project”) as more particularly described on **Attachment “A,”** which is attached hereto and incorporated herein by reference; and

**WHEREAS**, Norman, Noble and the County have agreed to jointly participate in this Project to the extent the project is constructed within the Norman and Noble city limits; and

**WHEREAS**, the County agrees to provide the labor, equipment and certain materials to provide the Project as specified in this Agreement; and

**WHEREAS**, Noble agrees to reimburse the County and Norman for the cost of certain other materials and expenses as provided in this Agreement as it pertains to the portion of roadway within Noble municipal limits; and

**WHEREAS**, Norman agrees to provide labor, equipment and certain materials to provide the Project as specified in this Agreement; and

**1. NOW, THEREFORE, BE IT AGREED** in consideration of the mutual covenants and agreements contained herein, the parties agree as follows: **Norman:**

- A. Norman shall provide labor, equipment and materials necessary to maintain, improve and construct asphalt pavement repairs on 60<sup>th</sup> Avenue SE between Post Oak Road and Etowah Road; portions of which are within the municipal limits of Norman and Noble and further detailed in “**Attachment A**”.
- B. Norman will furnish supervision, labor, equipment, surveys, materials listed on **Attachment “B,”** traffic control, and subcontractors as required to complete the Project.

C. Norman shall provide prompt invoices for billing purposes to parties as assigned.

**2. The County:**

- A. The County shall provide labor and equipment necessary for hauling material provided by Norman to the project.
- B. The County shall provide tickets for asphalt material delivered on a daily basis to Norman for quality control and budget management purposes.

**3. Noble:**

- A. Noble shall have the right to inspect the Project during construction and/or reconstruction and prior to completion.
- B. Within thirty (30) days after completion of the Project and receipt of proper invoicing by Norman or the County, Noble will reimburse Norman or the County as provided in paragraph below.
- C. Noble will reimburse Norman or the County for actual materials costs and actual subcontractor expenses, based upon competitively bid contracts, paid by Norman or the County for the described Project listed on **Attachment "B"** up to \$100,700.00, provided, however, should the actual materials costs or actual subcontractor expenses be greater than the units prices on **Attachment "B"**, or should the documented actual quantities used for the Project exceed estimated quantities on **Attachment "B,"** then the reimbursement by Noble will be adjusted, as approved by the Norman Public Works Director, to reflect increases in costs or quantities for material costs and subcontractor expenses listed on **Attachment "B"** used to complete this Project.
- D. Noble agrees that upon completion of this Project, dedication of the Project by Norman, acceptance by Noble, and opening of the Project to traffic, Noble shall become responsible for all subsequent road maintenance and repairs to the Project within the city limits of Noble, as shown on **Attachment "A,"**

**3. No Liability**

No party or entity shall be liable for the acts or omissions of any other entity or parties or for failure to inspect or supervise the performance of any other parties.

**4. Term**

This Agreement shall become effective on the date this Agreement is executed by the last of all parties hereto and will continue through completion and acceptance of the Project and payment of Norman hereunder. Norman will commence construction of the Project within Thirty(30) days of the effective date of this Agreement or at such time all parties agree to project commencement. Any party may sooner terminate this Agreement prior to commencement of construction of this Project upon written notice of at least fourteen (14) days. Once construction has commenced, the parties may only terminate this Agreement upon written approval of Norman, Noble and the County.

**5. Amendment and Assignment**

This Agreement may only be amended or modified by a subsequent written agreement between the parties as approved by Norman, Noble and the County. This Agreement cannot be assigned without written permission of the other parties.

**THE REMAINDER OF THIS PAGE WAS LEFT INTENTIONALLY BLANK.**

APPROVED by the Board of County Commissioners, Cleveland County, this 5 day of September, 2023.

BOARD OF COUNTY COMMISSIONERS  
CLEVELAND COUNTY, OKLAHOMA

*[Handwritten Signature]*

Chairman

*[Handwritten Signature]*

Member

*[Handwritten Signature]*

Member

ATTEST:

*[Handwritten Signature]*  
County Clerk



REVIEWED for form and legality.

*[Handwritten Signature]*  
Assistant District Attorney

**APPROVED** by the City of Norman this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

**THE CITY OF NORMAN**

**ATTEST:**

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
City Clerk

**REVIEWED** for form and legality.

\_\_\_\_\_  
City Attorney



APPROVED by the City of Noble this 5<sup>th</sup> day of September, 2023.

THE CITY OF NOBLE

Phillip [Signature]  
MAYOR

ATTEST:

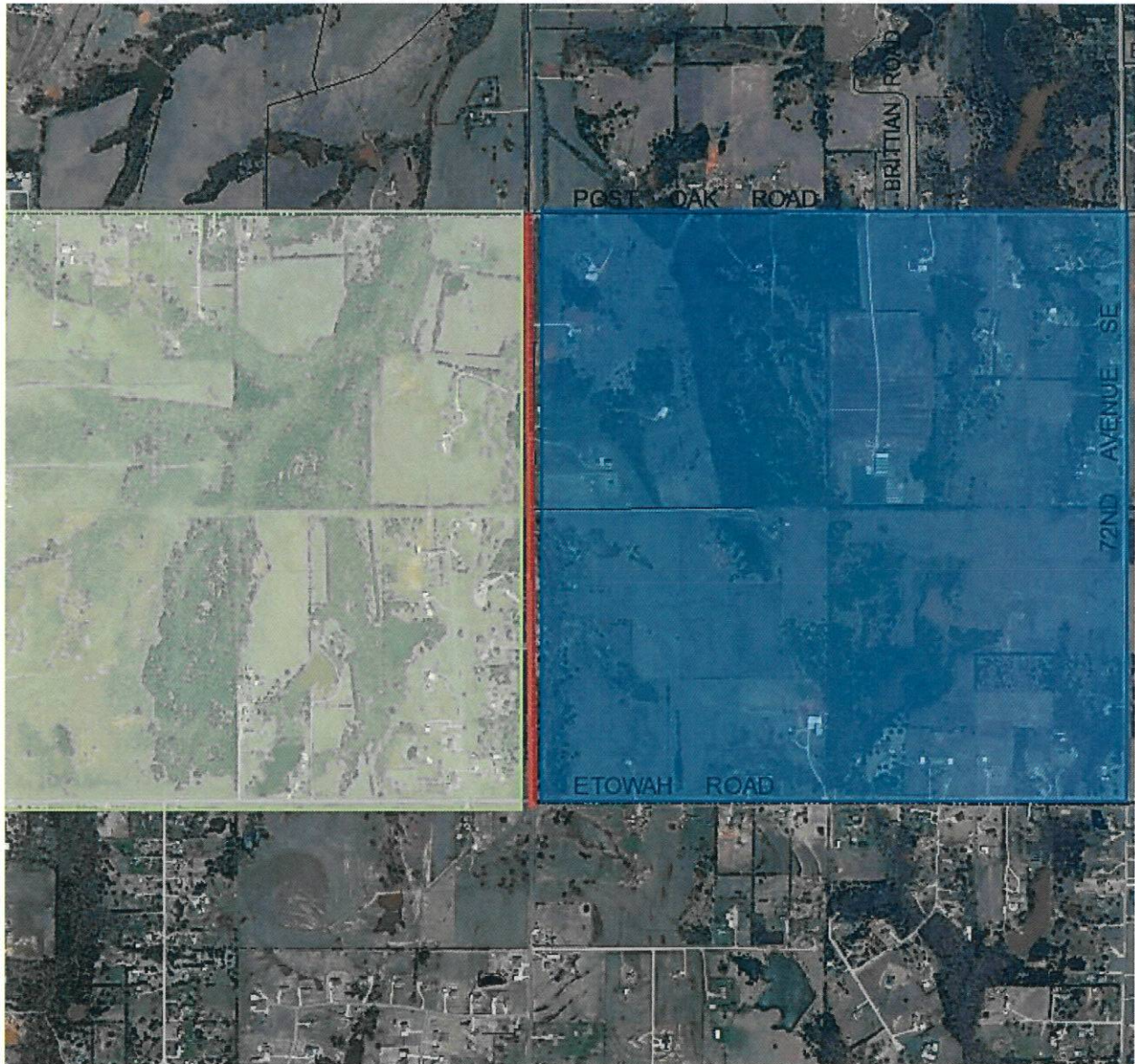
Julie [Signature]  
City Clerk



REVIEWED for form and legality.

[Signature]  
City Attorney

**ATTACHMENT "A"**  
**(Diagram/Map of Project, Project Location, Project Limits and City Limits)**



Key:  
Green – City of Noble (Southbound Lane)  
Blue – City of Norman (Northbound Lane)  
Red – Project Limits

**ATTACHMENT "B"****(List of Project Materials, Project Subcontractors, Unit Prices and Estimated Quantities)**

- Roughly 188 SY of Deep Patching - \$6,900.00
  - 2,785' of full width "paver patching - \$48,500.00
  - Asphalt leveling course - \$48,000.00
  - Asphalt surface course - \$98,000.00
- 
- Estimated Total: \$201,400.00
  - Estimated Share per party: \$100,700.00

Note\* Pricing represents no cost hauling by Cleveland County in support of project. Any fee structure related to hauling of material will result in increased pricing.

**File Attachments for Item:**

20. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CONTRACT K-2324-89: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND MILESTONE PROPERTY DEVELOPMENT, LLC, FOR AN AFFORDABLE HOUSING PROJECT.



## CITY OF NORMAN, OK STAFF REPORT

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**MEETING DATE:** 10/24/2023

**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-2324-89: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND MILESTONE PROPERTY DEVELOPMENT, LLC, FOR AN AFFORDABLE HOUSING PROJECT.

---

### BACKGROUND:

The City of Norman is in a very unique position to utilize a portion of the funding received from the American Recovery Program Act (ARPA) to address the shortage of affordable housing within our community. The City originally allocated 6.4 million dollars of its ARPA award to be used for Affordable Housing. The City used some of that funding to purchase real property located on the NE Corner of Imhoff and Oakhurst as a potential location for an affordable housing development. The City closed on the property in January 2023 and issued RFP-2223-62 in May 2023 seeking proposals for an affordable housing development using City ARPA funds in conjunction with Low Income Housing Tax Credit funding.

The Low-Income Housing Tax Credit (LIHTC) subsidizes the acquisition, construction, and rehabilitation of affordable rental housing for low- and moderate-income tenants. The LIHTC was enacted as part of the 1986 Tax Reform Act and has been modified numerous times. Since the mid-1990s, the LIHTC program has supported the construction or rehabilitation of about 110,000 affordable rental units each year.

Affordable Housing projects are eligible uses for ARPA/SLFRF funds, specifically being categorized as a presumptively eligible use that combats the public health and negative economic impacts of the pandemic when the funds are used in conjunction with the LIHTC program. If the project is using the SLFRF funds as a long-term loan and the project meets certain criteria, the repayment on such loans are not subject to program income rules, meaning the City can retain those funds once repaid by the developer.



**DISCUSSION:**

Contract K-2324-89 is the initial agreement with the Milestone Property Development, LLC, who was the selected developer from the RPF process. The contract is an initial term sheet, which serves as a master agreement setting out general overall terms of the final contracts which will be executed later this year. The highlights of the agreement are as follows:

*Development of an Affordable Housing Project*

The developer agrees to design, construct, finance, own, and manage a 75-unit affordable housing development. The contract sets out minimum development requirements, such as setting minimum HERS ratings, requiring compliance with the City's visitability program, and setting aside at least 10 units for project-based vouchers.

*Affordability Restrictions*

The developer is required to maintain the units at a certain level of affordability for households making 30%-60% or less of the area median income (AMI) for the City of Norman. The affordability requirements must be maintained for forty (40) years from when the development receives its certificate of occupancy. The developer must also file a Declaration of Affordability Requirements, a restrictive covenant running with the land, to ensure compliance during the affordability period.

*Funding*

The developer will receive a long-term loan from the City using its SLFRF funds with an aggregate amount of \$5,500,000.00 at 3% interest paid over 30-years. The loan will not be amortized, but will be repaid as 75% of the development's annual surplus cash. This loan shall be repaid in the event that the project fails to meet the affordability requirements or upon sale of the property. In addition to its SLFRF loan, the City agrees to also contribute \$500,000.00 in additional funds for prepping the site, including widening Imhoff road.

The developer is required to apply and receive tax credit funding through the Oklahoma Housing Finance Agency. The developer has two chances to apply for funding in 2024. If the developer is not successful in obtaining funding through OHFA, the City has the right to terminate all agreements between the two parties. Due to SLFRF requirements, the developer must be successful in obtaining financing through OHFA in order for the City to finance the project using SLFRF funds.

*Construction*

The agreement contains several construction benchmarks for the developer to meet after obtaining OHFA funding. The completion deadline for the project depends on which application period the project was funded in: if funded during the first round, the completion deadline is August 31, 2026; if fully funded during the second round, the deadline is October 31, 2026.



### *Prohibition on Transfer*

The agreement requires the developer to obtain approval from the City prior to transferring the property to another entity that is not already associated with the developer or tax credit investors.

Funds are available for the SLFRF loan (in the amount of \$5,500,000.00) in ARPA Miscellaneous-Other (account 22330303-45799). For the \$500,000.00 for the City's contribution to the property's site work, one project has been identified with available funding, proposed to be re-allocated to fund the City's contribution. The fund identified (BG0255-LAND – 50594908-46001) was appropriated in FY21 for use as a final balloon payment to NEDC as a part of the ASP Ave Parking Lot Purchase project. The funds for the balloon payment were ultimately paid from another account, leaving \$900,000.00 in the account.

### **RECOMMENDATION:**

Staff recommends approval of K-2324-89 with Milestone Property Development, LLC.

**TERM SHEET FOR MILESTONE PROPERTY DEVELOPMENT, LLC  
CRIMSON FLATS DEVELOPMENT**

The purpose of this term sheet is to outline the general terms under which the City of Norman (“City”) and Milestone Property Development, LLC (“Developer”) intend to enter into a Disposition and Development Agreement, Loan Agreement, Mortgage and Security Agreement, and other transaction documents (collectively “Definitive Agreements”), pursuant to which Developer will acquire certain property owned by the City and City will provide Coronavirus State and Local Fiscal Recovery Funds (“SLFRF”) funding to the Developer in support of Developer’s proposed 75-unit affordable housing development.

**Property:** Approximately 4.85 acres of real property located at the northeast corner of E. Imhoff Road and Oakhurst Road, as more particularly described on Exhibit A attached hereto.

**Development:** Developer shall design, construct, finance, own and manage a new 75-unit affordable housing development, comprised of five buildings and related amenities (collectively, the “Development”), in accordance with the following minimum development requirements and criteria:

- Bedroom Types: 40 one-bedroom units (each approximately 700 square feet), 11 two-bedroom units (each approximately 950 square feet), and 24 three-bedroom units (each approximately 1,150 square feet), ranging from traditional one-bedroom apartments to two-story three-bedroom townhomes. The exact unit mix may vary slightly upon mutual agreement between City and Developer.
- All units shall have in-unit washer and dryer units, a garbage disposal, and dishwasher.
- Each bedroom and living area shall have a combined ceiling fan/light.
- Each building shall include a lobby for tenant mailboxes.
- A large community outdoor space at the center of the Property, with a playground, gardening areas and green space shall be included.
- A HERs rating less than or equal to a score of 80 shall be achieved, as evidenced by a report from a Certified Home Energy Rater that conducted a post-construction inspection of the Development.
- A storm shelter or safe room shall be constructed in accordance with the most recent State of Oklahoma Building Code requirements, which shall accommodate all possible residents based on the total number of bedrooms.
- All units constructed at ground level shall incorporate the City’s Visitability Program requirements.
- The final building, site layout, and accessibility shall be substantially consistent with the preliminary site development plan and preliminary plat attached hereto as Exhibit B unless changes are mutually agreed to by the City and Developer.
- The building facades shall be at least 60% brick or stone; the remainder shall be comprised of cement type boards.
- Compliance with the Affordability Requirements during the Affordability Period (described below) shall be established and maintained.
- 10 units shall be available for project-based vouchers.
- The development shall comply with all federal, state, and local laws and regulations, including zoning and land use restrictions.

**Affordability Requirements:** At least 35% of the total number of units shall be affordable for households making 50% or less of the area median income (AMI) for the City of Norman. In addition, low-income targeting shall be achieved as follows: 10 of the low-income units shall be available for households at 30% AMI, 18 of the low-income units shall be available for households at 50% AMI, and 47 of the low-income units shall be available for households at 60% AMI (collectively, “Affordability Requirements”). The Affordability Requirements shall be maintained for a period of forty (40) years, as measured from the date the Development receives a final unrestricted certificate of occupancy (“Affordability Period”).

**Public Benefit:** Developer proposes the use of SLFRF program funds provided to the City under the American Rescue Plan Act of 2021, as a part of the overall development financing of the proposed Development. In exchange for the SLFRF funding requested in support of the Development, the Developer agrees to perform certain obligations and satisfy certain requirements to ensure a definite and measurable public benefit in the construction, ownership, and management of an affordable housing development in Norman, Oklahoma that will benefit persons or households with incomes less than 50% of the area median income limits annually set for the Oklahoma metropolitan statistical area.

**SLFRF Funds:** Provided all conditions precedent in the Definitive Agreements have been satisfied, City agrees to provide a non-amortizing loan in support of the Development in the aggregate amount of Five Million Five Hundred Thousand Dollars and Zero Cents (\$5,500,000.00) (the “Loan”). The Loan shall bear an interest rate of three percent (3%) per annum, which shall accrue over a 30-year period, pursuant to the terms of a Loan Agreement and Promissory Note executed by Developer. Annual payments will be made in an amount calculated as 75% of the Development’s annual surplus cash. The full outstanding principal balance and any accrued interest shall be due upon the earlier of: (i) any sale or transfer of the Development; or (ii) the maturity date of the Promissory Note. The City agrees to bifurcate the Loan, as may be necessary for Developer to secure distinct financing commitments for both the 9% LIHTC and 4% LIHTC/Tax-exempt Bond financed aspects of the Development.

**Re-Plat/Zoning:** City shall work in conjunction with Developer to facilitate the re-platting and rezoning of the Property and shall be joint applicants on all applications for such purposes. City agrees to pay for the re-platting and rezoning costs. Developer has provided City’s employees and contractors with all necessary information to complete the preliminary plat and final site plan for rezoning. The City agrees to cause a portion of the Development’s site work, comprised of: widening Imhoff Road and certain utility work (which is to be more specifically described in the Definitive Agreements), provided the City’s costs related to such site work shall not exceed Five Hundred Thousand Dollars and Zero Cents (\$500,000.00), in addition to the Loan being made available for the Development. It is anticipated such site work shall occur prior to the transfer of ownership of the Property to the Developer.

**Tax Credits:** Developer shall apply for an OHFA Funding Period One 2024 Tax Credit Allocation. Subject to OHFA’s submission requirements for combined 9% and 4% developments, Developer shall submit, no later than December 31, 2023, one or more application(s) for Section 42 Low-Income Housing Tax Credits to the Oklahoma Housing Finance Agency (“OHFA”) for 9% low-income housing tax credits and for 4% LIHTC/Tax-exempt bond financing. Developer shall provide City with a copy of its application(s). Developer shall promptly provide City with evidence of the tax allocation awarded by OHFA, which is anticipated in May 2024. In the event OHFA denies Developer’s Funding Period One application, whether one or more, or the tax credit allocation awarded by OHFA is insufficient, Developer shall, no later than August 1, 2024, submit to the City for its approval an alternative funding structure and evidence that there shall be no change in the construction timeline for the Development, as provided below. If these requirements are not met or the City disapproves of the Developer’s submittals, the City shall have the right to terminate all agreements executed by the City and Developer, and upon such termination, the parties shall be discharged from any further obligation or liability thereunder. Notwithstanding the foregoing, the City agrees to cooperate with the Developer to extend all applicable agreements and commitments necessary to allow the Developer to apply for LIHTC’s in OHFA’s Funding Period Two which is anticipated to be in June 2024 provided Developer can satisfy the construction deadlines below.

**Construction:** Subject to OHFA’s approval of Developer’s applications for 9% low-income housing tax credits and 4% LIHTC/Tax-exempt bond financing for the Funding Period One 2024 Tax Credit Allocation, Developer shall issue a Notice to Proceed to the selected General Contractor of the Development no later than thirty (30) days from the date of Developer’s acquisition of the Property, as more particularly described below, but in any event vertical construction of the Development shall commence no later than February 28, 2025 (“Commencement Date”), and shall make best efforts to complete construction, as evidenced by

a full and final certificates of occupancy for all buildings, within sixteen (16) months of the Commencement Date, but in any event all construction shall be complete and final certificates of occupancy shall be issued no later than August 31, 2026 (“Completion Date”). If OHFA does not approve either or both of Developer’s Funding Period One applications, but subsequently approves Developer’s application(s) for OFHA’s Funding Period Two 2024 Tax Credit Allocation, the Commencement Date will be extended to June 1, 2025 and the Completion Date will be extended to October 31, 2026.

**Not later than Sixty (60) Days Prior to the Commencement Date:**

- **Submission of Plans:** Developer shall submit design and construction documents for review and approval by the City for its issuance of building permits for the Development.

**Not later than Thirty (30) Days Prior to the Commencement Date:**

- **Evidence of Financing:** Developer shall provide the City for its approval evidence of all equity and financing capacity and commitments necessary to finance the total development costs of the Development. Developer shall provide evidence, satisfactory to the City, that the Developer has secured the tax credit, equity capital, and any other financial commitments necessary for the completion of the Development in compliance with the requirements of the Definitive Agreements. Developer will be responsible for all cost overruns.
- **Construction Contract:** Developer shall provide City for review and approval the construction contract(s) to commence and complete the Development pursuant to the Definitive Agreements.

**Not later than Fifteen (15) days before the Commencement Date:**

- **Payment and Performance Bonds.** Developer shall provide City with the payment and performance bonds of its general contractor(s), in form, substance and amount acceptable to the City (with dual obligee rider to the performance bond in favor of the City) covering any contractors, subcontractors, and materialmen involved or expected to be involved in the construction of the Development.
- **Lien Perfection and Priority.** The City shall receive evidence satisfactory to the City that after construction is complete and Tax Exempt Bonds are paid off, the City's lien on the Property created under the Mortgage and Security Agreement shall be valid, enforceable, and properly perfected.
- **Permits.** Developer shall have obtained all permits and approvals necessary to commence construction of Development.
- **Insurance.** Developer shall provide evidence of insurance secured by the general contractor(s), including: (a) a comprehensive general liability policy in the amount of at least \$1,000,000.00 for any person, \$2,000,000.00 for any occurrence, and \$1,000,000.00 property damage naming the Authority as an additional insured and loss payee; and (b) property insurance written on a builder’s risk "all-risk" or equivalent policy form in the amount of the initial contract sum, plus value of subsequent contract modifications, comprising total value for the entire work to be completed under each of the respective construction contracts, on a replacement cost basis.

**Land Closing:** Upon satisfaction of all conditions precedent described in the Definitive Agreements, including, without limitation, Developer’s delivery to the City of the purchase price of the Property in the amount of \$525,000.00. City shall convey to Developer good and marketable title in fee simple to the Property by special warranty deed, subject to exceptions listed in a written commitment issued by a title insurer to issue a title insurance policy that may be obtained by Developer.

- Declaration of Affordability Requirements: Concurrently with closing, Developer shall execute and cause to be filed of record a Declaration of Affordability Requirements, as a covenant running with the land, to ensure all units assisted with SLFRF Funds meet the Affordability Requirements during the Affordability Period.

**Prohibition on Transfer:** During the Affordability Period, the Property or any part thereof or interest therein, shall not be transferred to another entity which would give such entity “control” of the Property (excluding

ordinary course leasing, development easements, or other routine operational grants), without obtaining the prior written approval of the City. City approval shall not be required for, and any transfer restrictions described herein shall not apply to, transfers within or among the ownership structure of the tax credit investor, special limited partner or general partners of the Developer, and/or a transfer of any limited partner interest owned by tax credit investor.

**Maintenance Covenants:** Gorman Management Company, Inc. and its permitted successors and assigns, shall operate, manage, and maintain the Development and all improvements and landscaping situated on the Property in a safe, clean and neat condition and in a continuous state of good repair in accordance with City Code.

**Other Terms:**

- The right to request a qualified contract as defined in Section 42 (h)(6)(F) of the Internal Revenue Code shall be waived.
- The SLFRF funds shall be repaid to the City in the event the Development becomes non-compliant, including if the Development ceases to satisfy the requirements to be a qualified low-income housing project (as defined in section 42(g) of the Internal Revenue Code) or a qualified residential rental project (as defined in section 142 (d) of the Internal Revenue Code), or if the project fails to comply with any of the requirements of the extended low-income housing commitment that are described in Section 42(h)(6)(B)(i) - (iv) of the Internal Revenue Code.
- There shall be no discrimination against or segregation of any person or group of persons on account of any prohibited category during the construction, operation, use, occupancy, leasing, or management of the Property.
- All real estate taxes and assessments on the Property or any part thereof shall be paid when due.


**Public Approvals:** All such public approvals as are necessary, appropriate or otherwise required by applicable law shall be secured to enter the Definitive Agreements, including without limitation, approvals for the provision of SLFRF in support of the Development, and the conveyance of the Property to the Development. Neither this term sheet nor any oral representations or promises create a binding commitment on the part of either party; a legally binding commitment will result only from the execution of the Definitive Agreements by the City and Developer.

Please indicate your agreement with the foregoing by executing this Term Sheet where indicated below.

Approved by the Developer this 11<sup>th</sup> day of October, 2023.

Developer:

Milestone Property Development, LLC  
an Oklahoma limited liability company

By:   
Thomas A. Gorman, Manager

Approved by the City Council of The City of Norman, Oklahoma, on the \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
City Clerk

REVIEWED as to form and legality this \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
City Attorney



## EXHIBIT A

Legal Description of the Property

A part of the Southeast Quarter (SE/4) of Section Four (4), Township Eight (8) North, Range Two (2) West of the Indian Meridian, Cleveland County, Oklahoma, and being more particularly described as follows:

Beginning at a point on the South line of said Southeast Quarter (SE/4), 1321.76 feet North 88°50'06" East of the Southwest Corner of said Southeast Quarter (SE/4), said point of beginning, being on the East line of Oakhurst Avenue;

Thence North 01°09'54" West a distance of 50.00 feet;

Thence North 45°05'45" West a distance of 33.84 feet;

Thence North 00°00'00" East a distance of 402.54 feet to the Southwest corner of Lot 19, Block 30 of Oakhurst Addition Section 10;

Thence South 90°00'00" East, on the South line of Oakhurst Addition Section 10, a distance of 676.69 feet;

Thence South 01°05'28" East a distance of 463.08 feet to the South line of said Southeast Quarter (SE/4);

Thence South 88°50'06" West on said South line a distance of 660.65 feet to the point of beginning.

LESS AND EXCEPT the East 220.00 feet of the following described tract:

A part of the Southeast Quarter (SE/4) of Section Four (4), Township Eight (8) North, Range Two (2) West of the Indian Meridian, Cleveland County, Oklahoma, and being more particularly described as follows:

Beginning at a point on the South line of said Southeast Quarter (SE/4), 1321.76 feet North 88°50'06" East of the Southwest Corner of said Southeast Quarter (SE/4), said point of beginning, being on the East line of Oakhurst Avenue;

Thence North 01°09'54" West a distance of 50.00 feet;

Thence North 45°05'45" West a distance of 33.84 feet;

Thence North 00°00'00" East a distance of 402.54 feet to the Southwest corner of Lot 19, Block 30 of Oakhurst Addition Section 10;

Thence South 90°00'00" East on the South line of Oakhurst Addition Section 10, a distance of 676.69 feet;

Thence South 01°05'28" East a distance of 463.08 feet to the South line of said Southeast Quarter (SE/4);

Thence South 88°50'06" West on said South line a distance of 660.65 feet to the point of beginning.

EXHIBIT B

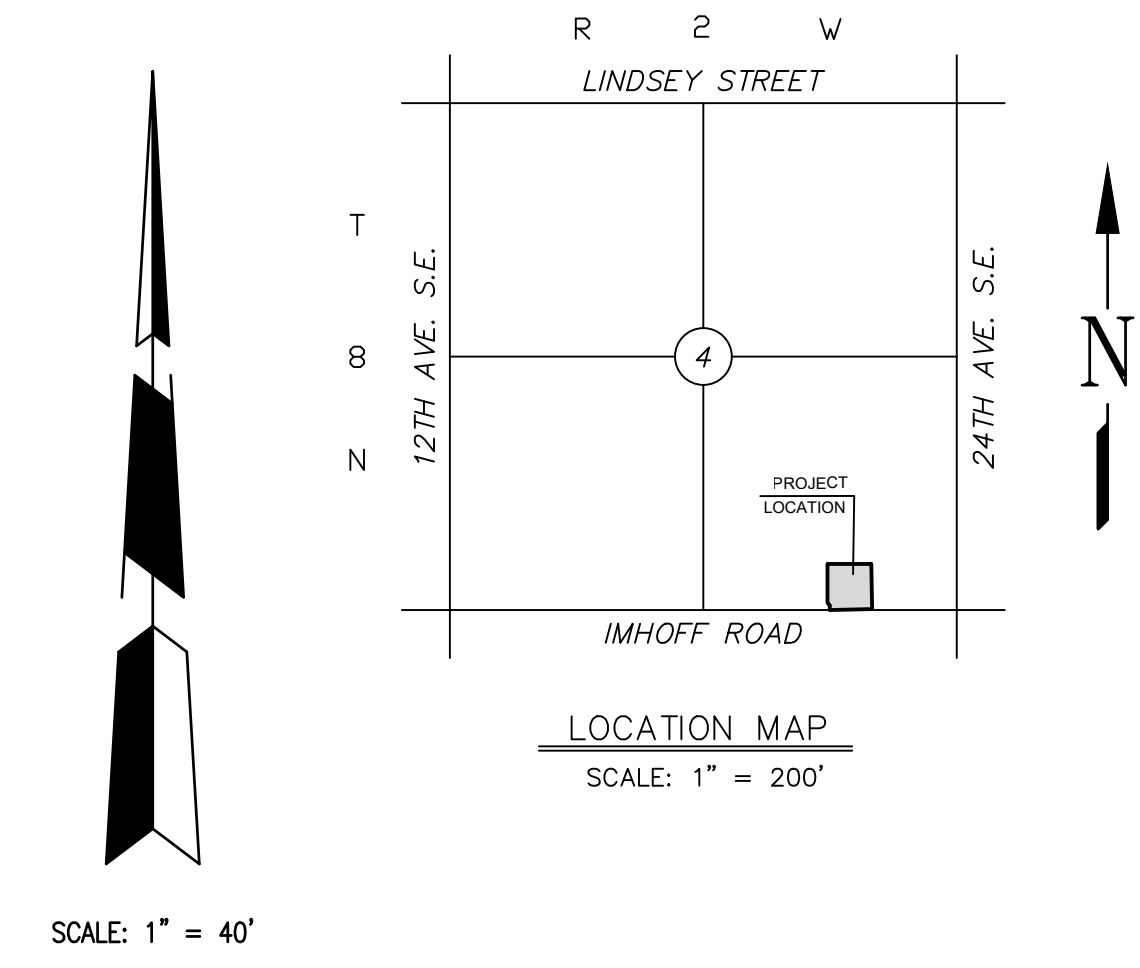
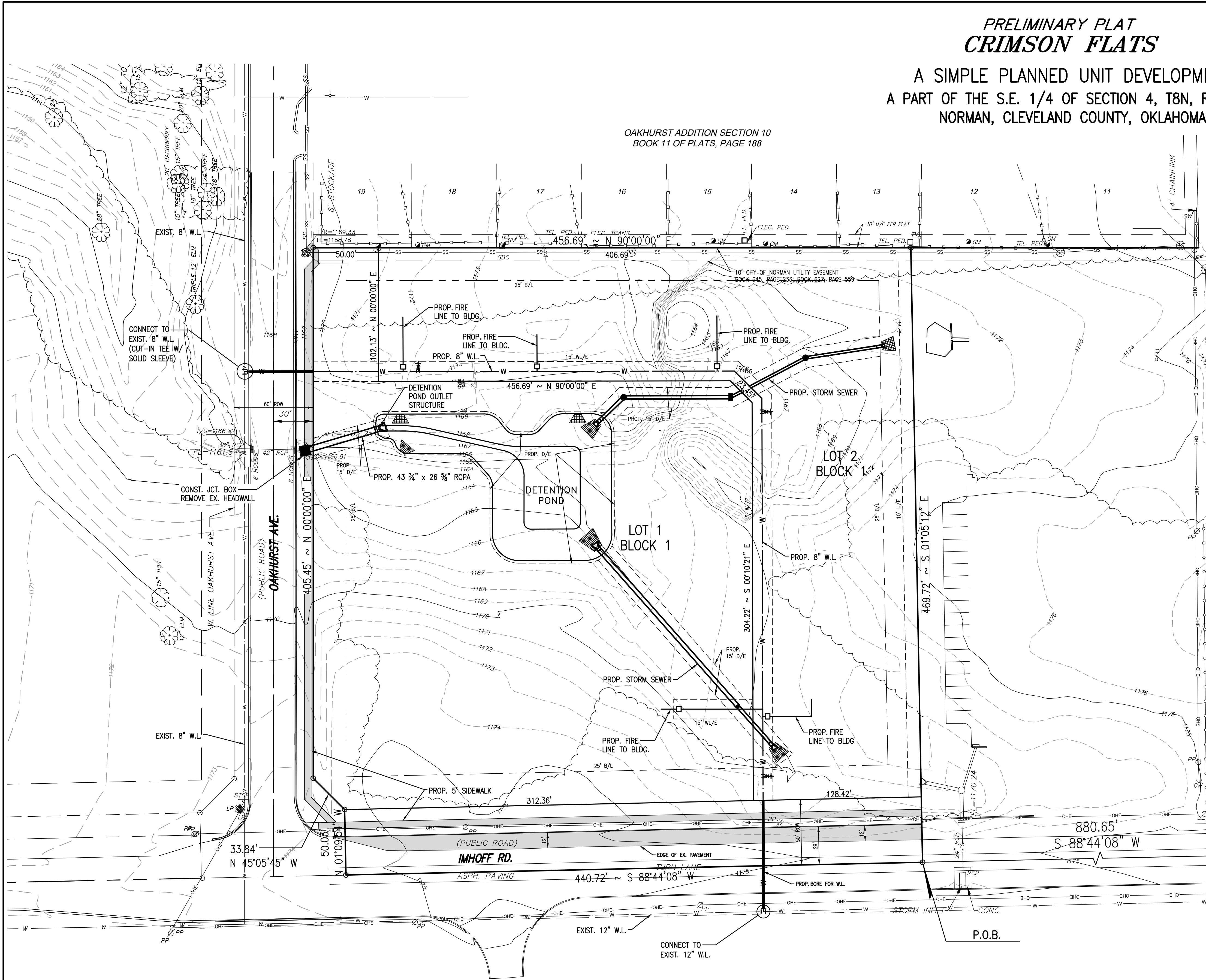
Preliminary Site Development Plan and Preliminary Plat

(ATTACHED)

# PRELIMINARY PLAT CRIMSON FLATS

## A SIMPLE PLANNED UNIT DEVELOPMENT A PART OF THE S.E. 1/4 OF SECTION 4, T8N, R2W, I.M. NORMAN, CLEVELAND COUNTY, OKLAHOMA

OAKHURST ADDITION SECTION 10  
BOOK 11 OF PLATS, PAGE 188



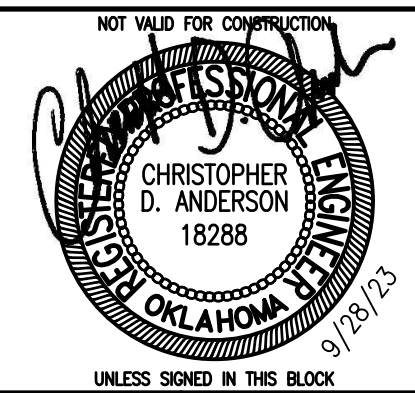
### LEGAL DESCRIPTION

A tract of land lying in the Southeast Quarter (SE/4) of Section Four (4), Township Eight (8) North, Range Two (2) West of the Indian Meridian, Cleveland County, Oklahoma and being more particularly described as follows:

COMMENCING at the Southeast corner of said SE/4; THENCE South 88°44'08" West along the South line of said SE/4 a distance of 880.65 feet to the POINT OF BEGINNING;

THENCE continuing South 88°44'08" West along said South line a distance of 440.72 feet; THENCE North 01°09'54" West a distance of 50.03 feet; THENCE North 45°05'45" West a distance of 33.84 feet to a point on the East right-of-way line of Oakhurst Drive; THENCE North 00°00'00" East along said East right-of-way line a distance of 405.45 feet; THENCE North 90°00'00" East a distance of 456.69 feet; THENCE South 01°05'12" East a distance of 469.72 feet to the POINT OF BEGINNING.

Said tract of land contains an area of 217,421 square feet or 4.99 acres, more or less.



**CRIMSON FLATS**  
**IMHOFF RD. & 24th AVE. SE**  
**NORMAN, OKLAHOMA**

No.	Revision	Date
1	Issued per Staff comments	08/29/23

PROJECT NO: 6555.00  
DATE: 8/30/23  
SCALE: 1" = 40'  
DRAWN BY: D.G.  
ENGINEER: Christopher D. Anderson  
P.E. NUMBER: 18288

**Preliminary Plat**

SHEET NO.  
**1**

### 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 CRIMSON FLATS; 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.

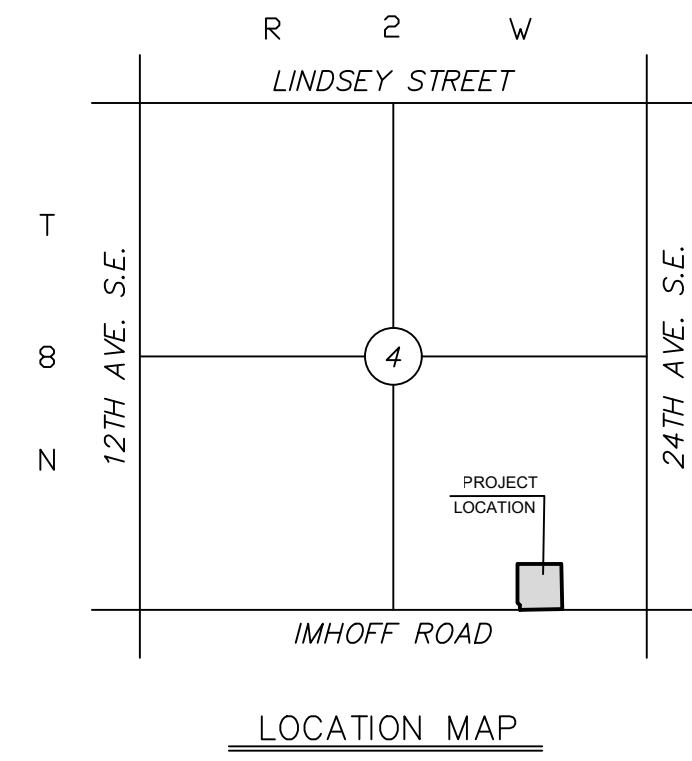
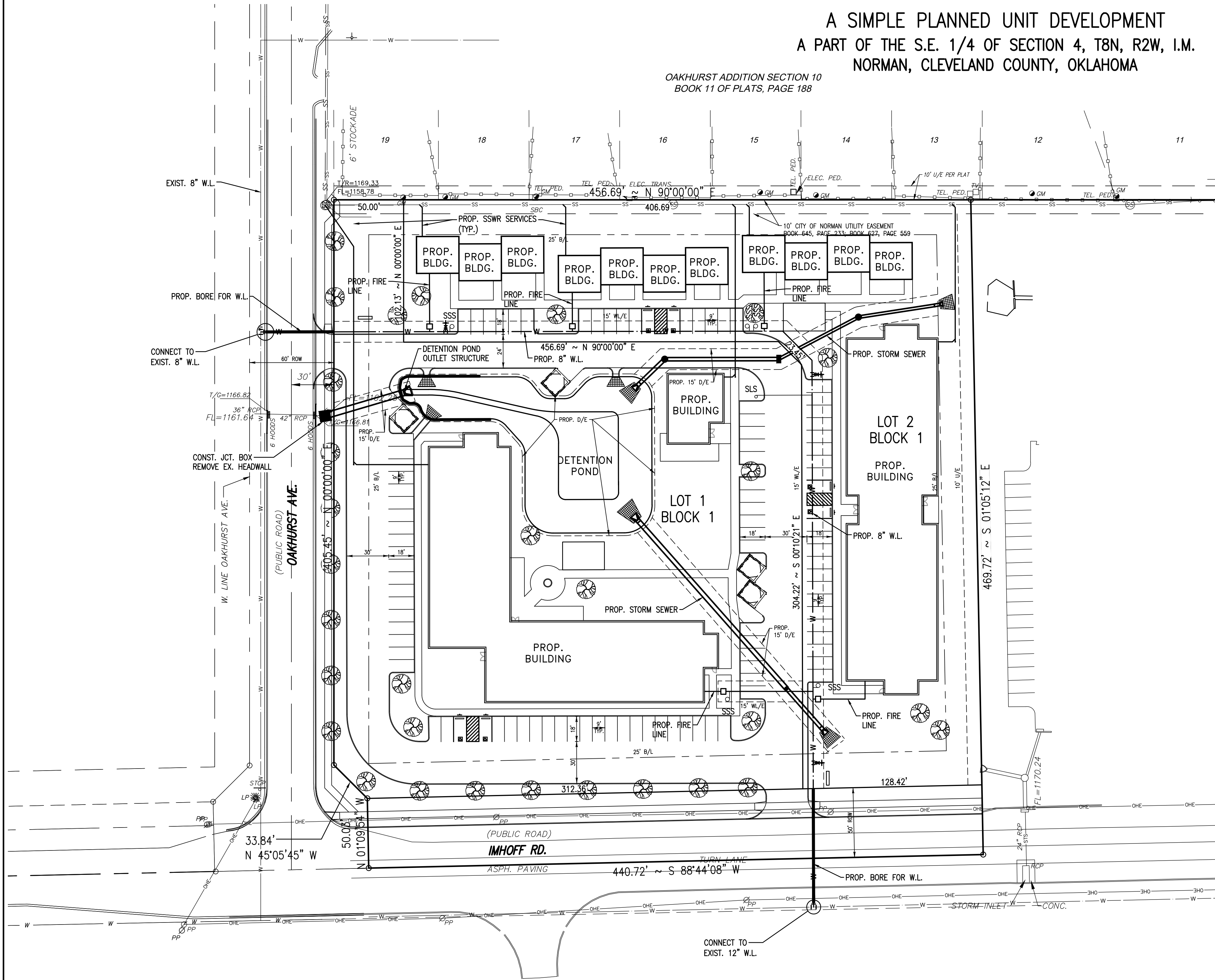
### NOTES:

- 1) FIRE HYDRANTS WILL BE LOCATED AND INSTALLED IN ACCORDANCE WITH THE FINAL PLANS AND THE CITY OF NORMAN STANDARDS AND SPECIFICATIONS. FIRE HYDRANTS WILL BE LOCATED WITHIN 3 TO 6 FEET OF CURB.
- 2) ALL SIDEWALKS WILL BE CONSTRUCTED IN ACCORDANCE WITH THE FINAL PLANS AND THE CITY OF NORMAN STANDARDS AND SPECIFICATIONS.
- 3) ALL WATER LINES TO BE 8" DIA. UNLESS NOTED OTHERWISE.
- 4) EXISTING ZONING IS CO.
- 5) STORMWATER DETENTION FOR THIS PROJECT MAY BE COORDINATED WITH AND CONSTRUCTED WITH THE CRIMSON CREEK PROJECT ON THE WEST SIDE OF OAKHURST ROAD.
- 6) BUILDINGS WILL BE REQUIRED TO BE PROTECTED WITH AN AUTOMATIC SPRINKLER SYSTEM. THE FIRE VAULT WILL BE SHOWN ON FINAL PLAT SITE PLAN AND CONSTRUCTION PLANS.
- 7) THE FIRE DEPARTMENT CONNECTION (FDC) SHALL BE LOCATED ON THE STREET SIDE OF ANY STRUCTURE. THE FDC SHALL BE LOCATED AND ARRANGED SO THAT THE HOSE LINES CAN BE READILY ATTACHED TO THE INLETS WITHOUT INTERFERENCE FROM OBJECTS. WHERE MOUNTED ON THE STRUCTURE'S FACADE, A DISTANCE NO GREATER THAN 100' SHALL BE BETWEEN THE FDC AND A FIRE HYDRANT. WHERE THEY ARE REMOTE FROM THE STRUCTURE SERVED, A DISTANCE NO GREATER THAN 50'. THIS WILL BE DESIGNED AT THE FINAL PLAT STAGE.
- 8) ACCESS FOR EMERGENCY VEHICLES WILL BE CONSTRUCTED ON OAKHURST AVENUE PER FIRE MARSHALL'S REQUEST. DRIVE SHALL BE CONSTRUCTED WITH GRASS PAVERS AND IS SHOWN ON THE PRELIMINARY SITE DEVELOPMENT PLAN.

# Preliminary Site Development Plan CRIMSON FLATS

A SIMPLE PLANNED UNIT DEVELOPMENT  
A PART OF THE S.E. 1/4 OF SECTION 4, T8N, R2W, I.M.  
NORMAN, CLEVELAND COUNTY, OKLAHOMA

OAKHURST ADDITION SECTION 10  
BOOK 11 OF PLATS, PAGE 188



SCALE: 1" = 40'

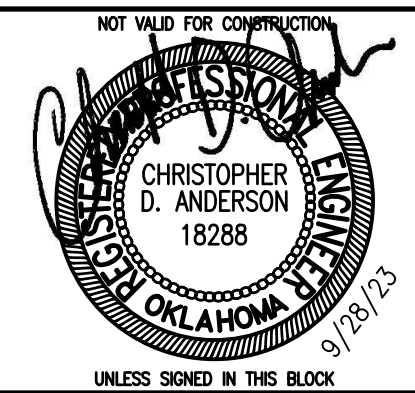
### NOTES:

1. FIRE HYDRANTS WILL BE LOCATED AND INSTALLED IN ACCORDANCE WITH THE FINAL PLANS AND THE CITY OF NORMAN STANDARDS AND SPECIFICATIONS.
2. ALL SANITARY SEWER LINES ARE PRIVATE AND WILL BE 8" DIA., UNLESS NOTED OTHERWISE.
3. ALL WATERLINES SHALL BE 8" UNLESS OTHERWISE NOTE.
4. ALL RADII SHALL BE 3' UNLESS OTHERWISE NOTED.
5. THE FIRE DEPARTMENT CONNECTION (FDC) SHALL BE LOCATED ON THE STREET SIDE OF ANY STRUCTURE. THE FDC SHALL BE LOCATED AND ARRANGED SO THAT THE HOSE LINES CAN BE READILY ATTACHED TO THE INLETS WITHOUT INTERFERENCE FROM OBJECTS. WHERE MOUNTED ON THE STRUCTURE'S FACADE, A DISTANCE NO GREATER THAN 100' SHALL BE BETWEEN THE FDC AND A FIRE HYDRANT. WHERE THEY ARE REMOTE FROM THE STRUCTURE SERVED, A DISTANCE NO GREATER THAN 50'.
6. FIRE LANE STRIPING: "NO PARKING FIRE LANE" MARKING SHALL CONSIST OF A SIX (6) INCH WIDE RED STRIPE ALONG THE CURB ON ALL SIDES OF THE BUILDING. THE WORDS "NO PARKING FIRE LANE" SHALL BE MARKED ON THE STRIPES IN FOUR (4) INCH HIGH WHITE LETTERS AT 25-FT. MAXIMUM INTERVALS. STRIPING AND LETTERS SHALL BE APPLIED ACCORDING TO THE CITY OF NORMAN. FIRE LANE & FIRE PROTECTION MUST BE APPROVED BY THE FIRE MARSHALL PRIOR TO BUILDING PERMIT BEING ISSUED. CONTRACTOR TO COORDINATE ALL FIRE LANE MARKINGS WITH THE NORMAN FIRE MARSHALL.
- 7) BUILDINGS WILL BE REQUIRED TO BE PROTECTED WITH AN AUTOMATIC SPRINKLER SYSTEM. THE FIRE VAULT WILL BE SHOWN ON FINAL PLAT SITE PLAN AND CONSTRUCTION PLANS.

### 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 CRIMSON FLATS; 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.

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**CRIMSON FLATS**  
**IMHOFF RD. & 24th AVE. SE**  
**NORMAN, OKLAHOMA**

<b>SMC</b> Consulting Engineers, P.C. 915 P.O. Box 232 Norman, Oklahoma 73069 Phone: 405-232-7715 Fax: 405-232-7639 Website: www.smcok.com		Date
OKLAHOMA CERTIFICATE OF AUTHORIZATION NO. CA 464 EXP. 09/20/2025	By	Date
No.	Revision	Date
1	Revised per Staff comments	03/19/23

PROJECT NO.: 6555.00  
DATE: 8/30/23  
SCALE: 1" = 40'  
DRAWN BY: D.G.  
ENGINEER: Christopher D. Anderson  
P.E. NUMBER: 18288

**Preliminary Site  
Development Plan**

SHEET NO.  
**1**

**File Attachments for Item:**

21. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2324-90: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, THE NORMAN MUNICIPAL AUTHORITY AND MATRIX CONSULTING GROUP IN THE AMOUNT OF \$188,040 TO CONDUCT A PUBLIC SAFETY RESOURCE ALLOCATION STUDY.





## CITY OF NORMAN, OK STAFF REPORT

**MEETING DATE:** 10/24/2023

**REQUESTER:** City of Norman Police Department

**PRESENTER:** Chad Vincent, Major, Norman Police Department

**ITEM TITLE:** CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2324-90: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, THE NORMAN MUNICIPAL AUTHORITY AND MATRIX CONSULTING GROUP IN THE AMOUNT OF \$188,040 TO CONDUCT A PUBLIC SAFETY RESOURCE ALLOCATION STUDY.

### **BACKGROUND:**

The City of Norman has experienced a significant amount of growth and development in recent years and is now uniquely positioned, due to a variety of factors, to experience further expansion in both population and economic development. Some of these factors include the University of Oklahoma's transition to the Southeastern Conference, expansion of the Max Westheimer Airport, a possible turnpike expansion, continued advances in both the weather and aviation industries, and continued growth in a variety of commercial and residential developments. This significant growth creates excellent opportunities for the City of Norman, but it also requires strategic planning to ensure that the community continues to receive the same exceptional standard of service they deserve. The City has embarked on several strategic analyses including the "Area Infrastructure and Masterplan Process" to guide future city development.

The continued growth of the City and related future demands on City services also requires an in-depth review of both the City of Norman Police and Fire Departments to ensure that they are equipped with the necessary resources, personnel, and infrastructure to effectively address these opportunities and challenges. On August 9, 2022, Council appropriated an additional \$500,000 from General Fund balance to fund further strategic studies, specifically mentioning a "public safety study".

This proposed contract would authorize a Police and Fire Public Safety Resource Allocation Study to assess and optimize the allocation of resources within these critical departments to ensure the safety and well-being of the Norman community.

### **DISCUSSION:**

In May 2023, under the direction of City leadership, the Norman Police and Fire Department executive staff began to research the process of selecting a vendor to conduct an in-depth,



strategic public safety resource allocation study that would provide the necessary evaluation, strategic planning, and guidance for the future of public safety in the City of Norman.

Shortly after this, the process to identify vendors who would have the ability and the capacity to conduct a study of this size and magnitude was initiated. This process included the formal posting of a Request for Proposals (RFP) announcement, contacting police and fire departments across the country for feedback and prior partnerships, and contacting national oversight committees for recommendations. From this process, 16 vendors from across the country were identified as top-tier companies who have successfully conducted this type of public safety resource allocation study. All of these organizations were contacted directly and invited to participate in the RFP process. In addition, interest was solicited from other organizations who responded to our official posting of the RFP in the local media.

This initial process resulted in a total of five vendors who submitted formal responses to participate in the proposed public safety resource study, including Fitch & Associates; Raftelis; Matrix Consulting Group; The Center for Public Safety; and Public Safety Management. All five of these companies are proven performers in the resource study space and have completed thousands of studies similar in scope to what the City of Norman will potentially undertake. These companies are all very active and at the top of this industry.

In July 2023, a selection committee was established to provide oversight and vision casting for evaluating these proposals and selecting the appropriate vendor to conduct this public safety resource study. The committee was comprised of five individuals to include Lisa Krieg (Norman Planning Department); Dan Munson (Norman citizen and executive in governmental service); Bill Scanlon (Norman citizen, retired military officer and former City Councilmember); Chad Roney (Norman Fire Battalion Chief); and Chad Vincent (Norman Police Major). It was important to have members of the community on this committee as well as individuals who were very familiar with public safety benchmarks and the technical components of the RFP process.

The selection committee then conducted an in-depth review and detailed analysis of all five companies. This process included thorough research and review, comparison-charting between companies, interviews with company executives, and interviews with police and fire departments who have used these companies for past studies. This process concluded with an in-depth scoring process utilizing a matrix that was developed specifically for this selection process. Once this scoring process was completed, Matrix Consulting Group emerged as the clear top candidate to conduct the city of Norman's public safety resource study. In addition, the Matrix Consulting Group had completed a number of studies in our region, with similar-sized departments, to include experience working with communities that have colleges and universities. The company has also demonstrated a high level of transparency and integrity throughout the process and with past studies that they have completed.

The Matrix Consulting Group was established in 2002 and was formed by senior government consultants to provide the depth of analysis needed to help clients solve problems and prepare for the future. Their business focus is the provision of organization and management analytical services to local government. Since being founded 20 years ago, they have served clients in over 1,600 consulting projects providing support to the efficiency of operations and better plan for the future. They provide a wide range of services to local government clients – including

management, staffing and operations audits, feasibility studies, and cost of service studies for every local government service area. Public safety is their largest service area, however. The Matrix Consulting Group is based in California and has two offices there. As a national firm, they also have offices in Portland (OR); the Dallas/Fort Worth Metroplex (TX); Southern Illinois; Tampa/Fort Myers (FL); and Charlotte/Raleigh (NC). They also have an office in Nova Scotia, Canada. Matrix Consulting currently has 25 full-time and 5 part-time staff.

The Matrix Consulting Group proposal details a complete, in-depth public safety resource study with a broad scope of services. The company advises that this study should take approximately six months to complete and will focus on a number of key initiatives including multiple visits to Norman to observe public safety processes, interviews with City leadership, hosting community events to gather feedback from Norman residents, completion of employee surveys, direct involvement and oversight by the company President, and many other key areas. This study will culminate with a formal presentation to the City Council and the community with the final results of the study.

The scope of services is anchored in the below 10 key tasks, or objectives:

1. Project Kickoff and Initial Interviews.
2. Descriptive Profile of the City of Norman Police and Fire Departments.
3. Community Engagement and Input.
4. Conduct a Comparative Evaluation of the Norman Police and Fire Departments to Identify Gaps in Service Goals Versus Performance (if any).
5. Analysis of City of Norman Police Department Workloads, Staffing, and Deployments.
6. Analysis of City of Norman Fire Department Workloads, Staffing, and Deployments.
7. Analysis of Recruitment Efforts and Career Development.
8. Technology Utilization Assessment.
9. Projection of future City of Norman Police and Fire Department Service Demands and Personnel Resource and Capital Needs.
10. Projection of city of Norman Police and Fire Department Facility Needs.

Funding for this study is budgeted in Comprehensive Land Use Plan (project BG0164, account 50593388-46201). \$1.5 million was added to the \$150,000 that was already in this project at the May 10, 2022 Council meeting (item #22) for “Special Studies” to include a Comprehensive Long Range Land Use and Transportation Plan. On August 9, 2022, Council appropriated an additional \$500,000 to this project (item #14) to pay for a Public Safety Resource Allocation, a Stormwater Master Plan Update, and a Center City Urban Design and Implementation Plan.

### **RECOMMENDATION:**

Staff recommends that the City Council/Norman Municipal Authority approve Contract K-2324-90 with the Matrix Consulting Group for \$188,040; and, if approved, authorize the execution thereof.

# AGREEMENT TO DEVELOP A PUBLIC SAFETY RESOURCE ALLOCATION STUDY FOR THE CITY OF NORMAN, OKLAHOMA

## Matrix Consulting Group

**THIS AGREEMENT**, entered into this 24<sup>th</sup> day of October 2023 and effective immediately by and between Matrix Consulting Group (hereinafter called the "CONSULTANT" and the City of Norman, Oklahoma (hereinafter called "**CITY**"), WITNESSETH THAT,

**WHEREAS**, CITY desires to engage the CONSULTANT to develop Public Safety Resource Allocation Study.

**NOW, THEREFORE**, the parties hereto mutually agree as follows:

- (1) **Employment of Consultant.** CITY agrees to engage the CONSULTANT and the CONSULTANT hereby agrees to perform the services described in CITY'S amended Request for Proposals dated May 11, 2023 and incorporated into this Agreement as Attachment A **and** CONSULTANT'S scope of work as outlined in their Proposal dated October 2, 2023, and incorporated into this Agreement as Attachment B.
- (2) **Time of Performance.** All services to be performed hereunder by the CONSULTANT shall be completed within one hundred (180) days of the project start date unless this Agreement is terminated earlier as provided for herein.
- (3) **Compensation.** The CITY agrees to pay the CONSULTANT a sum not to exceed **One Hundred Eighty Eight Thousand and Forty Dollars (\$188,040.00)**. CONSULTANT agrees to complete the project and all services provided herein for said sum.
- (4) **Method of Payment.** The CONSULTANT shall bill monthly for hours completed to date as described in CONSULTANT'S Price Proposal. Total payments shall not exceed the amount shown in (3), Compensation, above. CITY shall pay invoices within thirty (30) days of receipt.
- (5) **Changes.** CITY may, from time to time require changes in the scope of services of the CONSULTANT to be performed hereunder. Such changes, which are mutually agreed upon by and between CITY and the CONSULTANT, shall be incorporated in a written amendment to this Agreement that is signed by both parties.

- (6) **Services and Materials to be Furnished by CITY.** CITY shall furnish the CONSULTANT with all available necessary, non-confidential information, data, and material pertinent to the execution of this Agreement. CITY shall cooperate with the CONSULTANT in carrying out the work herein and shall provide adequate staff for liaison with the CONSULTANT.
- (7) **Termination of Agreement.** If, for any cause, the CONSULTANT shall fail to fulfill in timely and proper manner his obligation under this agreement, CITY shall thereupon have the right to terminate this Agreement by giving written notice to the CONSULTANT of such termination and specifying the effective date thereof, at least five (5) days before the effective date of such termination.
- (8) **Records and Inspections.** CONSULTANT shall maintain full and accurate records with respect to all matters covered under this Agreement for a period of one (1) year after the completion of the project. CITY shall have free access at all proper times to such records, and the right to examine and audit the same and to make transcripts there from, and to inspect all program data, documents, proceedings, and activities.
- (9) **Completeness of Contract.** This Agreement to Provide Professional Consulting Services to the CITY contains all the terms and conditions agreed upon by the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this contract or any part thereof shall have any validity or bind any of the parties hereto.
- (10) **Insurance.** Consultant agrees to maintain insurance during the term of this Agreement: for comprehensive general liability in the amount of \$2,000,000 per occurrence and \$4,000,000 in aggregate; automobile liability insurance in the amount of \$1,000,000; workers' compensation insurance in the amount of \$1,000,000 and professional liability in the amount of \$1,000,000 per occurrence and \$3,000,000 in aggregate. CONSULTANT shall provide CITY with an insurance certificate which names the CITY as an additionally insured under the foregoing coverages.
- (11) **Assignability.** The parties hereby agree that Consultant may not assign, convey, or transfer its interest, rights, and duties in this Agreement without the prior written consent of CITY.
- (12) **Notices.** Any notices, bills, invoices, or reports required by this Agreement shall be sufficient if sent by the parties by private courier (e.g., FedEx, UPS, etc.) or in the United States mail, postage paid to the addresses noted below:
- (13) **Choice of Law.** This Agreement and all matters arising out of or relating to this Agreement are governed by, and construed in accordance with the law of the State of Oklahoma, without giving effect to any conflict of law or provisions thereof. Any action, litigation or proceeding of any kind whatsoever against the

other Party in any way arising from or relating to this Agreement and all contemplated transactions shall be instituted exclusively in the state or federal courts located in Oklahoma. Each Party irrevocably and unconditionally submits to the exclusive jurisdiction of such courts and waives any objection to such courts based on venue or inconvenience.

**IN WITNESS WHEREOF**, the Parties have executed this Agreement and authorized signatures below as of the date this date.

APPROVED by the Council of the City of Norman this \_\_\_ day of \_\_\_\_\_, 2023.

**THE CITY OF NORMAN, OKLAHOMA**

ATTEST:

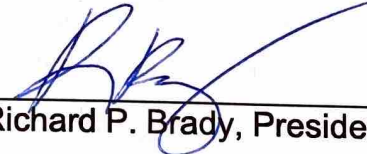
\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CITY CLERK

APPROVED as to form and legality this \_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
CITY ATTORNEY

**MATRIX CONSULTING GROUP**

  
\_\_\_\_\_  
Richard P. Brady, President

# Attachment A – City’s RFP



# Attachment B – Matrix Proposal

# Proposal to Conduct a Public Safety Resource Allocation Study

NORMAN, OKLAHOMA

October 2, 2023

**matrix**   
consulting group

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October 2, 2023

Major Chad Vincent  
 City of Norman  
 201 W Gray St,  
 Norman, OK 73069

Dear Mr. Vincent:

The Matrix Consulting Group is pleased to submit our **revised** proposal to conduct Public Safety Resource Allocation Study for the City of Norman. We are comprised of highly experienced management consultants, specializing in public safety services, having provided a wide range of services to over 400 police and over 400 fire agencies in Oklahoma and across the country and internationally for over 20 years.

We have worked extensively to provide a wide range of services to police and fire agencies in the region and across the country (and in Canada). Our experience includes a public safety study for the **University of Oklahoma, Norman**.

The following examples of recent work shows the diversity of our police study client base:

Austin, TX	Kansas City, KS and MO	Sacramento, CA
Berkeley, CA	Miami Beach, FL (2x)	Salt Lake City, UT
Birmingham, AL	<b>Midwest City, OK</b>	Tacoma, WA (3x)
Columbia, MO	Park City, KS	Tigard, OR
Denton, TX	Puyallup, WA	Valley Center, KS
Fort Worth, TX	Raleigh, NC (2x)	Wichita, KS

We have also worked extensively to provide a wide range of services to fire agencies across the country. The following table provides a partial list of recent fire studies:

Anchorage, AK	Dixon, CA	Peoria, IL
Bellingham, WA	Grants Pass, OR	Steamboat Springs, CO
Berlin, NH	Hoboken, NJ	Sterling, IL
Big Bear, CA	Los Banos, CA	Valley Center, KS
Billerica, MA	New Rochelle, NY	Westport, CT
Dinuba, CA	Oshkosh, WI	West Sacramento, CA

We have just completed a police and fire study for **Ada, OK**. We have also just completed a police and fire study for Richmond, CA. Finally, we have just been selected to conduct a police study for **Broken Arrow, OK**.

The following points characterize our approach to conducting police fire assessments:

- All staff for our proposed team are extremely experienced, having themselves conducted up to hundreds of police and fire service studies.
  - The President of the firm, with 40 years of fire service analytical experience would manage the project. He has led all of the firms public safety studies since founding the Matrix Consulting Group 20 years ago.
  - Our lead police analyst, Ian Brady, leads our police practice having been a key member or lead on over 100 studies in the past 11 years. He has created our deployment and projection models for police and fire.
  - Our lead fire analyst, Robert Finn, has also led the analysis of over 100 fire department staffing studies across the country. He also has been with the firm for over 11 years.
  - Other staff assigned to this project have between 10 and 35 years of public safety and/or consulting experience.
- We are a 'fact based' firm providing detailed data collection and analysis.
- We obtain extensive input from stakeholders in all our studies, including municipal managers and elected officials, police and fire service managers and staff.
- We work closely with our clients through interim reports and review meetings.

As President of the firm, I am authorized to sign this proposal. Negotiate on the firm's behalf and bind it contractually. The corporate resolution authorizing this can be found in the following page.

If you have any questions, please do not hesitate to contact me either at the letterhead headquarters' address, by phone at 650.858.0507 (and 650.397.4050 fax) and by email at [rbrady@matrixcg.net](mailto:rbrady@matrixcg.net)



Richard Brady, President  
**Matrix Consulting Group, Ltd.**

# 1 Proposal Summary

## 1.1 Scope of Work

The City of Norman is seeking a comprehensive assessment of its public safety services, seeking recommendations to address the anticipated needs of a still growing and diverse city. This study will evaluate for its police and fire departments its current and projected resource needs, including staffing, facilities, fleet, and other major needs.

In today's environment, public safety is more than staff resources. The City and the scope of work for this study recognizes this. More holistically, this study needs to address the needs of the two departments relating to training, career development, leadership, support for organizational health and wellness, as well as support for the community.

## 1.2 Approach

We want to stress several aspects of our overall management plan for this assignment. Our intent here is to demonstrate how we will produce results that are accurate and concrete, substantive, defensible and can be implemented. These aspects include:

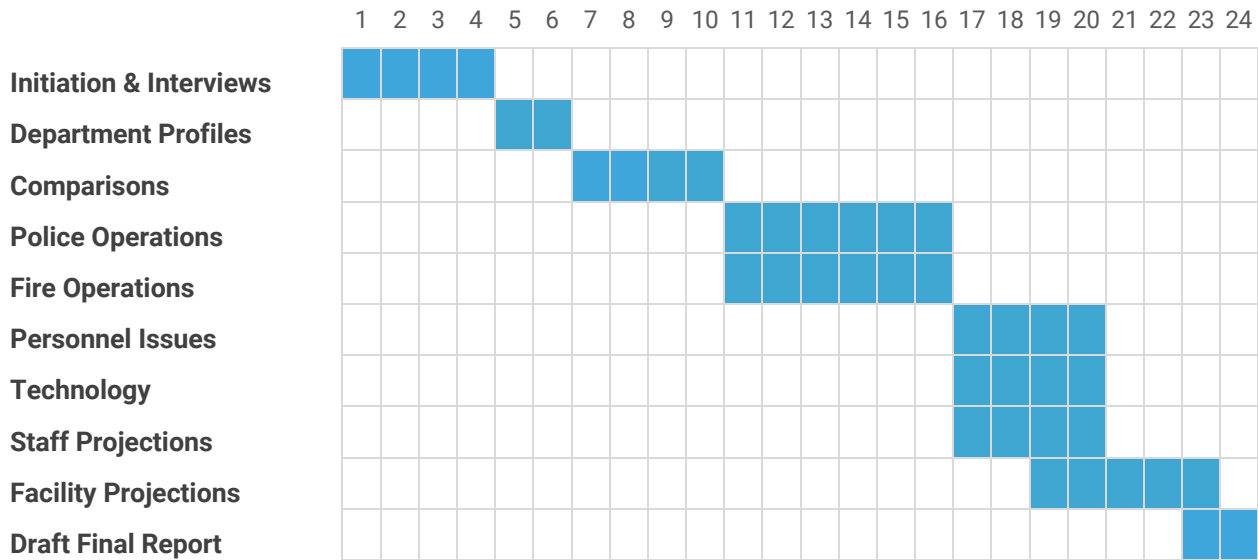
- **Information Gathering** – The Matrix Consulting Group has developed several information gathering tools and techniques.
- **Interviews** – We will interview the appropriate individuals managing and carrying out the work in the Police and Fire Departments to understand their service needs and expectations.
- **Data Analysis and Performance Metrics** – The Matrix Consulting Group uses “best management practices” and “peer reviews” against which to assess the services provided in the City.
- **An Inclusive Stakeholder-Oriented Approach.** Stakeholder involvement is a critical component of this study. We propose to conduct individual interviews with Police and Fire Department managers and supervisors, and many line staff. We will also conduct interviews of other City stakeholders.

We also recommend the creation of a project committee to work with us in this project. This committee's role would be to review and critique our findings, conclusions, and recommendations as they are developed.



### 1.3 Sequential Task Plan and Schedule

We have proposed a ten (10) task approach to this study which culminates with detailed recommendations and implementation plans for the City’s public safety needs now and in the future. The process will take about six (6) months as shown below:



### 1.4 Project Cost

For the scope of work described by the City and the approach described by us in this proposal we propose a total cost of **\$188,040** including all professional time and expenses. This is allocated, as follows:

- Police Department Study    \$91,400
- Fire Department Study        \$96,640

### 1.5 Qualifications

Founded in 2002, the Matrix Consulting Group was formed by senior government consultants who created it to provide the depth of analysis needed to help our clients solve problems and prepare for the future.

While we provide a variety of services to local government our most significant service area is public safety. The Matrix Consulting Group project team has conducted studies of more than 400 law enforcement agencies in Oklahoma, elsewhere in the region and throughout the United States and in Canada.

Our experience includes a public safety study for the **University of Oklahoma, Norman**. We have also just completed a police and fire study for **Ada, OK**. We have also just completed police and fire studies for Richmond, CA and Cedar Hill, TX.

The following examples of recent work shows the diversity of our police study client base:

Austin, TX	Kansas City, KS and MO	Sacramento, CA
Berkeley, CA	Miami Beach, FL (2x)	Salt Lake City, UT
Birmingham, AL	<b>Midwest City, OK</b>	Tacoma, WA (3x)
Columbia, MO	Park City, KS	Tigard, OR
Denton, TX	Puyallup, WA	Valley Center, KS
Fort Worth, TX	Raleigh, NC (2x)	Wichita, KS

We have just been selected to conduct a police study for **Broken Arrow, OK** and are completing a study of the Cedar Park Police Department (TX).

We have also worked extensively to provide a wide range of services to fire agencies across the country. The following table provides a partial list of recent fire studies:

Anchorage, AK	Dixon, CA	Peoria, IL
Bellingham, WA	Grants Pass, OR	Steamboat Springs, CO
Berlin, NH	Hoboken, NJ	Sterling, IL
Big Bear, CA	Los Banos, CA	Valley Center, KS
Billerica, MA	New Rochelle, NY	Westport, CT
Dinuba, CA	Oshkosh, WI	West Sacramento, CA

We are completing a study of the Cedar Park Police Department (TX).

## 2 Scope of Services

This section of our proposal includes a description of our approach and the specific steps to be provided as a result of the Scope of Services listed in the City's RFP.

### 2.1 Approach

We want to stress several aspects of our overall management plan for this assignment. Our intent here is to demonstrate how we will produce results that are accurate and concrete, substantive, defensible and can be implemented. These aspects include:

- **Information Gathering.** Important to the success of the project are the methods that we will use to collect, analyze, and present information to formulate findings and develop and assure acceptance of recommendations. The Matrix Consulting Group has developed several information gathering tools and techniques.
- **Interviews.** Interviews are a staple of our consulting approach. In this study, we will interview the appropriate individuals managing and carrying out the work in the Police and Fire Departments to understand their service needs and expectations. In addition to site visits at the beginning and the conclusion of the study, at least two trips will be made onsite for interviews, observations, and data.
- **Data Analysis and Performance Metrics.** The Matrix Consulting Group uses "best management practices" and "peer reviews" against which to assess the services provided in the City. The analysis of comparative assessments has been increasingly utilized in the public sector to evaluate organizations. This approach would be useful in this study to assess the current approaches to service delivery.
- **An Inclusive Stakeholder-Oriented Approach.** Stakeholder involvement is a critical component of this study. We propose to conduct individual interviews with Police and Fire Department managers and supervisors, and many line staff.
- **Project Management.** Project management techniques include defining work, schedules and budgets in advance and working closely with the City to ensure the successful implementation of our proposed project approach and maintaining the schedule. These project management approaches have resulted in all our projects being delivered at a high level of quality, on time and on budget.

We also recommend the creation of a project committee to work with us in this project. This committee's role would be to review and critique our findings, conclusions, and recommendations as they are developed. We would prepare progress reports periodically

throughout the study to report progress to date, problems or obstacles encountered, and planned project activities over the next several weeks.

## 2.2 Scope of Work

The City of Norman is seeking a comprehensive assessment of its public safety services, seeking recommendations to address the anticipated needs of a still growing and diverse city. This study will evaluate for its police and fire departments its current and projected resource needs, including staffing, facilities, fleet, and other major needs.

In today's environment, public safety is more than staff resources. The City and the scope of work for this study recognizes this. More holistically, this study needs to address the needs of the two departments relating to training, career development, leadership, support for organizational health and wellness, as well as support for the community.

This once in a generation assessment will provide a game plan to guide the City's public safety services in a positive and deliberate way.

## 2.3 Task Plan

The following task plan outlines our plan to conduct the study, including each interim deliverable leading to the final report.

### Task 1 | Project Kickoff and Initial Interviews

In order to conduct the study of the Norman Police and Departments, the project team will first develop an initial understanding of the departments and their service environments, as well as seek input on existing service levels and potential issues from department managers and key stakeholders. This task, which involves significant number of interviews by the project team, allows for an opportunity to learn about the unique characteristics, policing programs, and services provided by the departments. This process includes the following elements:

- Interviews with the City Manager and the City Council in order to obtain their views on police and fire service issues and improvement opportunities.
- These initial interviews will lead to interviews of community leaders who have a public safety interest or connection.
- Interviews with the chiefs and command staffs in Police and Fire in order to obtain their views on public safety service issues and improvement opportunities, as well to confirm the goals and objectives of the study.

- Conduct a kickoff meeting with the project review committee, including a review of project objectives, approach, interim deliverables, and schedule.
- Conduct one-on-one interviews with Norman Police Department and Fire Department personnel in order to develop our understanding of the organization, service demands, service levels, and issues.
- In addition to site visits at the beginning and the conclusion of the study, at least two trips will be made onsite for interviews, observations, and data. At least one of these site visits will coincide with an OU home football game for our team to appreciate the public safety impacts.
- Augment employee interviews with an anonymous employee survey in order for everyone to provide input to the study at its outset.
- Interview contacts within the departments to start the data collection process in that area and identify other key contacts within the organization.
- Interviews with key community leaders who can provide context for service delivery and potential improvements.

These initial interviews will focus on determining individual attitudes toward current public safety services and organizational considerations, including the following topics:

- Adequacy of existing service levels.
- Management systems and internal controls.
- Responsiveness to community priorities and other service needs, as well as relations with community groups and organizations.
- Resource constraints and contributing factors.
- Coverage concerns and shift scheduling issues.
- Growth prospects for the City.
- Regional public safety issues and opportunities.
- Facility issues.

The project team will also begin to collect various documents, including departmental goals, vision, and objectives statements, as well as other organizational materials and budgetary documents.

We will also initiate contact with the City's Planning and Development Services Department to understand growth prospects and development in Norman.

### TASK RESULT

**Based on the results of these interviews and initial data collection, the project team will prepare an issues list that will provide the basis for subsequent analytical steps. The project team will also finalize the project work plan project deliverable schedule.**

## Task 2 | Descriptive Profile of the Police and Fire Departments

The project team will document its initial understanding of the departments, their service levels, staffing, and service environments in descriptive profiles. The profiles will also present workload data, preliminary analysis, organizational charts, deployment schedules, and a summary of key characteristics and dynamics of the community.

A primary aim of developing the descriptive is to provide a foundation for subsequent analysis by ensuring the accuracy of our assumptions and understanding of key details.

For each department, divisions and units, the descriptive profile will detail:

- Current (filled) and authorized staffing levels by classification.
- Key responsibilities and duties for each unit, command staff, and unique role within the department, including all administrative and support units.
- Organizational structures and reporting relationships.
- Deployment structures of field services, including for suppression and patrol:
  - Detailed visualization and tables showing the current shift schedule, including personnel assigned to each, start times, and workday rotations.
  - Areas of geographic responsibility.
- For investigative units, total caseloads, a description of case management practices, and case assignment processes.
- Numbers of staff and roles for support and administrative staff (e.g., training, prevention, programs, finance, etc.).
- Document recruitment and training dedicated to staff.
- Deployment of stations and apparatus in use by the Fire Department as well as Police Department facilities.



The draft document will be reviewed with the departments and with the project steering committee, with corrections and revisions being made thereafter. This meeting will also provide an opportunity to discuss initial observations and findings, coordinate any remaining data collection needs, and discuss the next steps of the project.

This task in the study will also document crime and fire protection risks in the City and what steps are in place to mitigate these risks through community partnerships and/or the City's resource allocation.

#### TASK RESULT

**A descriptive profile will be detail the organizational structure, staffing, and operations, of the departments, as well as key characteristics of the service environments. This would be reviewed with the departments and the project committee.**

### Task 3 | Community Input

The community should have its voice heard directly in this study too. This study is a critical component in providing a forum for the consultants to hear feedback from the public and employees and develop constructive strategies around this feedback.

The project team will conduct two (2) community workshop meetings for the general public. One of these meetings could be on a Saturday morning, the other on a weekday evening. Topics could include:

- What does the community expect when calling the Norman Police and Fire Departments for assistance?
- Do sufficient avenues exist for the community to express its concerns or input into service issues?
- What public safety priorities does the community want the Police and Fire Departments to focus on?
- Are the issues that the Police and Fire Departments focus on aligned with the community's priorities?

The City and the departments would promote these meetings on its social media platforms and website.

**TASK RESULT**

The project team will gather community input to better understand their views on the responsiveness of Norman's Police and Fire Departments as well as alternatives.

**Task 4 | Conduct a Comparative Evaluation of the Norman Police and Fire Departments to Identify Gaps in Service Goals Versus Performance**

By this point in the process, the project team will have documented the 'as is' state of the Norman Police and Fire Departments. Comparative insights are also valuable in order to look for improvements.

- The project team will develop a list of staffing, operational and organizational issues to use in a diagnostic assessment of potential gaps in services. The standards used in this assessment represent the project team's extensive experience working with law enforcement and fire / EMS agencies in the region and throughout North America, as well as from the literature on this rapidly changing area of policing.
- The project team will also develop a comparative survey with 'peer cities'. The project team will select the cities in conjunction with and consultation with the City and the departments. Population and area size, in Oklahoma or the southwest region, existence of a major university, and growth prospects could all be factors.

These two assessment approaches work well together, combining 'theory' (best practices) to prevailing 'practices' (peer community assessment). The methods can result in the development of 'aspirational' goals for the City and the Police and Fire Departments, including innovations in policy, operations management and the use of technology. The resulting gap analysis identifies areas of deficiency with respect to desired targets. In each area where there is a difference between current and desired service targets, preliminary action items are listed to correct the issues.

**TASK RESULT**

The results of this analysis will be documented in a comparative assessment of issues in the Police and Fire Departments' staffing levels and operations. This key interim deliverable would be reviewed with the departments and the project steering committee.

## **Task 5 | Analysis of Police Department Workloads, Staffing, and Deployments**

The project team will develop a comprehensive analysis of staffing needs for every function of the department, as well as strategies achieving the best use of existing resources. While different analytical factors and processes are used to determine staffing needs for each function, the project team will examine strategies for deploying, allocating, and managing the operations of personnel around a number of key considerations:

For every function, the analysis will focus on the ability of staffing levels to achieve targeted service levels and support effective operations management, such as review of the following:

- Key workload drivers and processes for administrative and support functions.
- Are spans of control within targeted ranges for individual functions?
- Are controls for overtime usage adequate, and what are the key drivers of overtime by type (e.g., to backfill, staff special events, etc.)?

### **(1) Patrol Workload, Proactivity, and Staffing**

Analysis of community-generated calls for service using computer aided dispatch data is central to this effort. project team will determine current service levels through the following:

- Analysis of patrol workload, including at the following levels:
  - Calls for service by hour and weekday, month, area, priority level.
  - Response and travel times by priority level and call classification.
  - Total spent handling calls by primary and backup units by time and area.
  - Factors and assumptions for other workload factors, such as report writing.
- Patrol self-initiated activities and community engagement strategies, including:
  - Self-Initiated activities by hour and weekday.
  - Trends in types and frequency of self-initiated activities.
  - Relationship between uncommitted time and officer-generated activity.
- Determine patrol staffing needs, both overall and at the level of each patrol division and shift, based on workloads and targets for proactivity.
- Develop an understanding of the growth factors that will impact patrol.

- Analyze patrol supervisory staffing needs based on span of control and the impact of the administrative workloads handled by sergeants and ability to be in the field.
- The project team will evaluate the interactions of Patrol with investigations, specialized units, and regional assets. This will be accomplished through:
  - Evaluate how data-driven techniques support coordinating field resources.
  - Develop an assessment of how staffing in these functions compare to performance goals and objectives for meeting certain service level targets.
- Critically especially for field services, how is the community's perceptions and needs identified and prioritized?

## (2) Patrol Shift Schedules and Deployment

The project team will utilize the firm's patrol resource allocation model to determine the most optimal and effective deployment of personnel, including the development of alternative shift configurations. This incorporates:

- **Net availability factors**, including leave, training, vacation, FMLA, military, sick, and other categories that result in employees not being on duty on a particular day. This is tied to all staffing calculations and stratified into different functionality categories, such as patrol officers, who have unique factors shaping their availability.
- **Unallocated (proactive) time capabilities**: The schedule must ensure that officers are optimally deployed in relation to times and days when workload is greatest, ensuring that proactive time capabilities are consistently and equitably distributed by shift.
- **Current staffing constraints and future needs**: Shift schedules must not only incorporate current limitations, but also be designed to be scalable and reflect the changing service environment, as well as adaptability to future staffing scenarios.
- **Overtime usage**: Shift schedules and minimum staffing considerations are central to the question of overtime usage, as shift schedules guide the probability that overtime must be used to backfill needed positions. As a result, the requirements for deploying staff and targets for minimizing overtime must be set to specific thresholds that feed into coverage requirement calculations from a standpoint of probability – i.e., the likelihood of there being insufficient staff available on duty on a particular day.

- **Qualitative factors** are also critical to consider in developing new deployment schedules, such as employee quality of life factors, fatigue, and other concerns. These issues drive rates of retention and the ability to attract candidates.

The analysis of shift schedules will examine opportunities to optimize the current configuration as well as the feasibility and effects of implementing alternative schedules, including the allocation of personnel by squad, watches, start times, and other factors.

### **(3) Call Diversion**

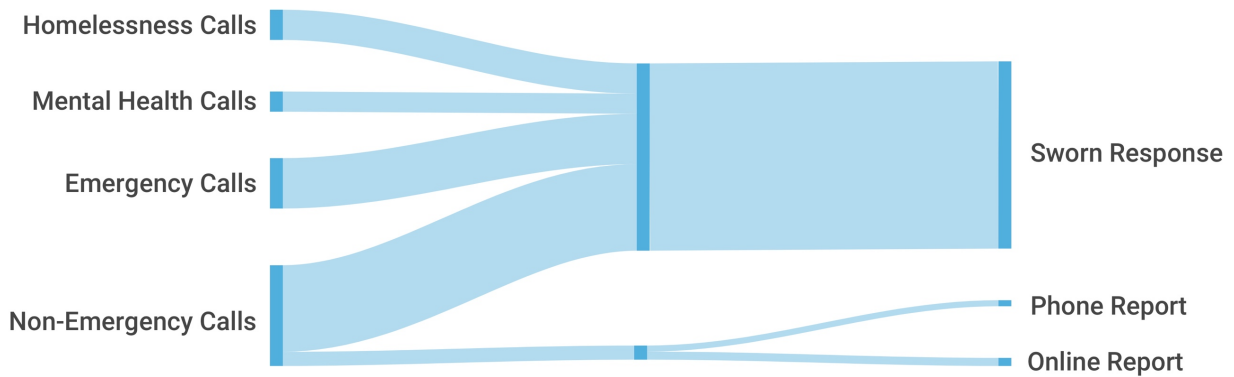
Over time, and particularly over the past decade, more and more has been asked of law enforcement personnel. They have been asked to function as social services staff in responding to issues of homelessness, intervene in situations involving persons experiencing mental health crisis, and serve numerous other roles beyond what was expected in the past.

At the same time, service level expectations have not diminished. Perhaps more than ever, law enforcement personnel have been asked to respond to minor, non-emergency calls such as non-injury accidents, and calls that simply do not need to be law enforcement matters.

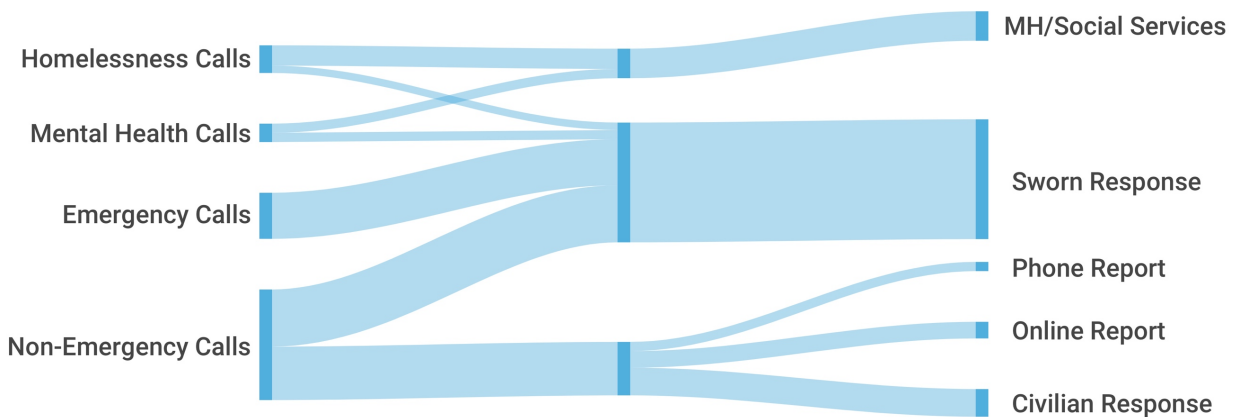
Call diversion provides an opportunity to re-imagine and reconfigure these responsibilities, allowing departments to balance workload between field patrol personnel and other types of specialized resources.

The following charts provide a visual illustration of the framework for call handling before and after implementing call diversion for certain types of calls:

**Before Implementing Call Diversion Approaches**



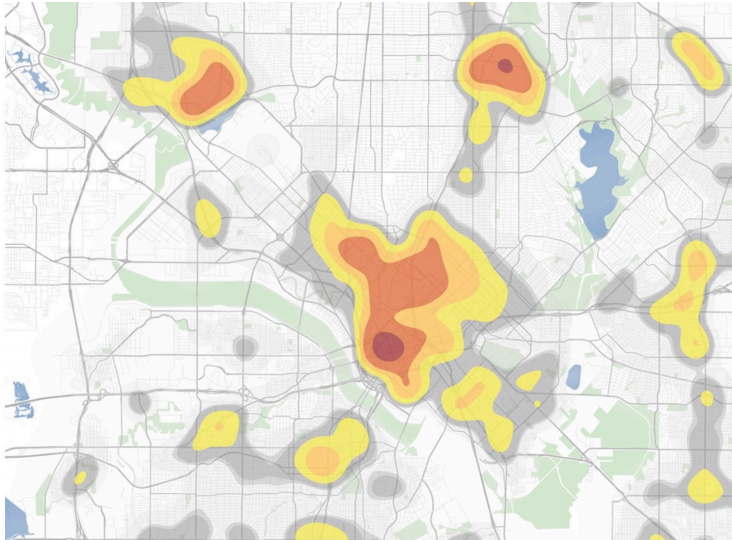
**After Implementing Call Diversion Approaches**



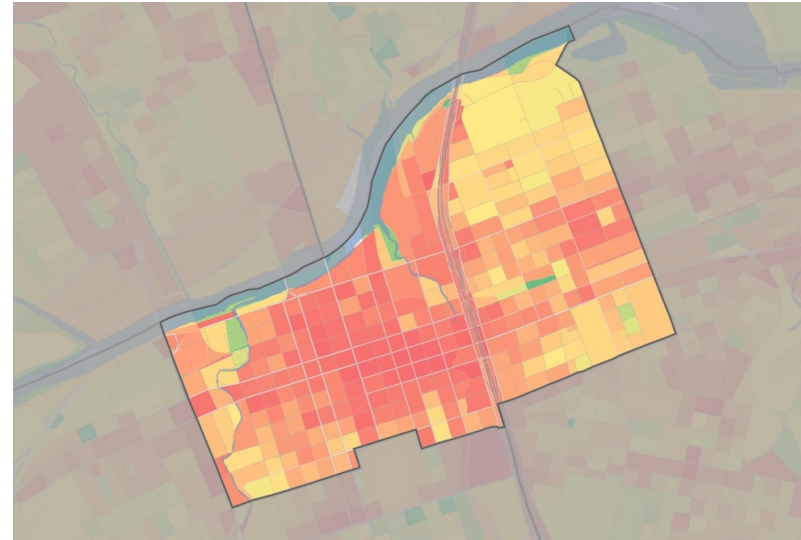
The following pages provide additional examples of the firm’s approaches to analyzing crime, calls for service, and patrol proactivity/unallocated time:

Time	# Units	S	M	T	W	Th	F	Sa	Overall
2am-6am	31 . 4	15%	59%	55%	58%	57%	46%	26%	45%
6am-10am	37 . 0	57%	47%	46%	46%	49%	47%	52%	48%
10am-2pm	38 . 9	19%	-1%	3%	5%	5%	1%	8%	6%
2pm-6pm	73 . 6	46%	38%	36%	34%	33%	37%	41%	43%
6pm-10pm	52 . 3	15%	8%	14%	10%	14%	7%	17%	16%
10pm-2am	53 . 6	8%	35%	29%	37%	34%	28%	9%	35%
<b>Overall</b>	<b>47 . 8</b>	<b>32%</b>	<b>33%</b>	<b>33%</b>	<b>34%</b>	<b>34%</b>	<b>30%</b>	<b>30%</b>	<b>32%</b>

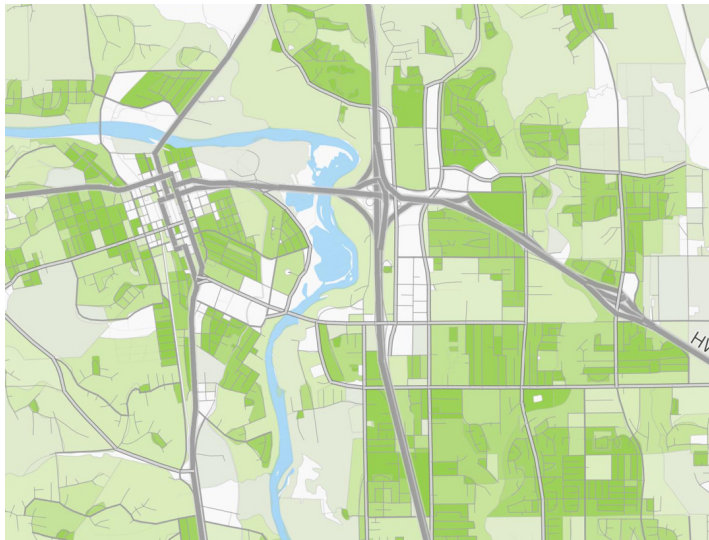




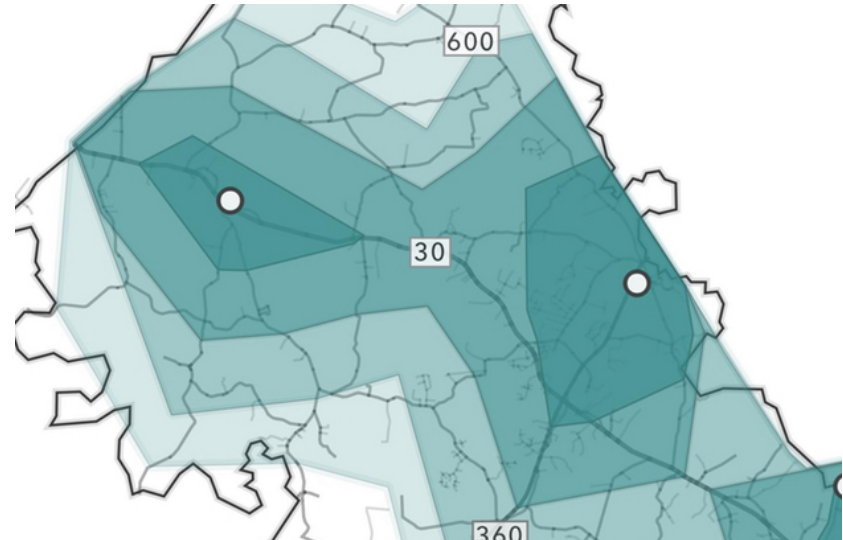
Identification of call hotspots to determine emerging service needs



Block-by-block analysis of patrol resource needs



Analysis of population density throughout the jurisdiction



Response time analysis for emergency incidents

#### (4) Investigations

The analysis of investigations workload and staffing needs incorporates input received from the interviews conducted with supervisors and line level detectives, comprehensive collection of data to examine caseloads and associated workloads, as well as a review of participation in specialized regional task forces. Through this process, the project team will develop an analysis of staffing needs for all investigative functions, including review of the following:

- Case assignment and screening.
- Management of versus inactive cases.
- Average workloads by detective in each investigative unit.
- Coordination with patrol and records.
- Average time from initial report, assignment of the case, and start of work.
- Solvability factors and work priority management.
- Division of case types by unit – are investigations too generalized or specialized given workloads, service levels, and investigative outcomes?

#### (5) Other Functional Areas and Organizational Structure

In **records and support services**, the analysis will focus on hours of coverage, scheduling, and technology.

In **recruitment and training**, how does the NPD identify strong candidates to reflect not only technical abilities but also ethical and engagement needs with the community? How does training in the academy and annual in-service training reinforce this?

In functions such as **animal services** and **parking enforcement** the relationship between coverage and workloads is critical, including desired levels of proactivity.

In **emergency communications**, like patrol, daily and hourly workloads require different levels of staffing. Tied to this is an industry with historically high levels of turnover, position vacancies, and overtime (often mandated).

The **organizational structure** will also be examined from the perspectives of:

- Gaps and duplication in responsibility
- Rank structure

- Spans of control
- Functional alignments
- Opportunities to civilianize administrative functions or their supervision.

In addition to these organizational considerations, are services and units appropriately centralized or decentralized from the perspectives of service need, utilization and specialization requirements.

#### **TASK RESULT**

**The project team will develop an interim deliverable report that provides a comprehensive analysis of the workload and staffing in each unit in the Police Department. This will be reviewed with the Police Department and project committee.**

### **Task 6 | Analysis of Fire Department Workloads, Staffing, and Deployments**

The project team will develop a comprehensive analysis of staffing needs for every function of the Fire Department, as well as strategies achieving the best use of existing resources. While different analytical factors and processes are used to determine staffing needs for each function, the project team will examine strategies for deploying, allocating, and managing the operations of personnel around a number of key considerations.

For every function, the analysis will focus on the ability of staffing levels to achieve targeted service levels and support effective operations management, such as review of the following:

- Key workload drivers and processes for administrative and support functions.
- Are spans of control within targeted ranges for individual functions?
- Are controls for overtime usage adequate, and what are the key drivers of overtime by type (e.g., to backfill, staff special events, etc.)?

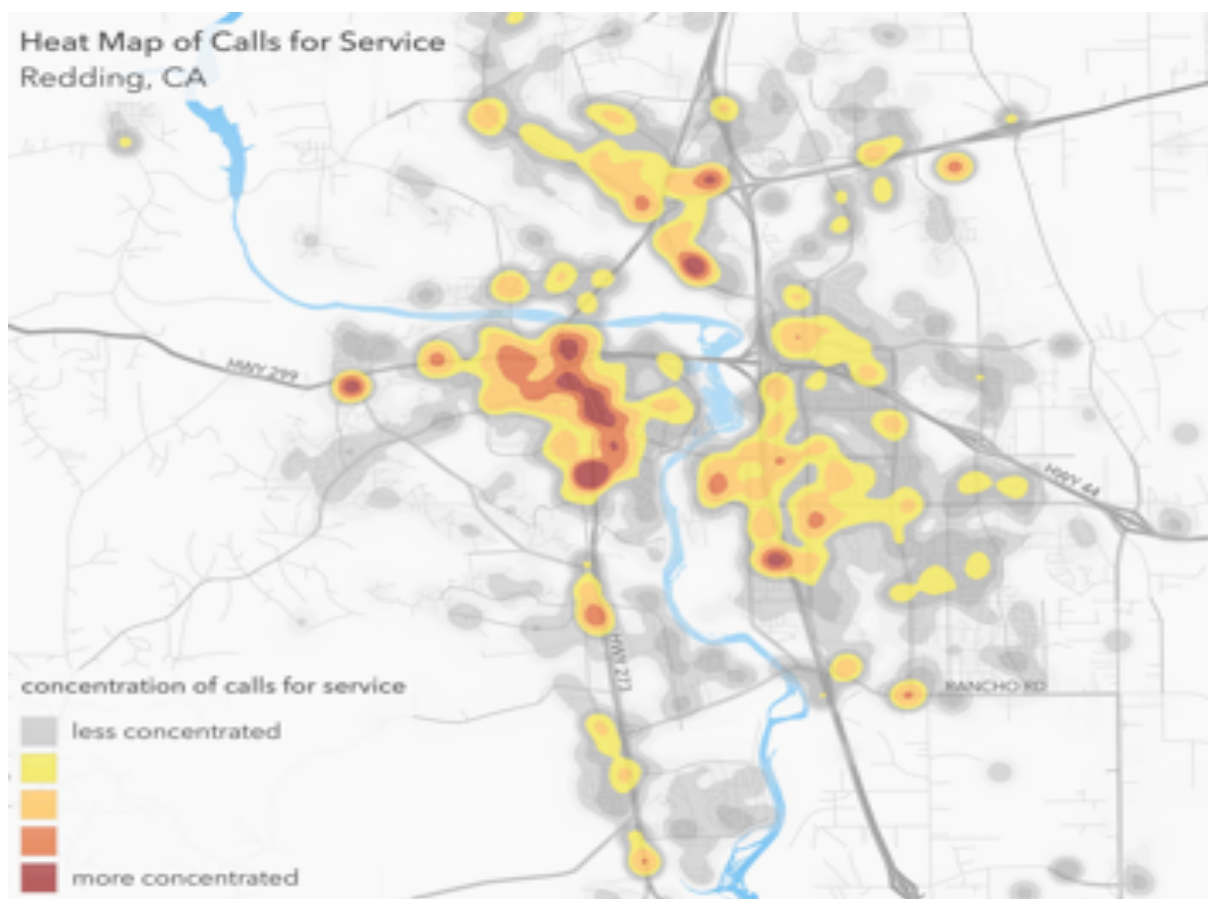
#### **(1) Assessment of Fire Stations and Apparatus**

The existing stations will be toured to ensure they provides an appropriate and safe location for employees to work and operate from. The project team will tour the facility utilized by the Fire Department to review the following:

- **Complete a detailed facilities inventory.** We will meet with facility management personnel to review maintenance histories for the fire stations.
- **Conduct a functional analysis of the station.** We will tour the fire station to analyze the building condition, efficiency, square footage, staff per square foot and adjacencies. We will identify underutilized and crowded spaces/conditions. What is the access/egress from the facility? Is the station efficient? Can it accommodate other site amenities? Are there immediate maintenance or improvements needed? Is there proper ingress and egress at the facility? What is the long-term projection for the station life cycle?
- **Inspect the general site conditions.** This assessment will examine all parking lot conditions such as surfacing, sealing, and striping, as well as sidewalks and access ramps, steps, and entrances into the building. Any deficiencies will be identified and reported. Drainage, fencing and signage will also be examined.
- **Evaluate the building envelope.** The condition of exterior walls, windows, doors, and the roof will be assessed, and any required repairs noted, including prior leaks and previous repair attempts. Adequacy of existing parking on-site? Maintenance needs to avoid costly decay of the building elements will be included in the assessment and included in the report.
- **Evaluate the building interior.** The general conditions of the interior finishes and substrates including walls, floors, insulation, ceilings, doors/hardware, and casework/millwork will be assessed for any inefficiencies and required corrections.
- **Identification of life safety issues.** All life safety issues will be identified, and recommendations made to bring all such deficiencies into compliance. Issues to review include, emergency egress, emergency lighting, alarms and pull boxes, fire suppression systems and the quantity and placement of fire extinguishers.
- **Apparatus Assessment.** During the station tours an assessment of the apparatus housed at the station to ensure it meets the current and projected needs of the response area will be conducted with the age, condition and serviceability of the apparatus documented. This will allow the development of an appropriate apparatus replacement schedule during the development of the study.

## (2) Analysis of Responses

The project team will evaluate the workloads of the NFD and how it relates to risks. The first step will be a demand study that will analyze and geographically display the current service demand by incident type and temporal variation.

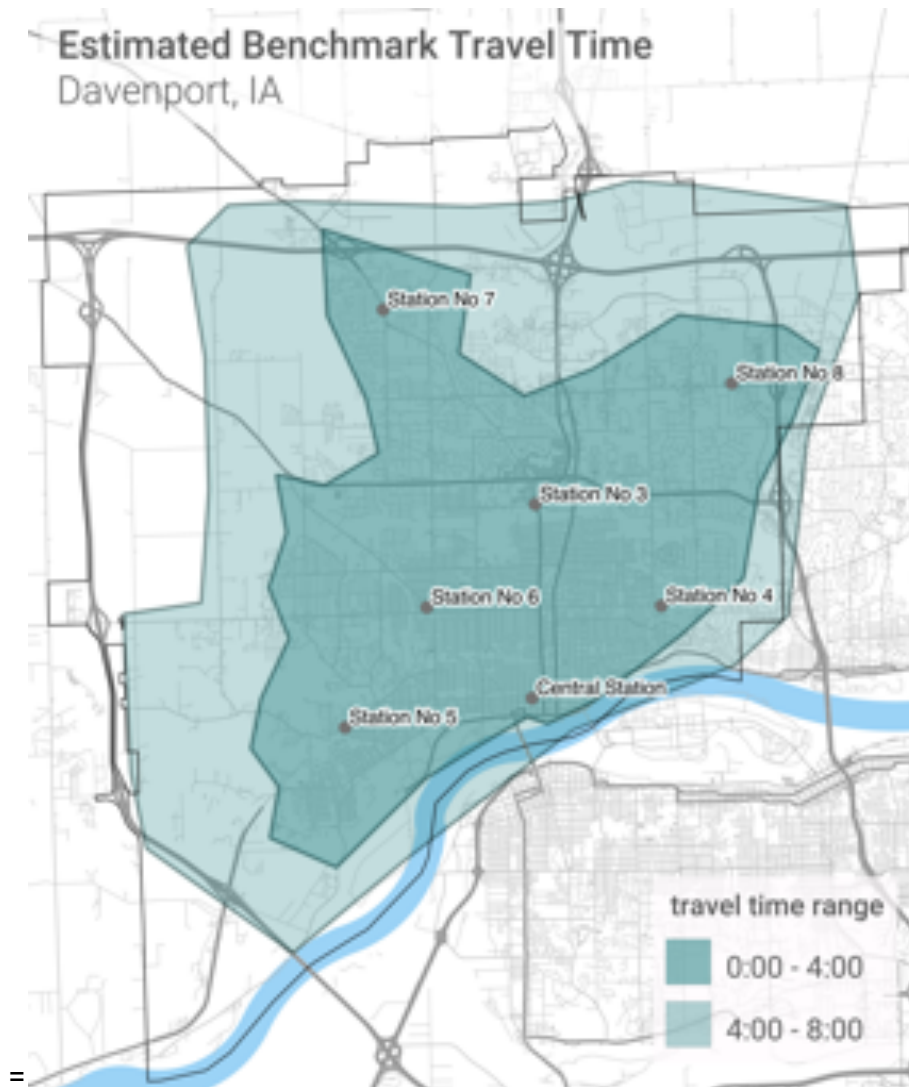


We will develop a matrix for the common and predictable risk types and corresponding staffing, resource needs and time standards to mitigate these types of emergencies. This will allow comparison of the current deployment capabilities against community risks, call demand and community expectations. A summary of the current available resources and how they correspond to the community risk profile will be developed.

At the same time, we will evaluate the current facility and apparatus deployment strategy, analyzed through GIS software, with identification of service gaps and redundancies in initial unit arrival.

The project team will then review and evaluate responses in areas specifically involved in, or affecting, service levels and performance. Key areas to be reviewed will include:

- Analysis of response time capability to achieve a full effective response force
- Analysis of company and staff distribution as it relates to the assembly of an effective response force.



- Analysis of current workloads, including unit hour utilization of individual companies
- Analysis of call concurrency and the impact on the ability to assemble an effective response force an impact on resource exhaustion, including reflex and travel times
- Review of current automatic and mutual aid documents to determine the ability of outside agencies to assist in the delivery of emergency services and development of an effective response force
- Development of an optimal station placement and staffing plan to address current needs and future planned growth.



This task will be focused on evaluating the staffing and deployment of personnel associated with emergency service delivery. This evaluation will focus on the following types of issues:

- How is leave managed to minimize the impacts of overtime?
- What are the utilization rates of suppression and EMS personnel? Are there opportunities to increase their utilization in non-emergency activities?
- Does the Fire Department track and manage key personnel indicators such as use of sick leave, workers compensation, etc.?
- Are there issues with utilization and results of special assignments in the Department?

### **(3) Fire Prevention Services**

Through interviews with Department staff, analysis of existing codes and ordinances and discussion with Planning and Zoning representatives in the City, we will gain a full understanding of the current approach to providing fire prevention related services. This will include:

- Understanding the organization and responsibilities of fire prevention services to include staff time allocation and assigned responsibilities for plan reviews, inspections, public education, and other fire prevention activities.
- How are development services coordinated in the City?
- What are the requirements for built in fire protection in the City?
- How are fire suppression and EMS personnel used to assist in fire prevention efforts?
- How does fire prevention fit into the overall City risk management programs?
- How are fire investigations handled in the City?

### **(4) Internal Support Services**

This task will examine the various management roles and support services of the Fire Department to include training, fitness and wellness and administrative support. This information will provide a base to assess issues associated with:

- Recruitment, hiring and retention practices to attract and keep a high-quality workforce

- Initial and ongoing training of sworn and civilian personnel
- Training facilities used to conduct training evolutions
- Career development plans and how personnel are prepared to promote in the Department
- Formal and informal lines and methods of communication
- Roles of administrative personnel (e.g., finance, human resources, IT).
- Roles of civilian personnel and opportunities to improve the use of civilians
- External elements to ensure a ISO class 1 rating can be maintained including water supply and emergency communications.
- Evaluation of Emergency Management practices. Are plans reviewed, updated and trained on regularly?

#### TASK RESULT

**The project team will develop an interim deliverable report that provides a comprehensive analysis of the workload and staffing needs of each unit in the Fire Department. This will be reviewed with the Fire Department and project committee.**

### Task 7 | Analysis of Recruitment Efforts and Career Development

Recruitment, hiring, promotion, and assignment processes are some of the most impactful of any public safety function, and are central in shaping organizational culture. It is critical that the analysis look beyond simply the effectiveness of these functions, as their policies and processes can have disparate impacts on communities of color, both internally and externally. To evaluate these processes, the project team will examine the sub tasks associated with each separately and as a whole.

#### (1) Recruitment and Hiring

Competition for attracting talent to law enforcement agencies is perhaps the greatest it has ever been, with many departments struggling to fill vacant positions, or even hire above the rate of attrition. As a result, recruitment strategies and techniques are paramount. Recruitments today need to consider methods for mitigating these disparities, which requires examining the following issues:

- Are recruiting materials inclusive when viewed through multiple viewpoints?
- Are communities of color included in the development of recruiting materials?

- Are recruiters representative of the community served? Are they selected because of their ability to be outgoing and able to communicate with many cultures?
- Are staff assigned to hiring able to guide candidates through the process and do they keep in touch?
- Is the testing process free from bias and designed to attract good character? How are statistics used to identify issues and disparate impacts?
- How is the background process vetted to eliminate unintentional bias and identify disparate impacts?

## (2) Promotions, Career Development, and Succession Planning

Promoting police officers and supervisors can have a tremendous impact on the culture of an organization and it can also be fraught with disparate impact even with promotional processes that seem fair. To examine the promotional process of the department the project team will review will include:

- How are officers and supervisors mentored and developed? Do some specialty assignments give an advantage in the promotional process?
- Are there formal or informal mentoring opportunities for all members of the department? Is there a disparate impact in the mentoring opportunities?
- Is the promotional process reviewed for unintended impacts?
- Are promotional panels inclusive? Are community member's part of the process?
- Are there promotional standards that may have disparate impact on communities of color? Four-year college degree requirements, for instance, can create bias issues if significant disparities exist in rates of degree attainment.
- Evaluation of career development and succession planning in both departments.

### TASK RESULT

The project team will conduct a comprehensive review of departments' recruitment, hiring, and promotion processes, including an assessment of approaches used and standards for determining eligibility.

## Task 8 | Technology Utilization Assessment

The project team will review the use of technology to support field operations. This assessment will include the following:

- Analysis of gaps in technology to support field operations and deployment.
- Issues and limitations with information/data sharing and coordination.
- Are there technologies that could be deployed to improve efficiency or service?
- Comparison of the departments' use of technology against best and emerging practice.

The results of this analysis will be provided as an interim deliverable, which will be reviewed with the project steering committee.

#### **TASK RESULT**

**The project team will assess both departments' use of technology in achieving operational objectives.**

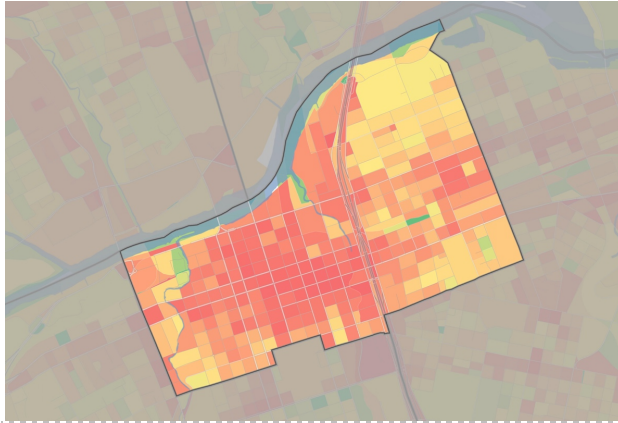
#### **Task 9 | Projection of Police and Fire Department Service Demands and Personnel Resource and Capital Needs.**

The unique factors of a community shape the service environment that public safety personnel operate in, and as a result, there is not a one-size-fits-all approach to identifying strategic planning.

The modeling system we have developed to determine the impacts of development and growth on fire service demands is the combined product of using advanced technical capabilities and our experience in working with local government clients.

Key aspects of the model employed to create an accurate and defensive model for planning service and personnel needs while factoring future demands created by growth, new turnpike, urban expansion, and the expansion of the airport. These will include the following:

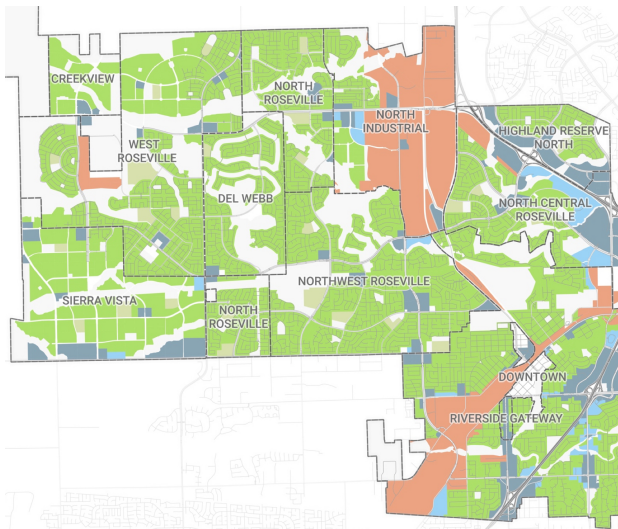
**Illustrative Factors Considered to Project Future Staffing Needs**



**Geographic Analysis of Service Needs**

In order to model the effects of the anticipated development project in Norman, it is critical to understand the rates at which existing and similar developments generate workloads and other public safety service needs.

Our analysis will utilize a GIS-centered approach to examine geospatial trends in service demand.

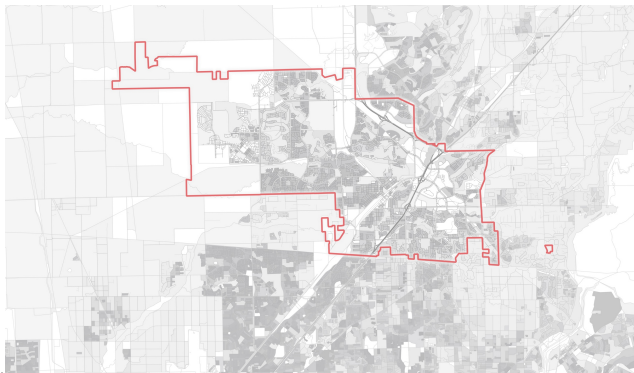


**Land Use and Redevelopment**

Different types of residential, commercial, and industrial zoning spaces have unique impacts on public safety service needs.

We will meet with Norman’s Planning and Zoning staff to understand how land is used currently, as well as the configurations of the anticipated development project, in order to accurately model how these needs will evolve.

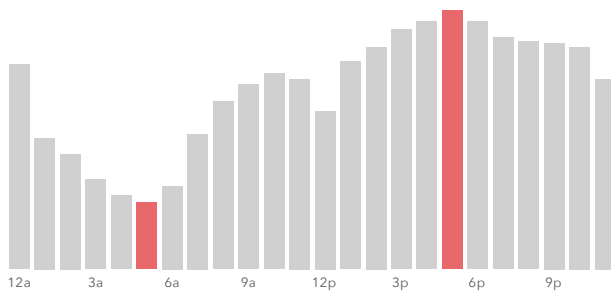
The data collected from Planning and other resources will form the basis of our GIS model of how fire service needs will evolve over the projection timeframe.



**Regional Interactions**

Understanding the context of the community within its surrounding region is essential to forecasting its planning needs.

This includes developing an understanding of factors such as the daytime working population and effects on field resource demands in the mixed-use environment of this proposed project.



### Workload-Based Projections

Rather than base projections for future staffing needs on a simple ratio such as officers per capita, our analysis builds staffing needs from how workload is changes – whether driven by calls for service, inspection workload, or reports and administrative workloads for other staff.

Data collected for the analysis of projected service and personnel needs includes the following:

- CAD data (up to the past three years if current CAD system has been in place for that timeframe).
- Supporting information for CAD analysis (e.g., unit code and incident type lists, incident report totals).
- Planning and land use GIS shapefiles (preferably including information such as commercial space, housing unit counts, and other key target hazard data)
- Information on planned developments, including expected timeframes for completion when possible

The project team will collect other publicly available data used for the analysis, such as current and proposed road networks, census data, and geographical features.

The results of the service need and staffing projections will be developed into an interim deliverable that provides comprehensive projections for service and staffing needs for every fire department function to meet current services and provide services to the City and contract entities. The projections will be provided at multiple timeframes in order to provide for a more accurate planning process.

### TASK RESULT

**The analysis will result in an interim deliverable that comprehensively projects public safety service and staffing needs related to the planned development for each function in the Police and Fire Departments. The project team will review the draft deliverable with the steering committee on site and make revisions as needed.**



## Task 10 | Projection of Police and Fire Department Facility Needs.

The existing stations will be toured to ensure they provides an appropriate and safe location for employees to work and operate from. The project team will tour the facility utilized by the Police and Fire Department to review the following:

- **Complete a detailed facilities inventory.** We will meet with facility management personnel to review maintenance histories for the fire and police stations and training facilities.
- **Conduct a functional analysis of each facility.** We will tour each facility utilized by the police and fire departments to analyze the building condition, efficiency, square footage, staff per square foot and adjacencies. We will identify underutilized and crowded spaces/conditions. What is the access/egress from the facility? Is the current facility efficient? Can it accommodate other site amenities? Are there immediate maintenance or improvements needed? What is the long-term projection for the facility life cycle?
- **Inspect the general site conditions.** This assessment will examine all parking lot conditions such as surfacing, sealing, and striping, as well as sidewalks and access ramps, steps, and entrances into the buildings. Any deficiencies will be identified and reported. Drainage, fencing and signage will also be examined.
- **Evaluate the building envelope.** The condition of exterior walls, windows, doors, and the roof will be assessed, and any required repairs noted, including prior leaks and previous repair attempts. Adequacy of existing parking on-site? Maintenance needs to avoid costly decay of the building elements will be included in the assessment and included in the report.
- **Evaluate the building interior.** The general conditions of the interior finishes and substrates including walls, floors, insulation, ceilings, doors/hardware, and casework/millwork will be assessed for any inefficiencies and required corrections.
- **Identification of life safety issues.** All life safety issues will be identified, and recommendations made to bring all such deficiencies into compliance. Issues to review include, emergency egress, emergency lighting, alarms and pull boxes, fire suppression systems and the quantity and placement of fire extinguishers.
- **Apparatus Assessment.** During the fire station tours an assessment of the apparatus housed at the station will be conducted to ensure it meets the current and projected needs of the response area with the age, condition and serviceability

of the apparatus documented. This will allow the development of an appropriate apparatus replacement schedule during the development of the study.

- **Training Facility Evaluation.** The current training facilities utilized by the police and fire departments will be evaluated to ensure they offer the appropriate classroom space, vehicle and equipment storage, showers, locker rooms administrative space driving pads and other required specialty training for the Departments. Specifically for the Fire Department a focus will be on ensuring an ISO Class 1 rating can be maintained and maintaining status as an International Fire Service Accreditation Congress (IFSAC) site is maintained. Based on the future planning results we will develop a plan for future training facilities, including options for shared police and fire training if appropriate to include projected square footage needs, initial capital construction costs and annual estimate operational costs.

## TASK RESULT

**The analysis will result in an interim deliverable that comprehensively projects public safety service and staffing needs related to the planned development for each function of the Police and Fire Departments. The project team will review the draft deliverable with the steering committee on site and make revisions as needed.**

## Task 11 | Final Report

Following the gap analysis, the project team will develop the draft final report. The report includes a comprehensive analysis of all items in the scope of work, along with timelines, impacts, and targets for implementing changes. It is comprised of the following:

- An executive summary, which includes an overview of the process used to conduct the study, key results, and a comprehensive list of all recommendations made in the report.
- The input from stakeholders, including two community meetings, that supports the strengths and improvement needs of the Police and Fire Departments.
- Analysis of staffing resources, operations, and deployment for all Police and Fire Department functions, which includes:
  - Analysis of current police and fire field workloads and staffing needs.
  - Shift configuration and assignment optimization and alternatives.
  - Deployment and staffing needs for specialized resources.
  - Investigative workloads, specialization, and case management practices.
  - Prevention and training opportunities for improvement.
  - Administrative staffing and functionality.

- Evaluation of career development and succession planning in both departments.
- Analysis of project staffing on a position by position basis for a 20 year planning period. The staffing analysis will be tied to analysis and projections of facility needs for both departments
- Implementation plans for each recommendation.
- The report will also include the finalized descriptive profile, which documents the current staffing levels, organization, operations, deployment configurations, and other key aspects of the departments.

Following completion of the draft final report, the document will be reviewed with the project steering committee, and revisions will be made thereafter. Upon finalization of the report, the project team will be available to present the results of the study to the Norman City Council.

#### **TASK RESULT**

**The project team will complete a draft report, which will be reviewed with the project steering committee. After revisions and any modifications have been made, the project team will be available as to present the final report to the City Council in a public meeting.**

## 3 Consulting Firm Profile

This section of our proposal provides a brief introduction describing our firm's organization and services.

### 3.1 Introduction to the Matrix Consulting Group

Founded in 2002, the Matrix Consulting Group was formed by senior government consultants who created it to provide the depth of analysis needed to help our clients solve problems and prepare for the future. Our only business focus is the provision of organization and management analytical services to local government. Since being founded 20 years ago we have served our clients in over 1,600 consulting projects providing support to the efficiency of operations and better plan for the future.

We provide a wide range of service to our local government clients – including management, staffing and operations audits, feasibility studies, and cost of service studies for every local government service area. However, as later sections demonstrate, public safety is our largest service area.

Our firm is incorporated in California and has two offices there. As a national firm, we also have offices in Portland (OR), Dallas Metroplex, Southern Illinois, Tampa / Fort Myers (FL), and Charlotte / Raleigh (NC). We also have an office in Nova Scotia, Canada. We currently have 25 full-time and 5 part-time staff.

### 3.2 Law Enforcement Consulting

While we provide a variety of services to local government our most significant service area is public safety. The Matrix Consulting Group project team has conducted studies of more than 400 law enforcement agencies in Oklahoma, elsewhere in the region and throughout the United States and in Canada. Our services in police consulting are varied and include:

- Community-centered policing.
- Staffing, deployment and scheduling.
- Organization and management of services.
- Strategic, resource and management planning.

We have worked extensively to provide a wide range of services to police and fire agencies in the region and across the country (and in Canada). Our experience includes a public safety study for the **University of Oklahoma, Norman**. We have also just

completed a police and fire study for **Ada, OK**. We have also just completed a police and fire studies for Richmond, CA and Cedar Hill, TX.

The following examples of recent work shows the diversity of our police study client base:

Austin, TX	Kansas City, KS and MO	Sacramento, CA
Berkeley, CA	Miami Beach, FL (2x)	Salt Lake City, UT
Birmingham, AL	<b>Midwest City, OK</b>	Tacoma, WA (3x)
Columbia, MO	Park City, KS	Tigard, OR
Denton, TX	Puyallup, WA	Valley Center, KS
Fort Worth, TX	Raleigh, NC (2x)	Wichita, KS

We have just been selected to conduct a police study for **Broken Arrow, OK** and are completing a study of the Cedar Park Police Department (TX).

### 2.3 Fire and EMS Consulting

The Matrix Consulting Group project team has conducted studies of more than 400 fire and emergency medical service agencies in the region and throughout the United States and in Canada. Our services in police consulting are varied and include:

- Fire service staffing and deployment studies.
- Master planning and strategic planning.
- Standard of cover studies.
- Feasibility assessments.

We have also worked extensively to provide a wide range of services to fire agencies across the country. The following table provides a partial list of recent fire studies:

Anchorage, AK	Dixon, CA	Peoria, IL
Bellingham, WA	Grants Pass, OR	Steamboat Springs, CO
Berlin, NH	Hoboken, NJ	Sterling, IL
Big Bear, CA	Los Banos, CA	Valley Center, KS
Billerica, MA	New Rochelle, NY	Westport, CT
Dinuba, CA	Oshkosh, WI	West Sacramento, CA

We are completing a study of the Cedar Park Police Department (TX).

## 2.4 Project Team

We are assigning a very experienced project team to conduct this study. The following points provide brief synopses of who our team members are, followed by detailed resumes.

- **Richard Brady**, President of the firm, with 40 years of police analytical experience, I would manage the project and be involved in all phases of its conduct.
- **Ian Brady**, a Vice President with 10 years of experience in law enforcement consulting; his expertise lies in creating deployments and statistical models.
- **Robert Finn**, a Senior Manager with 25 years of experience in public safety (Southlake, TX) and 11 years of consulting experience leading our fire practice.
- **Devon Clunis**, a Senior Manager with over 30 years of experience as a consultant and transformational chief in Winnipeg (MB) and Ontario's Policing Inspectorate.
- **John Scruggs**, a Manager, has over 26 years of law enforcement experience and over 6 as a police consultant. He co-authored legislation on body cameras.
- **Terry Lewis**, a Senior Consultant with 26 years of experience in the fire service and 5 as a fire consultant.
- **Aaron Baggarly**, a Senior Manager with the firm, is our lead analyst/facility planner on facility assessment, programming, space needs assessment, and master planning engagements.
- **Kelli Sheffer**, a Manager, has 30 years of law enforcement experience. She has served in all facets of law enforcement, both in civilian and sworn roles.
- **Tim Donohoe**, a Senior Consultant with the firm with over 25 years of police experience and recent consulting experience, including internationally.
- **Philip Berry**, a Senior Consultant with Matrix Consulting Group, has over 6 years of experience serving as an analyst for law enforcement and criminal justice agencies.
- **Ryan Peterson**, a Consultant, specializes in GIS capabilities and has over five years of experience in conducting geospatial analysis for local government.

It needs to be stressed that this team of police and fire consultants are all staff of the Matrix Consulting Group. Our team does not include subcontractors. Staffing a project in this way has a positive impact on quality, depth, and consistency of our work.



## RICHARD BRADY

PRESIDENT, MATRIX CONSULTING GROUP

**Richard Brady** founded Matrix Consulting Group in 2002 and our Canadian firm, MCG Consulting Solutions in 2017. He leads our Public Safety Practice which includes law enforcement and justice studies. He has served as the Project Manager or Lead Analyst on hundreds of public safety studies in his 40-year career. His subject matter expertise includes staffing and deployment, management effectiveness, and governance and transparency. Prior to his founding of these two firms, he served for over 20 years as a practice leader in two other firms, including Maximus.

### Experience Highlights

**Austin, TX:** Richard led a consulting team to assist the APD recreate its approach to community policing to involve everyone, not just those with specialty assignments. While the study supported the addition of staff, the study also found that there were significant opportunities to support community policing in leadership, policies, recruitment, training, supervision, and use of data.

**Columbus, OH:** Richard led this recent project that identified the need for new positions, but more importantly, identified a number of areas which would improve the quality of service and integrity, including:

- Steps to improve upon building trust in the community.
- Changes to use of force policies and biased policing.
- Increase training on de-escalation and procedural justice.
- Increase the use of civilians in the field and in administration.

There was a 'disconnect' between the policies and management.

**Ossining, NY:** Richard led this just-completed engagement evaluating opportunities to reform policing consistent with 21<sup>st</sup> Century Policing concepts. Key recommendations included:

- Improve the functioning, transparency and objectivity of the Citizen / Police Complaint Review Board.
- Work with other agencies to create a mental health response unit.
- Expand training in the areas of racism, bias, de-escalation.

### Role on This Engagement:

Richard will serve as a project executive and advisor.

He will be involved in all project stages, including on-site interviews and review meetings. He will lead product design and quality control.

### Relevant Clients:

MB Winnipeg  
 ON Kawartha Lakes  
 AB Edmonton  
 AZ Phoenix  
 CA Los Angeles  
 CA San Francisco  
 CO Aurora  
 IA Davenport  
 TX Austin  
 TX Fort Worth  
 MO Kansas City  
 OH Columbus  
 OR Portland  
 NY Ossining  
 NY Albany  
 VA East Greenwich  
 NC Raleigh  
 NC Asheville  
 WA Tacoma  
 WI Glendale  
 WI Oshkosh  
 OR Portland

**Years of Consulting:** 40

### Education:

BA, California State University, East Bay.

PhD, Oxford University, U.K.

### Notable Accomplishments:

Ohio Commission on Juvenile Justice

Massachusetts Governor's Committee on Local Government

### Professional Association:

Association of Local Government Auditors

International City-County Management Association

## IAN BRADY

VICE PRESIDENT, MATRIX CONSULTING GROUP

**Ian Brady** is a Vice President with Matrix Consulting Group in our Police Services Practice. He leads our data analytics unit and has over 10 years of consulting experience. Specializing in public safety, he works on all of our police, fire, corrections, and emergency communications studies.

Mr. Brady is the lead developer on all of our statistical modeling and data analytics efforts, and has created standalone models in support of our studies' analytical efforts, including for:

- New agency formation feasibility, financial and service delivery (For nine municipalities in Riverside County, CA).
- Growth forecasting using GIS-based projections for population, service needs, and staffing requirements.
- Comprehensive workload and staffing analytics.
- Interactive scheduling configuration, forecasting effects on service levels and overtime usage.

### Experience Highlights

#### Los Angeles, CA: LAPD Basic Car Area Boundary Study

- Led a comprehensive staffing study of LAPD field services.
- Recreated the patrol geographic deployment structure from the granular level, resulting in 202 new patrol areas, up from the 168 that existed previously.
- Analyzed patrol resource allocation strategies, recommending improved methods in order to better equalize service levels.

#### San Francisco, CA: Police Department Staffing Analysis

- Lead analyst on a comprehensive staffing study of the department.
- The project was designed to create defensible methodologies for determining the staffing needs of all 600+ assignments in the department based on service needs and other factors. These methodologies were then used to recommend appropriate staffing levels in every position.
- Developed and designed an interactive analytical tool for SFPD to use in the future to recreate the analysis in its entirety.

### Role on This Engagement:

Ian will serve as the lead analyst in field services, as well as more generally over data analytics.

He will be involved in all project stages and will be involved in the development of each deliverable.

### Relevant Clients:

- AZ Peoria
- AL Birmingham
- CA Berkeley
- CA Los Angeles
- CA Roseville
- CA Sacramento
- CA San Francisco
- CA San Jose
- CO Adams County
- FL Miami Beach
- FL Orange County
- GA DeKalb County
- HI Kauai County
- IL Lansing
- IL Rockford
- KS Wichita
- MB Winnipeg
- MD Harford County
- MD Howard County
- MN Hennepin County
- MO Columbia
- MO Kansas City
- OK Midwest City
- NC Raleigh
- NJ Mahwah
- NM Rio Rancho
- NY Newburgh
- OH Columbus
- OR Portland
- PA Carlisle
- TX Austin
- TX Fort Worth
- TX Travis County
- VA Suffolk
- WA Tacoma
- WI Oshkosh

Years of Experience: 10

### Education:

BS in Politics, Willamette University.

## ROBERT FINN

SENIOR MANAGER, MATRIX CONSULTING GROUP

**Robert Finn** is a Senior Manager with the Matrix Consulting Group and previously served as the Chief of the Southlake (TX) Department of Public Safety. Mr. Finn has a strong educational background coupled with a successful track record that includes strategic planning, budgeting, change management, community relations, and building collaborative partnerships. Robert has over 30 years of fire service and consulting experience covering all aspects of the fire service industry.

Robert’s relevant experience includes serving the City of Southlake, Texas for 25 years in the following roles:

- Chief of Police (2008 to 2011)
- Chief of Fire Services (2004 to 2008)
- Lieutenant of Professional Standards (1999 to 2004)
- Lieutenant of Training (1995 to 1999) – Level II Instructor
- Coordinator of Emergency Medical Services (1993 to 1995)
- Firefighter / Driver / Paramedic (1987 to 1993)

### Experience Highlights

**Billerica, MA:** Robert was the lead analyst on this project aimed at an assessment of the Fire Department. Key findings/ achievements of the project:

- Increasing minimum staffing on engine companies to 3 personnel.
- Relocation of a station to improve response times and reduce risk of flooding.
- Elimination of a redundant Captain position.

**Westport, CT:** Robert was the lead analyst on this study develop a strategic plan for the Fire Department. Key findings/achievements include:

- Changes to the deployment model to improve services.
- Improvements to the record keeping and data reporting systems
- Relocating Fire Prevention to centralize the service in the Town.
- Implementing electronic inspection and plan review processes.

**Role on This Engagement:** Robert will be the lead analyst and on the fire portion of this project.

### Relevant Clients:

- AK Anchorage
- CA Big Bear
- CA Huntington Beach
- CA Mercer County
- CA Monterey
- CO Mesa County
- CO Steamboat Springs
- CT Greenwich
- CT Westport
- GA DeKalb County
- IA Davenport
- MA Billerica
- MA Boston
- MA Chelsea
- MA Yarmouth
- MI Sterling Heights
- NC Raleigh
- NY Bedford
- NY New Rochelle
- OH Cleveland
- TX Possum Kingdom
- TX San Antonio
- WA Bellingham
- WI Oshkosh

**Years of Experience:** 30

### Education:

MBA, and BS, Public Safety Administration, Grand Canyon University

### Professional Association:

National Fire Protection Association (NFPA)  
 International Association of Fire Chiefs (IAFC)  
 Center for Public Safety Excellence (CPSE)

## DEVON CLUNIS

### SENIOR MANAGER, MATRIX CONSULTING GROUP

**Devon Clunis** served as Chief of Police of the Winnipeg Police Service and was the first Black police chief in Canada. He is a highly regarded policing professional, with 35 years of combined policing and consulting experience. He is recognized internationally as a thought leader in advancing policing excellence through a collaborative, community-centered approach.

Mr. Clunis served 29 years with The Winnipeg Police Service in Manitoba, Canada, retiring as Chief of Police in 2016. Most recently, he undertook the role of Inspector General of Policing in Ontario, overseeing the establishment of The Inspectorate of Policing in Canada's largest province, overseeing 45 police agencies and their corresponding Civilian Police Boards.

#### Experience Highlights

**Province of Ontario:** Provided strategic oversight of the establishment of the Inspectorate of Policing, ensuring critical collaborative input from relevant stakeholders, including the public, Police Services, Police Boards, Police Unions, and various other bodies within the Justice System framework. Oversaw all aspects of Vision, Mission, and Guiding Principles formation. Established policies, procedures, and SOP guidelines. Led the hiring of staff and created a people-centered, community-focused, continuous pursuit of excellence operational framework. Oversaw the creation of the implementation and operational, strategic plans to guide the establishment and future operations of the Inspectorate.

**City of Winnipeg:** Served as Chief of Police and led overarching institutional change. Facilitated the creation of five-year transformational strategic and business plans to lead the organization from 2015 to 2019. Worked with police and the community to develop a collaborative approach to community safety and well-being, resulting in a critical shift in police and community relationships.

#### Role in This Engagement:

Chief Clunis will utilize his extensive experience in engaging stakeholders to build strategies, focusing particularly on organizational culture and community engagement.

#### Relevant Clients:

CA Los Angeles  
 OH Columbus  
 MO Kansas City  
 AZ San Carlos  
 PA Macungie  
 WI Madison

AB Edmonton  
 MB Winkler  
 MB Modren  
 ON Kawartha Lakes

**Years of Consulting Experience:** 35

**Years of Government Experience:** 29

#### Education:

Law degree from Quebec City's *Université Laval*.

Political science / economics degree from Montreal's McGill University.

## JOHN SCRUGGS

MANAGER, MCG CONSULTING SOLUTIONS and MATRIX CONSULTING GROUP

**John Scruggs** is a manager / analyst on law enforcement, public safety, and criminal justice engagements.

John’s relevant experience include:

- Completed over 50 studies for law enforcement, public safety, and criminal justice clients.
- Analysis focuses on operational and staffing review, workload analysis, net annual work hour determination, and alternative scheduling analysis.
- Expertise also includes the evaluation of administrative, dispatch, investigations, patrol, records, and property and evidence functions.
- Retired Captain with 26 years of Law Enforcement Experience.

### Experience Highlights

**Kansas City, MO:** This study evaluated the staffing needs of the Police Department. Key findings included:

- Opportunity for greater fiscal savings by transitioning 30 positions from sworn to civilian staff, primarily in administrative areas (e.g., finance, records, fleet maintenance, security, IT, and HR).
- Identified the need for additional positions related to open record requests, reviewing BWC footage, and packaging of officer videos for judicial proceedings.
- Provided insight into alternative organizational structures and span of control in administrative functions.
- Conducting workload analysis to determine staffing needs for non-patrol and investigative units.

**Kawartha Lakes, Ontario:** John served as the lead analyst of the on this engagement which reviewed the current staffing and developed staffing projections for a facilities study. Key recommendations included:

- Identified two patrol positions needed in the next 4 years and six positions over the next 20 years to better meet adopted proactive policing thresholds.
- Identified a shortage of detectives assigned to investigate crimes committed at the Central East Correctional Center.
- Identified an alternative fixed post staffing plan for the jail and a revised shift schedule to increase supervision in the jail.

### Role on This Engagement:

He will be an analyst on the project, focusing on investigations.

### Relevant Clients:

- AL Gulf Shores
- AZ Buckeye
- CA Los Angeles
- CA San Jose
- CA Santa Clara
- FL St. Cloud
- KS Kansas City
- KS Wyandotte County
- MA Yarmouth
- MN Hennepin County
- MO Kansas City
- OR Tigard
- PA Lower Saucon
- PA Narberth
- PA Upper Macungie
- NC Waxhaw
- NC Raleigh
- TX Denton
- TX Fort Worth
- TX Glen Heights
- TX Lewisville
- TX Sunnyvale
- WA Monroe
- WA Tacoma
- WI Dodge County

## TERRY LEWIS

### SENIOR CONSULTANT, MATRIX CONSULTING GROUP

**Terry Lewis** has over 30 years of fire service and consulting experience. He previously served as the Chief of the Henderson (KY) Fire Department. Terry has a strong educational background coupled with a successful track record of leading an agency of 60 personnel in a community with 30,000 residents. Terry brings a wealth of knowledge and experience evaluating the staffing and operational needs of fire and EMS operations.

Terry’s relevant experience includes serving the City of Henderson, Kentucky as Fire Chief for 10 years. He began his career with the Loveland-Symmes (OH) Fire Department where he advanced through the ranks until being appointed as Chief of Henderson. He has experience in the following areas:

- Administration
- Fire Prevention
- Financial Management
- Operations
- Hazardous Materials

#### Experience Highlights

**Yarmouth, MA:** Terry was a technical analyst on this project aimed at an assessment of internal and shared service improvement opportunities. Key findings/ achievements of the project:

- Identification of consolidation opportunities in Emergency Communication Services.
- Staffing requirements for a peak hour EMS unit.
- Development of service requirements, staffing needs, and costs of operating a during winter and peak summer months.

**Oshkosh, WI:** Terry was a technical analyst on this study to look at the staffing, operations and deployment of the fire department. Key findings/achievements include:

- Centralizing fleet and facility maintenance in the City.
- Discontinuing the interfacility EMS transfer program.
- Reorganization to improve reporting relationships in the Department.
- Deployment changes to improve gaps in coverage in the City.

#### Role on This Engagement:

Terry will be a technical expert for fire operations.

#### Relevant Clients:

- CA Atherton
- CA Big Bear
- CA Butte County
- CA Dixon
- CA Huntington Beach
- CA Mercer County
- CA Monterey
- CA Placer County
- CO Steamboat Springs
- CT Greenwich
- CT Westport
- FL Coconut Creek
- GA DeKalb County
- IA Davenport
- MA Billerica
- MA Boston
- MA Chelsea
- MI Sterling Heights
- NC Raleigh
- NH Berlin
- NY New Rochelle
- OH Cleveland
- OR Estacada
- TX San Antonio
- WA Redmond
- WI Oshkosh

**Years of Experience:** 30+

#### Education:

BS Fire Technology, AS Accounting, University of Cincinnati

#### Professional Association:

National Fire Protection Association (NFPA)  
 International Association of Fire Chiefs (IAFC)  
 Center for Public Safety Excellence (CPSE)



## KELLI SHEFFER

SENIOR CONSULTANT, MATRIX CONSULTING GROUP

**Kelli Sheffer** is a 30-year law enforcement veteran with 16 years of command leadership experience with the Portland Police Bureau. She has extensive specialized experience in precinct operations, investigations, major events/protests, houselessness / mental health and neighborhood livability issues, background investigation and personnel recruitment, use of force review, policy development, among many other areas.

### Experience Highlights

Kelli most recently worked for the City of Portland, Oregon as the Central Precinct Commander responsible for the oversight of all police response and operations in the downtown core and neighborhoods in the south and west of the city.

Lead for the Critical Incident Management Command Program-Training for Incident Command.

Oversight of the Service Coordination Team, a multi-disciplinary service response to houselessness, mental health, and addiction.

Commander, North Precinct

Commander, East Precincts

Commander, Traffic Division.

Public Information Officer

Hostage Negotiation Team Lead

Detective Sergeant

20-year Defensive Tactics Instructor

### Camp Rosenbaum Board member (2010 – Present)

Camp counselor and staff positions from 1994 to 2018. CRB is a summer camp started 48 years ago by the late Brigadier Gen. Fred M. Rosenbaum utilizing partnerships between police, Air/Army Guard and Housing authority to support and mentor underprivileged youth.

### DOJ, ICITAP (2010)

Partnering to build curriculum and instruct Bangladesh National Police in modern policing and Community Policing philosophies – 2010.

### Role on This Engagement:

Kelli will be an analyst focusing on police administration.

### Relevant Clients:

- CA Signal Hill
- CA Pittsburg
- FL Hallandale Beach
- MO O’Fallon
- MN Hennepin County
- NM Santa Fe
- NY Monroe County
- OR Clackamas County
- PA Pittsburgh
- TX Texas City
- UT Salt Lake City
- VA Virginia Beach
- WA Everett
- WA Ridgefield
- WI Glendale
- WI Madison
- WI Milwaukee

### Training/Education:

- Texas A&M All Hazard
- Unified Command
- NTOA Command
- HNT/CNT
- Critical Incident Stress
- Crisis Intervention
- Major Event Management

## AARON BAGGARLY, AICP

SENIOR MANAGER, MATRIX CONSULTING GROUP

**Aaron Baggarly** is our lead analyst/facility planner on facility assessment, programming, space needs assessment, and master planning engagements.

Aaron’s relevant experience include:

- Completed over 70 facility studies for all government facilities with an emphasis on public safety and criminal justice facilities.
- Conducted facility condition assessments, space allocation review, architectural space programs, and space projections.
- Develop facility master plans that address current and future spatial needs with a combination of new construction, adaptive re-use, and analysis for centralized and decentralized operations.
- Studies results in determining facility needs based on user’s operational approaches.
- Over 200 staffing and operational studies for all local government operational areas.

### Experience Highlights

**Stafford County, VA:** Aaron served as the facility assessor on this engagement which include assessment of 15 fire and rescue stations in the County. Key findings included:

- Several stations included several operational deficiencies such as a lack of drive through bays, proper vehicle exhaust systems, separate sleeping quarters, backup generators, etc.
- Assessed the facility mechanical systems, building exterior and interior, and site accessibility and security.
- Identified opportunities for consolidation of three volunteer and career stations to reduce future operational and capital cost.

**Hennepin County, MN:** Aaron was the lead staffing and facility analyst to evaluate the Sheriff’s Office Enforcement Services Division. Key findings and recommendations included:

- Completed a comprehensive staffing analysis to meet current and projected workload.
- Completed an architectural space program that outlined individual space needs for patrol, SWAT, crime lab, and training functions.
- Evaluated the space needs for a new firearms range and training facility.
- Developed options to address several scenarios for the potential inclusion of other Sheriff’s Office units in a new facility.

**Role on This Engagement:** Aaron will serve as a facility and space planner.

### Relevant Clients:

- AL Gulf Shores
- AZ Buckeye
- CA Bakersfield
- IA Davenport
- KS Valley Center
- KS Wyandotte County
- MN Hennepin County
- NC Durham
- NC Wake County
- ND Red River Dispatch
- NE Fremont
- NY New Rochelle
- SC Oconee County
- SC Richland County
- TX Buda
- TX Burleson
- TX DeSoto
- TX Hays County
- TX Kyle
- TX Lewisville
- TX Prosper
- TX San Marcos
- TX Travis County
- UT Grand County
- WA Redmond

**Years of Experience:** 16

### Education:

BS, Appalachian State University, Community and Regional Planning, Minor in GIS.

### Professional Association:

American Institute of Certified Planners (AICP)  
 American Planning Association

## TIM DONOHOE

SENIOR CONSULTANT, MATRIX CONSULTING GROUP

**Tim Donohoe** is a 26-year law enforcement veteran with 16 years of command leadership experience with the Reno, Nevada Police Department. Tim has served as the Mission Advisor for the United States Department of Justice’s International Criminal Investigative Assistance Program in the Republic of Armenia and as a Senior Law Enforcement Advisor in Ukraine. He has extensive specialized experience in international police reform, police hiring practices, internal affairs, police use of force, and police training. He is an Adjunct Professor at the University of Nevada, Reno, and is a veteran of the United States Marine Corps.

### Experience Highlights

Tim most recently worked for the United States Department of Justice’s International Criminal Investigative Assistance Program in the Republic of Armenia. As the Mission Advisor, he worked closely with officials in developing the country’s new national patrol police force.

- Patrol police admission standards and hiring procedures
- Institutional procedures and instruction
- Training requirements and standards
- Police Training Officer (PTO) Program
- Civilian oversight.

Tim served with the Reno, Nevada Police Department for 25 years and has experience in both police operations and administration. He is a graduate of the Police Executive Research Forum’s Senior Management Institute for Policing and is a National Institute of Justice, Law Enforcement Advancing Data and Science Scholar.

- Operations Division Commander
- Internal Affairs Section Lieutenant
- Training Section Lieutenant
- Recruitment, Hiring, and Backgrounds Section Lieutenant
- Patrol Lieutenant
- Regional Repeat Offender Program Sergeant
- Regional Street Crimes Unit Sergeant
- Regional Police Academy Sergeant
- Internal Affairs Investigator
- K9 Unit Sergeant
- Patrol Team Sergeant
- Regional Street Crimes Unit Detective
- Backgrounds Investigations Detective

### Role on This Engagement:

Tim will serve as a lead analyst on operations support services.

### Relevant Clients:

- CA Richmond
- CA Signal Hill
- ID Norman
- NY Monroe County
- TX Cedar Hill
- VA Virginia Beach
- WI Milwaukee

### Education:

MA, University of Colorado, Denver

BS, Portland (OR) State University

### Professional Association:

International Association of Chiefs of Police (IACP)

Police Executive Research Forum (PERF)

American Society of Evidence Based Policing (ASEBP)

## PHILIP BERRY

SENIOR CONSULTANT, MATRIX CONSULTING GROUP

Philip Berry serves in a senior consultant capacity alongside management to provide in depth analysis of relevant topics, as well as providing theoretical background knowledge of criminological principles and spatiotemporal analytics.

Prior to joining Matrix, Philip spent time as a research analyst with the Virginia Criminal Sentencing Commission in Richmond, VA. Philip has also spent time at academic institutions as an instructor throughout the east coast throughout the duration of his graduate-level coursework.

### Experience Highlights

**Virginia Criminal Sentencing Commission:** Led research analyses surrounding the sentencing practices of judges throughout the Commonwealth. Analyses surrounded the effect of changing legislation on prison bed capacity in the state.

**Cedar Hill, TX:** Led MCG project staff regarding patrol resource analysis, internal employee survey methodologies, and external community survey completion.

**Norman, ID:** Coordinated all survey methodologies with regards to both internal employee surveys and external comparative surveys, leading to gap analyses to strengthen practices of NPD.

**Madison, WI:** Philip served as a part of the Strategic Plan team to develop a holistic and bifurcated Strategic Plan for the Madison Police Department.

### Role on This Engagement:

Philip will serve as an analyst on selected functions and assist with data analytics.

### Relevant Clients:

- ID Norman
- WI Madison
- NY Monroe County
- AZ Phoenix
- VA Virginia Beach
- TX Cedar Hill
- FL Hallandale Beach
- CA Signal Hill

Years of Experience: 6

### Education:

B.A., Lebanon Valley College, Sociology

M.A., Radford University, Criminology

A.B.D., University of South Carolina, Criminology

### Professional Associations:

International Association of Crime Analysts

American Society of Criminology

American Criminal Justice Society

American Sociological Association

## RYAN PETERSON

CONSULTANT, MATRIX CONSULTING GROUP

**Ryan Peterson** is a Consultant with the Matrix Consulting Group, specializing in GIS and data analytics.

He has over 5 years of experience conducting geospatial analysis for public safety agencies.

### Experience Highlights

**Los Angeles, CA:** LAPD Basic Car Area Boundary Stud

- Assisted in the recreation the patrol geographic deployment structure from the granular level, resulting in 202 new patrol areas, up from the 168 that existed previously.
- Analyzed patrol resource allocation strategies, recommending improved methods in order to better equalize service levels.

**San Francisco, CA:** Police Department Staffing Analysis

- Analyst on a comprehensive staffing study of the department.
- The project was designed to create defensible methodologies for determining the staffing needs of all 600+ assignments in the department based on service needs and other factors. These methodologies were then used to recommend appropriate staffing levels in every position.
- Developed and designed an interactive analytical tool for SFPD to use in the future to recreate the analysis in its entirety.

**Jefferson County, OR:** Fire and EMS Feasibility Study

Ryan was a data and GIS analyst on this project that examined the feasibility of consolidating private EMS with the County Fire District.

- Conducted calls for service and unit utilization analysis.
- Conducted financial analysis related to costs of providing both services now and into the future.
- Developed mapping scenarios to illustrate travel time performance from various station locations

### Role on This Engagement:

Ryan will serve as a data analyst.

### Relevant Experience:

CA	Los Angeles
CA	San Francisco
CO	Steamboat Springs
FL	Miami Beach
FL	Orange County
HI	Kauai County
IL	Rockford
MD	Harford County
MO	Kansas City
NC	Raleigh
OH	Columbus
TX	Fort Worth
TX	Travis County
WA	Tacoma
WI	Oshkosh

**Years of Experience:** 5

### Education:

BS in Geography, University of Oregon

## 4 Detailed Cost Proposal

We propose to conduct the Public Safety Department Resource Allocation Study for a fixed price of **\$188,040**. The table below shows the allocation of costs by task and project team classification broken down by each department.

<b>Police</b>	<b>Project Manager</b>	<b>Senior Analysts</b>	<b>Analysts</b>	<b>Total Hours</b>	<b>Total Cost</b>
Initiation and Interviews	16	24	24	64	\$12,960
Profile	8	16	8	32	\$6,720
Community Input					\$2,500
Police Department Analysis	16	32	32	80	\$15,680
Personnel and Career Dev.	8	24	24	56	\$10,560
Technology and Regionalization	6	16	16	38	\$7,240
Staffing Projections	8	20	20	48	\$9,200
Facility Projections	8	20	16	44	\$8,640
Report	24	20	20	64	\$14,000
<b>Total Hours</b>	<b>94</b>	<b>172</b>	<b>160</b>	<b>426</b>	
Rate Per Hour	\$300	\$200	\$140		
Total Professional Cost	<b>\$28,200</b>	<b>\$34,400</b>	<b>\$22,400</b>	<b>\$87,500</b>	
Travel					\$3,900
<b>Total Project Cost</b>				<b>\$91,400</b>	

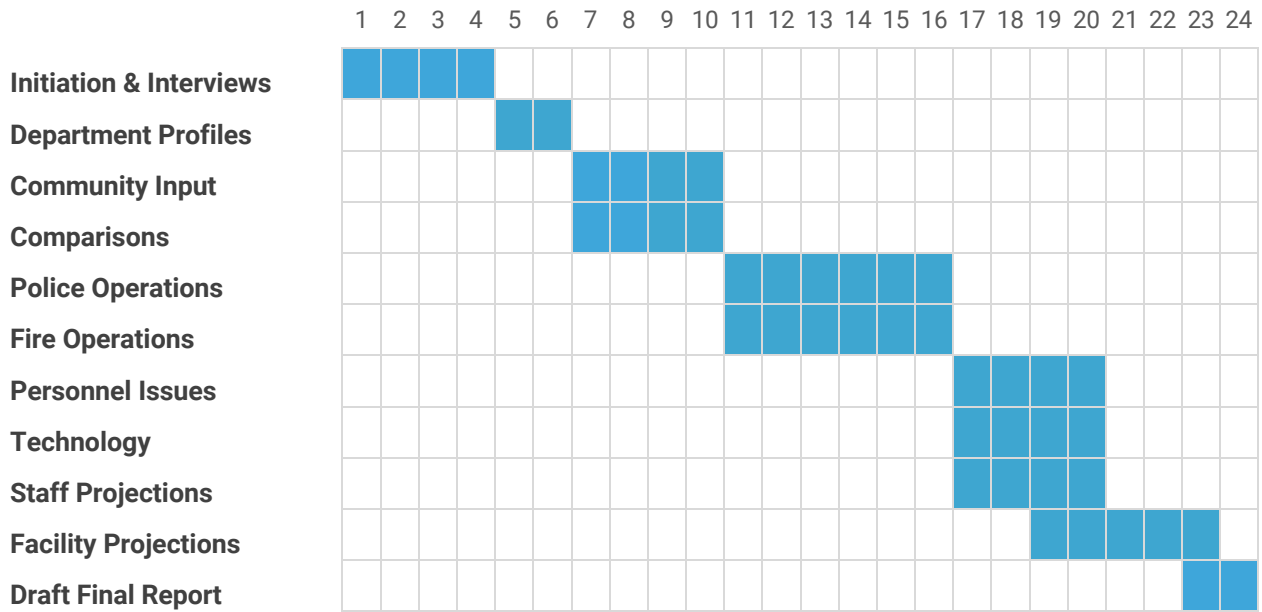
  

<b>Fire</b>	<b>Project Manager</b>	<b>Senior Analysts</b>	<b>Analysts</b>	<b>Total Hours</b>	<b>Total Cost</b>
Initiation and Interviews	12	20	20	52	\$10,400
Profile	8	16	16	40	\$7,840
Community Input					\$2,500
Comparisons	8	40	32	80	\$14,880
Fire Department Analysis	16	46	48	110	\$20,720
Staffing Projections	8	20	20	48	\$9,200
Facility Projections	8	24	20	52	\$10,000
Report	24	36	20	80	\$17,200
<b>Total Hours</b>	<b>84</b>	<b>202</b>	<b>176</b>	<b>462</b>	
Rate Per Hour	\$300	\$200	\$140		
Total Professional Cost	<b>\$25,200</b>	<b>\$40,400</b>	<b>\$24,640</b>	<b>\$92,740</b>	
Travel					\$3,900
<b>Total Project Cost</b>				<b>\$96,640</b>	



## 5 Project Completion Schedule

The following presents our proposed timeline to complete the study on a week-by-week basis for a projected 6-month duration from project initiation to completion of the draft report. Based on reviews by the departments and the City, another 2 – 3 weeks could be added.



## 6 Client References

The table below provides information for past Police and/or Fire Department Study clients.

### Phoenix, Arizona

#### North Phoenix Infrastructure Pilot Study

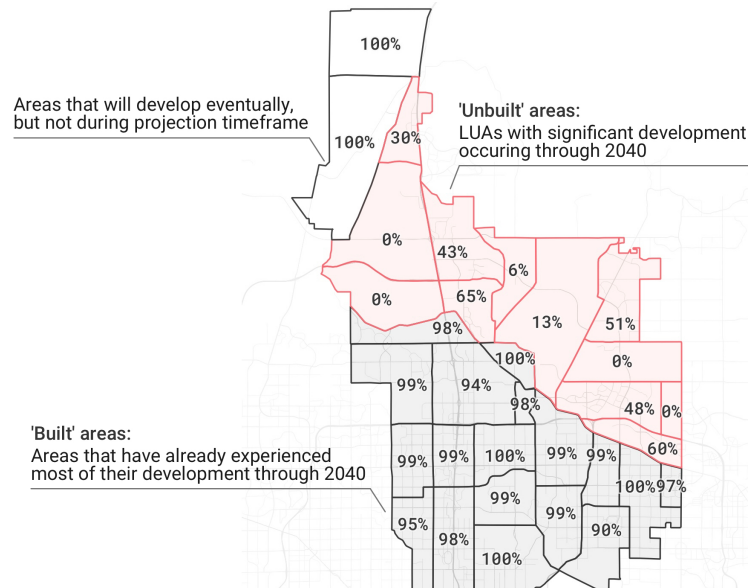
Adam Miller  
 Development Team Leader  
 City of Phoenix  
 (602) 262-3111  
[adam.miller@phoenix.gov](mailto:adam.miller@phoenix.gov)

In this project, the Matrix Consulting Group was retained by the City of Phoenix to conduct the North Phoenix Infrastructure Pilot Study, which sought to determine future public safety needs within the growing northern areas of the city. Objectives included:

- Assess current workload and service needs of the Police and Fire departments, examining the relationships between land use and the geography of public safety service provision.
- Project service demands resulting from growth.
- Identify capital facility needs and requirements.
- Forecast facility costs and locations.

Key findings and conclusions included:

- About 90% of the development over the next 19 years is expected to take place within the area north of the Central Arizona Project canal, which is currently mostly unbuilt.



- An additional Police precinct will be needed by 2036 as a result of development forecasted in the study area.
- Staffing needs that scale with service needs, will require the police department to add 201 sworn and 50 civilian positions by 2040 as a result of growth and development.

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## Everett, Washington

### Police Department Assessment

Lt. Kevin Fairchild  
Special Projects  
(425) 508-6018  
[KFairchild@everettwa.gov](mailto:KFairchild@everettwa.gov)

In this just completed and presented project the Matrix Consulting team developed a comprehensive evaluation of the Everett Police Department. While resource needs were a key objective, greater transparency, accountability and engagement to and with the community was central to the study effort.

In addition to extensive input from staff through interviews and a survey, the project team also conducted five (5) community group meetings – each district of the City, the business community, and Spanish speakers.

Key recommendations included creating new positions to sponsor community connectiveness (community liaison officers), expansion of the City's alternative response program for mental health crisis calls, increasing transparency for the complaint process, and continuing efforts to improve recruitment, policies and training to meet emerging needs.

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## Columbus, Ohio

### Division of Fire Planning/Staffing Study

Matthew Parrish, Chief of Staff  
(614) 645-7533  
[mparrish@columbus.gov](mailto:mparrish@columbus.gov)

The Matrix Consulting Group was retained by the City of Columbus to assess the Division of Fire. The project assessed staffing levels, deployment, station locations and growth impacts for a 10-year planning period.

The project recommended adding four additional stations during the planning period. Adding five additional ladder companies to the deployment plan in new and existing stations, increasing ladder company staffing from 3 to 4 personnel. There were also improvement recommendations for the organizational alignment and staffing in administration, training, fire prevention and EMS.

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## Denton, Texas

### Police Department Staffing Study and Projections

Frank Dixon, Police Chief  
(940) 349-8181  
[frank.dixon@cityofdenton.com](mailto:frank.dixon@cityofdenton.com)

The firm developed a staffing and deployment plan for current needs as well as to meet growing and changing demands. Handling current and projected workloads also justified greater use of alternative response techniques, including civilian response, telephone and internet reporting. Projection methodologies incorporated city and regional planning on development to forecast workloads for each function and resulting staffing needs.

Of note, detectives were understaffed, resulting in high levels of cases deferred for investigation. However, case management approaches needed to be strengthened.

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**Fremont, Nebraska**

**Fire Department Master and Strategic Plan**

Todd Bernt  
Fire Chief  
(402) 727-2688  
[todd.bernt@freemontne.gov](mailto:todd.bernt@freemontne.gov)

The Matrix Consulting Group was retained by the City of Fremont to conduct a long range strategic and master plan for the Fire Department. The project assessed community risk, staffing levels, response capabilities, station locations and the deployment plan of the fire department.

The study found the need for additional administrative staff, improvement opportunities in call processing and turnout times the need for additional operational staff to reduce the reliance on call-back personnel to staff EMS units and the need to formally establish fire prevention programs. Long-term there is the need to replace the current fire station.

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**RE: RFP #2223-76**

May 8<sup>th</sup>, 2023

Ladies and Gentlemen:

The City of Norman invites proposals from qualified firms to conduct a comprehensive Public Safety Resource Allocation Study for the City of Norman to include specific recommendations regarding current and future staffing/operation levels and future facility needs for its Police and Fire Departments. Responding firms should have significant experience conducting this type Study for police and fire agencies.

Proposers will be responsible to carefully examine the requirements contained herein.

Proposals will be received in the City of Norman located at 201 W. Gray, Norman, OK 73070 by **5:00 p.m. on Friday, July 14<sup>th</sup>, 2023**. A copy of the requirements, specifications and proposal documents may be obtained from the City of Norman. Any inquiries regarding this notice should be directed to Major Chad Vincent.

The envelope containing your proposal must be sealed and marked "RFP – A Public Safety Resource Allocation Study for City of Norman."

Proposals will not be opened publicly.

If you have any questions, please contact Major Chad Vincent at (405) 217-7752 or [chad.vincent@normanok.gov](mailto:chad.vincent@normanok.gov).

Sincerely,

*Chad D. Vincent*

Major Chad Vincent  
201 W. Gray Street  
Norman, OK 73070

**CITY OF NORMAN**

**REQUEST FOR PROPOSALS (RFP)**

**PUBLIC SAFETY RESOURCE  
ALLOCATION STUDY  
FOR THE CITY OF NORMAN**

**PROPOSALS MAY BE MAILED OR DELIVERED  
IN PERSON TO:**

**CITY OF NORMAN  
ATTN: MAJOR CHAD VINCENT  
201 WEST GRAY STREET – BLDG B  
NORMAN, OK 73069**

**PROPOSALS MUST BE RECEIVED BY 5:00 P.M.  
ON THE DATE INDICATED BELOW:**

**FRIDAY, JULY 14<sup>th</sup>, 2023**



**CITY OF NORMAN REQUEST FOR PROPOSALS  
FOR PUBLIC SAFETY RESOURCE ALLOCATION STUDY  
FOR THE CITY OF NORMAN**

The dates are tentative and are subject to change as necessary.

<b>DATE</b>	<b>ACTIVITY</b>
5/8/2023	Issuance of Request for Proposals (RFP)
7/14/2023	Deadline for submission of proposals to the City of Norman by 5:00 p.m.
8/11/2023	Review of Proposals
8/18/2023	Notifications to Bidders not selected
9/1/2023	Contract negotiations completed
9/8/2023	Project Initiation
TBD	Project completion

**CITY OF NORMAN REQUEST FOR PROPOSALS  
FOR PUBLIC SAFETY RESOURCE ALLOCATION STUDY  
FOR THE CITY OF NORMAN**

**INSTRUCTIONS TO PROPOSERS**

**RECEIPT AND OPENING OF PROPOSALS**

**RE: RFP #2223-76**

The City of Norman (“City”) invites proposals from qualified firms for a Public Safety Resource Allocation Study for City of Norman Police Department and Fire Department. Proposals will be received at the Norman Police Department until **5:00 p.m. on Friday, July 14<sup>th</sup>, 2023**. Evaluations of the proposals will be conducted until August 11<sup>th</sup>, 2023. If additional information or discussions are needed with any bidders during this time period, the bidder(s) will be notified.

At the proposer’s option, proposals may be submitted via email in .pdf format to Major Chad Vincent at [chad.vincent@normanok.gov](mailto:chad.vincent@normanok.gov) **OR** an envelope containing one (1) executed original and five (5) signed copies of the Proposal addressed to: City of Norman, 201 West Gray, Bldg. B, Norman, OK 73070, Attention: Major Chad Vincent. The envelope must show the proposer’s name and address; and must clearly be labeled “**RFP – Public Safety Resource Allocation Study for the City of Norman.**”

Proposals will not be opened publicly. Any proposal received after the established closing date and time will not be accepted. Proposals may be withdrawn upon written request at any time prior to the established closing date and time. The proposer or the proposer’s authorized agent must sign such request.

**ADDENDA AND INTERPRETATION**

No interpretation of the meaning of the specifications or other proposal documents will be made to any proposer orally. Proposers are not to contact any individual other than Major Chad Vincent.

**AWARD OF CONTRACT**

The award of the contract will be made to a responsive and responsible proposer whose proposal best meets the needs of the City. The successful proposer will enter into a contract with the City incorporating all prescribed requirements and conditions of this request for proposal. If the successful proposer refuses or fails to execute the contract, the City may consider the next most qualified proposer. The City shall be the sole judge as to the successful proposer.

The City reserves the right to reject any or all responses to this Request for Proposal (“RFP”) and to waive any informality or irregularity in this RFP or in responses, to negotiate with all qualified sources, or to cancel, in part or in its entirety, this RFP, in the best interest of the City. The City reserves the right to request more information for clarification or due to omission of information. Proposers may be asked to make an oral presentation as part of the evaluation process. This RFP does not commit the City to award a contract, or to procure or

contract for services or goods.

**EVALUATION AND SELECTION PROCESS**

The proposal submitted will be the primary document upon which each consultant will be evaluated by an evaluation team. The proposal must include the qualifications and relevant experience of those assigned to the project. All proposals will first be screened in determining whether the consultant has performed the type of analysis requested herein.

After review of the proposals, the evaluation team may determine a short list of qualified firms for interviews/presentations. The evaluation team will be responsible for selecting a vendor and recommending them to the City Council. The City reserves the right to accept or reject any and all proposals and all or part of a proposal and may waive informalities, technical defects, and minor irregularities in the proposals received.

Proposals will be evaluated based on experience performing police and/or fire staffing analyses for municipal governments or other like-jurisdictional authorities, the experience and qualifications of the proposed staff that will administer the City’s analyses, the quality and thoroughness of the proposal and references/recommendations from past clients. Proposal pricing will also be taken into consideration in the process of determining which proposal(s) is/are the most advantageous based on the assessment of the proposal evaluation team.

The City shall review all RFP proposals and may select one or more finalists for interviews. In addition, the evaluation team may require the submission of supplemental materials. The successful contractor(s) will be required to enter into an agreement for professional services with the City of Norman, a copy of which is enclosed as Attachment B. Proposals may be withdrawn at any time, and withdrawal of a proposal will not prejudice the right of a proposer to file a new proposal.

The City of Norman reserves the right to accept or reject any or all proposals, waive minor informalities, to cancel, delay or suspend all or any part of this RFP and to award a contract deemed to be in the best interests of the City. Further, the City reserves the right to issue subsequent requests for proposals, postpone opening for its own convenience, remedy technical errors or waive non-material irregularities in the RFP process and negotiate with any, all or none of the Proposers.

The significant factors for consideration in the evaluation of the proposals are as follows:

- 1. Plan for Performing Desired Services
  - a. Scope of Tasks. The extent to which the consultant's description of the scope and objectives is sufficiently detailed, logically presented, consistent in terms of the format and content, and demonstrates a clear understanding of objectives as outlined herein.
  - b. Approach. The extent to which the proposal presents a clearly defined and well thought out method(s) to achieve each objective and the extent to which the method chosen appears to be an effective, efficient way to accomplish each objective.
  - c. Schedule. The extent to which the consultant is able to complete the study in a

reasonable period and whether the period is realistic to accomplish all objectives in the time specified. The City anticipates completion of this project prior to December 31<sup>st</sup>, 2023.

2. Qualifications

- a. Prior experience and past performance. The extent to which the consultant has a successful track record in performing compensation projects of comparable scope. Prior experience with this type of project will be given preference.
- b. Project team. The extent to which the qualifications and experience of the project team assigned to this study and to what extent team members have participated in projects similar in scope.

3. Proposed Cost of Services. All proposals must include proposed costs to complete the tasks described in the project purpose, description, and scope. Pricing should be listed for each of the following items specifically:

- a. Project initiation and planning
- b. Market research
- c. Data acquisition and examination

NOTE: All costs and fees must be clearly described in each proposal.

Before award, proposers may be required to furnish evidence of capability, equipment, and financial resources to adequately perform the job. The proposals of proposers found not to be qualified may be rejected.

**EXECUTION OF CONTRACT**

The City will email or mail a Notice of Award of Contract, enclosing the contract forms to the successful proposer. The contract shall be signed by the successful proposer and returned with a copy of the vendor’s certificate of insurance within four calendar days after the proposer receives the Notice of Award of Contract.

**PUBLIC RECORDS**

All proposals submitted in response to this RFP become the property of the City and under the Oklahoma Open Records Act are public records, and as such may be subject to public review. However, the proposals shall not be disclosed until negotiations are complete and recommendation for selection and award is made to the City Council.

If a proposer claims a privilege against public disclosure for trade secret or other proprietary information, such information must be clearly identified in the proposal.

## CONTENT OF PROPOSAL

To be considered responsive, proposals should address all items identified in this section. Please note: some items require that the Proposer provide a detailed response and/or attachments. Failure to provide a complete response may be grounds for rejection of proposal.

Furthermore, proposals should be prepared in such a way as to provide a straightforward and concise discussion of the Proposer's ability to provide the services that can best satisfy the requirements herein and the needs of the City. Elaborate or unnecessarily lengthy documents are discouraged.

Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, and on completeness and clarity of content.

In order to facilitate evaluation and comparison, proposals should be submitted in the format described in this section. Format instructions must be adhered to. All requirements and requests for information in the proposal must be responded to. All requested data must be supplied. Failure to comply with this requirement may be cause for rejection.

Proposals shall be typed and shall be completely executed by the respondents with their full signature. The respondent shall indicate whether they are an individual, partnership, joint venture, corporation, or a foreign corporation, and enter the correct name of the respondent. The business address of the respondent shall be typed or printed on the proposal.

The proposal shall be signed by an authorized agent. If submitted by a corporation, the proposal must be signed by the President, Secretary, or by other authorized agents and proof of authorization shall accompany the proposal.

**Answer on 8 1/2" X 11" sheets. Assemble your proposal in the following order. Present your proposal response in the order that the items are listed, identifying each response by the number. Respondents are asked to submit six (6) copies of their proposals.**

1. Proposal Summary. A synopsis, prepared for management review, covering the significant features of the proposal including overall costs, conclusions and general recommendations in a summary format.
2. Scope of Services. A detailed breakdown and description of the specific steps, services and study products to be provided as a result of the Scope of Services listed in this RFP.
3. Consulting Firm Profile. A brief introduction describing the firm's organization and services. An organization list identifying key executives and/or staff who would be assigned to this project as well as their professional experiences, qualifications, responsibilities and functions should be included as well. Promotional literature and any other relations documents should not be included.
4. Detailed Cost Proposal. Provide an itemized cost proposal, including all projected reimbursable costs for travel (telephone, reports, direct hourly rates), professional services, supplies and other related cost. The cost proposal should be given as a not-to-

exceed cost for the entire project.

5. Project Completion Schedule. The proposed implementation schedule to include specific milestones.
6. Client References. A list of at least four (4) recent consulting clients, including the organization, contact person, address, telephone number, fax number and brief description of the compensation/classification services provided.



**GENERAL TERMS AND CONDITIONS**

- A. The City shall not be liable for any expenses incurred by any proposer prior to issuing the contract.
- B. The selected Consultant will be required to sign and be bound by a Consulting Services Agreement (“Agreement”). Proposer must meet all insurance requirements.

**INSURANCE REQUIREMENTS**

Prior to approval of this Agreement/Contract, the Consultant shall obtain insurance coverage as provided below. The Consultant must provide, pay for, and maintain the types of insurance policies provided herein, in amounts of coverage not less than those set forth below. Certified, true, and exact copies of all insurance policies required, and endorsement pages shall be provided to the Contracting Entity on a timely basis if requested by Contracting Entity’s staff.

All insurance must be from responsible insurance companies which are authorized to do business in the state of Oklahoma and are acceptable to the Contracting Entity. The required insurance coverage and policies shall be performable in Norman, Oklahoma, and shall be construed in accordance with the laws of Oklahoma.

Nothing in this Section shall define or limit the rights of any party to this Agreement/Contract under any other provision of this Agreement/Contract, including but not limited to any indemnification provision.

- 1. Additional Insureds. All liability policies (except professional liability and worker’s compensation and employer’s liability policies) shall provide that the Contracting Entity, including The City of Norman and its participating public trusts to this Contract/Agreement whether named herein or by reference only, be named as additional insured without reservation or restriction. The Contracting Entity shall be named as loss payees on the Consultant valuable papers insurance policy for this Project.

All insurance coverage of the Consultant shall be primary and non-contributory to any insurance or self-insurance program carried by the Contracting Entity.

All insurance policies shall include a severability of interest provision wherein claims involving any insured hereunder, except with respect to limits of insurance, interests shall be deemed separate from any and all other interest herein, and coverage shall apply as though each such interest was separately insured.

- 2. Deductibles. All policies must be fully insured with any single policy deductible not exceeding \$25,000. All deductibles must be declared on the certificate of insurance. If no deductible is declared, the Consultant is stating a deductible does not exist and thus a deductible is not approved or accepted. If the Consultant’s deductible is different than declared, then the Contracting Entity will hold an equal amount from pay claims until corrected.

Self-insured retentions will not be accepted unless accompanied by a bond (financial guarantee bond) or irrevocable letter of credit guaranteeing payment of the losses, related

investigations, claim administration and defense expenses not otherwise covered by the Consultant's self-insured retention.

3. Policy Limits. The insurance coverage and limits required of the Consultant under this Agreement/Contract are designed to meet the minimum requirements of the Contracting Entity. Such coverage and limits are not designed as a recommended insurance program for the Consultant. The Consultant alone shall be responsible for the sufficiency of its own insurance program. Should the Consultant have any question concerning its exposures to loss under this Agreement/Contract or the possible insurance coverage needed therefore, the Consultant should seek professional assistance.

All policies shall be in the form of an "occurrence" insurance coverage or policy. If any insurance is written in a "claims-made" form, the Consultant shall also provide tail coverage that extends a minimum of two year from the expiration of this Agreement/Contract.

The minimum aggregate limits of such insurance policies and continuing coverage shall be:

- a. Worker's Compensation and Employer's Liability Insurance. The Consultant shall provide and maintain, during the term of the Agreement/Contract, worker's compensation insurance as prescribed by the laws of the state of Oklahoma and employer's liability Insurance in an amount not less than One Hundred Thousand Dollars (\$100,000.00) each for all its employees employed at the site of the Project, and in case any work is subcontracted, the Consultant shall require the subcontractor similarly to provide worker's compensation and employer's liability insurance for all the subcontractor's employees, unless such employees are covered by the protection afforded by the Consultant. In the event any class of employees engaged in work performed under the Agreement/Contract or at the site of the Project is not protected under such insurance heretofore mentioned, the Consultant shall provide and shall cause each subcontractor to provide adequate insurance for the protection of the employees not otherwise protected. If the Consultant is exempt under the laws of the state of Oklahoma from the requirement to obtain and maintain worker's compensation insurance, then the Consultant must provide the Contracting Entity a copy of its Affidavit of Exempt Status from the Oklahoma Insurance Department.
- b. Commercial General Liability Insurance. The Consultant shall provide and maintain commercial general liability insurance coverage sufficient to meet the maximum cumulative liability of all parties to this Agreement/Contract, including the City and any public trust participating in the Project, under the Governmental Tort Claims Act, 51 O.S. § 151 et seq., (GTCA) and any amendment or addition thereto, as provided herein.

Property damage liability in an amount not less than Two Hundred Thousand Dollars (\$200,000.00) per claimant for loss, damage to or destruction of property, including but not limited to consequential damages arising out of a single act, accident, or occurrence.

All other liability in an amount not less than One Hundred Seventy-Five Thousand Dollars (\$175,000.00) per claimant for claims including death, personal injury, and all other claims arising out of a single act, accident, or occurrence.

Single occurrence or accident liability in an amount not less than One Million Dollars (\$1,000,000.00) for any number of claims arising out of a single act, accident, or occurrence.

- c. Automobile Liability Insurance. The Consultant shall provide and maintain comprehensive automobile liability insurance coverage as to the ownership, maintenance, and use of all owned, non-owned, leased or hired vehicles sufficient to meet the maximum cumulative liability of all parties to this Agreement/Contract, including the City and any public trust participating in the Project, under the Governmental Tort Claims Act, 51 O.S. § 151 et seq., (GTCA) and any amendment or addition thereto, unless otherwise specifically and expressly provided herein.

Property damage liability in an amount not less than Two Hundred Thousand Dollars (\$200,000.00) per claimant for loss, damage to or destruction of property, including but not limited to consequential damages arising out of a single accident or occurrence.

All other liability in an amount not less than One Hundred Seventy-Five Thousand Dollars (\$175,000.00) per claimant for claims including death, personal injury, and all other claims arising out of a single accident or occurrence.

Single occurrence or accident liability in an amount not less than One Million Dollars (\$1,000,000.00) for any number of claims arising out of a single accident or occurrence.

- 4. Certificates. The insurance coverage and limits required herein must be evidenced by properly executed certificates of insurance on forms approved by the Oklahoma Insurance Commissioner. Copies of these certificates have been provided to the Purchasing Agent or her/his designee prior to execution of this Agreement/Contract and are attached hereto. The certificate(s) must be signed by the authorized representative of the insurance company(s) shown in the certificate(s). The Consultant must attach a copy of the power of attorney evidencing the authority of the authorized representative to execute the certificate of insurance. The certificate must include the Project or Agreement/Contract number and Project or Agreement/Contract description or name. The policy description shall state the following: "Additional insured(s) on the listed policies are those required in the Agreement/Contract."
- 5. Cancellation. There may be no termination, non-renewal, reduction in coverage, or modification of such insurance coverage.

The Consultant authorizes the Contracting Entity to confirm all information so furnished as to the Consultant's compliance with its bonds and insurance requirements with the Consultant's insurance agents, brokers, surety and insurance carriers. The lapse of any insurance policy or coverage required by this Agreement/Contract is a breach of this Agreement/Contract for which the Consultant shall repay and reimburse all payment made under the Agreement/Contract and such other damages, losses, and costs incurred by the Contracting Entity. The Contracting Entity may at its option suspend this Agreement/Contract until there is full compliance with this paragraph, and/or may suspend payment under this Agreement/Contract, and/or may cancel or terminate this Agreement/Contract and seek damages for the breach of this Agreement/Contract. The remedies in this paragraph shall not be deemed to waive or release any remedy available to

the Contracting Entity. The Contracting Entity expressly reserves the right to pursue and enforce any other cause or remedy in equity or at law.

In the event of a reduction in any aggregate limit, the Consultant shall immediately notify the Contracting Entity and shall make reasonable efforts to have the full amount of the limits appearing on the certificate reinstated. If at any time the Contracting Entity requests a written statement from the insurance company(s) as to any impairments to or reduction of the aggregate limit, the Consultant hereby agrees to promptly authorize and have delivered to the Contracting Entity such statement.

- 6. Duration of Coverage. All insurance coverage required under this Agreement/Contract shall be maintained in full force and effect until completion and formal acceptance of the Project by the Contracting Entity. For Consultant providing claims-made insurance coverage, such coverage must be maintained in full force and effect for a period of two (2) years after the final, formal acceptance of this Project by the Contracting Entity.

The requirements of the insurance provisions listed above shall survive the completion, expiration, cancellation, or termination of this Agreement/Contract.

**PURPOSE**

The City of Norman, Oklahoma, is soliciting proposals from qualified firms to conduct a comprehensive Public Safety Resource Allocation Study for the City of Norman to include specific recommendations regarding current and future staffing/operation levels and future facility needs for its Police and Fire Departments. Responding firms should have significant experience conducting this type Study for police and fire agencies.

**BACKGROUND**

The City Council of Norman has requested that an independent firm do a study to determine the optimal staffing/operation levels and future facility needs for the Norman Police Department and Norman Fire Department in order to provide the services needed and expected by the community. The analysis should include future planning for possible turnpikes and impact on the city, especially the east side of Norman and the ongoing updates to the transportation and zoning plans for the City.

Norman is located 20 miles south of Oklahoma City on Interstate 35. Norman is the third largest city in Oklahoma with a population of approximately 130,000 and is responsible for protecting and responding to calls that spans approximately 200 square miles, which includes a mixture of dense urban and growing rural areas.

The City is home to the University of Oklahoma that has an annual undergraduate student enrollment of nearly 22,000 and a graduate student enrollment of just over 6,000. The University is also in the process of moving to the Southeastern Conference (SEC), which could affect attendance at various events in the City. The City has over 60 parks, Lake Thunderbird on the east side of the community and an airport on the north side of the City. The City has several annual festivals and events throughout the community.

The Norman Police Department (NPD) is currently authorized to maintain 180 commissioned officers and 74 civilian employees and has been serving the residents of Norman since 1919.

In addition to uniformed officers who serve within patrol, NPD also includes an investigations, community outreach, traffic enforcement, parking services, animal welfare, school resource offices and numerous specialized teams and units.

The NPD has a main headquarter building in central Norman, built in 1981 with over 22,000 square feet. In 2024 the Norman Municipal Court, housed in the same building at the NPD, will be vacating the building to another location in the City complex giving the NPD an additional 15,000 square feet. In 2016 the City acquired a building off-site for an Investigations Center, which has over 40,000 square feet, including garages, and an off-site Training Center with an educational building, firing range and an Animal Shelter built in 2016 with 13,246 square feet.

The department also operates the City of Norman's Communications Center. The Norman Communications Division receives around 90,000 calls a year. Communications also dispatches and takes calls for EMS and Norman Fire Department. Communications handles an additional 24,000 calls for EMS and roughly 21,000 calls for the Norman Fire Department. These calls do not include various other calls the center takes from callers asking for other services. The Norman Communications Center also maintains the public safety radio system for all city departments and divisions and includes the University of Oklahoma Police Department and the Little Axe Fire Department.

A new Emergency Communications and Operations Center (ECOC) will provide much-needed and overdue space for required staff, unification of critical resources, and centralized location for effective emergency operations during critical incidents, large community events, and every other day of the year.

The nearly 20,000 square-foot facility will provide the City of Norman with a unified and expanded Emergency Communications (911) Center, Emergency Operations Center, Incident Command Resources, space for a future Traffic Management Center, and associated technology and support systems. The facility will be fully “hardened” to allow for continued operations during and following weather-related emergencies. Additionally, the facility will provide significant improvements in employee wellness for those our community relies on every day.

Norman voters first approved the ECOC project as part of the April 2014 Public Safety Sales Tax (PSST) election. Additional ARPA funds were allocated by the Norman City Council in 2021 to see project completion. The facility will be constructed at a cost of approximately \$13.9 million and is expected to open summer of 2024.

The Norman Fire Department (NFD) was founded in 1894 as a volunteer department. The first fire station was built in 1964 and NFD currently maintains nine fire stations, a fire investigation building, a fire administration building, a training center, and employs approximately 164 people. In the past five years, the NFD has experienced an increased call volume of 29.5% with that number expected to continue increasing. Station No. 8 was constructed in 2011, Station No. 9 was constructed in 2013, and both are LEED certified. The NFD regularly staffs one squad and eight engine companies, two ladder companies, one heavy rescue unit, three boats and one regional hazardous materials unit. Each station is also equipped with a brush pumper that is cross-manned by the engine/squad company. Three of those stations are staffing a third unit, two stations with tankers and one with the regional hazardous materials unit. Additionally, the heavy rescue unit is cross-manned by the squad company.

## SCOPE OF SERVICES

As indicated, Norman is soliciting proposals from firms to conduct two separate operational analyses of its Police and Fire Departments and to provide recommendations in the following areas:

### Norman Police Department

1. A review of current staffing levels and organizational effectiveness of sworn classifications and a recommendation for determining appropriate staffing and performance standards based on current and future service demands (including the use of similar/relevant community benchmarks for evaluating staffing levels). In connection with this deliverable, the consultant will quantify workloads and identify whether personnel is allocated correctly to meet demands. This portion of the review may include the use of data extracted from the Department's CAD system to include consideration of: number of responding units needed by call type, number and frequency of outside agency assistance required/rendered, public demand versus officer-initiated activities, the effect of community policing on discretionary patrol time and the time necessary to conduct proactive police activities.
2. A review of current staffing levels and organizational effectiveness of civilian classifications within the Department (Records, Communication, Animal Welfare, Parking Services and necessary support staff) and a recommendation for determining appropriate staffing and performance standards based on current and future service demands (to include the use of similar/relevant community benchmarks for evaluating staffing levels). In connection with this deliverable, the consultant will quantify workloads and identify whether personnel is allocated correctly to meet demands.
3. A determination of how many officers should be assigned to patrol to achieve desired levels of both reactive and proactive levels of service. This will include a review of current shift deployment schemes and options that may be considered for efficiency and safety, and an analysis of response times for all priority service calls.
4. As part of the departmental staffing review, consideration should be given to:
  - a) HR-related issues including career development, training and advancement, employee stress, etc.
  - b) Issues related to overtime incurred due to understaffing, if any.
  - c) Leadership succession planning.
5. Review current policies and rules applicable to new hires and promotion. Compare to other municipalities with more flexible recruiting and promotion policies.
6. An analysis of the Department's current and future facilities for operational and training needs.



7. An analysis of current equipment and technology to identify gaps or inefficiencies not in line with area standards. This will include a cursory review of non-personnel spending to determine if such is commensurate with industry norms.
8. Identification of options for efficiency improvements including the potential utilization of shared services, outsourcing and potential opportunities for mergers/regionalization.

## Norman Fire Department

The purpose of this evaluation is to determine optimal staffing levels in comparison to National Fire Protection Association (NFPA) standards and Insurance Services Office (ISO) mandates. The study should include current optimal staffing levels and projected staffing levels in five (5), ten (10), and twenty (20) years.

Fire department divisions that should be included but not be limited to are below. Consideration for staffing in all divisions should include Norman Fire Department past practices, norms, and professional standards.

1. Suppression and/or Operations (Operational standards should include five (5) person companies with appropriate staffing on support apparatus (ladders, tankers, rescue, hazmat, command units).
2. Administration
3. Training
4. Prevention
5. Emergency Management
6. Administrative Support

Study should include but not be limited to the following factors:

1. Maintaining a National ISO 1 Rating
2. Future demands created by a proposed new Turnpike and Urban expansion
3. Annual Call for Service (CFS) increases
4. Response time goals as outlined by NFPA and ISO standards

The purpose of this study is also to determine the effectiveness of current fire station locations, the need for fire station replacement(s), and the need for additional fire stations in comparison to National Fire Protection Association (NFPA) standards, Insurance Services Office (ISO) mandates.

The scope of the project shall include the following but is not limited to:

Current and future stations should be examined for ideal station locations, personnel, equipment, apparatus and other resources according to NFPA and ISO standards. Current stations should be assessed for replacement need.

Study should include but not be limited to the following factors:

1. Maintaining a National ISO 1 Rating

2. Future demands created by new Turnpike
3. Annual Call for Service (CFS) increases
4. Population density and shifts
5. Response time goals as outlined by NFPA and ISO standards
6. Projected population growth
7. Future service demand as it relates to increasing service area, population density, and congestion
8. Airport expansion
9. Increase in air traffic
10. All target hazards in Norman and the surrounding area

The purpose of this study is to determine training facilities needed to train all fire department personnel in numerous specialties and maintain those certifications, surpass standards and mandates, including maintaining an ISO 1 rating. Finally, obtain and maintain status as an International Fire Service Accreditation Congress (IFSAC) training site to generate revenue and offset associated costs.

Specialties should include training all fire personnel in essential firefighting skills and certifying those individuals through IFSAC, emergency vehicle operators, Hazardous Materials mitigation, all disciplines of Rescue, all levels of Emergency Medical Services (EMS), fire investigations, inspections, pre-incident surveys, communications, plans examiner, code enforcement, and certifications of Emergency Management.

Facility emphasis should be placed on surpassing ISO regulations in order to maintain an ISO Class 1 rating.

Facilities should include classroom space, apparatus and equipment storage space, showers, locker rooms, administrative space, driving pads, and more.

EMS emphasis should be placed on maintaining all EMS licensure levels and progression toward Advanced Life Support (ALS) services for Norman Citizens.

#### Both Studies.

Both studies should include data gathering to help in analysis and review, to make recommendations on program needs and changes, and help plan and prepare for future service delivery to residents and the general public. It will set measurable goals and priorities, identify performance problems and apply strategies to follow the path of continuous improvement. Consideration of the Fraternal Order of Police (FOP), International Association of Fire Fighters (IAFF) and American Federation of State, County and Municipal Employees (AFSCME) union contracts is required. Geographic considerations should also be reviewed.

The completed analyses will provide an outline of desired services and service levels through review and discussion with staff and other agencies as needed. This may include new services not currently provided, expansion, change or reductions in service delivery and joint or eliminated services. Each study should provide information to assist the Norman City Council, Police Chief, Fire Chief and City Manager in strategic planning, along with recommendations for improving organizational efficiencies.

**File Attachments for Item:**

22. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT NO. ONE TO RESOLUTION R-2324-52: AN AMENDMENT TO A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA CREATING AN AD HOC STEERING COMMITTEE TO WORK WITH THE CITY OF NORMAN'S CONSULTANTS IN THE CREATION OF THE CITY'S AREA AND INFRASTRUCTURE MASTER PLAN ("AIM NORMAN") TO NAME A REPLACEMENT FOR A STEERING COMMITTEE MEMBER, ACKNOWLEDGING THE ADDITION OF THE PARKS AND RECREATION MASTER PLAN, ADDING TO THE LIST OF PARTNERS, CLARIFYING THE PROCESS OF SELECTION OF SUBCOMMITTEE MEMBERS, AND SETTING FORTH ATTENDANCE REQUIREMENTS FOR STEERING COMMITTEE MEMBERS.

Amend. 1 to R-2324-52

AN AMENDMENT TO A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA CREATING AN AD HOC STEERING COMMITTEE TO WORK WITH THE CITY OF NORMAN'S CONSULTANTS IN THE CREATION OF THE CITY'S AREA AND INFRASTRUCTURE MASTER PLAN ("AIM NORMAN") TO NAME A REPLACEMENT FOR A STEERING COMMITTEE MEMBER, ACKNOWLEDGING THE ADDITION OF THE PARKS AND RECREATION MASTER PLAN, ADDING TO THE LIST OF PARTNERS, CLARIFYING THE PROCESS OF SELECTION OF SUBCOMMITTEE MEMBERS, AND SETTING FORTH ATTENDANCE REQUIREMENTS FOR STEERING COMMITTEE MEMBERS.

- § 1. WHEREAS, the City of Norman's current Comprehensive Plan, the Norman 2025 Land Use and Transportation Plan, was adopted November 16, 2004 by Resolution R-0405-39, as an update to the 2020 Land Use and Transportation Plan, adopted in 1997.
- § 2. WHEREAS, the City has not updated its Comprehensive Plan in 19 years and the City has seen substantial growth since 2004, from 105,336 to 132,290, according to projected population through December 2022 based on permit records. The city has seen 9,820 acres developed since the 2025 Plan was adopted, and during the last 15 years multi-family and student-housing products have increased dramatically.
- § 3. WHEREAS, Norman's growth has spurred the development, update and adoption of multiple related master plans including storm water, water supply, parks, open space and transportation, as well as updates to the City's 2001 Wastewater Master Plan.
- § 4. WHEREAS, the City is now in possession of critical 2020 Census data, a tool not available during previous comprehensive planning efforts, and now acknowledges the passage of time since updates of these many master plans.
- § 5. WHEREAS, the City has declared its commitment to efforts to develop updated master plans, to support a new Comprehensive Land Use Plan, that will provide a unified vision to match the growth of Norman as well as the quality of life that its citizens deserve and expect by selecting RDG Planning & Design, Inc. and its team pursuant to Request for Proposal 2223-29 on July 25, 2023, by Contract K-2324-46, to create the following new and updated plans:
- Comprehensive Plan
  - Housing Market Analysis and Affordability Strategy
  - Comprehensive Transportation Plan Update
  - Stormwater Master Plan Update



Amend. 1 to R-2324-52

- Water Hydraulic Modeling Update
- Wastewater Master Plan
- Parks and Recreation Master Plan

§ 6. WHEREAS, going forward these services will collectively be referred to as the Norman Area and Infrastructure Master Plan (“AIM Norman”).

§ 7. WHEREAS, the City Council adopted Resolution R-2324-52 on August 22, 2023 appointing seventeen residents, representing the various wards in Norman, as well as providing a diverse field of background, knowledge, skill and expertise, to an ad hoc steering committee to work with RDG in the creation of the AIM Norman Plan.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AS FOLLOWS:

§ 8. That, the AIM Norman Ad Hoc Steering Committee (“AIM Norman Steering Committee”) shall be created on an ad hoc basis to provide guidance and input regarding the creation of the AIM Norman Plan.

§ 9. That, the following persons shall be appointed as voting members to the Committee:

Mitch Biesmeyer, Patrick Schrank, Alex Lanphere, Terry Van Winkle, Elizabeth McKinney, Evan Nixon, Derek Rosendahl, Lee Hall, Jayke Flaggert, Shavonne Evans, Lanny Smith, Dan Bergey, Amanda Nairn, Inger Giuffrida, Charles Custer, Jim Adair and Richard McKown.

§ 10. A person from each of the following entities, agencies or groups shall serve as non-voting advisors (“Partners”) to the AIM Norman Steering Committee voting members:

University of Oklahoma  
 Cleveland County Commissioners  
 Norman Chamber of Commerce  
 Visit Norman  
 Sooner Mall  
 Sooner Centurions  
 Moore Norman Technology Center  
 Norman Public Schools  
 The Oklahoma Academy  
 OU Corporate Partnerships and Economic Development  
 Hitachi-Vantara  
 Absentee Shawnee Tribe  
 Norman Economic Development Coalition  
 Norman Regional Health System  
 Chickasaw Nation Industries, Inc.

Amend. 1 to R-2324-52

§ 11. That Elizabeth McKinney shall serve as Chair of the AIM Norman Steering Committee.

§ 12. That the AIM Norman Steering Committee shall create sub-committees to assist in these tasks, and that a member of the AIM Norman Steering Committee shall serve as a Chair to each of these sub-committees.

(a) That interested sub-committee members shall first submit a Boards and Commissioners Application as provided on the City’s website at <https://www.normanok.gov/your-government/boards-commissions>.

(b) That each sub-committee member shall be vetted by the Steering Committee according to their knowledge, skill, background or expertise in the subject to be addressed in each subcommittee, giving due consideration to representation from the community in general as well as those with specific qualifications.

(c) That all sub-committee members shall be approved by a simple majority vote of the AIM Norman Steering Committee after consideration of the criteria set forth herein.

(d) That said sub-committees shall meet as frequently as necessary to complete their tasks in assistance to the AIM Norman Steering Committee, and shall disband upon the AIM Norman Steering Committee disbanding

§ 13. That said AIM Norman Steering Committee should meet no less than once a month to fulfill its purpose, and shall disband upon completion of the tasks set forth herein.

§ 14. That said AIM Norman Steering Committee members shall not miss more than three (3) meetings, and any member missing more than three (3) meetings may be removed and/or replaced.

PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

Amend. 1 to R-2324-52

AN AMENDMENT TO A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA CREATING AN AD HOC STEERING COMMITTEE TO WORK WITH THE CITY OF NORMAN'S CONSULTANTS IN THE CREATION OF THE CITY'S AREA AND INFRASTRUCTURE MASTER PLAN ("AIM NORMAN") TO NAME A REPLACEMENT FOR A STEERING COMMITTEE MEMBER, ACKNOWLEDGING THE ADDITION OF THE PARKS AND RECREATION MASTER PLAN, ADDING TO THE LIST OF PARTNERS, CLARIFYING THE PROCESS OF SELECTION OF SUBCOMMITTEE MEMBERS, AND SETTING FORTH ATTENDANCE REQUIREMENTS FOR STEERING COMMITTEE MEMBERS.

- § 1. WHEREAS, the City of Norman's current Comprehensive Plan, the Norman 2025 Land Use and Transportation Plan, was adopted November 16, 2004 by Resolution R-0405-39, as an update to the 2020 Land Use and Transportation Plan, adopted in 1997.
- § 2. WHEREAS, the City has not updated its Comprehensive Plan in 19 years and the City has seen substantial growth since 2004, from 105,336 to 132,290, according to projected population through December 2022 based on permit records. The city has seen 9,820 acres developed since the 2025 Plan was adopted, and during the last 15 years multi-family and student-housing products have increased dramatically.
- § 3. WHEREAS, Norman's growth has spurred the development, update and adoption of multiple related master plans including storm water, water supply, parks, open space and transportation, as well as updates to the City's 2001 Wastewater Master Plan.
- § 4. WHEREAS, the City is now in possession of critical 2020 Census data, a tool not available during previous comprehensive planning efforts, and now acknowledges the passage of time since updates of these many master plans.
- § 5. WHEREAS, the City has declared its commitment to efforts to develop updated master plans, to support a new Comprehensive Land Use Plan, that will provide a unified vision to match the growth of Norman as well as the quality of life that its citizens deserve and expect by selecting RDG Planning & Design, Inc. and its team pursuant to Request for Proposal 2223-29 on July 25, 2023, by Contract K-2324-46, to create the following new and updated plans:
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  - Comprehensive Transportation Plan Update
  - Stormwater Master Plan Update

Amend. 1 to R-2324-52

- Water Hydraulic Modeling Update
- Wastewater Master Plan
- Parks and Recreation Master Plan

§ 6. WHEREAS, going forward these services will collectively be referred to as the Norman Area and Infrastructure Master Plan (“AIM Norman”).

§ 7. WHEREAS, the City Council adopted Resolution R-2324-52 on August 22, 2023 appointing seventeen residents ~~Mayor (and City Council?) has (have?) identified 17~~ persons, representing the various wards in Norman, as well as providing a diverse field of background, knowledge, skill and expertise, ~~for appointment~~ to an ad hoc steering committee to work with RDG in the creation of the AIM Norman Plan.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AS FOLLOWS:

§ 8. That, the AIM Norman Ad Hoc Steering Committee (“AIM Norman Steering Committee”) shall be created on an ad hoc basis to provide guidance and input regarding the creation of the AIM Norman Plan.

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§ 10. A person from each of the following entities, agencies or groups shall serve as non-voting advisors (“Partners”) to the AIM Norman Steering Committee voting members:

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 Cleveland County Commissioners  
 Norman Chamber of Commerce  
 Visit Norman  
 Sooner Mall  
 Sooner Centurions  
 Moore Norman Technology Center  
 Norman Public Schools  
 The Oklahoma Academy  
 OU Corporate Partnerships and Economic Development  
 Hitachi-Vantara  
 Absentee Shawnee Tribe  
 Norman Economic Development Coalition  
Norman Regional Health System

Amend. 1 to R-2324-52

Chickasaw Nation Industries, Inc.

- § 11. That Elizabeth McKinney shall serve as Chair of the AIM Norman Steering Committee.
- § 12. That the AIM Norman Steering Committee shall create sub-committees to assist in these tasks, and that a member of the AIM Norman Steering Committee shall serve as a Chair to each of these sub-committees.

(a) That interested sub-committee members shall first submit a Boards and Commissioners Application as provided on the City’s website at <https://www.normanok.gov/your-government/boards-commissions>.

(b) That each sub-committee member shall be vetted by the Steering Committee according to their knowledge, skill, background or expertise in the subject to be addressed in each subcommittee, giving due consideration to representation from the community in general as well as those with specific qualifications.

(c) That all sub-committee members shall be approved by a simple majority vote of the AIM Norman Steering Committee after consideration of the criteria set forth herein.

(d) That said sub-committees shall meet as frequently as necessary to complete their tasks in assistance to the AIM Norman Steering Committee, and shall disband upon the AIM Norman Steering Committee disbanding.

- § 13. That said AIM Norman Steering Committee should meet no less than once a month to fulfill its purpose, and shall disband upon completion of the tasks set forth herein.

- § 14. That said AIM Norman Steering Committee members shall not miss more than three (3) meetings, and any member missing more than three (3) meetings may be removed and/or replaced.

PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

**File Attachments for Item:**

23. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF RESOLUTION R-2324-72: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, THE NORMAN MUNICIPAL AUTHORITY, AND THE NORMAN UTILITIES AUTHORITY APPROPRIATING \$336,705 FROM THE GENERAL FUND BALANCE, \$16,815 FROM THE ROOM TAX FUND BALANCE, \$674 FROM THE SEIZURE FUND BALANCE, \$617,004 FROM THE PUBLIC TRANSPORTATION FUND BALANCE, \$236,910 FROM THE WESTWOOD FUND BALANCE, \$1,120 FROM THE SEWER MAINTENANCE FUND BALANCE, \$3,976,222 FROM THE RISK MANAGEMENT FUND BALANCE, AND \$3,345,882 FROM THE CAPITAL FUND BALANCE, TO CLOSE OUT YEAR END ACCOUNTING ENTRIES FOR FYE 2023.





## CITY OF NORMAN, OK STAFF REPORT

**MEETING DATE:** 10/24/2023

**REQUESTER:** Kimberly Coffman, Budget Manager

**PRESENTER:** Anthony Francisco, Director of Finance

**ITEM TITLE:** CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF RESOLUTION R-2324-72: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, THE NORMAN MUNICIPAL AUTHORITY, AND THE NORMAN UTILITIES AUTHORITY APPROPRIATING \$336,705 FROM THE GENERAL FUND BALANCE, \$16,815 FROM THE ROOM TAX FUND BALANCE, \$674 FROM THE SEIZURE FUND BALANCE, \$617,004 FROM THE PUBLIC TRANSPORTATION FUND BALANCE, \$236,910 FROM THE WESTWOOD FUND BALANCE, \$1,120 FROM THE SEWER MAINTENANCE FUND BALANCE, \$3,976,222 FROM THE RISK MANAGEMENT FUND BALANCE, AND \$3,345,882 FROM THE CAPITAL FUND BALANCE, TO CLOSE OUT YEAR END ACCOUNTING ENTRIES FOR FYE 2023.

### BACKGROUND:

At the end of each fiscal year (June 30<sup>th</sup>), the Finance Department posts all year-end accounting entries. In order to help with this process, some division's categories of expenses require a transfer to cover negative balances in line-item accounts. Oklahoma statutes require that each fund be balanced at the object category of expenditures, which include: salaries and benefits; materials and supplies; services and maintenance; and capital equipment ("capital outlay"). City of Norman policy requires the City Manager's approval for transfers within a City fund, or of funds between departments; from salary and benefit category accounts; and transfers from operating accounts to capital equipment accounts. The City Manager has already approved needed year-end transfers under his authority on recommendation from Finance Department staff (see attached memorandum). In some cases, however, some expenses cannot be covered from available allocations within the same fund and require an appropriation of fund balance. Oklahoma Statutes require that all appropriations of fund balance be approved by the City Council (governing body).

### DISCUSSION:

At fiscal year-end (FYE) 2023, eight funds lacked the needed funds within existing appropriations to cover expenses made during the year, for varying reasons. These include the General Fund, the Room Tax Fund, the Seizures & Restitution Fund, the Public Transportation Fund, the Westwood Fund, the Sewer Maintenance Fund, the Risk Management Fund, and the Capital Fund. Adequate fund balance exists in these funds to cover the recommended appropriations.

In the General Fund, an additional \$336,705 needs to be appropriated from fund balance to cover higher than anticipated transfers to the Public Transportation Fund and the Risk Management Fund.

In the Room Tax Fund, an additional \$16,815 needs to be appropriated from fund balance to cover higher than anticipated cost allocation management expenses.

In the Seizures & Restitution Fund, an additional \$674 needs to be appropriated from fund balance to cover bank

service fees.

In the Public Transportation Fund, an additional \$617,004 needs to be appropriated from fund balance to cover reimbursement transfers to the General Fund.

In the Westwood Fund, an additional \$236,910 needs to be appropriated from fund balance to cover higher than anticipated salary and bank service fee expenditures.

In the Sewer Maintenance Fund, an additional \$1,120 needs to be appropriated from fund balance to cover higher than anticipated salary and benefit costs.

In the Risk Management Fund, an additional \$3,976,222 needs to be appropriated from fund balance to cover higher than anticipated health claim payments.

In the Capital Fund, an additional \$3,345,882 needs to be appropriated from fund balance to cover a transfer to the Special Revenue Fund to re-class a prior year entry, and higher than anticipated debt service issuance costs.

### **RECOMMENDATION:**

Staff recommends the following appropriations and transfers be approved:

**\$336,705 from General Fund Balance** (account number 10-29000) to Transfers Out - Public Transit (account number 10930194-48027).

**\$16,815 from Room Tax Fund Balance** (account number 23-29000) to Cost Allocation Management (account number 23330340-44901).

**\$674 from Seizures & Restitution Fund Balance** (account number 25-29000) to Miscellaneous Services – Bank Service Fees (account number 25660138-44750).

**\$617,004 from Public Transportation Fund Balance** (account number 27-29000) to Interfund Transfer – To General Fund (account number 27930194-48010).

**\$236,910 from Westwood Fund Balance** (account number 29-29000) to Salaries - Temporary (account number 29970133-42003).

**\$1,120 from Sewer Maintenance Fund Balance** (account number 321-29000) to Other Benefits-Medical Insurance (account number 32155253-42210).

**\$3,976,222 from Risk Management Fund Balance** (account number 43-29000) to Self Insurance – Health Claim Payments (account number 43330105-44420).

**\$3,345,882 from Capital Fund Balance** (account number 50-29000) to Interfund Transfer – To Special Revenue Fund (account number 50930194-48022).

# Resolution

R-2324-72

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, THE NORMAN MUNICIPAL AUTHORITY, AND THE NORMAN UTILITIES AUTHORITY APPROPRIATING \$336,705 FROM THE GENERAL FUND BALANCE, \$16,815 FROM THE ROOM TAX FUND BALANCE, \$674 FROM THE SEIZURE FUND BALANCE, \$617,004 FROM THE PUBLIC TRANSPORTATION FUND BALANCE, \$236,910 FROM THE WESTWOOD FUND BALANCE, \$1,120 FROM THE SEWER MAINTENANCE FUND BALANCE, \$3,976,222 FROM THE RISK MANAGEMENT FUND BALANCE, AND \$3,345,882 FROM THE CAPITAL FUND BALANCE, TO CLOSE OUT YEAR END ACCOUNTING ENTRIES FOR FYE 2023.

- § 1. WHEREAS, at the end of FYE 2023 fiscal year several accounts exceeded their budgetary balances and by law the City cannot overdraw expenditure accounts beyond budgetary balances; and
- § 2. WHEREAS, \$336,705 needs to be appropriated from the General Fund to cover higher than anticipated costs to the Public Transportation Fund and the Risk Management Fund; and
- § 3. WHEREAS, \$16,815 needs to be appropriated from the Room Tax Fund to cover higher than anticipated cost allocation management expenses; and
- § 4. WHEREAS, \$674 needs to be appropriated from the Seizures and Restitution Fund to cover bank service fees; and
- § 5. WHEREAS, \$617,004 needs to be appropriated from the Public Transportation Fund to cover reimbursement transfers to the General Fund; and
- § 6. WHEREAS, \$236,910 needs to be appropriated from the Westwood Fund to cover higher than anticipated salary and bank service fee expenditures; and
- § 7. WHEREAS, \$1,120 needs to be appropriated from the Sewer Maintenance Fund to cover higher than anticipated salary and benefit costs; and
- § 8. WHEREAS, \$3,976,222 needs to be appropriated from the Risk Management Fund to cover higher than anticipated health claim payments; and
- § 9. WHEREAS, \$3,345,882 needs to be appropriated from the Capital Fund to cover a transfer to the Special Revenue Fund to re-class a prior year entry, and higher than anticipated debt service issuance costs.



R-2324-72

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, THE NORMAN MUNICIPAL AUTHORITY, AND THE NORMAN UTILITIES AUTHORITY:

§ 11. That the following appropriation be made for reasons as stated above:

Account Name	Losing Account	Gaining Account	Amount
Transfers Out – Public Transit	10-29000	10930194-48027	\$336,705
Cost Allocation Management	23-29000	23330340-44901	\$16,815
Miscellaneous Services – Bank Service Fees	25-29000	25660138-44750	\$674
Interfund Transfer – To General Fund	27-29000	27930194-48010	\$617,004
Salaries - Temporary	29-29000	29970133-42003	\$236,910
Other Benefits – Medical Insurance	321-29000	32155253-42210	\$1,120
Self-Insurance – Health Claim Payments	43-29000	43330105-44420	\$3,976,222
Interfund Transfer–To Special Revenue Fund	50-29000	50930194-48022	\$3,345,882

PASSED AND ADOPTED this 24th day of October, 2023.

\_\_\_\_\_  
Mayor/Chairman

ATTEST:

\_\_\_\_\_  
City Clerk/Secretary



**DATE:** October 13, 2023

**TO:** Darrel Pyle, City Manager

**FROM:** Kim Coffman, Budget Manager *Kim Coffman*

**THROUGH:** Anthony Francisco, Director of Finance *A. Francisco*

**SUBJECT:** Clean-up of FYE 2023 – All Expenditure Accounts

**BACKGROUND & DISCUSSION:**

Accounting is in the process of posting year-end closing entries. In order to help with the process some divisions require a transfer to cover their negative balances. Most of these transfers can be made from savings in other line items within the individual department. Legally we must have each division balanced at the object category of expenditures which includes: total salaries and benefits, total materials and supplies, total services and maintenance, and total capital equipment. Finance policy requires the City Manager’s approval for items requiring a transfer of funds from one department to another, transfers involving any Salaries and Benefit general ledger line items, and transfers from operating accounts to capital equipment accounts.

**RECOMMENDATION:**

We recommend the attached list of transfer requests be approved in order to clean up all FYE 2023 expenditure accounts and to comply with the Municipal Budget Act.

As always, we stand ready to respond to any questions you have regarding this matter.

*[Handwritten signature]*  
 \_\_\_\_\_  
**APPROVED**

\_\_\_\_\_  
**DENIED**

Reviewed by: Clint Mercer, Chief Accountant

office memorandum



FYE 2023 Year-end Budget Cleanup

FUND	DEPARTMENT	DIVISION	ORG	OBJ	ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	AVAILABLE BUDGET	Adjustment
10	10	005	10110005	42001	Salaries-Full-Time	79,161	0.00	79,161.00	\$ (79,161.00)
10	10	006	10110006	42001	Salaries-Full-Time	62,804	49,936.81	12,867.19	\$ (15,237.00)
10	10	006	10110006	43605	Minor Equip & Tools-Office	2,258	92.25	2,165.75	\$ (6,955.00)
10	10	006	10110006	44599	RtIs & Leases-Other Rentals &	4,400	0.00	4,400.00	\$ (1,347.00)
10	10	006	10110006	45304	Telecom Eq Computer Software	1,150	0.00	1,150.00	\$ (1,150.00)
10	10	101	10110101	42003	Salaries-Temporary	10,801	9,630.00	1,171.00	\$ (1,212.00)
10	10	101	10110101	43801	Internal Serv Mat Fleet Fuel	11,000	4,991.28	6,008.72	\$ (2,526.00)
10	10	101	10110101	44741	Miscellaneous Services-Contri	281,049	125,971.00	155,078.00	\$ (172,637.00)
10	10	101	10110101	44811	Internal Serv Build Overhead	1,490	5,266.21	-3,776.21	\$ 1,569.00
10	10	110	10110110	42210	Other Benefits-Medical Insuran	16,779	25,821.42	-9,042.42	\$ 11,024.00
10	10	110	10110110	43001	Gen Sup-Office	45,481	376.69	45,104.69	\$ (2,219.00)
10	10	110	10110110	44199	Business Services-Other Busine	617,611	57,021.59	560,589.81	\$ (521,185.00)
10	10	110	10110110	44821	Internal Service Charges-Print	22,305	9,756.53	12,548.47	\$ (12,440.00)
10	10	110	10110110	45001	Service Equip-Automobile	56,600	0.00	56,600.00	\$ (56,600.00)
10	10	110	10110110	45007	Service Equip-Bus	318,158	0.00	318,158.00	\$ (318,158.00)
10	10	110	10110110	45899	Micellaneous-Unallocated	17,663	0.00	17,663.15	\$ (17,663.00)
10	10	111	10110111	42210	Other Benefits-Medical Insuran	35,384	26,361.95	9,022.05	\$ (14,743.00)
10	10	111	10110111	44226	Maint & Rep ContractData Proc	0	25,000.00	-25,000.00	\$ 101.00
10	10	111	10110111	44811	Internal Serv Build Overhead	331	1,170.26	-839.26	\$ 840.00
10	10	113	10110113	42001	Salaries-Full-Time	153,616	165,947.62	-12,331.62	\$ 15,525.00
10	10	113	10110113	43099	Gen Sup-Other Office	3,750	342.65	3,407.26	\$ (2,571.00)
10	10	113	10110113	44130	Business Services-Printing - G	32,000	14,529.97	17,470.03	\$ (10,402.00)
10	10	113	10110113	44811	Internal Serv Build Overhead	166	585.12	-419.12	\$ 420.00
10	10	198	10110198	43016	Gen Sup-Reception & Meeting	25,000	1,669.00	23,331.00	\$ (23,331.00)
10	10	299	10110299	43107	Oth Sup-Mat-Institutional	30,426	7,104.32	23,321.68	\$ (23,321.00)
10	20	195	10120195	44744	Miscellaneous Services-Electi	179,923	166,059.65	13,863.34	\$ (12,250.00)
10	20	280	10120280	44227	Maint & Rep ContractBuilding	220,755	185,069.50	35,685.50	\$ (86,268.00)
10	20	280	10120280	44813	Internal Serv Building Repair	34,530	54,250.03	-19,720.03	-7,775.43 \$ 7,776.00
10	20	420	10120420	42041	Salaries-Termination Payout	0	26,702.26	-26,702.26	\$ 55,733.00
10	20	420	10120420	43002	Gen Sup-Copy Service	1,348	0.00	1,348.00	\$ (1,858.00)
10	20	420	10120420	44221	Maint & Rep ContrOffice Equip	8,028	3,756.81	4,271.20	\$ (2,183.00)
10	20	420	10120420	44811	Internal Serv Build Overhead	994	3,510.80	-2,516.80	\$ 3,221.00
10	21	120	10121120	42001	Salaries-Full-Time	707,758	732,500.61	-24,742.61	\$ 20,936.00
10	21	120	10121120	43605	Minor Equip & Tools Office	9,120	2,361.39	6,758.61	\$ (10,430.00)
10	21	120	10121120	44603	Employee Travel-Professional C	6,651	2,333.18	4,317.82	\$ (17,142.00)
10	21	120	10121120	44811	Internal Serv Build Overhead	3,147	11,117.55	-7,970.55	\$ 3,071.00
10	21	135	10121135	42002	Salaries-Part-Time	28,757	0.00	28,757.00	\$ (30,958.00)
10	21	135	10121135	43015	Gen Sup-Public Information	2,400	0.00	2,400.00	\$ (3,407.00)
10	21	135	10121135	44130	Business Services-Printing - G	2,300	214.00	2,086.00	\$ (6,037.00)
10	21	135	10121135	44603	Employee Travel-Professional C	1,000	0.00	1,000.00	\$ (3,214.00)
10	22	220	10122220	42001	Salaries-Full-Time	773,570	819,087.41	-45,517.41	\$ 35,762.00
10	22	220	10122220	43011	Gen Sup-Books Report	5,898	3,049.47	2,848.53	\$ (2,517.00)
10	22	220	10122220	44011	Professional Services-Legal	215,000	165,892.79	49,107.21	\$ (43,799.00)
10	22	220	10122220	44811	Internal Serv Build Overhead	1,656	5,851.32	-4,195.32	\$ 4,084.00
10	22	220	10122220	45201	Office Furn Eq-Furniture & Fix	37,600	27,772.00	9,828.00	\$ (9,828.00)
10	23	121	10123121	42001	Salaries-Full-Time	1,311,653	1,351,680.61	-40,027.61	\$ 67,818.00
10	23	121	10123121	43204	Maint Sup-Machinery & Equip Pa	4,000	0.00	4,000.00	\$ (4,468.00)
10	23	121	10123121	44009	Prof Serv Consultant-Other	73,424	33,703.50	39,720.50	\$ (146,564.00)
10	23	121	10123121	44811	Internal Serv Build Overhead	1,987	7,021.59	-5,034.59	\$ 6,374.00
10	23	121	10123121	45201	Office Furniture-Equip.-Furnit	8,600	5,641.47	2,958.53	\$ (2,958.00)
10	23	121	10123121	45302	Telecom Eq Pers Computer	35,705	27,478.66	8,226.82	\$ (8,226.00)
10	23	121	10123121	45304	Telecom Eq Computer Software	80,758	41,029.60	39,728.00	\$ (39,728.00)
10	23	121	10123121	45310	Telecom Eq Telecom	1,000	0.00	1,000.00	\$ (1,000.00)
10	23	123	10123123	42997	City Share-Payroll Accrual	0	6,964.06	-6,964.06	-18,573.44 \$ 18,574.00
10	23	123	10123123	43002	Gen Sup-Copy Service	23,903	16,860.76	7,041.95	\$ (6,786.00)
10	23	123	10123123	44507	RtIs & Leases-Copy Equipment	72,936	37,611.81	35,324.59	\$ (38,594.00)
10	23	123	10123123	44831	Int Svs-Risk Management	467	467.65	-0.36	-1.00 \$ 1.00
10	30	122	10330122	42001	Salaries-Full-Time	251,546	289,969.68	-38,423.68	\$ 25,504.00
10	30	122	10330122	43001	Gen Sup-Office	659	942.00	-282.89	\$ 187.00
10	30	122	10330122	44701	Miscellaneous Services-Postag	246,685	207,876.15	38,808.85	\$ (43,561.00)
10	30	122	10330122	44822	Internal Service Charges-Mail	34,394	18,458.28	15,935.72	\$ (5,816.00)
10	30	122	10330122	44823	Internal Service Charges-Utiti	56,898	34,281.03	22,616.97	\$ (22,616.00)
10	30	123	10330123	44221	Maint & Rep ContrOffice Equip	1,124	1,286.46	-162.00	\$ 182.00
10	30	125	10330125	42110	Other Salary-Overtime-Regular	4,000	19,722.70	-15,722.70	\$ 23,684.00
10	30	125	10330125	44750	Miscellaneous Services-Bank S	411,945	332,072.55	79,872.45	\$ (50,833.00)
10	30	125	10330125	44811	Internal Serv Build Overhead	828	2,925.65	-2,097.65	\$ 555.00



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10	30	130	10330130	42001	Salaries-Full-Time	143,187	151,452.23	-8,265.23	\$	
10	30	130	10330130	44821	Internal Service Charges-Print	10,848	12,200.08	-1,352.08	\$	-1,771.20
10	30	194	10930194	48043	Interfund Transfer-To Insuranc	167,802	1,625,932.00	-1,458,130.00	\$	3,053,579.00
10	30	199	10330199	49009	Audit Adjustments-Inventory	0	165,479.47	-165,479.47	\$	-165,479.47
10	30	242	10330242	44341	Utility Services-Water	5,641	27,014.35	-21,373.35	\$	37,271.00
10	30	301	10330301	43001	Gen Sup-Office	480	1,316.40	-836.40	\$	508.00
10	30	301	10330301	44604	Employ Trav Wkshop & Seminar	3,225	734.50	2,490.50	\$	(11,160.00)
10	30	301	10330301	44813	Internal Serv Building Repair	86,395	94,930.37	-8,535.37	\$	6,858.00
10	30	320	10330320	42001	Salaries-Full-Time	480,711	508,776.49	-28,065.49	\$	29,180.00
10	30	320	10330320	43010	Gen Sup-Preprinted Forms	1,900	3,810.11	-1,910.11	\$	1,492.00
10	30	320	10330320	44012	Prof Svs-Auditing & Accounting	165,000	180,045.00	-15,045.00	\$	3,003.00
10	30	320	10330320	44811	Internal Serv Build Overhead	828	2,925.65	-2,097.65	\$	722.00
10	31	232	10131232	42001	Salaries-Full-Time	64,007	67,701.69	-3,694.69	\$	4,783.00
10	31	232	10131232	43011	Gen Sup-Books Report	1,000	1,726.15	-726.15	\$	1,191.00
10	31	232	10131232	44299	Maint & Rep Other Misc	12,700	1,433.00	11,267.00	\$	(28,284.00)
10	31	530	10131530	42001	Salaries-Full-Time	446,928	417,823.63	29,104.37	\$	(8,310.00)
10	31	530	10131530	43013	Gen Sup-Employee Training	4,500	87.63	4,412.37	\$	(4,235.00)
10	31	530	10131530	44017	Prof Svs-Training & Developmen	31,472	3,657.00	27,815.00	\$	(30,930.00)
10	31	530	10131530	44811	Internal Serv Build Overhead	1,325	4,681.06	-3,356.06	\$	339.00
10	31	530	10131530	45302	Telecom Eq Pers Computer	14,308	7,881.00	6,426.85	\$	(6,426.00)
10	40	140	10440140	42210	Other Benefits-Medical Insuran	74,840	44,789.43	30,050.57	\$	(9,814.00)
10	40	140	10440140	44003	Prof Serv Consult-Plan-Dev	10,600	0.00	10,600.00	\$	(28,255.00)
10	40	140	10440140	44813	Internal Serv Building Repair	72,461	79,619.02	-7,158.02	\$	5,076.00
10	40	140	10440140	45304	Telecom Eq Computer Software	2,500	0.00	2,500.00	\$	(2,500.00)
10	40	150	10440150	42001	Salaries-Full-Time	283,640	300,636.61	-16,996.61	\$	22,317.00
10	40	150	10440150	43001	Gen Sup-Office	5,800	3,438.39	2,361.61	\$	(1,888.00)
10	40	150	10440150	44099	Prof Svs-Other Professional	31,700	6,700.00	25,000.00	\$	(26,572.00)
10	40	150	10440150	44811	Internal Serv Build Overhead	497	1,755.39	-1,258.39	\$	266.00
10	40	150	10440150	45302	Telecom Eq Pers Computer	3,500	2,379.52	1,120.48	\$	(1,120.00)
10	40	150	10440150	45309	Telecom Eq Other Computer	8,500	7,488.47	1,011.53	\$	(1,011.00)
10	40	151	10440151	42001	Salaries-Full-Time	1,118,121	1,174,003.69	-55,882.69	\$	75,043.00
10	40	151	10440151	43801	Internal Serv Mat Fleet Fuel	23,060	16,448.74	6,611.26	\$	(5,289.00)
10	40	151	10440151	44604	Employ Trav Wkshop & Seminar	33,600	1,975.00	31,625.00	\$	(47,657.00)
10	40	151	10440151	44811	Internal Serv Build Overhead	2,484	8,776.99	-6,292.99	\$	9,764.00
10	40	151	10440151	45302	Telecom Eq Pers Computer	5,872	4,331.28	1,540.72	\$	(1,540.00)
10	40	152	10440152	42210	Other Benefits-Medical Insuran	87,994	72,918.22	15,075.78	\$	(4,649.00)
10	40	152	10440152	43802	Internal Serv Fleet Parts	5,831	2,739.94	3,091.06	\$	(6,609.00)
10	40	152	10440152	44114	Bus Svs-Mowing-Abatement	52,803	29,036.90	23,766.10	\$	(34,962.00)
10	40	152	10440152	44811	Internal Serv Build Overhead	1,159	4,095.94	-2,936.94	\$	369.00
10	40	153	10440153	42003	Salaries-Temporary	0	18,221.00	-18,221.00	\$	7,995.00
10	40	153	10440153	44009	Prof Svs-Consultant-Other	100,000	0.00	100,000.00	\$	(100,068.00)
10	40	153	10440153	44811	Internal Serv Build Overhead	331	1,170.26	-839.26	\$	840.00
10	40	380	10440380	44604	Employ Trav Wkshop & Seminar	1,829	0.00	1,829.00	\$	(2,493.00)
10	50	170	10550170	42001	Salaries-Full-Time	258,810	274,999.40	-16,189.40	\$	8,938.00
10	50	170	10550170	44226	Maint & Rep ContractData Proc	38,516	20,118.84	18,396.66	\$	(30,933.00)
10	50	170	10550170	44821	Internal Service Charges-Print	1,110	1,526.31	-416.31	\$	277.00
10	50	170	10550170	45302	Telecom Eq Pers Computer	4,062	2,651.53	1,410.89	\$	(1,410.00)
10	50	170	10550170	45304	Telecom Eq Computer Software	165,019	16,400.00	148,618.50	\$	(148,618.00)
10	50	171	10550171	42001	Salaries-Full-Time	361,475	390,296.51	-28,821.51	\$	44,717.00
10	50	171	10550171	44622	Employ Trav Prof LicenseCert	7,700	3,782.50	3,917.50	\$	(7,888.00)
10	50	171	10550171	44803	Internal Service Charges-Suble	4,058	360.50	3,697.50	\$	(3,697.00)
10	50	171	10550171	44821	Internal Service Charges-Print	2,000	221.49	1,778.51	\$	(1,778.00)
10	50	171	10550171	45199	Plant & Operating Equip-Other	8,850	6,765.36	2,084.64	\$	(2,084.00)
10	50	171	10550171	45302	Telecom Eq Pers Computer	6,000	4,331.28	1,668.72	\$	(1,668.00)
10	50	172	10550172	42001	Salaries-Full-Time	500,053	537,037.89	-36,984.89	\$	36,377.00
10	50	172	10550172	43802	Internal Serv Fleet Parts	8,000	6,621.39	1,378.61	\$	(2,421.00)
10	50	172	10550172	44226	Maint & Rep ContractData Proc	5,408	3,899.00	1,509.00	\$	(2,953.00)
10	50	172	10550172	44803	Internal Service Charges-Suble	4,164	0.00	4,164.00	\$	(4,164.00)
10	50	172	10550172	45199	Plant & Operating Equip-Other	19,000	10,425.12	8,574.88	\$	(8,574.00)
10	50	173	10550173	43118	Oth Sup-Mat-Outside Fuel	1,812,538	1,566,298.50	246,239.41	\$	(246,239.00)
10	50	173	10550173	43126	Oth Sup-Mat-Outside Fuel - CNG	408,477	201,417.92	207,059.08	\$	(207,059.00)
10	50	173	10550173	43204	Maint Sup-Machinery & Equip Pa	6,400	5,308.99	1,091.01	\$	(1,091.00)
10	50	173	10550173	43233	Maint Sup-Fleet Parts LD	338,473	333,057.95	5,415.25	\$	(5,415.00)
10	50	173	10550173	44310	Utility Services-Electricity -	34,670	13,468.74	21,201.26	\$	(80,405.00)
10	50	175	10550175	42001	Salaries-Full-Time	71,734	33,300.47	38,433.53	\$	(62,679.00)
10	50	175	10550175	43127	Oth Sup-Mat-Outsde Elec CNG Pu	28,950	31,427.06	-2,477.06	\$	2,818.00
10	50	175	10550175	44160	Business Services-CNG State Ta	31,000	3,036.50	27,963.50	\$	(58,795.00)
10	50	175	10550175	44229	Maint & Repair ContractOther	40,250	26,056.06	14,193.94	\$	(30,831.00)
10	50	175	10550175	45199	Plant & Operating Equip-Other	75,000	0.00	75,000.00	\$	(75,000.00)

10	50	201	10550201	42001	Salaries-Full-Time	233,176	243,201.96	-10,025.96	\$	2,598.00
10	50	201	10550201	43016	Gen Sup-Reception & Meeting	5,200	2,738.34	2,461.66	\$	(5,083.00)
10	50	201	10550201	44009	Prof Serv Consultant-Other	63,494	39,223.00	24,271.00	\$	(41,120.00)
10	50	201	10550201	44813	Internal Serv Building Repair	36,230	39,809.51	-3,579.51	\$	3,236.00
10	50	210	10550210	42001	Salaries-Full-Time	870,730	897,141.70	-26,411.70	\$	16,540.00
10	50	210	10550210	43001	Gen Sup-Office	19,316	3,722.16	15,593.95	\$	(21,295.00)
10	50	210	10550210	44221	Maint & Rep ContrOffice Equip	4,485	0.00	4,485.27	\$	(16,971.00)
10	50	210	10550210	44811	Internal Serv Build Overhead	2,815	9,947.26	-7,132.26	\$	6,472.00
10	50	210	10550210	45302	Telecom Eq Pers Computer	4,000	2,887.52	1,112.48	\$	(1,112.00)
10	50	221	10550221	42110	Other Salary-Overtime-Regular	90,322	41,478.06	48,843.94	\$	(4,909.00)
10	50	221	10550221	43302	Const Mat-Asphalt	261,224	177,400.39	83,824.00	\$	(224,337.00)
10	50	221	10550221	44114	Bus Svs-Mowing-Abatement	250,268	106,446.01	143,822.01	\$	(227,734.00)
10	50	221	10550221	44802	Internal Serv Fleet Auto Repai	133,922	161,900.95	-27,978.95	\$	47,620.00
10	50	221	10550221	45003	Service Equipment-Trucks & Van	99,211	94,759.54	4,451.47	\$	(4,451.00)
10	50	221	10550221	45008	Service Equipment-Heavy Duty	692,399	172,704.00	519,695.08	\$	(519,695.00)
10	50	222	10550222	42210	Other Benefits-Medical Insuran	219,519	196,109.57	23,409.43	\$	(12,508.00)
10	50	222	10550222	43801	Internal Serv Mat Fleet Fuel	90,786	69,131.17	21,654.83	\$	(21,633.00)
10	50	222	10550222	44099	Prof Svs-Other Professional	75,999	42,946.16	33,052.83	\$	(65,629.00)
10	50	222	10550222	44802	Internal Serv Fleet Auto Repai	100,398	113,274.53	-12,876.53	\$	24,602.00
10	50	222	10550222	45003	Service Equipment-Trucks & Van	83,450	78,113.46	5,336.54	\$	(5,336.00)
10	50	222	10550222	45008	Service Equipment-Heavy Duty	681,258	679,684.95	1,572.60	\$	(1,572.00)
10	50	223	10550223	42001	Salaries-Full-Time	1,254,695	1,174,347.34	80,347.66	\$	(121,464.00)
10	50	223	10550223	43212	Maint Sup-Traffic Signal Parts	219,217	175,620.60	43,596.51	\$	(60,178.00)
10	50	223	10550223	44226	Maint & Rep ContractData Proc	139,350	58,668.20	80,681.80	\$	(67,014.00)
10	50	223	10550223	44811	Internal Serv Build Overhead	3,147	11,117.55	-7,970.55	\$	13,463.00
10	50	223	10550223	45003	Service Equipment-Trucks & Van	82,114	51,712.33	30,401.67	\$	(30,401.00)
10	50	223	10550223	45105	Plant & Operating Equip-Traffi	371,533	347,221.52	24,311.48	\$	(24,311.00)
10	50	225	10550225	42210	Other Benefits-Medical Insuran	53,076	37,677.14	15,398.86	\$	(27,007.00)
10	50	225	10550225	43015	Gen Sup-Public Information	21,908	7,069.84	14,838.25	\$	(37,297.00)
10	50	225	10550225	44140	Business Serv-Advertise-Gen	22,510	18,332.72	4,177.28	\$	(6,972.00)
10	50	225	10550225	44821	Internal Service Charges-Print	10,854	8,298.00	2,556.00	\$	(2,386.00)
10	60	115	10660115	42110	Oth Sal-Overtime-Regular	13,263	98,176.18	-84,913.18	\$	37,651.00
10	60	115	10660115	43112	Oth Sup-Mat-Firearms & Ammo	174,054	111,293.32	62,760.90	\$	(118,413.00)
10	60	115	10660115	44226	Maint & Rep ContractData Proc	146,726	82,349.46	64,376.54	\$	(100,349.00)
10	60	115	10660115	44813	Internal Serv Building Repair	18,086	36,468.86	-18,382.86	\$	29,197.00
10	60	115	10660115	45121	Plant & Operating Equip-Safety	101,945	54,669.00	47,276.00	\$	(47,276.00)
10	60	115	10660115	45302	Telecom Eq Pers Computer	12,155	8,154.56	4,000.00	\$	(4,000.00)
10	60	115	10660115	45304	Telecom Eq Computer Software	14,000	0.00	14,000.00	\$	(14,000.00)
10	60	115	10660115	45404	Radio-Communication Equip-Port	126,735	123,579.89	3,155.11	\$	(3,155.00)
10	60	139	10660139	42110	Oth Sal-Overtime-Regular	18,294	308,089.45	-289,795.45	\$	234,804.00
10	60	139	10660139	43219	Maint Sup-Computer	51,600	6,365.28	45,234.72	\$	(93,990.00)
10	60	139	10660139	44218	Maint. & Repair Services-Commu	71,312	13,579.57	57,732.43	\$	(154,656.00)
10	60	139	10660139	44811	Internal Serv Build Overhead	3,643	12,872.94	-9,229.94	\$	9,632.00
10	60	139	10660139	45003	Service Equip-Trucks & Vans	53,307	41.60	53,265.40	\$	(53,265.00)
10	60	139	10660139	45201	Office Furniture-Equip.-Furnit	17,999	8,916.24	9,082.98	\$	(9,082.00)
10	60	230	10660230	42001	Salaries-Full-Time	600,099	488,170.18	111,928.82	\$	(51,763.00)
10	60	230	10660230	43801	Internal Serv Mat Fleet Fuel	35,933	26,599.52	9,333.48	\$	(20,687.00)
10	60	230	10660230	44303	Utility Services-Telephone - S	5,608	0.00	5,608.00	\$	(5,154.00)
10	60	230	10660230	44811	Internal Serv Build Overhead	1,490	5,266.21	-3,776.21	\$	1,538.00
10	60	270	10660270	42001	Salaries-Full-Time	784,034	929,243.60	-145,209.60	\$	213,808.00
10	60	270	10660270	43801	Internal Serv Mat Fleet Fuel	33,407	24,074.62	9,332.38	\$	(13,872.00)
10	60	270	10660270	44027	Prof Svs-Spay & Neuter	17,653	8,075.00	9,577.50	\$	(15,336.00)
10	60	270	10660270	44813	Internal Serv Building Repair	8,765	17,634.94	-8,869.94	\$	6,845.00
10	60	270	10660270	45003	Service Equipment-Trucks & Van	64,928	51,139.99	13,787.65	\$	(13,787.00)
10	60	270	10660270	45199	Plant & Operating Equip-Other	55,623	15,662.00	39,960.62	\$	(39,960.00)
10	60	310	10660310	42001	Salaries-Full-Time	724,973	808,944.33	-83,971.33	\$	223,742.00
10	60	310	10660310	44107	Bus Svs-Data Processing	50,000	14,985.00	35,015.00	\$	(62,274.00)
10	60	310	10660310	44813	Internal Serv Building Repair	111,966	121,315.99	-9,349.99	\$	8,675.00
10	60	310	10660310	45110	Plant & Op Eq-Audio-Visual Sys	325,000	3,381.50	321,618.50	\$	(321,618.00)
10	60	321	10660321	42110	Oth Sal-Overtime-Regular	30,938	186,050.87	-155,112.87	\$	278,717.00
10	60	321	10660321	43801	Internal Serv Mat Fleet Fuel	33,864	27,478.14	6,385.86	\$	(23,558.00)
10	60	321	10660321	44227	Maint & Rep ContractBuilding	30,215	12,676.91	17,538.09	\$	(33,509.00)
10	60	321	10660321	44811	Internal Serv Build Overhead	4,306	15,213.45	-10,907.45	\$	11,743.00
10	60	321	10660321	45002	Service Equipment-Police Cars	62,201	49,417.60	12,783.40	\$	(12,783.00)
10	60	322	10660322	42110	Oth Sal-Overtime-Regular	87,499	654,571.18	-567,072.18	\$	884,175.00
10	60	322	10660322	43802	Internal Serv Fleet Parts	98,865	75,408.45	23,456.55	\$	(64,797.00)
10	60	322	10660322	44769	Misc Svs-Community Outreach	100,000	0.00	100,000.00	\$	(121,275.00)
10	60	322	10660322	44811	Internal Serv Build Overhead	16,892	59,683.57	-42,791.57	\$	45,925.00
10	60	322	10660322	45002	Service Equipment-Police Cars	957,885	527,361.24	430,523.56	\$	(430,523.00)
10	60	322	10660322	45003	Service Equipment-Trucks & Van	333,000	0.00	333,000.00	\$	(333,000.00)
10	60	322	10660322	45120	Plant & Op Eq-Crime Prevention	170,814	163,228.62	7,585.00	\$	(7,585.00)
10	60	322	10660322	45121	Plant & Op Eq-Safety Equipment	680,383	242,235.98	438,147.00	\$	(438,147.00)
10	64	141	10664141	42001	Salaries-Full-Time	123,694	141,665.23	-17,971.23	\$	41,080.00

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10	64	141	10664141	43801	Internal Serv Mat Fleet Fuel	2,811	5,584.87	-2,773.87		\$	
10	64	141	10664141	44017	Prof Svs-Training & Developmen	11,000	0.00	11,000.00		\$	(1,523.00)
10	64	141	10664141	44802	Internal Serv Fleet Auto Repai	309	1,193.75	-884.75		\$	652.00
10	64	142	10664142	42110	Oth Sal-Overtime-Regular	6,463	100,103.59	-93,640.59		\$	138,940.00
10	64	142	10664142	43801	Internal Serv Mat Fleet Fuel	14,900	9,533.59	5,366.41		\$	(2,707.00)
10	64	142	10664142	44604	Employ Trav Wkshop & Seminar	2,794	8,454.39	-5,660.39		\$	1,591.00
10	64	142	10664142	44811	Internal Serv Build Overhead	1,159	4,095.94	-2,936.94		\$	548.00
10	64	143	10664143	42001	Salaries-Full-Time	8,807,618	10,004,276.90	-1,196,658.90		\$	2,102,559.00
10	64	143	10664143	43802	Internal Serv Fleet Parts	57,870	8,125.18	49,744.82		\$	(51,311.00)
10	64	143	10664143	44226	Maint & Rep ContractData Proc	97,319	52,135.68	45,183.32		\$	(49,905.00)
10	64	143	10664143	44811	Internal Serv Build Overhead	20,039	70,801.09	-50,762.09		\$	44,170.00
10	64	143	10664143	45113	Plant & Operating Equip-Fire F	70,605	20,473.00	50,132.00		\$	(50,132.00)
10	64	143	10664143	45114	Plant & Operating Equip-Rescue	51,618	49,276.25	2,341.28		\$	(2,341.00)
10	64	143	10664143	45302	Telecom Eq Pers Computer	17,862	12,046.93	5,815.49		\$	(5,815.00)
10	64	144	10664144	42001	Salaries-Full-Time	91,042	96,297.15	-5,255.15		\$	8,168.00
10	64	144	10664144	43207	Maint Sup-Radio Com Parts	36,550	21,819.40	14,730.60		\$	(19,083.00)
10	64	144	10664144	44216	Maint. & Repair Services-Radio	39,700	37,564.29	2,135.71		\$	(3,668.00)
10	64	144	10664144	44821	Internal Service Charges-Print	4,000	5,562.21	-1,562.21	-2,149.38	\$	2,150.00
10	64	144	10664144	45799	Misc-Other	60,315	0.00	60,315.00		\$	(60,315.00)
10	64	240	10664240	42001	Salaries-Full-Time	692,574	594,980.48	97,593.52		\$	(48,143.00)
10	64	240	10664240	43801	Internal Serv Mat Fleet Fuel	2,243	5,827.69	-3,584.69		\$	2,736.00
10	64	240	10664240	44301	Utility Services-Telephone - B	21,304	11,743.46	9,560.54		\$	(10,080.00)
10	64	240	10664240	44802	Internal Serv Fleet Auto Repai	1,230	3,607.51	-2,377.51		\$	2,182.00
10	70	126	10770126	42002	Salaries-Part-Time	87,214	64,670.80	22,543.20		\$	(30,116.00)
10	70	127	10770127	42002	Salaries-Part-Time	78,544	92,185.27	-13,641.27		\$	22,204.00
10	70	127	10770127	43128	Oth Sup-Mat-Concession Supplie	5,000	255.81	4,744.19		\$	(8,823.00)
10	70	127	10770127	44101	Bus Svs-Temporary Employment	39,000	3,885.94	35,114.06		\$	(7,006.00)
10	70	131	10770131	42110	Oth Sal-Overtime-Regular	501	3,769.33	-3,268.33		\$	1,708.00
10	70	131	10770131	44303	Utility Svs-Telephone - Specia	400	510.61	-110.61	-110.61	\$	111.00
10	70	132	10770132	42001	Salaries-Full-Time	411,680	438,155.10	-26,475.10		\$	34,689.00
10	70	132	10770132	43802	Internal Svs Fleet Parts	1,838	4,131.82	-2,293.82	-327.14	\$	328.00
10	70	132	10770132	44802	Int Svs-Fleet Auto Repair	4,784	6,092.38	-1,308.38		\$	1,281.00
10	70	182	10770182	44320	Utility Services-Natural Gas	5,260	2,409.72	2,850.28		\$	(1,782.00)
10	70	182	10770182	44813	Internal Serv Building Repair	121	127.61	-6.61	-6.61	\$	7.00
10	70	183	10770183	44320	Utility Services-Natural Gas	3,202	4,847.13	-1,645.13		\$	1,744.00
10	70	271	10770271	42210	Other Benefits-Medical Insuran	33,614	20,553.25	13,060.75		\$	11,213.00
10	70	271	10770271	44099	Prof Svs-Other Professional	16,025	10,423.99	5,601.01		\$	(18,677.00)
10	70	281	10770281	44341	Utility Services-Water	135	2,747.78	-2,612.78		\$	4,922.00
10	70	281	10770281	44813	Internal Serv Building Repair	3,139	4,579.66	-1,440.66	-1,440.66	\$	1,441.00
10	70	284	10770284	43016	Gen Sup-Reception & Meeting	420	747.41	-327.41		\$	62.00
10	70	323	10770323	42003	Salaries-Temporary	0	6,584.25	-6,584.25		\$	16,842.00
10	70	323	10770323	44811	Internal Serv Build Overhead	497	1,755.39	-1,258.39		\$	1,297.00
10	70	370	10770370	42001	Salaries-Full-Time	238,288	264,809.22	-26,521.22		\$	55,525.00
10	70	370	10770370	44342	Utility Services-Sewer	11,680	30,897.25	-19,217.25		\$	75,636.00
10	70	370	10770370	44813	Internal Serv Building Repair	11,534	18,045.74	-6,511.74		\$	7,524.00
10	70	370	10770370	45302	Telecom Eq Pers Computer	8,000	5,775.04	2,224.96		\$	(2,224.00)
10	70	410	10770410	42001	Salaries-Full-Time	1,527,360	1,431,807.83	95,552.17		\$	(101,308.00)
10	70	410	10770410	43206	Maint Sup-Plumbing & Electrica	1,872	18,726.35	-16,854.78		\$	4,321.00
10	70	410	10770410	44114	Bus Svs-Mowing-Abatement	340,861	196,620.57	144,239.99		\$	(138,163.00)
10	70	410	10770410	44813	Internal Serv Building Repair	49,888	78,503.33	-28,615.33		\$	52,275.00
10	70	410	10770410	45003	Service Equipment-Trucks & Van	176,172	168,943.25	7,228.95		\$	(7,228.00)
10	70	410	10770410	45009	Service Equipment-Light Duty	83,951	70,096.78	13,854.22		\$	(13,854.00)
10	70	410	10770410	45099	Service Equip-Other	106,421	15,609.37	90,811.47		\$	(90,811.00)
10	70	410	10770410	45302	Telecom Eq Pers Computer	6,462	2,887.52	3,574.90		\$	(3,574.00)
10	70	410	10770410	45705	Misc-Structures-Improvements	40,000	0.00	40,000.00		\$	(40,000.00)
10	70	421	10770421	42003	Salaries-Temporary	20,152	55,113.02	-34,961.02		\$	90,980.00
10	70	421	10770421	43103	Oth Sup-Mat-Recreational	92,100	36,382.93	55,717.07		\$	(35,819.00)
10	70	421	10770421	44227	Maint & Rep ContractBuilding	108,285	66,380.00	41,905.00		\$	(22,621.00)
10	70	421	10770421	44821	Internal Service Charges-Print	20,700	34,641.81	-13,941.81		\$	31,571.00
10	70	421	10770421	45101	Plant & Operating Equip-Furnit	7,500	0.00	7,500.00		\$	(7,500.00)
10	70	421	10770421	45110	Plant & Op Eq-Audio-Visual Sys	15,818	14,636.27	1,182.22		\$	(1,182.00)
10	70	421	10770421	45199	Plant & Operating Equip-Other	320,344	34,980.92	285,363.08		\$	(285,363.00)
10	70	421	10770421	45301	Telecom Eq Computer Hardware	1,500	0.00	1,500.00		\$	(1,500.00)
10	70	421	10770421	45304	Telecom Eq Computer Software	44,425	372.50	44,052.50		\$	(44,052.00)
10	70	421	10770421	45309	Telecom Eq Other Computer	15,038	5,902.33	9,135.70		\$	(9,135.00)
10	70	425	10770425	42003	Salaries-Temporary	13,501	32,288.75	-18,787.75		\$	37,220.00
10	70	425	10770425	44101	Bus Svs-Temporary Employment	10,800	150.00	10,650.00		\$	(3,873.00)
10	70	430	10770430	42001	Salaries-Full-Time	62,354	155,864.37	-93,510.37		\$	139,070.00

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10	70	430	10770430	44120	Bus Svs-Exterminate & Pest Con	16,096	12,258.50	3,837.50		
10	70	430	10770430	44802	Int Svs-Fleet Auto Repair	305	797.56	-492.56		
10					Total 10 General Fund	100,663,344	99,419,765.11	1,243,579.05	-8,896,194.41	\$ 336,705.00
<b>Fund 10 Appropriation</b>						<b>10</b>	<b>29000</b>			<b>\$ (336,705.00)</b>
15	50	172	15550172	44310	Utility Svs-Electricity-Basic	30,000	997.70	29,002.30		\$ (29,002.00)
15	60	321	15661321	42111	Oth Sal Overtime-Holiday	592	27,112.72	-26,520.72		\$ 36,923.00
15	60	321	15661321	43801	Internal Svs Mat Fleet Fuel	562	3,777.91	-3,215.91		\$ 4,617.00
15	60	321	15661321	44802	Int Svs-Fleet Auto Repair	2,784	9,022.49	-6,238.49		\$ 5,950.00
15	61	115	15661115	45304	Telecom Eq Computer Software	120,224	0.00	120,224.03		\$ (120,224.00)
15	61	139	15661139	42001	Salaries-Full-Time	89,728	52,616.36	37,111.64		\$ (37,111.00)
15	61	139	15661139	42210	Oth Bene-Medical Insurance	26,305	3,588.50	22,716.50		\$ (5,859.00)
15	61	139	15661139	44841	Int Svs-Unemployment	50	50.27	-0.27	-0.27	\$ 1.00
15	61	313	15661313	42110	Oth Sal-Overtime-Regular	0	215,929.02	-215,929.02		\$ 320,976.00
15	61	322	15661322	42110	Oth Sal-Overtime-Regular	76,226	321,270.94	-245,044.94		\$ 119,878.00
15	61	322	15661322	43112	Oth Sup-Mat-Firearms & Ammo	180,144	99,958.18	80,185.73		\$ (80,185.00)
15	61	322	15661322	44802	Int Svs-Fleet Auto Repair	53,187	80,428.90	-27,241.90		\$ 16,284.00
15	61	322	15661322	45002	Service Equip-Police Cars	404,669	98,787.51	305,881.90		\$ (305,881.00)
15	65	143	15665143	42110	Oth Sal-Overtime-Regular	110,578	259,486.97	-148,908.97		\$ 73,633.00
15					Total 15 Public Safety Sales Tax Fu	23,051,393	16,354,976.10	6,696,416.93	-578,257.83	0.00
21	40	023	21240023	44701	Misc Svs-Postage	100	81.69	18.31		\$ (1.00)
21	40	023	21240023	44841	Int Svs-Unemployment	75	75.41	-0.41	-0.41	\$ 1.00
21	40	024	21240024	42001	Salaries-Full-Time	140,530	147,715.43	-7,185.43		\$ 10,126.00
21	40	024	21240024	44710	Misc Svs-Owner Rehab Loans	234,657	189,471.32	45,185.78		\$ (10,126.00)
21					Total 21 Community Development Fund	5,539,517	2,195,008.65	3,344,508.78	-10,125.54	0.00
22	10	187	22110187	44199	Bus Svs-Other Business Service	1,900,000	1,893,160.00	6,840.00		\$ (6,840.00)
22	30	194	22930194	48050	Interfund Transfer-To Capital	639,969	859,101.80	-219,132.80	-219,132.80	\$ 219,133.00
22	30	303	22330303	45799	Misc-Other	569,262	558,762.03	10,500.00		\$ (10,500.00)
22	50	070	22550070	45007	Service Equip-Bus	2,963,009	647,500.00	2,315,509.00		\$ (226,126.00)
22	50	223	22550223	43212	Maint Sup-Traffic Signal Parts	0	16,000.00	-16,000.00	-16,000.00	\$ 16,000.00
22	50	223	22550223	44235	Maint & Rep Svs-Pavement Marki	0	8,332.88	-8,332.88	-8,332.88	\$ 8,333.00
22					Total 22 Special Revenue Fund	24,992,002	6,824,793.12	18,167,208.53	-243,465.68	0.00
23	30	149	23930149	47101	Debt Service-Interest - GO Bon	68,872	0.00	68,872.00		\$ (1,250.00)
23	30	340	23330340	44901	Cost Alloc Management	68,750	86,815.00	-18,065.00	-18,065.00	\$ 18,065.00
23					Total 23 Room Tax Fund	2,000,267	2,008,832.09	-8,565.16	-18,065.00	16,815.00
<b>Fund 23 Appropriation</b>						<b>23</b>	<b>29000</b>			<b>\$ (16,815.00)</b>
25	60	138	25660138	44750	Miscellaneous Services-Bank Se	0	673.12	-673.12	-673.12	\$ 674.00
		138			Total 138 Federal Seizures	0	673.12	-673.12		
	60				Total 60 Police Department	0	673.12	-673.12		
25					Total 25 Seizures and Restitutions	0	673.12	-673.12	-673.12	674.00
<b>Fund 25 Appropriation</b>						<b>25</b>	<b>29000</b>			<b>\$ (674.00)</b>
27	30	194	27930194	48010	Interfund Transfer-To General	0	3,101,276.00	-3,101,276.00		\$ 3,101,276.00
27	50	276	27550276	42001	Salaries-Full-Time	330,493	348,698.91	-18,205.91		\$ 19,849.00
27	50	276	27550276	43602	Minor Equip & Tools-Mechanic T	11,721	9,820.71	1,900.29		\$ (5,035.00)
27	50	276	27550276	43801	Internal Serv Mat Fleet Fuel	204,649	179,303.56	25,345.44		\$ (25,345.00)
27	50	276	27550276	43802	Internal Serv Fleet Parts	56,280	14.89	56,265.11		\$ (56,265.00)
27	50	276	27550276	44226	Maint & Rep ContractData Proc	26,100	2,038.45	24,061.55		\$ (96,272.00)
27	50	276	27550276	44803	Internal Service Charges-Suble	25,000	0.00	25,000.00		\$ (25,000.00)
27	50	276	27550276	44804	Int Svc-Vehicle Washing	14,315	0.00	14,315.00		\$ (14,315.00)
27	50	276	27550276	45001	Service Equip-Automobile	72,280	65,230.00	7,050.00		\$ (7,050.00)
27	50	276	27550276	45003	Service Equip-Trucks & Vans	283,413	0.00	283,412.55		\$ (283,412.00)
27	50	276	27550276	45007	Service Equipment / Bus	2,471,866	1,205,572.00	1,266,294.45		\$ (1,266,294.00)
27	50	277	27550277	42001	Salaries-Full-Time	225,616	238,421.34	-12,805.34		\$ 16,854.00
27	50	277	27550277	44201	Maint & Rep Svs-Auto Rep Outsi	47,261	11,466.33	35,794.26		\$ (33,895.00)
27	50	277	27550277	44766	Misc Svs-Transit Op Contract	4,673,739	3,965,646.50	708,092.98		\$ (708,092.00)
27					Total 27 Public Transportation & Pa	9,560,644	10,175,786.22	-615,142.27	-3,137,978.20	617,004.00
<b>Fund 27 Appropriation</b>						<b>27</b>	<b>29000</b>			<b>\$ (617,004.00)</b>
28	30	199	28930199	49005	Audit Adjustments-Bad Debt Exp	0	12.00	-12.00	-12.00	\$ 1

28	30	241	28730241	44741	Misc Svs-Contributions-Organiz	32,000	3,864.00	28,136.00			
28					Total 28 Art in Public Places Fund	32,000	3,876.00	28,124.00	-12.00		0.00
29	30	199	29930199	49009	Audit Adjustments-Inventory	0	-60,422.47	60,422.47			\$ (60,422.00)
29	70	035	29770035	42001	Salaries-Full-Time	39,432	41,909.39	-2,477.39			\$ 3,291.00
29	70	035	29770035	44099	Prof Svs-Other Professional	5,000	1,844.30	3,155.70			\$ (2,513.00)
29	70	035	29770035	44841	Internal Service Charges-Unemp	25	25.14	-0.14	-0.26		\$ 1.00
29	70	133	29970133	42003	Salaries-Temporary	450,000	609,803.09	-159,803.09			\$ 182,116.00
29	70	133	29970133	43108	Oth Sup-Mat-Operating Chemical	40,000	16,210.83	23,789.17			\$ (2,082.00)
29	70	133	29970133	44299	Maint & Rep Other Misc	22,358	9,583.68	12,774.32			\$ (8,468.00)
29	70	133	29970133	44813	Internal Serv Building Repair	4,128	6,928.75	-2,800.75			\$ 2,701.00
29	70	231	29970231	42041	Salaries-Termination Payout	0	40,052.93	-40,052.93			\$ 18,055.00
29	70	231	29970231	43102	Oth Sup-Mat-Agriculture & Bota	87,611	80,370.24	7,241.02			\$ (3,324.00)
29	70	231	29970231	44299	Maint & Rep Other Misc	250	36,600.58	-36,350.58			\$ 4,100.00
29	70	231	29970231	44813	Internal Serv Building Repair	21,165	30,826.86	-9,661.86			\$ 11,671.00
29	70	332	29970332	42001	Salaries-Full-Time	67,122	115,710.78	-48,588.78			\$ 77,691.00
29	70	332	29970332	43103	Oth Sup-Mat-Recreational	105,551	59,262.72	46,288.70			\$ (1,448.00)
29	70	332	29970332	44750	Miscellaneous Services-Bank S	40,000	59,081.37	-19,081.37			\$ 14,822.00
29	70	332	29970332	44811	Internal Serv Build Overhead	333	1,170.26	-837.26			\$ 719.00
29					Total 29 Westwood Park Fund	2,738,482	2,917,122.91	-178,640.69	-315,161.31		\$ 236,910.00
<b>Fund 29 Appropriation</b>						<b>29</b>	<b>29000</b>				<b>\$ (236,910.00)</b>
31	30	149	31930149	47102	Debt Service-Interest - Revenu	5,129,030	1,691,112.67	3,437,917.33			\$ (555,357.00)
31	30	199	31930199	42996	City Share-Compensated Absence	0	40,772.69	-40,772.69	-40,772.69		\$ 40,773.00
31	50	510	31950510	42001	Salaries-Full-Time	31,267	33,095.64	-1,828.64			\$ 2,381.00
31	55	233	31955233	42001	Salaries-Full-Time	72,277	76,447.10	-4,170.10			\$ 7,609.00
31	55	234	31955234	42001	Salaries-Full-Time	466,656	488,397.57	-21,741.57			\$ 32,517.00
31	55	234	31955234	44803	Internal Service Charges-Suble	2,744	6,373.84	-3,629.84			\$ 6,219.00
31	55	251	31955251	42110	Other Salary-Overtime-Regular	35,000	74,198.42	-39,198.42			\$ 40,981.00
31	55	251	31955251	44802	Internal Serv Fleet Auto Repai	63,200	96,488.81	-33,288.81			\$ 36,031.00
31	55	251	31955251	44906	Cost Alloc Billing-Collection	168,496	349,788.00	-181,291.63	-224,512.63		\$ 224,513.00
31	55	330	31955330	42001	Salaries-Full-Time	540,390	571,753.33	-31,363.33			\$ 40,881.00
31	55	330	31955330	44811	Internal Serv Build Overhead	994	3,620.14	-2,626.14			\$ 3,751.00
31	55	330	31955330	48010	Interfund Transfer-To General	1,111,800	1,203,217.00	-91,417.00	-91,417.00		\$ 91,417.00
31	55	331	31955331	42001	Salaries-Full-Time	236,816	249,852.98	-13,036.98			\$ 11,198.00
31	55	331	31955331	44811	Internal Serv Build Overhead	2,815	9,947.26	-7,132.26			\$ 5,297.00
31	55	335	31955335	44802	Internal Serv Fleet Auto Repai	2,150	2,346.64	-196.64			\$ 182.00
31	55	350	31955350	42001	Salaries-Full-Time	191,879	204,298.55	-12,419.55			\$ 6,858.00
31	55	350	31955350	44801	Internal Serv Fleet Overhead	594	4,014.00	-3,420.00			\$ 4,749.00
31					Total 31 Water Fund	71,061,314	22,187,860.95	48,873,452.96	-555,350.31		\$ 0.00
321	55	253	32155253	42210	Other Benefits-Medical Insuran	6,462	13,047.56	-6,585.56			\$ 6,327.00
321	55	253	32155253	43801	Internal Serv Mat Fleet Fuel	1,708	463.75	1,244.25			\$ (861.00)
321	55	253	32155253	44226	Maint & Rep ContractData Proc	2,700	0.00	2,700.00			\$ (3,493.00)
321	55	253	32155253	44803	Internal Service Charges-Suble	853	0.00	853.00			\$ (853.00)
321	55	253	32155253	44804	Int Svc-Vehicle Washing	15	0.00	15.36			\$
321		253			Total 253 Utility Inspection	85,384	90,302.35	-4,917.99	-6,326.28		\$ 1,120.00
<b>Fund 321 Appropriation</b>						<b>321</b>	<b>29000</b>				<b>\$ (1,120.00)</b>
32	50	510	32950510	42001	Salaries-Full-Time	31,267	33,095.64	-1,828.64			\$ 2,381.00
32	55	145	32955145	42001	Salaries-Full-Time	187,444	198,990.26	-11,546.26			\$ 10,424.00
32	55	145	32955145	43204	Maint Sup-Machinery & Equip Pa	100,576	46,054.34	54,521.55			\$ (54,521.00)
32	55	145	32955145	44802	Internal Serv Fleet Auto Repai	5,439	8,349.54	-2,910.54			\$ 3,160.00
32	55	145	32955145	44901	Cost Alloc Management	38,086	40,995.00	-2,909.00			\$ 1,034.00
32	55	244	32955244	44904	Cost Alloc Data Processing	33,988	38,522.00	-4,534.00			\$ 1,528.00
32	55	246	32955246	42110	Other Salary-Overtime-Regular	3,651	12,439.11	-8,788.11			\$ 23,377.00
32	55	246	32955246	43204	Maint Sup-Machinery & Equip Pa	116,686	99,028.89	17,657.11			\$ (17,657.00)
32	55	246	32955246	44310	Utility Services-Electricity -	649,629	614,527.67	35,101.33			\$ (31,377.00)
32	55	246	32955246	44811	Internal Serv Build Overhead	2,981	10,532.40	-7,551.40			\$ 3,789.00
32	55	246	32955246	44906	Cost Alloc Billing-Collection	76,015	53,552.00	22,463.00			\$ (8,860.00)
32	55	246	32955246	45199	Plant & Operating Equip-Other	183,556	56,864.90	126,691.34			\$ (126,691.00)
32	55	252	32955252	42902	City Share-Retirement-Employee	86,510	103,198.39	-16,688.39			\$ 57,163.00
32	55	252	32955252	43801	Internal Serv Mat Fleet Fuel	92,765	54,508.56	38,256.44			\$ (38,256.00)
32	55	252	32955252	44099	Prof Svs-Other Professional	241,183	150,900.81	90,281.80			\$ (23,411.00)
32	55	252	32955252	44802	Internal Serv Fleet Auto Repai	42,817	57,489.05	-14,672.05			\$ 23,688.00
32	55	252	32955252	44906	Cost Alloc Billing-Collection	75,482	110,694.00	-35,212.07	-86,147.07		\$ 86,147.00

32	55	341	32955341	42001	Salaries-Full-Time	329,573	348,072.90	-18,499.90		\$	2,730.00
32	55	341	32955341	44802	Internal Serv Fleet Auto Repai	84	1,345.86	-1,261.86		\$	352.00
32	55	341	32955341	44901	Cost Alloc Management	438,793	493,197.00	-54,404.00		\$	51,819.00
32	55	343	32955343	44901	Cost Alloc Management	114,256	122,989.00	-8,733.00		\$	11,172.00
32					Total 32 Wastewater Fund	42,521,730	18,484,375.86	24,037,354.05	-300,766.87		0.00

33	30	122	33930122	42001	Salaries-Full-Time	27,035	28,508.27	-1,473.27		\$	2,803.00
33	55	160	33955160	42001	Salaries-Full-Time	269,942	287,299.86	-17,357.86		\$	36,546.00
33	55	160	33955160	44901	Cost Alloc Management	22,079	24,213.00	-2,134.00		\$	599.00
33	55	161	33955161	42110	Other Salary-Overtime-Regular	104,501	232,930.46	-128,429.46		\$	304,589.00
33	55	161	33955161	43802	Internal Serv Fleet Parts	175,000	209,177.49	-34,177.49	-30,828.32	\$	30,829.00
33	55	161	33955161	44802	Internal Serv Fleet Auto Repai	164,816	220,147.91	-55,331.91		\$	70,358.00
33	55	161	33955161	44901	Cost Alloc Management	108,843	119,333.00	-10,490.00		\$	2,926.00
33	55	161	33955161	45008	Service Equip-Heavy Duty	2,448,100	367,978.00	2,080,122.00		\$	(1,365,706.00)
33	55	162	33955162	42110	Other Salary-Overtime-Regular	66,001	163,159.50	-97,158.50		\$	234,750.00
33	55	162	33955162	43802	Internal Serv Fleet Parts	150,500	205,490.50	-54,990.50	-49,348.28	\$	49,349.00
33	55	162	33955162	44137	Business Services-GPS Monitori	959	4,550.85	-3,591.85		\$	208.00
33	55	162	33955162	44802	Internal Serv Fleet Auto Repai	151,319	195,382.32	-44,063.32		\$	46,491.00
33	55	162	33955162	44901	Cost Alloc Management	88,220	96,727.00	-8,507.00		\$	2,375.00
33	55	163	33955163	42110	Other Salary-Overtime-Regular	71,500	205,494.22	-133,994.22		\$	195,487.00
33	55	163	33955163	44802	Internal Serv Fleet Auto Repai	109,300	151,879.14	-42,579.14		\$	41,616.00
33	55	163	33955163	44901	Cost Alloc Management	44,110	48,357.00	-4,247.00		\$	1,177.00
33	55	165	33955165	42110	Other Salary-Overtime-Regular	24,200	87,066.64	-62,866.64		\$	101,481.00
33	55	165	33955165	44901	Cost Alloc Management	308,531	353,429.00	-44,898.00		\$	43,361.00
33	55	166	33955166	42110	Other Salary-Overtime-Regular	9,455	29,166.98	-19,711.98		\$	55,200.00
33	55	166	33955166	43802	Internal Serv Fleet Parts	25,000	39,762.05	-14,762.05	-12,790.43	\$	12,791.00
33	55	166	33955166	44802	Internal Serv Fleet Auto Repai	29,216	56,901.88	-27,685.88		\$	27,550.00
33	55	166	33955166	44904	Cost Alloc Data Processing	10,548	11,953.00	-1,405.00		\$	391.00
33	55	168	33955168	44802	Internal Serv Fleet Auto Repai	44,426	61,670.95	-17,244.95		\$	16,380.00
33	55	168	33955168	44906	Cost Alloc Billing-Collection	43,011	92,455.00	-49,443.90	-88,448.90	\$	88,449.00
33					Total 33 Sanitation Fund	25,082,613	19,231,294.22	5,851,319.20	-1,365,696.61		0.00

43	22	351	43122351	44724	Miscellaneous Services-Admini	990	60,830.12	-59,840.12	-32,281.61	\$	32,282.00		
43	30	102	43330102	42131	Other Salary-Orders-Settlement	510,000	159,009.14	350,990.86		\$	(389,444.00)		
43	30	102	43330102	44018	Prof Serv-Work Comp Medical	980,950	765,953.06	214,996.94		\$	(214,996.00)		
43	30	102	43330102	44019	Prof Svs-Prescription	45,000	14,039.91	30,960.09		\$	(30,960.00)		
43	30	102	43330102	44022	Prof Svs-TTD-PPD Payments	380,990	185,676.47	195,313.53		\$	(195,313.00)		
43	30	102	43330102	44102	Bus Svs-Stenographic	3,800	1,544.81	2,255.19		\$	(1,120.00)		
43	30	103	43330103	42132	Other Salary-Unemployment	21,700	28,018.10	-6,318.10	-6,318.10	\$	6,319.00		
43	30	103	43330103	44099	Prof Svs-Other Professional	500	7,113.12	-6,613.12	-6,613.12	\$	6,614.00		
43	30	104	43330104	42001	Salaries-Full-Time	193,788	200,668.15	-6,880.15		\$	9,539.00		
43	30	104	43330104	44403	Self Insurance-Liability & Pro	483,500	468,864.00	14,636.00		\$	(16,844.00)		
43	30	104	43330104	44601	Employ Trav Prof Memberships	250	0.00	250.00					
43	30	104	43330104	44798	Miscellaneous Services-Uninsu	441,362	498,869.19	-57,507.19	-57,507.19	\$	57,508.00		
43	30	105	43330105	42001	Salaries-Full-Time	61,196	71,347.75	-10,151.75		\$	15,627.00		
43	30	105	43330105	44420	Self Insurance-Health Claim Pa	11,105,284	15,623,216.39	-4,517,932.39		\$	4,690,426.00		
43	30	199	43330199	42996	City Share-Compensated Absence	0	6,583.16	-6,583.16	-6,583.16	\$	6,584.00		
43					Total 43 Risk Management Fund	16,999,016	20,975,230.93	-3,976,214.47	-4,824,893.20		3,976,222.00		
<b>Fund 43 Appropriation</b>											<b>43</b>	<b>29000</b>	<b>\$ (3,976,222.00)</b>

50	20	430	50120430	42001	Salaries-Full-Time	59,271	78,593.68	-19,322.68		\$	23,730.00		
50	30	149	50930149	47203	Debt Service-Issuance Costs	0	229,815.00	-229,815.00	-227,940.02	\$	227,941.00		
50	30	194	50930194	48010	Interfund Transfer-To General	4,177,573	4,178,796.96	-1,223.96					
50	30	194	50930194	48022	Interfund Transfer-To Special	2,701,588	5,701,588.48	-3,000,000.00					
50	30	194	50930194	48029	Interfund Transfer-To Westwood	199,671	291,396.96	-91,725.96	-3,092,949.92	\$	3,092,950.00		
50	30	199	50330199	44750	Miscellaneous Services-Bank S	16,000	2,011.10	13,988.90		\$	(13,988.00)		
50	50	172	33950172	42997	City Share-Payroll Accrual	0	4,416.08	-4,416.08	-4,416.08	\$	4,417.00		
50	50	172			Total 172 Fleet Heavy Repair	0	4,416.08	-4,416.08					
50	50	411	50550411	42210	Other Benefits-Medical Insuran	133,648	105,354.43	28,293.57		\$	(4,666.00)		
50	70	370	50770370	42001	Salaries-Full-Time	80,445	97,373.26	-16,928.26		\$	15,498.00		
<b>Fund 50 Appropriation</b>											<b>50</b>	<b>29000</b>	<b>\$ (3,345,882.00)</b>

51	10	111	51110111	44003	Prof Serv Consult-Plan-Dev	324,633	246,243.28	78,389.24		\$	(4,180.00)
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51	30	149	51930149	47202	Debt Service-Charges - Revenue	7,500	11,686.92	-4,186.92	-4,186.92	\$	7,299.00
		149			Total 149 Debt Service	8,839,148	8,843,334.92	-4,186.92			
						Revenue Total	0	0.00	0.00		
						Expense Total	517,813,666	334,601,096.44	183,212,569.62		
						Grand Total	517,813,666	334,601,096.44	183,212,569.62		

**File Attachments for Item:**

24. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2324-73 OF THE COUNCIL OF THE CITY OF NORMAN SELECTING CONSOR ENGINEERS, INC. AS THE CITY OF NORMAN'S APPOINTED BRIDGE SAFETY INSPECTION CONSULTANT TO THE OKLAHOMA DEPARTMENT OF TRANSPORTATION FOR COMPLIANCE WITH THE NATIONAL BRIDGE INSPECTION STANDARDS.



## CITY OF NORMAN, OK STAFF REPORT

**MEETING DATE:** 10/24/2023

**REQUESTER:** Brandon Brooks, Capital Projects Engineer

**PRESENTER:** Shawn O'Leary, Director of Public Works

**TITLE:** CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2324-73 OF THE COUNCIL OF THE CITY OF NORMAN SELECTING CONSOR ENGINEERS, INC. AS THE CITY OF NORMAN'S APPOINTED BRIDGE SAFETY INSPECTION CONSULTANT TO THE OKLAHOMA DEPARTMENT OF TRANSPORTATION FOR COMPLIANCE WITH THE NATIONAL BRIDGE INSPECTION STANDARDS.

### **BACKGROUND:**

The Oklahoma Department of Transportation (ODOT) is tasked by the Federal Highway Administration (FHWA) to perform Bridge Safety Inspections for all publicly owned structures greater than 20 feet in length. Inspections are performed at least once every two years to identify any critical findings, document the bridge condition and make repair recommendations if necessary. The City of Norman currently has 80 bridges requiring inspection per FHWA criteria.

Data obtained from the Bridge Safety Inspections is used to identify bridges that are in need of rehabilitation, maintenance or replacement. Maintenance activities are scheduled to prolong the life of the bridges and the investment they represent. Bridge replacement or rehabilitation projects are planned to insure the safety of the traveling public. For these reasons, it is important to select a bridge inspection team that will provide quality inspections and timely feedback.

### **DISCUSSION:**

The Oklahoma Department of Transportation (ODOT) has prequalified consulting firms to perform Local Government bridge safety inspections based on qualifications mandated by the National Bridge Inspection Standards (NBIS). The new bridge inspection contract will start April 1, 2024 and extend to March 31, 2026. This will be a two-year contract period. Funding for bridge inspections will be 100% Federal funds. To comply with the NBIS standards and avoid federal-aid sanctions, all Local Governments are required to either select a prequalified consulting firm prior to November 27, 2023, or let ODOT select a prequalified consulting firm.

To select one of the prequalified consulting firms, cities are required to evaluate consultant letters of interest, and select a minimum of three consultants for interview. An interview committee, consisting of a minimum of three members, must interview the desired consultants, and evaluate them using a ranking matrix. Documentation of the interviews must be provided, including

committee members, interview questions, and the ranking matrix showing the final composite scores. Interviews for the City of Norman's appointed Bridge Safety Inspection Consultant were conducted on September 29, 2023.

The City of Norman interview committee consisted of:

- Jeff Fordice, Capital Projects Engineer
- Chris Smith, Construction Manager
- Brandon Brooks, Capital Projects Engineer

The prequalified consulting firms selected for interview included:

- Consor Engineers, LLC
- Garver
- Burgess and Niple, Inc

The interview committee selected Consor Engineers, Inc. to perform the next cycle of bridge inspections due to the overall experience and size of the inspection team.

To complete the selection process, the Oklahoma Department of Transportation requires a resolution, signed by an authorized representative and attested by the City Clerk, stating the selected consulting firm for the NBIS Bridge Inspections. It must be accompanied by the ranking matrix.

If approved, ODOT will enter into a contract with Consor Engineers, Inc. to provide required bridge inspection services for the City of Norman beginning April 1, 2024, and extending to March 31, 2026. ODOT will negotiate the inspection contracts with the bridge inspection consultants, and pays for the inspections with Federal funds. No monies are required from the City of Norman.

#### **RECOMMENDATION 1:**

Staff recommends approval of Resolution R-2324-73 selecting Consor Engineers, Inc. as the City of Norman's appointed Bridge Safety Inspection Consultant to the Oklahoma Department of Transportation (ODOT) for compliance with the National Bridge Inspection Standards.

# Resolution

R-2324-73

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, SELECTING CONSOR ENGINEERS INC., AS THE CITY OF NORMAN’S APPOINTED BRIDGE INSPECTION CONSULTANT TO THE OKLAHOMA DEPARTMENT OF TRANSPORTATION FOR COMPLIANCE WITH THE NATIONAL BRIDGE INSPECTION STANDARDS.

- § 1. WHEREAS, proactive bridge inspection and maintenance activities ensure public safety and minimize the possibility of bridge closures and the associated detriment to public convenience; and
- § 2. WHEREAS, proactive and regular bridge inspections provide a basis for sound decision-making and the efficient allocation of resources for the repair, maintenance, rehabilitation, and replacement of bridges; and
- § 3. WHEREAS, bridge inspections must be performed in compliance with National Bridge Inspection Standards by bridge teams and project managers fully qualified in accordance with the National Bridge Standards.
- § 4. WHEREAS, the City of Norman desires to continue its partnership with the Oklahoma Department of Transportation to ensure that all public bridges are safe and that federal funding will remain available for bridge-related work.

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

- § 5. That the City of Norman, Oklahoma, on the 24<sup>th</sup> day of October, 2023, did select and approve Consor Engineers, INC., to conduct annual inspections of City owned and operated bridges during the time period of April 1, 2024, to March 31, 2026.

PASSED AND ADOPTED this 24th day of October, 2023.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk



**File Attachments for Item:**

25. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2324-77: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROPRIATING \$15,000 FROM THE ANIMAL CONTROL DONATION ACCOUNT TO BE USED TO PURCHASE A MEDICAL/VETERINARY X-RAY MACHINE.





## CITY OF NORMAN, OK STAFF REPORT

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**MEETING DATE:** 10/24/2023

**REQUESTER:** Kellee Robertson, Manager, Animal Welfare Division

**PRESENTER:** Kevin Foster, Chief of Police

**ITEM TITLE:** CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2324-77: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROPRIATING \$15,000 FROM THE ANIMAL CONTROL DONATION ACCOUNT TO BE USED TO PURCHASE A MEDICAL/VETERINARY X-RAY MACHINE.

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### BACKGROUND:

The Norman Animal Welfare Center often receives general, unsolicited donations for unspecified uses. These donations are accepted and deposited within a dedicated account, where they are maintained until requested and approved for disbursement for use by our facility. This item is being brought forward for that purpose.

### DISCUSSION:

The Animal Welfare Center has a full-time operational veterinary clinic that currently does not have an X-ray machine. This limits our ability to treat animals and requires us to send animals to an outside vet clinic for X-ray services. When the outside clinic is utilized, we pay for the X-rays and it takes staff time to sit with the animal during these visits. Radiographs are a powerful diagnostic tool that can be used to assess the following:

- Bone fractures
- Bone density - to assess use of a limb, age, check for developmental disorders, neoplasia, infectious diseases, and malnutrition
- Ligamentous injuries
- Heart size and silhouette - for assessing for congenital and acquired heart problems as well as congestive heart failure
- Lung density - pneumonia and other infectious diseases, neoplasia, trauma, bleeding disorders, airway disease such as asthma and other inflammatory disorders
- Chest cavity - for accumulation of air or blood as a result of trauma, toxins, or neoplasia; check for purulent fluid following trauma or an infection; check the size and shape of the esophagus for obstructions, congenital disorders, and obstructions

- Diaphragm - to check the integrity following trauma
- Abdomen - to evaluate the size and silhouette of the abdominal organs to check for neoplasia, trauma, infections, pregnancy, bleeding disorders, intestinal obstructions, organ failure, and more

Including this piece of equipment in our clinic will aid in determining the health of the animals that we adopt out into the community and provide us with the ability to assess if an animal is suffering, treatable, or needs to be humanely euthanized. The X-ray machine is also necessary for animal cruelty investigations to provide evidence for court. All of the animals presented for possible abuse should have full-body radiographs. In addition, animals that have been neglected may also benefit from radiographs to assess their nutritional status and development.

**RECOMMENDATION:**

It is recommended that \$15,000 be appropriated from the Other-Animal Control Donation account (10-22431) into the Animal Control Plant & Operating Equip-Other account (10660270-45199) to purchase an X-ray machine for the Animal Welfare Center Veterinary Clinic.

# Resolution

R-2324-77

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROPRIATING \$15,000 FROM THE ANIMAL CONTROL DONATION ACCOUNT TO BE USED TO PURCHASE A MEDICAL/VETERINARY X-RAY MACHINE.

- § 1. WHEREAS, the Norman Animal Welfare Center receives general, unsolicited donations for unspecified uses and they deposited within a dedicated account; and
- § 2. WHEREAS, the NAWC has a full-time veterinary clinic that currently does not have an X-ray machine and this limits their ability to treat animals in-house; and
- § 3. WHEREAS, the NAWC currently has to incur the cost of the X-rays when sending animals to other vet clinics and Staff has to stay with those animals during those visits; and
- § 4. WHEREAS, having an X-ray machine will aid in determining the health of animals that are adopted in the community more quickly, it will also aid in animals that may have been possibly abused or neglected.

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

- § 4. That the following appropriation be made for reasons stated above:

Account Name	Losing Account	Gaining Account	Amount
Animal Control Plant & Operating Equip-Other	10-22431	10660270-45199	\$15,000

PASSED AND ADOPTED this 24<sup>th</sup> day of October, 2023.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk



**File Attachments for Item:**

26. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R2324-41: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING THE NORMAN 2025 LAND USE AND TRANSPORTATION PLAN SO AS TO REMOVE LOT SEVEN (7), BLOCK ONE (1), OF TULL'S 1ST ADDITION TO THE CITY OF NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE LOW DENSITY RESIDENTIAL DESIGNATION AND PLACE THE SAME IN THE OFFICE DESIGNATION. (1413 North Crawford Avenue)



## CITY OF NORMAN, OK STAFF REPORT

**MEETING DATE:** 10/24/2023

**REQUESTER:** Holiday Heights Real Estate, L.L.C.

**PRESENTER:** Jane Hudson, Director of Planning & Community Development

**ITEM TITLE:** CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2324-41: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING THE NORMAN 2025 LAND USE AND TRANSPORTATION PLAN SO AS TO REMOVE LOT SEVEN (7), BLOCK ONE (1), OF TULL'S 1<sup>ST</sup> ADDITION TO THE CITY OF NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE LOW DENSITY RESIDENTIAL DESIGNATION AND PLACE THE SAME IN THE OFFICE DESIGNATION. (1413 North Crawford Avenue)

**SUMMARY OF REQUEST:** The applicant, Holiday Heights Real Estate, L.L.C., is proposing a SPUD, Simple Planned Unit Development, to allow commercial uses that include supporting activities for the nursing facility Holiday Heights, located across the alleyway to the south. This development requires rezoning from R-1, Single Family Dwelling District, to SPUD, Simple Planned Unit Development. This proposal also requires a NORMAN 2025 Land Use Plan Amendment from Low Density Residential Designation to Commercial Designation.

**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?***

The general area has seen minimal changes. To the east, the Wright's IGA grocery store closed and transitioned to a flooring and cabinetry store. To the south, fronting Robinson Street, the neighborhood has seen a Taco Mayo, a Dunkin drive thru and 360 Sign company develop in recent years. The Taco Mayo and Dunkin access from Robinson Street. The sign company has access on Robinson Street as well as Dale Street on the north. Although the subject property is residential, the adjacent properties on the east and

south are commercial. The proposed use for this site will support the commercial use to the south, Holiday Heights Nursing Home.

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 change for this specific use should not contribute to any additional traffic because its daily support activities are for the existing commercial/nursing home activities to the south of this request.

**CONCLUSION:** Staff forwards this request for amendment of the NORMAN 2025 Land Use Plan Amendment from Low Density Residential Designation to Commercial Designation as Resolution No. R-2324-41 for consideration by City Council.

At their September 14, 2023 meeting, Planning Commission unanimously recommended adoption of Resolution No. R-2324-41, by a vote of 7-0.



R-2324-41

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING THE NORMAN 2025 LAND USE AND TRANSPORTATION PLAN SO AS TO REMOVE LOT SEVEN (7), BLOCK ONE (1), OF TULL'S 1<sup>ST</sup> ADDITION TO THE CITY OF NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE LOW DENSITY RESIDENTIAL DESIGNATION AND PLACE THE SAME IN THE OFFICE DESIGNATION.  
(1413 North Crawford 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, Holiday Heights Real Estate, L.L.C. has requested that the following described property be moved from the Low Density Residential Designation and placed in the Office Designation for the hereinafter described property, to wit:

Lot Seven (7), Block One (1), of Tull's 1<sup>st</sup> Addition to the City of Norman, Cleveland County, Oklahoma, according to the recorded plat thereof.

Said tract of land containing 0.22 acres, more or less.

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

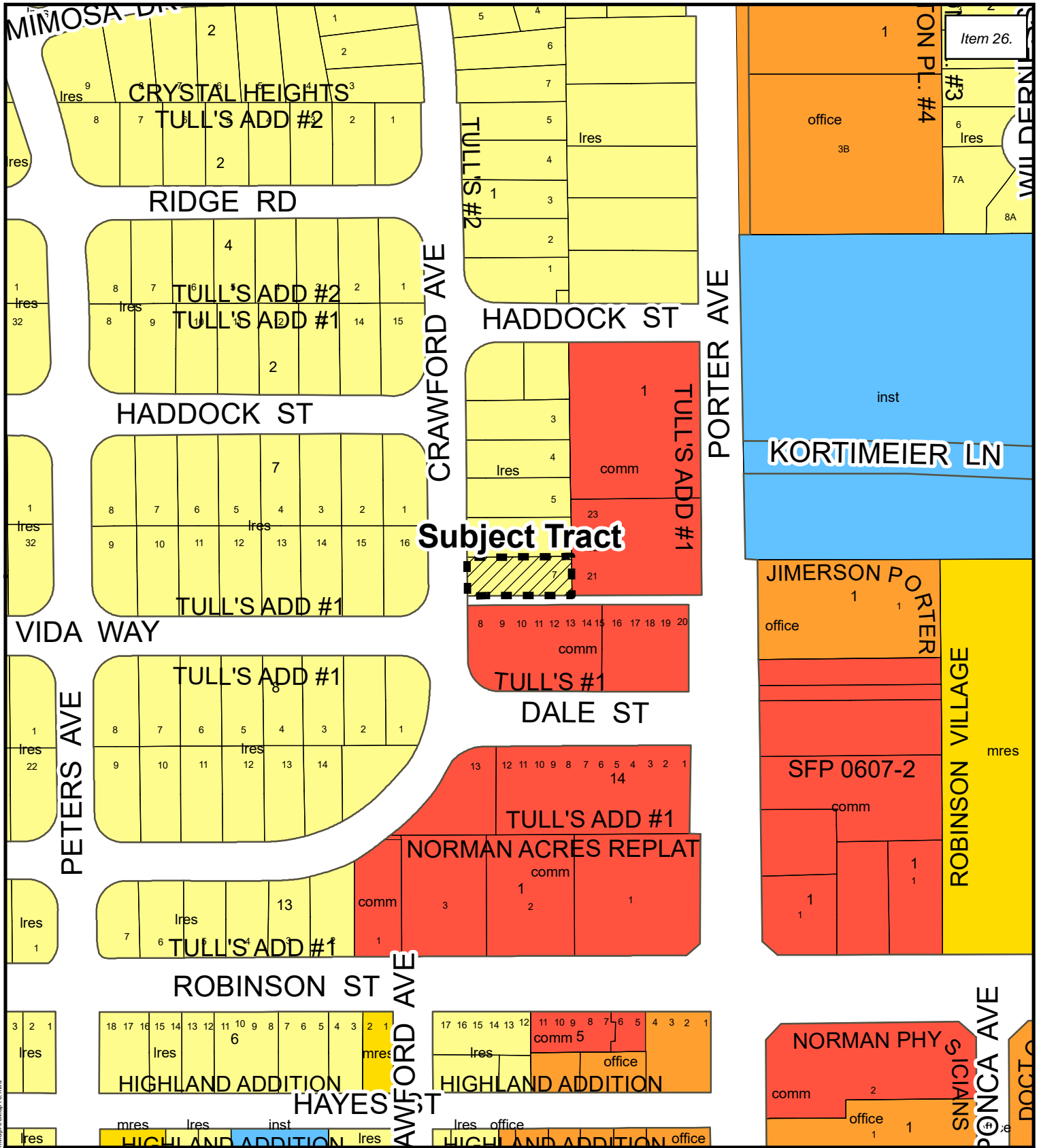
- § 4. That the Council of the City of Norman recognizes the need to control the future growth of the City of Norman; and, that after due consideration has determined that the requested amendment to the NORMAN 2025 Land Use and Transportation Plan should be adopted, and does hereby approve the requested designation.

PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
(Mayor)

ATTEST:

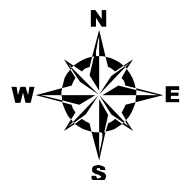
\_\_\_\_\_  
(City Clerk)



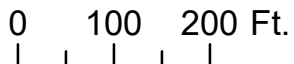
# Norman 2025 Land Use Plan




Map Produced by the City of Norman Geographic Information System. The City of Norman assumes no responsibility for errors or omissions in the information presented.



August 1, 2023



-  Subject Tract
-  Zoning

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RESOLUTION NO. R-2324-41

ITEM NO. 4

**STAFF REPORT**

**ITEM:** Holiday Heights Real Estate, L.L.C. requests amendment of the NORMAN 2025 Land Use & Transportation Plan from Low Density Residential Designation to Office Designation for 0.22 acres of property located at 1413 N. Crawford Avenue.

**SUMMARY OF REQUEST:** The applicant, Holiday Heights Real Estate, L.L.C., is proposing a SPUD, Simple Planned Unit Development to allow commercial uses that include supporting activities for the nursing facility Holiday Heights, located across the alleyway to the south. This development requires rezoning from R-1, Single Family Residential to SPUD, Simple Planned Unit Development. This proposal also requires a NORMAN 2025 Land Use Plan Amendment from Low Density Residential Designation to Commercial Designation.

**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?***

The general area has seen minimal changes. To the east, the Wright's IGA grocery store closed and transitioned to a flooring and cabinetry store. To the south, fronting Robinson Street, the neighborhood has seen a Taco Mayo, a Dunkin drive thru and 360 Sign company develop in recent years. The Taco Mayo and Dunkin access from Robinson Street. The sign company has access on Robinson Street as well as Dale Street on the north. Although the subject property is residential, the adjacent properties on the east and south are commercial. The proposed use for this site will support the commercial use to the south, Holiday Heights Nursing Home.

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 change for this specific use should not contribute to any additional traffic because its daily support activities are for the existing commercial/nursing home activities to the south of this request.

**CONCLUSION:** Staff forwards this request for amendment of the NORMAN 2025 Land Use Plan Amendment from Low Density Residential Designation to Commercial Designation as Resolution No. R-2324-41 for consideration by Planning Commission and recommendation to City Council.



## CITY OF NORMAN, OK PLANNING COMMISSION MEETING

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069  
Thursday, September 14, 2023 at 7:00 PM

### MINUTES

The Planning Commission of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in Council Chambers of the Norman Municipal Building, 201 West Gray Street, on the 14<sup>th</sup> day of September, 2023.

Notice and agenda of the meeting were posted at the Norman Municipal Building and online at <https://norman-ok.municodemeetings.com> at least twenty-four hours prior to the beginning of the meeting.

Chair Erica Bird called the meeting to order at 7:00 p.m.

#### ROLL CALL

##### PRESENT

Cameron Brewer  
Steven McDaniel  
Liz McKown  
Erica Bird  
Douglas McClure  
Jim Griffith  
Maria Kindel

##### ABSENT

Kevan Parker  
Michael Jablonski

A quorum was present.

##### STAFF PRESENT

Jane Hudson, Planning Director  
Lora Hoggatt, Planning Services Manager  
Melissa Navarro, Planner II  
Roné Tromble, Admin. Tech. IV  
Beth Muckala, Assistant City Attorney  
David Riesland, Transportation Engineer  
Todd McLellan, Development Engineer  
Bryce Holland, Multimedia Specialist

**NON-CONSENT ITEMS****Holiday Heights 2025 & SPUD**

4. Consideration of Approval, Acceptance, Rejection, Amendment, and/or Postponement of Resolution No. R-2324-41: Holiday Heights Real Estate, L.L.C. requests amendment of the NORMAN 2025 Land Use & Transportation Plan from Low Density Residential Designation to Office Designation for 0.22 acres of property located at 1413 N. Crawford Avenue.

**ITEMS SUBMITTED FOR THE RECORD:**

1. NORMAN 2025 Map
2. Staff Report

5. Consideration of Approval, Acceptance, Rejection, Amendment, and/or Postponement of Ordinance No. O-2324-11: Holiday Heights Real Estate, L.L.C. requests rezoning from R-1, Single Family Dwelling District, to SPUD, Simple Planned Unit Development, for 0.22 acres of property located at 1413 N. Crawford Avenue.

**ITEMS SUBMITTED FOR THE RECORD:**

1. Location Map
2. Staff Report
3. SPUD Narrative with Exhibits A-C
4. Pre-Development Summary

**PRESENTATION BY STAFF:** Ms. Navarro reviewed the staff report, a copy of which is filed with the minutes.

**PRESENTATION BY THE APPLICANT:** None

**AUDIENCE PARTICIPATION:** None

**DISCUSSION AND ACTION BY THE PLANNING COMMISSION:**

Motion made by Griffith, seconded by Brewer, to recommend adoption of Resolution No. R-2324-41 and Ordinance No. O-2324-11 to City Council.

Voting Yea: Brewer, McDaniel, McKown, Bird, McClure, Griffith, Kindel

The motion to recommend adoption of Resolution No. R-2324-41 and Ordinance No. O-2324-11 to City Council passed by a vote of 7-0.

\*

**File Attachments for Item:**

27. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2324-11 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 LOT SEVEN (7), IN BLOCK ONE (1), TULL'S 1<sup>ST</sup> ADDITION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE R-1, SINGLE FAMILY DWELLING DISTRICT, AND PLACE SAME IN THE SPUD, SIMPLE PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (1413 North Crawford Avenue)





## CITY OF NORMAN, OK STAFF REPORT

**MEETING DATE:** 10/24/2023

**REQUESTER:** Holiday Heights Real Estate, L.L.C.

**PRESENTER:** Jane Hudson, Director of Planning & Community Development

**ITEM TITLE:** CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2324-11 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 LOT SEVEN (7), IN BLOCK ONE (1), TULL'S 1<sup>ST</sup> ADDITION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE R-1, SINGLE FAMILY DWELLING DISTRICT, AND PLACE SAME IN THE SPUD, SIMPLE PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (1413 North Crawford Avenue)

**PROJECT OVERVIEW:** The applicant, Holiday Heights Real Estate, L.L.C., requests to rezone the property at 1413 N. Crawford Avenue from R-1, Single Family Dwelling District, to SPUD, Simple Planned Unit Development, to allow commercial uses that include supporting activities for the nursing facility Holiday Heights, located across the alleyway, to the south of the subject site.

### **PROCEDURAL REQUIREMENTS:**

**GREENBELT COMMISSION:** GBC23-21, August 15, 2023

The Greenbelt Commission forwards this item with no further comments.

**PRE DEVELOPMENT MEETING:** PD23-29, August 24, 2023

No neighbors attended this meeting.

### **ZONING ORDINANCE CITATION:**

SEC 36-510 – 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:** A list of the allowable uses for the Property is attached in SPUD narrative as Exhibit C.

**OPEN SPACE/PARKLAND:** No increase to the existing building footprint is proposed. Open space is approximately 60% of the lot.

**SITE PLAN:** The Site Survey/Development Plan (Exhibit B) for the site is currently submitted with this SPUD. No new structures are anticipated from what is presented. Instead, applicant simply seeks permission for continuing the current use.

**ACCESS:** Access to the Property is existing and shall be permitted in the manner depicted on the attached Site Development Plan.

**LANDSCAPING:** No changes are proposed to the existing landscaping. In the event of future development, the Property shall be in conformity to the City of Norman ordinances, as amended from time to time.

**SIGNAGE:** The signage for the Property shall comply with Norman's applicable signage regulations for Office uses, as amended from time to time.

**LIGHTING:** All exterior lighting shall be installed in conformance with any applicable City of Norman regulations, as such may be amended from time to time.

**SANITATION:** Trash will be handled through existing dumpsters in coordination with the nursing facility location resources. Existing dumpsters are currently located on the southeast corner of the nursing facility property near Dale Street.

**UTILITIES:** The necessary utility services are already located on or near the Property.

**PARKING:** The intent is to allow overflow parking from the Nursing Home along the southern edge of the property as reflected in the site plan.

**SIDEWALKS:** No additional sidewalks are planned beyond those reflected in the Site Plan. The Property shall comply with the City of Norman standards to allow for emergency access and fire access as necessary, as such standards may be amended from time to time.

**EXISTING ZONING:** The subject property is currently zoned R-1. The new commercial uses will support the activities for the Nursing Home next door. Because of that, it is not likely to increase the traffic in the area as the current use of the site has been in operation for an extended period.

**ALTERNATIVES/ISSUES:**

**IMPACTS:** The property is surrounded by residential and commercial. The existing use of the site should not cause significant changes on traffic in the area.

**OTHER AGENCY COMMENTS:**

**FIRE DEPARTMENT:** Building permits will be reviewed at the time of application.

**PUBLIC WORKS/ENGINEERING:** The property is already platted.

**TRAFFIC ENGINEER:** No Comments

**UTILITIES:** No Comments

**CONCLUSION:** Staff forwards this request for rezoning from R-1, Single Family Dwelling District, to a SPUD, Simple Planned Unit Development, and Ordinance No. O-2324-11 to the City Council.

At their September 14, 2023 meeting, Planning Commission unanimously recommended adoption of Ordinance No. O-2324-11, by a vote of 7-0.

O-2324-11

AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE LOT SEVEN (7), IN BLOCK ONE (1), TULL'S 1<sup>ST</sup> ADDITION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE R-1, SINGLE FAMILY DWELLING DISTRICT, AND PLACE SAME IN THE SPUD, SIMPLE PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (1413 North Crawford Avenue)

- § 1. WHEREAS, Holiday Heights Real Estate, L.L.C., the owners of the hereinafter described property, have made application to have the subject property removed from the R-1, Single Family Dwelling 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 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 R-1, Single Family Dwelling District and place the same in the SPUD, Simple Planned Unit Development District, to wit:

Lot 7, Block 1, Tull's 1<sup>st</sup> Addition to the City of Norman, Cleveland County, Oklahoma, according to the recorded plat thereof.

Said tract of land containing 0.22 acres, more or less.

Ordinance No. O-2324-11  
Page 2

§ 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 approved by the Planning Commission on September 14, 2023, and 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 \_\_\_\_\_, 2023.

NOT ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
(Mayor)

\_\_\_\_\_  
(Mayor)

ATTEST:

\_\_\_\_\_  
(City Clerk)

# Holiday Heights Real Estate, L.L.C.

1413 N. Crawford

**SIMPLE PLANNED UNIT DEVELOPMENT**

APPLICANT:

***Holiday Heights Real Estate, L.L.C.***

APPLICATION FOR:

**SIMPLE PLANNED UNIT DEVELOPMENT**

\*Amendment to Rezoning Or Special Use  
Application of July 21, 2023

\*Applicant originally submitted Rezoning or Special Use Application on July 21, 2023; after consultation with City staff, request for relief has been amended to seek establishment of simple planned unit development



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  - A. Background and Intent
- II. PROPERTY DESCRIPTION/GENERAL SITE CONDITIONS
  - A. Location
  - B. Existing Land Use and Zoning
  - C. Elevation and Topography
  - D. Utility Services
  - E. Fire Protection Services
  - F. Traffic Circulation and Access
- III. DEVELOPMENT PLAN AND DESIGN CONCEPT
  - A. Permissible Uses
  - B. Building Height
  - C. Parking
  - D. Dumpster and Trash Enclosures
  - E. Miscellaneous Development Criteria

EXHIBITS

- A. Legal Description of the Property
- B. Site Development Plan
- C. Permissible Uses
- D. Prior Rezoning or Special Use Application

## I. INTRODUCTION

### A. Background and Intent:

The subject property is a single residential lot of .22 acres located at 1413 N. Crawford Ave., in Norman, OK which is owned by the owners of the Holiday Heights SNF ("the Facility"). The lot is located directly north of and abuts the Facility, a commercial property. It is our understanding that the use of the property as a support location to the Facility actually pre-dates current ownership; though the full nature of that use is unknown at this time. The intent of the owners (and the requested relief) is to establish a simple planned unit development, limited to the lot at issue, so that the lot owners (the Facility) may continue to use the property in support of the skilled nursing facility. Specifically, the owners seek to allow staff to perform laundry in the house\building now located on the lot. No other development plans for building or the lot are anticipated. Staff also currently uses a portion of the lot to provide overflow parking and would like to continue to use the lot in this respect. This avoids the necessity for parking associated with the Facility to be on the street or in other locations less convenient to the surrounding area.

The general vicinity of the property (and much of the abutting property) are already zoned and utilized as commercial property. The proposed change would not, therefore, be contrary to the public interest or to our knowledge result in a negative impact on the neighbors or the neighboring area. No further physical change is anticipated unless requested by the City in order to allow the relief requested by applicant.

## II. PROPERTY DESCRIPTION/GENERAL SITE CONDITIONS

### A. Location

The Property is a single residential lot of .22 acres located at 1413 N. Crawford, Norman, OK. It is located immediately north of the Holiday Heights Skilled Nursing Facility and is owned by the Facility owners.

### B. Existing Land Use and Zoning

Currently, the property is zoned for single family residential use. However, the home is unoccupied and has been used in an adjunct capacity to the nursing facility next door. (See previous application for rezoning or special use attached as Exhibit "D" which provides detail concerning current use.)

### C. Elevation and Topography

The site's elevation and topography present no significant deviation from the surrounding area. No change to either is anticipated. See Site Development Plan\Survey which details existing structures. No new structures are anticipated.

**D. Utility Services**

The necessary utility services are already located on or near the Property.

**E. 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.

**F. Traffic Circulation and Access**

Access to the Property is existing and shall be permitted in the manner depicted on the attached Site Development Plan attached hereto as **Exhibit B**.

**III. DEVELOPMENT PLAN**

The subject property is a single residential lot of .22 acres located at 1413 N. Crawford Ave., in Norman, OK, which is owned by the owners of the Holiday Heights SNF ("the Facility"). The lot is located directly north of and abuts the Facility, a commercial property. It is our understanding that the use of the property as a support location to the Facility actually pre-dates current ownership; though the full nature of that use is unknown at this time. The intent of the owners (and the requested relief) is to establish a simple planned unit development, limited to the lot at issue, so that the lot owners (the Facility) may continue to use the property in support of the skilled nursing facility. Specifically, the owners seek to allow staff to perform laundry in the house\building now located on the lot. No other development plans for building on the lot are anticipated. Staff also currently uses a portion of the lot to provide overflow parking and would like to continue to use the lot in this respect. This avoids the necessity for parking associated with the Facility to be on the street or in other locations less convenient to the surrounding area.

**A. Permissible Uses**

A list of the allowable uses for the Property is attached hereto as **Exhibit C**.

**B. Building Height**

The existing building is a single story residential structure. No change to the structures external height or perimeter is planned.

**C. Parking**

The intent is to allow overflow parking from the Nursing Home along the southern edge of the property as reflected in the site plan.

## **D. Sanitation**

Trash will be handled through existing dumpsters in coordination with the nursing facility location resources. Existing dumpsters are currently located on the southeast corner of the nursing facility property near Dale Street.

## **E. Miscellaneous Development Criteria**

### **1. Site Plan**

The Site Survey\Development Plan (Exhibit B) for the site is currently submitted with this SPUD. No new structures are anticipated from what is presented. Instead, applicant simply seeks permission for conforming use. Lot size is roughly 9583 square feet and existing house is roughly 1056 square feet. Open space is therefore approximately 60% of existing lot, including noted storage buildings and gazebo area which is marked as a concrete pad with metal overhang on the Site Plan.

### **Open Space**

No increase to the existing building footprint is being proposed. Open space is approximately 60 % of the lot.

### **2. Signage**

The signage for the Property shall comply with Norman's applicable signage regulations for Office uses, as amended from time to time.

### **3. Sidewalks**

No additional sidewalks are planned beyond those reflected in the Site Plan. The Property shall comply with the City of Norman standards to allow for emergency access and fire access as necessary, as such standards may be amended from time to time.

### **4. Lighting**

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

### **5. Landscaping**

No changes are proposed to the existing landscaping. In the event of future development, the Property shall be in conformity to the City of Norman ordinances, as amended from time to time.

### **6. Area regulations**

No changes are proposed to the existing regulations other than to the extent necessary to allow for requested uses as set forth herein.

Front yard setback 30 feet

Side yard setback 5 feet.

Rear yard setback 20 feet. (11 feet for accessory structures).

Building coverage 40%  
Impervious coverage 65%

**EXHIBIT A**

Legal Description of the Property

TULL'S 1, LOT 7, BLOCK 1

1413 N. CRAWFORD



**EXHIBIT B**

Site Survey\Development Plan

See attached- No new structures are anticipated\*

\* Original Site Plan Survey has been provided to and is in possession of Planning Department in coordination with application submission. Copy is attached.

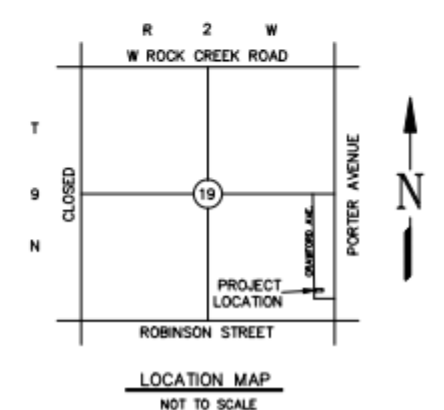
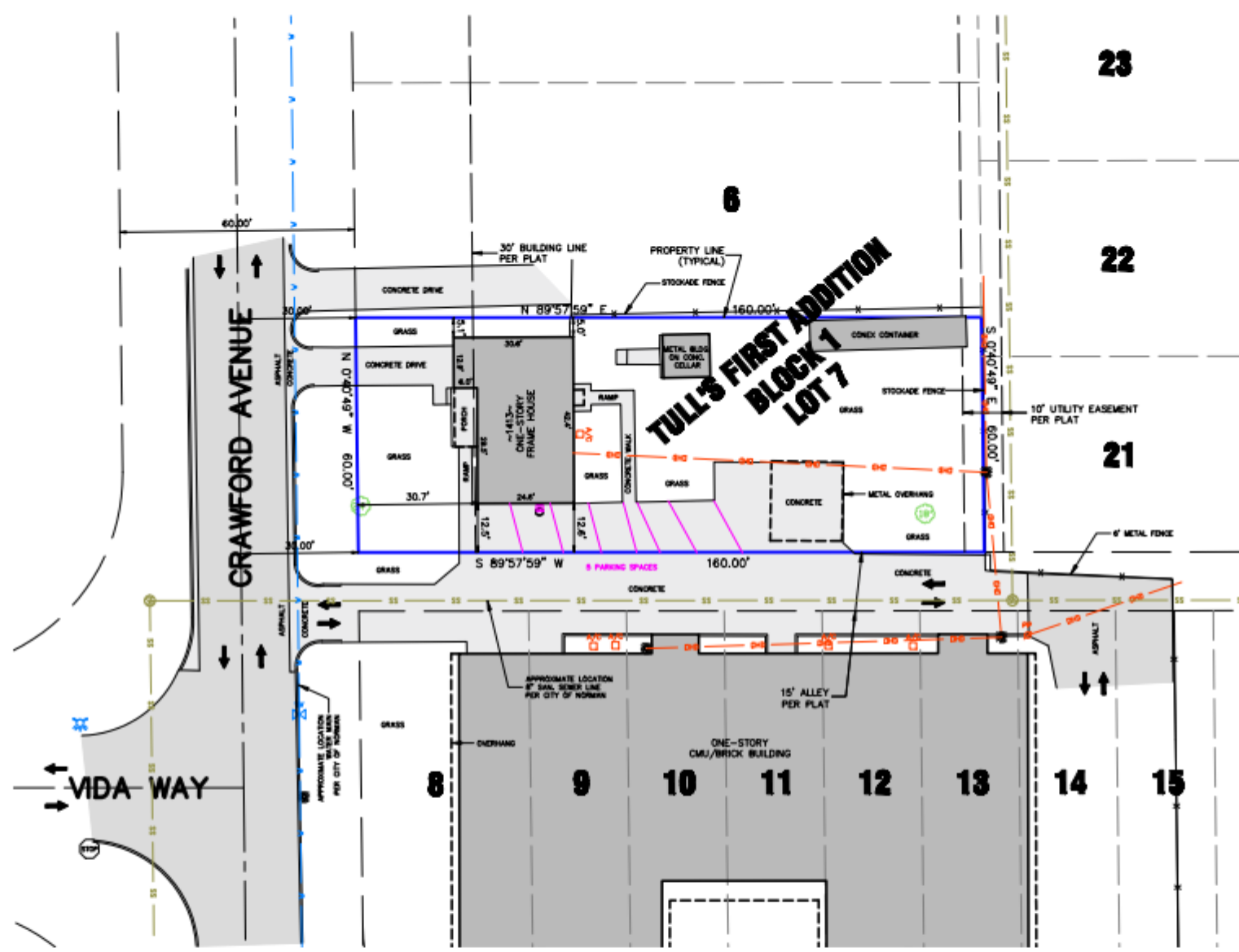
**EXHIBIT C**

## Permissible Uses

**1. Property and buildings shall allow uses as outlined below:**

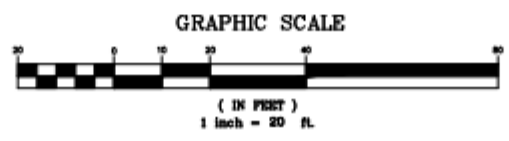
- Existing structure may be used to perform laundry services for the adjacent nursing facility.
- Parking will be allowed on the southern perimeter of the property as reflected in the site survey\plan.
- Existing Structure may be used for Records\Equipment storage in support of adjacent nursing facility
- Existing Structure may be used for overflow administrative work in support of adjacent nursing facility

EXHIBIT B

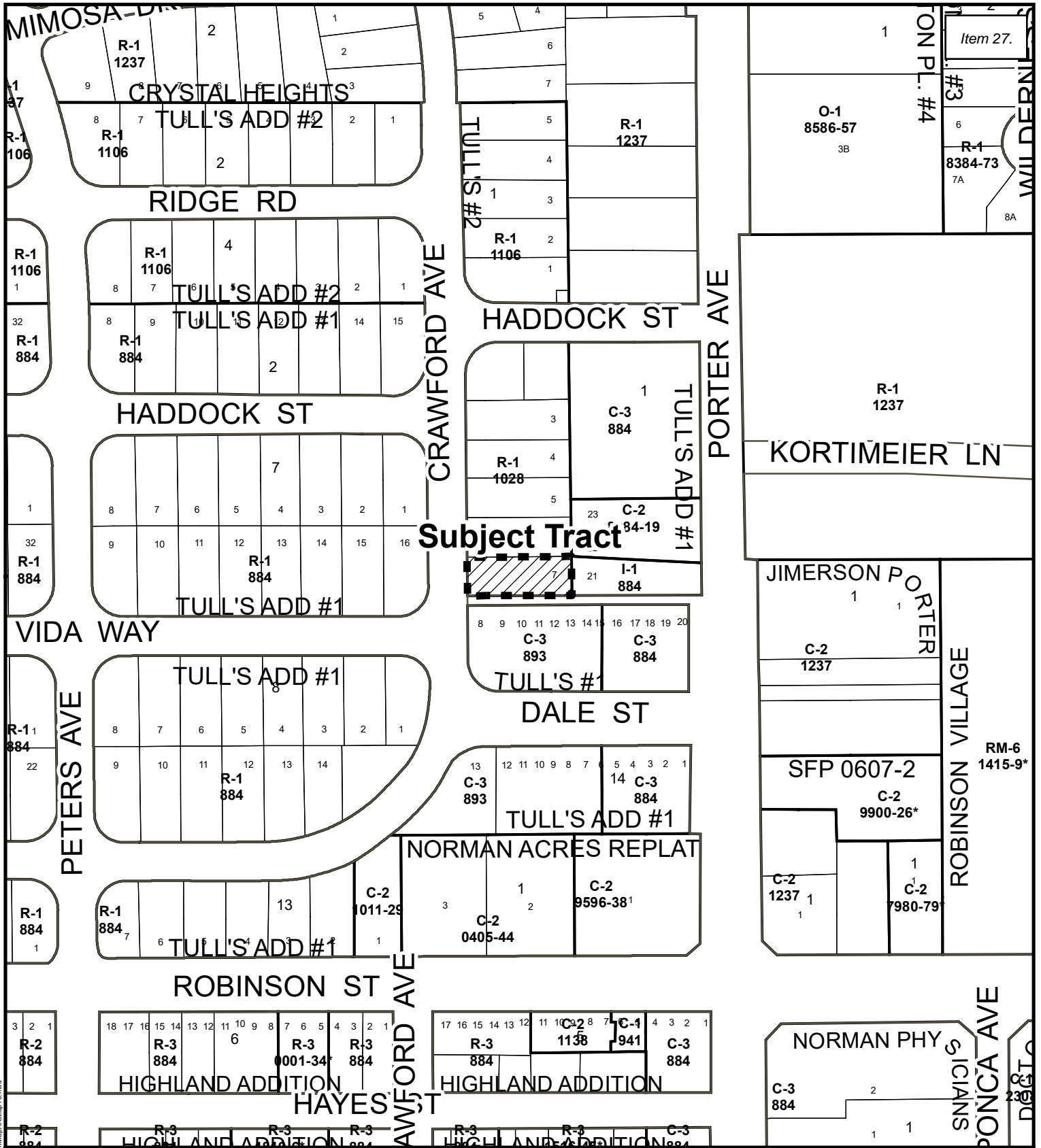


LEGEND

- |  |                         |  |                                     |
|--|-------------------------|--|-------------------------------------|
|  | - AIR CONDITIONING UNIT |  | - PULL BOX                          |
|  | - CLEAN OUT             |  | - POWER POLE                        |
|  | - ELECTRIC MANHOLE      |  | - POWER POLE W/ UNDERGROUND SERVICE |
|  | - ELECTRIC RISER        |  | - SPRINKLER HEAD                    |
|  | - FIRE DEPT. CONNECTION |  | - SPRINKLER VALVE                   |
|  | - FIRE HYDRANT          |  | - SANITARY SEWER MANHOLE            |
|  | - FUEL FILLER PORT      |  | - STORM SEWER MANHOLE               |
|  | - GAS METER             |  | - SIGN                              |
|  | - GUARD POST            |  | - TELEPHONE MANHOLE                 |
|  | - GAS VALVE             |  | - TELEPHONE RISER                   |
|  | - GUY WIRE              |  | - TELEPHONE UNDERGROUND             |
|  | - INLET                 |  | - TRAFFIC SIGNAL LIGHT              |
|  | - LIGHT POLE            |  | - VENT                              |
|  | - MONITORING WELL       |  | - WATER METER                       |
|  | - MAIL BOX              |  | - WATER VAULT                       |
|  | - MARKER                |  | - WATER VALVE                       |
- 
- |  |                       |
|--|-----------------------|
|  | - ELECTRIC LINE       |
|  | - SANITARY SEWER LINE |
|  | - WATER LINE          |
|  | - FENCE               |
|  | - OVERHEAD LINE       |
|  | - STORM SEWER LINE    |
|  | - POWER OPTIC LINE    |
|  | - GAS LINE            |



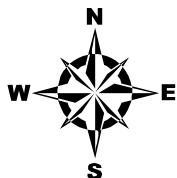
	<b>1413 N CRAWFORD AVE</b> <b>SITE PLAN</b>		
	<b>SURVEYING - MAPPING - CONSULTING</b> <small>Oklahoma CA No. 4601</small> <b>***ONLY COPIES SIGNED &amp; SEALED IN BLUE INK ARE VALID***</b> <small>All rights reserved under copyright.</small>		
<small>PO Box 120          Clifton, OK 73016          Phone: (405) 306-7675          Email: bob@manleypls.com</small>	<small>Project No: 4019          Drawn By: rem          DWG File: 4019.dwg</small>	<small>Date: 02/09/23          Party Chgt: b.manley          FB/Data File: 4019.rw5</small>	<small>Scale: 1" = 20'          Revisions:          Sheet #: 1 of 1</small>



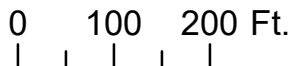
# Location Map



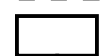
Map Produced by the City of Norman Geographic Information System. The City of Norman assumes no responsibility for errors or omissions in the information presented.



August 1, 2023



Subject Tract



Zoning

**Applicant:** Holiday Heights Real Estate LLC

**Project Location:** 1413 N Crawford Ave

**Case Number:** PD 23-29

**Time:** 5:30 p.m.

**Applicant/Representative**

LeAnna McNally  
Michael De Yong

**Attendees**

No attendees

**City Staff**

Beth Muckala, Assistant City Attorney III  
Lora Hoggatt, Planning Services Manager  
Melissa Navarro, Planner II

**Application Summary**

The applicant requests an amendment to Norman 2025 from Low density residential to commercial, rezone from R-1 Single Family Dwelling District to SPUD, Simple Planned Unit Development.

**Neighbor's Comments/Concerns/Responses**

No Comments.

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ORDINANCE NO. O-2324-11

ITEM NO. 5

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**STAFF REPORT**

**GENERAL INFORMATION**

APPLICANT	Holiday Heights Real Estate, L.L.C.
REQUESTED ACTION	Rezoning to SPUD, Simple Planned Unit Development District
EXISTING ZONING	R-1, Single Family Dwelling District
SURROUNDING ZONING	North: R-1, Single Family Dwelling District East: I-1, Light Industrial District South: C-3, Intensive Commercial District West: R-1, Single Family Dwelling District
LOCATION	1413 N. Crawford Avenue
WARD	8
CORE AREA	No
AREA/SF	0.22 acres more or less
PURPOSE	To allow commercial uses that support activities for the skilled nursing facility
EXISTING LAND USE	Residential
SURROUNDING LAND USE	North: Residential East: Commercial South: Commercial (Nursing Home) West: Residential
LAND USE PLAN DESIGNATION	Low Density Residential Designation
PROPOSED LAND USE DESIGNATION	Commercial Designation
GROWTH AREA DESIGNATION	Current Urban Service Area

**PROJECT OVERVIEW:** The applicant, Holiday Heights Real Estate, L.L.C., requests to rezone property at 1413 N. Crawford Avenue from R-1, Single Family Residential to SPUD, Simple Planned Unit Development to allow commercial uses that include supporting activities for the nursing facility Holiday Heights, located across the alleyway, to the south of the subject site.

**PROCEDURAL REQUIREMENTS:**

**GREENBELT COMMISSION:** GBC23-21, August 15, 2023

The Greenbelt Commission forwards this item with no further comments.

**PRE DEVELOPMENT MEETING:** PD23-29, August 24, 2023

No neighbors showed up to this meeting.

**ZONING ORDINANCE CITATION:**

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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.

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**SIDEWALKS:** No additional sidewalks are planned beyond those reflected in the Site Plan. The Property shall comply with the City of Norman standards to allow for emergency access and fire access as necessary, as such standards may be amended from time to time.

**EXISTING ZONING:** The subject property is currently zoned residential. The new commercial uses will support the activities for the Nursing Home next door. Because of that, it is not likely to increase the traffic in the area as the current use of the site has been in operation for an extended period.

**ALTERNATIVES/ISSUES:**

**IMPACTS:** The property is surrounded by residential and commercial. The existing use of the site should not cause significant changes on traffic in the area.

**OTHER AGENCY COMMENTS:**

**FIRE DEPARTMENT:** Building permits will be reviewed at the time of application.

**PUBLIC WORKS/ENGINEERING:** The property is already platted.

**TRAFFIC ENGINEER:** No Comments

**UTILITIES:** No Comments

**CONCLUSION:** Staff forwards this request for rezoning from R-1, Single Family Dwelling District, to a SPUD, Simple Planned Unit Development, and Ordinance No. O-2324-11 to the Planning Commission for consideration and recommendation to City Council.



## CITY OF NORMAN, OK PLANNING COMMISSION MEETING

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069  
Thursday, September 14, 2023 at 7:00 PM

### MINUTES

The Planning Commission of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in Council Chambers of the Norman Municipal Building, 201 West Gray Street, on the 14<sup>th</sup> day of September, 2023.

Notice and agenda of the meeting were posted at the Norman Municipal Building and online at <https://norman-ok.municodemeetings.com> at least twenty-four hours prior to the beginning of the meeting.

Chair Erica Bird called the meeting to order at 7:00 p.m.

#### ROLL CALL

##### PRESENT

Cameron Brewer  
Steven McDaniel  
Liz McKown  
Erica Bird  
Douglas McClure  
Jim Griffith  
Maria Kindel

##### ABSENT

Kevan Parker  
Michael Jablonski

A quorum was present.

##### STAFF PRESENT

Jane Hudson, Planning Director  
Lora Hoggatt, Planning Services Manager  
Melissa Navarro, Planner II  
Roné Tromble, Admin. Tech. IV  
Beth Muckala, Assistant City Attorney  
David Riesland, Transportation Engineer  
Todd McLellan, Development Engineer  
Bryce Holland, Multimedia Specialist

**NON-CONSENT ITEMS****Holiday Heights 2025 & SPUD**

4. Consideration of Approval, Acceptance, Rejection, Amendment, and/or Postponement of Resolution No. R-2324-41: Holiday Heights Real Estate, L.L.C. requests amendment of the NORMAN 2025 Land Use & Transportation Plan from Low Density Residential Designation to Office Designation for 0.22 acres of property located at 1413 N. Crawford Avenue.

**ITEMS SUBMITTED FOR THE RECORD:**

1. NORMAN 2025 Map
2. Staff Report

5. Consideration of Approval, Acceptance, Rejection, Amendment, and/or Postponement of Ordinance No. O-2324-11: Holiday Heights Real Estate, L.L.C. requests rezoning from R-1, Single Family Dwelling District, to SPUD, Simple Planned Unit Development, for 0.22 acres of property located at 1413 N. Crawford Avenue.

**ITEMS SUBMITTED FOR THE RECORD:**

1. Location Map
2. Staff Report
3. SPUD Narrative with Exhibits A-C
4. Pre-Development Summary

**PRESENTATION BY STAFF:** Ms. Navarro reviewed the staff report, a copy of which is filed with the minutes.

**PRESENTATION BY THE APPLICANT:** None

**AUDIENCE PARTICIPATION:** None

**DISCUSSION AND ACTION BY THE PLANNING COMMISSION:**

Motion made by Griffith, seconded by Brewer, to recommend adoption of Resolution No. R-2324-41 and Ordinance No. O-2324-11 to City Council.

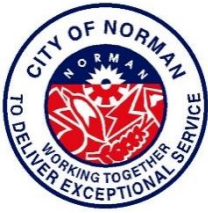
Voting Yea: Brewer, McDaniel, McKown, Bird, McClure, Griffith, Kindel

The motion to recommend adoption of Resolution No. R-2324-41 and Ordinance No. O-2324-11 to City Council passed by a vote of 7-0.

\*

**File Attachments for Item:**

28. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2324-42: 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 LOT TWO (2), IN BLOCK TEN (10), OF PICKARD ACRES ADDITION, TO THE CITY OF NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE LOW-DENSITY RESIDENTIAL DESIGNATION AND PLACE THE SAME IN THE COMMERCIAL DESIGNATION; AND REMOVE PART OF LOT TWO (2), IN BLOCK TEN (10), OF PICKARD ACRES ADDITION, TO THE CITY OF NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE OFFICE DESIGNATION AND PLACE THE SAME IN THE COMMERCIAL DESIGNATION. (1027 and 1035 South Berry Road)



## CITY OF NORMAN, OK STAFF REPORT

**MEETING DATE:** 10/24/2023

**REQUESTER:** Sooner Traditions, L.L.C.

**PRESENTER:** Jane Hudson, Director of Planning & Community Development

**ITEM TITLE:** CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2324-42: 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 LOT TWO (2), IN BLOCK TEN (10), OF PICKARD ACRES ADDITION, TO THE CITY OF NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE LOW-DENSITY RESIDENTIAL DESIGNATION AND PLACE THE SAME IN THE COMMERCIAL DESIGNATION; AND REMOVE PART OF LOT TWO (2), IN BLOCK TEN (10), OF PICKARD ACRES ADDITION, TO THE CITY OF NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE OFFICE DESIGNATION AND PLACE THE SAME IN THE COMMERCIAL DESIGNATION. (1027 and 1035 South Berry Road)

**SUMMARY OF REQUEST:** The applicant is proposing development of a restaurant or office use on a 1.33-acre parcel. This development proposal requires rezoning from R-1, Single Family Dwelling District, and CO, Suburban Office Commercial District, because of requested uses and a NORMAN 2025 Land Use and Transportation Plan amendment from Low Density Residential Designation and Office Designation to Commercial Designation.

**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?***

Public Works and City staff worked with Gateway Consulting and SAIC to develop a redesign of the streetscape on W. Lindsey Street from 24<sup>th</sup> Ave S.W. to just east of S. Berry Rd. Construction of the project was completed in 2017. The project was created to help spark redevelopment of W. Lindsey Street from I-35 to just east of this site.

The lot to the south of the subject property, across W. Lindsey Street, 1150 W. Lindsey Street, was redeveloped as a restaurant and the lot south of the restaurant was developed as an additional parking area to serve the restaurant. The lot for the parking area was rezoned from R-1, Single-Family Dwelling District, to CO, Suburban Office Commercial District, with Special Use for a parking lot with Ordinance No. O-1314-3. The Land Use designation was changed from Low Density Residential to Commercial on the NORMAN 2025 Land Use and Transportation Plan with Resolution No. R-1314-7. The southwest corner of this intersection was redeveloped from a vacant convenience store/gas station to a drive-thru Starbucks last year.

With the exception of the subject property, the corners of the intersection of W. Lindsey Street and S. Berry Road are zoned and designated for commercial uses.

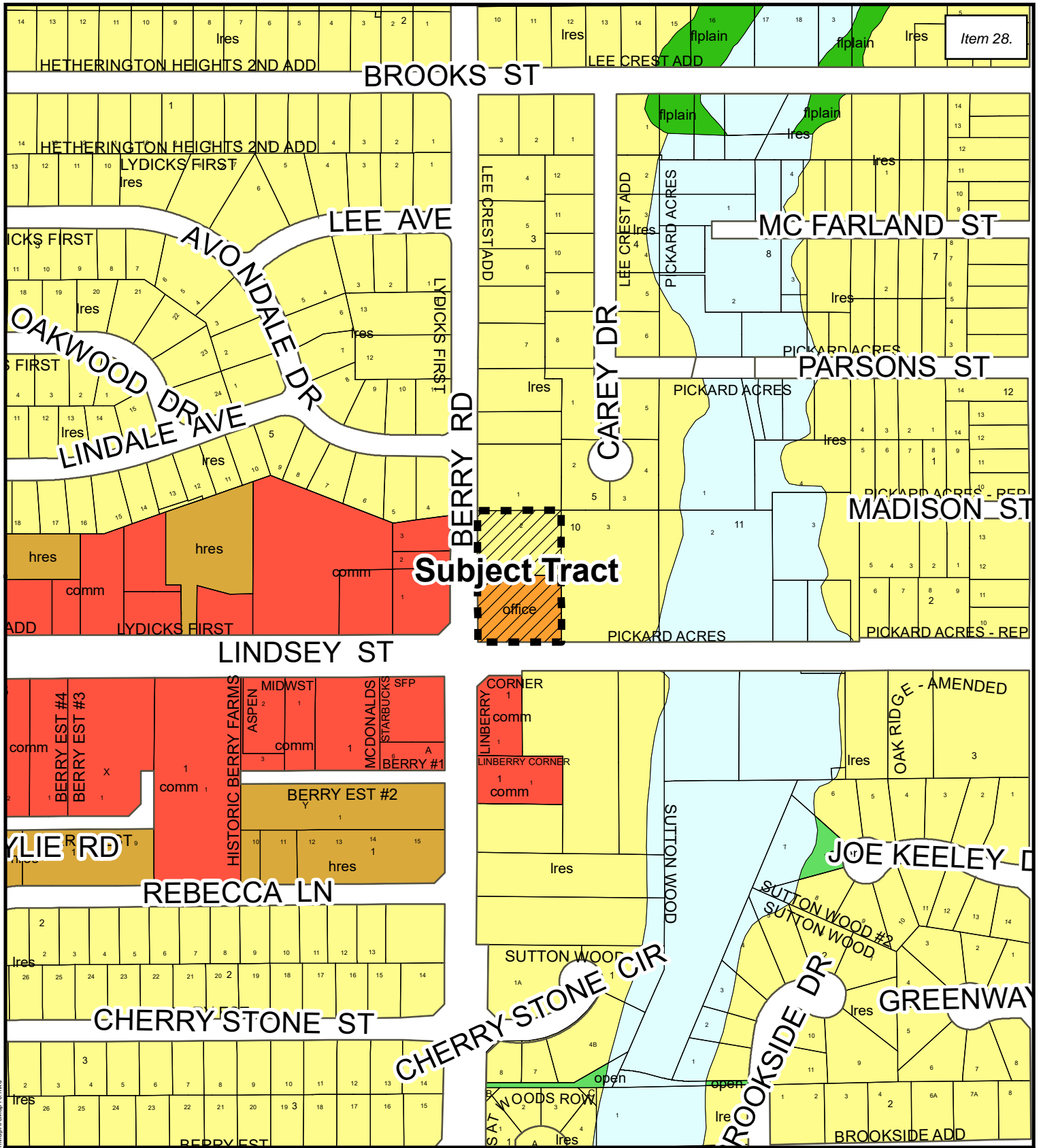
2. ***Is there a determination that the proposed change would not result in adverse land use or adverse traffic impacts to surrounding properties or the vicinity?***

The use of the land/site will be controlled by the zoning adopted for the site. The applicant's representative submitted a SPUD Narrative to control the uses to those listed in the Narrative. The property is already platted so a Traffic Impact Analysis (TIA) is not required. However, a Traffic Impact Memo was submitted by the applicant to the City Traffic Engineer for review. The study showed that there will be minimal impact on the traffic in the area. There are two access points proposed for this development, one located on S. Berry Rd. and one located on W. Lindsey St. Please see the Traffic Memo and report from the City of Norman Traffic Engineer. This is a reduction of curb cuts from three down to two.

**CONCLUSION:** Staff forwards this request for amendment of the NORMAN 2025 Land Use Plan from Low Density Residential and Office Designation to Commercial Designation as Resolution No. R-2324-42 for consideration by City Council.

At their September 14, 2023 meeting, Planning Commission unanimously recommended adoption of Resolution No. R-2324-42, by a vote of 7-0.





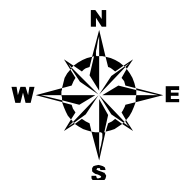
Item 28.

**Subject Tract**

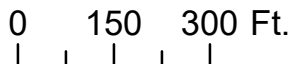
# Norman 2025 Land Use Plan



Map Produced by the City of Norman Geographic Information System. The City of Norman assumes no responsibility for errors or omissions in the information presented.



August 2, 2023



- Subject Tract
- Zoning

R-2324-42

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 LOT TWO (2), IN BLOCK TEN (10), OF PICKARD ACRES ADDITION, TO THE CITY OF NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE LOW-DENSITY RESIDENTIAL DESIGNATION AND PLACE THE SAME IN THE COMMERCIAL DESIGNATION; AND REMOVE PART OF LOT TWO (2), IN BLOCK TEN (10), OF PICKARD ACRES ADDITION, TO THE CITY OF NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE OFFICE DESIGNATION AND PLACE THE SAME IN THE COMMERCIAL DESIGNATION.

(1027 and 1035 South Berry Road)

§ 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, Sooner Traditions, L.L.C. has requested that the following described property be moved from the Low-Density Residential Designation and placed in the Commercial Designation for the hereinafter described property, to wit:

The North 150 feet of Lot Two (2), in Block Ten (10), of Pickard Acres Addition, to the City of Norman, Cleveland County, Oklahoma, according to the recorded plat thereof.

§ 4. WHEREAS, Sooner Traditions, L.L.C. has requested that the following described property be moved from the Office Designation and placed in the Commercial Designation for the hereinafter described property, to wit:

The South 152.5 feet of Lot Two (2), in Block Ten (10), of Pickard Acres Addition, to the City of Norman, Cleveland County, Oklahoma, according to the recorded plat thereof.

Resolution No. R-2324-42  
Page 2

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 amendment 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 \_\_\_\_\_, 2023.

\_\_\_\_\_  
(Mayor)

ATTEST:

\_\_\_\_\_  
(City Clerk)

RESOLUTION NO. R-2324-42

ITEM NO. 6

**STAFF REPORT**

**ITEM:** Sooner Traditions, L.L.C. requests amendment of the NORMAN 2025 Land Use and Transportation Plan from Office Designation and Low Density Residential Designation to Commercial Designation for 1.33 acres of property generally located at the Northeast corner of W. Lindsey Street and S. Berry Road (1027 & 1035 S. Berry Road).

**SUMMARY OF REQUEST:** The applicant is proposing development of a restaurant or office use on a 1.33-acre parcel. This development proposal requires rezoning from R-1, Single Family Dwelling District, and CO, Suburban Office Commercial District, because of requested uses and a NORMAN 2025 Land Use and Transportation Plan amendment from Low Density Residential Designation and Office Designation to Commercial Designation.

**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?*** Public Works worked with Gateway Consulting and SAIC to develop a redesign of the streetscape on W. Lindsey Street from 24<sup>th</sup> Ave S.W. to just east of S. Berry Rd. Construction of the project was completed in 2017. The project was created to help spark redevelopment of W. Lindsey Street from I-35 to just east of this site.

The lot to the south of the subject property, across W. Lindsey Street, 1150 W. Lindsey St., was redeveloped as a restaurant and a lot south of the restaurant was developed as an additional parking area. The lot for the parking area was rezoned from R-1, Single-Family Dwelling District, to CO, Suburban Office Commercial District, with Special Use for a parking lot with Ordinance O-1314-3. The Land Use designation was changed from Low Density Residential to Commercial on the NORMAN 2025 Land Use and Transportation Plan with Resolution R-1314-7. The southwest corner of this intersection was redeveloped from a vacant convenience store/gas station to a drive-thru Starbucks last year.

With the exception of the subject property, the corners of the intersection of W. Lindsey Street and S. Berry Road are zoned and designated as commercial.

2. ***Is there a determination that the proposed change would not result in adverse impacts or adverse traffic impacts to surrounding properties or the vicinity?*** The use of the land/site will be controlled by the zoning adopted for the site. The applicant's representative submitted a SPUD Narrative to control the uses to those listed in the Narrative. The property is already platted so a Traffic Impact Analysis (TIA) is not required. However, a Traffic Impact Memo was submitted by the applicant to the City Traffic Engineer for review. The study showed that there will be minimal impact on the traffic in the area. There are two access points proposed for this development, one located on S. Berry Rd. and one located on W. Lindsey St. Please see the Traffic Memo and report from the City of Norman Traffic Engineer. This is a reduction of curb cuts from three down to two.

**CONCLUSION:** Staff forwards this request for amendment of the NORMAN 2025 Land Use Plan from Low Density Residential and Office Designation to Commercial Designation as Resolution No. R-2324-42 for consideration by Planning Commission and recommendation to City Council.



# CITY OF NORMAN, OK PLANNING COMMISSION MEETING

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069  
Thursday, September 14, 2023 at 7:00 PM

## MINUTES

The Planning Commission of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in Council Chambers of the Norman Municipal Building, 201 West Gray Street, on the 14<sup>th</sup> day of September, 2023.

Notice and agenda of the meeting were posted at the Norman Municipal Building and online at <https://norman-ok.municodemeetings.com> at least twenty-four hours prior to the beginning of the meeting.

Chair Erica Bird called the meeting to order at 7:00 p.m.

### ROLL CALL

#### PRESENT

Cameron Brewer  
Steven McDaniel  
Liz McKown  
Erica Bird  
Douglas McClure  
Jim Griffith  
Maria Kindel

#### ABSENT

Kevan Parker  
Michael Jablonski

A quorum was present.

#### STAFF PRESENT

Jane Hudson, Planning Director  
Lora Hoggatt, Planning Services Manager  
Melissa Navarro, Planner II  
Roné Tromble, Admin. Tech. IV  
Beth Muckala, Assistant City Attorney  
David Riesland, Transportation Engineer  
Todd McLellan, Development Engineer  
Bryce Holland, Multimedia Specialist

**Sooner Traditions 2025 & SPUD**

6. Consideration of Approval, Acceptance, Rejection, Amendment, and/or Postponement of Resolution No. R-2324-42: Sooner Traditions, L.L.C. requests amendment of the NORMAN 2025 Land Use & Transportation Plan from Office Designation and Low Density Residential Designation to Commercial Designation for 1.33 acres of property generally located at the Northeast corner of Lindsey Street and Berry Road.

**ITEMS SUBMITTED FOR THE RECORD:**

1. NORMAN 2025 Map
2. Staff Report

7. Consideration of Approval, Acceptance, Rejection, Amendment, and/or Postponement of Ordinance No. O-2324-12: Sooner Traditions, L.L.C. requests rezoning from CO, Suburban Office Commercial, and R-1, Single Family Dwelling District, to SPUD, Simple Planned Unit Development, for 1.33 acres of property generally located at the Northeast corner of Lindsey Street and Berry Road.

**ITEMS SUBMITTED FOR THE RECORD:**

1. Location Map
2. Staff Report
3. SPUD Narrative with Exhibits A-C
4. Pre-Development Summary
5. Transportation Impacts
6. TEC Memorandum

**PRESENTATION BY STAFF:** Lora Hoggatt reviewed the staff report, a copy of which is filed with the minutes. There is 9.5% protest within the notification area.

Ms. Bird asked the building line on the north; there was a discrepancy between the language in the PUD and the site plan. Ms. Hoggatt said they would have to go off the site plan (Exhibit A) at 190', and they would have to do a site plan amendment if they were going to change the building layout on the property. Ms. Hudson added that the site plan attached to the traffic report was not correct, and will be updated before it goes to City Council. The Open Space Diagram (Exhibit C) also shows an incorrect building setback line.

**PRESENTATION BY THE APPLICANT:**

Gunner Joyce, Rieger Law Group, representing the applicant, introduced the remainder of the development team: Rick McKinney, Steve Rollins, B.J. Hawkins, and Hunter Miller. He presented the project.

Rick McKinney, McKinney Partnership, provided additional detail on the project.

Mr. Joyce discussed the stormwater drainage plan and traffic memo for the project.

Mr. Brewer asked about the seating in the central landscaping area. Mr. McKinney said there will be some seating there, and it can be a waiting area. Mr. Joyce added that there will be benches.



**AUDIENCE PARTICIPATION:**

Dennis Yarbrow, 803 S. Berry Road, spoke in opposition, citing inaccuracies, the curb cuts, mention of a commercial shopping center in the staff report, drainage changes with the masonry wall, and the way protests are tracked.

David Nehrenz, 902 Carey Drive, spoke in opposition, citing the residential nature of Berry Road, and traffic impacts.

Susan Meyer, 808 Carey Drive, spoke in opposition, questioning whether the right-in/right-out access would work, stating Berry Road is an emergency services corridor, and that the traffic study didn't consider the 150,000 cars that go through Starbucks.

James Akey, 819 and 815 Carey Drive, said they had a wonderful meeting with Mr. Miller, but need to get all of the stuff on paper so they have time to really look at it. He asked that this item be postponed.

Kristine Akey, 819 Carey Drive, spoke regarding the traffic on Berry Road and the difficulty getting out of Brooks Street because of traffic backing up.

Patrick Schrank, 1309 Rebecca Lane, spoke in support, but suggested some mixed uses.

Kristi Morgan, 2601 Smoking Oak Road, spoke in support. Dining options in the area are limited beyond fast food chains. We need to encourage space for visitors.

Dana Drury, 951 S. Berry Road, appreciates the applicant's efforts. She enjoys being in walking distance to great restaurants. She is concerned with the traffic on Berry Road.

**DISCUSSION AND ACTION BY THE PLANNING COMMISSION:**

Mr. Brewer said this is a much-improved site plan with the siting of the building, the deck and the trees. You can't count on a certain restaurant being there in perpetuity, but the operator is a known entity. Concerns are the number of parking spaces and this corridor is not highly walkable. He asked about the inconsistencies in the report.

Ms. Hudson stated that Exhibit A in the SPUD document is the site development plan, which shows the building 194'; the applicant is correct there are some variances where the building could be moved a few feet. Exhibit B states the allowable uses: restaurant with outdoor patio, parking, and ancillary uses; detached one-family dwelling; and office. The staff report say a commercial shopping center; that is not correct and that will be fixed before it goes forward to City Council. Exhibit C, Open Space Diagram, in the SPUD is not the controlling document for the SPUD, but is there to show the open space. The building setback line on that exhibit will be fixed before it goes to City Council, as well as Figure 2 in the TEC report.

Mr. McDaniel commented he has seen this site come to the Planning Commission with various types of buildings. On this proposal the building is pulled to the very front, away from the residential area. The changes indicate the developer has been listening to what has been said. The other three corners of the intersection are all commercial. This corner should be commercial.

Mr. Brewer heard that additional concessions were made to the neighborhood residents. He recommended those be included as part of the plan before going to City Council.

Mr. Joyce responded that those concessions have already been drafted into the document: LED lighting, masonry wall. The setback line is the only discrepancy that has not been cleaned up. It is only on the drainage plan, which shouldn't even show the setback lines.

Mr. McClure asked whether the 83 parking spaces are based on the seating capacity. Mr. Joyce responded that the number came from Hal Smith, and is the minimum possible to make the site work.

Mr. McClure asked about an additional entry on Berry Road. Mr. Joyce responded that any more entries will reduce parking. Previously, staff did not want a left-turn from Lindsey into the site, especially so close to the signalized intersection.

Ms. Bird asked if there was any consideration for adding a right-turn lane on Berry Road. B.J. Hawkins responded that the right-in/right-out is too close to the intersection to allow any left turns because of the potential to back up into the intersection. The volume of traffic on Lindsey is 2.5-3 times the traffic on Berry Road. There is not adequate right-of-way in that area to add a left-turn lane into the site. The number of vehicles to require of right-turn lane usually is around 100 vehicles/hour. The entire site generates about 40 for peak hours, both entering and exiting.

Ms. Bird commented that this is the third time she has reviewed a project for this property as a member of the Planning Commission. Each time the applicant took the feedback and incorporated that. One of the concerns that was raised when the proposal was for a strip center was vacancies in retail space. There is a 5,000 sq. ft. maximum on the building size, and the building they are proposing is only 4,200 sq. ft.

Motion made by Brewer, seconded by McKown, to recommend adoption of Resolution No. R-2324-42 and Ordinance No. O-2324-12 to City Council.

Voting Yea: Brewer, McDaniel, McKown, Bird, McClure, Griffith, Kindel

The motion to recommend adoption of Resolution No. R-2324-42 and Ordinance No. O-2324-12 to City Council passed by a vote of 7-0.

\*

**File Attachments for Item:**

29. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2324-12 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 LOT TWO (2), IN BLOCK TEN (10), OF PICKARD ACRES ADDITION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE R-1, SINGLE FAMILY DWELLING DISTRICT, AND FROM THE CO, SUBURBAN OFFICE COMMERCIAL DISTRICT, AND PLACE SAME IN THE SPUD, SIMPLE PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (1027 and 1035 South Berry Road)



## CITY OF NORMAN, OK STAFF REPORT

**MEETING DATE:** 10/24/2023

**REQUESTER:** Sooner Traditions, L.L.C.

**PRESENTER:** Jane Hudson, Director of Planning & Community Development

**ITEM TITLE:** CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2324-12 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 LOT TWO (2), IN BLOCK TEN (10), OF PICKARD ACRES ADDITION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE R-1, SINGLE FAMILY DWELLING DISTRICT, AND FROM THE CO, SUBURBAN OFFICE COMMERCIAL DISTRICT, AND PLACE SAME IN THE SPUD, SIMPLE PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (1027 and 1035 South Berry Road)

**PROJECT OVERVIEW:** The applicant, Sooner Traditions, L.L.C. is requesting to rezone the subject tract from R-1, Single Family Dwelling District (1027 S. Berry Rd.), and CO, Suburban Office Commercial District (1035 S. Berry Rd.), to SPUD, Simple Planned Unit Development District, to allow for a restaurant, a detached one-family dwelling, and/or an office building. The site consists of one lot on 1.33 acres. The proposed development will follow a site plan and a SPUD Narrative; see attached. The applicant is requesting a SPUD; the SPUD will establish limitations on building height and requirements for tree replacement. The applicant is limiting the building height to no more than one story and establishing replacement guidelines for removal of mature trees.

### **PROCEDURAL REQUIREMENTS:**

**GREENBELT MEETING: GBC23-22, August 18, 2023**

Greenbelt forwards this item with no additional comments.

**PRE-DEVELOPMENT MEETING: PD23-25, July 13, 2023**

The applicant's attorney and architect reviewed the project and site plan. Attendees had questions regarding the traffic this project will create and how it will affect traffic on S. Berry Rd. They would like to see a right-turn only onto S. Berry Rd. but a two-way is proposed. The applicant explained a traffic memo would be prepared. Attendees asked if the only use that will be allowed will be a restaurant. The applicant explained all possible uses for the site will be included in the SPUD Narrative. Attendees voiced concerns regarding noise and lighting. They

also expressed concern for the build line shown on the site plan. The applicant explained it would be edited before Planning Commission.

**BOARD OF PARKS COMMISSIONERS:** n/a

This application is not required to go to the Board of Parks Commissioners.

**ZONING ORDINANCE CITATION:**

**SEC 36-510 – 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 SPUD Narrative includes the following uses:

- Restaurant, with associated outdoor patio, parking, and ancillary uses.
- Detached one-family dwelling.
- Office building and use (on the south half of the Property only).

**OPEN SPACE:** The impervious area for the subject property shall not exceed 75%. There shall be a minimum twenty-five (25') foot landscape buffer along the west property line, except for the deck area around the building, a minimum eighteen (18') foot landscape buffer along the north property line, and a minimum ten (10') foot landscape buffer along the east property line.

**SITE PLAN/ACCESS:** The proposed site plan shows one access point on S. Berry Rd. This access point leads to a shared access point with the property to the east. There is a one-way in/out access point on W. Lindsey St. There are 83 parking spaces proposed. The proposed restaurant is approximately 5,000 square feet with a deck extending around the west and south sides. The existing bus stop is shown to remain.

**LANDSCAPING:** The SPUD Narrative discusses tree preservation and states the applicant will plant two trees, minimum two-inch caliper, should any one mature tree need to be removed.

**SIGNAGE:** If the property is developed as a restaurant, the signage will follow commercial sign code regulations. If the property is developed as any other use, the north half will comply with the low density residential sign code regulations and the south half will comply with office sign code regulations.

**LIGHTING:** The development will meet the City's Commercial Outdoor Lighting Standards ordinance requirements.

**SANITATION:** An enclosed dumpster is shown on the site plan directly to the east of the proposed building.

**PARKING:** The proposed site plan shows 83 parking spaces. The SPUD Narrative states the development will not exceed 83 parking spaces.

**SIDEWALKS:** Sidewalks are proposed along the street frontages of S. Berry Rd. and W. Lindsey St.

**EXTERIOR BUILDING MATERIALS:** The SPUD Narrative states the building may have exterior materials of any combination of the following: brick, glass, stone, synthetic stone, stucco, EFIS, masonry, metal accents, composition shingles, synthetic slate shingles, metal roofs, or other comparable roofing materials.

**FENCING:** The subject property will feature an 8' brick and/or masonry screening wall along the north and east property lines. No other fencing is required.

**HEIGHT:** The SPUD Narrative states the height of the proposed building is restricted to one story.

**EXISTING ZONING:** This site was subdivided by warranty deed many years ago; legally this area is one lot with two zonings. The north portion, 1027 S. Berry Rd., has been zoned R-1, Single-Family Dwelling District, since February 22, 1955. The south portion, 1035 S. Berry Rd. was rezoned to CO, Suburban Office Commercial, on July 7, 1981. The City has received applications to rezone/redevelopment this property previously, however, nothing has been approved to date. The use of a restaurant is not allowed in either of the existing zoning districts.

**ALTERNATIVES/ISSUES:**

**IMPACTS:** The property is already platted so a Traffic Impact Analysis (TIA) is not required. However, a Traffic Impact Memo was submitted by the applicant to the City Traffic Engineer for review. The study showed that there will be minimal impact on the traffic in the area. There are two access points proposed for this development, one located on S. Berry Rd. and one located on W. Lindsey St. Please see the Traffic Memo and report from the City of Norman Traffic Engineer. This is a reduction of curb cuts from three down to two.

**OTHER AGENCY COMMENTS:**

**FIRE DEPARTMENT:** Fire review will be completed with the submittal of a building permit.

**PUBLIC WORKS/ENGINEERING:** The property is platted and all rights-of-way and easements have been dedicated. All public improvements are installed and accepted. Stormwater will continue to sheet flow to the south and west across the site as it has historically. Low Impact Development Techniques such as bioretention swales, rain gardens, flow through planters, and tree wells will be utilized to increase storm water infiltration and water quality.

**TRAFFIC ENGINEER:** Please see the attached Traffic Impact Review memo from TEC. In addition, please see the attached report, Development Review Form, Transportation Impacts, from the Traffic Engineer with the City of Norman.

**UTILITIES:** No additional comments from Utilities at this time.

**CONCLUSION:** Staff forwards this request for rezoning from R-1, Single-Family Dwelling District, and CO, Suburban Office Commercial District, to SPUD, Simple Planned Unit Development, and Ordinance No. O-2324-12 to City Council.

Planning Commission, at their September 14, 2023 meeting, unanimously recommended adoption of Ordinance No. O-2324-12, by a vote of 7-0.



O-2324-12

AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE LOT TWO (2), IN BLOCK TEN (10), OF PICKARD ACRES ADDITION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE R-1, SINGLE FAMILY DWELLING DISTRICT, AND FROM THE CO, SUBURBAN OFFICE COMMERCIAL DISTRICT, AND PLACE SAME IN THE SPUD, SIMPLE PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (1027 and 1035 South Berry Road)

- § 1. WHEREAS, Sooner Traditions, L.L.C., the owners of the hereinafter described property, have made application to have the subject property removed from the R-1, Single Family Dwelling District, and from the CO, Suburban Office Commercial 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 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 R-1, Single Family Dwelling District and place the same in the SPUD, Simple Planned Unit Development District, to wit:

The North 150 feet of Lot Two (2), in Block Ten (10), of Pickard Acres Addition, to the City of Norman, Cleveland County, Oklahoma, according to the recorded plat thereof.

Ordinance No. O-2324-12  
Page 2

§ 5. 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 CO, Suburban Office Commercial District and place the same in the SPUD, Simple Planned Unit Development District, to wit:

The South 152.5 feet of Lot Two (2), in Block Ten (10), of Pickard Acres Addition, to the City of Norman, Cleveland County, Oklahoma, according to the recorded plat thereof.

§ 6. 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 approved by the Planning Commission on September 14, 2023, and 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 \_\_\_\_\_, 2023.

NOT ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
(Mayor)

\_\_\_\_\_  
(Mayor)

ATTEST:  
  
\_\_\_\_\_  
(City Clerk)

**1027 AND 1035 S. BERRY ROAD  
NORMAN OK**

**SIMPLE PLANNED UNIT DEVELOPMENT**

APPLICANT:

*SOONER TRADITIONS, L.L.C.*

APPLICATION FOR:

SIMPLE PLANNED UNIT DEVELOPMENT

Submitted August 1, 2023  
Revised September 26, 2023

PREPARED BY:

RIEGER LAW GROUP PLLC  
136 Thompson Drive  
Norman, Oklahoma 73069

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## **I. INTRODUCTION**

This Simple Planned Unit Development (the “**SPUD**”) is being submitted for the property located at the Northeast corner of the South Berry Road and West Lindsey Street intersection, which is commonly known as 1027 and 1035 S. Berry Road, Norman, OK (the “**Property**”). The Property consists of one platted lot that was subdivided through different zoning requests over time. This request seeks to return the zoning classification and use of the Property back to a one single platted lot. Currently, the south half of the Property is zoned CO, Suburban Office Commercial District, and the north half is zoned R-1, Single-Family Dwelling District. However, the properties on all three other corners of the Lindsey Street and Berry Road intersection are all NORMAN 2025 Planned Commercial, and zoned C-1 or C-2 Commercial districts. The Applicant seeks to develop a restaurant on the Property that will improve the area and appropriately utilize an essential intersection in Norman, while ensuring compatibility with nearby residential areas.

## **II. PROPERTY DESCRIPTIONS; EXISTING CONDITIONS**

### **A. Location**

The Property is located at the Northeast corner of the South Berry Road and West Lindsey Street intersection, which is commonly known as 1027 and 1035 S. Berry Road, Norman, Oklahoma.

### **B. Existing Land Use and Zoning**

The south half of the Property is currently zoned CO, Suburban Office Commercial District and the north half of the Property is zoned R-1, Single-Family Dwelling District. The south half of the Property is currently designated on NORMAN 2025 as Office and the north half of the Property is designated Low Density Residential. As noted above, all other corners of the Lindsey Street and Berry Road intersection are NORMAN 2025 Planned Commercial, and zoned C-1, Local Commercial or C-2, General Commercial.

### **C. Elevation and Topography; Drainage**

The Property gently slopes southwest. No portion of the Property is in the FEMA 100-year flood plain or the WQPZ. The Applicant will utilize low impact development techniques (“LIDs”) and best management practices (“BMPs”) in the development of the Property to control stormwater runoff.

### **D. Utility Services**

The necessary utility services for this project are already located on or near the Property as this is an already developed location.

**E. Fire Protection Services**

Fire protection services are as provided by the City of Norman Fire Department and per the City of Norman regulations for such. If required, fire hydrants will be installed on or near the Property in compliance with the applicable provisions of Norman's fire and building codes.

**F. Traffic Circulation and Access**

There are currently three access points on South Berry Road for the Property.

**G. Fencing**

The Property currently has no boundary fencing.

**III. DEVELOPMENT PLAN AND DESIGN CONCEPT**

The Property shall be developed in conformance with the Site Development Plan, attached hereto as **EXHIBIT A**, subject to final design development and the changes allowed by Section 36-510 of the City of Norman's Municipal Code, as may be amended from time to time. The exhibits attached hereto are incorporated herein by reference.

**A. Uses Permitted**

This SPUD will retain the Property's existing allowable uses, with the addition of restaurant and associated uses depicted on the Site Development Plan. An exhaustive list of the allowable uses for the Property is attached hereto as **EXHIBIT B**. The restaurant building that is planned to be constructed on the Property shall contain no more than 5,000 square feet of conditioned interior space. The patio space shall be in addition to the size limitation enumerated in the preceding sentence.

**B. Area Regulations**

**North Setback**: If the Property is developed as a restaurant pursuant to this SPUD, there shall be a minimum of 190' foot building setback from the North property line. If the Property is developed under one of the other allowable uses enumerated on Exhibit B, there shall be a minimum ten (10') foot building setback from the North property line for residential uses. If an office use is developed, the building shall only be allowed within the South half of the Property.

**South Setback**: If the Property is developed as a restaurant pursuant to this SPUD, there shall be a minimum twenty-five (25') foot building setback from the South property line, provided that the outdoor patio deck may be built all the way to the

property line. If the Property is developed under one of the other allowable uses enumerated on Exhibit B, there shall be a minimum ten (10') foot building setback from the South property line.

East Setback: If the Property is developed as a restaurant pursuant to this SPUD, there shall be a minimum forty-five (45') foot building setback from the East property line. If the Property is developed under one of the other allowable uses enumerated on Exhibit B, there shall be a minimum ten (10') foot building setback from the East property line.

West Setback. There shall be a minimum twenty-five (25') foot building setback from the West property line, provided that the outdoor patio deck may be built all the way to the property line.

The building setbacks enumerated herein shall be applicable to vertical habitable or occupiable structures.

### **C. Open space and green space**

The impervious area for the Property shall not exceed 75%. There shall be a minimum twenty-five (25') foot landscape buffer along the West property line, except for the deck area around the building, a minimum eighteen (18') foot landscape buffer along the North property line, and a minimum ten (10') foot landscape buffer along the East property line. Notwithstanding the foregoing, some improvements, such as, but not limited to, the patio deck area, pedestrian bike access path, sidewalks, architectural benches and features, and/or a paved walkway around the building, may encroach within the landscape buffers in the manner shown on the Site Development Plan. Additionally, the Applicant will utilize low impact development techniques ("LIDs") and best management practices ("BMPs") in the development of the Property. The locations and types of LIDs and BMPs are subject to modification during final site development.

### **D. Traffic access/circulation/sidewalks**

There are currently three access points on South Berry Road for the Property, which as noted above is currently being used as if it were two separate lots. The Applicant proposes removing two of those access points, relocating one of them farther north, and providing a new access point on Lindsey Street. New sidewalks would be installed along Berry Road frontage. The access point from Lindsey Street shall be restricted access of right in, right out only.

### **E. Landscaping/Tree Preservation**

Trees shall be preserved by the Applicant, when possible, to fit the proposed site plan. If the Applicant needs to remove a mature tree in order to facilitate the development of the Property per the site plan, the Applicant shall plant two (2) trees, minimum two-inch caliper, on the Property, in a location to be determined by



the Applicant. Additionally, no trees located within the public right of ways, will be removed by the Applicant unless one or more of the following circumstances apply: (i) a tree needs to be removed or altered in order to comply with Norman's City Ordinances, as amended from time to time; (ii) a tree(s) needs to be removed to allow for installation of the new sidewalk and entry drive approaches, utility installation, bus stop changes, or other infrastructure modifications; or (iii) a tree is a dangerous tree or diseased or infected tree as defined in Article X of Chapter 16 of the City of Norman's Code of Ordinances, as amended from time to time.

**F. Signage**

If the Property is developed as a restaurant pursuant to this SPUD, the Property may feature signage that complies with the City of Norman's sign code for commercial uses, as may be amended from time to time. If the Property is developed as any of the other allowable uses enumerated in Exhibit B, the north half of the Property will comply with the City of Norman's sign code for low density residential uses and the south half of the Property will comply with the City of Norman's sign code for office uses.

**G. Lighting**

The Applicant shall meet the City of Norman's Commercial Outdoor Lighting Standards, as amended from time to time. The Property will endeavor to utilize low level and/or shielded directional LED lighting in the parking lot areas, to the extent reasonably feasible to maintain appropriate level of lighting for safe pedestrian and vehicular use.

**H. Fencing**

The Property currently has no boundary fencing. The Property will feature an eight (8') foot brick and/or masonry screen wall along the North boundary of the Property and along the East boundary of the Property in the areas shown on the Site Development Plan. No other fencing is required on the Property.

**I. Height**

Height shall be restricted to no more than one (1) story for all building structures.

**J. Parking**

The Property shall comply with Norman's applicable parking ordinances, as amended from time to time. Additionally, bike racks will be provided on the Property to encourage and support multi-modal transportation to and from the development. Notwithstanding the foregoing, the Property shall not exceed 83 parking spaces.

**K. 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.

**EXHIBIT A**  
Site Development Plan  
Full Size PDF Provided to City Staff



 Preliminary Site Development Plan

**EXHIBIT B**

Allowable Uses

- Restaurant, with associated outdoor patio, parking, and ancillary uses.
- Detached one-family dwelling.
- Office building and OFFICE use (*on the south half of the Property only*).

**EXHIBIT C**  
Open Space Diagram  
Full Size PDF Provided to City Staff

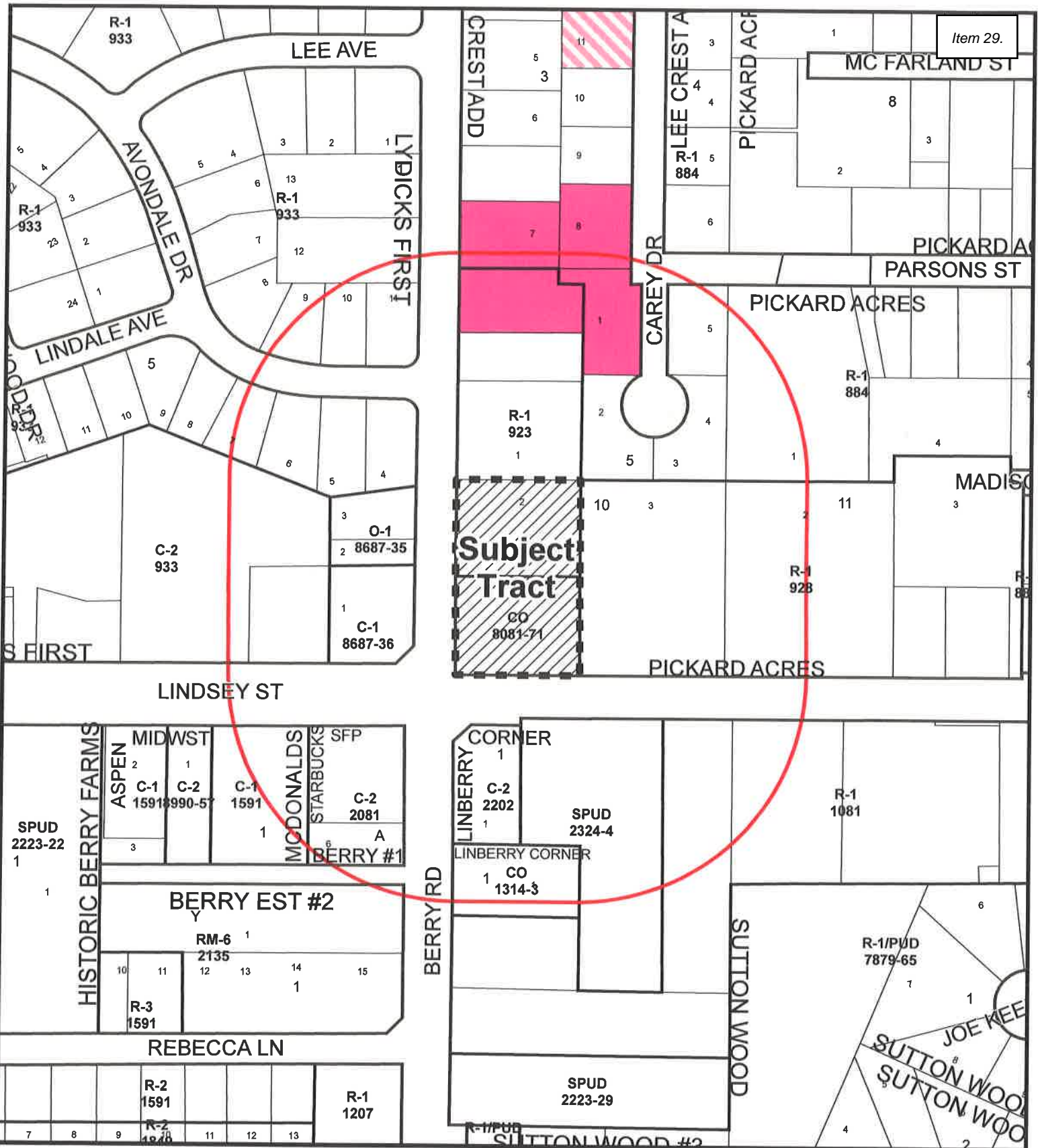




Items 6-7  
Sooner Traditions  
NE Corner Lindsey Street &  
Berry Road

PROTESTS





Item 29.

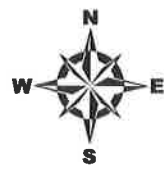
**Subject Tract**  
CO 8081-71

# Protest Map

6.9% Protest Within Notification Area



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.



0 100 200 Feet

September 12, 2023

-  Subject Tract
-  Notification Area
-  Protest
-  Protest Outside Notification Area

Dana Drury and Stephen Maple  
 951 South Berry Road  
 Norman, OK 73069

September 7, 2023

Hand Delivered

Norman Planning Commission  
 201-A West Gray Street (PO Box 370)  
 Norman, OK 73069

**RE: 1027 and 1035 South Berry Road**

Dear Commissioners,

We are once again protesting the Sooner Traditions proposal to change the zoning from R-1/CO to commercial for the subject parcels at the northeast corner of Berry Road and Lindsay.

We are very appreciative of Sooner Traditions' efforts to resolve area homeowners' concerns with the development, such as noise and light pollution. We like the current proposed SPUD showing a restaurant. The drawings and the layout are just beautiful! One of the things we love about where we live is easy walking distance to numerous fabulous restaurants. However, Sooner Traditions cannot resolve our problem with this proposed zoning change, which is the fact that Berry Road north of Lindsay is not designed for commercially zoned entry/egress.

- We would remove our opposition if the only entrance/exit to the development was on Lindsay and incorporated all modifications agreed to during the meeting with Hunter Miller held on August 31.
- Berry Road north of Lindsay to Brooks is a residential street: narrow, two-lane, single-family houses, tree canopy with (deteriorating) sidewalk on only the west side of Berry.
- Berry Road north of Brooks to Main, is fed by residential streets with no direct access to commercial development until the intersection at Main – a mile north of the proposed rezoning. Notably the Berry and Main intersection has center, left and right turn lanes, unlike the Berry – Lindsay intersection.
- *There is no proposed entrance for eastbound Lindsay traffic into this proposed development.* Westbound Lindsay can enter and exit, but eastbound Lindsay must turn left onto Berry to access the property. When exiting the property, people wanting to travel eastbound on Lindsay must make a left turn out onto Berry (good luck with that at lunchtime and early evening!) or else right turn out onto Berry and meander through the neighborhoods north of the intersection to get back to Lindsay.
- Proximity to the university and west Lindsay commerce results in frequent bicycle, skateboard, scooter and pedestrian traffic on Berry year-round, day and night. There is only a sidewalk on the west side of Berry until Brooks.
- Southbound traffic on Berry already backs up to Lee daily during lunch and evening commutes. Traffic often backs up to Brooks, especially when students are in town. A commercial

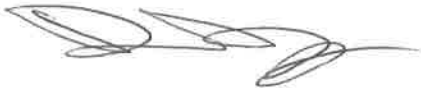
**-ILED IN THE OFFICE  
 OF THE CITY CLERK  
 ON 9/11/23**

establishment that requires a left turn from southbound Berry will only exacerbate an existing terrible situation. Traffic backing up will inevitably lead to drivers escaping the gridlock by routing through Berry intersecting residential streets (Brooks, Lee, Avondale, Caddell, Cruce, Leslie).

- I have lived in Norman almost my entire life — over 20 years just north of the Berry/Lindsay intersection — there hasn't been any access to the strip mall on the NW corner from Berry. Only Lindsey traffic has access to the strip mall. Why is that and does it have relevance to this proposed development?
- To accommodate the additional traffic entering and exiting a commercial property from a residential street, the Lindsay/Berry intersection could be widened. Of course, a nice wide, modern intersection that eases traffic flow will increase traffic ... which will only make things worse farther north on Berry, which is still a residential street until the Main intersection.

This is the fourth time we have opposed this planned development and rezoning in the past eight years and we will remain in opposition until substantial upgrade to the Berry – Lindsay intersection is underway or else the only entrance/egress to the commercial development is from Lindsay.

Dana Drury



Stephen Maple



The City of Norman  
Planning and Community Development  
201 West Gray, Bldg. A  
Norman, OK 73069

Re: Notice of Request for Norman 2025 Land Use  
and Transportation Plan Amendment and  
Rezoning.

Dear Planning Commission:

I have read the Notice of Request for Norman 2025 Land Use and Transportation Plan Amendment and  
Rezoning notice dated 23 August, 2023 and have developed the following opinion in regard to changing the  
zoning from CO (Suburban Office Commercial) to SPUD for the property located at 1035 South Berry Road and  
the change from R-1 (Single Family Dwelling) to SPUD for the property located at 1027 South Berry Road.

I, JOHN B. CORNWELL (printed name)

Own or reside at the property located

818 CAREY DRIVE  
NORMAN, OK 73069

Am (check the one that applies)

Approve of the rezoning

Oppose the rezoning

Do not have an opinion about the rezoning

Sincerely,

[Handwritten Signature] (signature)

1 SEPT 2023 (date)

FILED IN THE OFFICE  
OF THE CITY CLERK  
IN 9/11/23

The City of Norman  
Planning and Community Development  
201 West Gray, Bldg. A  
Norman, OK 73069

Re: Notice of Request for Norman 2025 Land Use  
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Rezoning.

Dear Planning Commission:

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zoning from CO (Suburban Office Commercial) to SPUD for the property located at 1035 South Berry Road and  
the change from R-1 (Single Family Dwelling) to SPUD for the property located at 1027 South Berry Road.

I, LESLIE CORNWELL (printed name)

Own or reside at the property located

816 CAREY DR  
\_\_\_\_\_  
\_\_\_\_\_

Am (check the one that applies)

Approve of the rezoning

Oppose the rezoning

Do not have an opinion about the rezoning

Sincerely,

Jessie O. Cornwall (signature)

Aug 31, 2023 (date)

**-ILED IN THE OFFICE  
OF THE CITY CLERK  
ON 9/11/23**

September 11, 2023

**Protest Letter**

**TO: City of Norman Department of Planning and Community Development**

**APPLICANT:** Sooner Traditions LLC

**Location:** 1027 and 1035 S. Berry Rd.

**Ward:** 4

**FROM:**

David and Kathy Nehrenz

902 Carey Dr.

Norman, OK. 73069

We received the letter about this re-zoning request. Our property in Ward 4 is within the 350-foot boundary and we have lived here since 1988.

We are opposed to the applicant's request that this property be re-zoned from CO/R-1 to SPUD and Commercial Designation, so that a restaurant can be built right next to our residential neighborhood.

Our house at 902 Carey Dr. and the house next door, in which our daughter lives at 906 Carey Dr., are the properties whose backyards will back up to those properties at 1027 and 1035 S. Berry Rd.

**The reasons for our opposition are as follows:**

1. The proposed plan to put a restaurant with 83 parking spaces right up against our residential neighborhood should be rejected now. It is an affront to all the people who live in the houses around these properties. The planning commission should not allow the applicant to have the SPUD zoning. We do not need another commercial property restaurant at that intersection. This has always been and should remain a residential area. There are vacant commercial properties all over Norman. We do not need more of them.
2. We request that a traffic study and a light-pollution study be ordered and paid for by the applicant, since a commercial restaurant building with 83 spaces would drastically impact the neighborhood. The increased traffic at the Berry and Lindsey intersection and the commercial lighting would ruin the residential atmosphere of all the houses around it. It is disconcerting that this request has been made again and is actually being reconsidered by the city. The traffic backup is already bad and will become even worse with a commercial building there.
3. Your decision about this request does not have to be based upon hypotheticals. Every one of you on the planning commission needs to go over to those two properties on Berry Rd. Walk up to the sides and backyards of those properties to see that over 11 large mature trees were clear cut and removed. Do we really want a restaurant and 83 parking spots on that corner? The applicant is assuming that it will be approved for this re-zoning. Why else would the one house have already been demolished and all the large trees already have been cut down? It is presently being prepared and groomed to be developed, before the case has even been considered by you.

(see back page)

**FILED IN THE OFFICE  
OF THE CITY CLERK  
ON 9/11/23**

The City of Norman  
Planning and Community Development  
201 West Gray, Bldg. A  
Norman, OK 73069

Re: Notice of Request for Norman 2025 Land Use  
and Transportation Plan Amendment and  
Rezoning.

Dear Planning Commission:

I have read the Notice of Request for Norman 2025 Land Use and Transportation Plan Amendment and Rezoning notice dated 23 August, 2023 and have developed the following opinion in regard to changing the zoning from CO (Suburban Office Commercial) to SPUD for the property located at 1035 South Berry Road and the change from R-1 (Single Family Dwelling) to SPUD for the property located at 1027 South Berry Road.

I, Amy Hatcher-Kennedy P.O.A. (printed name)  
CHARLES R. HATCHER

Own or reside at the property located

1001 S. Berry Road  
NORMAN OK 73069

Am (check the one that applies)

Approve of the rezoning

Oppose the rezoning

Do not have an opinion about the rezoning

Sincerely,

Charles R. Hatcher P.O.A. Attorney at Law (signature)  
CHARLES R. HATCHER

9/18/23 (date)

-ILED IN THE OFFICE  
OF THE CITY CLERK  
ON 9/11/23



The City of Norman  
Planning and Community Development  
201 West Gray, Bldg. A  
Norman, OK 73069

Re: Notice of Request for Norman 2025 Land Use  
and Transportation Plan Amendment and  
Rezoning.

Dear Planning Commission:

I have read the Notice of Request for Norman 2025 Land Use and Transportation Plan Amendment and Rezoning notice dated 23 August, 2023 and have developed the following opinion in regard to changing the zoning from CO (Suburban Office Commercial) to SPUD for the property located at 1035 South Berry Road and the change from R-1 (Single Family Dwelling) to SPUD for the property located at 1027 South Berry Road.

I, Ekaterini Akarepi (printed name)

Own or reside at the property located

804 Carey Drive

\_\_\_\_\_  
\_\_\_\_\_

Am (check the one that applies)

\_\_\_\_\_ Approve of the rezoning

Oppose the rezoning

\_\_\_\_\_ Do not have an opinion about the rezoning

Sincerely,

 \_\_\_\_\_ (signature)

8-30-2023 (date)

FILED IN THE OFFICE  
OF THE CITY CLERK  
ON 9/11/23

The City of Norman  
Planning and Community Development  
201 West Gray, Bldg. A  
Norman, OK 73069

Re: Notice of Request for Norman 2025 Land Use  
and Transportation Plan Amendment and  
Rezoning.

Dear Planning Commission:

I have read the Notice of Request for Norman 2025 Land Use and Transportation Plan Amendment and Rezoning notice dated 23 August, 2023 and have developed the following opinion in regard to changing the zoning from CO (Suburban Office Commercial) to SPUD for the property located at 1035 South Berry Road and the change from R-1 (Single Family Dwelling) to SPUD for the property located at 1027 South Berry Road.

I, Konstantinos Karathanasis (printed name)

Own or reside at the property located

804 Carey Drive

\_\_\_\_\_  
\_\_\_\_\_

Am (check the one that applies)

\_\_\_\_\_ Approve of the rezoning

X \_\_\_\_\_ Oppose the rezoning

\_\_\_\_\_ Do not have an opinion about the rezoning

Sincerely,



(signature)

8-30-2023 (date)

FILED IN THE OFFICE  
OF THE CITY CLERK  
ON 9/11/23

The City of Norman  
Planning and Community Development  
201 West Gray, Bldg. A  
Norman, OK 73069

Re: Notice of Request for Norman 2025 Land Use  
and Transportation Plan Amendment and Rezoning.

Dear Planning Commission:

I have read the Notice of Request for Norman 2025 Land Use and Transportation Plan Amendment and Rezoning notice dated 23 August, 2023 and have developed the following opinion in regard to changing the zoning from CO (Suburban Office Commercial) to SPUD for the property located at 1035 South Berry Road and the change from R-1 (Single Family Dwelling) to SPUD for the property located at 1027 South Berry Road.

I, Susan Meyer (printed name)

Own or reside at the property located

808 Carey Drive  
Norman, OK  
73069

Am (check the one that applies)

Approve of the rezoning

Oppose the rezoning

*Strongly oppose!*

Do not have an opinion about the rezoning

Sincerely,

Susan Meyer (signature)

Sept 11, 2023 (date)

FILED IN THE OFFICE  
OF THE CITY CLERK  
ON 9/11/23

The City of Norman  
Planning and Community Development  
201 West Gray, Bldg. A  
Norman, OK 73069

Re: Notice of Request for Norman 2025 Land Use  
and Transportation Plan Amendment and Rezoning.

Dear Planning Commission:

I have read the Notice of Request for Norman 2025 Land Use and Transportation Plan Amendment and Rezoning notice dated 23 August, 2023 and have developed the following opinion in regard to changing the zoning from CO (Suburban Office Commercial) to SPUD for the property located at 1035 South Berry Road and the change from R-1 (Single Family Dwelling) to SPUD for the property located at 1027 South Berry Road.

I, Dennis Yarbrow (printed name)

Own or reside at the property located

803 S Berry Rd  
Norman, OK 73069

Am (check the one that applies)

Approve of the rezoning

Oppose the rezoning

Do not have an opinion about the rezoning

Sincerely,

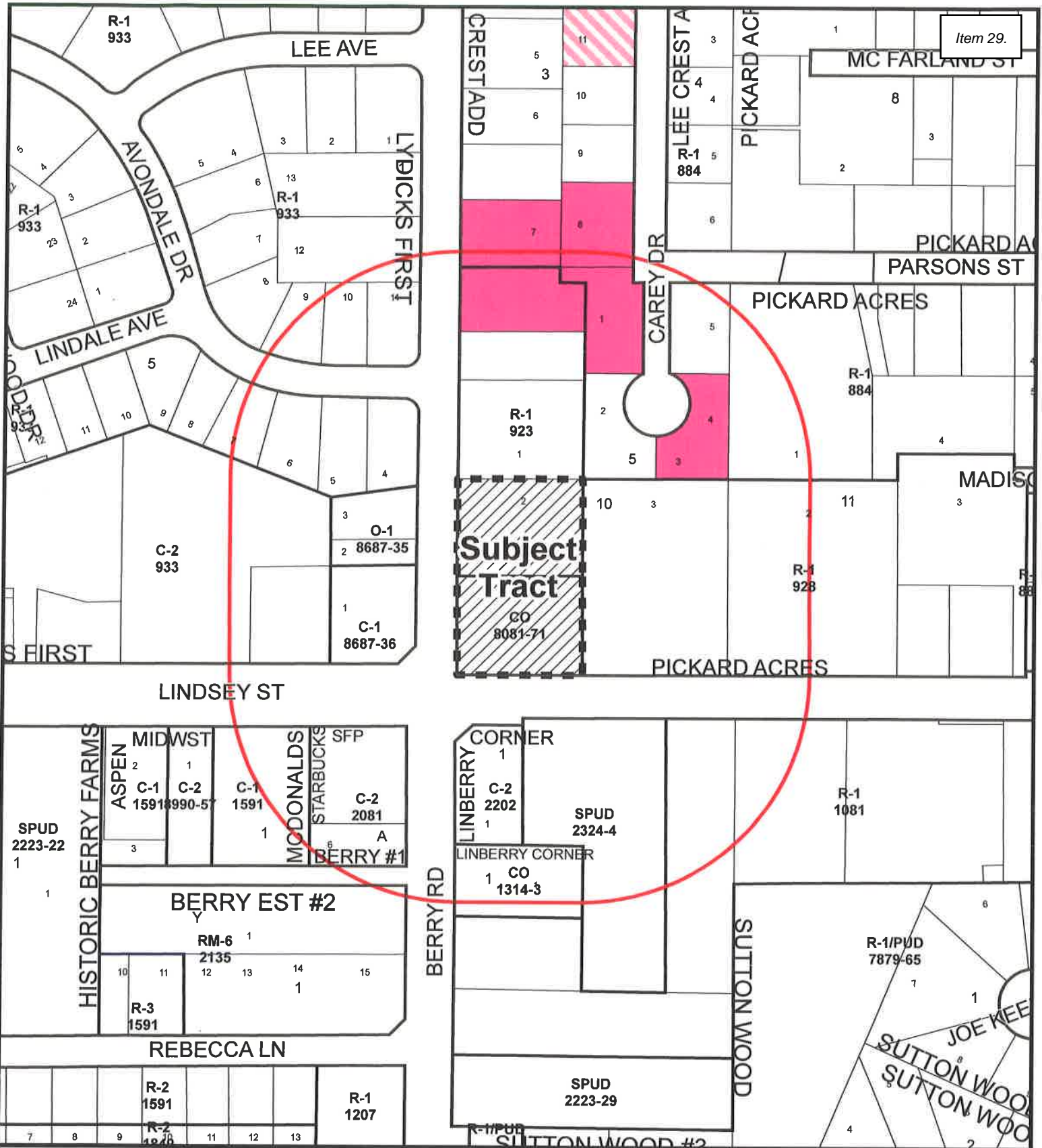
Dennis Yarbrow (signature)

10 Sep 2023 (date)

FILED IN THE OFFICE  
OF THE CITY CLERK  
ON 9/11/23

Items 6-7  
Sooner Traditions  
NE Corner Lindsey Street &  
Berry Road

ADDITIONAL PROTEST 9-12-2023



Item 29.

**Subject Tract**  
CO 8081-71

# Protest Map

9.5% Protest Within Notification Area



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.



0 100 200 Feet

September 12, 2023

-  Subject Tract
-  Notification Area
-  Protest
-  Protest Outside Notification Area

The City of Norman  
Planning and Community Development  
201 West Gray, Bldg. A  
Norman, OK 73069

Re: Notice of Request for Norman 2025 Land Use  
and Transportation Plan Amendment and Rezoning.

Dear Planning Commission:

I have read the Notice of Request for Norman 2025 Land Use and Transportation Plan Amendment and Rezoning notice dated 23 August, 2023 and have developed the following opinion in regard to changing the zoning from CO (Suburban Office Commercial) to SPUD for the property located at 1035 South Berry Road and the change from R-1 (Single Family Dwelling) to SPUD for the property located at 1027 South Berry Road.

I, Gabrielle Mandeville (printed name)

Own or reside at the property located

905 Carey Drive  
\_\_\_\_\_  
\_\_\_\_\_

Am (check the one that applies)

Approve of the rezoning

Oppose the rezoning

Do not have an opinion about the rezoning

Sincerely,

G Mandeville (signature)

9-11-23 (date)

FILED IN THE OFFICE  
OF THE CITY CLERK  
ON 9/12/23-xw





# CITY OF NORMAN

## Development Review Form

### Transportation Impacts

**DATE:** September 8, 2023

**STAFF REVIEW BY:** Awet Frezgi, P.E.  
City Traffic Engineer

**PROJECT NAME:** Sooner Traditions

**PROJECT TYPE:** Commercial

Owner: Sooner Traditions, LLC  
 Developer's Engineer: ARC  
 Developer's Traffic Engineer: TEC

**SURROUNDING ENVIRONMENT (Streets, Developments)**

Restaurant developments surround the Lindsey Street intersection with Berry Road on two corners. The northwest corner is commercial and the northeast corner was office but is not currently occupied. More commercial is located to the west and south. There is a vacant lot to east and residential to the north.

**ALLOWABLE ACCESS:**

The site proposes two access points. One access point is located along Lindsey Street and the other along Berry Road. The Lindsey Street access is limited to right-in/right-out movements only. The location of these access points meet the applicable requirements in the Engineering Design Criteria.

**EXISTING STREET CHARACTERISTICS (Lanes, Speed Limits, Sight Distance, Medians)**

Lindsey Street: 4 lanes (existing). Speed Limit - 30 mph. No sight distance problems. No median.  
Berry Road: 2 lanes (existing). Speed Limit - 30 mph. No sight distance problems. No median.

**ACCESS MANAGEMENT CODE COMPLIANCE:** YES  NO

Proposed number of access points for the development is in compliance with what is allowed in the subdivision regulations.

**TRIP GENERATION**

Time Period	Total	In	Out
Weekday	450	225	225
A.M. Peak Hour	40	22	18
P.M. Peak Hour	38	23	15

**TRANSPORTATION IMPACT STUDY REQUIRED?** YES  NO

Being less than half the threshold for when a traffic impact study is normally required, no traffic study was required. However, Traffic Engineering Consultants, Inc., did submit a traffic impact memorandum in August, 2023. The development will feature two access points with one located on Lindsey Street and the other on Berry Road. The proposed connection to Lindsey Street will permit only right-in/right-out access. Meanwhile, the Berry Road access will permit full access.

**RECOMMENDATION:** APPROVAL  DENIAL  N/A  STIPULATIONS

*Recommendations for Approval refer only to the transportation impact and do not constitute an endorsement from City Staff.*

The proposed development is expected to generate approximately 450 trips per day, 40 AM peak hour trips, and 38 PM peak hour trips. Traffic capacities on Lindsey Street and Berry Road exceed the demand for existing and proposed trips as a result of this development. No negative traffic impacts are anticipated.

**Applicant:** Sooner Traditions, L.L.C.

**Project Location:** NE Corner of Lindsey St. and Berry Rd. (1027 & 1035 S. Berry Rd.)

**Case Number:** PD 23-25

**Time:** 5:30 p.m.

**Applicant/Representative**

Sean Rieger, Attorney for applicant  
Libby Smith, Attorney for applicant  
Steve Rollins, Engineer for applicant  
Rick McKinney, Architect for applicant

**Attendees**

Lee Hall	Joe Sparks
David Nehrenz	Patrick Schrank
Gabrielle Mandeville	Susan Meyer
Leslie Cornwell	Dana Orvry
Dennis Yarbro	Stephen Maple
Susan Simeroth	James Akey
John Cornwell	Kristine Akey
Gary K	

**City Staff**

Lora Hoggatt, Planning Services Manager  
Zach Abell, Planner I  
Whitney Kline, Admin Tech III

**Application Summary**

The applicant requests to rezone from R-1, Single-Family Dwelling District, and CO, Suburban Office Commercial District, to SPUD, Simple Planned Unit Development, and a NORMAN 2025 Land Use Plan Amendment from Office and Low Density Residential Designations to Commercial Designation.

**Neighbor's Comments/Concerns/Responses**

The applicant's attorney and architect reviewed the project and site plan. Attendees had questions regarding the traffic this project will create and how it will affect traffic on S. Berry Rd. They would like to see a right-turn only onto S. Berry Rd. but a two-way is proposed. The applicant explained a traffic memo would be prepared. Attendees asked if the only use that will be allowed will be a restaurant. The applicant explained all possible uses for the site will be included in the SPUD narrative. Attendees voiced concerns regarding noise and lighting. They also expressed concern for the build line shown on the site plan. The applicant explained it would be edited before Planning Commission.

**PICKARD ACRES COMMERCIAL**

**HISTORIC:**

IMPERVIOUS AREA: 17035 sf = 32%  
53543 sf

IMPERVIOUS "C" = 0.95  
PERVIOUS "C" = 0.30

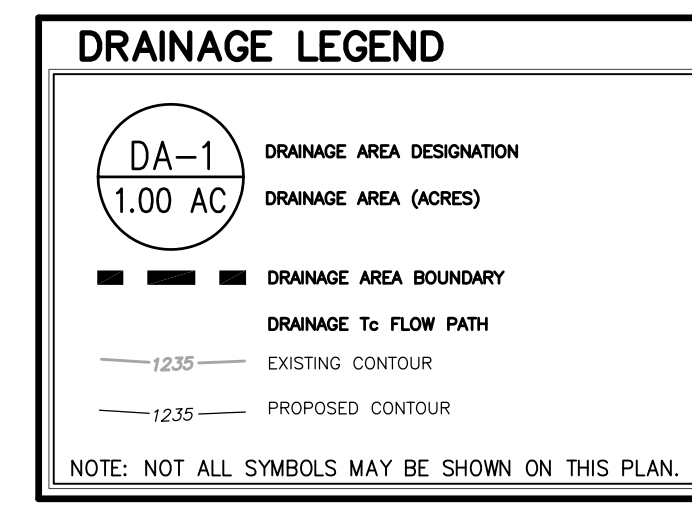
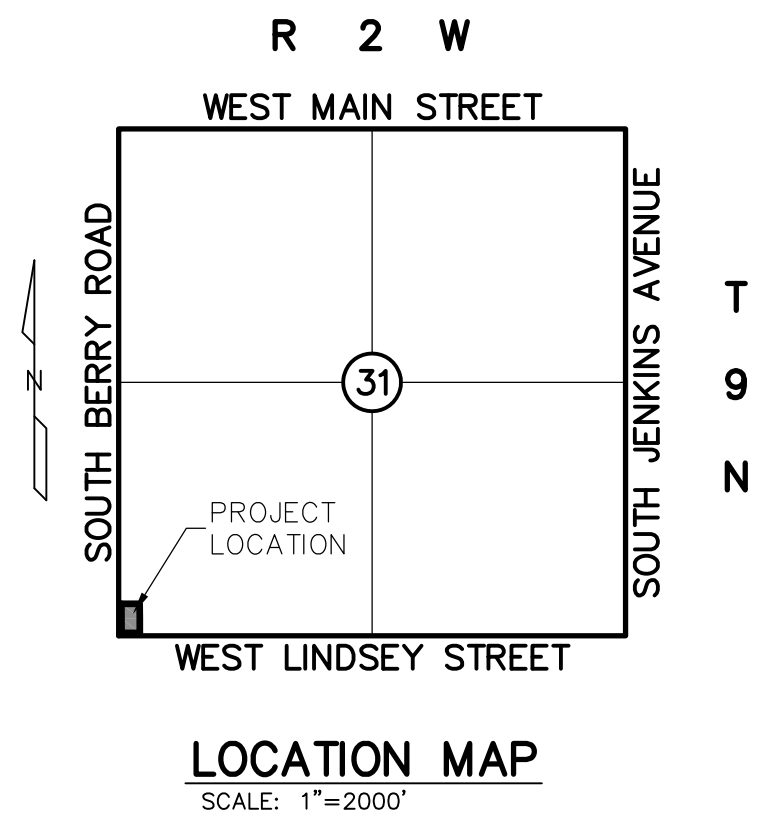
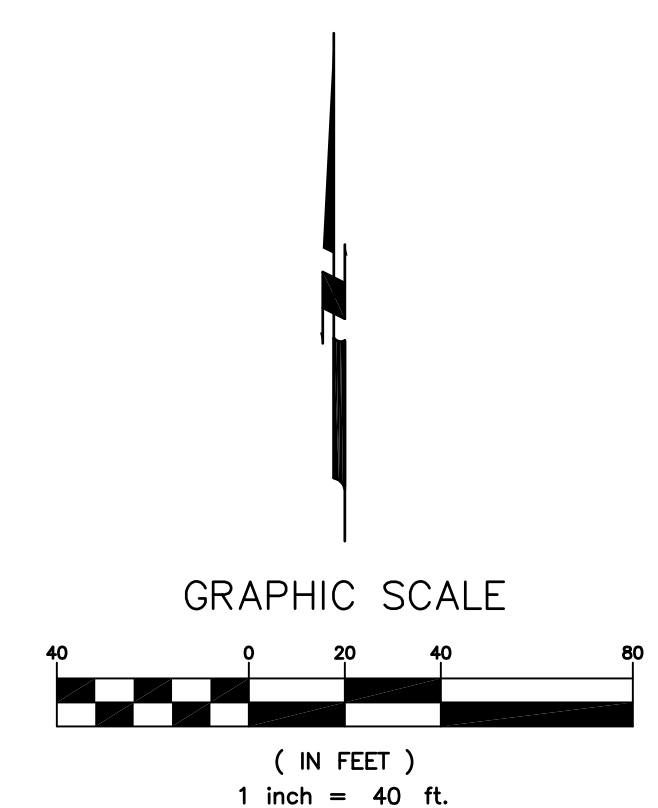
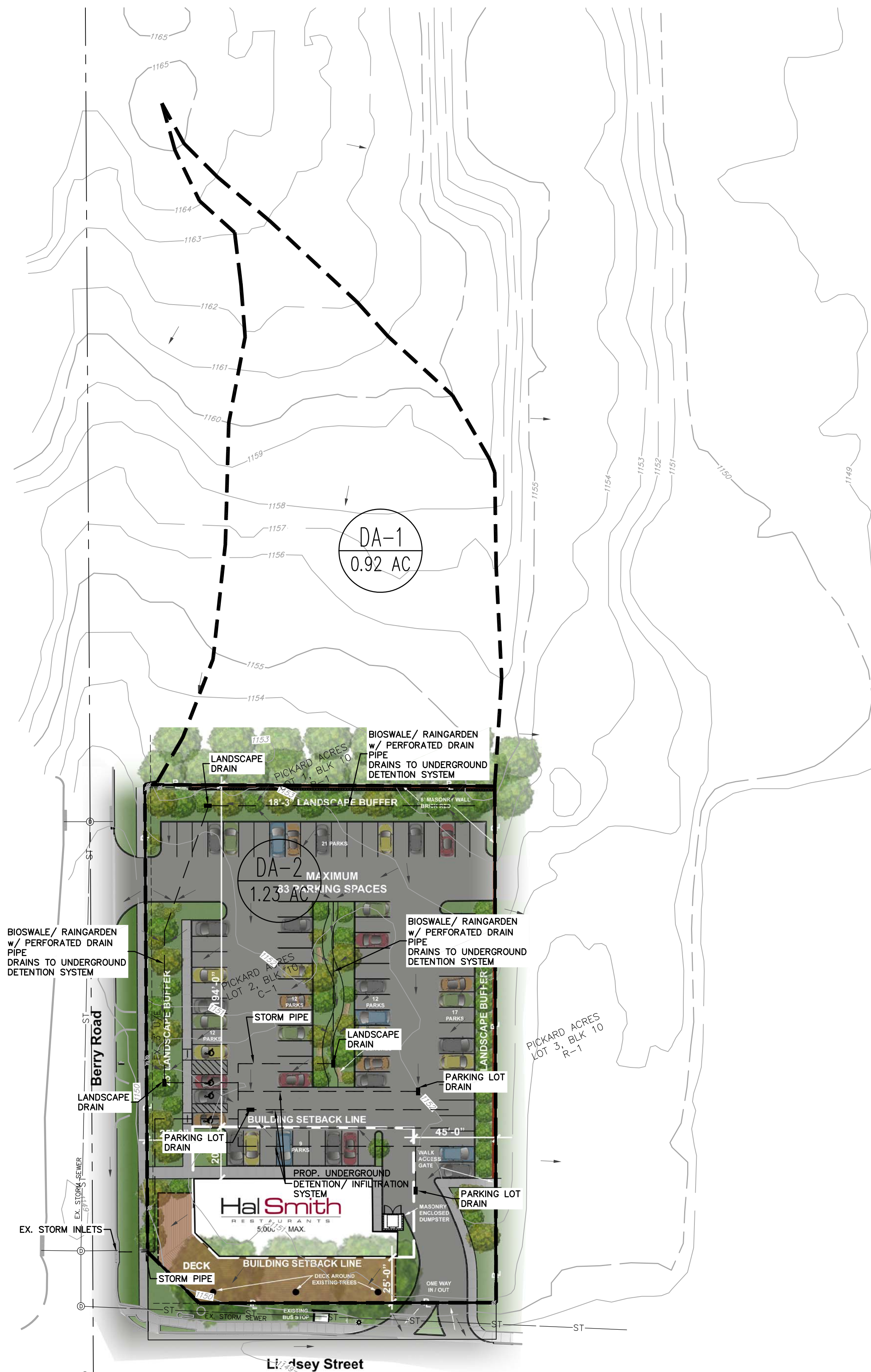
CALCULATED "C" = 0.32(0.95) + 0.68(0.30) = 0.508

**PROPOSED:**

IMPERVIOUS AREA: 40020 sf = 75%  
TOTAL AREA: 53543 sf

IMPERVIOUS "C" = 0.95  
PERVIOUS "C" = 0.30

CALCULATED "C" = 0.75(0.95) + 0.25(0.30) = 0.788



OWNER/DEVELOPER:  
SOONER TRADITIONS, LLC  
P.O. BOX 5156  
NORMAN, OK 73070

ENGINEER:  
ARC ENGINEERING  
CONSULTANTS, LLC  
STEVE ROLLINS, P.E.  
135 DEER CREEK ROAD  
EDMOND, OK 73012

**PRELIMINARY**  
THIS DOCUMENT IS PRELIMINARY  
IN NATURE AND IS NOT A FINAL  
SIGNED AND SEALED DOCUMENT

**Arc Engineering Consultants, LLC**  
CIVIL ENGINEERING LAND PLANNING  
135 DEER CREEK ROAD EDMOND, OK 73012  
PHONE (405) 509-0212 FAX (405) 552-8648  
CERTIFICATE OF AUTHORIZATION NO. 6290 EXP. 6/30/24

**ARC ENGINEERING CONSULTANTS**

**PICKARD ACRES COMMERCIAL**  
1027 & 1035 SOUTH BERRY ROAD  
NORMAN, CLEVELAND COUNTY, OKLAHOMA  
**PRELIMINARY DRAINAGE AREA MAP**

REVISIONS		DATE
NO.	DESCRIPTION	

DRAWN BY: SDR  
CHECKED BY: SDR  
APPROVED BY: SDR

PROJECT NUMBER:  
20-009  
DATE:  
09-08-23  
SCALE:  
(HORIZ.) 1"=40'  
(VERT.) N/A

SHEET NUMBER  
**1 of 1**





# MEMORANDUM

August 3, 2023

Item 29.

**TO:** Hunter Miller  
Sooner Traditions, LLC

**FROM:** B.J. Hawkins, P.E., PTOE

**SUBJECT:** PD23-25

**LOCATION:** Lindsey Street and Berry Road  
Norman, Oklahoma



## INTRODUCTION

Traffic Engineering Consultants, Inc. (TEC) was retained to conduct a traffic impact review of a proposed restaurant to be constructed on the northeast corner of Lindsey Street and Berry Road in Norman, Oklahoma as shown in **Figure 1 in Attachment A**.

The proposed restaurant would be approximately 4,200 square feet and would have one full-access driveway on Berry Road and one right-in/right-out driveway on Lindsey Street as shown in **Figure 2 in Attachment A**. Lindsey Street is a four-lane divided east/west principal urban arterial west of Berry Road and a two-lane minor urban arterial east of Berry Road. It has a posted speed limit of 30 mph and carries an approximate average daily traffic (ADT) of 21,650 vehicles per day (vpd) west of Berry Road and a posted speed limit of 25 mph and carried an approximate ADT of 18,100 vpd east of Berry Road. Berry Road is a two-lane north/south minor urban arterial. It has a posted speed limit of 30 mph and carries an approximate ADT of 8,400 vpd north of Lindsey Street and 4,200 vpd south of Lindsey Street.

## SITE GENERATED TRIPS

To determine the effects a new development will have on an existing street system, new or additional trips must be projected. The latest edition of the *Trip Generation Manual*, published by the Institute of Transportation Engineers, was used to determine the amount of trips the development is expected to generate. The report is a nationally accepted reference which provides trip rates for determining the trips expected to be generated by different land use types.

Available information was utilized regarding the anticipated land use to determine the site generated trips. The *High-Turnover Sit-Down Restaurant* category was selected to determine the trip generation of the proposed residential development. The resulting traffic volumes projected to be generated by the proposed development are indicated in **Table 1**.

**TABLE 1**  
Projected Site Generated Trips

Building Type (Land Use)	ITE Land Use Code	Approximate Gross Floor Area or Other	Average Weekday Vehicle Trips			Average AM Peak Hour Directional Distribution		Average AM Peak Hour Directional Trips (vph)		Average PM Peak Hour Directional Distribution		Average PM Peak Hour Directional Trips (vph)	
			Per Day	Per Peak Hour of Adjacent Street Traffic									
				One Hour Between 7am & 9am	One Hour Between 4pm & 6pm	IN	OUT	IN	OUT	IN	OUT		
			(vpd)	(vph)	(vph)								
Trip Rate*		(Sq. Ft. GFA)	107.20	9.57	9.05								
High-Turnover Sit-Down Restaurant	932	4,200	450	40	38	55%	45%	22	18	61%	39%	23	15

\* Trip Rates from "TRIP GENERATION MANUAL", 11th Ed., Institute of Transportation Engineers.

The proposed development would be expected to generate 450 vehicle trips per day with 40 trips occurring during the a.m. peak hour and 38 trips occurring during the p.m. peak hour. The proposed development would be expected to generate less than half of the 100 vehicle trips per hour during the a.m. and p.m. peak hours required by the City of Norman to require a full traffic impact analysis.

**DRIVEWAY SPACING**

In accordance with "City of Norman Engineering Design Criteria", February 28, 2023, the following types of driveway criteria were evaluated:

- 1) Minimum spacing requirements for driveways along arterial roadways.
- 2) Corner clearance for driveways next to public road intersections.

According to the above-mentioned publication, the minimum spacing requirements for a driveway along an arterial roadway is based on the amount of traffic the development is expected to generate and the posted speed limit on the adjacent roadway which the driveways intersect. The proposed development is considered a small generator (0 to 100 peak hour trips) and Lindsey Street and Berry Road both have posted speed limits less than 40 mph. Based on these criteria, the minimum spacing between driveways is 220 feet centerline to centerline.

The full-access driveway on Berry Road has three private residential driveways within 220 feet. One driveway is the secondary access to the rear of a single-family residence and the other two driveways form a circular drive for one single-family residence. The right-in/right-out driveway on Lindsey Street has two driveways spaced within 220 feet. One of the driveways is an exit-only driveway for Penny Hill Deli and the other driveway accesses a single-family residence. Due to the specific types of the existing driveways, traffic operational issues would not be anticipated as a result of the close driveway spacing.

According to the above-mentioned publication, the corner clearance for a driveway next to a public road intersection is based on the posted speed limit of the adjacent street which the driveway intersects and the traffic control at the intersection. The intersection of Lindsey Street and Berry Road is signalized and the posted speed limit on Lindsey Street and Berry Road is less than 40 miles per hour. Based on these criteria, the minimum required corner clearance from the edge of pavement of the intersecting street to the centerline of driveway 175 feet on Lindsey Street and Berry Road.

The centerline of the driveway on Berry Road is proposed to be constructed approximately 250 feet north of the edge of road of Lindsey Street. The centerline of the driveway on Lindsey Street is proposed to be constructed approximately 180 feet east of the edge of road of Berry Road. Therefore, both development driveways satisfy the City's minimum corner clearance requirement.

## **SUMMARY**

The proposed restaurant is expected to generate less than half of the 100 vehicles per hour required for a full traffic impact analysis by the City of Norman. It is estimated that the development would add approximately 270 vehicle trips to Berry Road throughout the day and 180 vehicle trips to Lindsey Street. This equates to approximately 3% additional traffic on Berry Road and 1% additional traffic on Lindsey Street. The small amount of traffic generated by the proposed development would have minimal effects on the surrounding intersections and roadways and no traffic related issues are anticipated.

Should you have any questions or require additional information regarding these findings, please let me know.

# ATTACHMENT A

## FIGURES



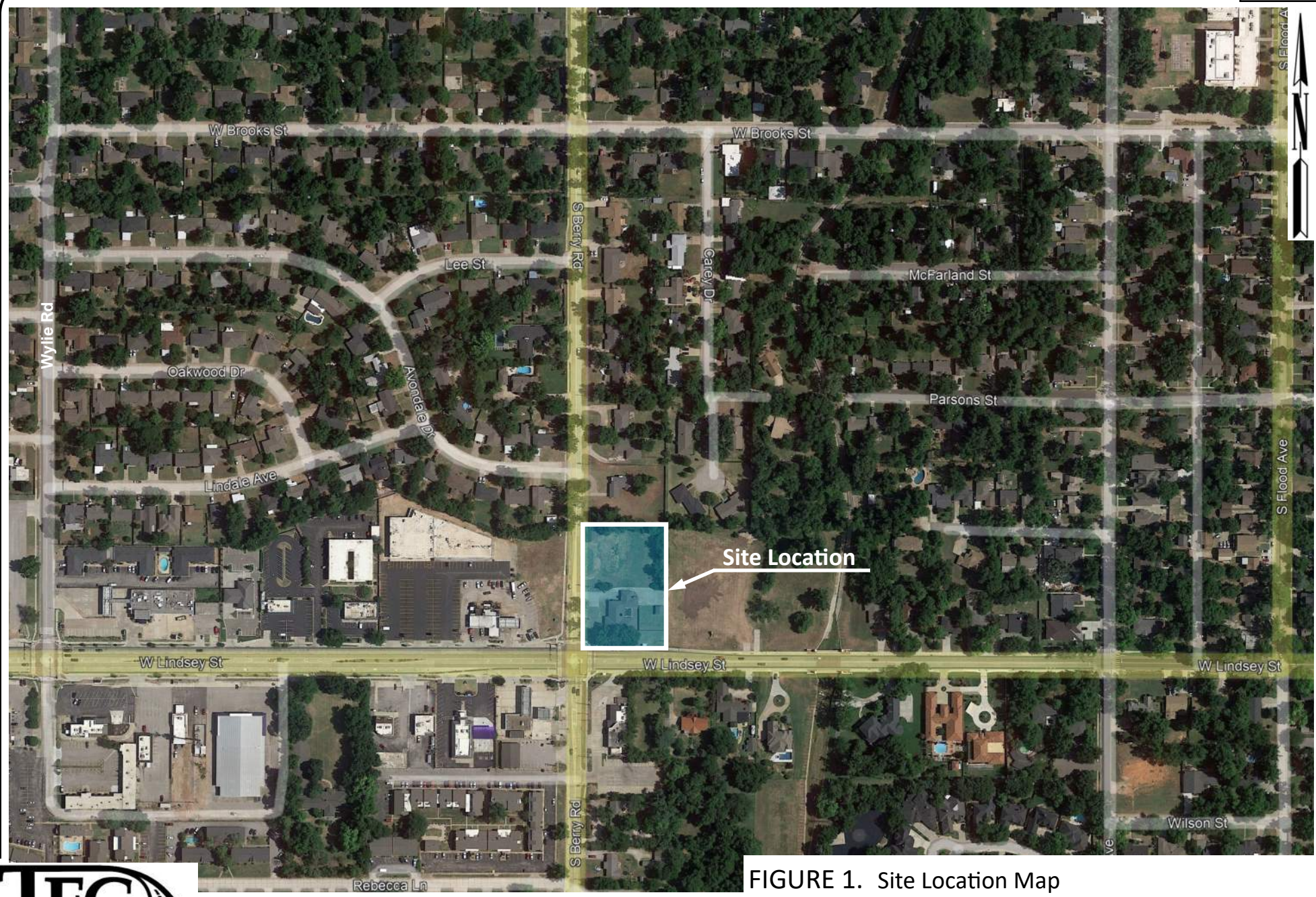
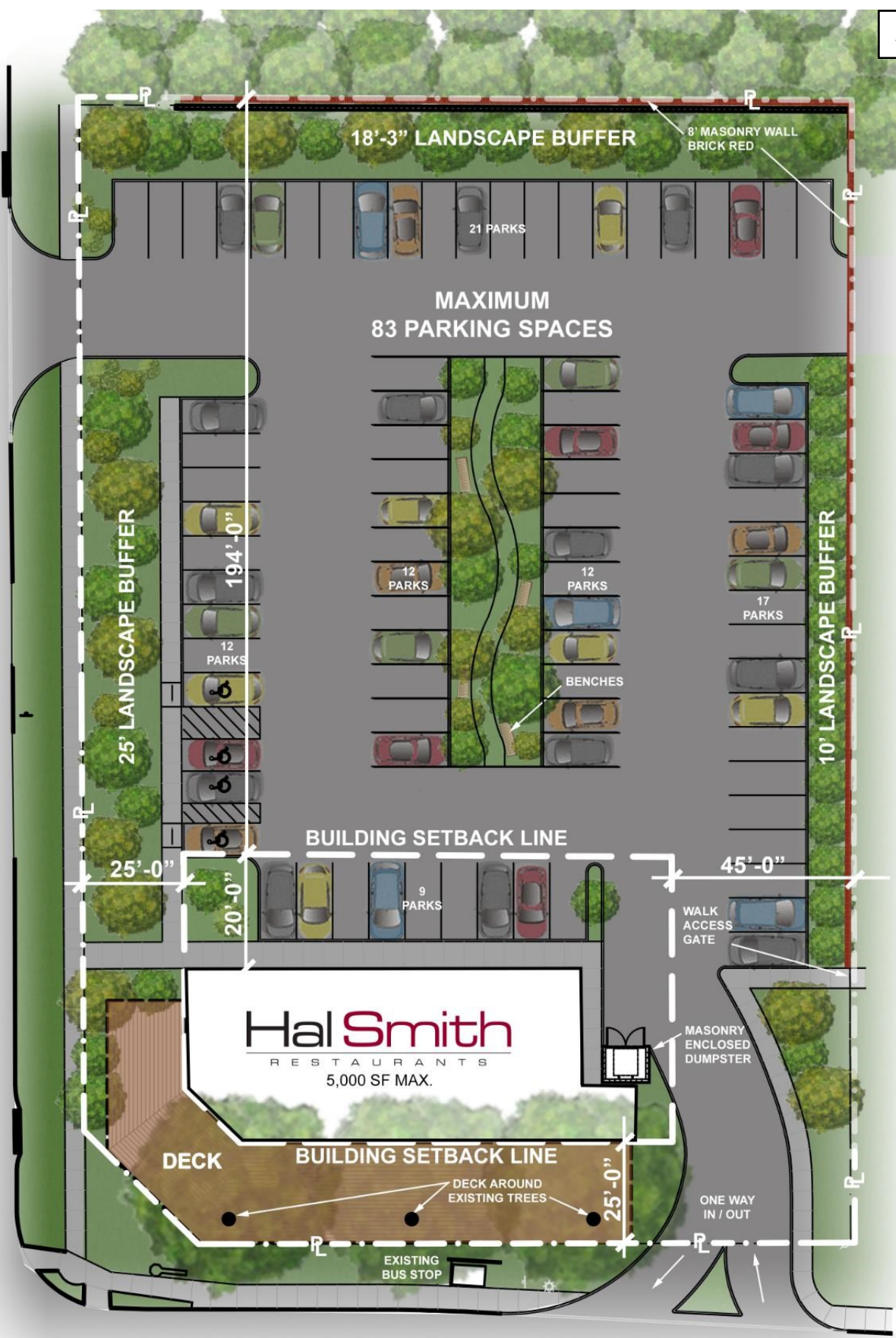


FIGURE 1. Site Location Map  
Lindsey Street and Berry Road  
Norman, Oklahoma





Berry Road



Lindsey Street

FIGURE 2. Proposed Preliminary Site Plan



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ORDINANCE NO. O-2324-12

ITEM NO. 7

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**STAFF REPORT**

**GENERAL INFORMATION**

APPLICANT	Sooner Traditions, L.L.C.
REQUESTED ACTION	Rezoning to SPUD, Simple Planned Unit Development District
EXISTING ZONING	CO, Suburban Office Commercial District and R-1, Single Family Dwelling District
SURROUNDING ZONING	North: R-1, Single Family Dwelling District East: R-1, Single Family Dwelling District South: C-2, General Commercial District and R-1, Single Family Dwelling District West: O-1, Office Institutional District and C-1, Local Commercial District
LOCATION	Northeast corner of W. Lindsey St. and S. Berry Rd. (1027 & 1035 S. Berry Rd.)
WARD	4
CORE AREA	Yes
AREA/SF	1.33 acres more or less
PURPOSE	Restaurant
EXISTING LAND USE	Vacant (R-1 zoning) and Office (CO zoning)
SURROUNDING LAND USE	North: Single-Family Residential East: Vacant South: Commercial and Single-Family Residential West: Commercial
LAND USE PLAN DESIGNATION	Low Density Residential and Office
PROPOSED LAND USE DESIGNATION	Commercial

**PROJECT OVERVIEW:** The applicant, Sooner Traditions, L.L.C. is requesting to rezone the subject tract from R-1, Single Family Dwelling District (1027 S. Berry Rd.), and CO, Suburban Office Commercial District (1035 S. Berry Rd.), to SPUD, Simple Planned Unit Development District, to allow for a commercial shopping center. The site consists of one lot on 1.33 acres. The proposed development will follow a site plan and a SPUD Narrative; see attached. The applicant is requesting a SPUD; the SPUD will establish limitations on building height and requirements for tree replacement. The applicant is limiting the building height to no more than one story and establishing replacement guidelines for removal of mature trees.

**PROCEDURAL REQUIREMENTS:**

**GREENBELT MEETING:** GBC23-22, August 18, 2023

Greenbelt forwards this item with no additional comments.

**PRE-DEVELOPMENT MEETING:** PD23-25, July 13, 2023

The applicant's attorney and architect reviewed the project and site plan. Attendees had questions regarding the traffic this project will create and how it will affect traffic on S. Berry Rd. They would like to see a right-turn only onto S. Berry Rd. but a two-way is proposed. The applicant explained a traffic memo would be prepared. Attendees asked if the only use that will be allowed will be a restaurant. The applicant explained all possible uses for the site will be included in the SPUD Narrative. Attendees voiced concerns regarding noise and lighting. They also expressed concern for the build line shown on the site plan. The applicant explained it would be edited before Planning Commission.

**BOARD OF PARKS COMMISSIONERS:** n/a

This application is not required to go to the Board of Parks Commissioners.

**ZONING ORDINANCE CITATION:**

SEC 36-510 – 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 SPUD Narrative includes the following uses:

- Restaurant, with associated outdoor patio, parking, and ancillary uses.
- Detached one-family dwelling.
- Office building and use (on the south half of the Property only).

**OPEN SPACE:** The impervious area for the subject property shall not exceed 75%. There shall be a minimum twenty-five (25') foot landscape buffer along the west property line, except for the deck area around the building, a minimum eighteen (18') foot landscape buffer along the north property line, and a minimum ten (10') foot landscape buffer along the east property line.

**SITE PLAN/ACCESS:** The proposed site plan shows one access point on S. Berry Rd. This access point leads to a shared access point with the property to the east. There is a one-way in/out access point on W. Lindsey St. There are 83 parking spaces proposed. The proposed restaurant is approximately 5,000 square feet with a deck extending around the west and south sides. The existing bus stop is shown to remain.

**LANDSCAPING:** The SPUD Narrative discusses tree preservation and states the applicant will plant two trees, minimum two-inch caliper, should any one mature tree need to be removed.

**SIGNAGE:** If the property is developed as a restaurant, the signage will follow commercial sign code regulations. If the property is developed as any other use, the north half will comply with the low density residential sign code regulations and the south half will comply with office sign code regulations.

**LIGHTING:** The development will meet the City's Commercial Outdoor Lighting Standards ordinance requirements.

**SANITATION:** An enclosed dumpster is shown on the site plan directly to the east of the proposed building.

**PARKING:** The proposed site plan shows 83 parking spaces. The SPUD Narrative states the development will not exceed 83 parking spaces.

**SIDEWALKS:** Sidewalks are proposed along the street frontages of S. Berry Rd. and W. Lindsey St.

**EXTERIOR BUILDING MATERIALS:** The SPUD Narrative states the building may have exterior materials of any combination of the following: brick, glass, stone, synthetic stone, stucco, EFIS, masonry, metal accents, composition shingles, synthetic slate shingles, metal roofs, or other comparable roofing materials.

**FENCING:** The subject property will feature an 8' brick and/or masonry screening wall along the north and east property lines. No other fencing is required.

**HEIGHT:** The SPUD Narrative states the height of the proposed building is restricted to one story.

**EXISTING ZONING:** This site was subdivided by warranty deed many years ago; legally this area is one lot with two zonings. The north portion, 1027 S. Berry Rd., has been zoned R-1, Single-Family Dwelling District, since February 22, 1955. The south portion, 1035 S. Berry Rd. was rezoned to CO, Suburban Office Commercial, on July 7, 1981. The City has received applications to rezone/redevelopment this property previously, however, nothing has been approved to date. The use of a restaurant is not allowed in either of the existing zoning districts.

**ALTERNATIVES/ISSUES:**

**IMPACTS:** The property is already platted so a Traffic Impact Analysis (TIA) is not required. However, a Traffic Impact Memo was submitted by the applicant to the City Traffic Engineer for review. The study showed that there will be minimal impact on the traffic in the area. There are two access points proposed for this development, one located on S. Berry Rd. and one located on W. Lindsey St. Please see the Traffic Memo and report from the City of Norman Traffic Engineer. This is a reduction of curb cuts from three down to two.

**OTHER AGENCY COMMENTS:**

**FIRE DEPARTMENT:** Fire review will be completed with the submittal of a building permit.

**PUBLIC WORKS/ENGINEERING:** The property is platted and all rights-of-way and easements have been dedicated. All public improvements are installed and accepted. Stormwater will continue to sheet flow to the south and west across the site as it has historically. Low Impact Development Techniques such as bioretention swales, rain gardens, flow through planters, and tree wells will be utilized to increase storm water infiltration and water quality.

**TRAFFIC ENGINEER:** Please see the attached Traffic Impact Review memo from TEC. In addition, please see the attached report, Development Review Form, Transportation Impacts, from the Traffic Engineer with the City of Norman.

**UTILITIES:** No additional comments from Utilities at this time.

**CONCLUSION:** Staff forwards this request for rezoning from R-1, Single-Family Dwelling District, and CO, Suburban Office Commercial District, to SPUD, Simple Planned Unit Development, and Ordinance No. O-2324-12 to the Planning Commission for consideration and recommendation to City Council.



# CITY OF NORMAN, OK PLANNING COMMISSION MEETING

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069  
Thursday, September 14, 2023 at 7:00 PM

## MINUTES

The Planning Commission of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in Council Chambers of the Norman Municipal Building, 201 West Gray Street, on the 14<sup>th</sup> day of September, 2023.

Notice and agenda of the meeting were posted at the Norman Municipal Building and online at <https://norman-ok.municodemeetings.com> at least twenty-four hours prior to the beginning of the meeting.

Chair Erica Bird called the meeting to order at 7:00 p.m.

### ROLL CALL

#### PRESENT

Cameron Brewer  
Steven McDaniel  
Liz McKown  
Erica Bird  
Douglas McClure  
Jim Griffith  
Maria Kindel

#### ABSENT

Kevan Parker  
Michael Jablonski

A quorum was present.

#### STAFF PRESENT

Jane Hudson, Planning Director  
Lora Hoggatt, Planning Services Manager  
Melissa Navarro, Planner II  
Roné Tromble, Admin. Tech. IV  
Beth Muckala, Assistant City Attorney  
David Riesland, Transportation Engineer  
Todd McLellan, Development Engineer  
Bryce Holland, Multimedia Specialist



**Sooner Traditions 2025 & SPUD**

6. Consideration of Approval, Acceptance, Rejection, Amendment, and/or Postponement of Resolution No. R-2324-42: Sooner Traditions, L.L.C. requests amendment of the NORMAN 2025 Land Use & Transportation Plan from Office Designation and Low Density Residential Designation to Commercial Designation for 1.33 acres of property generally located at the Northeast corner of Lindsey Street and Berry Road.

**ITEMS SUBMITTED FOR THE RECORD:**

1. NORMAN 2025 Map
2. Staff Report

7. Consideration of Approval, Acceptance, Rejection, Amendment, and/or Postponement of Ordinance No. O-2324-12: Sooner Traditions, L.L.C. requests rezoning from CO, Suburban Office Commercial, and R-1, Single Family Dwelling District, to SPUD, Simple Planned Unit Development, for 1.33 acres of property generally located at the Northeast corner of Lindsey Street and Berry Road.

**ITEMS SUBMITTED FOR THE RECORD:**

1. Location Map
2. Staff Report
3. SPUD Narrative with Exhibits A-C
4. Pre-Development Summary
5. Transportation Impacts
6. TEC Memorandum

**PRESENTATION BY STAFF:** Lora Hoggatt reviewed the staff report, a copy of which is filed with the minutes. There is 9.5% protest within the notification area.

Ms. Bird asked the building line on the north; there was a discrepancy between the language in the PUD and the site plan. Ms. Hoggatt said they would have to go off the site plan (Exhibit A) at 190', and they would have to do a site plan amendment if they were going to change the building layout on the property. Ms. Hudson added that the site plan attached to the traffic report was not correct, and will be updated before it goes to City Council. The Open Space Diagram (Exhibit C) also shows an incorrect building setback line.

**PRESENTATION BY THE APPLICANT:**

Gunner Joyce, Rieger Law Group, representing the applicant, introduced the remainder of the development team: Rick McKinney, Steve Rollins, B.J. Hawkins, and Hunter Miller. He presented the project.

Rick McKinney, McKinney Partnership, provided additional detail on the project.

Mr. Joyce discussed the stormwater drainage plan and traffic memo for the project.

Mr. Brewer asked about the seating in the central landscaping area. Mr. McKinney said there will be some seating there, and it can be a waiting area. Mr. Joyce added that there will be benches.

**AUDIENCE PARTICIPATION:**

Dennis Yarbrow, 803 S. Berry Road, spoke in opposition, citing inaccuracies, the curb cuts, mention of a commercial shopping center in the staff report, drainage changes with the masonry wall, and the way protests are tracked.

David Nehrenz, 902 Carey Drive, spoke in opposition, citing the residential nature of Berry Road, and traffic impacts.

Susan Meyer, 808 Carey Drive, spoke in opposition, questioning whether the right-in/right-out access would work, stating Berry Road is an emergency services corridor, and that the traffic study didn't consider the 150,000 cars that go through Starbucks.

James Akey, 819 and 815 Carey Drive, said they had a wonderful meeting with Mr. Miller, but need to get all of the stuff on paper so they have time to really look at it. He asked that this item be postponed.

Kristine Akey, 819 Carey Drive, spoke regarding the traffic on Berry Road and the difficulty getting out of Brooks Street because of traffic backing up.

Patrick Schrank, 1309 Rebecca Lane, spoke in support, but suggested some mixed uses.

Kristi Morgan, 2601 Smoking Oak Road, spoke in support. Dining options in the area are limited beyond fast food chains. We need to encourage space for visitors.

Dana Drury, 951 S. Berry Road, appreciates the applicant's efforts. She enjoys being in walking distance to great restaurants. She is concerned with the traffic on Berry Road.

**DISCUSSION AND ACTION BY THE PLANNING COMMISSION:**

Mr. Brewer said this is a much-improved site plan with the siting of the building, the deck and the trees. You can't count on a certain restaurant being there in perpetuity, but the operator is a known entity. Concerns are the number of parking spaces and this corridor is not highly walkable. He asked about the inconsistencies in the report.

Ms. Hudson stated that Exhibit A in the SPUD document is the site development plan, which shows the building 194'; the applicant is correct there are some variances where the building could be moved a few feet. Exhibit B states the allowable uses: restaurant with outdoor patio, parking, and ancillary uses; detached one-family dwelling; and office. The staff report say a commercial shopping center; that is not correct and that will be fixed before it goes forward to City Council. Exhibit C, Open Space Diagram, in the SPUD is not the controlling document for the SPUD, but is there to show the open space. The building setback line on that exhibit will be fixed before it goes to City Council, as well as Figure 2 in the TEC report.

Mr. McDaniel commented he has seen this site come to the Planning Commission with various types of buildings. On this proposal the building is pulled to the very front, away from the residential area. The changes indicate the developer has been listening to what has been said. The other three corners of the intersection are all commercial. This corner should be commercial.

Mr. Brewer heard that additional concessions were made to the neighborhood residents. He recommended those be included as part of the plan before going to City Council.

Mr. Joyce responded that those concessions have already been drafted into the document: LED lighting, masonry wall. The setback line is the only discrepancy that has not been cleaned up. It is only on the drainage plan, which shouldn't even show the setback lines.

Mr. McClure asked whether the 83 parking spaces are based on the seating capacity. Mr. Joyce responded that the number came from Hal Smith, and is the minimum possible to make the site work.

Mr. McClure asked about an additional entry on Berry Road. Mr. Joyce responded that any more entries will reduce parking. Previously, staff did not want a left-turn from Lindsey into the site, especially so close to the signalized intersection.

Ms. Bird asked if there was any consideration for adding a right-turn lane on Berry Road. B.J. Hawkins responded that the right-in/right-out is too close to the intersection to allow any left turns because of the potential to back up into the intersection. The volume of traffic on Lindsey is 2.5-3 times the traffic on Berry Road. There is not adequate right-of-way in that area to add a left-turn lane into the site. The number of vehicles to require of right-turn lane usually is around 100 vehicles/hour. The entire site generates about 40 for peak hours, both entering and exiting.

Ms. Bird commented that this is the third time she has reviewed a project for this property as a member of the Planning Commission. Each time the applicant took the feedback and incorporated that. One of the concerns that was raised when the proposal was for a strip center was vacancies in retail space. There is a 5,000 sq. ft. maximum on the building size, and the building they are proposing is only 4,200 sq. ft.

Motion made by Brewer, seconded by McKown, to recommend adoption of Resolution No. R-2324-42 and Ordinance No. O-2324-12 to City Council.

Voting Yea: Brewer, McDaniel, McKown, Bird, McClure, Griffith, Kindel

The motion to recommend adoption of Resolution No. R-2324-42 and Ordinance No. O-2324-12 to City Council passed by a vote of 7-0.

\*

**File Attachments for Item:**

30. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2324-43: 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 SOUTHEAST QUARTER (SE/4) OF SECTION TEN (10), TOWNSHIP NINE (9) NORTH, RANGE THREE (3) WEST OF THE INDIAN MERIDIAN (I.M.), CLEVELAND COUNTY, OKLAHOMA, FROM THE LOW DENSITY RESIDENTIAL DESIGNATION AND PLACE THE SAME IN THE COMMERCIAL DESIGNATION. (3800 36th Avenue N.W.)



## CITY OF NORMAN, OK STAFF REPORT

**MEETING DATE:** 10/24/2023

**REQUESTER:** G2SOK Investments, L.L.C.

**PRESENTER:** Jane Hudson, Director of Planning & Community Development

**ITEM TITLE:** CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2324-43: 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 SOUTHEAST QUARTER (SE/4) OF SECTION TEN (10), TOWNSHIP NINE (9) NORTH, RANGE THREE (3) WEST OF THE INDIAN MERIDIAN (I.M.), CLEVELAND COUNTY, OKLAHOMA, FROM THE LOW DENSITY RESIDENTIAL DESIGNATION AND PLACE THE SAME IN THE COMMERCIAL DESIGNATION. (3800 36<sup>th</sup> Avenue N.W.)

**SUMMARY OF REQUEST:** G2SOK Investments, L.L.C. is proposing a PUD, Planned Unit Development on a 5 acre property. The proposed development is a self-storage facility. However, the list of uses in the PUD will allow potential residential and agricultural structures on the property, as is currently allowed on the site with the current zoning. This development proposal requires rezoning from A-2, Rural Agricultural District, to PUD, Planned Unit Development. This proposal also requires a NORMAN 2025 Land Use Plan Amendment from Low Density Residential Designation to Commercial Designation

**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?***

The subject property is designated Low-Density Residential as well as the adjacent properties to the north, west and south, part of Castlerock Addition #6. This property was

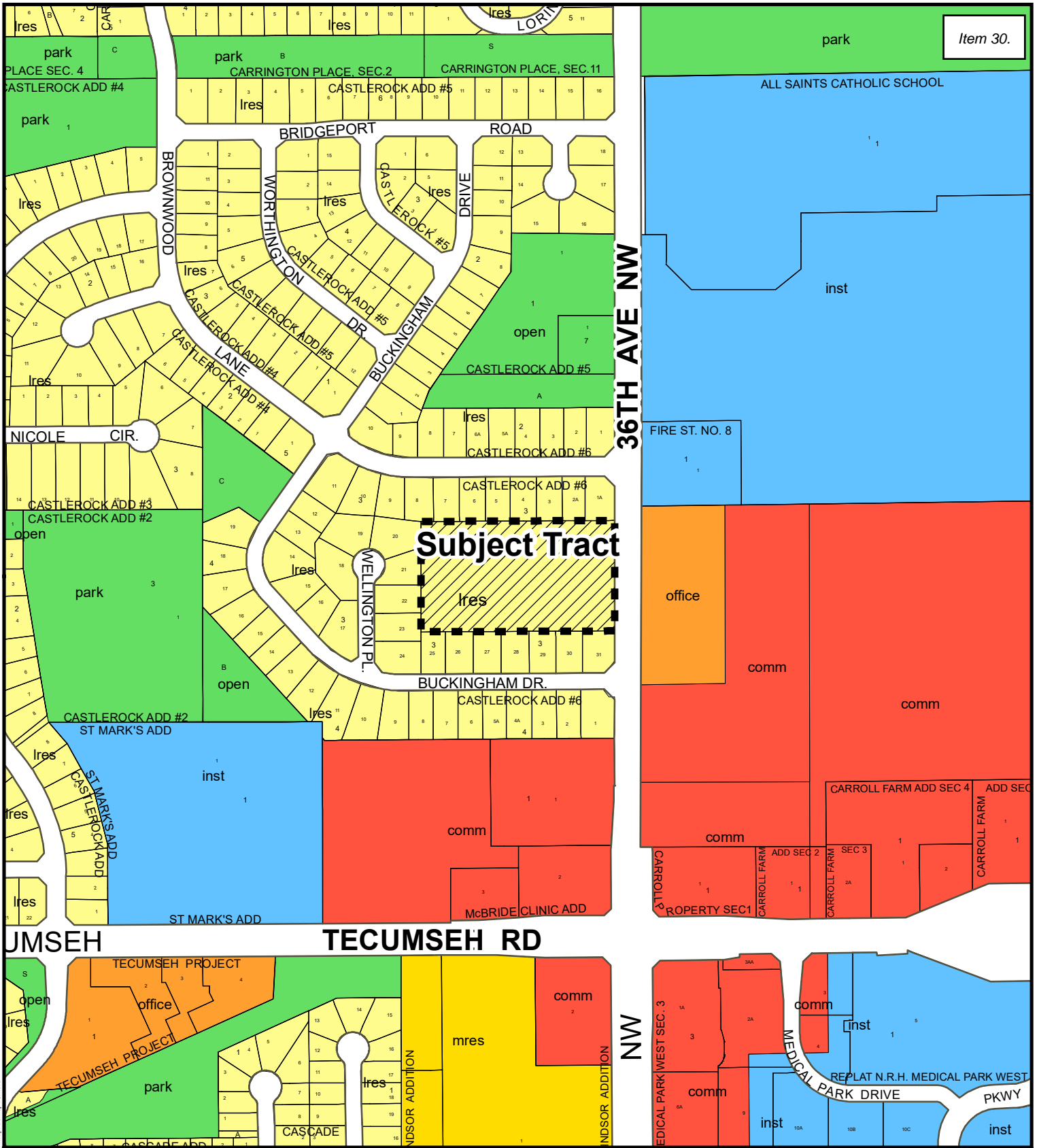
not developed with the surrounding neighborhood so the neighborhood developed around it over the years. The properties located to the east, across 36<sup>th</sup> Ave. NW are zoned PUD, Planned Unit Development for mixed-use with Commercial and Office Land Use Designation. Property south of this site, south of the residential use, on the north and south side of W. Tecumseh Road and continuing east toward I-35 have developed with multi-family, office, commercial and institutional uses in the last few years. South of W. Tecumseh Road an apartment complex developed approximately eight years ago. The general vicinity has seen growth in commercial uses (such as restaurants, retail strip malls, convenience stores) banks, and healthcare facilities in the last decade, concentrated along W. Tecumseh Road and 36th Avenue Northwest.

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?***

Any new development on this lot will increase the level of traffic in comparison to the previous use of a residence. The report from the Traffic Engineer states there are no traffic operational issues anticipated due to the development. While no negative traffic impact are anticipated, an assessment of impact fees will be due at the final plat stage.

**CONCLUSION:** Staff forwards this request for amendment of the NORMAN 2025 Land Use Plan. Amendment from Low Density Residential Designation to Commercial Designation as Resolution No. R-2324-43 for consideration by City Council.

Planning Commission, at their September 14, 2023 meeting, unanimously recommended adoption of Resolution No. R-2324-43, by a vote of 6-0.



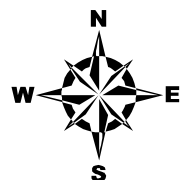
Item 30.

**Subject Tract**

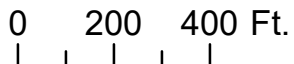
# Norman 2025 Land Use Plan



Map Produced by the City of Norman Geographic Information System. The City of Norman assumes no responsibility for errors or omissions in the information presented.



August 2, 2023



- Subject Tract
- Zoning

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R-2324-43

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 SOUTHEAST QUARTER (SE/4) OF SECTION TEN (10), TOWNSHIP NINE (9) NORTH, RANGE THREE (3) WEST OF THE INDIAN MERIDIAN (I.M.), CLEVELAND COUNTY, OKLAHOMA, FROM THE LOW DENSITY RESIDENTIAL DESIGNATION AND PLACE THE SAME IN THE COMMERCIAL DESIGNATION.  
(3800 36<sup>th</sup> Avenue N.W.)

- § 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, G2SOK Investments, L.L.C. has requested that the following described property be moved from the Low Density Residential Designation and placed in the Commercial Designation for the hereinafter described property, to wit:

A tract of land being located in the Southeast Quarter (SE/4) of Section Ten (10), Township Nine (9) North, Range Three (3) West of the Indian Meridian, Cleveland County, Oklahoma, being more particularly described as follows:

BEGINNING at a point on the East line of the said Southeast Quarter (SE/4), 941.00 feet North 00°11'51" West of the Southeast Corner of the said Southeast Quarter (SE/4);  
Thence South 89°41'01" West for a distance of 643.00 feet;  
Thence North 00°11'51" West for a distance of 339.00 feet;  
Thence North 89°41'01" East for a distance of 643.00 feet;  
Thence South 00°11'51" East for a distance of 339.00 feet to the point of beginning.

Said tract of land containing 5.0 acres, more or less.

Resolution No. R-2324-43  
Page 2

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

§ 4. 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 amendment 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 \_\_\_\_\_, 2023.

\_\_\_\_\_  
(Mayor)

ATTEST:

\_\_\_\_\_  
(City Clerk)

RESOLUTION NO. R-2324-43

ITEM NO. 8

**STAFF REPORT**

**ITEM:** G2SOK Investments, L.L.C. requests amendment of the NORMAN 2025 Land Use and Transportation Plan from Low Density Residential Designation to Commercial Designation for approximately 5 acres of property located at 3800 36<sup>th</sup> Avenue N.W.

**SUMMARY OF REQUEST:** G2SOK Investments, L.L.C. is proposing a PUD, Planned Unit Development on a 5 acre property. The proposed development is a self-storage facility. However, the list of uses in the PUD will allow potential residential and agricultural structures on the property, as is currently allowed on the site with the current zoning. This development proposal requires rezoning from A-2, Rural Agricultural District to PUD, Planned Unit Development. This proposal also requires a NORMAN 2025 Land Use Plan Amendment from Low Density Residential Designation to Commercial Designation

**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?***

The subject property is designated Low-Density Residential as well as the adjacent properties to the north, west and south, part of Castlerock Addition #6. This property was not developed with the surrounding neighborhood so the neighborhood developed around it over the years. The properties located to the east, across 36<sup>th</sup> Ave. NW are zoned PUD, Planned Unit Development for mixed-use with Commercial and Office Land Use Designation. Property south of this site, south of the residential use, on the north and south side of W. Tecumseh Road and continuing east toward I-35 have developed with multi-family, office, commercial and institutional uses in the last few years. South of W. Tecumseh Road an apartment complex developed approximately eight years ago. The general vicinity has seen growth in commercial uses (such as restaurants, retail strip malls, convenience stores) banks, and healthcare facilities in the last decade, concentrated along W Tecumseh Rd and 36<sup>th</sup> Avenue Northwest.

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?***

Any new development on this lot will increase the level of traffic in comparison to the previous use of a residence. The report from the Traffic Engineer states there are no traffic operational issues anticipated due to the development. While no negative

traffic impact are anticipated, an assessment of impact fees will be due at the plat stage.

Item 30.

**CONCLUSION:** Staff forwards this request for amendment of the NORMAN 2025 Land Use Plan. Amendment from Low Density Residential Designation to Commercial Designation as Resolution No. R-2324-43 for consideration by Planning Commission and recommendation to City Council.



# CITY OF NORMAN, OK PLANNING COMMISSION MEETING

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069  
Thursday, September 14, 2023 at 7:00 PM

## MINUTES

The Planning Commission of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in Council Chambers of the Norman Municipal Building, 201 West Gray Street, on the 14<sup>th</sup> day of September, 2023.

Notice and agenda of the meeting were posted at the Norman Municipal Building and online at <https://norman-ok.municodemeetings.com> at least twenty-four hours prior to the beginning of the meeting.

Chair Erica Bird called the meeting to order at 7:00 p.m.

### ROLL CALL

#### PRESENT

Cameron Brewer  
Steven McDaniel  
Liz McKown  
Erica Bird  
Douglas McClure  
Jim Griffith  
Maria Kindel

#### ABSENT

Kevan Parker  
Michael Jablonski

A quorum was present.

#### STAFF PRESENT

Jane Hudson, Planning Director  
Lora Hoggatt, Planning Services Manager  
Melissa Navarro, Planner II  
Roné Tromble, Admin. Tech. IV  
Beth Muckala, Assistant City Attorney  
David Riesland, Transportation Engineer  
Todd McLellan, Development Engineer  
Bryce Holland, Multimedia Specialist

**G2SOK Investments 2025, PUD & Preliminary Plat**

Ms. McKown vacated her seat.

8. Consideration of Approval, Acceptance, Rejection, Amendment, and/or Postponement of Resolution No. R-2324-43: G2SOK Investments, L.L.C. requests amendment of the NORMAN 2025 Land Use & Transportation Plan from Low Density Residential Designation to Commercial Designation for approximately 5 acres of property located at 3800 36th Avenue N.W.

**ITEMS SUBMITTED FOR THE RECORD:**

1. NORMAN 2025 Map
2. Staff Report

9. Consideration of Approval, Acceptance, Rejection, Amendment, and/or Postponement of Ordinance No. O-2324-13: G2SOK Investments, L.L.C. requests rezoning from A-2, Rural Agricultural District, to PUD, Planned Unit Development, for approximately 5 acres of property located at 3800 36th Avenue N.W.

**ITEMS SUBMITTED FOR THE RECORD:**

1. Location Map
2. Staff Report
3. PUD Narrative with Exhibits A-E
4. Pre-Development Summary

10. Consideration of Approval, Acceptance, Rejection, Amendment, and/or Postponement of Preliminary Plat PP-2324-4: Consideration of a Preliminary Plat submitted by G2SOK Investments, L.L.C. (Crafton Tull) for 3800 36th Avenue NW for approximately 5 acres of property located at 3800 36th Avenue N.W.

**ITEMS SUBMITTED FOR THE RECORD:**

1. Location Map
2. Preliminary Plat
3. Staff Report
4. Preliminary Site Development Plan
5. Transportation Impacts
6. Traffic Impact Memorandum

**PRESENTATION BY STAFF:** Melissa Navarro reviewed the staff report, a copy of which is filed with the minutes.

Mr. Griffith asked if any storage will be allowed outside. Ms. Navarro responded that all the storage will be indoors.

**PRESENTATION BY THE APPLICANT:**

Gunner Joyce, Rieger Law Group, representing the applicant, introduced the project team: Jason Spencer, Bryan Stambeck, and Dean Anderson. He reviewed the request for Commercial Designation in the NORMAN 2025 Plan, and PUD zoning, as well as a preliminary plat for one lot.

Mr. Griffith asked if the landscaping will be irrigated. Mr. Joyce responded affirmatively. Mr. Griffith suggested that the building on the north of the entry should also have brick façade on the front because it will be visible from the south.

**AUDIENCE PARTICIPATION:**

Peggy Cook, 4005 Stonehurst Street, representing the Board of Castlerock Homeowners Association, spoke in opposition.

Daphne Summers, 3701 Buckingham Drive, spoke in support.

**DISCUSSION AND ACTION BY THE PLANNING COMMISSION:**

Ms. Bird appreciated the comment about the façade being visible. She met with the applicant's before the meeting to ask questions, including the feasibility for residential use. She appreciated the sight line diagram being included.

Mr. McClure thinks the idea is great, but he agrees that any buildings that are visible from the street should have brick façade. Mr. Joyce responded that they would be happy to have the brick façade included in the motion as a recommendation.

Motion made by Kindel, seconded by McClure, to recommend adoption of Resolution No. R-2324-43, Ordinance No. O-2324-13, and PP-2324-4 to City Council, with the recommendation that the building to the north of the office also have masonry frontage because it is partially visible from the street.

Voting Yea: Brewer, McDaniel, Bird, McClure, Griffith, Kindel

The motion to recommend adoption of Resolution No. R-2324-43, Ordinance No. O-2324-13, and PP-2324-4 to City Council passed by a vote of 6-0.

\*



**File Attachments for Item:**

31. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2324-13 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 THE PART OF THE SOUTHEAST QUARTER (SE/4) OF SECTION TEN (10), TOWNSHIP NINE (9) NORTH, RANGE THREE (3) WEST OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE A-2, RURAL AGRICULTURAL DISTRICT, AND PLACE SAME IN THE PUD, PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (3800 36<sup>th</sup> Avenue N.W.)



## CITY OF NORMAN, OK STAFF REPORT

**MEETING DATE:** 10/24/2023

**REQUESTER:** G2SOK Investments, L.L.C.

**PRESENTER:** Jane Hudson, Director of Planning & Community Development

**ITEM TITLE:** CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2324-13 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 THE PART OF THE SOUTHEAST QUARTER (SE/4) OF SECTION TEN (10), TOWNSHIP NINE (9) NORTH, RANGE THREE (3) WEST OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE A-2, RURAL AGRICULTURAL DISTRICT, AND PLACE SAME IN THE PUD, PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (3800 36<sup>th</sup> Avenue N.W.)

**PROJECT OVERVIEW:** The applicant is requesting to rezone the above noted property from A-2, Rural Agricultural District, to a PUD, Planned Unit Development. The purpose for this rezoning request is to allow the development of a self-storage facility.

### **PROCEDURAL REQUIREMENTS:**

**GREENBELT COMMISSION:** GBC23-20, August 15, 2023

The Greenbelt Commission forwards this item with no further comments.

**PRE-DEVELOPMENT MEETING:** PD23-26, July 27, 2023

After a discussion with the applicant, the neighbors understood the project and the planned scope. Still, they were concerned about the commercial storage incompatibility with a residential neighborhood. The attendees asked about the setbacks against their backyards, landscaping, the height of the fence, lighting, safety, operation hours, size of buildings, storage of hazardous materials, and drainage. The neighbors are still concerned and will probably organize to protest against the project.

The applicant was open to requests from neighbors and stated that they would consider all concerns and comments when designing the final project. And will continue to meet with the neighbors to work on concerns.

**ZONING ORDINANCE CITATION:****SEC. 36-509 – 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:** The particulars of this PUD include:

**USE:** The PUD Narrative includes the following allowable uses:

- Personal Storage Facility;
- Detached single-family principal dwelling unit;
- Family day care home;
- General purpose farm or garden;
- Type 1 Mobile Home;
- Accessory buildings, including barns, sheds and other farm buildings which are not a part of the main building and shall not contain a full kitchen;
- Short-term rentals.

**OPEN SPACE:** The Property will feature landscaping within the setbacks along the North, South, East, and West building setback areas in substantial compliance with the Landscape Plan, attached hereto as Exhibit E. Final landscaping types, quantities, and locations may change during final design and construction. The Applicant will consult with the City Forester at the construction phase to determine appropriate landscaping species and locations for the Property. The maximum impervious coverage for the Property shall be 76%.

**SITE PLAN/ACCESS:** Access to the Property shall be permitted in the manner depicted on the attached Site Development Plan.

**LANDSCAPING:** The Property will feature landscaping within the setbacks along the North, South, East and West building setback areas in substantial compliance with the preliminary Landscape Plan, attached hereto as Exhibit E. Final landscaping types, quantities, and locations may change during final design and construction.

**SIGNAGE AND LIGHTING:** The signage for the Property shall comply with the City of Norman's Sign Code for commercial uses, as may be amended from time to time.

The property is initially expected to feature a monument sign along 36th Ave NW frontage and a mounted building sign, both of which may be backlight and illuminated.

Notwithstanding the foregoing, the Applicant shall meet the City of Norman's Commercial Outdoor Lighting Standards, as amended from time to time.

**UTILITIES:** The necessary utility services for this project are already located on or near the Property.

**SANITATION:** The Property will comply with the City of Norman's applicable rules, ordinances, and regulations for sanitation services. It is anticipated that the personal storage facility will not need a dumpster or poly cart service and instead will privately handle trash disposal. The Property's sanitation plan will be subject to review and approval by the City of Norman.

**PARKING:** The development of a personal storage facility on the Property will only require seven (7) parking spaces, which includes one ADA space. In the event any other use is developed on the Property in accordance with the terms of this PUD, the Property will comply with the City of Norman's applicable parking ordinances, as may be amended from time to time.

**SIDEWALKS:** Sidewalk will be added along 36th Ave NW.

**EXTERIOR BUILDING MATERIALS:** It is the intent of Applicant to construct a facility that looks and feels residential in nature. Exterior materials of the buildings to be constructed on the Property may be brick, glass, stone, synthetic stone, stucco, EIFS, masonry, metal, composition shingles, synthetic slate shingles, metal roofs, or other comparable roofing materials, and any combination thereof, provided that no portion of buildings to be constructed on the Property that will have an unobstructed view from 36th Ave NW may contain more than 50% metal, or less than 50% masonry, on the side of said building facing 36th Ave NW.

**HOURS OF OPERATION:** The storage facility on the Property will operate between the hours of 6:00 AM and 10:00 PM.

**EXISTING ZONING:** The subject property is zoned A-2, Rural Agricultural District. This district does not allow self-storage facilities by right.

**ALTERNATIVES/ISSUES:**

**IMPACTS:** The subject property is currently and has historically been residential. The new commercial use will increase traffic in the area when compared to the traffic generated by the historical use of the site, one single-family home. The tenants of the facility will utilize the site at varied times, during business hours. Typically, the units for this type of facility are not visited on a daily or even weekly basis.

**OTHER AGENCY COMMENTS:**

**FIRE DEPARTMENT:** Plan review will occur at the time of application submittal.

**PUBLIC WORKS/ENGINEERING:** The applicant is going through the platting process and will address any outstanding issues on the preliminary plat, before filing for the final plat.

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

**UTILITIES:** All needed services will be provided to the site.

**CONCLUSION:** Staff forwards this request for rezoning from A-2, Rural Agricultural District, to a PUD, Planned Unit Development, and Ordinance No. O-2324-13 to City Council.

At their September 14, 2023 meeting, Planning Commission unanimously recommended adoption of Ordinance No. O-2324-13, with the recommendation that the front façade of the building to the north of the office be masonry because it will be visible from the street. The motion passed by a vote of 6-0.

## O-2324-13

AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE THE PART OF THE SOUTHEAST QUARTER (SE/4) OF SECTION TEN (10), TOWNSHIP NINE (9) NORTH, RANGE THREE (3) WEST OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE A-2, RURAL AGRICULTURAL DISTRICT, AND PLACE SAME IN THE PUD, PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (3800 36<sup>th</sup> Avenue N.W.)

- § 1. WHEREAS, G2SOK Investments, L.L.C., the owners of the hereinafter described property, have made application to have the subject property removed from the A-2, Rural Agricultural 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 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 A-2, Rural Agricultural District and place the same in the PUD, Planned Unit Development District, to wit:

A tract of land being located in the Southeast Quarter (SE/4) of Section Ten (10), Township Nine (9) North, Range Three (3) West of the Indian Meridian, Cleveland County, Oklahoma, being more particularly described as follows: BEGINNING at a point on the East line of the said Southeast Quarter (SE/4), 941.00 feet North 00°11'51" West of the Southeast Corner of the said Southeast Quarter (SE/4);  
Thence South 89°41'01" West for a distance of 643.00 feet;  
Thence North 00°11'51" West for a distance of 339.00 feet;  
Thence North 89°41'01" East for a distance of 643.00 feet;

Ordinance No. O-2324-13  
Page 2

Thence South 00°11'51" East for a distance of 339.00 feet to the point of beginning.

Said tract of land containing 5.0 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, approved by the Planning Commission on September 14, 2023, and 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 \_\_\_\_\_, 2023.

NOT ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
(Mayor)

\_\_\_\_\_  
(Mayor)

ATTEST:

\_\_\_\_\_  
(City Clerk)



# **3800 36TH AVE NW**

**A PLANNED UNIT DEVELOPMENT  
NORMAN, OKLAHOMA**

**APPLICANT:  
*G2 SOK INVESTMENTS, LLC***

**APPLICATION FOR:  
PLANNED UNIT DEVELOPMENT  
PRELIMINARY PLAT**

Submitted August 1, 2023  
Revised September 11, 2023

**PREPARED BY:**

**RIEGER LAW GROUP PLLC  
136 Thompson Drive  
Norman, Oklahoma 73069**

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- III. DEVELOPMENT PLAN AND DESIGN CONCEPT
  - A. Uses Permitted
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### EXHIBITS

- A. Legal Description of the Property
- B. Site Development Plan
- C. Allowable Uses
- D. Preliminary Plat
- E. Landscape Plan

## I. INTRODUCTION

G2 SOK Investments, LLC (the “**Applicant**”) seeks to rezone a tract of property, containing approximately 5 acres, located in Ward 8 of the City of Norman. The site is generally located West of 36<sup>th</sup> Avenue NW and North of West Tecumseh Road. The property is more particularly described on the attached **Exhibit A** (the “**Property**”). The Property is currently zoned A-2, Rural Agricultural.

The Applicant seeks to rezone the Property to this Planned Unit Development (“**PUD**”) in order to put forth the parameters for the development of the Property as a personal storage facility. The purpose of this PUD is to allow the Applicant to develop a personal storage facility that is thoughtfully designed and laid out on the Property so as to be compatible with the surrounding residential lots.

## II. PROPERTY DESCRIPTION/GENERAL SITE CONDITIONS

### A. Location

The Property is generally located West of 36<sup>th</sup> Avenue NW and North of West Tecumseh Road.

### B. Existing Land Use and Zoning

The Property is currently zoned A-2, Rural Agricultural, and it has a NORMAN 2025 designation of Low Density Residential.

Generally, the surrounding properties are zoned R-1, Single Family Dwelling, with corresponding 2025 designations of Low Density Residential. The property directly to the East of 36<sup>th</sup> Avenue NW is zoned PUD and has a 2025 designation of Office.

### C. Elevation and Topography

The Property currently consists of one single-family residence. The subject property generally drains from west to east onto 36<sup>th</sup> Ave NW, where it is ultimately conveyed into the city storm sewer system.

### D. Drainage

A drainage report has been provided by the Applicant to City Staff as part of the Preliminary Plat application. The post-development runoff will be conveyed through perimeter flumes and driveways into two detention ponds (dry bottom) along the eastern boundary of the site.

### D. Utility Services

The necessary utility services for this project are already located on or near the Property.

#### **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 Site Development Plan.

### **III. DEVELOPMENT PLAN AND DESIGN CONCEPT**

The Property is planned to accommodate the development of a personal storage facility in accordance with the provisions of this PUD. The Property shall be developed in general compliance with the Site Development Plan, attached hereto as **Exhibit B**. 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:**

Generally, the Property will be allowed to retain its current allowable uses while adding the ability to develop Applicant's desired personal storage facility. A complete list of the allowable uses for the Property is attached as **Exhibit C**.

#### **B. Area Regulations:**

**North Setback:** The minimum setback along the North property line shall be nineteen (19) feet.

**East Setback:** The minimum setback along the East property line shall be twenty (20) feet.

**South Setback:** The minimum setback along the South property line shall be twenty (20) feet.

**West Setback:** The minimum setback along the West property line shall be twenty (20) feet

#### **C. Additional Development Criteria:**

##### **1. Site Plan**

The 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 generally constructed as presented thereon, subject to final design development and the changes allowed by Section 36-509 of the City of Norman's PUD Ordinance as thereafter amended.

**2. Landscape/Open Space**

The Property will feature landscaping within the setbacks along the North, South, East, and West building setback areas in substantial compliance with the Landscape Plan, attached hereto as **Exhibit E**. Final landscaping types, quantities, and locations may change during final design and construction. The Applicant will consult with the City Forester at the construction phase to determine appropriate landscaping species and locations for the Property. The maximum impervious coverage for the Property shall be 76%.

**3. Traffic access/circulation/parking and sidewalks**

Access to the Property shall be permitted in the manner depicted on the attached Site Development Plan. Sidewalk will be added along 36<sup>th</sup> Ave NW.

**4. Hours of Operation**

The storage facility on the Property will operate between the hours of 6:00 AM and 10:00 PM.

**5. Exterior Materials**

It is the intent of Applicant to construct a facility that has multiple elements that look and feel residential in nature. Exterior materials of the buildings to be constructed on the Property may be brick, glass, stone, synthetic stone, stucco, EIFS, masonry, synthetic wood, wood, metal, composition shingles, synthetic slate shingles, metal roofs, or other comparable roofing materials, and any combination thereof, provided that no portion of buildings to be constructed on the Property that will have an unobstructed view from 36<sup>th</sup> Ave NW may contain more than 50% metal, or less than 50% masonry, on the side of said building facing 36<sup>th</sup> Ave NW. The storage buildings will utilize earth tones as a basis for a color scheme, including, but not limited to, brown, beige, tan, green, and grey. Interior buildings may have climate-controlled units. The front office may utilize other color schemes. Climate controlling machinery will be placed on the ground and not on the roof of the storage buildings.

**6. Fencing**

The Applicant will maintain the existing residential wood stockade fencing located along the Property's North, West, and South boundaries. The Applicant may install stockade wood, decorative metal, or similar decorative fencing between the storage buildings and the East property line, as shown on the Site Development Plan. An opaque fence consisting of either masonry, wood stockade, synthetic wood, or any combination thereof shall be constructed between the storage buildings at the North, West, and South building setback lines.

**7. Signage**

The signage for the Property shall comply with the City of Norman's sign code for commercial uses, as may be amended from time to time. The Property is initially expected to feature a monument sign along 36<sup>th</sup> Ave NW frontage and a mounted building sign, both of which may be backlit and illuminated.

**8. Roof Pitch**

In keeping with the Applicant's desire to construct a storage facility that includes multiple elements that look and feel residential in nature, the outside perimeter storage buildings will feature pitched roofs, with a minimum pitch of 4:12, and may include a combination of hipped and gabled roof construction at the building ends and/or throughout the length of the building roof lines. Any buildings that are generally concealed from view from the perimeter of the facility shall be allowed to use a roof pitch of ¼":12. Any building(s) not along the North, West, or South setback lines that are generally visible from the perimeter of the facility and are designed with a building width of 45 feet or wider may utilize a 2:12 roof pitch and may feature either hipped or gabled ends. Any building(s) that are more than a single-story shall be allowed to use a roof pitch of ¼:12, as long as it is used to limit the visual impact of the building(s) on the surrounding residential properties, and includes design elements along the generally visible portions of the building(s) to enhance the appearance of the building(s) from the exterior of the facility. The general color scheme of the roofing materials for the storage buildings shall be brown or similar shades thereof. The office building may feature a different roof color, which is preliminarily expected to be red.

**9. Height**

The maximum height of buildings to be constructed on the Property shall be one (1) story. The front office will have high elevated ceilings but shall not contain a second usable story.

**10. Lighting**

The Property shall meet the City of Norman's Commercial Outdoor Lighting Standards, as amended from time to time. Exterior lighting mounted on the storage buildings will be down lighting with cut-off fixtures.

**11. Parking**

The development of a personal storage facility on the Property will only require seven (7) parking spaces, which includes one ADA space. In the event any other use is developed on the Property in accordance with the terms of this PUD, the Property will comply with the City of Norman's applicable parking ordinances, as may be amended from time to time.

**12. Sanitation**

The Property will comply with the City of Norman's applicable rules, ordinances, and regulations for sanitation services. It is anticipated that the personal storage facility will not need a dumpster or poly cart service and instead will privately handle trash disposal. The Property's sanitation plan will be subject to review and approval by the City of Norman.



**EXHIBIT A**

## Legal Description of the Property

**LEGAL DESCRIPTION**

*A tract of land situated within the Southeast Quarter (SE/4) of Section Ten (10), Township Nine North (T9N), Range Three West (R3W) of the Indian Meridian (I.M.), Norman, Cleveland County, Oklahoma, being more particularly described as follows:*

*COMMENCING at the Southeast corner of said SE/4; thence N00°11'51"W along the East line of said SE/4 a distance of 941.00 feet to the POINT OF BEGINNING; thence continuing*

*S89°41'01"W a distance of 643.00 feet; thence N00°11'51"W a distance of 339.00 feet; thence N89°41'01"E a distance of 643.00 feet to a point on said East line; thence S00°11'51"E along said East line a distance of 339.00 feet to the POINT OF BEGINNING.*

*Said tract contains 217,977 Sq Ft or 5.00 Acres, more or less.*



**EXHIBIT C**  
**Allowable Uses**

- Personal Storage Facility
- Detached single-family principal dwelling unit;
- Family day care home; (Allowed used with a site plan amendment)
- General purpose farm or garden; (Allowed used with a site plan amendment)
- Type 1 Mobile Home; (Allowed used with a site plan amendment)
- Accessory buildings, including barns, sheds and other farm buildings which are not a part of the main building and shall not contain a full kitchen. (Allowed used with a site plan amendment)
- Short-term rentals.





**Applicant:** G2SOK Investments

**Project Location:** 3800 36<sup>th</sup> Ave NW

**Case Number:** PD 23-26

**Time:** 5:30 p.m.

**Applicant/Representative**

Gunner Joyce  
Jason Spencer

**Attendees**

Luis & Fran Garajua, Peggy Cook, Judy Collins, Joe Gray, Jennifer Gray, Ruth Ann Carr, Jey Hensley, Kevan Jensen, Kurt Gramoll, David & Diane Hopper, Jim & Daphne Summers, Anna Carpenter, Chesa Borends, Travis Lowry, Joe & Angelica Sannon, Ying Fu, Fei Tong, Doug Koscinski, Karl Jahnke.

**City Staff**

Beth Muckala, Assistant City Attorney III  
Jane Hudson, Planning Director  
Melissa Navarro, Planner II  
Amanda Stevens, Development Center Coordinator

**Application Summary**

The applicant requests an amendment to Norman 2025 from Low density residential to commercial, rezone from A-2 Residential Agricultural District to Planned Unit Development and a preliminary Plat

**Neighbor's Comments/Concerns/Responses**

After a discussion with the applicant, the neighbors understood the project and the scope of it. Still, they were concerned about the commercial storage incompatibility with a residential neighborhood. The attendees asked about the setbacks against their backyards, landscaping, the height of the fence, lighting, safety, operation hours, size of buildings, storage of hazardous materials, and drainage. The neighbors are still concerned and will probably organize to protest against the project. The applicant was open to requests from neighbors and stated that they would consider all concerns and comments when designing the final project.

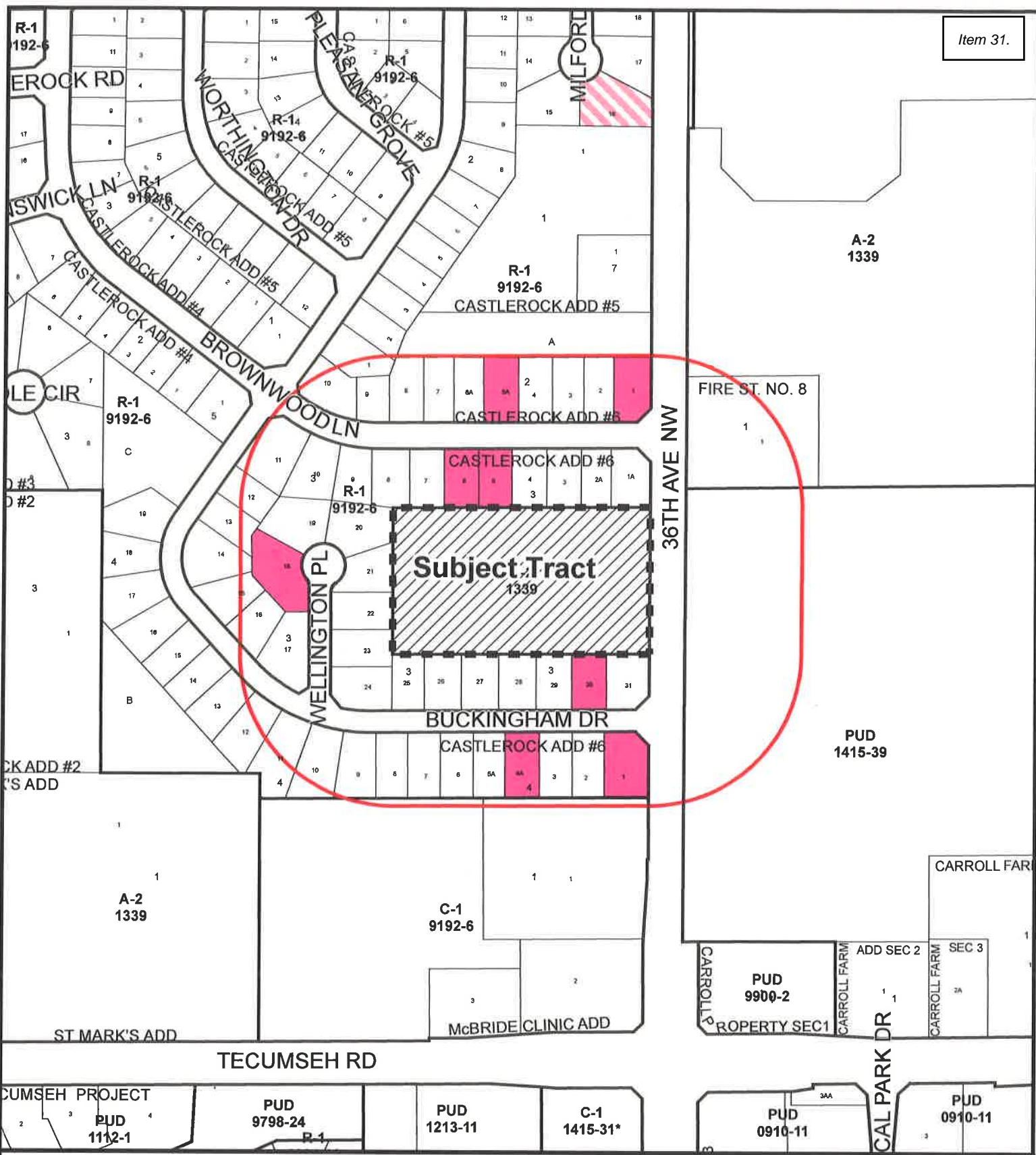




Items 8-10  
G2SOK Investments  
3800 36<sup>th</sup> Avenue NW

PROTESTS

Item 31.

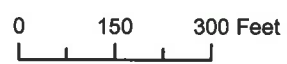


# Protest Map

12.1% Protest Within Notification Area



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.



September 12, 2023

-  Subject Tract
-  Notification Area
-  Protest
-  Protest Outside Notification Area

## Petition to Not Approve Zoning Change Application

**CASTLEROCK RESIDENTS DISAPPROVE OF THE G2SOK RE-ZONING AND PUD REQUEST FOR ZONING CHANGES AT 36<sup>TH</sup> AVE NW BETWEEN BROWNWOOD AND BUCKINGHAM STREETS.**

\*If approved, this would allow Bryan Stambeck's company to build a multi-story storage facility in our residential neighborhood, surrounded on 3 sides by Castlerock homes.

Said project would:

- Create an undesirable commercial entity in the middle of our residential neighborhood.
- Bring unwelcome activity, lighting, noise, and increased traffic, along with direct backyard adjacency for homeowners that back up to the potentially 2-story commercial property.
- Create additional drainage and stormwater run-off problems in our neighborhood, which is already facing flooding and run-off issues due to the extremely flat topography and high water table.
- Cause continual nuisance situations for residents, when other commercial property, not adjacent to or embedded in a residential area, is readily available.

We, the undersigned, urge our leaders to not approve G2SOK's request for zoning changes.

Petition summary and background

Action petitioned for

Printed Name	Signature	Address	Rent	Own
Chuanbin Mao	<i>Chuanbin Mao</i>	3616 Brownwood LN		X
Ye Zhu	<i>Ye Zhu</i>	3616 Brownwood LN		X
Jilin Han	<i>Jilin Han</i>	3605 Buckingham Dr.		X
Ying Fu	<i>Ying Fu</i>	3601 Buckingham Dr.		X
Caroline Carpenter	<i>C. Carpenter</i>	3600 Buckingham Dr.		X
Dane Tower	<i>Dane Tower</i>	4001 Draughton LN		X
Prisca Tower	<i>Prisca Tower</i>	4001 Draughton LN		X
Bun de English	<i>Bun de English</i>	4020 Castle Rock Rd.		X
Ron English	<i>Ron English</i>	4020 Castle Rock Rd.		X

Item 31.

FILED IN THE OFFICE OF THE CITY CLERK ON 9/11/23



2 of 5

## Petition to Not Approve Zoning Change Application

CASTLEROCK RESIDENTS DISAPPROVE OF THE G2SOK RE-ZONING AND PUD REQUEST FOR ZONING CHANGES AT 36<sup>TH</sup> AVE NW BETWEEN BROWNWOOD AND BUCKINGHAM STREETS.

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We, the undersigned, urge our leaders to not approve G2SOK's request for zoning changes.

Petition summary and background

Action petitioned for

Printed Name	Signature	Address	Rent	Own
Steven Cain		4016 Castlerock Rd		X
Jofanna Cain		4016 Castlerock Rd		X
Jasper Cain		4016 Castlerock Rd		X
Deb Mason		4013 Milford Pl.		X
Bryan Wlasan		4015 Milford Pl		X
Alana Smith		3601 Bridgport Rd		X
Morgan Overton		3801 Bridgport Rd		X
Joe work		3612 Buckingham Dr		X
Tiffany Hebert		3001 Brownwood Ln.		X

Item 31.

IN THE OFFICE OF THE CITY CLERK  
ON

## Petition to Not Approve Zoning Change Application

Petition summary and background	CASTLEROCK RESIDENTS DISAPPROVE OF THE G2SOK RE-ZONING AND PUD REQUEST FOR ZONING CHANGES AT 36 <sup>TH</sup> AVE NW BETWEEN BROWNWOOD AND BUCKINGHAM STREETS.
*If approved, this would allow Bryan Stambeck's company to build a multi-story storage facility in our residential neighborhood, surrounded on 3 sides by Castlerock homes.	Said project would:
Action petitioned for	• Create an undesirable commercial entity in the middle of our residential neighborhood. • Bring unwelcome activity, lighting, noise, and increased traffic, along with direct backyard adjacency for homeowners that back up to the potentially 2-story commercial property. • Create additional drainage and stormwater run-off problems in our neighborhood, which is already facing flooding and run-off issues due to the extremely flat topography and high water table. • Cause continual nuisance situations for residents, when other commercial property, not adjacent to or embedded in a residential area, is readily available.
We, the undersigned, urge our leaders to not approve G2SOK's request for zoning changes.	We, the undersigned, urge our leaders to not approve G2SOK's request for zoning changes.

Printed Name	Signature	Address	Rent	Own
David Argo	<i>David G</i>	4000 Castlerock Rd.		X
Brenda Argo	<i>Brenda Argo</i>	4000 Castlerock Rd.		X
Dillon Dvortan	<i>[Signature]</i>	3801 Bridgeport Rd.		X
Mildred Work	<i>Mildred Work</i>	3612 Buckingham Dr		X
Eric Landoll	<i>Eric Landoll</i>	3609 Bridgeport Rd.		X
Candice Landoll	<i>Candice Landoll</i>	3609 Bridgeport Rd		X
Chase Hebert	<i>Chase Hebert</i>	3601 Brownwood Ln.		X
Arlene Boxley	<i>Arlene Boxley</i>	4016 Warthington Dr.		X
Mary K Hallman	<i>Mary K Hallman</i>	3924 Nicole Cir		X

Item 31.

FILED IN THE OFFICE OF THE CITY CLERK ON *11/23*

## Petition to Not Approve Zoning Change Application

**Petition summary and background**

CASTLEROCK RESIDENTS DISAPPROVE OF THE G2SOK RE-ZONING AND PUD REQUEST FOR ZONING CHANGES AT 36<sup>TH</sup> AVE NW BETWEEN BROWNWOOD AND BUCKINGHAM STREETS.

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- Bring unwelcome activity, lighting, noise, and increased traffic, along with direct backyard adjacency for homeowners that back up to the potentially 2-story commercial property.
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- Cause continual nuisance situations for residents, when other commercial property, not adjacent to or embedded in a residential area, is readily available.

**Action petitioned for**

We, the undersigned, urge our leaders to not approve G2SOK's request for zoning changes.

Printed Name	Signature	Address	Rent	Own
Delton Boxley	<i>Delton Boxley</i>	4016 Northington Dr.		X
RAYMOND CALLAN	<i>R.J. Callan</i>	4052 NICOLE PLACE		X
PARLENE MCCULLOCK	<i>Parlene McCullough</i>	3705 Buckingham Hwy		X
DEBORAH OBERST	<i>M. Oberst</i>	4017 Northington Dr		X
ANNA CARPENTER	<i>A. Carpenter</i>	3600 Buckingham		X
Fei Tong	<i>Fei Tong</i>	3620 Brownwood Ln		X
Zhipeng Yang	<i>Zhipeng Yang</i>	3620 Brownwood Ln		X
Xinghua Shi	<i>Xinghua Shi</i>	4000 WoodCastle St.		X
Liangzhe Li	<i>Liangzhe Li</i>	4000 WoodCastle St.		X

FILED IN THE OFFICE OF THE CITY CLERK ON 11/25



## Petition to Not Approve Zoning Change Application

Petition summary and background

CASTLEROCK RESIDENTS DISAPPROVE OF THE G2SOK RE-ZONING AND PUD REQUEST FOR ZONING CHANGES AT 36<sup>TH</sup> AVE NW BETWEEN BROWNWOOD AND BUCKINGHAM STREETS.

\*If approved, this would allow Bryan Stambeck's company to build a multi-story storage facility in our residential neighborhood, surrounded on 3 sides by Castlerock homes.

Said project would:

- Create an undesirable commercial entity in the middle of our residential neighborhood.
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- Cause continual nuisance situations for residents, when other commercial property, not adjacent to or embedded in a residential area, is readily available.

Action petitioned for

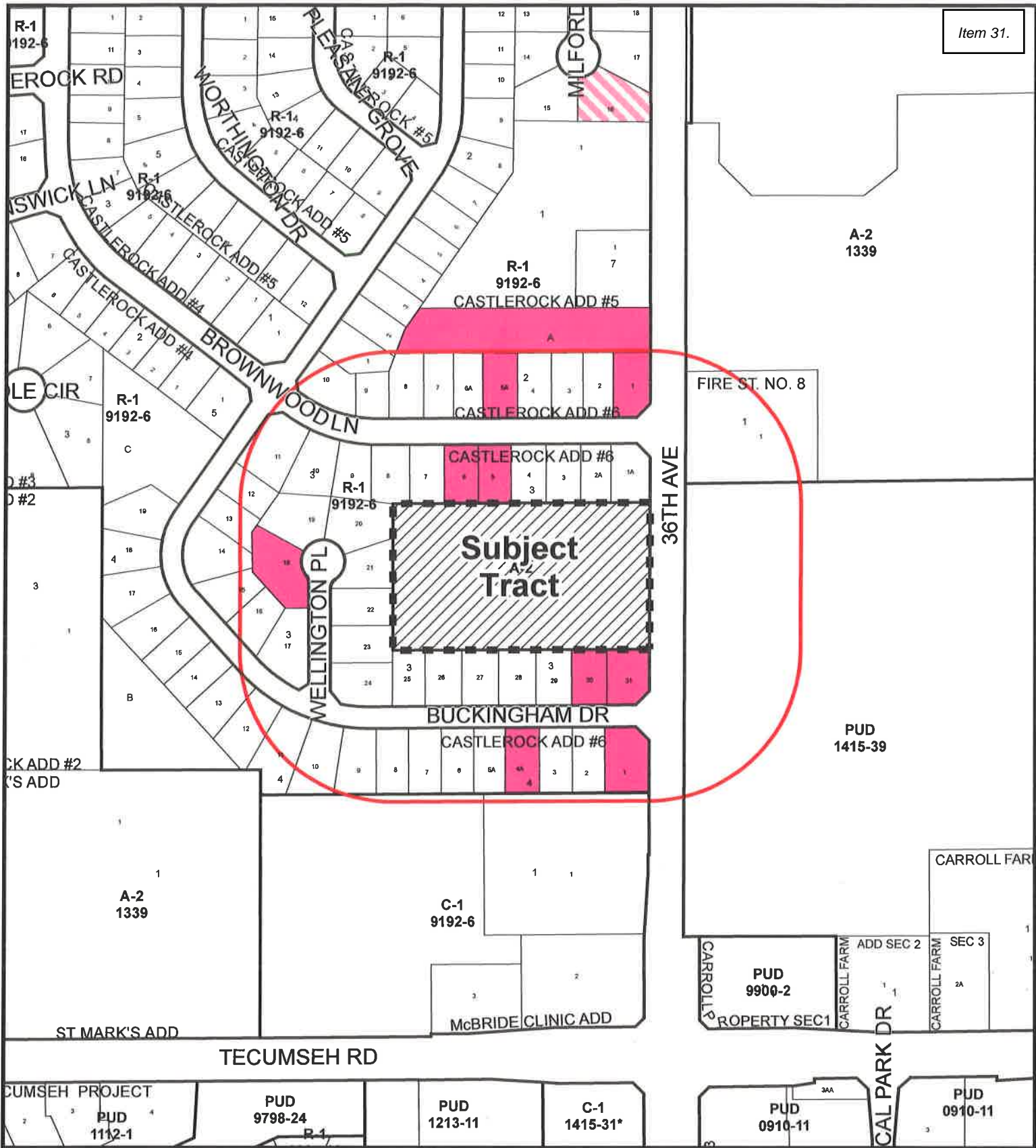
We, the undersigned, urge our leaders to not approve G2SOK's request for zoning changes.

Printed Name	Signature	Address	Rent	Own
Pam Davies-Jones	<i>[Signature]</i>	2905 Brunswick Lane		X <sup>own</sup>
David Early	<i>[Signature]</i>	3617 Brownwood Ln.		X <sup>10</sup>
Lara Keepers	<i>[Signature]</i>	3716 Buckingham Dr.		X <sup>?</sup>
Sheryl D. Campbell	<i>[Signature]</i>	3812 Wellington Pl		X <sup>84</sup>
Peggy Cook	<i>[Signature]</i>	4005 Stonehurst St.		X <sup>own</sup>

FILED IN THE OFFICE OF THE CITY CLERK ON 9/11/23



Item 31.



# Protest Map

13.8% Protest Within Notification Area



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.




0 150 300 Feet

September 25, 2023

-  Subject Tract
-  Notification Area
-  Protest
-  Protest Outside Notification Area

Petition to Not Approve Zoning Change Application

<p>Petition summary and background</p>	<p>CASTLEROCK RESIDENTS DISAPPROVE OF THE G2SOK RE-ZONING AND PUD REQUEST FOR ZONING CHANGES AT 36TH AVE NW BETWEEN BROWNWOOD AND BUCKINGHAM STREETS.</p> <p>*If approved, this would allow Bryan Stambeck's company to build a storage facility in our residential neighborhood, surrounded on 3 sides by Castlerock homes.</p> <p>Said project would:</p> <ul style="list-style-type: none"> <li>• Create an undesirable commercial entity in the middle of our residential neighborhood.</li> <li>• Bring unwelcome activity, lighting, noise, and increased traffic, along with direct backyard adjacency for homeowners that back up to the commercial property.</li> <li>• Create additional drainage and stormwater run-off problems in our neighborhood, which is already facing flooding and run-off issues due to the extremely flat topography and high water table.</li> <li>• Cause continual nuisance situations for residents, when other commercial property, not adjacent to or embedded in a residential area, is readily available.</li> <li>• We, the undersigned, urge our leaders to not approve G2SOK's request for zoning changes.</li> </ul>
<p>Action petitioned for</p>	<p></p>

Printed Name	Signature	Address	Rent	Own
Tom CERNI		3661 Buckingham Dr.		✓
Castlerock HOA, by Peggy Cook, Pres.		PO Box 720637, Norman 73070		✓

FILED IN THE OFFICE OF THE CITY CLERK ON 9/14/03



# CITY OF NORMAN, OK PLANNING COMMISSION MEETING

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069  
Thursday, September 14, 2023 at 7:00 PM

## MINUTES

The Planning Commission of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in Council Chambers of the Norman Municipal Building, 201 West Gray Street, on the 14<sup>th</sup> day of September, 2023.

Notice and agenda of the meeting were posted at the Norman Municipal Building and online at <https://norman-ok.municodemeetings.com> at least twenty-four hours prior to the beginning of the meeting.

Chair Erica Bird called the meeting to order at 7:00 p.m.

### ROLL CALL

#### PRESENT

Cameron Brewer  
Steven McDaniel  
Liz McKown  
Erica Bird  
Douglas McClure  
Jim Griffith  
Maria Kindel

#### ABSENT

Kevan Parker  
Michael Jablonski

A quorum was present.

#### STAFF PRESENT

Jane Hudson, Planning Director  
Lora Hoggatt, Planning Services Manager  
Melissa Navarro, Planner II  
Roné Tromble, Admin. Tech. IV  
Beth Muckala, Assistant City Attorney  
David Riesland, Transportation Engineer  
Todd McLellan, Development Engineer  
Bryce Holland, Multimedia Specialist

**G2SOK Investments 2025, PUD & Preliminary Plat**

Ms. McKown vacated her seat.

8. Consideration of Approval, Acceptance, Rejection, Amendment, and/or Postponement of Resolution No. R-2324-43: G2SOK Investments, L.L.C. requests amendment of the NORMAN 2025 Land Use & Transportation Plan from Low Density Residential Designation to Commercial Designation for approximately 5 acres of property located at 3800 36th Avenue N.W.

**ITEMS SUBMITTED FOR THE RECORD:**

1. NORMAN 2025 Map
2. Staff Report

9. Consideration of Approval, Acceptance, Rejection, Amendment, and/or Postponement of Ordinance No. O-2324-13: G2SOK Investments, L.L.C. requests rezoning from A-2, Rural Agricultural District, to PUD, Planned Unit Development, for approximately 5 acres of property located at 3800 36th Avenue N.W.

**ITEMS SUBMITTED FOR THE RECORD:**

1. Location Map
2. Staff Report
3. PUD Narrative with Exhibits A-E
4. Pre-Development Summary

10. Consideration of Approval, Acceptance, Rejection, Amendment, and/or Postponement of Preliminary Plat PP-2324-4: Consideration of a Preliminary Plat submitted by G2SOK Investments, L.L.C. (Crafton Tull) for 3800 36th Avenue NW for approximately 5 acres of property located at 3800 36th Avenue N.W.

**ITEMS SUBMITTED FOR THE RECORD:**

1. Location Map
2. Preliminary Plat
3. Staff Report
4. Preliminary Site Development Plan
5. Transportation Impacts
6. Traffic Impact Memorandum

**PRESENTATION BY STAFF:** Melissa Navarro reviewed the staff report, a copy of which is filed with the minutes.

Mr. Griffith asked if any storage will be allowed outside. Ms. Navarro responded that all the storage will be indoors.

**PRESENTATION BY THE APPLICANT:**

Gunner Joyce, Rieger Law Group, representing the applicant, introduced the project team: Jason Spencer, Bryan Stambeck, and Dean Anderson. He reviewed the request for Commercial Designation in the NORMAN 2025 Plan, and PUD zoning, as well as a preliminary plat for one lot.

Mr. Griffith asked if the landscaping will be irrigated. Mr. Joyce responded affirmatively. Mr. Griffith suggested that the building on the north of the entry should also have brick façade on the front because it will be visible from the south.

**AUDIENCE PARTICIPATION:**

Peggy Cook, 4005 Stonehurst Street, representing the Board of Castlerock Homeowners Association, spoke in opposition.

Daphne Summers, 3701 Buckingham Drive, spoke in support.

**DISCUSSION AND ACTION BY THE PLANNING COMMISSION:**

Ms. Bird appreciated the comment about the façade being visible. She met with the applicant's before the meeting to ask questions, including the feasibility for residential use. She appreciated the sight line diagram being included.

Mr. McClure thinks the idea is great, but he agrees that any buildings that are visible from the street should have brick façade. Mr. Joyce responded that they would be happy to have the brick façade included in the motion as a recommendation.

Motion made by Kindel, seconded by McClure, to recommend adoption of Resolution No. R-2324-43, Ordinance No. O-2324-13, and PP-2324-4 to City Council, with the recommendation that the building to the north of the office also have masonry frontage because it is partially visible from the street.

Voting Yea: Brewer, McDaniel, Bird, McClure, Griffith, Kindel

The motion to recommend adoption of Resolution No. R-2324-43, Ordinance No. O-2324-13, and PP-2324-4 to City Council passed by a vote of 6-0.

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ORDINANCE NO. O-2324-13

ITEM NO. 9

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**STAFF REPORT**

**GENERAL INFORMATION**

APPLICANT	G2SOK Investments, L.L.C.
REQUESTED ACTION	Rezoning to PUD, Planned Unit Development District
EXISTING ZONING	A-2, Rural Agricultural District
SURROUNDING ZONING (O-1415-39)	North: R-1, Single Family Dwelling District East: PUD, Planned Unit Development  South: R-1, Single Family Dwelling District West: R-1, Single Family Dwelling District
LOCATION	3800 36 <sup>th</sup> Avenue N.W.
WARD	8
CORE AREA	No
AREA/SF	5 acres more or less
PURPOSE	Develop a self-storage facility
EXISTING LAND USE	Vacant Acreage
SURROUNDING LAND USE	North: Residential East: Office/ Commercial (vacant) South: Residential West: Residential
LAND USE PLAN DESIGNATION	Low Density Residential
PROPOSED LAND USE DESIGNATION	Commercial
GROWTH AREA DESIGNATION	Current Urban Service Area

**PROJECT OVERVIEW:** The applicant is requesting to rezone the above noted property from Rural Agricultural District to a PUD, Planned Unit Development. The purpose for this rezoning request is to allow the development of a self-storage facility.

**PROCEDURAL REQUIREMENTS:**

**GREENBELT COMMISSION:** GBC23-20, August 15, 2023

The Greenbelt Commission forwards this item with no further comments.

**PRE-DEVELOPMENT MEETING:** PD23-26, July 27, 2023

After a discussion with the applicant, the neighbors understood the project and the planned scope. Still, they were concerned about the commercial storage incompatibility with a residential neighborhood. The attendees asked about the setbacks against their backyards, landscaping, the height of the fence, lighting, safety, operation hours, size of buildings, storage of hazardous materials, and drainage. The neighbors are still concerned and will probably organize to protest against the project.

The applicant was open to requests from neighbors and stated that they would consider all concerns and comments when designing the final project. And will continue to meet with the neighbors to work on concerns.

**ZONING ORDINANCE CITATION:**

SEC. 36-509 – 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:** The particulars of this PUD include:

**USE:**

- Personal Storage Facility
- Detached single-family principal dwelling unit;
- Family day care home;
- General purpose farm or garden;
- Type 1 Mobile Home;
- Accessory buildings, including barns, sheds and other farm buildings which are not a part of the main building and shall not contain a full kitchen.
- Short-term rentals

**OPEN SPACE:** The Property will feature landscaping within the setbacks along the North, South, East, and West building setback areas in substantial compliance with the Landscape Plan, attached hereto as Exhibit E. Final landscaping types, quantities, and locations may change during final design and construction. The Applicant will consult with the City Forester at the construction phase to determine appropriate landscaping species and locations for the Property. The maximum impervious coverage for the Property shall be 76%.

**SITE PLAN/ACCESS:** Access to the Property shall be permitted in the manner depicted on the attached Site Development Plan.

**LANDSCAPING:** The Property will feature landscaping within the setbacks along the North, South, East and West building setback areas in substantial compliance with the preliminary Landscape Plan, attached hereto as Exhibit E. Final landscaping types, quantities, and locations may change during final design and construction.

**SIGNAGE AND LIGHTING:** The signage for the Property shall comply with the City of Norman's Sign Code for commercial uses, as may be amended from time to time.

The property is initially expected to feature a monument sign along 36th Ave NW frontage and a mounted building sign, both of which may be backlight and illuminated.

Notwithstanding the foregoing, the Applicant shall meet the City of Norman's Commercial Outdoor Lighting Standards, as amended from time to time

**UTILITIES:** The necessary utility services for this project are already located on or near the Property.

**SANITATION:** The Property will comply with the City of Norman's applicable rules, ordinances, and regulations for sanitation services. It is anticipated that the personal storage facility will not need a dumpster or poly cart service and instead will privately handle trash disposal. The Property's sanitation plan will be subject to review and approval by the City of Norman.

**PARKING:** The development of a personal storage facility on the Property will only require seven (7) parking spaces, which includes one ADA space. In the event any other use is developed on the Property in accordance with the terms of this PUD, the Property will comply with the City of Norman's applicable parking ordinances, as may be amended from time to time.

**SIDEWALKS:** Sidewalk will be added along 36th Ave NW.

**EXTERIOR BUILDING MATERIALS:** It is the intent of Applicant to construct a facility that looks and feels residential in nature. Exterior materials of the buildings to be constructed on the Property may be brick, glass, stone, synthetic stone, stucco, EIFS, masonry, metal, composition shingles, synthetic slate shingles, metal roofs, or other comparable roofing materials, and any combination thereof, provided that no portion of buildings to be constructed on the Property that will have an unobstructed view from 36th Ave NW may contain more than 50% metal, or less than 50% masonry, on the side of said building facing 36th Ave NW.

**HOURS OF OPERATION:** The storage facility on the Property will operate between the hours of 6:00 AM and 10:00 PM.

**EXISTING ZONING:** The subject property is zoned A-2, Rural Agricultural District. This district does not allow self-storage facilities by right.

**ALTERNATIVES/ISSUES:**

**IMPACTS:** The subject property is currently and has historically been residential. The new commercial use will increase traffic in the area when compared to the traffic generated by the historical use of the site, one single-family home. The tenants of the facility will utilize the site at varied times, during business hours. Typically, the units for this type of facility are not visited on a daily or even weekly basis.

**OTHER AGENCY COMMENTS:**

**FIRE DEPARTMENT:** Plan review will occur at the time of application submittal.

**PUBLIC WORKS/ENGINEERING:** The applicant is going through the platting process and will address any outstanding issues on the preliminary plat, before filing for the final plat.

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

**UTILITIES:** All need services will be provided to the site.

**CONCLUSION:** Staff forwards this request for rezoning from A-2, Rural Agricultural District, to a PUD, Planned Unit Development, and Ordinance No. O-2324-13 to the Planning Commission for consideration and recommendation to City Council.

**File Attachments for Item:**

32. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF NORMAN PRELIMINARY PLAT PP-2324-4: FOR 3800 36th AVENUE NW, A PLANNED UNIT DEVELOPMENT (GENERALLY LOCATED ONE QUARTER MILE NORTH OF WEST TECUMSEH ROAD ON THE WEST SIDE OF 36TH AVENUE NW).



## CITY OF NORMAN, OK STAFF REPORT

**MEETING DATE:** 10/24/2023

**REQUESTER:** Ken Danner, Subdivision Development Manager

**PRESENTER:** Shawn O'Leary, Director of Public Works

**TITLE:** CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF NORMAN PRELIMINARY PLAT PP-2324-4: FOR 3800 36<sup>th</sup> AVENUE NW, A PLANNED UNIT DEVELOPMENT (GENERALLY LOCATED ONE QUARTER MILE NORTH OF WEST TECUMSEH ROAD ON THE WEST SIDE OF 36<sup>TH</sup> AVENUE NW).

### **BACKGROUND:**

This item is a preliminary plat for 3800 36<sup>th</sup> Avenue N.W., a Planned Unit Development. and is generally located one-quarter mile north of West Tecumseh Road on the west side of 36<sup>th</sup> Avenue N.W. The preliminary plat consists of 5 acres and one (1) lot. The developer is proposing a storage facility. Planning Commission, at its meeting of September 14, 2023 recommended approval of amending the NORMAN 2025 Land Use and Transportation Plan to place this property in the Commercial Designation and removing it from Low Density Residential Designation and approval of Ordinance No. O-2324-13 placing this property in the PUD, Planned Unit Development and removing it from R-1, Single-Family Residential District. In addition, Planning Commission recommended approval of the preliminary plat for 3800 36<sup>th</sup> Avenue N.W., a Planned Unit Development to City Council.

### **DISCUSSION:**

The proposed 122,100 square foot personal storage facility is expected to generate approximately 202 trips per day, 24 AM peak hour trips, and 26 PM peak hour trips. The development is proposed for location on the 36<sup>th</sup> Avenue NW between Buckingham Drive and Brownwood Lane. Obviously being below the threshold for when a traffic impact study is required (>100 peak hour trips is the threshold), the developer submitted a traffic impact memorandum documenting the trip generation information for this addition as well as discussion regarding the proposed driveway relative to existing streets and/or driveways. On behalf of the developer, Crafton Tull submitted the traffic impact analysis memorandum. No traffic operational issues are anticipated due to the development.

STREET	NO. OF LANES	BACKGROUND TRAFFIC (Veh/day)	PROJECTED TRAFFIC (Veh/day)	TOTAL PROJECTED TRAFFIC (Veh/day)	ROADWAY CAPACITY L.O.S. "E"	% CAPACITY USED (EXISTING)	% CAPACITY USED (PROJECTED)
36th Avenue NW	2*	9,140	202	9,382	17,100	53.45	54.87

\*36th Avenue NW is proposed, as part of a 2012 Bond Election, to be widened from 2 lanes to 4 lanes, pending securing the necessary funding.

The proposed development will access 36<sup>th</sup> Avenue NW from the west by an access drive located between Buckingham Drive and Brownwood Lane. The access driveway on 36<sup>th</sup> Avenue NW will be designed for full access. Capacity exceeds demand in this area. As such, no additional off-site improvements are anticipated.

While no negative traffic impacts are anticipated, an assessment of impact fees was previously established in an earlier traffic study at \$194.66 per PM peak hour trip for a series of future traffic signals on 36<sup>th</sup> Avenue NW intersecting Indian Hills Road and Franklin Road. As a result, \$1,080.94 in traffic impact fees for these two intersections on 36<sup>th</sup> Avenue NW will need to be collected with the filing of the Final Plat.

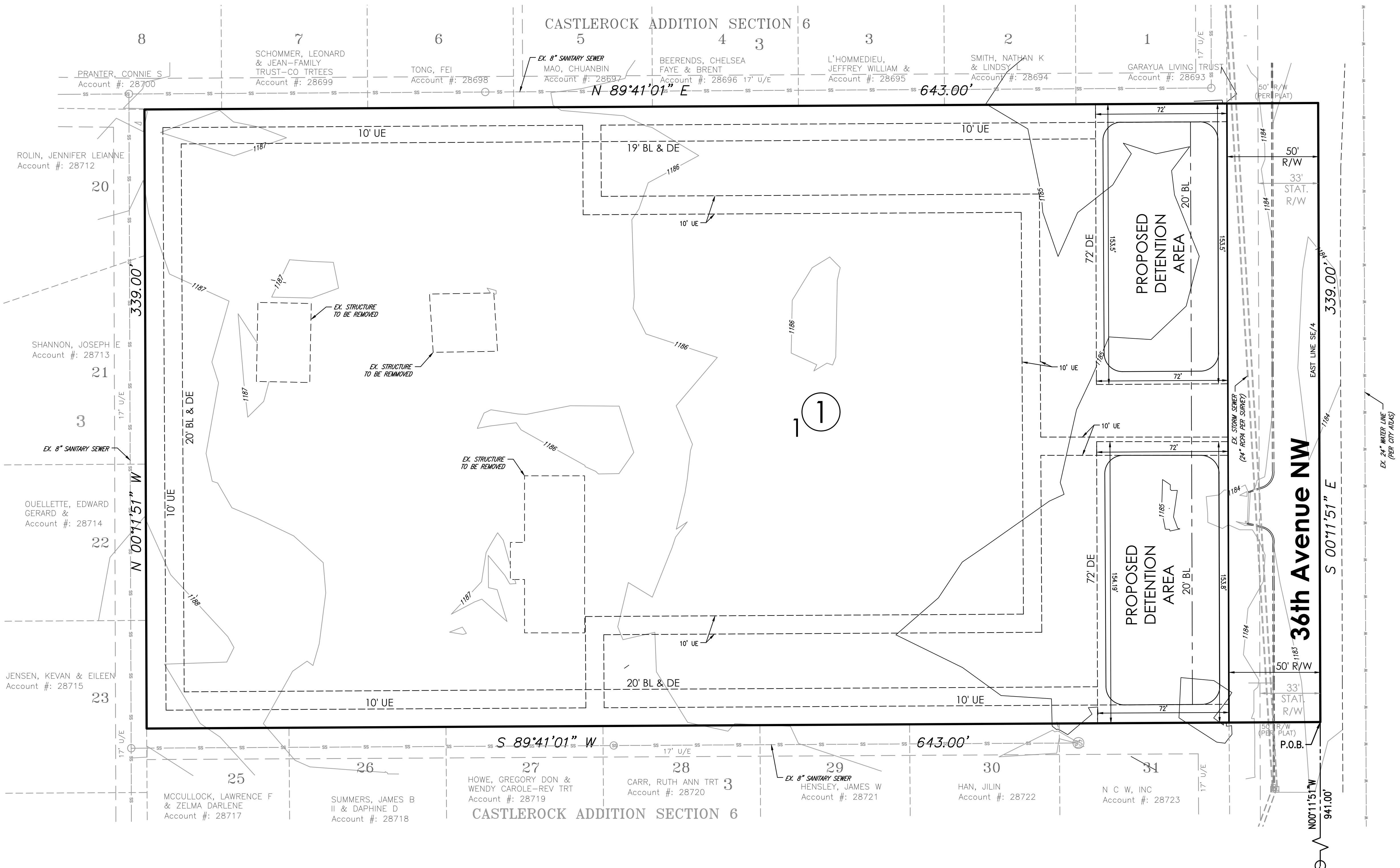
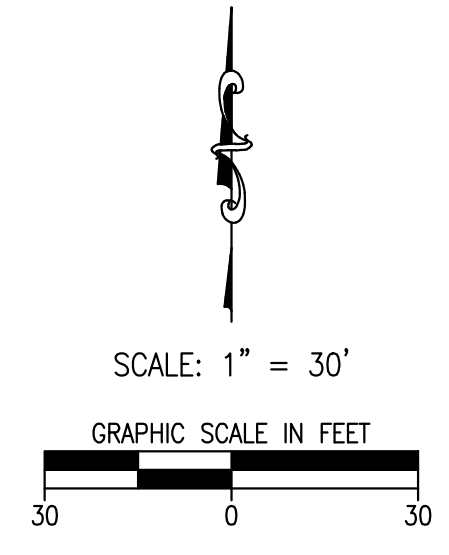
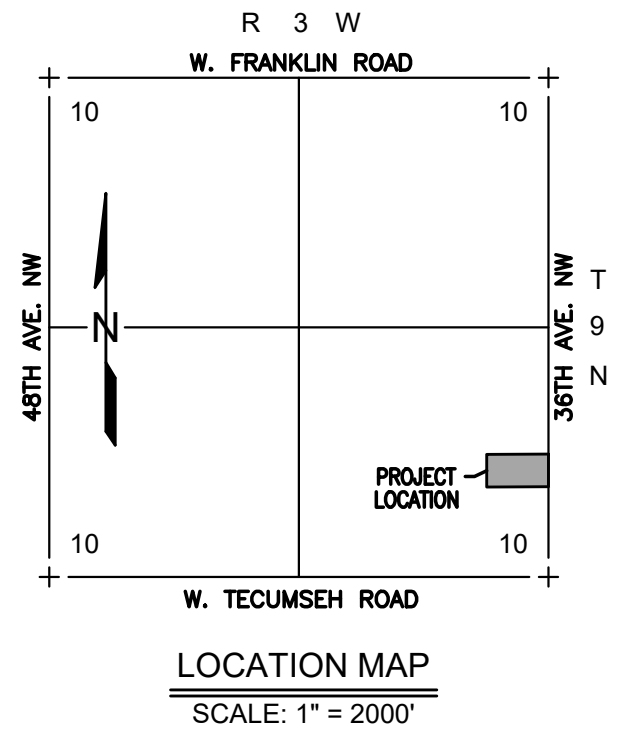
Public improvements for this property consist of the following:

1. **Fire Hydrants.** Fire hydrants will be installed in accordance with approved plans and City standards. Their locations have been approved by the Fire Department.
2. **Drainage.** Storm water and appurtenant drainage structures will be installed in accordance with approved plans and City drainage standards. Runoff will be conveyed to privately-maintained detention facilities located in the eastern portion of the property.
3. **Sanitary Sewers.** Sanitary sewer is existing.
4. **Sidewalks.** Sidewalks will be constructed adjacent to 36<sup>th</sup> Avenue N.W. with a future 36<sup>th</sup> Avenue N.W. Paving Project, staff will recommend deferral of sidewalk improvements with the final plat.
5. **Streets.** 36th Avenue N.W. will be constructed in accordance with the 36<sup>th</sup> Avenue N.W. Paving Project. With final plating, staff will recommend deferral of street and sidewalk improvements.
6. **Water Mains.** There is an existing 24" water main adjacent to 36<sup>th</sup> Avenue N.W.
7. **Public Dedications.** All rights-of-way and easements will be dedicated to the City with final platting.

### **STAFF RECOMMENDATIONS**

Based upon the above information, staff recommends approval of the preliminary plat for 3800 36<sup>th</sup> Avenue N.W., a Planned Unit Development.

PRELIMINARY PLAT  
OF  
**3800 36TH AVE. NW**  
A PLANNED UNIT DEVELOPMENT  
A PART OF THE SE/4 OF SECTION 10, T9N, R3W, I.M.  
NORMAN, CLEVELAND COUNTY, OKLAHOMA



<b>LOT COUNT:</b>	
COMMERCIAL	1 LOT
TOTAL ACRES	5.00

- NOTES**
- EXISTING ZONING IS A-2. PROPOSED ZONING IS PUD.
  - ALL PUBLIC UTILITIES WILL BE IN DEDICATED EASEMENTS.
  - ALL COMMON AREAS AND PRIVATE DRAINAGE EASEMENTS WITHIN THIS DEVELOPMENT WILL BE MAINTAINED BY THE OWNER/PROPERTY OWNERS ASSOCIATION.
  - REFER TO DRAINAGE REPORT FOR SPECIFIC DATA.

**LEGAL DESCRIPTION**

A tract of land situated within the Southeast Quarter (SE/4) of Section Ten (10), Township Nine North (T9N), Range Three West (R3W) of the Indian Meridian (I.M.), Norman, Cleveland County, Oklahoma, being more particularly described as follows:

COMMENCING at the Southeast corner of said SE/4; thence N00°11'51" W along the East line of said SE/4 a distance of 941.00 feet to the POINT OF BEGINNING; thence continuing

S89°41'01" W a distance of 643.00 feet; thence N00°11'51" W a distance of 339.00 feet; thence N89°41'01" E a distance of 643.00 feet to a point on said East line; thence S00°11'51" E along said East line a distance of 339.00 feet to the POINT OF BEGINNING.

Said tract contains 217,977 Sq Ft or 5.00 Acres, more or less.

**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 3800 36TH AVE. NW; 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.

**LEGEND**

BL	BUILDING LIMIT LINE
DE	DRAINAGE EASEMENT
UE	UTILITY EASEMENT
EX.	EXISTING
R/W	RIGHT-OF-WAY
STAT.	STATUTORY

**OWNER**

RAYMOND F. EGINTON  
14561 230TH ST.  
SPRINGFIELD GARDENS, NY 11413

**DEVELOPER**

G2SOK INVESTMENTS, LLC  
15100 S. WESTERN AVE., STE. #200  
OKLAHOMA CITY OK 73170  
PH: 405.630.8069

**PRELIMINARY PLAT**  
**3800 36TH AVE. NW - A PLANNED UNIT DEVELOPMENT**

300 Pointe Parkway Blvd.  
Tulsa, Oklahoma 74399

**Crafton Tull**  
architecture | engineering | surveying  
405.787.6270 | 405.787.6274  
www.craftontull.com

**SHEET NO.:** 1 of 1  
**DATE:** 09/07/23  
**PROJECT NO.:** 23606600

CERTIFICATE OF AUTHORIZATION  
C.A. 973 (PUB) 08/06 4200004









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PRELIMINARY PLAT  
PP-2324-4

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ITEM NO. 10

**STAFF REPORT**

**ITEM:** Consideration of a Preliminary Plat for **3800 36<sup>TH</sup> AVENUE N.W., A PLANNED UNIT DEVELOPMENT.**

**LOCATION:** Generally located one-quarter mile north of West Tecumseh Road on the west side of 36<sup>th</sup> Avenue N.W.

**INFORMATION:**

1. Owners. Ramond Eginton.
2. Developer. G2SOK Investments, L.L.C.
3. Engineer. Crafton Tull.

**HISTORY:**

1. October 21, 1961. City Council adopted Ordinance No. 1320 annexing this property into the Corporate City Limits.
2. December 19, 1961. Planning Commission recommended to City Council that this property be placed in the A-2, Rural Agricultural District.
3. January 23, 1962. City Council adopted Ordinance No. 1339 placing this property in the A-2, Rural Agricultural District.
4. September 14, 2023. The applicant has made a request to amend the NORMAN 2025 Land Use and Transportation Plan from Low Density Residential Designation to Commercial Designation.
5. September 14, 2023. The applicant has made a request to place this property in the PUD, Planned Unit Development and removed from A-2, Rural Agricultural District.

**IMPROVEMENT PROGRAM:**

1. Fire Hydrants. Fire hydrants will be installed in accordance with City standards. Their locations will be reviewed by the Fire Department.
2. Permanent Markers. Permanent markers will be installed prior to the final plat being filed of record.
3. Sanitary Sewers. Sanitary sewer is existing.
4. Sidewalks. Sidewalks will be constructed adjacent to 36<sup>th</sup> Avenue N.W. With a future 36<sup>th</sup> Avenue N.W. Paving Project, staff will recommend deferral of sidewalk improvements with the final plat.
5. Storm Sewers. Storm water will be conveyed to a privately maintained detention facility.
6. Streets. Thirty-sixth Avenue N.W. will be constructed in accordance with the 36<sup>th</sup> Avenue Paving Project. With final plating, staff will recommend deferral of street and sidewalk improvements.
7. Water Main. There is an existing twenty-four-inch (24”) water main adjacent to 36<sup>th</sup> Avenue N.W.

**PUBLIC DEDICATIONS:**

1. Easements. All required easements will be dedicated to the City on the final plat.
2. Rights-of-Way. Street rights-of-way will be dedicated to the City on the final plat.

**SUPPLEMENTAL MATERIAL:** Copies of a location map, preliminary site development plan and preliminary plat are included in the Agenda Book.

**STAFF COMMENTS AND RECOMMENDATION:** This property consists of 5 acres. The developer is proposing a storage facility.

**ACTION NEEDED:** Recommend approval or disapproval of the preliminary plat for 3800 36<sup>th</sup> Avenue N.W., a Planned Unit Development to City Council subject to the approvals of R-2324-43 and O-2324-13.

**ACTION TAKEN:** \_\_\_\_\_

**ITEM:** CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PRELIMINARY PLAT FOR 3800 36<sup>th</sup> Avenue N.W., A PLANNED UNIT DEVELOPMENT.

**LOCATION:** Generally located one-quarter mile north of West Tecumseh Road on the west side of 36<sup>th</sup> Avenue N.W.

**INFORMATION:**

1. Owners. Ramond Eginton.
2. Developer. G2SOK Investments, L.L.C.
3. Engineer. Crafton Tull.

**HISTORY:**

1. Refer to the Planning Commission Staff Report, September 14, 2023.
2. September 14, 2023. Planning Commission, on a vote of 6-0 recommended to City Council amending the NORMAN 2025 Land Use and Transportation Plan from Low Density Residential Designation to Commercial Designation.
3. September 14, 2023 Planning Commission, on a vote of 6-0, recommended placing this property into the PUD, Planned Unit Development and removing it from R-1, Single-Family Dwelling District
4. September 14, 2023. Planning Commission, on a vote of 6-0 recommended to City Council that the preliminary plat for 3800 36<sup>th</sup> Avenue N.W., a Planned Unit Development be approved.

**IMPROVEMENT PROGRAM:**

1. Refer to the Planning Commission Staff Report, September 14, 2023.

**PUBLIC DEDICATIONS:**

1. Refer to the Planning Commission Staff Report, September 14, 2023.

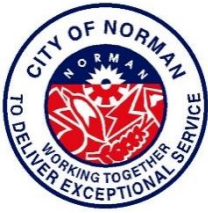
**SUPPLEMENTAL MATERIAL:** Copies of an advisory memorandum, location map, preliminary site development plan, preliminary plat, plat Staff report recommending approval, and pertinent excerpts from the Planning Commission minutes are included in the Agenda Book.

**ACTION NEEDED:** Motion to approve or reject the preliminary plat for 3800 36<sup>th</sup> Avenue N.W., a Planned Unit Development.

**ACTION TAKEN:** \_\_\_\_\_

**File Attachments for Item:**

33. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF NORMAN PRELIMINARY PLAT PP-2122-2: FOR DESTIN LANDING ADDITION, A PLANNED UNIT DEVELOPMENT (GENERALLY LOCATED SOUTH OF CEDAR LANE ROAD AND ONE-QUARTER MILE WEST OF 36TH AVENUE SE).



## CITY OF NORMAN, OK STAFF REPORT

**MEETING DATE:** 10/24/2023

**REQUESTER:** Ken Danner, Subdivision Development Manager

**PRESENTER:** Shawn O'Leary, Director of Public Works

**TITLE:** CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF NORMAN PRELIMINARY PLAT PP-2122-2: FOR DESTIN LANDING ADDITION, A PLANNED UNIT DEVELOPMENT (GENERALLY LOCATED SOUTH OF CEDAR LANE ROAD AND ONE-QUARTER MILE WEST OF 36<sup>TH</sup> AVENUE SE).

### **BACKGROUND:**

This item is a preliminary plat for Destin Landing Addition, a Planned Unit Development that is generally located south of Cedar Lane Road and one-quarter mile west of 36<sup>th</sup> Avenue S.E. This property consists of 90.68 acres including 36.50 acres of open space/park land. There are 301 single-family residential lots. At the time the PUD, Planned Unit Development, zoning was approved, City Council approved an overall Master Plan. Within the Master Plan included Parks decision, Storm Water Master Plan, Transportation Impacts, Traffic Impact Analysis, Water Distribution Report, Wastewater Collection System and Phase 1A and 1B Utilities Map. This development is a portion of the overall property.

Planning Commission, at its meeting of September 9, 2021, recommended to City Council the approval of the preliminary plat for Destin Landing Addition, a Planned Unit Development.

### **DISCUSSION:**

The proposed 301 single-family residential lots are expected to generate approximately 2,866 trips per day, 220 AM peak hour trips, and 292 PM peak hour trips. The developer submitted a traffic impact analysis documenting the trip generation information for these 301 single family residential lots as well as the projected additional traffic from the planned nearby developments such as the Bellatona and Summit Valley Additions to the north of State Highway 9 along 36<sup>th</sup> Avenue SE, the St. James Park Addition and the Norman Regional Hospital East development along 24<sup>th</sup> Avenue SE between Cedar Lane Road and State Highway 9, and a proposed future retail development at the southwest corner of Cedar Lane Road and 24<sup>th</sup> Avenue SE. The proposed location of the development is along the south side of Cedar Lane Road and along the west side of 36<sup>th</sup> Avenue SE.

STREET	NO. OF LANES	BACKGROUND TRAFFIC (Veh/day)	PROJECTED TRAFFIC (Veh/day)	TOTAL PROJECTED TRAFFIC (Veh/day)	ROADWAY CAPACITY L.O.S. "E"	% CAPACITY USED (EXISTING)	% CAPACITY USED (PROJECTED)
Cedar Lane Rd	2	1,928	1,146	3,074	17,100	11.28	17.98
Post Oak Rd	2	1,605	573	2,178	17,100	9.39	12.74
36 <sup>th</sup> Ave SE	2	1,147	1,290	2,437	17,100	7.54	14.25

The proposed addition will access Cedar Lane Road with Drive #1, as it is currently identified in the traffic impact analysis, and Drive #2 which connects to 36th Avenue SE. Capacity exceeds current demand in this area. As such, no off-site improvements are anticipated. However, the developer will be required to pay \$5,505.29 in traffic impact fees toward future signalization of the Classen Boulevard and Post Oak Road intersection. The development is also required to pay impact fees toward US 77 at Cedar Lane Road, Cedar Lane Road at 24<sup>th</sup> Avenue SE, SH-9 at 36<sup>th</sup> Avenue SE, Post Oak Road at 36<sup>th</sup> Avenue SE and Cedar Lane Road which includes Cedar Lane Road at 36<sup>th</sup> Avenue SE totaling \$73,610.08. This fee is required to be paid with the filing of the Final Plat.

**PUBLIC IMPROVEMENTS.**

1. **Fire Hydrants.** Fire hydrants will be installed in accordance with approved plans. Their locations have been approved by the Fire Department.
2. **Sanitary Sewers.** Sanitary sewer improvements will be constructed in accordance with approved plans and City and State Department of Environmental Quality standards. A proposed lift station will be installed north of Cedar Lane Road and west of 36<sup>th</sup> Avenue S.E. Utilities Department supports the sanitary sewer solution as long as the developer and City Council approve a Lift Station Agreement and Fee to be included on future utility bills for this development.
3. **Sidewalks.** Sidewalks will be deferred with final platting adjacent to a 36<sup>th</sup> Avenue S.E. and Cedar Lane Road. The developer will construct sidewalks adjacent to all interior streets including open space properties.
4. **Storm Sewers.** Storm sewers and appurtenant drainage structures will be installed in accordance with approved plans and City drainage standards. Privately maintained detention facilities will be constructed for the conveyance of storm water.
5. **Streets.** Streets will be constructed in accordance with approved plans and City paving standards. Street paving will be deferred for Cedar Lane Road and 36<sup>th</sup> Avenue S.E.
6. **Water Mains.** Water mains will be installed in accordance with approved plans and City and Department of Environmental Quality standards. There is an existing 12" water main west of this property. The developer will extend a 16" water main adjacent to Cedar Lane Road to the entry of the development. A 16" water main will be installed adjacent to 36<sup>th</sup> Avenue S.E. at the entry of the development.



7. **Trails.** Trail systems are shown on the preliminary plat. This meets the requirements of the Master Plan as approved by City Council.

**PUBLIC DEDICATIONS.**

1. **Rights-of-Way and Easements.** All rights-of-way and easements will be dedicated to the City with final platting.

**RECOMMENDATIONS:**

Staff recommends approval of the revised preliminary plat for Turtle Crossing Addition.







*Preliminary Site Development Plan*  
**DESTIN LANDING**  
 A PLANNED UNIT DEVELOPMENT  
 A PART OF THE N.E. 1/4 & S.E. 1/4, SECTION 15, T8N, R2W, I.M.  
 NORMAN, CLEVELAND COUNTY, OKLAHOMA

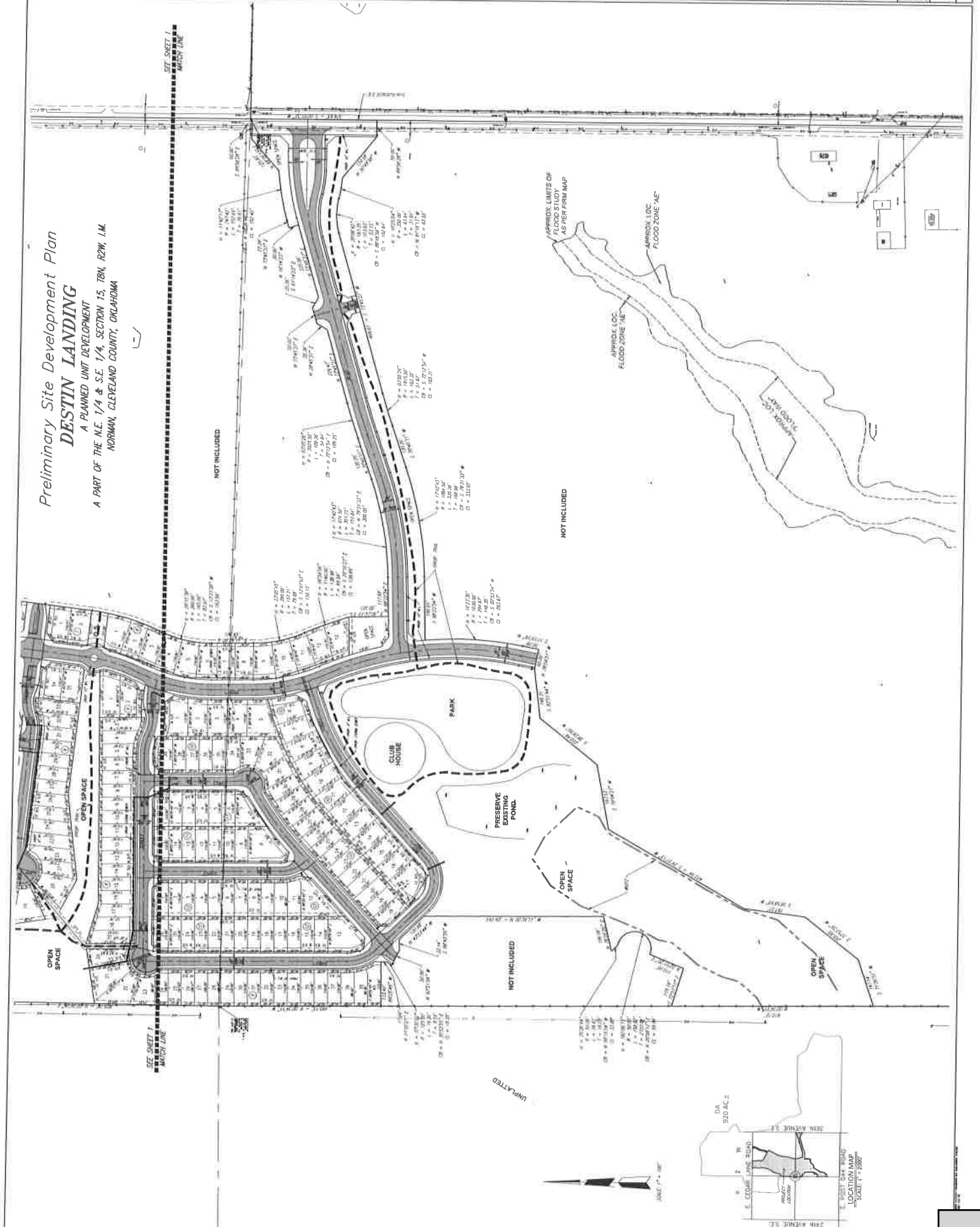
**OWNER / DEVELOPER:**  
 SMC DEVELOPMENT, LLC  
 2302 N. UNIVERSITY CT.  
 NORMAN, OKLAHOMA 73106

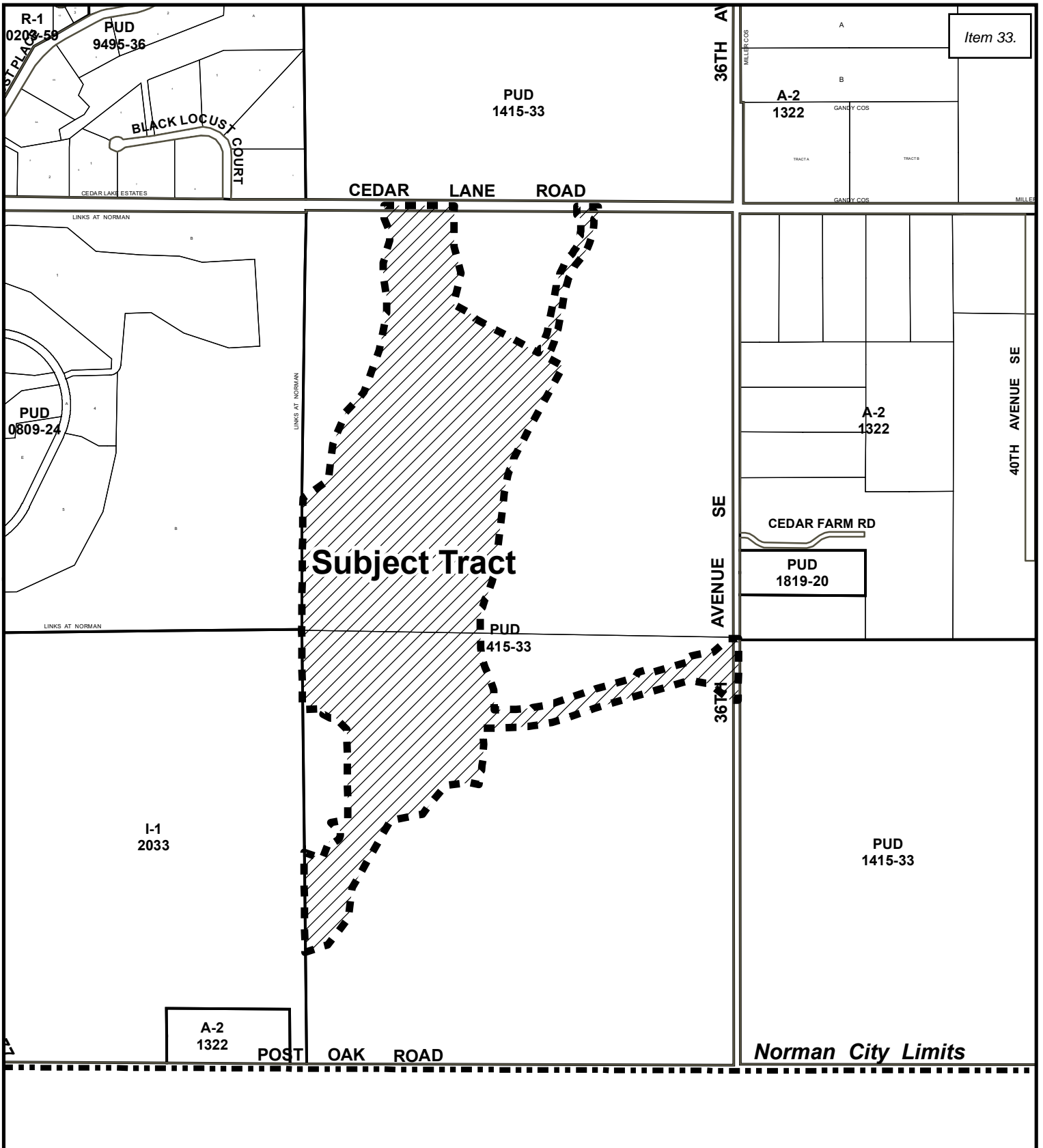
**DESIGNER:**  
 SMC DEVELOPMENT, LLC  
 2302 N. UNIVERSITY CT.  
 NORMAN, OKLAHOMA 73106

**DESTIN LANDING**  
 E. CEDAR LANE & 36TH AVE. S.E.  
 NORMAN, OKLAHOMA

**SMC**  
 SMC DEVELOPMENT, LLC  
 2302 N. UNIVERSITY CT.  
 NORMAN, OKLAHOMA 73106  
 PHONE: (405) 831-1111  
 FAX: (405) 831-1112  
 WWW.SMCDEV.COM

Item 33.

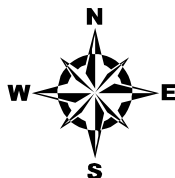




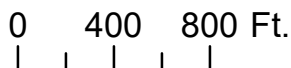
# Location Map





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.



July 6, 2021



 Subject Tract

 Zoning

735



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PRELIMINARY PLAT  
PP-2122-2

ITEM NO. 5

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**STAFF REPORT**

**ITEM:** Consideration of a **PRELIMINARY PLAT FOR DESTIN LANDING ADDITION, A PLANNED UNIT DEVELOPMENT.**

**LOCATION:** Generally located south of Cedar Lane Road and one-quarter mile west of 36<sup>th</sup> Avenue S.E.

**INFORMATION:**

1. Owners. Farzaneh Development Group, LLLP.
2. Developer. Farzaneh Development Group, LLLP.
3. Engineer. SMC Consulting Engineers P.C.

**HISTORY:**

1. October 21, 1961. City Council adopted Ordinance No. 1318 annexing this property into the Norman Corporate City Limits without zoning.
2. October 30, 1961. Planning Commission recommended to City Council that this property be placed in A-2, Rural Agricultural District.
3. December 12, 1961. City Council adopted Ordinance No. 1322 placing this property in A-2, Rural Agricultural District.
4. October 1, 2016. The Norman Board of Parks Commissioners accepted the Destin Landing Master Plan.
5. February 11, 2016. Planning Commission, on a vote of 6-0, recommended to City Council amending the NORMAN 2025 Land Use and Transportation Plan from Very Low Density Residential Designation to Mixed Use Designation.
6. February 11, 2016. Planning Commission, on a vote of 6-0, recommended to City Council that this property be removed from A-2, Rural Agricultural District to PUD, Planned Unit Development.



7. April 12, 2016. City Council amended the NORMAN 2025 Land Use and Transportation Plan placing this property in the Mixed Use Designation and removing it from Very Low Density Residential Designation.
8. April 12, 2016. City Council adopted Ordinance No. O-1415-33 placing this property in the PUD, Planned Unit Development and removing it from A-2, Rural Agricultural District. The Destin Landing Master Plan was included with the rezoning.

**IMPROVEMENT PROGRAM:**

1. Fire Hydrants. Fire hydrants will be installed in accordance with approved plans. The Norman Fire Department will review their locations.
2. Permanent Markers. Permanent markers will be installed prior to filing of the final plat.
3. Sanitary Sewers. Sanitary sewer improvements will be constructed in accordance with approved plans and City and State Department of Environmental Quality standards. A proposed lift station will be installed north of Cedar Lane Road and west of 36<sup>th</sup> Avenue S.E. Utilities Department supports the sanitary sewer solution as long as the developer and City Council approve a Lift Station Agreement and Fee to be included on future utility bills for this development.
4. Sidewalks. Sidewalks will be deferred with final platting adjacent to a 36<sup>th</sup> Avenue S.E. and Cedar Lane Road. The developer will construct sidewalks adjacent to all interior streets including open space properties.
5. Storm Sewers. Storm sewers and appurtenant drainage structures will be installed in accordance with approved plans and City drainage standards. Privately maintained detention facilities will be constructed for the conveyance of storm water.
6. Streets. Streets will be constructed in accordance with approved plans and City paving standards. Street paving will be deferred for Cedar Lane Road and 36<sup>th</sup> Avenue S.E.
7. Water Mains. Water mains will be installed in accordance with approved plans and City and Department of Environmental Quality standards. There is an existing 12" water main west of this property. The developer will extend a 16" water main adjacent to Cedar Lane Road to the entry of the development. A 16" water main will be installed adjacent to 36<sup>th</sup> Avenue S.E. at the entry of the development.
8. Trails. Trail systems are shown on the preliminary plat. This meets the requirements of the Master Plan as approved by City Council.

**PUBLIC DEDICATIONS:**

1. Easements. All required easements will be dedicated to the City on a final plat.
2. Rights-of-Way. Street rights-of-way will be dedicated to the City on a final plat.

**SUPPLEMENTAL MATERIAL:** Copies of a location map, preliminary plat and preliminary site development plan are included in the Agenda Book.

**STAFF COMMENTS AND RECOMMENDATION:** This property consists of 90.68 acres including 36.50 acres of open space/park land. There are 301 single-family residential lots. At the time the PUD zoning was approved, City Council approved an overall Master Plan. Within the Master Plan included Parks decision, Storm Water Master Plan, Transportation Impacts, Traffic Impact Analysis, Water Distribution Report, Wastewater Collection System and Phase 1A and 1B Utilities Map. Staff can support the preliminary plat for Destin Landing Addition, a Planned Unit Development based on the fact it follows the guidelines of the Master Plan previously approved by City Council.

**ACTION NEEDED:** Recommend approval or disapproval of the preliminary plat and preliminary site development plan to the City Council.

**ACTION TAKEN:** \_\_\_\_\_

City Council Agenda

PP-2122-2

October 10, 2023

**ITEM:** CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A PRELIMINARY PLAT FOR DESTIN LANDING ADDITION, A PLANNED UNIT DEVELOPMENT.

**LOCATION:** Generally located south of Cedar Lane Road and one-quarter mile west of 36<sup>th</sup> Avenue S.E.

**INFORMATION:**

1. Owner. Farzaneh Development Group, LLLP.
2. Developer. Farzaneh Development Group, LLLP.
3. Engineer. SMC Consulting Engineers, PC.

**HISTORY:**

1. Refer to the Planning Commission Staff, September 9, 2021.
2. April 12, 2016. City Council adopted Ordinance No. O-1415-33 placing this property in the PUD, Planned Unit Development and removing it from A-2, Rural Agricultural District. The Destin Landing Master Plan was included with the rezoning.
3. September 9, 2021. Planning Commission, on a vote of 6-0, recommended to City Council the approval of the preliminary plat for Destin Landing Addition, a Planned Unit Development.

**IMPROVEMENT PROGRAM:**

1. Refer to the Planning Commission Staff Report, September 9, 2021.

**PUBLIC DEDICATIONS:**

1. Refer to the Planning Commission Staff Report, September 9, 2021.

**SUPPLEMENTAL MATERIAL:** Copies of an advisory memorandum; location map; preliminary plat; Staff Report recommending approval; and pertinent excerpts from Planning Commission minutes are included in the Agenda Book.

**ACTION NEEDED:** Approve or reject the preliminary plat for Destin Landing Addition, a Planned Unit Development.

**ACTION TAKEN:** \_\_\_\_\_

**File Attachments for Item:**

34. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2324-31: A CONTRACT BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND FARZANEH DEVELOPMENT, LLLP, AUTHORIZING COLLECTION OF A MONTHLY LIFT STATION FEE FROM DEVELOPED LOTS IN THE DESTIN LANDING DEVELOPMENT FOR THE OPERATION, MAINTENANCE AND REPLACEMENT OF THE DESTIN LANDING LIFT STATION AS OUTLINED IN THE STAFF REPORT.



## CITY OF NORMAN, OK STAFF REPORT

**MEETING DATE:** 10/24/2023

**REQUESTER:** Nathan Madenwald, Utilities Engineer

**PRESENTER:** Nathan Madenwald, Utilities Engineer

**ITEM TITLE:** CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2324-31: A CONTRACT BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND FARZANEH DEVELOPMENT, LLLP, AUTHORIZING COLLECTION OF A MONTHLY LIFT STATION FEE FROM DEVELOPED LOTS IN THE DESTIN LANDING DEVELOPMENT FOR THE OPERATION, MAINTENANCE AND REPLACEMENT OF THE DESTIN LANDING LIFT STATION AS OUTLINED IN THE STAFF REPORT.

### BACKGROUND:

In 2003, the general policy was modified to allow installation of new lift stations if long-term operation, maintenance and capital equipment replacement costs (OM&R) were borne by the users of the new lift station (LS). An administrative Lift Station Fee collected through utility billing and applicable to each lot or customer in the new development was implemented through a contractual agreement.

To date, the Norman Utilities Authority (NUA) has approved sixteen lift station agreements as follows:

1. Summit Lakes Addition (K-0304-51 approved 8/26/2003);
2. Summit Valley Addition (K-0304-57 approved 9/25/2003);
3. Eagle Cliff South Addition (K-0304-58 approved 10/14/2003);
4. Cobblestone West Addition (K-0405-119 approved 02/22/2005);
5. Alameda Park Addition (K-0506-30 approved 07/12/2005);
6. Red Rock Canyon Addition and Park Hill Addition (K-0506-139 approved 05/09/2006);
7. Siena Springs Addition (K-0607-70 approved 10/10/2006);
8. Links at Norman PUD (K-0809-115 approved 04/14/2009);
9. Stone Lake Addition (K-1415-130 approved 04/28/2015);
10. The Barn at Terra Verde (K-1819-59 approved 09/24/2018);
11. Eagle Cliff South Section 7 Addition (K-1920-48 approved 9/24/2019);
12. Turtle Crossing (K-1920-111 approved 3/24/2020);
13. Varenna Landing (K-2021-40 approved 8/25/2020);
14. NRH Medical Park West Section 2 Replat (K-2021-88 approved 4/13/2021);

15. Eagle Cliff West (K-2122-17 approved 6/27/2023); and
16. Armstrong Bank for Post Oak Lift Station (K-2324-32 approved 9/26/2023).

**DISCUSSION:**

The proposed Destin Landing Development will be served by a new lift station constructed by the developer to meet City standards. The preliminary plat for the development area was considered by Planning Commission on September 9, 2021, and is proposed as a companion item for City Council on this docket. This contract must be approved by the developer of Destin Landing Development requiring them to fund a portion of the ongoing OM&R of the proposed LS.

The developer of Destin Landing, Farzaneh Development, LLLP, is willing to implement the LS OM&R fee for the preliminary plat. If acceptable to Council, these costs would be recovered through proposed Contract K-2324-31. The estimated cost for a residential lot will be \$8.39 per month. The proposed contract provides the following:

- 1) The LS OM&R fee (the Lift Station Fee) would be filed of record as a restrictive covenant with the final plat of Destin Landing as well as any other new areas that ultimately obtain sewer service from this lift station.
- 2) The LS Fee will be adjusted annually to account for inflation and may otherwise be adjusted if changes to the LS service area necessitate an adjustment.
- 3) In the event a LS is taken out of service and its wastewater flows by gravity to a wastewater treatment facility site, the LS Fee would be discontinued.
- 4) The LS Fee will be calculated for each dwelling unit as well as a per capita basis to accommodate other zoning classifications such as commercial, institutional, industrial, etc.
- 5) The LS Fee will be collected monthly from each dwelling unit or non-residential entity contributing flow to the LS through the City's Utility billing system.

The calculations for this fee are shown as Exhibit A to the contract while Exhibit B illustrates the area to be served by the Destin Landing LS including the proposed development.

**RECOMMENDATION:**

Staff recommends approval of Contract K-2324-31 between the Norman Utilities Authority and Farzaneh Development, LLLP, implementing the Destin Landing Lift Station Fee for the Destin Landing development to the City of Norman.

**LIFT STATION AGREEMENT**

THIS AGREEMENT is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2023, by and between the Norman Utilities Authority (hereinafter referred to as the "Authority") and Farzaneh Development, LLLP (hereinafter referred to as the "Developer").

1. WHEREAS, the Developer applying for the approval of developing and subdividing their property, which would otherwise be served by septic tanks or sewage lagoons maintained privately, and desires that their property be served by a lift station which would pump wastewater into the Authority's wastewater system; and
2. WHEREAS, this alternative, if approved by the Authority would require additional operation, maintenance, and replacement costs which are unique to the particular development being served; and
3. WHEREAS, the Developer of the proposed Destin Landing development requests that the development be provided wastewater service through a new public lift station pumping into the Authority's wastewater system; and
4. WHEREAS, the Developer requests that this alternative be approved as part of the platting process and that an administrative lift station fee be established for each lot within the Destin Landing subdivision to provide for the operation, maintenance, and replacement of said lift station serving said subdivision; and
5. WHEREAS, future developments connecting to the sewer system and served by the lift station will be required to complete a lift station agreement and will be subject to the lift station fee for each lot; and
6. WHEREAS, constructing a new lift station and the servicing of the Destin Landing subdivision by the lift station will be of great advantage to the property owners within the subdivision by reducing their costs for the installation, operation and maintenance of septic systems or privately maintained sewage lagoons.

BE IT THEREFORE AGREED BY AND BETWEEN THE PARTIES HERETO:

1. THAT the parties do establish an operation, maintenance, and replacement monthly lift station fee for a new public lift station constructed for the Destin Landing subdivision for the purpose of pumping wastewater from the development into the City's wastewater system and that said monthly fee be billed to the development served by the lift station by the City of Norman through the utility billing process. Said provisions shall be included in the restrictive covenants covering said development.
2. THAT the procedure for establishing said operation, maintenance, and replacement fee shall be as follows:
  - (a) Prior to Council consideration of the Destin Landing platting, the Utilities Engineer or his authorized representative, shall estimate the annual administrative fee (the Lift Station Fee) necessary to provide for the proper operation, maintenance and replacement



(OM&R) of the proposed Destin Landing lift station, force main and associated appurtenances.

- (b) The Authority shall levy the Lift Station Fee upon the lots within the subdivision and this determination shall be made a condition of Council's plat approval.
- (c) The Lift Station Fee will be adjusted annually to account for inflation based on the rate of change in the United States Department of Labor's Consumer Price Index for All Urban Consumers for the month most recently published, as compared to the same month in the previous year, and may otherwise be adjusted if the Authority determines that changes to the lift station's service area boundaries necessitate said adjustment.
- (d) In the event a new lift station enlarges the service area of the proposed Destin Landing station and replaces said lift station, the Lift Station Fee applicable to all existing final plats may not increase as a result of new calculation. However, the Lift Station Fee applicable to all existing final plats (if any) may decrease to the amount of new Lift Station Fee calculation.
- (e) The Lift Station Fee shall be charged and collected in perpetuity as long as the lift station remains in operation.
- (f) In the event the lift station is taken out of service and its wastewater subsequently flows by gravity to the wastewater treatment facility site, any applicable Lift Station Fee shall be discontinued upon filing of a notice by the Authority.
- (g) The Lift Station Fee shall be made a part of the City of Norman Utility bill for collection monthly and accounted for in the Wastewater Fund.
- (h) The estimated Lift Station Fee has been calculated and is attached hereto as Exhibit "A" and made a part hereof.
- (i) The proposed Destin Landing service area is shown on Exhibit "B" attached hereto and made a part hereof.

IN WITNESS WHEREOF, the Authority and Developer have executed this Agreement.

Norman Utilities Authority  
201 West Gray  
Norman, OK 73069

ATTEST:

By: \_\_\_\_\_  
Larry Heikkila, Chairperson Secretary

APPROVED as to form and legality this 16<sup>th</sup> day of October, 2023.

[Signature]  
Authority Attorney

Farzaneh Development, LLLP  
2252 N Broadway Street  
Moore, OK 73160

By: [Signature]  
Hossein Farzaneh, Developer of Destin Landing

Subscribed and sworn to before me this 10<sup>th</sup> day of October, 2023.



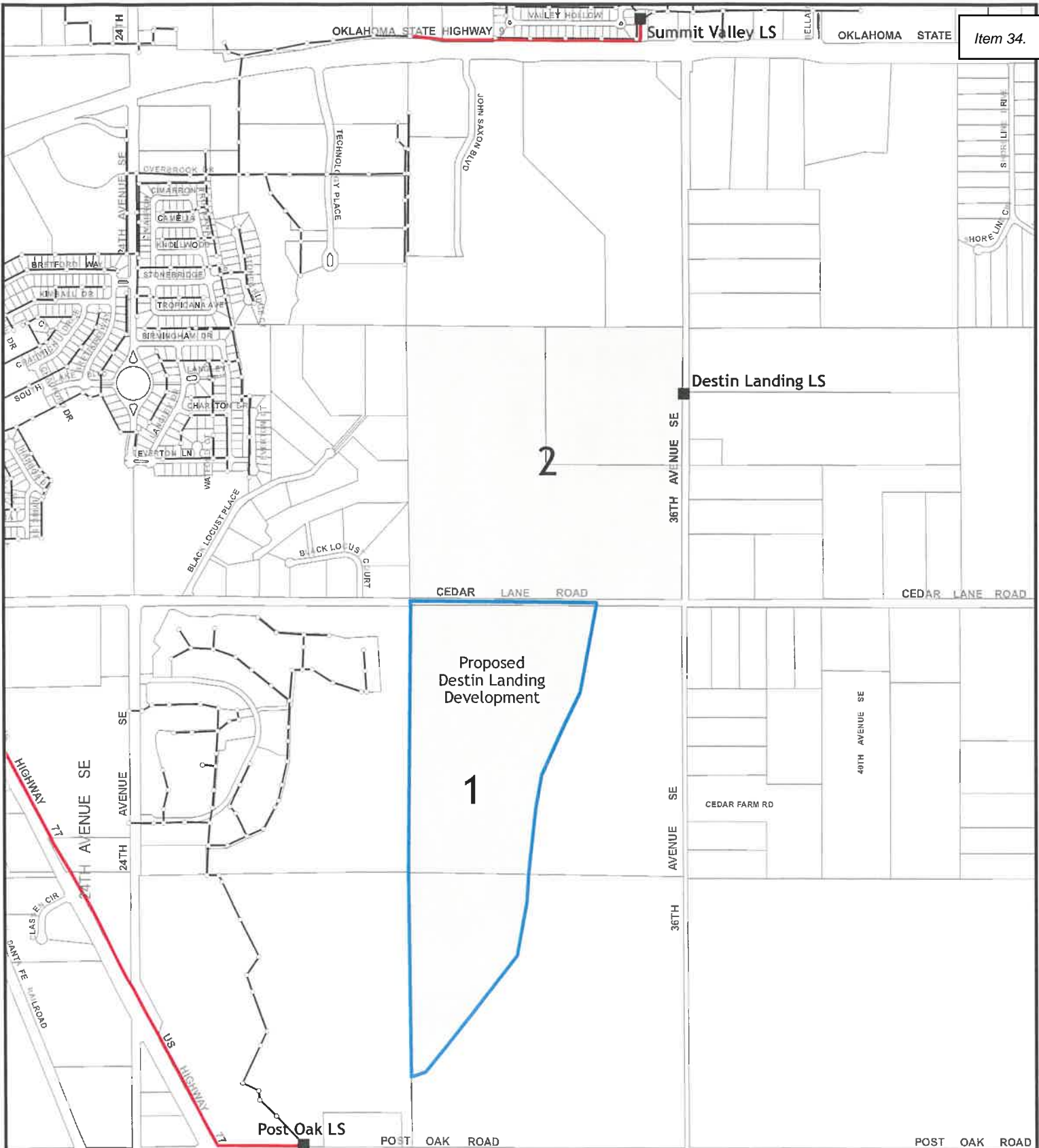
[Signature]  
Notary Public

My Commission Expires:

9/25/25

**EXHIBIT A**  
**Lift Station Operation, Maintenance and Replacement Cost Estimate**  
**Destin Landing**

Proposed Lift Station Sewer Service Area including existing and proposed development. Estimated average daily wastewater flow (ADF) in gallons per day (GPD) and peak hourly flow in GPD utilizing generally accepted standards for per capita ADF or other data acceptable to the City of Norman.							
	Destin Landing	Future					
	Residential	Residential					Total
Number of Lots	301	540					
Population Equivalent Per Category	2.5	2.5					
Estimated Population	753	1350					2,103
Per Capita average daily wastewater flow (ADF)	100	100					
Estimated average daily wastewater flow (ADF) in gallons per day	75,300	135,000					210,300
Estimated peak hourly flow in GPD	301,200	540,000	-	-			841,200
Peaking Factor	4.0	4.0					
Drawings showing the location of the proposed lift station, force main and access roadways. Include sufficient data to allow the pump static head to be determined).							
The Engineering Report provided by the developer will include sufficient information to allow the City of Norman to calculate the approximate cost to operate, maintain and replace capital equipment for the life of the proposed lift station. This information shall include the following at a minimum:							
	GPM	TDH	Efficiency	HP			
	700.00	119	60%	85.00	<i>hP per design engineer</i>		
Estimate average annual electrical cost							
1. Pump time (hours per day) = ((ADF in GPD) x 24) / (1440 x (Pump Capacity in GPM))							
	ADF (gpd)	ADF (gpm)	Pumping Capacity (gpm)	Pumping Hours/day			
	210,300	146	700.00	5.01			
2. kilowatt-hours (kWh) = (HP) x 0.746 x (pump time in hours per day) x 365							
	HP	Pumping Hours/Day	Kwh Per Day	Kwh Per Year			
	85.00	5.01	317.50	115,889			
3. Annual Electrical Cost = kWh per year x \$/kWh							
	Kwh Per Year	Cost per Kwh	Cost per Year				
	115,889	0.12	\$13,906.63				
Estimate annual lift station and force main OM&R cost. Provide approximate cost for lift station and appurtenances. Include wetwell, pumps, discharge piping and valves, electrical controls, flow metering, force main quick-connect coupling, valve vault, fittings and valves, fencing, all weather access road, force main, air release valves and vaults, etc. Assume annual replacement cost is 5% of original construction cost for lift station and 2% for force main.							
Annual OM&R Cost = 0.05 x Capital Cost Lift Station + 0.02 x Capital Cost for Force Main							
	Lift Station Cost	8" Force Main Length	Force Main Per Foot	Force Main Cost	Generator Annual Maint.	Total Cost	Annual Cost
	\$1,100,000.00	6,250	\$110.00	\$687,500.00	\$2,000.00	\$1,787,500.00	\$70,750.00
	5%	2%					
Calculate Total Monthly OM&R Cost: Monthly OM&R Cost = (Annual Electrical Cost + Annual OM&R Cost) / 12							
	Electrical Cost	OM&R Cost	Total Annual Cost	Total Monthly Cost			
	\$13,906.63	\$70,750.00	\$84,656.63	\$7,054.72			
<b>Monthly Lift Station Fee</b>							
	<b>\$7,054.72</b>						
	Total Annual Monthly Cost	Monthly Cost per Person	Monthly Cost per Household				
Total Lift Station Fee	<b>\$7,054.72</b>	<b>\$3.35</b>	<b>\$8.39</b>				

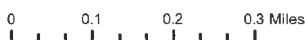


# Exhibit B - Destin Landing Lift Station Agreement

- Lift Station
- SS Force Main
- SS Gravity Main
- Subject Tract
- Parcel Boundary
- Destin Landing LS Ar

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.



September 8, 2023

