



CITY OF NORMAN, OK CITY COUNCIL REGULAR MEETING

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069
Tuesday, March 22, 2022 at 6:30 PM

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, retaliation, 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

1. REAFFIRMATION OF THE SISTER CITIES DECLARATION WITH CLERMONT-FERRAND FRANCE - MAYOR BREEA CLARK AND MAYOR OLIVIER BIANCHI.

APPROVAL OF MINUTES

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

CITY COUNCIL STUDY SESSION MINUTES OF NOVEMBER 16, 2021

CITY COUNCIL STUDY SESSION MINUTES OF DECEMBER 7, 2021

CITY COUNCIL CONFERENCE MINUTES OF DECEMBER 14, 2021

CITY COUNCIL STUDY SESSION MINUTES OF JANUARY 4, 2022

CITY COUNCIL SPECIAL SESSION MINUTES OF JANUARY 18, 2022

CITY COUNCIL MINUTES OF FEBRUARY 8, 2022

NORMAN UTILITIES AUTHORITY MINUTES OF FEBRUARY 8, 2022

NORMAN MUNICIPAL AUTHORITY MINUTES OF FEBRUARY 8, 2022

NORMAN TAX INCREMENT FINANCE AUTHORITY MINUTES OF FEBRUARY 8, 2022

AWARDS AND PRESENTATIONS

3. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF RESOLUTION R-2122-87: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AWARDING THE INAUGURAL JAMES O. HARP ENVIRONMENTAL RECOGNITION AWARD, IN CONJUNCTION WITH THE NORMAN ENVIRONMENTAL CONTROL ADVISORY BOARD.

PROCLAMATIONS

4. CONSIDERATION OF ACKNOWLEDGING RECEIPT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2122-25: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING SUNDAY, APRIL 24TH, 2022, AS ARBOR DAY IN THE CITY OF NORMAN.

5. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2122-26: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING FRIDAY, APRIL 22, 2022, AS EARTH DAY AND MARCH 19 THROUGH MAY 7, 2022, AS GREEN NORMAN ECOMONTH 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 6 through Item 40 be placed on the consent docket.

Reports/Communications

- [6.](#) CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RECEIPT OF THE FINANCE DIRECTOR'S INVESTMENT REPORT AS OF FEBRUARY 28, 2022, AND DIRECTING THE FILING THEREOF.
- [7.](#) CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE MONTHLY DEPARTMENTAL REPORT FOR THE MONTH OF FEBRUARY, 2022.
- [8.](#) CONSIDERATION OF SUBMISSION, ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR REJECTION OF RECEIPT OF THE CITY MANAGER'S CONTRACT AND CHANGE ORDER REPORT AND DIRECTING THE FILING THEREOF.
- [9.](#) CONSIDERATION OF SUBMISSION, ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR REJECTION OF RECEIPT OF THE CITIZENS PUBLIC SAFETY SALES TAX OVERSIGHT COMMITTEE ANNUAL REPORT FOR FYE 2021.

Bids

- [10.](#) CONSIDERATION OF AWARDING, APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF BID 2122-51 FOR INSTALLED PAVEMENT MARKINGS TO ACTION SAFETY SUPPLY COMPANY FOR THE TRAFFIC CONTROL DIVISION.

Easements

- [11.](#) CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF EASEMENT E-2122-38: A PERMANENT PUBLIC SIDEWALK AND UTILITY EASEMENT FROM BRADLEY K. GOODMAN IN THE AMOUNT OF \$2,242 FOR THE PORTER AVENUE STREETScape 2019 BOND PROJECT.
- [12.](#) CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF TEMPORARY EASEMENT E-2122-39: A TEMPORARY CONSTRUCTION EASEMENT FROM BRADLEY K. GOODMAN IN THE AMOUNT OF \$1,013 FOR THE PORTER AVENUE STREETScape 2019 BOND PROJECT.
- [13.](#) CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF EASEMENT E-2122-40: A PERMANENT SIDEWALK AND UTILITY EASEMENT FROM BIP, L.L.C., AN OKLAHOMA LIMITED LIABILITY COMPANY, IN THE AMOUNT OF \$28,451 FOR THE PORTER AVENUE STREETScape 2019 BOND PROJECT.

14. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF TEMPORARY EASEMENT E-2122-41: A TEMPORARY CONSTRUCTION EASEMENT FROM BIP, L.L.C., AN OKLAHOMA LIMITED LIABILITY COMPANY, IN THE AMOUNT OF \$19.00 FOR THE PORTER AVENUE STREETSCAPE 2019 BOND PROJECT.
15. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF EASEMENT E-2122-42: PERMANENT PUBLIC SIDEWALK AND UTILITY EASEMENT FROM GOODMAN INVESTMENTS, L.L.C., AN OKLAHOMA LIMITED LIABILITY COMPANY, IN THE AMOUNT OF \$3,070 FOR THE PORTER AVENUE STREETSCAPE 2019 BOND PROJECT.
16. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF TEMPORARY EASEMENT E-2122-43: A TEMPORARY CONSTRUCTION EASEMENT FROM GOODMAN INVESTMENTS, L.L.C., AN OKLAHOMA LIMITED LIABILITY COMPANY, IN THE AMOUNT OF \$1,910 FOR THE PORTER AVENUE STREETSCAPE 2019 BOND PROJECT.
17. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF EASEMENT E-2122-44: A PERMANENT PUBLIC SIDEWALK AND UTILITY EASEMENT FROM GOODMAN INVESTMENTS, L.L.C., AN OKLAHOMA LIMITED LIABILITY COMPANY, IN THE AMOUNT OF \$58,380 FOR THE PORTER AVENUE STREETSCAPE 2019 BOND PROJECT.
18. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF TEMPORARY EASEMENT E-2122-45: A TEMPORARY CONSTRUCTION EASEMENT FROM GOODMAN INVESTMENTS, L.L.C., AN OKLAHOMA LIMITED LIABILITY COMPANY, IN THE AMOUNT OF \$5,440 FOR THE PORTER AVENUE STREETSCAPE 2019 BOND PROJECT.
19. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF EASEMENT E-2122-46: A PERMANENT PUBLIC SIDEWALK AND UTILITY EASEMENT FROM NORTH PORTER CENTER, L.L.C., IN THE AMOUNT OF \$8,342 FOR THE PORTER AVENUE STREETSCAPE 2019 BOND PROJECT.
20. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF TEMPORARY EASEMENT E-2122-47: A TEMPORARY CONSTRUCTION EASEMENT FROM NORTH PORTER CENTER, L.L.C., IN THE AMOUNT OF \$278 FOR THE PORTER AVENUE STREETSCAPE 2019 BOND PROJECT.
21. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF EASEMENT E-2122-48: A PERMANENT PUBLIC SIDEWALK AND UTILITY EASEMENT FROM WHOLESALE GASOLINE, INC., IN THE AMOUNT OF \$500 FOR THE PORTER AVENUE STREETSCAPE 2019 BOND PROJECT.

22. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF TEMPORARY EASEMENT E-2122-49: A TEMPORARY CONSTRUCTION EASEMENT FROM WILSON COMPANY, L.L.C., IN THE AMOUNT OF \$500 FOR THE PORTER AVENUE STREETSCAPE 2019 BOND PROJECT.
23. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF TEMPORARY EASEMENT E-2122-51: A TEMPORARY DRIVEWAY EASEMENT DONATED BY WILSON COMPANY, L.L.C., FOR THE PORTER AVENUE STREETSCAPE 2019 BOND PROJECT.
24. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF TEMPORARY EASEMENT E-2122-50: A TEMPORARY DRIVEWAY EASEMENT DONATED BY WILSON COMPANY, L.L.C., FOR THE PORTER AVENUE STREETSCAPE 2019 BOND PROJECT.

Final Plats

25. CONSIDERATION FOR APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A FINAL PLAT FOR TRENT ESTATES AND ACCEPTANCE OF PUBLIC DEDICATIONS CONTAINED THEREIN. (LOCATED AT THE SOUTHEAST CORNER OF 96TH AVENUE N.E. AND EAST ROCK CREEK ROAD)
26. CONSIDERATION FOR APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A FINAL PLAT FOR APOSTOLIC WORSHIP CENTER AND ACCEPTANCE OF PUBLIC DEDICATIONS CONTAINED THEREIN. (LOCATED AT 3221 NORTH PORTER AVENUE)

Acceptance of Grant

27. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF SUBMISSION OF THE CERTIFIED LOCAL GOVERNMENTS (CLG) PROGRAM 2022-2023 APPLICATION FOR FUNDING IN THE AMOUNT OF \$8,650 TO BE SUBMITTED TO THE OKLAHOMA STATE HISTORIC PRESERVATION OFFICE.

Contracts

28. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT OR POSTPONEMENT OF AMENDMENT NO. ONE TO CONTRACT K-1516-132: A SERVICES AGREEMENT BETWEEN THE CITY OF NORMAN, THE NORMAN MUNICIPAL AUTHORITY, AND THE NORMAN ARTS COUNCIL, ADDING THE JAMES GARNER EXTENSION PROJECT TO THE LIST OF PUBLIC ART PROJECTS AND ADDING THE NORMAN MUNICIPAL AUTHORITY AS A PARTY FOR THAT PROJECT.

29. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT NO. FOUR TO CONTRACT K-1718-115: BY AND BETWEEN E & E LAWN CARE, L.L.C., FOR MOWING, SECURING OF STRUCTURES, AND THE REMOVAL OF HEALTH NUISANCES FOR THE CODE COMPLIANCE DIVISION EXTENDING THE CONTRACT THROUGH MARCH 31, 2023.
30. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT NO. THREE TO CONTRACT K-1819-124: BY AND BETWEEN GIVENS PROPERTY MAINTENANCE, L.L.C., FOR MOWING, SECURING OF STRUCTURES, AND THE REMOVAL OF HEALTH NUISANCES FOR THE CODE COMPLIANCE DIVISION EXTENDING THE CONTRACT THROUGH MARCH 31, 2023.
31. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT OR POSTPONEMENT OF CHANGE ORDER NO. ONE TO CONTRACT K-2021-12: BY AND BETWEEN NORMAN UTILITIES AUTHORITY AND SMC UTILITY CONSTRUCTION INCREASING THE CONTRACT AMOUNT BY \$54,596 FOR A REVISED CONTRACT AMOUNT OF \$1,137,146 AND ADDING 325 CALENDAR DAYS TO THE CONTRACT FOR THE 2015 WATER WELLS AND LINES PROJECT, LOCATED NEAR FRANKLIN ROAD AND 60TH AVENUE N.E., FINAL ACCEPTANCE OF THE PROJECT AND FINAL PAYMENT IN THE AMOUNT OF \$164,437.17.
32. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER NO. THREE TO CONTRACT K-2021-53: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND RUDY CONSTRUCTION COMPANY. INCREASING THE CONTRACT AMOUNT BY \$142,712.42 FOR A REVISED CONTRACT AMOUNT OF \$2,953,153.87 AND ADDING 32 DAYS TO THE CONTRACT FOR VARIOUS CHANGES TO PROJECT DESIGN FOR THE PORTER AND ACRES INTERSECTION 2019 BOND PROJECT.
33. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT NO. THREE TO CONTRACT K-2021-115: BY AND BETWEEN THE CITY OF NORMAN AND CROSSLAND CONSTRUCTION COMPANY, INC., INCREASING THE CONTRACT AMOUNT BY \$1,295,200 FOR A REVISED CONTRACT AMOUNT OF \$6,102,072 FOR CONSTRUCTION SERVICES OF THE SENIOR WELLNESS CENTER.
34. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT NO. ONE TO CONTRACT K-2021-133: A PIPELINE LICENSE BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND THE BURLINGTON NORTHERN SANTA FE RAILWAY COMPANY AMENDING THE CONTRACT TO REFLECT A CHANGE TO THE BORE METHOD AND CASING SIZE FOR THE FLOOD AVENUE WATER LINE REPLACEMENT PROJECT FROM ROCK CREEK ROAD TO VENTURE DRIVE.

35. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER NO. ONE TO CONTRACT K-2122-3: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND RDNJ, L.L.C., D/B/A A-TECH PAVING, INCREASING THE CONTRACT AMOUNT BY \$109,659.74 FOR A REVISED AMOUNT OF \$853,885.99 AND ADDING 14 CALENDAR DAYS TO THE CONTRACT FOR THE URBAN CONCRETE PROJECT, FYE 2022 LOCATIONS-BID 2.
36. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2122-51: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND THE NORMAN ARTS COUNCIL FOR THE 2022 ARTFUL INLETS PROGRAM.
37. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER NO. TWO TO CONTRACT K-2122-59: BY AND BETWEEN THE CITY OF NORMAN AND HASKELL LEMON CONSTRUCTION COMPANY INCREASING THE CONTRACT AMOUNT BY \$358,613.17 FOR A REVISED CONTRACT AMOUNT OF \$1,945,806.17 FOR THE IMHOFF BRIDGE EMERGENCY REPAIR PROJECT AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT.
38. CONSIDERATION OF AWARDED, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF BID 2122-7 AND CONTRACT K-2122-83: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND RUDY CONSTRUCTION COMPANY, INC., IN THE AMOUNT OF \$89,825 FOR THE ADA RAMP REPAIR PROJECT; FYE 2022 LOCATIONS; PERFORMANCE BOND B-2122-59; STATUTORY BOND B-2122-60; MAINTENANCE BOND MB-2122-45; AND RESOLUTION R-2122-77 GRANTING TAX-EXEMPT STATUS; AND BUDGET TRANSFERS AS OUTLINED IN THE STAFF REPORT.
39. CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AN OKLAHOMA GAS & ELECTRIC (OG&E) GROWTH GRANT IN THE AMOUNT OF \$300 FROM OG&E ENERGY CORPORATION AND MANAGED BY KEEP OKLAHOMA BEAUTIFUL TO BE USED BY THE ENVIRONMENTAL SERVICES DIVISION TO PURCHASE SUPPLIES FOR THE GREAT AMERICAN CLEANUP ACTIVITIES, CONTRACT K-2122-112, AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT.

Resolution

40. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF RESOLUTION R-2122-106: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, DECLARING THE NEED FOR FURTHER STUDY OF ACCESS OKLAHOMA'S IMPACT ON LAKE THUNDERBIRD; CITING THE LACK OF INFORMATION TO SUPPORT THE KICKAPOO TURNPIKE EXTENSION THROUGH NORMAN, AND EXPRESSING THE CITY'S OPPOSITION TO THE OKLAHOMA TURNPIKE AUTHORITY'S 'ACCESS OKLAHOMA' PLAN AS IT IMPACTS NORMAN.

NON-CONSENT ITEMS

41. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2122-40 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 21-107(B) OF CHAPTER 21 OF THE CODE OF THE CITY OF NORMAN INCREASING WATER LINE CONNECTION CHARGES; AND PROVIDING FOR THE SEVERABILITY THEREOF.
42. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2122-102: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA APPROVING AN APPEAL OF THE TEMPORARY ADMINISTRATIVE DELAY TO ALLOW THE SUBMITTAL OF A DEMOLITION APPLICATION FOR THE DWELLING STRUCTURE AT 209 WEST APACHE STREET.
43. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2122-103: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA APPROVING AN APPEAL OF THE TEMPORARY ADMINISTRATIVE DELAY TO ALLOW THE SUBMITTAL OF A PERMIT APPLICATION FOR THE CONSTRUCTION OF AN APARTMENT BUILDING WITH A REAR PARKING AREA AT 209 WEST APACHE STREET.
44. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF ORDINANCE O-2122-36 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 460 OF CHAPTER 22 OF THE CODE OF THE CITY OF NORMAN SO AS TO GRANT SPECIAL USE FOR BAR, LOUNGE OR TAVERN, AND A SPECIAL USE FOR A MIXED BUILDING, IN THE C-3, INTENSIVE COMMERCIAL DISTRICT FOR LOT THREE (3), BLOCK FOURTEEN (14), NORMAN ORIGINAL TOWNSITE, CLEVELAND COUNTY, OKLAHOMA; AND PROVIDING FOR THE SEVERABILITY THEREOF. (205 EAST MAIN STREET)

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:

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

CITY COUNCIL STUDY SESSION MINUTES OF NOVEMBER 16, 2021

CITY COUNCIL STUDY SESSION MINUTES OF DECEMBER 7, 2021

CITY COUNCIL CONFERENCE MINUTES OF DECEMBER 14, 2021

CITY COUNCIL STUDY SESSION MINUTES OF JANUARY 4, 2022

CITY COUNCIL SPECIAL SESSION MINUTES OF JANUARY 18, 2022

CITY COUNCIL MINUTES OF FEBRUARY 8, 2022

NORMAN UTILITIES AUTHORITY MINUTES OF FEBRUARY 8, 2022

NORMAN MUNICIPAL AUTHORITY MINUTES OF FEBRUARY 8, 2022

NORMAN TAX INCREMENT FINANCE AUTHORITY MINUTES OF FEBRUARY 8, 2022



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 03/22/2022

REQUESTER: Brenda Hall, City Clerk

PRESENTER: Brenda Hall, City Clerk

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

CITY COUNCIL STUDY SESSION MINUTES OF NOVEMBER 16, 2021
CITY COUNCIL STUDY SESSION MINUTES OF DECEMBER 7, 2021
CITY COUNCIL CONFERENCE MINUTES OF DECEMBER 14, 2021
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NORMAN UTILITIES AUTHORITY MINUTES OF FEBRUARY 8, 2022
NORMAN MUNICIPAL AUTHORITY MINUTES OF FEBRUARY 8, 2022
NORMAN TAX INCREMENT FINANCE AUTHORITY MINUTES OF
FEBRUARY 8, 2022

CITY COUNCIL STUDY SESSION MINUTES

November 16, 2021

The City Council of the City of Norman, Cleveland County, State of Oklahoma, met in a study session at 5:00 p.m. in the Municipal Building Executive Conference Room on the 16th day of November, 2021, and notice and agenda of the meeting were posted at the Municipal Building at 201 West Gray 48 hours prior to the beginning of the meeting.

PRESENT:	Councilmembers Foreman, Hall, Holman, Lynn, Peacock, Schueler, Studley, Tortorello, Mayor Clark
ABSENT:	None

Item 1, being:

CONTINUED DISCUSSION REGARDING THE LEASE AND/OR SALE OF PROPERTY LOCATED AT 101, 112, 113, 115, 116, AND 118 WEST GRAY STREET.

Ms. Kathryn Walker, City Attorney, said this item was first discussed on November 2, 2021, and Staff received feedback from Council on their preference for a long-term lease or sale of the property with “right of first refusal” if sold in the future. She said a lot of details need to be worked out with Factory Obscura representatives, but for the City it will be all about the numbers, i.e., what would a lease price look like, what would a sales price look like, what are the benefits, what jobs will be created, etc. The City will be looking at performance standards based on projections provided by Factory Obscura and Factory Obscura is trying to determine their best options as well.

Mr. Darrel Pyle, City Manager, said the State Department of Commerce identifies “quality jobs” as paying \$17 per hour plus benefits. He said if that is the range, or better, the City may potentially be able to pursue payroll incentives through the State to encourage Factory Obscura to create those types of quality jobs in Norman.

Mr. Pyle said the location being considered is currently occupied by the Facility Maintenance Department as well as being used for long term storage; however, the City has an option to move the Facility Maintenance Department into similar space near North Base.

Councilmembers were interested in continuing discussions with Factory Obscura.

Item 2, being:

DISCUSSION REGARDING STATUS OF THE FYE 2022 CAPITAL IMPROVEMENTS PROGRAM BUDGET AND PREPARATION OF FYE 2023 CAPITAL IMPROVEMENTS PROGRAM BUDGET.

Ms. Kimberly Coffman, Budget Manager, said Council is being updated tonight on the proposed FYE 2022 and FYE 2023 Capital Improvement Program (C.I.P.) Budget and introduced Mr. Jacob Huckabaa, Budget Technician. Mr. Huckabaa said the purpose of the C.I.P. is to support services of municipal government. Projects, such as land use, transportation, parks, water wastewater, greenways, stormwater, etc., are identified in Long Range Master Plans reviewed by citizens and adopted by Council. Priorities are set by Council and short range plans go into a one-year adopted Capital Budget and long range plans go into a five-year Capital Plan with proposed schedules of implementation and available funding sources. The C.I.P. plans and budgets are adopted annually and emergency or high priority unanticipated project needs can be added through re-allocation or appropriation of funds by Council. Sources of revenue for all funds include Enterprise Funds; voter-approved general obligation bond proceeds; Capital Sales Tax; NORMAN FORWARD Sales Tax; Public Safety Sales Tax; University North Park Tax Increment Finance District (UNPTIF); intergovernmental grants; Room Tax; private funds; and others.

Mr. Huckabaa said a Capital Project is generally a project that costs more than \$100,000; is relatively fixed or permanent in nature; is an asset with a life expectancy of more than five years; usually consists of the construction of a new, expanded, or improved tangible asset; often takes more than one fiscal year to complete; and may require contracted services for design, land acquisition, and utility relocations in advance of construction.

Capital Outlay is expenses for maintaining or purchasing new or replacing tangible assets which have an expected life of one to five years; a one-time occurrence and expenses usually occur within a single fiscal year, such as vehicles, furniture, computers, and equipment; and Capital Outlay projects paid by the Capital Fund are expended from the General Fund and Westwood Fund with capital sales tax funds transferred to cover the costs.

Mr. Huckabaa highlighted all funds included in the CIP Budget as follows:

Special Purpose Capital Funds

- Public Safety Sales Tax Fund (PSST)
- Community Development Block Grant (CDBG) Fund
- Special Grants Fund
- Room Tax Fund
- Public Transportation and Parking Fund
- Capital Fund (Pay-As-You-Go or PAYGO)
- Capital Fund (General Obligation (G.O.) Bonds)
- NORMAN FORWARD Sales Tax Fund
- Park Land and Development Fund
- University North Park Tax Increment Finance (UNPTIF) District Fund
- Arterial Road Recoupment Fund
- Center City Tax Increment Finance District (CCTIF) Fund

Item 2, continued:

Mr. Huckabaa said funds included in the C.I.P. Budget include the Water Fund; Water Reclamation Fund; Sanitation Fund; Sewer Maintenance Fund; and New Development Excise Tax Fund.

Revenue sources for all funds in FYE 2022 include User Fees – 22.08%; Capital Improvement Charge – 0.92%; Sewer Maintenance Rate – 5.33%; Sewer Excise Tax – 1.88%; Capital Sales Tax – 19.20%; Tax Increment Financing – 1.28%; Public Safety Sales Tax – 4.36%; NORMAN FORWARD Sales Tax – 9.50%; Room Tax – 0.29%; Bonds – 34.05%; Grants – 0.62%; and Community Park Fee – 0.18% for total revenues of \$241,343,069.

Expenditures for all funds in FYE 2022 include Capital Outlay – 3.43%; Maintenance of Existing Facilities – 0.17%; Personnel and Services – 1.03%; Street Maintenance – 1.82%; Transportation – 20.81%; Buildings and Grounds – 32.76%; Parks and Recreation – 12.07%; Water Reclamation – 10.21%; Sanitation – 0.66%; Stormwater – 2.17%; and Water – 14.87% for total expenditures of \$241,343,069.

Mr. Huckabaa said the Capital Improvements Fund was established in 1976 to account for capital projects funded by capital sales tax receipts, general obligation bond issues, or specific matching funds (i.e., private and donations). These projects support services that do not have dedicated special revenues, such as Enterprise Funds. Those projects relating to Enterprise Funds, funded with fees and charges, or special revenue sources are accounted for in their respective Enterprise Funds. He said approximately 70% of one percent (0.7%) of sales tax was set aside for capital improvements in September 1976, and those projects approved for construction with this funding are accounted for in the Capital Improvements Fund.

Capital sales tax guidelines to allocate revenue include existing facility maintenance – 5%; general contingency – 7%; Capital Outlay – 27%; street maintenance – 25%; and other projects and debt service – 36%.

Mr. Huckabaa highlighted the status of the Capital Fund as follows:

- Capital Fund PayGo
 - FYE 22 estimated available for new projects is negative \$5,879,006
 - FYE 23 projected available for new projects is negative \$3,595,652
 - FYE 24 projected available for new projects is negative \$2,302,934
- Capital Fund Bonds
 - Bond reserves are unbalanced – some positive and some negative and Staff is evaluating how to balance those currently unbalanced

Item 2, continued:

Ms. Coffman said significant projects closed (completed and all bills paid) in FYE 22 include Emergency Communication Center (ECC) Radio Project (closed in June 2021, with \$1,000,000 balance transferred to Emergency Operations Center); Americans with Disabilities Act (ADA) Transition Plan – sidewalks on south side of Main Street (\$53,000); Sidewalks and Trails along 24th Avenue N.E. (\$85,000); and Legacy Park Parking Lot (\$175,000).

Significant projects completed (work finished but not all bills paid) in FYE 22 include Total Maximum Daily Load (TMDL) Compliance and Monitoring Plan Implementation, Year Five (\$300,000); Asp Avenue Parking Lot (\$934,000); State Highway (SH) 9 Multi-Modal Path between 36th Avenue East and 48th Avenue East (\$950,700); Vicksburg Storm Pipeline Replacement (\$1,077,800); 12th Avenue N.E. Traffic Signal Interconnect between Alameda Street and Robinson Street (\$293,000); 24th Avenue East Bond Project (\$14,938,870); Creston Way and Schulze Stormwater Improvements (\$470,000); Legacy Trail Extension along 24th Avenue N.W. and 36th Avenue N.W. (\$980,500); Sidewalks on Hal Muldrow Drive (\$96,000); and Sidewalks on Stubbeman Avenue from Robinson Street to Timberwolf Trail, Phase I (\$54,000).

Significant projects underway in FYE 22 include Transit/Parks/Emergency Vehicle Maintenance Facilities (\$10.7 million); TMDL Compliance and Monitoring Plan Implementation, Year Six (\$300,000); Lake Thunderbird TMDL Data Analysis and Plan Update for Years One through Five (\$207,160); Engineering Design Criteria Update and Green Stormwater Infrastructure Review (\$275,000); Fire Station 9 – finishing miscellaneous small items, Fire Administration Building Renovation (85% complete); Porter Avenue and Acres Street Intersection (\$3,675,000); Comprehensive Land Use and Transportation Plan Update (\$150,000); Merkle Creek Channel Stabilization (\$342,500); and Imhoff Road Bridge Emergency Repair Project (\$1,440,695).

Projects under construction in FYE 22 and FYE 23 include Municipal Complex Renovation (\$9,971,465); 36th Avenue N.W. Utility Relocation (\$17,950,000); I-35 and Robinson Street West Side – including Oklahoma Department of Transportation (ODOT) match (\$5,300,000); Classen Boulevard Sidewalks from Boyd Street to 12th Avenue S.E. (\$229,296); Flood Avenue Sidewalks from Gray Street to Acres Street (\$250,000); Porter Avenue Streetscape (\$4,226,323); Imhoff Creek Stabilization (\$3,500,000); Traffic Management Center (\$3,000,000); Constitution Street Multi-modal Path (\$1,100,000); James Garner Avenue, Phase II – Flood Avenue to Acres Street; ADA Transition Plan – 24th Avenue N.W. from Main Street to Robinson Street, Phase I (\$312,000); and C.I.P. Sidewalks on Alameda Street between Porter Avenue and 12th Avenue N.E.

Item 2, continued:

Ms. Coffman said the 2012 Transportation/Stormwater Bond Program and their actual costs include the Cedar Lane Road: 12th Avenue S.E. to one-half mile east of 24th Avenue S.E. - \$10,048,310; Lindsey Street: 24th Avenue S.W. to Berry Road - \$42,135,770; Franklin Road Bridge: one-half mile west of 12th Avenue N.W. - \$4,219,680; 12th Avenue S.E.: SH 9 to Cedar Lane Road - \$3,393,780; Main Street Bridge: one-half mile west of 36th Avenue S.W. - \$7,038,000; 24th Avenue East: Lindsey Street to Robinson Street - \$14,938,870; 36th Avenue N.W.: Tecumseh Road to Indian Hills Road, Phase I, to begin construction in Spring 2022 (cost to be determined) and Phase II, to begin construction in Spring 2023 (cost to be determined); and Alameda Street: one-half mile east of 24th Avenue S.E. and 48th Avenue S.E. to begin construction in Spring 2022 (cost to be determined). She said the total bond program budget is \$81,774,410.

The 2012 Transportation/Stormwater Bond Program Budget strategy consists of a total bond budget of \$42,500,000 with current projections of \$48,300,000 for an estimated deficit of \$5,800,000. Ms. Coffman said proposed additional program budget revenue/savings include savings from remaining bond projects - \$1,511,000; transfer of surplus funds from 2010 Street Maintenance Bond Program - \$2 million; transfer of surplus funds from 2016 Street Maintenance Bond Program - \$1.5 million; recoupment fees, deferral fees, traffic impact fees - \$505,000; additional contributions from Norman Utilities Authority (NUA) for waterline relocations - \$0.00 (additional funds of \$500,000 applied to 24th Avenue East Waterline Relocation Project; and other State/Federal Grants - \$300,000 for a total of \$5,816,000.

The 36th Avenue N.W. Project from Tecumseh Road to Indian Hills Road consists of widening two miles of roadway from two-lane to four-lane; adding new traffic signals at 36th Avenue N.W. and Franklin Road and 36th Avenue N.W. and Indian Hills Road; stormwater improvements; continuous sidewalks and accessibility; and improving access to Ruby Grant Park. Construction is pending due to a delay in federal funding; however, the project is shovel ready.

The East Alameda Street Bond Project is also shovel ready and funds to complete this project include 2012 Transportation Bond (\$1,105,000), 2016 Street Maintenance Bond Surplus Funds (\$3,020,000), and 2021 Street Maintenance Bond Program (\$216,480). Funding can be allocated and project bids can take place in December for a March 2022 construction start with Council's approval.

Ms. Coffman provided project status on the FYE 20/21 Street Maintenance Bond Program that includes Porter Avenue and Acres Intersection Improvements – bond budget - \$3,675,000/current estimated cost - \$3,329,280; Traffic Management Center – bond budget - \$3,366,000/current estimated cost - \$3,366,000; Porter Avenue Streetscape – bond budget - \$2,471,000/current estimated cost - \$4,226,323; Gray Street Two-Way Conversion – bond budget \$4,816,000/current estimated cost - \$4,270,000; James Garner Avenue Improvements from Acres Street to Duffy Street – bond budget - \$4,853,440/current estimated costs – to be determined; Jenkins Avenue from Imhoff Road to Lindsey Street – bond budget - \$9,601,000/current estimated costs – to be determined; and Constitution Street: Jenkins Avenue to Classen Boulevard – bond budget - \$2,643,260/current estimated cost – to be determined.

Item 2, continued:

The Porter Avenue and Acres Street Intersection Project consists of adding turn lanes; pedestrian/sidewalk improvements; streetscape improvements; safety and sight distance improvements; and new signal at intersection. Construction began in November 2020, and is anticipated to be completed in December 2021, for a total estimated cost of \$2,329,280 (funded by 2019 G.O. Bonds and federal grant).

The Porter Avenue Streetscape Project consists of decorative lighting, pedestrian and ADA improvements; decorative concrete sidewalks; new bus stop; placemaking gateways; and landscaping. Construction is anticipated to begin in the Summer of 2022, with completion anticipated in the Summer of 2023, for a total estimated cost of \$4,226,323 (funded by 2019 G.O. Bonds and federal grant).

The James Garner Avenue Project, Phase II, consists of decorative lighting; new bridge over Robinson Street; extension of Legacy Trail; landscaped median; and limited access to express route to Downtown Norman. Construction is anticipated to begin in the Summer of 2022, with completion anticipated in the Summer of 2023, for a total estimated cost of \$6,305,000.

The I-35 and Robinson Street Project is a UNPTIF funded project that consists of new westbound turn lanes, shifting intersection 225 degrees southward, new eastbound lane (terminating right turn lane), and new eastbound lane just east of the bridge for a total cost of \$6,125,207. Construction began in April 2021, and is anticipated to be completed in February 2022.

Ms. Coffman highlighted the FYE 2016-2021 Street Maintenance Bond Program (five-year, \$25 million) as follows:

- Street Maintenance (Year One) FYE 2017
 - Urban Asphalt Pavement (100% complete)
 - Urban Concrete Pavement (100% complete)
 - Rural Road Rehabilitation (100% complete)
 - Urban Road Reconstruction (100% complete)
- Street Maintenance (Year Two) FYE 2018
 - Urban Asphalt Pavement (100% complete)
 - Urban Concrete Pavement (100% complete)
 - Rural Road Rehabilitation (100% complete)
 - Urban Road Reconstruction (100% complete)
- Street Maintenance (Year Three) FYE 2019
 - Urban Asphalt Pavement (100% complete)
 - Urban Concrete Pavement (100% complete)
 - Rural Road Rehabilitation (100% complete)
 - Urban Road Reconstruction (100% complete)
- Street Maintenance (Year Four) FYE 2020
 - Urban Asphalt Pavement (100% complete)
 - Urban Concrete Pavement (100% complete)
 - Rural Road Rehabilitation (100% complete)
 - Urban Road Reconstruction (100% complete)

Item 2, continued:

The FYE 2016-2021 Street Maintenance Bond Program (five-year, \$25 million) continued:

- Street Maintenance (Year Five) FYE 2021
 - Urban Asphalt Pavement (100% complete)
 - Urban Concrete Pavement (100% complete)
 - Rural Road Rehabilitation (100% complete)
 - Urban Road Reconstruction (100% complete)

The preliminary audit in October 2021, depicts a surplus balance of \$6,960,000, which must be used for street maintenance so Staff is proposing \$1.5 million to 2012 Transportation Bond Program, \$3 million to East Alameda Bond Project, and \$2.4 million for additional street maintenance in neighborhoods.

Ms. Coffman highlighted the FYE 2021-2026 Street Maintenance Bond Program (five-year, \$27 million) as follows:

- Street Maintenance (Year One) FYE 2022
 - Urban Asphalt Pavement (complete)
 - Urban Concrete Pavement (under construction)
 - Rural Road Rehabilitation (under construction)
 - Urban Road Reconstruction (under construction)
- Street Maintenance (Year Two) FYE 2023
 - Urban Asphalt Pavement
 - Urban Concrete Pavement
 - Rural Road Rehabilitation
 - Urban Road Reconstruction
- Street Maintenance (Year Three) FYE 2024
 - Urban Asphalt Pavement
 - Urban Concrete Pavement
 - Rural Road Rehabilitation
 - Urban Road Reconstruction
- Street Maintenance (Year Four) FYE 2025
 - Urban Asphalt Pavement
 - Urban Concrete Pavement
 - Rural Road Rehabilitation
 - Urban Road Reconstruction
- Street Maintenance (Year Five) FYE 2026
 - Urban Asphalt Pavement
 - Urban Concrete Pavement
 - Rural Road Rehabilitation
 - Urban Road Reconstruction

Item 2, continued:

Upcoming Capital Project Fund recurring sidewalk projects proposed in FYE 2023 include Sidewalk Program for Schools and Arterials - \$80,000; Sidewalk Accessibility Projects - \$30,000; Citywide Sidewalk Projects (50/50 Sidewalk Repair Program) - \$100,000 (increased from \$50,000); Downtown Area Sidewalk Project - \$50,000; Sidewalks and Trails - \$120,000; and Horizontal Saw Cut Program - \$40,000 for total expenditures of \$420,000. Staff is requesting the Citywide Sidewalk Project budget be increased from \$50,000 to \$100,000 because \$100,000 will be expended by December 2021, due to addressing citizen requests. Mr. Scott Sturtz, City Engineer, said citizens are becoming more aware of the 50/50 Sidewalk Repair Program and Staff is addressing more requests from residents for sidewalk repairs.

Bridge Maintenance Program Projects completed in FYE 2021 include 156th Avenue N.E.; West Rock Creek Road; West Brooks Street; East Boyd Street; 72nd Avenue S.E.; and Concord Drive. Completed projects for FYE 2022 include 48th Avenue S.E. and Cedar Lane Road. The Imhoff Road bridge was originally identified for maintenance in FYE 2022; however due to unforeseen structural damage making it unsafe for vehicles, the bridge was closed and is currently being repaired. It is anticipated to be completed and reopened in March 2022. Ms. Coffman said Norman has 77 bridges with 15 bridges needing full replacement; 12 bridges are structurally deficient; four bridges are functionally obsolete; three bridge are “at risk” of becoming structurally deficient; and six bridges have load postings of less than 23 tons. Total program costs are expected to be \$40 to \$50 million over a ten-year construction period. Staff is currently working to establish a detailed project scope and cost estimates as well as exploring funding options.

Staff has identified 31 future traffic signal intersections, nine of which are controlled by ODOT and 22 controlled by the City. Many of these intersections have funding available through traffic impact fees collected from developments.

Staff is proposing a City Vehicle Wash Facility that will reduce operational costs for City departments and reduce environmental impacts of vehicle washing by allowing water to drain into a sanitary sewer collection system rather than onto an impervious surface. Mr. Shawn O’Leary, Director of Public Works, said this facility is needed more than ever since inheriting the bus transit system as buses are washed every night. Ms. Coffman said the annual cost of vehicle washing is currently \$100,000 and the cost of a new facility would be an estimated \$1,500,000. Current funding identified includes Norman Utilities Authority (NUA) Wash Facility Funds - \$540,000 and Federal Transportation Administration (FTA) American Rescue Plan Act (ARPA) Funds - \$480,000. An additional \$480,000 in funding will need to be identified.

The City Compressed Natural Gas (CNG) Fueling Facility was constructed and registered with the Oklahoma Corporation Commission (OCC) in 1998. The fiberglass reinforced underground storage tanks have a life expectancy and warranty of 30 years or 2028, and holds 10,000 gallons of diesel and unleaded fuel. The facility dispenses approximately 500,000 gallons of fuel annually to over 793 City vehicles and equipment. The fuel line encasements have failed, which is allowing groundwater to lay on top of the pumps so critical repairs will be needed within the next three years for an estimated cost of \$350,000 to \$500,000. Also, alternative fuels, such as ethanol and biodiesel are not available due to lack of tanks and there is currently no option to store bulk Diesel Exhaust Fluid (DEF). The fuel islands are deteriorating as well and is expected to cost \$1,650,000 to replace.

Item 2, continued:

Ms. Coffman said the City Vehicle Replacement Program consists of replacement of 35 units in FYE 2017 - \$3,046,969; 27 units in FYE 2018 - \$2,383,036; 29 units in FYE 2019 - \$2,045,471; 36 units in FYE 2020 - \$1,991,083; 27 units in FYE 2021 - \$2,150,365; and 33 units in FYE 2022 - \$2,179,732.

Due to time constraints, Council will continue this budget discussion at the next Finance Committee meeting.

Items submitted for the record

1. PowerPoint presentation entitled, "FYE 2022 Capital Improvement Program, Program Budget Status, Preparation of FYE 2023 C.I.P., Preparation of FYE 2024 – 2027 Capital Improvements Plan"

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The meeting was adjourned at 6:23 p.m.

ATTEST:

City Clerk

Mayor

CITY COUNCIL STUDY SESSION MINUTES

December 7, 2021

The City Council of the City of Norman, Cleveland County, State of Oklahoma, met in a study session at 5:30 p.m. in the Municipal Building Executive Conference Room on the 7th day of December, 2021, and notice and agenda of the meeting were posted at the Municipal Building at 201 West Gray 48 hours prior to the beginning of the meeting.

PRESENT:	Councilmembers Foreman, Hall, Holman, Lynn, Schueler, Tortorello, Mayor Clark
ABSENT:	Councilmembers Peacock and Studley

Item 1, being:

DISCUSSION REGARDING AN ELECTION FOR A WATER RATE INCREASE.

Mr. Chris Mattingly, Director of Utilities, said the City has been working with Raftelis to review current connection fees, especially since the City is working towards asking voters for a water rate increase in 2022. He said this was an opportunity to review everything regarding water and the rate increase is needed for Advanced Metering Infrastructure (AMI), disinfection, operations and maintenance, and pipe replacement. He said connection fees were previously discussed by Council on November 2, 2021, where Staff and Raftelis worked to refine the three options for a rate increase. He said the goal for tonight's meeting is to get direction on what to take to voters in April 2022.

Mr. Todd Cristiano with Raftelis said he is back today to focus on other aspect of financial planning for water and wastewater utilities. Connection fees were last updated and adopted in 2015, and water rates were last increased in 2015. He said in the November 2nd meeting, he presented information on connections fees and a financial plan. Tonight he will present information of a rate design.

Connection Fees

Mr. Cristiano said connection fees are a one-time charge for new customer demand only. The fee is required of all new customers for their share of capacity and for existing customers requesting increased capacity. The fee is based on the value of the utility's capacity and the amount of capacity need by the new customer. Connection fees can be used to pay for debt service; can help keep user rates low; balance equity between existing and new customers; and represent cost to reserve capacity in system backbone facilities, i.e., Water Treatment Plants, water wells, transmission mains, pump station, etc.

Item 1, continued:

Mr. Cristiano highlighted current connection fees as follows:

Meter Size	Connection Fee
5/8 and 3/4 inch	\$ 1,000
1 inch	\$ 1,670
1.5 inch	\$ 3,330
2 inch	\$10,670
3 inch	\$21,330
4 inch	\$33,330
6 inch	\$66,670

Connection fee alternatives for funding future capacity infrastructure include

- Alternative One – begin Lake Thunderbird Augmentation for indirect potable reuse;
- Alternative Two – purchase additional wholesale water from Oklahoma City, and
- Alternative Three – drill/install wells at Garber-Wellington.

As a comparison, the current connection fee for a 3/4-inch meter is \$1,000 and under Alternative One, it would be \$3,180, under Alternative Two it would be \$2,010, and under Alternative Three it would be \$2,150.

Water utilities have two connection components, 1) water and 2) wastewater. He said Norman's wastewater utility includes a wastewater excise tax fee as well as the connection fee, making Norman's fees the fifth highest compared to San Antonio, Texas; Dallas, Texas; Colorado Springs, Colorado; Austin, Texas; Albuquerque, New Mexico; Fort Worth, Texas; Wichita, Kansas; Edmond, Oklahoma; Little Rock, Arkansas; Moore, Oklahoma; Arlington, Texas; Oklahoma City, Oklahoma; Mustang, Oklahoma; and Lubbock, Texas.

Water Financial Plan

The financial planning process looks at how much revenue is required to meet expenditures and the financial plan input includes customer accounts; billed consumption; revenues; operating expenses; capital plan; and beginning cash position. Capital Project funding can be a mix of cash vs. debt and debt covenants, annual cash flow, and fiscal policies and targets that include cash reserves and debt service coverage. Taking this into consideration, four financial scenarios were provided to Council that consisted of: Scenario One – Connection fees with existing fees; Scenario Two – Connection fees with augmentation; Scenario Three – Connection fees with Oklahoma City water; and Scenario Four – Connection fees with wells. Mr. Mattingly said Scenario One seems to be the best option.

The Water Utility Capital Improvement Program for FYE 2022 through FYE 2031, consists of \$122.5 million in rate revenue and \$124.4 million in State loans for a total of \$246.9 million. Cash flow projections with no revenue increases depict inadequate debt service coverage, depletion of reserves, and reduced level of service. Cash flow projections with proposed revenue adjustments depict meeting debt service, maintaining adequate reserves, and maintaining level of service. Fund balance and reserve targets with proposed revenue adjustments depict meeting target reserves by end of study period. Mr. Cristiano said Raftelis built the financial plan around the Capital Improvement Program over the next ten years utilizing a combination of State loans and cash, allowing mitigation of huge spikes in rate increases, and helping to level the playing field in terms of expenditures being smooth across the study field.

Water Rate

Mr. Cristiano said the City has a monthly service charge regardless of how much water is used and a volume rate, where the more water used the higher the volume rate. He said water rate structures recover monthly service charges that include cost of billing, administration, meters, and customer service field services as well as a portion of capital costs, e.g., depreciation expense, debt service, etc. He said volume rates recover the cost to pump, treat, store, and distribute water to customers as well as providing fire protection costs.

In the proposed rate structure alternative, the two-component structure is being retained that consists of a monthly service charge and volume rates. He said the current residential rate structure has a fixed monthly charge, regardless of meter size, of \$6.00 plus a \$1.50 capital improvement charge (CIC) for a total fixed monthly charge of \$7.50. The monthly charges also include a fixed block volumetric rate that consists of \$3.35 for zero to 5,000 gallons per day, \$4.10 for 5,001 to 15,000 gallons per day, \$5.20 for 15,001 to 20,000 gallons per day, and \$6.80 more than 20,000 gallons per day.

The current commercial/industrial rate structure has a fixed monthly charge, regardless of meter size, of \$6.00 plus a percentage for CIC for total due. The monthly charges also include block thresholds that vary by customer that consists of \$3.80 for zero gallons per day to Average Winter Consumption (AWC) and \$4.20 for any amount above the AWC. This AWC structure would consist of the average usage between December to February and would be an individualized rate structure. Mr. Cristiano said commercial/industrial businesses have a wide variety of business types, i.e., Starbucks, car wash, etc., so their usage patterns are very different and by having a tiered structure customized to their business can help send an appropriate conservation message to use water wisely.

Mr. Cristiano said common pricing objectives to be achieved from rate structures include revenue stability; equity between classes; equity within classes; equity between existing and new customers; conservation pricing signal; demand management; essential use affordability; customer understanding; customer impact; and ease of administration/implementation. Universal objectives include revenue sufficiency for costs covered and maintaining financial health as well as defendability in order to be legally compliant and defensible in court. He said Norman's pricing objectives focused on revenue stability; conservation pricing signal; essential use affordability; equity between existing and new customers; customer impact; and ease of administration/implementation.

Mr. Cristiano highlighted alternative rate structures for residential customers that consist of 1) an across the board increase based on financial plan results, 2) retain same rate structure, but adjust rates and volume and increase service charge to obtain revenue stability, and 3) charge a higher fixed rate to increase revenue stability. He said a commercial rate structure alternative consist of a fixed charge based on which residential alternative is selected.

Mr. Cristiano said FYE 2023 rate revenue needs include recovering an additional \$4.7 million starting in FYE 2023 to fund AMI Project and regulatory disinfection project as well as recovering \$24.7 million in total rate revenue in FYE 2023 (residential portion - \$19.9 million/commercial portion - \$4.8 million). He said the \$4.7 million will be recovered through a combination of the monthly service charge and volume rates.

A typical residential rate comparison would read as follows:

Water Usage 1,000 Gallons	2022 Current Rates	Alternative 1: Across the Board Increase	Alternative 2: Adjust Rates and Volume	Alternative 3: Higher Fixed Charge
0	\$ 7.50	\$ 9.30	\$9.50	\$11.50
1	\$10.85	\$13.50	\$14.00	\$15.60
2	\$14.20	\$17.70	\$18.50	\$19.70
3	\$17.55	\$21.90	\$23.00	\$23.80
4	\$20.90	\$26.10	\$27.50	\$27.90
5	\$24.25	\$30.30	\$32.00	\$32.00
10	\$44.75	\$56.05	\$59.50	\$57.00
15	\$65.25	\$81.80	\$87.00	\$82.00
20	\$91.25	\$114.30	\$119.50	\$111.50

A typical commercial rate comparison would read as follows:

Description	2022 Current Rates	Alternative 1: Across the Board Increase	Alternative 2: Adjust Rates and Volume	Alternative 3: Higher Fixed Charge
Monthly Service Charge, dollars per bill ** (**CIC = 60% of sewer dollar figure)				
All Customers	\$6.00	\$7.80	\$8.00	\$10.00
Volume Rates, dollars per 1,000 gallons				
Block 1	\$3.80	\$4.35	\$5.25	\$4.25
Block 2	\$4.20	\$4.80	\$5.75	\$4.70

The proposed service charges from the residential apply to commercial. The volume rate structure, price ratio, and number of tiers remain the same as the existing rates for all alternatives.

In regards to the commercial AWC, fast food restaurants use approximately 45,700 gallons per day in the winter and 111,500 gallons per day in the summer; a car wash uses approximately 190,300 gallons per day in the winter and 204,400 gallons per day in the summer; and convenience stores use approximately 27,800 gallons per day in the winter and 43,600 gallons per day in the summer.

Mr. Mattingly said Norman has 300 miles of iron pipe (rusted pipes main cause of line breaks) that need to be replaced at a cost of \$100 to \$200 million dollars over the next few years and the City does not have that kind of money without raising rates/connection fees. He said even a small increase would allow the City to begin making small steps toward pipe replacement. He said meter reading Staff is low and AMI would be very beneficial to the City in terms of obtaining efficient, accurate water consumption readings and improving Staffing issues (Staff shortages equal more estimations of water consumption versus actual water consumption).

Councilmembers said they understand the need for raising rates, but want to be conscious of the financial impact to customers. Councilmembers said they preferred Alternate One, an across the board rate structure. They said the public will need to be thoroughly educated to understand the need for an increase and the fact that Council is taking customer impact into consideration.

Items submitted for the record

1. PowerPoint entitled, "City of Norman Water Connection Fee and Financial Plan Update," dated December 7, 2021 by Raftelis

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The meeting was adjourned at 6:37 p.m.

ATTEST:

City Clerk

Mayor

CITY COUNCIL CONFERENCE MINUTES

December 14, 2021

The City Council of the City of Norman, Cleveland County, State of Oklahoma, met in a conference at 5:30 p.m. in the Municipal Building Executive Conference room on the 14th day of December, 2021, and notice and agenda of the meeting were posted at the Municipal Building at 201 West Gray 24 hours prior to the beginning of the meeting.

PRESENT:	Councilmembers Foreman, Hall, Holman, Lynn, Peacock, Schueler, Studley, Tortorello, Mayor Clark
ABSENT:	None

Item 1, being:

PRESENTATION FROM THE CENTER FOR POLICING EQUITY REGARDING DATA COLLECTED FROM THE NORMAN POLICE DEPARTMENT.

Mr. Kevin Foster, Police Chief, said the Norman Police Department (NPD) has been working with the Center for Policing Equality (CPE) since 2018, who has been examining data provided in the NPD's Open Data Portal over the last few years. He said tonight, CPE representatives will be presenting their report findings. He said the report revealed some significant successes for NPD and understanding that disparities exist in our society is one thing, but getting to the root cause of these disparities is much more difficult. He said there is a myriad of complex social issues that have led to disparities in Norman's society and pinpointing items that may help mitigate these disparities is a monumental task. He said the NPD is committed to looking at and analyzing its data to determine if there are steps NPD can take to improve the department. The rarity of incidents involving force and the low levels of severity contained in the data demonstrates the departments commitment to protecting life and preserving human dignity. He is excited about the report and looks forward to continuing NPD's relationship with the University of Oklahoma (OU) School of Social Work to dig further into the data. He said there is a quote from the President's Commission on Law Enforcement that talks to the enormity of this and where law enforcement falls in social issues that states, "The fact is, of course, that even under the most favorable circumstances, the ability of the police to act against crime is limited. The police did not create and cannot resolve the social conditions that stimulate crime. They did not start and cannot stop the convulsive social changes that are taking place in America. They do not enact the law they are required to enforce nor do they depose the criminals they arrest. The police are only one part of the criminal justice system, the criminal justice system is only one part of the government, and the government is only one part of our society." He introduced Mr. Shawn Eldridge, CPE Implementation Specialist, to present information to Council.

Mr. Eldridge introduced CPE colleague presenters as Mr. Christopher Mebius, Data Acquisition Manager, Ms. Lucy Odigie-Turley, Editorial Director, and Mr. Jiadi Chang, Community Engagement Coordinator. He said other colleagues on hand to answer any question that may arise include Dr. Kerry Mulligan Vice President of Data Driven Interventions and Mr. Michal Burbank, Senior Director of Law Enforcement Initiatives.

Mr. Eldridge said tonight Council will be presented information regarding CPE's partnership with NPD and department context; overview of the Data Gap Analysis; overview of Justice Navigator findings and resources; and next steps and recommendations. He said CPE conducts work powered by science; produces analyses identifying and reducing causes of racial disparities in public safety and advocates for large-scale and meaningful change; uses data to build a fairer and just system; partners with law enforcement and communities; and aims to bridge the divide of communication, intergenerational mistrust, and pain.

Mr. Eldridge said CPE and NPD have been working together since July 2018, and partnered to examine policing practices and behavior from January 1, 2016, to June 20, 2020, as well as to participate in the National Justice Database (NJD). The NJD is the largest collection of recorded police behaviors as it relates to the outcome of interaction with citizens with the idea to build trust and confidence back into the law enforcement community. He said CPE analyzed data provided by NPD with the goal of examining whether some racial groups in Norman experience more frequent or burdensome police contact than other groups, identifying any racial disparities in police interactions with the community, and providing areas for further investigation that NPD can use to address any identified disparities. The results of the study show racial disparities in NPD interactions with community members in use of force during the study period. He said NPD serves a community of roughly 128,000 people and employs over 164 sworn police officers.

Mr. Mebius said incident data requested from NPD includes: When - date/time; Where - street address/coordinates; Why - reason for stop, reason for search, etc.; What - arrest, use of force, citation, etc.; and Who - race, ethnicity, gender, etc. The Data Acquisition Team reviews the data and asks the department questions, such as what Column A represents, what do these values mean, and why are some data points missing? The Data Acquisition Team compiles a Data Gap Analysis to compare data provided to data requested and determines which research questions likely can be answered based on the data provided. Norman's Data Gap Analysis summary on traffic stops shows demographics (i.e., race, ethnicity, gender, etc.) of people stopped were available when a misdemeanor municipal ordinance violation occurred; however, the data did not include demographics for stops resulting in other dispositions (e.g., arrests, no action, etc.). In order to analyze stop data, CPE requires every stop, regardless of the result and the race of each person stopped.

Ms. Odigie-Turley said in regard to use of force, required data was provided for four out of five sets of analyses. Analyses by work unit and race was not possible because the following variables were not available, 1) patrol beat (A, B, etc.) and 2) officer assignment (patrol, traffic, enforcement, etc.). When analyzing use of force, key questions include the following:

- Who was subjected to force?
- Was there a difference between racial groups in the rate and types of force?
- How much of the racial disparity can be explained by crime rates, poverty rates, and neighborhood demographics?
- How much of the racial disparity is not explained by these three factors?

Between 2016 and 2019, NPD recorded a total of 267 use of force incidents and the number of use of force incidents recorded each year with complete data varies from a low of 49 in 2016, to a high of 65 in 2019. The use of force incidents by racial group includes 17% of all use of force incidents recorded between 2016 and 2020 were against black people who made up 4.7% of the population of Norman; 3.4% of all use of force incidents recorded between 2016 and 2020 were against Latinx people, who made up 8% of the population of Norman; 4.1% of all use of force incidents recorded between 2016 and 2020 were against Native people, who made up 3.6% of the population of Norman; and 71% of all use of force incidents recorded between 2016 and 2020 were against white people, who made up 72% of the population of Norman.

Statistical analysis showed that neighborhood crime rates, poverty, and share of black residents explained 50% of the frequency of use of force while 50% was not explained by these factors. Ms. Odigie-Turley said not all factors are in the control of the agency, but those in control of the agency may be a question of policy or culture. The most common force types recorded overall were Takedown, Taser Discharge, and Holds. Black people were more frequently subjected to force in incidents involving all of the three most commonly recorded force types, relative to their size in population.

Next steps include how to understand your local police department, a glossary of terms, which law enforcement agency or agencies work in the community, and identifying risk factors and develop targeted interventions.

Mr. Eldridge said CPE met with a wide range of community members, many of whom are involved with nonprofits, business, government, and community service. He said CPE intended to meet with as many community members as possible and made sure to meet with people from groups most impacted by disparities in policing. He said next steps will include diving deeper into the data, connecting with and listening to the community, and investing in existing resources.

Chief Foster said NPD accepts some of the CPE findings, but is disappointed the NJD platform does not provide additional information beyond what was made available in the open data portal since 2016. He said NPD has done some great work over the last few years that includes responding to 428,000 calls for service and within these calls of service, NPD used force 267 times, which is 0.6% of the time force was used. He said this number is so low, it cannot be said that it is representative of the larger community and the department staff is working with OU who have stated they would not be able to publish the findings due to the low numbers. He said the low number of incidents and low severity, shows that training and de-escalation strategies are working. He said officer's descriptive characteristics, such as age, years of employment, and race, played no role in the use of force, which again show great training and field supervision is the cause of consistency between age and years employed. He said in NPD's partnership with OU it was determined that racial disparity and use of force reports were found in three key areas, 1) calls for disturbance, 2) suspicious person call, and 3) call to a fight. He said suspicious person calls were really more disparity against whites and disparity of color happened in fight calls and disturbance calls. He said these low yearly totals show that NPD is 586 times more likely not to use force than to use force and on fight calls officers are 148 times more likely not to use force than to use force. This also shows that training and de-escalation strategies are working.

Chief Foster said NPD is trying to determine actions it can take that may reduce some of the disparities that are occurring in the community. He said one action can be reaching out to the community to improve relationships, and hopefully, reduce fear and mistrust. This is one reason for the recent restructure to form the Community and Staff Services Bureau and the Community Outreach Division within this Bureau is tasked with reaching out to the community and working with them to address crime, fear of crime, and other social harms in the community. He stressed that there are many things that contribute to disparities in policing, in medicine, in education, in social services, in government, etc. He said this does not necessarily mean there is something wrong with the people in an organization or with the organization itself. He said NPD is not afraid to put its data out there to work with its partners to determine if there are things it can do better and ways it can improve to make the community safer. What NPD does not like is some media outlets and individuals trying to sensationalize data and draw their own conclusions for attention or clicks on a website. He said all this does is induce more fear and separation in the community and that is not helping. He said nobody is perfect and NPD officers make mistakes, but when mistakes are made officers are held accountable based on a totality of the circumstances that happened. He said police officers are held to a very high standard and Norman employs some of the best police officers in the nation; however, NPD has fired or suspended officers when necessary. The goal is to make a safer and better community and citizens need to know NPD will continue to do everything possible to keep them safe regardless of any circumstance.

Councilmembers thanked Chief Foster and representatives of CPE for their presentation and some have concerns regarding the unexplained (50%) use of force data, but found the overall information helpful. Councilmember Lynn was disappointed in how the data was presented and suggested the same information could have been provided in a different form and would tell an entirely different story. They commended NPD for taking steps to address disparity issues.

Items submitted for the record

1. PowerPoint presentation entitled, "Norman Police Department: Justice Navigator Assessment," prepared by Center for Policing Equity dated December 14, 2021

* * * * *

The meeting was adjourned at 6:29 p.m.

ATTEST:

City Clerk

Mayor

CITY COUNCIL SPECIAL SESSION MINUTES

January 18, 2022

The City Council of the City of Norman, Cleveland County, State of Oklahoma, met in a Special Session at 5:00 p.m. hosted in the Municipal Building Council Chambers on the 18th day of January, 2022, And notice and agenda of the meeting were posted in the Municipal Building at 201 West Gray 48 hours prior to the beginning of the meeting.

PRESENT:	Councilmembers Foreman, Hall, Holman, Lynn, Peacock, Schueler, Studley, Tortorello, Mayor Clark
ABSENT:	None

Item 1, being:

CONSIDERATION OF ADJOURNING INTO AN EXECUTIVE SESSION AS AUTHORIZED BY OKLAHOMA STATUTES, TITLE 25 § 307(B)(3) TO DISCUSS THE ACQUISITION OF REAL PROPERTY IN CONNECTION WITH THE GROUNDWATER BLENDING PROJECT.

Motion to Adjourn. Moved by Councilmember Foreman. Seconded by Councilmember Peacock. Ayes: Mayor Clark, Councilmembers Foreman, Hall, Holman, Lynn, Peacock, Schueler, Studley, and Tortorello. Nays: None.

The City Council convened into Executive Session at 5:01 p.m. Ms. Kathryn Walker, City Attorney; Mr. Darrel Pyle, City Manager; and Mr. Rick Knighton, Assistant City Attorney, were in attendance at the Executive Session.

Motion to Reconvene. Moved by Councilmember Foreman. Seconded by Councilmember Peacock. Ayes: Mayor Clark, Councilmembers Foreman, Hall, Holman, Lynn, Peacock, Schueler, Studley, and Tortorello. Nays: None.

The Mayor declared the motion carried and the Special Session was reconvened at 5:45 p.m.

The Mayor said the acquisition of real property in connection with the Groundwater Blending Project was discussed in Executive Session. No action was taken and no votes were cast.

* * * * *

Item 2, being:

DISCUSSION REGARDING AFFORDABLE HOUSING OPPORTUNITIES.

Mr. Darrel Pyle, City Manager, said he recently met with Mr. Richard McKown regarding property he thought the City might be interested in purchasing for an affordable housing opportunity. He said the property is currently owned by the State of Oklahoma (Griffin land) and could accommodate a multi-family affordable housing project in Norman. He said Mr. McKown has a large portfolio on designs built by Ideal Homes and created renderings of the proposed project to present to Council. He said if Council wants to pursue this idea, Staff will take steps to bring this project to fruition.

Mr. McKown said a good friend of his created a really throwback multi-family idea and built it in the Plaza District of Oklahoma City. He said the multi-family unit looks like a single family home, but has four one bedroom units all with its own front door. He said he took his friend's idea and ran with it creating designs for a combination of one and two bedroom units. He said while this concept was initially created to be a luxury product, the fundamental bones of the project is building a nice, elegant, old school house with four sides and windows on all four sides, while still being a simple box design giving it elegance and symmetry. He said elevation and roof lines can easily be changed to create a real neighborhood feel, which is critical in affordable housing.

Mr. McKown said the Department of Housing and Urban Development (HUD) recently issued guidelines regarding focusing on financing six units or more housing projects because they want density with smaller multi-family units rather than large apartment structures. With that in mind, he began working on plans for six units in one multi-family home architectural style.

Mr. McKown said there is an incorrect assumption among the public that multi-family buildings have more cost saving efficiency than a single family home, but that is not true because a 24-unit structure requires a common area and stairs made of steel and concrete that is costlier to build as well as costlier to operate and maintain. The denser the building, the costlier the square per foot and that is the opposite of what the public perceives. He said his design concept keeps things simple and cost efficient by not having a common area, stairs, or balconies to maintain. He highlighted design concepts as a two bed, one bath option (can do a two bed, two bath option if needed) or a three bed, two bath option. He said these products are not currently being built so a lot of market research will be needed in order to get the product right, but the idea is to build something that can be constructed in incremental stages as needed by demand. He said incremental staging also allows architects and builders learn from each product so they can improve on the next product.

Mr. McKown said he was proposing building this product as an expansion to the tiny homes provided at Food and Shelter for Friends on Reed Street. He said approximately 320 affordable housing units can be constructed in the area with enough room for a zero barrier shelter in the future. (The overall thought process for a zero barrier shelter is to get as many people off the streets as possible where everyone is welcome. These shelters remove every reason that might keep someone from coming to the shelter, i.e., no identification required, pets are welcome, no background checks required, and sobriety is not a requirement).

Item 2, continued:

Mr. McKown said he is open to suggestions from Council and Staff on the architectural styles, arrangement of units, number of units, types of units, etc.

Mr. Pyle said the State is sending him appraisals on all available property they are willing to sell and they also discussed what entity needs to own such a project, but no one showed interest so he reached out to the Norman Housing Authority (NHA) who have stated interest in being the property manager. He said HUD could be a source of financing as well as using American Rescue Plan Act (ARPA) funds to help buy down the cost to make the units more affordable. He said the City does not have the Staff or ability to own, maintain, or operate such a large project. He asked if Staff is on the right track in helping Council achieve its goal of investing in affordable housing in Norman.

Councilmembers felt this project would be very appropriate for the proposed area, but wants to continue efforts for addressing affordable housing issues. They thanked Mr. McKown for his presentation.

Mr. Pyle said Staff has been actively searching and will continue to actively search for locations for affordable housing, but felt what was proposed tonight would be a rare opportunity for an affordable housing solution right now.

* * * * *

ADJOURNMENT

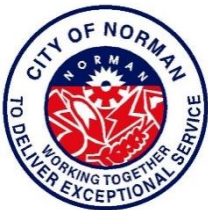
The Mayor adjourned the meeting at 6:30 p.m.

* * * * *

ATTEST:

City Clerk

Mayor



CITY OF NORMAN, OK CITY COUNCIL REGULAR MEETING

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069
Tuesday, February 08, 2022 at 6:30 PM

MINUTES

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, retaliation, 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.

CALL TO ORDER

Mayor Clark Called the Meeting to Order at 6:30 p.m.

ROLL CALL

PRESENT

Mayor Clark

Councilmember Ward 1 Brandi Studley

Councilmember Ward 2 Lauren Schueler

Councilmember Ward 3 Kelly Lynn

Councilmember Ward 4 Lee Hall

Councilmember Ward 5 Rarchar Tortorello

Councilmember Ward 6 Elizabeth Foreman

Councilmember Ward 7 Stephen Holman

Councilmember Ward 8 Matthew Peacock

PLEDGE OF ALLEGIANCE

Mayor Clark led the Pledge of Allegiance.

APPROVAL OF MINUTES

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

CITY COUNCIL MINUTES OF JANUARY 18, 2022

NORMAN UTILITIES AUTHORITY MINUTES OF JANUARY 18, 2022

NORMAN MUNICIPAL AUTHORITY MINUTES OF JANUARY 18, 2022

NORMAN TAX INCREMENT FINANCE AUTHORITY MINUTES OF JANUARY 18, 2022

Motion made by Councilmember Ward 8 Peacock, Seconded by Councilmember Ward 6 Foreman.

Voting Yea: Mayor Clark, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Hall, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

Items submitted for the record

1. Staff Report dated February 8, 2022, from Brenda Hall, City Clerk
2. City Council minutes of January 18, 2022
3. Norman Utilities Authority minutes of January 18, 2022
4. Norman Municipal Authority minutes of January 28, 2022
5. Norman Tax Increment Finance Authority minutes of January 18, 2022

The Minutes Were Approved.

* * * * *

PROCLAMATIONS

2. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2122-20: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE MONTH OF FEBRUARY, 2022, AS BLACK HISTORY MONTH IN THE CITY OF NORMAN.

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

Voting Yea: Mayor Clark, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Hall, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

Items submitted for the record

1. Staff Report dated February 8, 2022, from Cinthya Allen, Chief Diversity and Equity Officer
2. Proclamation P-2122-20

Item 2, continued:

Participants in discussion

1. Mr. Adrian Francisco, Norman Resident and Norman Regional Health System Clinic Manager, accepted the proclamation and thanked the Council

Receipt of the Proclamation was Acknowledged.

* * * * *

3. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2122-21: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING FEBRUARY 1 THROUGH FEBRUARY 15, 2022, AS LUNAR NEW YEAR IN THE CITY OF NORMAN.

Motion made by Councilmember Ward 4 Hall, Seconded by Councilmember Ward 6 Foreman.

Voting Yea: Mayor Clark, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Hall, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

Items submitted for the record

1. Staff Report dated February 8, 2022, from Cinthya Allen, Chief Diversity and Equity Officer
2. Proclamation P-2122-21

Participants in discussion

1. Ms. BinRo Lee, Norman Resident and President of the Oklahoma Chinese Association, accepted the proclamation and thanked the Council

Receipt of the Proclamation was Acknowledged.

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4. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2122-22: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THURSDAY, FEBRUARY 17, 2022, AS RANDOM ACTS OF KINDNESS DAY IN THE CITY OF NORMAN.

Motion made by Councilmember Ward 7 Holman, Seconded by Councilmember Ward 2 Schueler.

Voting Yea: Mayor Clark, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Hall, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

Item 4, continued:

Items submitted for the record

1. Staff Report dated February 8, 2022, from Cinthya Allen, Chief Diversity and Equity Officer
2. Proclamation P-2122-22

Participants in discussion

1. Ms. Mariann Lawson, Vice-President and Spend Life Wisely Ambassador at First United Bank, accepted the proclamation and thanked the Council

Receipt of the Proclamation was Acknowledged.

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COUNCIL ANNOUNCEMENTS

Summit Lakes Dam. Councilmember Studley said she had received emails regarding issues with the Summit Lakes Dam and said she thought the issues had been resolved and expressed frustration. She said construction costs have steadily increased and the overage is approximately \$400,000. She has reached out to the City Attorney and the Public Works Director to find a solution. She said this problem has existed since 2011 and asked constituents to be patient.

*

Crisis Response Unit. Councilmember Studley said she is a little disappointed in the Cleveland County Sheriff's Department and the Crisis Response Unit (CRU) assisting the Norman Police Department with homelessness. She said they had made some good progress with some of our homeless community; however, today the CRU was at the Canadian River with a drone taking pictures of encampments. She knows that this area is a public space but just because it is legal does not make it right.

*

Disturbing Email. Councilmember Studley said the City Council and the Mayor received an email regarding an exchange between a Councilmember and a Norman resident that is quite concerning and she read the email to the audience.

Councilmember Lynn said if people choose to believe any of the nonsense in the letter, he does not know what to tell them. He expressed appreciation for the Norman Police Department and the District Attorney for fully investigating the problem. He forgives the author for sending the letter. He fears that this could happen to any elected official who goes out in public.

*

Council Announcements, continued:

Dutch Bros Coffee. Councilmember Schueler said several constituents have called her regarding Dutch Bros Coffee on Main Street since its Grand Opening. She said there are traffic concerns on Gatewood Drive and Ann Arbor Drive. She said City Staff is aware of these issues and there are plans for installing signage on Gatewood Drive to address blocking residents' driveways. She said Staff plans to wait approximately 30 days after the grand opening period to see if the traffic concerns still persist. She encouraged residents to reach out to her by emailing her at ward2@normanok.gov or text her at 405-876-9196 with pictures to provide information about what is going on. She said we are all excited that the business is doing well; however, the business needs to operate in good faith with the neighbors.

*

Election Today. Councilmember Schueler thanked Norman residents for voting today.

Councilmember Lynn said he appreciated all of the candidates that have been campaigning for this election. He respects anyone who is willing to put their neck out for the community.

Councilmember Foreman said today is Election Day and thanked those who had voted. She thanked Ward 6 for allowing her to serve the last year and a half and if she is re-elected she will get to serve them again and if not, she humbly accepts the will of the people.

Councilmember Ward 7 Holman said there are three more minutes until the polls close. He said local elections are the most important to local government and local government had the most direct impact on residents' daily lives and in many cases, local elections can be decided by just a few votes. He said the first time he ran for office, he lost by 21 votes and then two years later, he won by 28 votes. He urged people to find out when the next election is and be prepared to vote. He thanked everyone who voted today and those who were on the ballot.

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Center City Administrative Delay Ad Hoc Committee. Councilmember Hall announced that the second meeting of the Center City Administrative Delay Ad Hoc Committee would be Thursday, February 10th, at 11:30 a.m.

*

City Council Oversight Committee. Councilmember Hall said that the City Council Oversight Committee would be meeting on Thursday, February 10th, at 4:00 p.m.

*

Ribbon Cutting Ceremony for the Transit/Public Safety and Park Maintenance Facilities. Councilmember Hall said the Ribbon Cutting Ceremony for the Transit/Public Safety and Park Maintenance Facilities will be Friday, February 11th, at 3:00 p.m. She said Council is looking forward to celebrating this occasion.

*

Council Announcements, continued:

Second Friday Art Walk. Councilmember Hall said she was excited about the return of the Second Friday Art Walk in historic downtown Norman on Friday, February 11th, from 6:00-9:00 p.m.

*

Councilmember Foreman's Daughter. Councilmember Foreman said her daughter is attending the meeting tonight and witnessing democracy in action. She told her she loved her.

*

Household Hazardous Waste Facility. Councilmember Holman said Staff has done amazing work to get the new Household Hazardous Waste Facility open. He said in the past the City of Norman would hold an event annually for people to bring in all of their household hazardous waste. Now all Norman residents are able to take household hazardous waste materials to this facility any time. He said a person can go online or call and make an appointment to drop off their paint, oil, etc. He said the facility is south of Highway 9 on Chautauqua Avenue by the Water Reclamation Facility and the Animal Welfare Center.

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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 5 through Item 16 be placed on the consent docket.

Motion made by Councilmember Ward 6 Foreman, Seconded by Councilmember Ward 8 Peacock.

Voting Yea: Mayor Clark, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Hall, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

Item 5 through Item 16 Were Placed on the Consent Docket.

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5. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2122-33 UPON FIRST READING BY TITLE:
AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 460 OF CHAPTER 22 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE LOTS THIRTY-TWO (32), AND THIRTY-THREE (33), LESS THE EAST 25 FEET THEREOF, BLOCK THIRTEEN (13), OF M.C. RUNYAN SUBDIVISION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE C-3, INTENSIVE COMMERCIAL DISTRICT, AND PLACE SAME IN THE SPUD, SIMPLE PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (115 SOUTH PETERS AVENUE)

Motion made by Councilmember Ward 4 Hall, Seconded by Councilmember Ward 8 Peacock.

Voting Yea: Mayor Clark, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Hall, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

Items submitted for the record

1. Staff Report dated February 8, 2022, from Jane Hudson, Director of Planning and Community Development
2. Ordinance O-2122-33
3. Location map
4. Application for Simple Planned Unit Development revised December 21, 2021, for 115 South Peters Avenue with Exhibit A, Legal Description of the Property; Exhibit B, Site Development Plan; and Exhibit C, Permissible Uses
5. Planning Commission Staff Report dated January 13, 2022
6. Pertinent excerpts of Planning Commission minutes of January 13, 2022

Ordinance O-2122-33 was Adopted Upon First Reading by Title.

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Appointments

Item 2.

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

ADA CITIZENS ADVISORY COMMITTEE

TERM: 02-08-22 TO 05-28-22: DECEMBER AMBOS, WARD 6

BICYCLE ADVISORY COMMITTEE

TERM: 02-13-22 TO 02-13-25: OLGA CAULFIELD, WARD 6

TERM: 02-13-22 TO 02-13-25: MICHAEL DICK, WARD 2

TERM: 02-13-22 TO 02-13-25: NATHAN BARRON, WARD 7

TERM: 02-08-22 TO 02-13-24: BRIANN ZIMMERMANN, WARD 2

BOARD OF APPEALS

TERM: 02-08-22 TO 02-03-26: LEANNA RICHTER, WARD 4

TERM: 02-03-22 TO 02-03-26: JON HORN, WARD 3

BOARD OF PARKS COMMISSIONERS

TERM: 01-01-2022 TO 01-01-2025: CHRISTOPHER MOXLEY, WARD 3

TERM: 01-01-2022 TO 01-01-2025: ALLISON MAY, WARD 5

TERM: 01-01-2022 TO 01-01-2025: KRISTI ISACKSEN, WARD 2

GREENBELT COMMISSION

TERM: 02-08-2022 TO 07-13-2022: ZACH DUFRAN, WARD 2

NORMAN FORWARD CITIZENS FINANCE OVERSIGHT BOARD

TERM: 02-08-2022 TO 12-22-2023: ANDY SHERRER, WARD 3

PLANNING COMMISSION

TERM: 02-08-2022 TO 11-01-2022: SHAUN AXTON, WARD 1

PUBLIC SAFETY OVERSIGHT COMMITTEE

TERM: 02-10-2022 TO 02-10-25: MIKE RAINER, WARD 7

SOCIAL AND VOLUNTARY SERVICES COMMISSION

TERM: 12-09-2021 TO 12-09-24: VICTORIA HARRISON, WARD 2

TERM: 02-08-2022 TO 12-09-2024: KEVIN WOODFORK, II, WARD 8

TERM: 12-09-2021 TO 12-09-2024: ANN WAY, WARD 1

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

Voting Yea: Mayor Clark, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Hall, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

Items submitted for the record

1. Staff Report dated February 8, 2022, from Brenda Hall, City Clerk

Receipt of the Appointments Were Acknowledged.

* * * * *

Donation

7. CONSIDERATION OF ACCEPTANCE OF A DONATION IN THE AMOUNT OF \$500 FROM THE J.M. WILLIAMS REVOCABLE TRUST TO THE NORMAN FIRE DEPARTMENT AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT.

Motion made by Councilmember Ward 4 Hall, Seconded by Councilmember Ward 8 Peacock.

Voting Yea: Mayor Clark, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Hall, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

Items submitted for the record

1. Staff Report dated February 8, 2022, from Travis King, Fire Chief

The Donation Was Accepted.

* * * * *

Surplus/Obsolete

8. CONSIDERATION OF DECLARATION, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF SURPLUS AND/OR OBSOLETE EQUIPMENT AND MATERIALS AND AUTHORIZING THE DISPOSAL THEREOF.

Motion made by Councilmember Ward 4 Hall, Seconded by Councilmember Ward 8 Peacock.

Voting Yea: Mayor Clark, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Hall, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

Items submitted for the record

1. Staff Report dated February 8, 2022, from Frederick Duke, Procurement Analyst
2. Memorandum dated January 26, 2022, from Lieutenant Aaron Lancaster, Special Investigations Section, to Chief Kevin Foster, Chief of Police
3. Inventory of Items for Disposal

The Equipment and Materials Were Declared Surplus and/or Obsolete and the Disposal Thereof was Authorized.

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9. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF NORMAN RURAL CERTIFICATE OF SURVEY COS-2122-6: FOR FOUR D ACRES WITH A VARIANCE IN THE MINIMUM ACREAGE REQUIREMENT AND EASEMENTS E-2122-28 AND E-2122-29. (LOCATED ON THE SOUTH SIDE OF EAST ROCK CREEK ROAD APPROXIMATELY ONE-QUARTER MILE WEST OF 60TH AVENUE NE.)

Motion made by Councilmember Ward 4 Hall, Seconded by Councilmember Ward 8 Peacock.

Voting Yea: Mayor Clark, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Hall, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

Items submitted for the record

1. Staff Report dated February 8, 2022, from Ken Danner, Subdivision Development Manager
2. Location map
3. Norman Rural Certificate of Survey COS-2122-6
4. Easement E-2122-28
5. Easement E-2122-29
6. Four D Acres Certificate of Survey Variance Request
7. Plot Plan
8. Greenbelt Commission Final Comments
9. Planning Commission Staff Report dated November 18, 2021
10. Pertinent excerpts from Planning Commission minutes of November 18, 2021

Norman Rural Certificate of Survey COS-2122-6 Was Approved with a Variance in the Minimum Acreage Requirement and Easements E-2122-28 and E-2122-29 Were Accepted.

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10. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF NORMAN RURAL CERTIFICATE OF SURVEY COS-2122-7: FOR DENVER ESTATES WITH A VARIANCE IN THE PRIVATE ROAD WIDTH REQUIREMENT FROM 20 FEET TO 12 FEET AND IN THE MINIMUM ACREAGE REQUIREMENT FOR ALL FOUR LOTS AND EASEMENT. E-2122-30. (GENERALLY LOCATED ONE-QUARTER MILE NORTH OF EAST LINDSEY STREET ON THE EAST SIDE OF 108TH AVENUE SE.)

Motion made by Councilmember Ward 4 Hall, Seconded by Councilmember Ward 8 Peacock.

Voting Yea: Mayor Clark, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Hall, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

Items submitted for the record

1. Staff Report dated February 8, 2022, from Ken Danner, Subdivision Development Manager
2. Location map
3. Norman Rural Certificate of Survey COS-2122-7
4. Easement E-2122-30
5. Greenbelt Commission Final Comments
6. Variance Request dated December 1, 2021, from Timothy G. Pollard, Pollard and Whited Surveying, Inc., to City of Norman Planning Commission and City of Norman Staff Members
7. Planning Commission Staff Report dated December 9, 2021
8. Pertinent excerpts from Planning Commission minutes of December 9, 2021

Norman Rural Certificate of Survey COS-2122-7 Was Approved with a Variance in the Private Road Width Requirement from 20 Feet to 12 Feet and a Variance in the Minimum Acreage Requirement for All Four Lots and Easement E-2122-30 was accepted.

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Contracts

11. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT NO. TWO TO CONTRACT K-1718-110: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND SCIENS, L.L.C., INCREASING THE CONTRACT AMOUNT BY \$36,800 FOR A REVISED CONTRACT AMOUNT OF \$407,601 TO PROVIDE ADDITIONAL CONSULTING SERVICES TO PROVIDE ADDITIONAL TIME FOR THE IMPLEMENTATION, TESTING, AND SOFTWARE UPGRADES FOR THE PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT.

Motion made by Councilmember Ward 4 Hall, Seconded by Councilmember Ward 8 Peacock.

Voting Yea: Mayor Clark, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Hall, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

Items submitted for the record

1. Staff Report dated February 8, 2022, from Kari Madden, IT Manager Business Systems and Development
2. Letter dated August 24, 2021, from Ernest Pages, Partner, Sciens, L.L.C., to Kari Keeler-Madden, Network Operations Manager
3. Amendment No. Two to Contract K-1718-110

Amendment No. Two to Contract K-1718-110 was Approved.

* * * * *

12. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT NO. TWO TO CONTRACT K-1920-33: BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND CLEAN EARTH OF ALABAMA, INC., INCREASING THE CONTRACT AMOUNT BY \$63,965 FOR A REVISED CONTRACT AMOUNT OF \$181,025.40 TO ADD A PAINT COLLECTION EVENT FOR THE CITIZENS OF NORMAN.

Acting as the Norman Utilities Authority

Motion made by Trustee Ward 4 Hall, Seconded by Trustee Ward 8 Peacock.

Voting Yea: Vice-Chairman Holman, Trustee Ward 1 Studley, Trustee Ward 2 Schueler, Trustee Ward 3 Lynn, Trustee Ward 4 Hall, Trustee Ward 5 Tortorello, Trustee Ward 6 Foreman, Trustee Ward 7 Holman, Trustee Ward 8 Peacock

Items submitted for the record

1. Staff Report dated February 8, 2022, from Michele Loudenback, Environmental and Sustainability Manager
2. Amendment No. Two to Contract K-1920-33
3. Contract K-1920-33

Amendment No. Two to Contract K-1920-33 was Approved.

* * * * *

13. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER NO. ONE TO CONTRACT K-2021-90: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND D. OWEN CONSTRUCTION, L.L.C., DECREASING THE CONTRACT AMOUNT BY \$1,642.50 FOR A REVISED AMOUNT OF \$340,859.65 FOR THE FYE 2021 MERKLE CREEK DRAINAGE IMPROVEMENT PROJECT, FINAL ACCEPTANCE OF THE PROJECT, AND FINAL PAYMENT OF \$17,042.98.

Motion made by Councilmember Ward 4 Hall, Seconded by Councilmember Ward 8 Peacock.

Voting Yea: Mayor Clark, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Hall, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

Items submitted for the record

1. Staff Report dated February 8, 2022, from Jason Murphy, Stormwater Program Manager
2. Change Order No. One to Contract K-2021-90

Change Order No. One to Contract K-2021-90 was Approved, the Project Was Accepted, and Final Payment in the amount of \$17,042.98 was Approved.

* * * * *

14. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER NO. ONE TO CONTRACT K-2122-24: BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND SOUTHWEST WATER WORKS, L.L.C., INCREASING THE CONTRACT AMOUNT BY \$470,794 FOR A REVISED CONTRACT AMOUNT OF \$3,325,518.50 AND ADDING 75 CALENDAR DAYS TO THE CONTRACT FOR THE FLOOD AVENUE WATER LINE REPLACEMENT PROJECT.

Acting as the Norman Utilities Authority

Motion made by Trustee Ward 4 Hall, Seconded by Trustee Ward 8 Peacock.

Voting Yea: Vice-Chairman Holman, Trustee Ward 1 Studley, Trustee Ward 2 Schueler, Trustee Ward 3 Lynn, Trustee Ward 4 Hall, Trustee Ward 5 Tortorello, Trustee Ward 6 Foreman, Trustee Ward 7 Holman, Trustee Ward 8 Peacock

Items submitted for the record

1. Staff Report dated February 8, 2022, from Rachel Croft, Staff Engineer
2. Change Order No. One to Contract K-2122-24
3. Project location map

Change Order No. One to Contract K-2122-24 was Approved.

* * * * *

15. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER NO. TWO TO CONTRACT K-2122-33: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND G&S SIGN SERVICES INCREASING THE CONTRACT AMOUNT BY \$9,930 FOR A REVISED CONTRACT AMOUNT OF \$118,940 FOR THE WAYFINDING PHASE 1 UPGRADES TO LINDSEY STREET AND AROUND THE MUNICIPAL COMPLEX.

Motion made by Councilmember Ward 4 Hall, Seconded by Councilmember Ward 8 Peacock.

Voting Yea: Mayor Clark, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Hall, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

Items submitted for the record

1. Staff Report dated February 8, 2022, from David Riesland, Transportation Engineer
2. Change Order No. Two to Contract K-2122-33
3. Photographs of Wayfinding Signs

Change Order No. Two to Contract K-2122-33 was Approved.

* * * * *

16. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2122-89: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AND THE TRUSTEES OF THE NORMAN UTILITIES AUTHORITY APPROPRIATING \$684,000 FROM THE GENERAL FUND BALANCE AND \$576,000 FROM THE CAPITAL FUND BALANCE AND TRANSFERRING \$540,000 FROM SANITATION UTILITY EFFLUENT TRUCK WASH FACILITY PROJECT FOR THE CONSTRUCTION OF THE NORTH BASE PHASE 2 VEHICLE WASH FACILITY PROJECT

Acting as the City Council and the Norman Utilities Authority

Motion made by Councilmember Ward 4 Hall, Seconded by Councilmember Ward 8 Peacock.

Voting Yea: Mayor Clark, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Hall, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

Items submitted for the record

1. Staff Report dated February 8, 2022, from Paul D'Andrea, Capital Projects Engineer
2. Resolution R-2122-89
3. City Vehicle Wash Facility Information
4. Location map

Resolution R-2122-89 was Adopted.

* * * * *

NON-CONSENT ITEMS

17. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2122-88: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROVING AN APPEAL OF THE TEMPORARY ADMINISTRATIVE DELAY TO ALLOW THE SUBMITTAL OF A DEMOLITION APPLICATION FOR THE DWELLING STRUCTURE AT 201 WEST APACHE STREET.

Motion made by Councilmember Ward 4 Hall, Seconded by Councilmember Ward 8 Peacock.

Voting Yea: Mayor Clark, Councilmember Ward 3 Lynn, Councilmember Ward 5 Tortorello

Voting Nay: Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 4 Hall, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman; Councilmember Ward 8 Peacock

Item 17, continued:

Items submitted for the record

1. Staff Report dated February 8, 2022, from Jane Hudson, Director of Planning and Community Development
2. Resolution R-2122-88
3. Location map
4. Application for Temporary Administrative Delay dated January 28, 2022, from Micah Mattingly for property located at 201 West Apache Street
5. Center City Form Based Code Administrative Delay Appeal from Daniel E. Jones, General Counsel, DC Jones Holdings, L.L.C. for property located at 201 West Apache Street with Attachment A, Detailed Justification for Appeal
6. Demolition Permit Application received January 28, 2022, from Micah Mattingly for 201 West Apache Street
7. Photograph for 201 West Apache Street
8. Aerial Photograph of Property

Participants in discussion

1. Mr. Daniel Jones, General Counsel, DC Jones Holdings, L.L.C., co-applicant

Resolution R-2122-88 was Not Adopted.

* * * * *

MISCELLANEOUS COMMENTS

Grant Funding. Mr. Dan Munson, Ward 6, said recently the Federal Government passed an infrastructure bill and the Build Back Better Bill will soon be approved. He said the City of Norman has an opportunity to capture a lot of federal money. He said the City of Norman does a really good job obtaining grants and he would like the City to use some of the grant money on grant training.

*

Homicide at Warming Shelter. Mr. Dan Munson said he feels terrible for all of the families involved in the recent homicide at the Warming Shelter. He said recently three of the City Homeless Coordinators resigned. He asked if part of the reason that these City employees left the City is because they felt unsafe. He said installation of a camera was discussed when Council originally approved the lease for the current warming shelter. He did not think that camera had been installed and asked if that could have made that area safer. He asked staff to look at installing the camera to make it a safer area and it could possibly capture evidence of a crime.

*

Miscellaneous Discussion, continued:

Denial of Administrative Appeal for the Demolition of 201 West Apache Street. Mr. Daniel Jones, Ward 4, said the inside of the property at 201 West Apache Street is beyond repair and the cost of making the residence habitable would be 100% of the purchase price. He said the individual who lives in the house pulled a weapon on the surveyors when they came to look at the property. He said this is a structural issue and a safety issue because there has been a lot of police activity there. He wanted City Council to understand that this is not being done because he does not like the structure; it is a liability issue.

* * * * *

ADJOURNMENT

The Meeting Adjourned at 7:18 p.m.

City Clerk

Mayor

File Attachments for Item:

3. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF RESOLUTION R-2122-87: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AWARDED THE INAUGURAL JAMES O. HARP ENVIRONMENTAL RECOGNITION AWARD, IN CONJUNCTION WITH THE NORMAN ENVIRONMENTAL CONTROL ADVISORY BOARD.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 03/22/2022

REQUESTER: Michele Loudenback, Environmental and Sustainability Manager

PRESENTER: Michele Loudenback, Environmental and Sustainability Manager

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF RESOLUTION R-2122-87: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AWARDED THE INAUGURAL JAMES O. HARP ENVIRONMENTAL RECOGNITION AWARD, IN CONJUNCTION WITH THE NORMAN ENVIRONMENTAL CONTROL ADVISORY BOARD.

BACKGROUND: The Norman Environmental Control Advisory Board (ECAB) created the James O. Harp Environmental Recognition Award at their November 17, 2021, Board meeting in order to recognize exceptional environmental volunteerism that occurs throughout the City of Norman by Norman residents. During their January 19, 2022, they unanimously decided to present the inaugural award to its namesake, James O. Harp, posthumously.

DISCUSSION: James O. Harp had a passion for helping his community and actively volunteered for many Norman civic groups, including ECAB. Mr. Harp served on the ECAB Board for ten years, beginning in November 2011 and championed recycling, with an ultimate goal of finding a way to provide recycling services to the Norman business community. Though this goal has not yet been met, effort is still underway to find a plausible path to it. This is in part due to his dedication to the cause.

RECOMMENDATION: Staff recommends adoption of Resolution R-2122-87 and awarding Mr. Harp the inaugural James O. Harp Environmental Recognition Award.

R-2122-87

A RESOLUTION OF THE COUNCIL OF THE CITY OF
NORMAN, OKLAHOMA AWARDING THE INAUGURAL
JAMES O. HARP ENVIRONMENTAL RECOGNITION
AWARD, IN CONJUNCTION WITH THE NORMAN
ENVIRONMENTAL CONTROL ADVISORY BOARD.

- § 1. WHEREAS, the Norman Environmental Control Advisory Board (ECAB) acts in an advisory capacity with respect to, but not limited to, the following areas of environmental quality control: air pollution, water pollution, solid waste disposal, liquid waste disposal, noise; and
- § 2. WHEREAS, the City of Norman entrusts ECAB with the duties of educating and assisting the public on ways people can help implement environmental quality control plans and recommendations for the preservation of public health and the welfare of the City; and
- § 3. WHEREAS, volunteering one's time, talent and resources has been a significant part of our American heritage; and it is critical that we continue such a tradition of giving and sharing to preserve the quality of life for the residents of Norman; and
- § 4. WHEREAS, James O. Harp had a passion for helping his community by actively volunteering for community organizations such as First Baptist Church Norman, Norman Regional Health Foundation Board, Sooner Rotary Club, Legacy Rotary Club, and ECAB, beginning his term with ECAB in November 2011 and remaining an active Board member for 10 years.
- § 5. WHEREAS, James O. Harp led the charge for recycling program use and improvements,

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

- § 6. That the City of Norman, Oklahoma, in conjunction with the Norman Environmental Control Advisory Board, does hereby award the inaugural City of Norman James O. Harp Environmental Recognition Award to James O. Harp, posthumously.

PASSED AND ADOPTED THIS ___th day of _____, 2022.

Mayor

ATTEST:

City Clerk

File Attachments for Item:

4. CONSIDERATION OF ACKNOWLEDGING RECEIPT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2122-25: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING SUNDAY, APRIL 24TH, 2022, AS ARBOR DAY IN THE CITY OF NORMAN.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 03/22/2022

REQUESTER: Jason Olsen, Director of Parks and Recreation

PRESENTER: Don Menzie, Chair of the Norman Tree Board

ITEM TITLE: CONSIDERATION OF ACKNOWLEDGING RECEIPT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2122-25: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING SUNDAY, APRIL 24TH, 2022, AS ARBOR DAY IN THE CITY OF NORMAN.

P-2122-25

A PROCLAMATION OF THE MAYOR OF THE CITY
OF NORMAN, OKLAHOMA, PROCLAIMING
SUNDAY, APRIL 24, 2022, AS ARBOR DAY IN THE
CITY OF NORMAN.

- § 1. WHEREAS, Oklahoma has recognized Arbor Day through observance and ceremonies for more than 100 years; and
- § 2. WHEREAS, we recognize the importance of planting trees to beautify our parks and public places and around our homes and businesses; and
- § 3. WHEREAS, we recognize the environmental, social and economic benefits of trees such as providing shade; creating a sense of community and visually pleasing neighborhoods; reducing home heating and cooling costs, reducing air pollution, noise pollution and soil erosion; and enhancing property value and economic vitality of business areas; and
- § 4. WHEREAS, it is the purpose of Arbor Day to encourage the planting of trees in urban and rural areas, promote proper management of trees; and to remember the many benefits we receive from trees; and
- § 5. WHEREAS, Norman has been awarded for the twentieth consecutive year, **Tree City USA** status by the Arbor Day Foundation; and
- § 6. WHEREAS, the City of Norman Parks and Recreation and City Tree Board have scheduled an Arbor Day observance Friday, April 24th, 2022, at 3:00 p.m.in Andrews Park with a tree planting and presentation.

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

- § 7. Do hereby proclaim Sunday, April 24, 2022, as Arbor Day in the City of Norman and encourage all citizens to observe Arbor Day by planting an Oklahoma proven tree for the benefit of all citizens and that of future generations.

PASSED AND APPROVED this 22nd day of March, 2022.

Mayor

ATTEST:

City Clerk

File Attachments for Item:

5. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2122-24: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING FRIDAY, APRIL 22, 2022, AS EARTH DAY AND MARCH 19 THROUGH MAY 7, 2022, AS GREEN NORMAN ECOMONTH IN THE CITY OF NORMAN



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 03/22/2022

REQUESTER: Michele Loudenback

PRESENTER: Michele Loudenback, Environmental and Sustainability Manager

ITEM TITLE: CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2122-24: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING FRIDAY, APRIL 22, 2022, AS EARTH DAY AND MARCH 19 THROUGH MAY 7, 2022, AS GREEN NORMAN ECOMONTH IN THE CITY OF NORMAN

BACKGROUND:

EnterTextHere

DISCUSSION:

EnterTextHere

RECOMMENDATION:

EnterTextHere

P-2122-24

A PROCLAMATION OF THE MAYOR OF THE CITY OF
NORMAN, OKLAHOMA, PROCLAIMING FRIDAY, APRIL
22, 2022, AS EARTH DAY AND MARCH 19 THROUGH
MAY 7, 2022, AS GREEN NORMAN ECOMONTH IN THE
CITY OF NORMAN.

- § 1. WHEREAS, Senator Gaylord Nelson created Earth Day to increase environmental awareness and to highlight devastating effects of pollution to our air, water, and soil to the nation; and
- § 2. WHEREAS, twenty-two (22) million Americans celebrated the first Earth Day on April 22, 1970.
- § 3. WHEREAS, the City of Norman Parks and Recreation, Utilities, and Public Works Department have planned a series of events to celebrate this important milestone and provide Norman residents an opportunity to get involved; and
- § 4. Whereas, Friday, April 22, 2022 marks the 52nd Anniversary of Earth Day, and
- § 5. WHEREAS, March 19 through May 7 is recognized as Green Norman EcoMonth with free activities to be held at various locations across the city; and
- § 6. WHEREAS, the 19th Annual Earth Day Festival will be held in Andrews Park on Sunday, April 24, 2022, from noon to 5:00 p.m.; and
- § 7. WHEREAS, we encourage the community to come be a part of these free public events and learn new things about the world around us.

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

- § 8. Do hereby proclaim Friday, April 22, 2022, as Earth Day and March 19 through May 7, 2022, as Green Norman EcoMonth in the City of Norman and encourage our citizens to make a difference in our community: to think, reduce, reuse, recycle, replenish, restore, refresh, replant, rebuild, repurpose and respect.

PASSED AND APPROVED this 22nd day of February, 2022.

Mayor

ATTEST:

City Clerk

File Attachments for Item:

6. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RECEIPT OF THE FINANCE DIRECTOR'S INVESTMENT REPORT AS OF FEBRUARY 28, 2022, AND DIRECTING THE FILING THEREOF.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 03/22/2022

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 FEBRUARY 28, 2022, AND DIRECTING THE FILING THEREOF.

DATE: March 8, 2022

TO: City Council

FROM: Anthony Francisco, Director of Finance

REVIEWED BY: Clint Mercer, Chief Accountant

PREPARED BY: Debbie Whitaker, Municipal Accountant III

SUBJECT: Breakdown of Interest Earnings by Fund

FUND	MONTHLY COMPARISON						ANNUAL COMPARISON			
	MONTHLY BUDGETED INTEREST EARNINGS FYE22	MONTHLY INTEREST EARNINGS February 2022	MONTHLY % INCREASE (DECREASE)	MONTHLY INTEREST % OF PORTFOLIO HOLDINGS	MONTH-END BALANCE February 2022	MONTHLY % OF PORTFOLIO HOLDINGS	ANNUAL BUDGETED INTEREST EARNINGS FYE22-YTD	INTEREST EARNINGS YTD FYE22	YTD % INCREASE (DECREASE)	YTD % PORTFOLIO HOLDINGS
GENERAL FUND	\$15,476	\$9,307	-39.86%	13.95%	14,415,733	4.91%	\$121,380	\$21,845	-82.00%	5.38%
NET REVENUE STABILIZATION	\$4,167	\$1,396	-66.50%	2.09%	4,194,514	1.43%	\$33,333	\$9,839	-70.48%	2.42%
PUBLIC SAFETY SALES TAX FUND	\$4,167	\$504	-87.91%	0.75%	10,816,701	3.68%	\$33,333	\$2,208	-93.38%	0.54%
HOUSING	N/A	\$6	100.00%	0.01%	3,923,201	1.34%	N/A	\$18	100.00%	0.00%
SPECIAL GRANTS FUND	N/A	\$257	100.00%	0.38%	13,528,354	4.60%	N/A	\$3,424	100.00%	0.84%
ROOM TAX FUND	\$208	\$18	-91.24%	0.03%	668,131	0.23%	\$1,667	\$897	-46.20%	0.22%
SEIZURES	\$42	\$431	935.28%	0.65%	1,341,991	0.46%	\$333	\$2,545	663.48%	0.63%
CLEET FUND	N/A	\$0	100.00%	0.00%	(2,214)	0.00%	N/A	\$0	100.00%	0.00%
TRANSIT & PARKING FUND	\$0	\$203	0.00%	0.30%	278,698	0.09%	\$0	\$1,054	0.00%	0.26%
ART IN PUBLIC PLACES FUND	N/A	\$1	100.00%	0.00%	807	0.00%	N/A	\$4	100.00%	0.00%
WESTWOOD FUND	\$625	\$552	-11.75%	0.83%	1,038,009	0.35%	\$5,000	\$1,732	-65.36%	0.43%
WATER FUND	\$10,000	\$11,861	18.61%	17.77%	40,655,959	13.84%	\$80,000	\$84,087	5.11%	20.70%
WASTEWATER FUND	\$4,167	\$3,255	-21.88%	4.88%	10,344,978	3.52%	\$33,333	\$23,594	-29.22%	5.81%
SEWER MAINTENANCE FUND	N/A	\$4,351	100.00%	6.52%	12,694,845	4.32%	N/A	\$29,307	100.00%	7.22%
DEVELOPMENT EXCISE	\$5,833	\$2,248	-61.46%	3.37%	7,275,316	2.48%	\$46,667	\$16,483	-64.68%	4.06%
SANITATION FUND	\$25,000	\$5,545	-77.82%	8.31%	15,795,805	5.38%	\$200,000	\$40,367	-79.82%	9.94%
RISK MANAGEMENT FUND	N/A	\$697	100.00%	1.05%	1,258,619	0.43%	N/A	\$6,672	100.00%	1.84%
CAPITAL PROJECTS FUND	\$58,333	\$9,365	-83.95%	14.03%	63,993,154	21.78%	\$266,667	\$66,390	-75.10%	16.35%
NORMAN FORWARD SALES TAX	\$1,250	\$10,972	777.78%	16.44%	64,313,845	21.89%	\$10,000	\$74,578	645.78%	18.36%
PARKLAND FUND	\$833	\$274	-67.17%	0.41%	786,534	0.27%	\$6,667	\$2,119	-68.22%	0.52%
UNP TAX INCREMENT DISTRICT	\$2,000	\$106	-94.72%	0.16%	10,750,081	3.66%	\$320,000	\$752	100.00%	0.19%
CENTER CITY TAX INCREMENT DIST	N/A	\$193	0.00%	0.29%	578,297	0.20%	N/A	\$1,171	100.00%	0.29%
SINKING FUND	\$2,083	\$4,853	132.94%	7.27%	14,170,944	4.82%	\$16,667	\$14,709	-11.74%	3.62%
SITE IMPROVEMENT FUND	N/A	\$17	100.00%	0.03%	50,331	0.02%	N/A	\$123	100.00%	0.03%
TRUST & AGENCY FUNDS	N/A	\$3	100.00%	0.01%	9,697	0.00%	N/A	\$24	100.00%	0.01%
ARTERIAL ROAD FUND	N/A	\$317	100.00%	0.47%	917,339	0.31%	N/A	\$2,220	100.00%	0.55%
	<u>\$134,184</u>	<u>\$66,729</u>	<u>-50.27%</u>	<u>100.00%</u>	<u>293,799,669</u>	<u>100.00%</u>	<u>\$1,175,047</u>	<u>\$406,163</u>	<u>-65.43%</u>	<u>100.00%</u>

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 \$293.8 million as of 02/28/22 are represented by working capital cash balances of all City funds of approximately \$130.94 million, outstanding encumbrances of \$53.49 million, General Obligation Bond proceeds of \$44.26 million, NUA revenue bond proceeds of \$7.94 million, NMA bond proceeds of \$45.02 million, and UNP TIF reserve amounts of \$12.15 million.

INVESTMENT BY TYPE

February 28, 2022

LIST BY TYPE	SEC. NO.	PURCHASED	MATURITY	YIELD	EARNED INTEREST	COST	MARKET
**Checking							
BANK OF OKLAHOMA	GEN'L DEP.			0.15%	\$5,289.53	\$50,452,091.37	\$50,452,091.37
BANK OF OKLAHOMA	WARRANTS PAYABLE					(\$1,559,723.74)	(\$1,559,723.74)
BANK OF OKLAHOMA	PAYROLL					(\$1,633,346.70)	(\$1,633,346.70)
BANK OF OKLAHOMA	COURT BOND REFUNDS					\$108,888.62	\$108,888.62
BANK OF OKLAHOMA	INSURANCE CLAIMS					(\$304,607.85)	(\$304,607.85)
BANK OF OKLAHOMA	LOCK BOX					\$1,464,763.82	\$1,464,763.82
BANK OF OKLAHOMA	RETURN CHECKS					(\$7,621.61)	(\$7,621.61)
BANK OF OKLAHOMA	PARKS					\$0.00	\$0.00
BANK OF OKLAHOMA	FLEXIBLE SPENDING					(\$13,270.17)	(\$13,270.17)
BANK OF OKLAHOMA	CDBG-CV			0.03%	\$5.57	(\$18,496.50)	(\$18,496.50)
**Subtotal					\$5,295.10	\$48,488,677.24	\$48,488,677.24
**Money Market							
BANCFIRST-NUA	MONEY MKT.			0.37%	\$2.24	\$939,508.99	\$939,508.99
BANCFIRST-NMA Room Tax	MONEY MKT.			0.06%	\$18.24	\$3,984,990.14	\$3,984,990.14
BANCFIRST-NUA Water	MONEY MKT.			0.37%	\$26.42	\$6,235,023.63	\$6,235,023.63
BANCFIRST-NUA Clean Water	MONEY MKT.			0.06%	\$2.07	\$768,839.59	\$768,839.59
BANCFIRST-NMA PSST	MONEY MKT.			0.37%	\$40.34	\$9,094,299.74	\$9,094,299.74
BANCFIRST-NMA Norman Forward	MONEY MKT.			0.37%	\$161.87	\$30,444,866.03	\$30,444,866.03
BANCFIRST-NMA ERP Financing	MONEY MKT.			0.37%	\$5.92	\$1,496,678.83	\$1,496,678.83
BANK OF OKLAHOMA UNP TIF	MONEY MKT.			0.01%	\$105.56	\$12,142,934.12	\$12,142,934.12
BANK OF OKLAHOMA ARPA	MONEY MKT.			0.03%	\$252.70	\$10,980,836.78	\$10,980,836.78
BANK OF OKLAHOMA-Westwood	MONEY MKT.			0.15%	\$551.56	\$0.00	\$0.00
BANK OF OKLAHOMA-CW	MONEY MKT.			0.15%	\$1.54	\$12,425.27	\$12,425.27
BANK OF OKLAHOMA	MONEY MKT.			0.15%	\$4.09	\$32,981.20	\$32,981.20
BANK OF OKLAHOMA	MONEY MKT.			0.15%	\$20.32	\$163,569.64	\$163,569.64
BANK OF OKLAHOMA-SW	MONEY MKT.			0.15%	\$0.00	\$6.77	\$6.77
BANK OF OKLAHOMA-Misty Lake	MONEY MKT.			0.03%	\$13.70	\$595,098.79	\$595,098.79
BANK OF OKLAHOMA-2015	MONEY MKT.			0.15%	\$237.06	\$1,907,738.66	\$1,907,738.66
BANK OF OKLAHOMA-2019A	MONEY MKT.			0.15%	\$705.29	\$5,603,894.74	\$5,603,894.74
BANK OF OKLAHOMA-2019B	MONEY MKT.			0.15%	\$1,929.99	\$15,475,555.99	\$15,475,555.99
BANK OF OKLAHOMA-2020A	MONEY MKT.			0.03%	\$176.11	\$7,625,779.97	\$7,625,779.97
BANK OF OKLAHOMA-2021	MONEY MKT.			0.03%	\$314.16	\$13,651,290.71	\$13,651,290.71
**Subtotal					\$4,569.18	\$121,156,319.59	\$121,156,319.59
**Sweep/Overnight							
BANK OF OKLAHOMA	ICS ACCT			0.03%	\$742.12	\$32,324,832.31	\$32,324,832.31
BANK OF OKLAHOMA PORTFOLIO	SHORT TERM			0.01%	\$34.82	\$4,984,839.99	\$4,984,839.99
**Certificate of Deposit							
FIRST FIDELITY BANK	CD	09/30/21	09/30/22	0.45%	\$31.25	\$250,000.00	\$250,000.00
GREAT NATIONS BANK	CD	09/30/21	09/30/22	0.45%	\$114.58	\$250,000.00	\$250,000.00
VALLIANCE BANK	CD	11/30/21	11/30/22	0.15%	\$31.25	\$250,000.00	\$250,000.00
FIRST NATIONAL BANK	CD	12/28/21	12/28/22	0.25%	\$52.08	\$250,000.00	\$250,000.00
**Subtotal					\$229.16	\$1,000,000.00	\$1,000,000.00
**U.S. Treasury Securities/Agency Securities							
FFCB	3133EMNU2	01/29/21	04/27/22	0.06%	531.87	7,500,000.00	\$7,494,075.00
US T-Note	912828XR6	05/31/19	05/31/22	2.04%	5,009.68	3,000,000.00	\$3,009,600.00
FHLB	313381BR5	12/31/19	12/09/22	1.61%	11,051.91	8,100,000.00	\$8,162,451.00
FFCB	3133EMKU5	01/29/21	12/14/22	0.11%	459.70	5,005,000.00	\$4,984,879.90
FHLMC	3134GXGQ1	01/29/21	12/15/22	0.06%	939.77	8,000,000.00	\$7,947,680.00
FNMA	3135G05T6	11/30/21	08/18/23	0.48%	2,498.42	6,500,000.00	\$6,413,030.00
US T-Note	9128284X5	06/29/21	08/31/23	2.75%	3,233.12	8,500,000.00	\$8,679,350.00
FHLB	3130A3VC5	12/31/19	12/08/23	1.62%	9,149.95	6,500,000.00	\$6,591,845.00
US T-Note	91282CBN0	06/30/21	12/28/23	0.13%	1,326.07	9,000,000.00	\$8,914,680.00
FFCB	3133ENLF5	01/28/22	01/18/24	1.17%	7,327.41	7,500,000.00	\$7,426,725.00
FHLB	3130A8HK2	11/30/21	06/14/24	0.70%	4,105.31	6,240,000.00	\$6,271,200.00
US T-Note	91282CCT6	01/31/22	08/15/24	1.27%	7,266.46	7,500,000.00	\$7,284,975.00
FHLB	3130A3GE8	01/28/22	12/13/24	1.41%	2,959.10	2,500,000.00	\$2,574,875.00
**Subtotal					55,858.77	85,845,000.00	\$85,755,365.90
TOTAL					66,729.15	293,799,669.13	\$261,385,202.72

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:

7. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE MONTHLY DEPARTMENTAL REPORT FOR THE MONTH OF FEBRUARY, 2022.



CITY OF NORMAN, OK STAFF REPORT

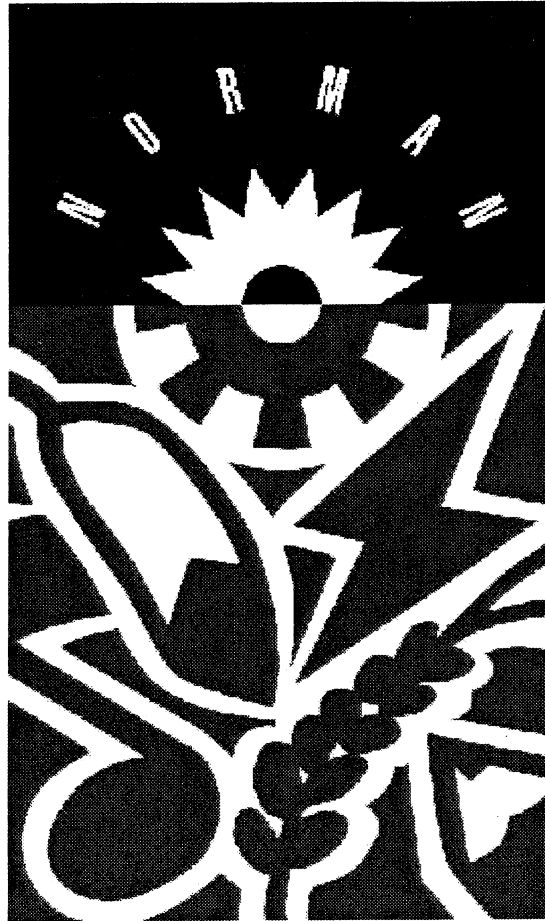
MEETING DATE: 03/22/2022

REQUESTER: Stacey Parker

PRESENTER: Stacey Parker, Executive Assistant

ITEM TITLE: CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE MONTHLY DEPARTMENTAL REPORT FOR THE MONTH OF FEBRUARY, 2022.

City of Norman



Monthly Departmental Report

February 2022

MONTHLY PROGRESS

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MONTHLY PROGRESS REPORTS

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CITY CLERK 1

CITY CLERK
MONTHLY PROGRESS REPORT
February 2022

ACTION CENTER				
DEPARTMENT	CALLS	CALLS YTD	ADDITIONAL CONTACTS	ADDITIONAL CONTACTS YTD
Animal Welfare	7	35	3	19
Bus Service	0	3	0	0
CDBG	3	66	1	18
City Clerk	68	536	3	61
City Manager/Mayor	3	42	8	30
City Wide Garage Sale	0	205	0	6
Code Enforcement	27	296	3	33
Finance	7	113	1	4
Fire/Civil Defense	1	14	1	3
Human Resources	5	24	0	0
I.T.	5	57	0	1
Legal	2	35	2	8
Line Maintenance	3	92	2	9
Municipal Court	7	34	0	0
Noise Complaint	0	0	0	0
Norman Forward Questions	0	0	0	0
Parks & Recreation	9	119	3	16
Permits/Inspections	42	279	0	15
Planning	7	102	2	6
Police/Parking	16	146	8	87
Public Works	9	87	3	13
Recycling	0	0	0	0
Sanitation	47	293	5	28
Sidewalks	0	5	0	3
Storm Debris	0	0	0	0
Storm Water	3	51	1	13
Streets	18	150	7	24
Street Lights	0	40	0	0
Traffic	11	118	1	7
Utilities	41	219	7	22
WC Questions	0	0	0	0
WC Violations	0	0	0	0
February Total: 402	341	3161	61	426

LICENSES

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

LICENSE TYPE	NUMBER	FYE	LICENSE TYPE	NUMBER	FYE
	ISSUED	YTD		ISSUED	YTD
Bee Keeper	0	0	Retail Beer	0	6
Brewer	0	0	Retail Spirits Store	0	1
Coin-Operated Devices	0	2	Retail Wine	0	6
Distiller	0	0	Salvage Yard	0	0
Food	7	34	Sidewalk Dining	0	0
Game Machines	0	8	Solicitor/Peddler (30 day)	1	8
Impoundment Yard	0	0	Solicitor/Peddler (60 day)	1	14
Kennel	0	0	Solicitor/Peddler (one day)	0	2
Medical Marijuana Dispensary	1	10	Special Event	0	3
Medical Marijuana Grower	1	23	Strong Beer & Wine/Winemaker	0	1
Medical Marijuana Processor	0	4	Taxi/Motorbus/Limousine	0	3
Medical Marijuana Testing Laboratory	0	0		0	0
Mixed Beverage	0	1	Temp Food (one day)	0	8
Mixed Beverage/Caterer	0	5	Temp Food (30 day)	1	12
Pawnbroker	0	0	Temp Food (180 day)	2	14
Pedicab	0	0	Transient Amusement	0	0
YTD License Total: 165	9	87		5	78

NEW ESTABLISHMENT LICENSES

NAME	ADDRESS	LICENSE TYPE(S)
Coop Cake	1724 Topeka Drive	Food Service License
Dickey's Barbeque Pit	115 12 th Ave. SE	Food Service License
Foresight Farms	12800 Stella Road	Medical Marijuana Grower
Katsu	1130 Rambling Oaks Drive Ste. 100	Food Service License
Next Level Nutrition	516 N. Porter Ave.	Food Service License
Nothing Bundt Cakes	2073 24 th Ave. NW	Food Service License
Proper Cannabis	1220 Classen Blvd #102	Medical Marijuana Dispensary
Boomarang Diner	1100 E. Constitution St. Suite 140	Food Service License
Kebabish Bites	283 34 th Ave SW	Food Service License

SOLICITOR/PEDDLER LICENSE

60 DAY	30 DAY	1 DAY
Chisholm Trail Roofing & Construction	Triple Diamond Construction	

TEMPORARY FOOD PERMITS

180 DAY	30 DAY	1 DAY
Destiny Ranch Beef	Yum Pig	
Super Taco Loco		

LAW SUITS FILED

DATE FILED	NAME	JUSTIFICATION	AMOUNT
02/07/2022	Brenda Etter	Alleged injuries incurred on November 5, 2020, due to her claim that a City vehicle driven by a Line Maintenance employee, struck her as she was riding a motorized scooter in the crosswalk at the intersection of 24th Avenue S.W. and Main Street. She alleges that City vehicle recklessly turn right to travel southbound onto 24 th Ave. from traveling Eastbound on Main street. Alleges that the Trailer attached to the vehicle a Ford F450 struck her. Tort Claim filed back on May 12 th , 2021 with an attached Traffic collision report.	\$100,000.00

CLAIMS FILED

DATE FILED	NAME	JUSTIFICATION	AMOUNT
02/10/2022	Bethel Baptist Church	Alleges that City of Norman Waste Truck Tag # 24165 drove north from Lindsey Street into the parking lot on the East side of Bethel Baptist Church, made a U-turn in the parking lot and proceeded south towards the exit to Lindsey street. The truck struck and lodged under a canopy overhang over the East pedestrian entry into the church. a portion of the underside of the overhang broke loose and fell, electrical can lights were dislodged, along with metal supports for the canopy. Norman police report filed and church submitted 3 estimates.	\$13,937.00

STUDY SESSION

On February 1, 2022, City Council met in Study Session to discuss the Continuum of Care Collaborative Applicant and a presentation on Pattern Zoning.

On February 15, 2022, City Council met in Study Session to discuss the FYE 2023 Capital Budget and the FYE 2023 - FYE 2026 Capital Improvements Plan and the Home Base final report.

FINANCE COMMITTEE

On February 17, 2022, the Finance Committee met to discuss and review the outside agency reports and/or request. Additionally, there was discussion regarding monthly revenue and expenditures reports and the report on open positions.

BUSINESS AND COMMUNITY AFFAIRS COMMITTEE

On February 3, 2022, the Business and Community Affairs Committee met to continue discussion regarding Streeteries in Downtown Norman.

COMMUNITY PLANNING & TRANSPORTATION COMMITTEE

On February 28, 2022, the Community Planning & Transportation Committee met to continue discussion regarding E-Scooters and Public Transit update.

OVERSIGHT COMMITTEE

On February 10, 2022, the Oversight Committee met to discuss the creation of the City of Norman Diversity Roundtable and the staff report on Homeless Activity.

CITY MANAGER 2

NORMAN FORWARD 2A

Memorandum

02.28.2022

To: Jason Olsen, The City of Norman Parks and Recreation

Page 2 of 5

Re: February 2022 Monthly Report

ADG Project No. 16-003

16. Monday, February 14, 2022 | 10:30 a.m. | Weekly N.F. Staff-ADG Coordination Mtg
 - a. Weekly discussion of project schedules, budgets, and critical issues
17. Tuesday, February 15, 2022 | 10:00 a.m. | YFAC - ADG/FSB Coordination
 - a. Meeting with FSB to facilitate coordination of contract documents
18. Tuesday, February 15, 2022 | 10:30 a.m. | YFAC – Budget Discussion
 - a. Meeting with GE Johnson to review bid numbers for finalizing GMP
19. Tuesday, February 15, 2022 | 2:00 p.m. | ECOC – Bi-Weekly Programming Meeting
 - a. Discussion of programming issues on the ECOC
20. Tuesday, February 15, 2022 | 3:00 p.m. | ECOC – Utilities Projects Discussion
 - a. Meeting with Utilities to discuss Line Maintenance site and shared site improvements
21. Wednesday, February 16, 2022 | 10:00 a.m. | Municipal Complex Development Center OAC Mtg
 - a. Bi-weekly discussion of project schedules, budgets, and critical issues
22. Thursday, February 17, 2022 | 8:45 a.m. | YFAC GMP #3 Discussion
 - a. Reviewed GMP with City of Norman and GE Johnson
23. Thursday, February 17, 2022 | 1:00 p.m. | YFAC OAC Meeting
 - a. Discussion of project schedule, budgets, and critical issues
24. Thursday, February 17, 2022 | 2:30 p.m. | Griffin Park Phase 5 OAC & Phase 6 Programming
 - a. Discussion of programming issues on Griffin Park
25. Thursday, February 17, 2022 | 3:00 p.m. | YFAC and Senior Center Budget Review
 - a. Met with City of Norman to go over YFAC and Senior Center project budgets, projected remaining GMPs
26. Friday, February 18, 2022 | 9:00 a.m. | Reaves Park OAC Meeting
 - a. Discussion of project schedule, budgets, and critical issues
27. Monday, February 21, 2022 | 10:30 a.m. | Weekly N.F. Staff-ADG Coordination Mtg
 - a. Weekly discussion of project schedules, budgets, and critical issues
28. Monday, February 21, 2022 | 1:30 p.m. | Norman Forward Annual Report
 - a. Discussed annual report and how ADG can contribute
29. Tuesday, February 22, 2022 | 10:00 a.m. | YFAC - ADG/FSB Coordination
 - a. Meeting with FSB to facilitate coordination of contract documents
30. Thursday, February 24, 2022 | 10:00 a.m. | YFAC IT / AV Meeting
 - a. Reviewed IT requirements with City of Norman IT
31. Thursday, February 24, 2022 | 2:30 p.m. | Senior Wellness Center Bi-Weekly Programming Meeting
 - a. Discussion of programming issues on the Senior Wellness Center Project
32. Thursday, February 24, 2022 | 3:30 p.m. | Senior Center After – Meeting Budget, Utilities, etc.
 - a. Discussed relocation of utilities on site
33. Monday, February 28, 2022 | 10:30 a.m. | Weekly N.F. Staff-ADG Coordination Mtg
 - a. Weekly discussion of project schedules, budgets, and critical issues
34. Monday, February 28, 2022 | 2:00 PM | YFAC – Civil Stormwater Options
 - a. FSB presented options for stormwater solutions at YFAC

Construction Observation Site Visits:

- a. Griffin, Phase 5: 4
- b. Municipal Complex, City Hall: 6
- c. Municipal Complex, Development Center: 6
- d. North Base: 8
- e. Young Family Athletic Center: 6

Memorandum

02.28.2022

To: Jason Olsen, The City of Norman Parks and Recreation

Page 3 of 5

Re: February 2022 Monthly Report

ADG Project No. 16-003

Memorandum

02.28.2022

To: Jason Olsen, The City of Norman Parks and Recreation

Page 4 of 5

Re: February 2022 Monthly Report

ADG Project No. 16-003

WORK ANTICIPATED THE UPCOMING MONTH (March 2022)

- Griffin Park
 - Phase 5: Construction underway
 - Phase 6: Design ongoing
- Central Library
 - Invoice clarification effort
- Reaves Park
 - Construction in progress
- North Base Complex
 - On-site interviews for Davis Bacon compliance
 - Finalizing punch list effort
 - Completion of outstanding work due to delays
- Young Family Athletic Center / Indoor Aquatic and Multi-Sport Facility
 - Bid Package #6 opening, following GMP #4 to be issued
 - Recurring weekly OAC meetings
- Senior Wellness Center
 - Value engineering on Bid Package 2
 - Schedule coordination based on construction budget alignment
 - Recurring bi-weekly OAC meetings
- Municipal Complex
 - Development Center: Asbestos abatement in progress
 - Municipal Courts: CD's underway, beginning to reengage as Development Center remobilizes
 - Building 201: Construction underway
 - FF&E inventory, selection, and layout underway
- Emergency Communications and Operations Center
 - Design development ongoing
- Continued Development of Standardized Contracts for Use with Architectural, Design, and Construction Consultants

PROJECT STATUS

- Griffin Park
 - a. Schedule: Phase V in construction, Phase VI in design
 - b. Budget: Within budget
 - a. Issues: No known issues
- Reaves Park
 - a. Schedule: Construction ongoing
 - b. Budget: Within budget
 - c. Issues: No known issues
- Young Family Athletic Center / Indoor Aquatic and Multi-Sport Facility
 - a. Schedule: Bid package #6 Bid Opening and GMP #4
 - b. Budget: Budget alignment in progress
 - c. Issues: Site utilities (stormwater and water line)
- Senior Wellness Center
 - a. Schedule: Value engineering bid package 2
 - b. Budget: Budget alignment in progress
 - c. Issues: Construction cost exceeds budget

FINANCE 3

CITY OF NORMAN

Department of Finance Monthly Report – February 2022

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

Treasury Division:

In the month of February, the Treasury Division processed 38,716 payments in person and over the phone, a decrease of -2.4% from last month. Paymentus (the City's 3rd party processor of online and automated telephone payments) processed 10,283 payments in February, a decrease of -6.7% from last month.

Utility Services Division:

The Meter Reading Division read 41,962 meters. Out of 77 meter reading routes, 68 (88%) were read within the targeted 30-day reading cycle. 74 routes (96%) were read by the 32nd day, and all routes were read by the 35th day. Thirty-two routes were estimated in February due to an ice storm.

General Fund Revenues & Expenditures:

When comparing General Fund revenue sources versus budgeted levels, revenues are above target for the month of February by 8%. Revenues from the City's largest single source of revenue, sales tax, are above target by 20.9% for the year to date and 23.6% above last fiscal year. Following is a summary table regarding General Fund revenues and expenditures to-date.

	FYE 22 Budget To Date	FYE 22 Actual To Date	FYE 21 Actual To Date	FYE 20 Actual To Date
Sales Tax Revenue	\$30,771,805	\$37,194,688	\$30,084,360	\$27,847,410
General Fund Revenue	\$59,224,837	\$63,964,825	\$64,482,231	\$52,334,945
General Fund Expenses	\$61,972,169	\$54,983,973	\$62,295,037	\$57,250,339

Administration Division

	FYE 22		FYE 21	
	February	YTD	February	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	320.00	2,720.00	320.00	2,720.00
Total Comp Time Available	9.75	72.00	0.75	17.50
Total Overtime Hours	0.00	0.50	2.00	2.00
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 329.75	 2,792.50	 322.75	 2,739.50
Benefit Hours Taken	44.00	486.00	48.75	601.00
 TOTAL ACCOUNTABLE STAFF HOURS	 285.75	 2,306.50	 274.00	 2,138.50
 PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 0.00	 0.00	 0.00	 0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
 TOTAL ACCOUNTABLE STAFF HOURS	 0.00	 0.00	 0.00	 0.00
 TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 0.00	 0.00	 0.00	 0.00

ACCOUNTING 3A

Accounting Division

	FYE 22		FYE 21	
	February	YTD	February	YTD
Total Regular Hours Available	1,120.00	8,712.00	960.00	8,160.00
Total Comp Time Available	0.50	27.50	7.75	21.75
Total Overtime Hours	5.25	130.00	53.00	184.50
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 1,125.75	 8,869.50	 1,020.75	 8,366.25
Benefit Hours Taken	165.25	1,484.50	121.25	1,223.50
 TOTAL ACCOUNTABLE STAFF HOURS	 960.50	 7,385.00	 899.50	 7,142.75
 PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 0.00	 0.00	 0.00	 0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
 TOTAL ACCOUNTABLE STAFF HOURS	 0.00	 0.00	 0.00	 0.00
 TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 0.00	 0.00	 0.00	 0.00

CITY REVENUE REPORTS

3B

City Revenue Report

	FYE 22 January	FYE 22 February	
Total Revenue Received (\$)	\$4,425,852	\$3,991,100	\$434,752
Utility Payments - Office (#)	39,655	38,716	939
Utility Payments - Office (\$)	\$3,926,847	\$3,697,391	\$229,456
Lockbox (#)	12,588	11,834	754
Lockbox (\$)	\$1,148,716	\$1,073,743	\$74,973
IVR Credit Card (#)	0	0	0
IVR Credit Card (\$)	\$0	\$0	\$0
Click to Gov (#)	0	0	0
Click to Gov (\$)	\$0	\$0	\$0
Paymentus (#)	\$11,020	\$10,283	\$737
Paymentus (\$)	\$1,344,844	\$1,196,671	\$148,173
UT Credit Card Payments (#)	0	0	0
UT Credit Card Payments (\$)	\$0	\$0	\$0
Art Donations (#)	0	0	0
Art Donations (\$)	\$0	\$0	\$0
Bank Draft Payments (#)	13,463	14,170	(707)
Bank Draft Payments (\$)	\$1,212,329	\$1,206,885	5,444
Utility Deposits (#)	0	0	0
Utility Deposits (\$)	\$0	\$0	\$0
Fix Payments (#)	0	0	0
Fix Payments (\$)	\$0	\$0	\$0
Processed Return Checks (#)	98	87	11
Processed Return Checks (\$)	(\$8,847)	(\$10,497)	\$1,650
Other Revenue Transactions (#)	0	0	0
Other Revenue Received (\$)	\$0	\$0	\$0
Accounts Receivable Payments (\$)	\$60,159	\$144,412	(\$84,253)
Accounts Receivable - Credit Card #	0	0	0
Accounts Receivable - Credit Card \$	\$0	\$0	\$0
Municipal Court - Fines/Bonds (\$)	\$90,823	\$103,975	(\$13,152)
Municipal Court - Credit Card (#)	268	292	(24)
Municipal Court - Credit Card (\$)	\$50,406	\$59,347	(\$8,941)
Municipal Court - C2G (#)	0	0	0
Municipal Court - C2G (\$)	\$0	\$0	\$0
Building Permits Cash Report (\$)	\$403,845	\$190,690	\$213,155
Building Permits Credit Card (#)	295	266	29
Building Permits Credit Card (\$)	\$226,405	\$130,930	\$95,475
Building Permits C2G (#)	0	0	0
Building Permits C2G (\$)	\$0	\$0	\$0
Occupational License - Bldg Insp. (\$)	\$1,239	\$1,492	(\$253)
Occupational License - Bldg Insp. CC (#)	15	16	(1)
Occupational License - Bldg Insp. CC (\$)	\$1,139	\$1,267	(\$128)
Business License - City Clerk (\$)	\$2,798	\$2,305	\$493
Business License - City Clerk CR CD (#)	0	0	0
Business License - City Clerk CR CD (\$)	\$0	\$0	\$0
Convenience Fees - All Payments (#)	0	0	0
Convenience Fees - All Payments (\$)	\$0	\$0	\$0
Bank Drafts Billed (#)	0	0	0
Bank Drafts Billed (\$)	\$0	\$0	\$0
Interdepartmental Billing (#)	0	0	0
Interdepartmental Billing (\$)	\$0	\$0	\$0
Accounts Receivable Billed (\$)	\$235,444	\$170,633	\$64,811

Budget Services Division

	FYE 22		FYE 21	
	February	YTD	February	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	320.00	2,719.50	320.00	2,720.00
Total Comp Time Available	0.25	6.25	0.00	4.00
Total Overtime Hours	0.50	1.00	0.00	1.00
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	320.75	2,726.75	320.00	2,725.00
Benefit Hours Taken	79.25	519.50	17.00	363.25
TOTAL ACCOUNTABLE STAFF HOURS	241.50	2,207.25	303.00	2,361.75
PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

Treasury Division

	FYE 22		FYE 21	
	February	YTD	February	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	800.00	6,368.25	800.00	6,800.00
Total Comp Time Available	8.75	91.75	7.25	147.50
Total Overtime Hours	39.25	324.25	51.00	209.75
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	848.00	6,784.25	858.25	7,157.25
Benefit Hours Taken	178.75	1,105.00	142.50	1,210.00
TOTAL ACCOUNTABLE STAFF HOURS	669.25	5,679.25	715.75	5,947.25
PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

UTILITY 3C

Utility Division

	FYE 22		FYE 21	
	February	YTD	February	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	2,144.00	19,952.00	2,400.00	22,277.00
Total Comp Time Available	3.50	194.75	19.75	184.25
Total Overtime Hours	77.75	798.00	123.75	1,797.25
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	2,225.25	20,944.75	2,543.50	24,258.50
Benefit Hours Taken	408.00	3,580.75	247.50	4,242.00
TOTAL ACCOUNTABLE STAFF HOURS	1,817.25	17,364.00	2,296.00	20,016.50
PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

Office Services

	FYE 22		FYE 21	
	February	YTD	February	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	320.00	2,717.75	160.00	2,400.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	30.25	257.00	26.25	243.25
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 350.25	 2,974.75	 186.25	 2,643.25
Benefit Hours Taken	24.00	445.75	157.00	443.25
 TOTAL ACCOUNTABLE STAFF HOURS	 326.25	 2,529.00	 29.25	 2,200.00
 PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 0.00	 0.00	 0.00	 0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
 TOTAL ACCOUNTABLE STAFF HOURS	 0.00	 0.00	 0.00	 0.00
 TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 0.00	 0.00	 0.00	 0.00

Drive-up Window and Mail Payments

	FYE 22 February	FYE 22 January
Mail Payments - Lockbox	13,894	14,671
Mail Payments - Office	75	80
Mail Payments - Subtotal	13,969	14,751
Night Deposit	242	162
Click-to-Gov Payments	0	0
Paymentus Payments	11,834	12,588
IVR Payments	0	0
Without assistance payments - Subtotal	12,076	12,750
Drive-up window & inside counter	2,163	2,394
Credit Card machine payments (swipe)	0	0
Credit Card machine payments (phone)	0	0
With assistance payments - Subtotal	2,163	2,394
Total Payments Processed - Subtotal	28,208	29,895
Bank Draft (ACH) Payments	10,559	9,812
Total Payments (Utility)	38,767	39,707
Total Convenience Fees - all Payments	0	0
Grand Total Payments	38,767	39,707

Traffic Counter at Drive-up Facility

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

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

Meter Reading Division

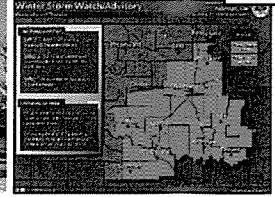
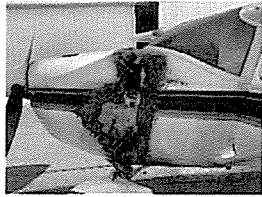
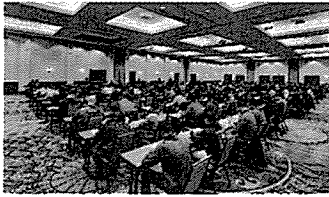
	FYE 22		FYE 21	
	February	YTD	February	YTD
Number of Meters Read	38,967	309,321	39,352	263,487
New Service	504	5,729	428	5,487
Request for Termination	491	5,676	435	5,382
Delinquent On(s)	165	1,713	149	1,669
Delinquent Offs	176	1,795	187	1,934
Collect Deposit Tags Hung	0	0	0	60
Collect Deposit Cut Offs	0	0	0	12
Blue Tags	0	0	10	87
Number of Meters Re-read	1,631	9,784	669	4,691
Meters Cleaned	1	88	8	299
Customer Assists	0	0	0	277
Meters Pulled	1	7	0	0
Meters Re-set	0	0	0	0
Meter Exchanges	26	308	59	480
TOTAL	41,962	334,421	41,297	283,865

Utility Division Activity Report

	FYE 22		FYE 21	
	February	YTD	February	YTD
STATUS REPORT				
Regular Utility Accounts Billed	44,311	351,370	43,736	350,030
New Ons	545	5,828	431	6,977
Final Accounts Billed	439	4,778	450	5,240
TOTAL ACCOUNTS BILLED	45,295	361,976	44,617	362,247

FIRE DEPARTMENT

4



NFD Monthly Progress Report February 2022

Incident Response Type Summary

Incident Type	Total	% of Total
1 - Fire	33	2.49%
2 - Overpressure Rupture, explosion, Overheat - No Fire	0	0.00%
3 - Rescue & emergency	818	61.64%
4 - Hazardous Conditions (No Fire)	18	1.36%
5 - Service Call	118	8.89%
6 - Good Intent Call	259	19.52%
7 - False Alarm & False Call	79	5.95%
8 - Severe Weather & Natural Disaster	0	0.00%
9 - Special Incident Type	1	0.08%
Incomplete Reports	1	0.08%
Total Incident Count (Unique Calls)	1327	100.00%
Number of Total Unit Responses	1667	

Total Fire Loss \$114,849.00

	Number of First-In Calls	Average Time/Seconds	Average Time/Minutes
Station #1	249	333	0:05:33
Station #2	180	322	0:05:22
Station #3	243	350	0:05:50
Station #4	168	339	0:05:39
Station #5	61	585	0:09:45
Station #6	49	610	0:10:10
Station #7	124	377	0:06:17
Station #8	77	359	0:05:59
Station #9	167	386	0:06:26

Community Outreach

Tours and Special Events	2	Just opening up to tours again
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Burn Permits

Burn Permits Issued	72	Total of 3 burn days
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Training

Total Personnel Training Hours	2665	Mgmt/Supvrs, Hazmat, Wildland, Special Healthcare, etc.
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NFD Monthly Progress Report February 2022



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
Chief 301	14	4	2	2	2			4		
Chief 302	11	4			2			1	3	1
Chief 303	17	2	5		4			4	2	
Chief 304	1	1								
Chief 401	13	1		2	2	5		3		
Chief 402	14	2		3	3	2		1	1	2
Chief 403	13	4		1	1	4		1	1	1
Engine 1	269	244	3	8				7	1	6
Brush 1	5	2	1	1				1		
Ladder 1	17	6		1	3			4	2	1
Engine 2	193	2	175	3	8			4	1	
Brush 2	9		9							
Ladder 2	17	4	2	1	3			4	2	1
Engine 3	260	5	2	244		1	1	1	1	5
Brush 3	4		1	3						
Engine 4	179	2	5		165			3	4	
Brush 4	7		4		2				1	
Engine 5	22					22				
Brush 5	69					69				
Engine 6	23	1				6	16			
Brush 6	56	1				7	48			
Squad 7	153	14	1	2	9			121	5	1
Brush 7	3				1			2		
Engine 8	89	2		1	4			5	76	1
Brush 8	3								3	
Tanker 8	3					2		1		
Engine 9	172	7		5	1	1	1	3		154
Brush 9	16	2		2						12
Tanker 9	6			2		4				
EMS1	5	2		1	1					1
Fire Marshal 5	4	2		1		1				
	1667	314	210	283	211	124	66	170	103	186

EMERGENCY MANAGEMENT DIVISION ACTIVITIES

Emergency Management Division	Comments: February 2022 Activities
Regular Monthly Scheduled Activities	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, www.w5nor.org) 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

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Each Third Thursday of the month is reserved for Division Staff duties and collaboration with the Disaster Assistance Teams (DAT) of the American Red Cross	Meetings are conducted at the Fire Training Center and usually held on an as needed basis.
Local Emergency Preparedness Committee	Meets quarterly (normally at the Norman Regional hospital on Porter) under the management of the Cleveland County Emergency Management office. The public is welcome to address any concerns regarding emergency planning or SARA Title III information

Other Emergency Management Activities	
Local Response	
Red Cross Coordination for burn outs. In February 2022, there were 1 fires coordinated with the Red Cross	With the robust reorganization in the Red Cross and the turmoil of having an in home fire, the volunteers or I, when called, will respond to the scene, (physically or by phone and assist the family in coordination with the Red Cross to provide immediate assistance.
The amateur Radio Winter Field Day was held on January 29-30, 2022, at the Norman Fire Training Center. With the exception of a few states, the W5NOR, SCARS club contacted nearly all of North America (including Canada), This kind of capability is extremely impressive	<p>Winter Field Day Summary https://smile.amazon.com/ch/35-2379995</p> <p>Click on the Field Day for the results of the weekend. SCARS participates in the Amazon program that supports non-profits to earn cash when referenced for your purchases. Please show SCARS some smiles by using the link above for your purchases.</p>
Youth Camp	
Planning of the 2022 Youth Preparedness Camp to be held at Northeastern University in Tahlequah, OK is underway. Dates are July 17-22, 2022. In April 2022, active recruitment will begin for students and volunteer adults. The initial walk through and planning meeting was conducted on November 4, 2021. Planning continues and interest builds among students and staff. On January 28, 2022, a draft training schedule was created with Homeland Security. On Feb 4, 2022, the draft schedule was adopted and work on the final schedule begin.	<p>In 2019, the first youth preparedness camp was held at NSU in Tahlequah. 35 students from around the state participated and supported by 25 adults. This program trained students in two primary areas. 1: The Citizens Emergency Response Training program and 2: A course of Community Preparedness Training. Students and staff were housed in the dorms and logistic support was provided by NSU emergency Management. The course was very robust and kept the students and staff highly engaged in training and learning hands on skills critical in disaster operations. The FEMA Region 6 representative indicated the camp was the best he had seen so far. The camp was nationally recognized by Bill Bischof, FEMA Region 6, National Preparedness Division</p>
 Camp Poster Rough Draft Edit (DW).doc	 https://community.fema.gov/story/Summer-Camps-Turn-Teens-into-Preparedness-Leaders Camp Poster Rough Draft Edit (DW).doc


February 10, Norman EM was invited to apply for the National Association of City/County Health Officials RISE award. This award could be up to \$75,000 and is being submitted in collaboration with the Cleveland County Health Department as part of the Norman Medical Reserve CORPS program	The Respond, Innovate, Sustain and Equip (RISE) award. The NACCHO MRC team is pleased to announce a new funding opportunity through its cooperative agreement with ASPR. A new Request for Applications (RFA) is in its final stage of development for MRC units to apply for funding allocated for the MRC through the American Rescue Plan Act. As a reminder this award is separate from funds allocated to the annual MRC Operational Readiness Awards and is open to localities of varying sizes as well as state MRC coordinators.
Norman EM coordinates the activities of the Cleveland County Medical Reserve CORPS Unit 0333 in collaboration with the Cleveland County Health Department. During the COVID response by the health department the MRC was vital in operating numerous points of distribution for the vaccine injections. More than 3000 volunteer hours were provided during the height of the response. Numerous site for testing and vaccinations continue through February 2022.	The Emergency Management Coordinator met with the State Coordinator and the Cleveland County Local Response Coordinator (LRC) to discuss the reorganization of the health departments and the management of the MRC Unit. Cleveland County is now assigned to take care of solely Cleveland County. Previously they supported 5 counties. The reassignment identifies the health department as Region 10, Cleveland County. This will assist in the collaboration of the MRC unit and will continue to enhance the Norman Emergency Volunteer response.
Norman Emergency Management through the Medical Reserve CORPS program was invited to participate with the MRC State Response Team on a project to develop Strike Teams to support the City with mental health and social work resources	This program has been an ongoing effort. At the start of the COVID pandemic, the SRT, Envision Success for Veterans and Norman EM developed a proposal to the City for direct mental health resources to the residents of Norman. The proposal was not funded, but the effort continues in various ways.
February 14 th , was the kick off for the update to the Norman Disaster Debris Plan update	A kick off meeting was held and the contractor was provided various information needed for the plan update
During the month NACCHO provided Zoom calls to provide advise and assistance for the RISE award application. This award if granted will support to refine pragmatic 2019 COVID response and continue the program with Envision Success on internship with OU's Zarrow School of social work.	The City of Norman EM acts as the housing agency for Medical Reserve CORPS funding opportunities. Norman EM identifies and applies for funding that will enhance the preparedness of the jurisdictions and collaborates and funds various programs with the CCHD and other non-profits on programs that benefit Norman and the residents of Norman.

Disaster Reimbursement Status	
FEMA has instituted a new process for reimbursement claims. As with any new process there are many issues to be worked through	It is vital for Volunteers to ensure their time has been recorded. Volunteer hours are dollars for a jurisdiction. The hours go to meeting cost share and having a value added impact for the local jurisdictions.
Disaster DR-4222 2015	Federal portion paid, State portion of \$91,808.32 is pending
Disaster Dr-4575 October 2021	The reimbursement for this disaster was received on February 28, 2022. The total federal share was \$3878,113.68. \$1,292,704.56 State Share is pending and expected payment date is unknown
Disaster 4587 February 2021	The raw data given to the EM Division was uploaded to the FEMA portal. The data was poor quality. It will require time to convert it into what FEMA expects to see. A budget request for an additional position was submitted for the FY 23 budget
Mitigation Grant Status	
Norman Safe Room grant program	The grant was determined to have been closed in the height of the pandemic. The listing of those to receive additional payments will be reviewed and submitted for payment
Severe Weather Issues	
National Weather Service Storm Spotter Training	NWS Norman Spotter Schedule (weather.gov)

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<p>February 10, Norman EM was invited to apply for the National Association of City/County Health Officials RISE award. This award could be up to \$75,000 and is being submitted in collaboration with the Cleveland County Health Department as part of the Norman Medical Reserve CORPS program</p>	<p>The Respond, Innovate, Sustain and Equip (RISE) award. The NACCHO MRC team is pleased to announce a new funding opportunity through its cooperative agreement with ASPR. A new Request for Applications (RFA) is in its final stage of development for MRC units to apply for funding allocated for the MRC through the American Rescue Plan Act. As a reminder this award is separate from funds allocated to the annual MRC Operational Readiness Awards and is open to localities of varying sizes as well as state MRC coordinators.</p>

Norman EM coordinates the activities of the Cleveland County Medical Reserve CORPS Unit 0333 in collaboration with the Cleveland County Health Department. During the COVID response by the health department the MRC was vital in operating numerous points of distribution for the vaccine injections. More than 3000 volunteer hours were provided during the height of the response. Numerous site for testing and vaccinations continue through February 2022.	The Emergency Management Coordinator met with the State Coordinator and the Cleveland County Local Response Coordinator (LRC) to discuss the reorganization of the health departments and the management of the MRC Unit. Cleveland County is now assigned to take care of solely Cleveland County. Previously they supported 5 counties. The reassignment identifies the health department as Region 10, Cleveland County. This will assist in the collaboration of the MRC unit and will continue to enhance the Norman Emergency Volunteer response.
Norman Emergency Management through the Medical Reserve CORPS program was invited to participate with the MRC State Response Team on a project to develop Strike Teams to support the City with mental health and social work resources	This program has been an ongoing effort. At the start of the COVID pandemic, the SRT, Envision Success for Veterans and Norman EM developed a proposal to the City for direct mental health resources to the residents of Norman. The proposal was not funded, but the effort continues in various ways.
February 14 th , was the kick off for the update to the Norman Disaster Debris Plan update	A kick off meeting was held and the contractor was provided various information needed for the plan update
During the month NACCHO provided Zoom calls to provide advise and assistance for the RISE award application. This award if granted will support to refine pragmatic 2019 COVID response and continue the program with Envision Success on internship with OU's Zarrow School of social work.	The City of Norman EM acts as the housing agency for Medical Reserve CORPS funding opportunities. Norman EM identifies and applies for funding that will enhance the preparedness of the jurisdictions and collaborates and funds various programs with the CCHD and other non-profits on programs that benefit Norman and the residents of Norman.
Disaster Reimbursement Status	
FEMA has instituted a new process for reimbursement claims. As with any new process there are many issues to be worked through	It is vital for Volunteers to ensure their time has been recorded. Volunteer hours are dollars for a jurisdiction. The hours go to meeting cost share and having a value added impact for the local jurisdictions.
Disaster DR-4222 2015	Federal portion paid, State portion of \$91,808.32 is pending
Disaster Dr-4575 October 2021	The reimbursement for this disaster was received on February 28, 2022. The total federal share was \$3878,113.68. \$1,292,704.56 State

	Share is pending and expected payment date is unknown
Disaster 4587 February 2021	The raw data given to the EM Division was uploaded to the FEMA portal. The data was poor quality. It will require time to convert it into what FEMA expects to see. A budget request for an additional position was submitted for the FY 23 budget
Mitigation Grant Status	
Norman Safe Room grant program	The grant was determined to have been closed in the height of the pandemic. The listing of those to receive additional payments will be reviewed and submitted for payment
Severe Weather Issues	
National Weather Service Storm Spotter Training	NWS Norman Spotter Schedule (weather.gov)

**NORMAN FIRE DEPARTMENT
MONTHLY PROGRESS REPORT
February 2022**

Fire Review Coordinator Activities

Activites	Notes	Number	Staff Hours
Building Permits/Development Review Team		41	74
Inspections		14	16
Citizen Calls for Information		5	3
Training			
Meetings		4	4
Fire Investigation	Reports and Research	0	0
Totals		64	97

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HUMAN RESOURCES 5

HUMAN RESOURCES

Monthly Report

February 2022

Item 7.

ADMINISTRATION

A. Administrative Support

- Processed Monthly Department Report
- Processed invoices and reconciled expense accounts
- Prepared materials for new HR Director
- Prepared Performance Measures for FYE 23 Budget
- Tracked Employee Recognition gifts & delivered
- To assist Chief Negotiator and Legal, compiled FOP articles for FYE 22 Settlement Package

BENEFITS

- Conducted sixteen (16) new hire orientations
- Processed enrollment forms, terminations, and changes to health, life, and supplemental products for general health/dental changes
- Reconciled health, dental, and supplemental products
- Continued education of plan documents
- Fielded approximately 100 phone calls to discuss benefits, claims, and wellness screenings
- Assisted employees with Teladoc concerns
- Held approximately three (3) one-on-one meetings to assist with process of claims
- Worked with Healthy Merits and EHealth Biometrics to maintain success in scheduling wellness screenings
- Continued communications regarding evolving status of OTC COVID-19 Test Reimbursement Mandate
- Finalized Form 1095-C mail out
- Continued necessary maintenance on Form 1095-C File prior to electronic filing in March.
- Attended Gallagher Better Balance webcast
- Attended ESS Contact Information Update – Employee Campaign Discussion

PERSONNEL ACTIONS

New Hires – 23

Dept./Div.	Position	Number of Employees
IT	Systems Support Tech	1
Finance/Utilities	Meter Reader	3
Public Works/Stormwater	Maintenance Worker I	1
Public Works/Stormwater	Stormwater Compliance Inspector	1
Public Works/Street Maint.	Maintenance Worker I	2
Utilities/Water Line Maint.	Utility Distribution Worker I	1
Police/Patrol	Police Officer	6
Police/Emergency Comm.	Communications Officer I	1
Parks/Custodial Svs.	Custodian (PPT)	1
Parks/Recreation	Recreation Center Specialist (PT)	5
Parks/Golf	Golf Course Attendant (PT)	1

Separations – 14

Item 7.

Dept./Div.	Position	Number of Employees
Planning/CDBG	Continuum of Care Program Supv.	1
Public Works/Fleet	Fleet Service Technician	1
Public Works/Fleet	Emergency Vehicle Tech Mech II	1
Utilities/Line Maint Admin.	Administrative Technician III	1
Utilities/Sewer Line Maint.	Utility Collection Worker II	1
Utilities/Sanitation	Sanitation Worker II	1
Police/Patrol	Police Sergeant	1
Police/Emergency Comm.	Communications Officer II	1
Fire/Prevention	Fire Marshal	1
Fire/Suppression	Fire Captain	1
Parks/Park Maint.	Maintenance Worker I	2
Parks/Recreation	Recreation Center Specialist	1
Parks/Recreation	Recreation Center Specialist	1

Promotions – 4

Dept./Div.	Position	Number of Employees
Public Works/Streets	Maintenance Worker II	2
Fire/Suppression	Fire Captain	1
Fire/Suppression	Fire Driver Engineer	1

SURVEYS

No surveys conducted this month.

RECRUITMENT

Accepted applications for the following positions:

Department/Division	Position
Fire Department	Fire Inspector
Fire/Administration	Administrative Technician II (PPT)
Fire/Suppression	Firefighter Recruit
Finance/Meter Services	Meter Reader
Parks & Recreation/Admin	Park Planner
Parks & Recreation/Admin	Urban Forester
Parks & Recreation/Park Maintenance	Maintenance Worker I
Parks & Recreation/Recreation-12 th Ave	Recreation Center Specialist (PT)
Parks & Recreation/Recreation-Irving	Recreation Center Specialist (PT)
Parks & Recreation/Recreation-Little Axe	Recreation Center Specialist (PT)
Parks & Recreation/Recreation-Whittier	Recreation Center Specialist (PT)
Parks & Recreation/Westwood Family Aquatic Center	Admissions Clerk I (PT)
Parks & Recreation/Westwood Family Aquatic Center	Admissions Clerk II (PT)
Parks & Recreation/Westwood Family Aquatic Center	Assistant Aquatic Manager (PT)
Parks & Recreation/Westwood Family Aquatic Center	Aquatic Facility Maintenance I (PT)
Parks & Recreation/Westwood Family Aquatic Center	Aquatic Facility Maintenance II (PT)
Parks & Recreation/Westwood Family Aquatic Center	Aquatic Manager (PT)
Parks & Recreation/Westwood Family Aquatic Center	Concession Cashier I (PT)
Parks & Recreation/Westwood Family Aquatic Center	Concession Cashier II (PT)
Parks & Recreation/Westwood Family Aquatic Center	Concession Manager (PT)
Parks & Recreation/Westwood Family Aquatic Center	Head Lifeguard (PT)
Parks & Recreation/Westwood Family Aquatic Center	Lifeguard (PT)
Parks & Recreation/Westwood Family Aquatic Center	Office Manager (PT)

Parks & Recreation/Westwood Family Aquatic Center	Slide And Gate Attendant (PT)	Item 7.
Parks & Recreation/Westwood Family Aquatic Center	Swim Instructor (PT)	
Parks & Recreation/Westwood Golf Course	Golf Course Attendant (PT)	
Parks & Recreation/Westwood Tennis Center	Tennis Shop Attendant (PT)	
Police/Animal Welfare	Animal Welfare Technician	
Police/Animal Welfare	Shelter Veterinarian	
Police Department	Police Officer	
Police/Emergency Communications Bureau	Communications Officer I	
Police/Emergency Communications Bureau	Communications Officer II	
Police/Emergency Communications Bureau	Communications Supervisor	
Police/Staff Services	Parking Service Officer	
Police/Staff Services	Police Records Clerk	
Public Works/Engineering	Engineering Assistant	
Public Works/Fleet	Fleet Service Technician	
Public Works/Fleet	Mechanic I	
Public Works/Fleet	Public Works Supervisor-Transit	
Public Works/Stormwater	Stormwater Compliance Inspector	
Public Works/Streets	Maintenance Worker I	
Utilities/Sanitation	Sanitation Worker I	
Utilities/Sanitation	Sanitation Worker II	
Utilities/Sanitation	Utilities Supervisor	
Utilities/Sewer Line Maintenance	Utility Collection Worker I	
Utilities/Sewer Line Maintenance	Utility Collection Worker II	
Utilities/Water Line Maintenance	Administrative Technician III	
Utilities/Water Line Maintenance	HEO	
Utilities/Water Line Maintenance	Utility Distribution Worker I	
Utilities/Water Line Maintenance	Utility Distribution Worker II	
Utilities/Water Reclamation Facility	Custodian (PPT)	
Utilities/Water Treatment Plant	Plant Operator D	
Utilities/Water Treatment Plant	Temporary Laborer (PT)	

Recruitment & Hiring Statistics

Contacts/Inquiries		Selection Process Elements	
In Person	305	Written Exams	2
Phone	420	Practical Testing/Assessment Center	1
Mail	240	Panel Board Interviews	13
Email	205	Promotions	2
Total Subscribers on E-mail Vacancy List	1567	Oral Interviews	28
Total Page Views for HR Website	6,232	Hiring/Promotion Board	1

Hiring Statistics		Recruitment Statistics	
Pre-Employment Background Investigations	20	Advertisements Placed	33
Pre-Employment Drug Screens	8	Applications Received	958
Pre-Employment Physicals	6	Job Announcements Emailed	51
Pre-Employment OSBI	10	Job Announcements to CON Depts.	1,215

TRAINING AND DEVELOPMENT

Item 7.

Conducted training for sixteen (16) new employees on the topics of Customer Service, Workplace Harassment, Workplace Violence, CON Code of Ethics and Conduct, Computer Networks and Communications, IT Acceptable Use and Social Media policies.

Provided Advanced Supervisory Academy Session 4 on the topic of Customer Service Recovery for 30 employees in management, supervisory, lead and crew chief roles from various departments.

The Computer Training Lab was the site for ERP project management for IT and EAM training for various departments.

SAFETY

- Safety material documents were sent to divisions each week
- Conducted one Return to Work Meeting for Fleet Maintenance
- Conducted sixteen (16) new employee orientations

Recordable Injuries – 9

Dept./Division	Nature of the Injury	Activity	Prognosis
Fire/ Firefighter	Strained left knee	Strained left knee lifting patient from floor	Work restrictions
Fire/ Firefighter	Lower back strain	Strained back after bending over to pick up 3” hose	Work restrictions
Police/ Patrol	Puncture wound to right elbow	Sustained puncture wound while using force to sustain	Work restrictions
Police/ Patrol	Laceration to left pinky finger	Cut finger when car window was broken to extricate suspect	Work restrictions
Police/ Patrol	Strained right ankle/foot	Strained right ankle/foot area after jumping over wall chasing suspect	Work restrictions
Police/ Patrol	Strained right leg	Strained leg during training exercises	Work restrictions
Police/ Patrol	Strained left shoulder	Slipped on ice and landed on shoulder	Work restrictions
Police/ Patrol	Laceration to left hand	Cut back of hand while taking suspect into custody	Work restrictions
Public Works/ Storm-Water	Strained lower back	Strained back after slipping from truck foot rail	Work restrictions

Recordable Injuries per calendar year. CY 2021 is current year to date:

2022	2021	2020	2019	2018	2017
11	64	57	65	71	59

Vehicle Collisions: 0

Division	Description of Collision	Status

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

2022	2021	2020	2019	2018	2017
1	10	3	8	5	17

INFORMATION TECHNOLOGY 6

CITY OF NORMAN

Information Technology Department Monthly Report – February 2021.

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 has completed. CityView for Planning and Permits began May 2021.
Main Site data center upgrades	Necessary upgrades to current infrastructure are needed to enhance capabilities and continue with power saving and cooling efforts by reducing the amount of physical servers through virtualization.	Ongoing: New core switching has been implemented and speed enhanced at main 201 W Gray campus. IT Network staff are in implementation and testing of networking and security appliances.
Water tower and mono-pole contract negotiations.	Increased Revenue and compliance for water tower/cellular mono-pole leases. Repair requirements.	Ongoing

Fiber Optic Installation for redundant loop at WTP and EOC	IT and the Utilities Department will be using capital funds to connect a microwave antenna from Fire station 9 to the Water treatment plant and connect to the Emergency Operations Center once that building is complete. This will create a redundant loop for the WTP and EOC in case of lost service from the main connection.	Awaiting Approval possible launch in FYE23
New Building construction 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
Main Street Roadway Lighting and Signal Interconnect (Main at Santa Fe, Peters, Crawford, and Porter)	Increase the coverage of traffic signals and the IT Fiber infrastructure which will require IP addresses for viewing in Centrac	In Progress
IT Security training efforts for all network and email users at the City of Norman.	Increase the knowledge and stay current on all new and rapidly changing cyber-attack methods so that the CoN network is protected by every employee who uses the network and email.	Ongoing
Installation of fiber optic cable along 36th Avenue NW from Robinson Street to Main Street with switches at Brookhollow Road, Quail Drive, River Oaks Drive, and a new signal at Havenbrook Street.	Increase the coverage of traffic signals and the IT Fiber infrastructure--will require IP addresses	In Progress

Installation of fiber optic cable along 12th Avenue SE from Highway 9 to Cedar Lane Road with a switch at a new signal at Campus Crest Drive.	Increase the coverage of traffic signals and the IT Fiber infrastructure--will require IP addresses	Expected completion in Q1 or Q2 2019
Installation of fiber optic cable along 12th Avenue NE from Robinson Street to Alameda Street with switches at Main Street, Norman Public Schools Bus Barn, and Morren Drive.	Increase the coverage of traffic signals and the IT Fiber infrastructure--will require IP addresses	In Progress
Installation of fiber optic cable along 12th Avenue NE from Rock Creek Road to Robinson Street with switches at Rock Creek Road and a modified traffic signal at High Meadows Drive	Increase the coverage of traffic signals and the IT Fiber infrastructure--will require IP addresses	
Installation of fiber optic cable along Classen Boulevard from Highway 9 to Cedar Lane Road with switches at new signals at Ann Branden Boulevard, Renaissance Drive, and Southlake Boulevard.	Increase the coverage of traffic signals and the IT Fiber infrastructure--will require IP addresses	

Support Tickets:

The IT department tracks work requests with a software package called Spiceworks. **IT Table 1** below represents the number of support tickets closed by the IT Support Staff and those remaining open at the end of February 2022.

Mass Communications:

The following statistics represent email space and resource savings. In the attached table, you will see that 12 emails from the groups shown were sent from city servers using city resources – of those 16,467 were delivered to outside mailboxes for the month of February 2022. The city servers generated mass communications to Norman citizens of 16,467 messages from only 12 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 331,029 attempted incoming and 91,795 outgoing messages for the month of February 2022. Incoming messages totaling 160,221 were considered Spam or hazardous e-mails by our email-filtering appliance, and were quarantined or filtered (see **IT Table 3**). This number represents nearly 56% of our inbound mail. This percentage continues to be the norm for malicious email/spam. The IT Department has made the decision to block inbound traffic from known malicious countries and 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 and decreases valuable storage space. Additionally, the email filter appliance kept city employees from bombardment of a significant amount of spam, phishing, and other types of potentially harmful emails.

Web Site:

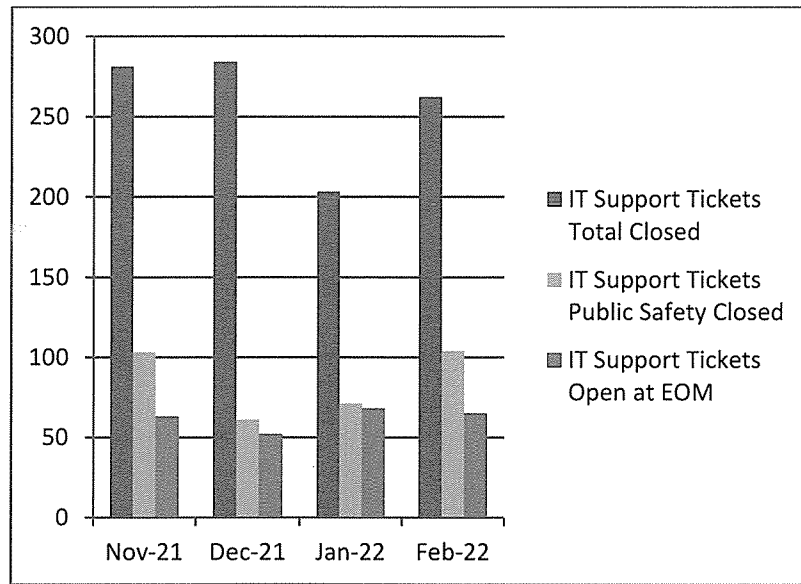
The City of Norman's web site is hosted, updated, and maintained by the IT Department. In the month of February 2022, the City of Norman's web site had 91,410 individual web sessions access the web site for 200,113 total page views. Of those sessions, 49,284 were identified as New Users to view content 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 current progress of the ERP Implementation Project. The project began in January of 2018 and is expected to run through FYE22. The City Council has approved approximately \$6 Million to replace the outdated software systems that run our daily business operations. Once complete the city will have enhanced automated services and web services for our citizen base as well as the

employees who use and track their daily work with these business systems. The IT Department has completed implementation of Parks and Rec software (Vermont Systems), Municipal Court software (Incode), Finance software (Munis), Utility Billing software (CIS Infinity), and Payroll (Munis). Human Resource Management (HRM), and EAM for Work Orders is our focus for the Months of Feb through July/August 2021. Daily work continues on these systems as well as additional training and configuration on the Utility Billing software. Server installation and configuration for Planning and Community Services (CityView) application began in May of 2021. The COVID-19 pandemic had an adverse effect on the completion of CIS Infinity and the starting of CityView because of vendor resource availability and travel restrictions in Canada (both companies are Harris owned and based in Canada). The final phase of our software upgrades, City View, is expected to be completed by the end of FYE22 or the start of FYE23.

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

Table 1**Table 2**

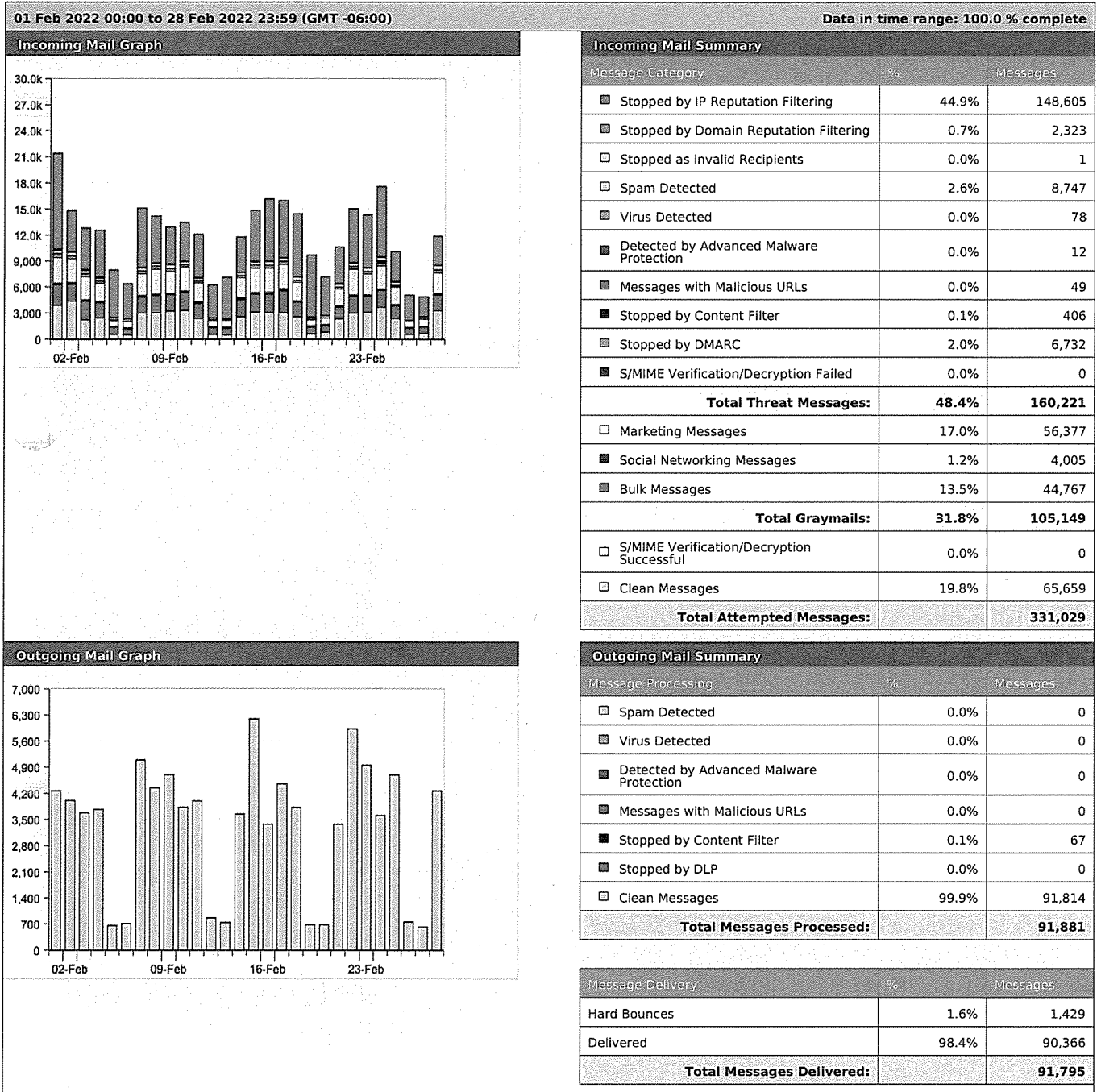
Feb 2022 LIST SERVER REPORT			
Group	Active Members	Mailings	Total Delivered
Affirmative Action Group	17	3	51
Job Posting	1564	3	4692
Norman News	1954	6	11724
Totals	3535	12	16467



SECURE EMAIL GATEWAY

Executive Summary

ironport.example.com



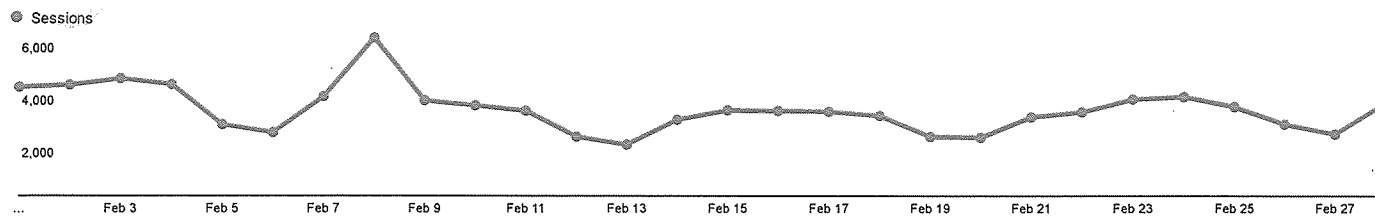
ironport.example.com - 01 Mar 2022 01:00 (GMT -06:00)

Site Traffic

Feb 1, 2022 - Feb 28, 2022

All Users
100.00% Sessions

Report Tab



Day of the month	Sessions ↓	Pages / Session	Pageviews	Users	New Users	Bounce Rate	Avg. Time on Page
	91,410 % of Total: 100.00% (91,410)	2.19 Avg for View: 2.19 (0.00%)	200,113 % of Total: 100.00% (200,113)	58,467 % of Total: 100.00% (58,467)	49,284 % of Total: 100.04% (49,264)	41.73% Avg for View: 41.73% (0.00%)	00:01:38 Avg for View: 00:01:38 (0.00%)
1. 08	5,990 (6.55%)	1.99	11,914 (5.95%)	5,191 (6.55%)	3,489 (7.08%)	54.17%	00:01:46
2. 03	4,429 (4.85%)	2.37	10,488 (5.24%)	3,788 (4.78%)	2,425 (4.92%)	37.98%	00:01:29
3. 04	4,208 (4.60%)	2.42	10,172 (5.08%)	3,604 (4.55%)	2,195 (4.45%)	39.57%	00:01:38
4. 02	4,193 (4.59%)	2.18	9,149 (4.57%)	3,570 (4.50%)	2,288 (4.64%)	45.74%	00:01:30
5. 01	4,106 (4.49%)	2.14	8,804 (4.40%)	3,539 (4.46%)	2,237 (4.54%)	44.15%	00:01:36
6. 07	3,752 (4.10%)	2.32	8,705 (4.35%)	3,199 (4.04%)	1,891 (3.84%)	41.79%	00:01:43
7. 24	3,740 (4.09%)	2.27	8,501 (4.25%)	3,259 (4.11%)	2,077 (4.21%)	37.99%	00:01:29
8. 23	3,647 (3.99%)	2.10	7,666 (3.83%)	3,161 (3.99%)	2,041 (4.14%)	35.76%	00:01:45
9. 09	3,603 (3.94%)	2.15	7,754 (3.87%)	3,095 (3.90%)	1,830 (3.71%)	45.21%	00:01:51
10. 28	3,509 (3.84%)	2.19	7,697 (3.85%)	3,037 (3.83%)	1,811 (3.67%)	38.33%	00:01:40

Rows 1 - 10 of 28

LEGAL 7

MONTHLY REPORT - LEGAL DEPARTMENT
February 2022 Report
(Submitted March 8, 2022)

MONTHLY HIGHLIGHTS:

There were no significant decision in February 2022.

LIST OF PENDING CASES:

UNITED STATES COURT OF APPEALS FOR THE TENTH CIRCUIT

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

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

Doughty v. CentralSquare Technologies LLC, et al., CJ-2020-451; CIV-2020-451 (K)

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

Shaw, Austin, et al. v. City of Norman, et al., CIV-21-1124-J

OKLAHOMA SUPREME COURT / COURT OF CIVIL APPEALS

AMF Development v. City of Norman, et al., CJ-2018-1134; SD 119,677 (K)

Fleske Holding Company LLC v. City of Norman, CV-2018-956; SD 119,649

Kevin Easley v. City of Norman, CV-2012-346; DF-115811 & SD-119536

Golden Tribe LLC v. City of Norman, CV-2018-1142, DF-119107

Magnum Energy, Inc. v. Board of Adjustment for the City of Norman, SD-117912 (M)

Alyssa Mann v. State of Oklahoma, CV-2020-188; SD-118,751 (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. Stachmus, Aaron & Anglin, Bryson, CJ-2021-445

Etter v. City of Norman, CJ-2021-731 (K)

This case was filed on August 11, 2021. It was served on the City Clerk on February 7, 2022. It arise out of a collision between a City vehicle and a pedestrian.

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 Florez v. City of Norman & John Doe, CJ-2021-1051
Caleb Fulton v. Loyal Reich, Reich Dozer Services, LLC, City of Norman, Board of County Commissioners of Cleveland County, State of Oklahoma, CJ-2020-797 (K)
Kevin Hahn v. Norman Police Department, City of Norman, CJ-2021-210 (K)
Henderson, et al. v. City of Norman, et al., Case No. CJ-2016-610 (K)
City v. Lonnie Hodges, CV-2020-2922
The Norman Petition Initiative No. 2021-1, Case No. CV-2020-2384 (K)
McCarver v. City of Norman, CJ-2013-128 TS (K)
Remy v. Hall, et al., Case No. CV-2017-1853 (K, S)
Shaz Investment Group, LLC v City of Norman, CJ-2021-1044 (K)
Walling v. Norman Regional Health System, et al, CJ-2014-874 (K)

B. *Condemnation Proceedings*

City of Norman v Chastain Oil Company, a Corporation, et al., CV-2015-677 (M)
City of Norman v. West Lindsey Center Investors, LLC, et al., CV-2015-671 (M)
City of Norman v. Tietzort Revocable Trust, et al., CJ-2013-775 (M)
City of Norman v Apex Properties, LLC, et al., CJ-2021-221 (M)
City of Norman v. The Uplands Development Co., LLC, et al., CJ-2021-227 (M)
City of Norman v. Hallbrooke Development Group One, LLC, et al., CJ-2021-228 (M)
City of Norman v. Ronald A. Ashley, et al., CJ-2021-337 (M)

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

City of Norman v. Legacy Property Partners, LLC, CV-2018-249 (K, S)
Mortgage Clearing Corporation v. Ricky Joe Butler, et al., CJ-2016-219 (M)
Mortgage Clearing Corporation v. Doiron, et al., CJ-2014-1459 (M)
In re: Replat of Fuzzell's Second Addition, CV-2021-4350 (M)

D. *Municipal Court Appeals*

None

E. *Small Claims Court*

Almost Home Investment, et al. v. City of Norman, SC-2014-3027 (K)

F. *Board of Adjustment Appeals*

None

LABOR / ADMINISTRATIVE PROCEEDINGS

A. *Grievance & Arbitration Proceedings (K)*

This office has assisted with the following grievances:

AFSCME Grievance FYE 21-02 – (COVID-19 Leave)

AFSCME Grievance FYE 21-05 – (Brooks & Stephens)

AFSCME Grievance FYE 21-06 – (Parks HEOs and MWIIIs)

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 22-08 – Sherri Cole – Negative Evaluation)

This grievance was filed on February 22, 2022. Although her overall performance evaluation met expectation and she received her merit increase, Ms. Cole disagrees with some of her supervisor's opinions regarding her job performance.

IAFF Grievance FYE 21 – (Carl Smith – Improper Compensation)

IAFF Grievance FYE 22 – (Battalion Chief)

IAFF Grievance FYE 22 – (Clymer Promotion)

IAFF Grievance FYE 22 – (Fire Training Officer)

IAFF Grievance FYE 22 – (Source Documents)

IAFF Grievance FYE 22 – (Wilk Separation)

This grievance has been resolved and will no longer appear on the Monthly Report.

IAFF Grievance FYE 22 – (Chris Beirne)

This grievance was filed on February 10, 2022. It arises out of the City's refusal to pay former Fire Captain Chris Beirne's for part of his sick leave upon separation.

IAFF Grievance FYE 22 – (Chris Beirne)

This grievance was filed on February 20, 2022. It incorrectly claims that former Fire Captain Chris Beirne was not allowed to obtain a second alcohol test after testing positive on January 14, 2022.

IAFF Grievance FYE 22 – (Fire Marshal Grievance)

This grievance was filed on February 20, 2022. It arises out of the Fire Chief's statement regarding the position that are eligible for the position of Fire Marshal.

IAFF Grievance FYE 22 – Fire Inspector Grievance

This grievance was filed on February 26, 2022. It arises out of the Fire Chief's proposal to change the working hour of the City's Fire Inspectors from 40 hours per week to 24 hour shift work.

FOP Arbitration FYE 22 (FOP - 2022 Agreement)

B. *Equal Employment Opportunity Commission (EEOC)*

Candice Smith, 564-2022-00673 (Discrimination)

Ms. Smith was a probationary employee at the City's Water Treatment Plant.

C. *Contested Unemployment Claims (OESC)*

Scott, Cody D. – Case #22002390

Mr. Scott was separated from City employment on June 6, 2021, for engaging in workplace misconduct. Although he engaged in the same misconduct as Ms. Padgett, Mr. Scott was awarded unemployment benefits by the Oklahoma Employment Security Commission. The City appealed this decision. A hearing was held on February 8, 2022. Mr. Scott failed to timely register for the hearing and his benefits were terminated. On February 14, 2022, OESC denied Mr. Scott's request to reopen. This claim will no longer appear on the Monthly Report.

MUNICIPAL COURT PROSECUTIONS

This chart represents the cases prosecuted by the City Attorney's Office in the Municipal Criminal Court through February 2022. The notable increase in adult cases was due dismissals of deceased and warrants with no date of birth. 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 20	FYE 21	FYE 22	FYE 20	FYE 21	FYE 22	FYE 20	FYE 21	FYE 22
JULY	640	545	*275	35	23	11	15	16	7
AUG	683	444	236	10	11	9	15	14	5
SEPT	497	520	263	17	10	9	14	13	5
OCT	581	325	269	23	4	12	18	7	6
NOV	390	259	228	9	0	2	11	6	6
DEC	444	279	162	25	6	1	12	7	3
JAN	522	134	185	32	3	9	15	0	6
FEB	597	178	787	22	1	8	13	0	8
MAR	420	270		22	6		7	5	
APR	104	420		0	6		0	13	
MAY	137	507		2	10		0	13	
JUNE	528	422		25	0		9	11	
TOTALS / YTD	5,543	4,303	2,405	222	80	61	129	105	46

* Correction

WORKERS' COMPENSATION COURT

The total number cases pending as of February 2022 are 18. One Court Order was approved by Council on February 22, 2022. A settlement is set to be considered by Council on March 8, 2022. There were no new workers compensation cases filed during the month of February. 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 22 CASES	FYE21 CASES	FYE20 CASES	FYE19 CASES
Fire	Suppression	3	1	2	2	4
Parks/Rec.	Park Maintenance	1				1
Parks/Rec	Westwood Pool	1	1			
Planning	Development Services					
Police	Animal Welfare	2		2	1	
Police	Patrol	7	3	1	2	1
Police	Administration	2	2			
Public Works	Street Maintenance	1		1	1	3
Public Works	Vehicle Maintenance					
Public Works	Storm Water					
Utilities	Line Maintenance	1			1	
Utilities	Sanitation					
TOTALS		18	7	6	7	9

List of Pending Cases

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

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

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

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

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

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

Clement, Stacey v. City of Norman, CM-2020-04580 R

(Police, Investigations/Captain, Head, Face, Neck, Back, Both Shoulders, Arms, Hands, Legs)

A settlement in the above case is set to be considered by Council on March 8, 2022.

Crews, William “Will” Bryan v. City of Norman, CM-2021-04764 A

(Police, Patrol, Sergeant, Neck, L Shldr., L. Arm, L. Hand)

Crews, William “Will” Bryan v. City of Norman, CM-2021-04762 Q

(Police, Patrol, Sergeant, Back, Neck, L. Shldr, L. Arm, L. Hand)

Crews, William “Will” Bryan v. City of Norman, CM-2021-04763 X

(Police, Patrol, Sergeant, Back, Neck, Both Shldr., Both Arms, Both Hands)

Ericksen, Tammy L. v City of Norman, CM-2021-06871 F

(Police/Emergency Communications/Communications Supervisor, R. Hip, R. Knee, R. Shoulder, Back)

Ericksen, Tammy L. v City of Norman, WCC-2022-15003 K

(Police/Emergency Communications/Communications Supervisor, Both Ears)

Harris, Reagan v. City of Norman, CM-04817 K

(P&R, Westwood Pool, Life Guard, L. Wrist)

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

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

Koscinski, Christopher v. City of Norman, CM-2020-06955 J

(Fire, Suppression, Firefighter, R. Shoulder, R. Arm)

Koscinski, Christopher v. City of Norman, CM-2021-04927 L

(Fire, Suppression, Firefighter, Back)

Landrum, Sean v. City of Norman, CM-2019-05618 L

(Utilities, Water Maintenance, Utility Distribution Worker II, Head, Headaches, Face, Jaw, Teeth, Tongue, Neck, and R. Shoulder)

A Court Order filed February 7, 2022 in the above case was approved by Council on February 22, 2022 and will no longer appear on the monthly report.

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

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)

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

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

Younts, Jerry Wayne v. City of Norman, CM-2020-06911 F

(Public Works/Street Maintenance/HEO, L Shoulder, Neck)

TORT CLAIMS

The following is a breakdown of the Tort Claims activity through February 2022.

DEPARTMENT	FYE 22 Month	FYE 22 YTD	FYE 21	FYE 20	FYE 19
Animal Control		1	1		
Finance – IT			1		
Fire		1	1	4	
Legal			2		
Other		3	11	10	9
Parks		1	4	6	6
Planning	1	2			
Police		6	3	5	10
Public Works – other		2	2	3	
Public Works – Stormwater		1		2	
Public Works – Engineering			1	2	
Public Works – Streets		7	9	11	6
Utilities – Water		5	11	11	12
Utilities – Sanitation	1	1	12	12	10
Utilities – Sewer		1	5	5	3
TOTAL CLAIMS	2	31	63	71	56

CURRENT CLAIM STATUS	FYE 22 TO DATE	FYE 21	FYE 20	FYE 19
Claims Filed	31	63	71	56
Claims Open and Under Consideration	12	0	0	0
Claims Not Accepted Under Statute/Other	3	10	11	8
Claims Paid Administratively	5	11	13	10
Claims Paid Through Council Approval	2	7	14	12
Claims Resulting in a Lawsuit for FY	1	3	1	4
Claims Barred by Statute (No Further Action Allowed)	0	32	32	22
Claims in Denied Status (Still Subject to Lawsuit)	8	0	0	0

MUNICIPAL COURT

8

**MUNICIPAL COURT
MONTHLY REPORT
FEBRUARY - FY '22**

CASES FILED

	<u>FEBRUARY</u>	<u>FY22</u>	<u>Y-T-D</u>	<u>FEBRUARY</u>	<u>FY21</u>	<u>Y-T-D</u>
Traffic	289		2,501	445		5,483
Non-Traffic	147		1,497	111		1,712
SUB TOTAL	436		3,998	556		7,195
Parking	538		4,506	285		3,401
GRAND TOTAL	974		8,504	841		10,596

CASES DISPOSED

	<u>FEBRUARY</u>	<u>FY22</u>	<u>Y-T-D</u>	<u>FEBRUARY</u>	<u>FY21</u>	<u>Y-T-D</u>
Traffic	350		3,095	481		6,180
Non-Traffic	705		1,927	148		1,606
SUB TOTAL	1,055		5,022	629		7,786
Parking	444		5,360	177		2,287
GRAND TOTAL	1,499		10,382	806		10,073

REVENUE

	<u>FEBRUARY</u>	<u>FY22</u>	<u>Y-T-D</u>	<u>FEBRUARY</u>	<u>FY21</u>	<u>Y-T-D</u>
Traffic	\$ 34,657.86		\$ 315,859.27	\$ 40,241.75		\$ 624,457.38
Non-Traffic	\$ 16,258.33		\$ 153,563.05	\$ 11,548.17		\$ 174,283.59
SUB TOTAL	\$ 50,916.19		\$ 469,422.32	\$ 51,789.92		\$ 798,740.97
Parking	\$ 13,186.00		\$ 177,579.26	\$ 4,830.00		\$ 58,299.00
GRAND TOTAL	\$ 64,102.19		\$ 647,001.58	\$ 56,619.92		\$ 857,039.97

MUNICIPAL COURT - MONTHLY REPORT
February 2022

JUVENILE COMMUNITY SERVICE PROGRAM

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

MEDIATION PROGRAM

The Early Settlement – Norman Mediation Program accepted 30 new cases and closed 30 cases during the month of February 2022. 2 Mediations were held.

PARKS AND RECREATION 9

FEBRUARY 2022
RECREATION DIVISION
MONTHLY REPORT

Item 7.

Norman Senior Center: The Norman Senior Center saw a monthly attendance of 500 for the month of February. AARP Tax Aide continued hosting their tax services on Tuesdays, Wednesdays and Thursdays. Due to inclement weather, the Senior Center was closed on Thursday and Friday, February 3rd and 4th, and then again on Wednesday and Thursday, February 23rd and 24th. Bingo and an Educational Seminar were both canceled due to the inclement weather.

Little Axe Community Center: The Head Start program currently has 11 children enrolled and the after school program has six students enrolled which we look forward to growing in the coming months. The Community Center closed due to inclement weather on February 3rd and 4th and again on February 23rd and 24th. Meals on Wheels is available citizens in the Little Axe Community and Norman Regional Hospital prepares the meals daily.

12th Avenue Recreation Center: Due to inclement weather, the 12th Avenue Recreation center was closed on February 3rd, 4th, 23rd, and 24th. The center closed early on February 2nd and opened at 12:00 pm on February 25th due to weather. The 12th Avenue Recreation Center averaged 29 students per day in the afterschool program. Summer camp registration has begun, and currently has seven campers signed up. President's day camp was held on the 21st, with nine children attending. IMMY Labs held a COVID-19 vaccination pod on the 26th and will continue to use the facility if needed due to weather.

Irving Recreation Center: Irving Recreation Center had 5 facility rentals this month. Junior Jammer Basketball season continued this month with games being played each week at Irving and Whittier Recreation Center. Irving staff members participated in the Business Showcase at Norman North High School. The second session of free Teen Art Classes, led by the Captivating my Creative Culture (CCC) organization, started this month at Irving. Ten teens were in attendance for the first night of classes. The Red Dirt Collective organization held a Mutual Aid Fair at the Irving Recreation Center. Over 300 community members were in attendance.

Whittier Recreation Center:

Winter 2022 Junior Jammer Basketball began with week one being cancelled due to inclement weather. Weather struck at the end of February with another ice storm leaving the season to be pushed back two weeks for age groups 9 and under and 11 and under. We still expect to finish in time for volleyball to start in March. Fire drills and tornado drills were held on the 28th with the after school program children. We plan to continue to do these monthly at the end of every month. With the weather being back and forth we have had less people to show up to open gym and classes held in the mirror room.

FACILITY ATTENDANCE:	Month	Year to Date
Norman Senior Center	500	5,178
Little Axe Community Center	1,185	3,843
12th Avenue Recreation Center	1,377	11,804
Irving Recreation Center	3,264	12,694
Whittier Recreation Center	5,555	16,190
Reaves Center	300	2,400
Tennis Center	2,372	23,629

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
Senior	925	873	785	759	713		623	500					5,178
Axe	75	69	95	768	622	432	597	1,185					3,843
twelveth	1,024	868	1,067	1,512	2,089	1,512	1,840	1,377					11,804
Irving	628	634	851	2,727	2,307	1,243	1,040	3,264					12,694
Whittier	500	255	1,320	1,730	2,185	2,335	2,310	5,555					16,190
Reaves	300	300	300	300	300	300	300	300					2,400
Tennis	3,844	3,038	3,570	3,280	2,844	2,129	2,552	2,372					23,629

Park Planning Activities February, 2022

NORMAN FORWARD Reaves Park:

Demolition began on the out-buildings of our old Park Maintenance Facility at Reaves, as that operation moves to their new home at North Base, to make way for the new T-Ball 4-plex in that area of the park. The Ball Clubs of Norman (the group that operates all of the baseball and softball leagues) is coordinating with us to schedule the field improvements on the existing softball and baseball fields at Reaves prior to their spring season, which begins on March 21. As weather permits, work also continues construction of the new interior park road and parking lots. We plan to take ownership of the north lot improvements and re-open that area for use during the upcoming youth baseball/softball spring season. We are also continuing to plan for the park's use for the Medieval Fair this spring in its usual location in the southwest part of the park (in the areas not being renovated with this project). The project is anticipated to be completed in December of this year.

Neighborhood Parks:

After reviewing proposals, a contract was awarded in February for the work planned to make accessibility improvements to the facilities at Lions Park. The plan from The McKinney Partnership, Architects includes a design to renovate the restrooms and gazebo in the park to bring them up to current ADAAG specs, while also modifying the park's parking lot to have the correct design for handicap parking. Work will begin in March, and be completed in approximately 90 days, depending on availability of materials and finishes.

A contract was also awarded for the playground replacement at Cherry Creek Park in February. That material will arrive later this spring, and we will work with the vendor to remove the old equipment and prepare a site for the new equipment, which will also allow us to expand the soccer practice area and upgrade any remaining park furniture in this long-established west side park.

Crews also completed the addition of practice disc golf baskets at Kiwanis Park, after receiving a request for those from residents in the area.

Also, a contractor worked late in the month to continue making improvements to the landscape at Earl Sneed Park, as part of the plan to improve all neighborhood parks through the NORMAN FORWARD project.

Beautification:

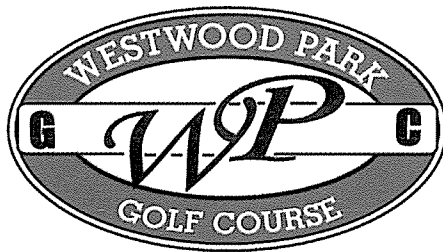
Crews from Grissom Landscape began working in February to prune and thin the shrub beds and trees planted along the I-35 and Tecumseh Road interchange. That area was planted several years ago as part of an ODOT Tree Grant, and has experienced winter and other storm damage in recent years that made it necessary to now do some corrective pruning and removals. We will re-evaluate the remaining plants this spring and summer and replace any areas that have died or are in decline with similar material, as was agreed-to in the grant award.

FEBRUARY 2022 PARK MAINTENANCE DIVISION

Park Maintenance crews performed routine trash removal & leaf clean-up in City Parks as well as restroom/shelter cleaning & landscape maintenance in City Parks. Crews also prepared the Parks & Recreation and City Facilities for the freezing temperatures and cleared sidewalks at the Municipal Complex, Senior Center, Libraries, The Depot, and Recreational Centers.

SAFETY REPORT	FYE-22MTD	FYE-22YTD		FYE-21MTD	FYE-21YTD
On-The-Job Injuries	0	0		1	6
Vehicle Accidents	0	0		0	0
Employee responsible	0	0		0	0
ROUTINE ACTIVITIES	Total Man	Hours YEAR-TO-DATE		Total Man	Hours YEAR-TO-DATE
Mowing	0.00	460.00		0.00	358.00
Trim Mowing	0.00	2763.50		12.00	2923.50
Chemical Spraying	1.00	292.00		0.00	261.00
Fertilization	0.00	16.00		0.00	12.00
Tree Planting	0.00	0.00		0.00	1.00
Tree & Stump Removal	18.00	87.00		9.00	45.00
Tree Trimming/Limb Pick-Up	18.00	388.00		248.00	3207.00
Restroom/Trash Maintenance	0.00	40.00		112.00	1075.50
Play Equipment Maintenance	0.00	261.00		41.00	183.50
Sprinkler Maintenance	0.00	415.00		48.00	177.00
Grounds/Building Maintenance	80.00	160.00		0.00	191.00
Planning Design	0.00	571.00		102.00	260.50
Park Development	0.00	104.00		0.00	0.00
Special Projects	35.00	73.00		24.00	292.50
Nursery Maintenance	12.00	24.00		0.00	0.00
Flower/Shrub Bed Maintenance	161.00	719.25		151.00	893.75
Seeding/Sodding	4.00	67.27		16.00	52.25
Ballfield Maintenance/Marking	4.00	8.00		354.00	404.00
Fence Repairs	12.00	52.00		0.00	454.50
Equipment Repairs/Maintenance	15.00	168.00		0.00	834.75
Material Pick-Up	0.00	0.00		16.00	62.50
Miscellaneous	0.00	0.00		0.00	461.00
Shop Time	0.00	278.00		0.00	111.00
Snow/Ice Removal	25.00	644.00		268.00	470.50
Christmas Lights	72.00	422.00		0.00	0.00
Close to Home Fishing	0.00	0.00		0.00	0.00
Forestry	35.00	624.00		197.00	500.00
Graffiti Clean-Up	0.00	552.75		81.00	444.00
Water Fountains	0.00	156.00		24.00	86.25
Inground Trash	0.00	0.00		0.00	0.00
Vector Control	0.00	156.00		0.00	144.00

WESTWOOD/NORMAN MUNICIPAL AUTHORITY 9A



FEBRUARY 2022

Westwood Golf Course Division Monthly Progress Report

ACTIVITY	FEB FYE'22	FEB FYE'21
Regular Green Fees	174	169
Senior Green Fees	88	98
Junior Fees	28	15
School Fees (high school golf team players)	0	0
Advanced Fees (high school golf team pre-pay)	0	0
Annual Fees (Regular, Senior & Junior Members)	297	200
Employee Comp Rounds	132	111
Golf Passport Rounds	0	0
9-Hole Green Fee	14	19
2:00 Fees	0	1
4:00 Fees	72	82
Dusk Fees or 6:00 Fees	89	61
PGA Comp Rounds	1	0
*Rainchecks (not counted in total round count)	5	2
Misc Promo Fees (birthday, players cards, OU student)	260	155
Green Fee Adjustments (fee difference on rainchecks)	1	2
Total Rounds (*not included in total round count)	1156	913
% change from FY '20	26.62%	
Range Tokens	1054	775
% change from FY '20	36.00%	
18 - Hole Carts	33	30
9 - Hole Carts	11	12
½ / 18 - Hole Carts	384	246
½ / 9 - Hole Carts	81	66
Total Carts	509	354
% change from FY '20	43.79%	
18 - Hole Trail Fees	0	0
9 - Hole Trail Fees	0	0
18 - Hole Senior Trail Fees	1	1
9-Hole Senior Trail Fees	0	0
Total Trail Fees	1	1
% change from FY '20	0.00%	0
TOTAL REVENUE	\$35,531.25	\$32,475.08
% change from FY '20	9.41%	

**FEBRUARY 2022
WESTWOOD GOLF DIVISION
MONTHLY PROGRESS REPORT**

SAFETY REPORT	FY 2022 MTD	FY 2022 YTD	FY 2021 MTD	FY 2021 YTD
Injuries On The Job	0	0	0	2
City Vehicles Damaged	0	0	0	0
Vehicle Accidents Reviewed	0	0	0	0

FINANCIAL INFORMATION

	FYE 2022	FYE 2022	FY 2021	FYE 2022
	MTD	YTD	MTD	YTD
Green Fees	\$17,425.09	\$347,855.91	\$17,809.91	\$357,794.27
Driving Range	\$4,218.72	\$80,253.71	\$3,362.57	\$91,539.01
Cart Rental	\$9,448.27	\$196,722.28	\$9,215.22	\$203,822.51
Restaurant	\$3,887.61	\$114,528.24	\$1,940.20	\$93,061.37
Insufficient Check Charge	\$0.00	\$0.00	\$0.00	\$158.91
Interest Earnings	\$551.56	\$1,731.84	\$147.18	\$1,235.18
TOTAL INCOME	\$35,531.25	\$741,091.98	\$32,475.08	\$747,611.25
Expenditures	\$68,085.24	\$859,227.99	\$48,541.46	\$622,187.19
Income vs Expenditures	(\$32,553.99)	(\$118,136.01)	(\$16,066.38)	\$125,424.06
Rounds of Golf	1156	23204	913	23598

Grass Bunkers have been shaped for ease of maintenance and playability. Drains were inspected and changed accordingly and all five grass bunkers are newly sodded and completed.

Sand Bunker renovation is underway with the first bunker under construction being #10 greenside bunker. We have 13 sand bunkers overall and we will be completing them one at a time. The materials for this project is being funded by an anonymous donor through the Parks Foundation.

The #3 drainage pipe project is still in progress with stock piling some of the topsoil for use during bunker renovations in the foreseeable future, weather permitting.

A small drain was installed next to the #16 tee cart path. There are several other locations on the golf course in need of additional drainage work.

We are presently in the process of cleaning, sanding and painting some of the golf course accessories before so they will be ready for the upcoming golf season.

FEBRUARY 2022
WESTWOOD POOL
MONTHLY REPORT

Item 7.

FINANCIAL INFORMATION

	FY2022 MTD	FY2022 YTD	FY21-22 TOTAL
Swim Pool Passes	\$5,550.00	\$13,224.50	\$191,747.00
Swim Pool Gate Admission	\$0.00	\$382,084.00	\$284,993.00
Swim Lesson Fees	\$2,600.00	\$10,987.00	\$33,547.50
Pool Rental	\$0.00	\$41,812.00	\$28,128.00
Locker Fees	\$0.00	\$0.00	\$0.00
Pool Classes	\$2,385.00	\$5,345.00	\$6,495.22
Pool Merchandise Sales	\$0.00	\$0.00	\$0.00
Concessions	\$0.00	\$213,671.52	\$127,066.89
TOTAL INCOME	\$10,535.00	\$667,124.02	\$671,977.61
Expenditures	\$29,837.96	\$808,241.58	\$624,044.12
Income verses Expenditures	(\$19,302.96)	(\$141,117.56)	\$84,856.65

ATTENDANCE INFORMATION

	Season to Date Jan FYE 2022	2021 YTD May 2020 - Oct 2020	2020 YTD May 2019-Oct 2019
a. Pool Attendance	0	43,187	68,202
b. Adult Lap Swim Morning/Night	0	581	282
c. Water Walkers	0	2,990	1,607
d. Toddler Time	0	2,723	2,314
e. Water Fitness	0		
f. Swim Team	0	1,221	3,167
g. Scuba Rentals	0		
h. Scuba Participants	0		
i. Swim Lessons	0	579	1,214
j. Private Swim Lessons	0		
g. Movie Night/Special Events	0	0	3,391
h. Party / Rentals	0	91	323
TOTAL ATTENDANCE	0	51,372	80,500

FACILITY MAINTENANCE 9B

**City of Norman Facility Maintenance
February 2022 Monthly Hourly Materials Cost Report**

Location	Labor Hrs	Labor Cost	Materials Cost	Total
Misc				
Facility Maint	103.00	\$3,349.79	\$1,001.52	\$4,351.31
City Hall	3.00	\$100.41	\$0.00	\$100.41
Bldg B	9.00	\$292.26	\$0.00	\$292.26
Bldg C	1.00	\$33.47	\$0.00	\$33.47
Library	28.00	\$903.59	\$0.00	\$903.59
Animal Welfare	2.00	\$66.94	\$0.00	\$66.94
Fire Stations	4.00	\$133.88	\$0.00	\$133.88
Parks	5.00	\$167.35	\$0.00	\$167.35
WWT	1.00	\$33.47	\$0.00	\$33.47
Total	156.00	\$5,081.16	\$1,001.52	\$6,082.68
Electrical				
Facility Maint	6.00	\$200.82	\$32.36	\$233.18
City Hall	7.50	\$248.40	\$0.00	\$248.14
Bldg A	3.00	\$100.22	\$0.00	\$100.22
Bldg B	8.50	\$281.53	\$0.00	\$281.53
Bldg C	9.25	\$304.59	\$45.52	\$350.11
Library	23.50	\$768.45	\$265.80	\$1,034.25
Animal Welfare	1.50	\$49.05	\$0.00	\$49.05
NIC	0.50	\$16.35	\$0.00	\$16.35
Fire Stations	28.25	\$923.78	\$505.03	\$1,428.81
Parks	41.00	\$1,372.27	\$271.78	\$1,644.05
Rec Centers	3.50	\$115.54	\$0.00	\$115.54
Senior Center	16.50	\$552.26	\$414.50	\$966.76
Historical House	1.00	\$33.47	\$0.00	\$33.47
WW Golf	3.00	\$100.41	\$398.30	\$498.71
WW Tennis	8.25	\$272.86	\$226.11	\$498.97
Sanitation	27.50	\$911.96	\$205.79	\$1,117.75
Streets	3.00	\$98.10	\$0.00	\$98.10

**City of Norman Facility Maintenance
February 2022 Monthly Hourly Materials Cost Report**

Traffic	3.00	\$98.10	\$0.00	\$98.10
Line Maint	1.00	\$33.47	\$0.00	\$33.47
Fleet	14.00	\$458.57	\$33.46	\$492.03
WTP	8.50	\$284.50	\$557.30	\$841.80
WRF	9.00	\$294.30	\$0.00	\$294.30
Total	227.25	\$7,518.74	\$2,955.95	\$10,474.69

HVAC

Facility Maint	3.00	\$100.41	\$0.00	\$100.41
City Hall	25.00	\$820.40	\$25.00	\$845.40
Bldg A	8.00	\$254.68	\$0.00	\$254.68
Bldg B	18.50	\$588.13	\$52.99	\$641.12
Bldg C	37.00	\$1,195.88	\$0.00	\$195.88
Library	6.00	\$181.20	\$0.00	\$181.20
Shooting Range	1.00	\$30.20	\$0.00	\$30.20
NIC	16.00	\$522.44	\$73.48	\$595.92
Fire Admin	2.00	\$60.40	\$0.00	\$60.40
Fire Stations	23.50	\$748.94	\$18.41	\$767.08
Parks	28.00	\$855.41	\$31.47	\$886.88
Rec Centers	28.00	\$884.84	\$98.34	\$983.18
Senior Center	2.00	\$60.40	\$0.00	\$60.40
Sooner Theater	4.00	\$120.80	\$0.00	\$120.80
Firehouse Art	2.00	\$66.94	\$0.00	\$66.94
WW Golf	2.00	\$60.40	\$0.00	\$60.40
WW Tennis	4.00	\$120.80	\$0.00	\$120.80
Sanitation	6.50	\$196.30	\$0.00	\$196.30
Streets	17.00	\$542.83	\$0.00	\$542.83
Stormwater	4.00	\$120.80	\$0.00	\$120.80
Line Maint	2.00	\$60.40	\$0.00	\$60.40
Fleet	8.00	\$244.87	\$0.00	\$244.87

**City of Norman Facility Maintenance
February 2022 Monthly Hourly Materials Cost Report**

WTP	10.00	\$315.08	\$0.00	\$315.08
	24.00	\$777.12	\$29.25	\$806.37
WRF				
Total	281.50	\$8,929.67	\$328.67	\$9,258.34
Plumbing				
Facility Maint				
City Hall	10.00	\$330.60	\$139.98	\$470.58
Bldg A	9.00	\$290.98	\$16.14	\$307.12
Bldg B	11.00	\$359.97	\$0.00	\$359.97
Bldg C	8.00	\$257.51	\$0.00	\$257.51
Bldg D	8.00	\$255.46	\$0.00	\$255.46
Library	1.00	\$31.42	\$0.00	\$31.42
Animal Welfare	8.00	\$253.41	\$571.00	\$824.41
NIC	3.00	\$94.26	\$0.00	\$94.26
Fire Admin	2.00	\$62.84	\$0.00	\$62.84
Fire Stations	1.50	\$47.13	\$0.00	\$47.13
Parks Maint	35.00	\$1,114.05	\$1,490.21	\$2,604.26
Parks	1.00	\$33.47	\$0.00	\$33.47
Rec Centers	23.00	\$763.66	\$12.74	\$776.40
Senior Center	36.00	\$1,172.12	\$54.68	\$1,226.80
Sooner Theater	7.00	\$230.19	\$0.00	\$230.18
WW Golf	6.00	\$190.57	\$0.00	\$190.57
WW Tennis	9.00	\$301.23	\$0.00	\$301.23
Sanitation	5.00	\$159.15	\$0.00	\$159.15
Streets	8.00	\$263.66	\$0.00	\$263.66
Fleet	7.00	\$221.99	\$0.00	\$221.99
WTP	2.00	\$66.94	\$0.00	\$66.94
WRF	4.00	\$125.68	\$0.00	\$125.68
	1.00	\$33.47	\$0.00	\$33.47
Total	205.50	\$6,659.76	\$2,284.75	\$8,944.51

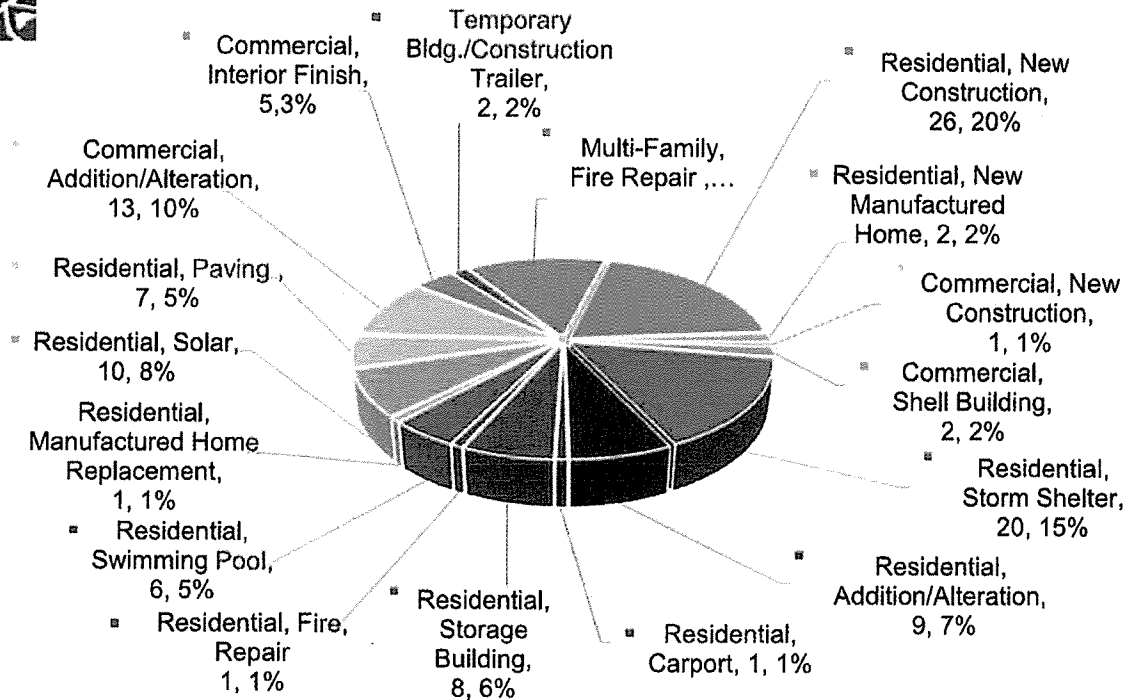
**City of Norman Facility Maintenance
February 2022 Monthly Hourly Materials Cost Report**

Custodial					
	City Hall	134.00	\$2,356.72	\$460.87	\$2,817.59
	Bldg A	134.00	\$2,356.72	\$355.87	\$2,712.59
	Bldg B	194.00	\$3,233.32	\$355.87	\$3,589.19
	Bldg C	134.00	\$2,356.72	\$355.87	\$2,712.59
	Library	8.00	\$203.92	\$0.00	\$203.92
	Fire Stations	16.00	\$407.84	\$129.22	\$537.06
Total		620.00	\$10,915.24	\$1,657.70	\$12,572.94
Total		1490.25	\$39,104.57	\$8,228.59	\$47,333.16

PLANNING AND COMMUNITY DEVELOPMENT 10



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



Permit Type	Count	Valuation
Residential, New Construction	26	\$ 7,260,287
Residential Duplex, New Construction	0	\$ -
Residential, New Manufactured Home	2	\$ 144,604
Commercial, New Construction	1	\$ 250,000
Commercial, Parking Lot	0	\$ -
Commercial, Shell Building	2	\$ 1,400,000
Residential, Storm Shelter	20	\$ 85,762
Residential, Addition/Alteration	9	\$ 363,128
Residential, Carport	1	\$ 1,795
Residential, Storage Building	8	\$ 169,587
Residential, Fire Repair	1	\$ 500
Residential, Swimming Pool	6	\$ 412,000
Residential, Manufactured Home Repl	1	\$ 88,900
Residential, Solar	10	\$ 335,413
Residential, Paving	7	\$ 49,975
Commercial, Addition/Alteration	13	\$ 8,857,219
Commercial, Interior Finish	5	\$ 1,455,000
Commercial, Fire Repair	0	\$ -
Commercial, Foundation	0	\$ -
Temporary Bldg./Construction Trailer	2	\$ 14,000
Multi-Family, New	0	\$ -
Multi-Family, Addition/Alteration	0	\$ -
Multi-Family, Foundation	0	\$ -
Multi-Family, Fire Repair	17	\$ 98,000
Group Quarters	0	\$ -
131		\$ 20,986,170

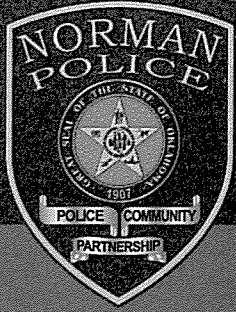
CITY OF NORMAN Building Permit Activity-FEBRUARY 2022				
DESCRIPTION	2022 YEAR TO-DATE	VALUATION	2021 TOTALS	2021 TOTAL VALUATION
Residential, New Construction.....	75	\$ 21,524,844	559	\$ 171,447,259
Residential, New Dwelling Unit Attached.....	0	\$ -	0	\$ -
Residential, New Manufactured Home.....	2	\$ 144,604	2	\$ 65,000
Residential, New Non Dwelling Unit.....	0	\$ -	0	\$ -
Residential Duplex, New Construction.....	0	\$ -	2	\$ 400,000
Residential, Garage Apartment.....	0	\$ -	0	\$ -
Multi-Family, New Construction 3-4 DU.....	0	\$ -	1	\$ 750,000
Multi-Family, New Construction 5+ DU.....	0	\$ -	9	\$ 22,230,000
Multi-Family, Fire Repair.....	17	\$ 98,000	13	\$ 284,798
Multi-Family, Foundation.....	0	\$ -	3	\$ 170,000
Multi-Family, Addition/Alteration.....	0	\$ -	2	\$ 16,000
Residential, Addition/Alteration.....	13	\$ 458,929	185	\$ 11,219,201
Residential, Carport.....	1	\$ 1,795	4	\$ 73,710
Residential, Storm Shelter.....	45	\$ 177,952	307	\$ 1,174,221
Residential, Storage Building.....	13	\$ 453,977	141	\$ 4,708,996
Residential, Fire Repair.....	2	\$ 20,500	31	\$ 1,558,116
Residential, Swimming Pool.....	17	\$ 1,223,535	145	\$ 9,332,054
Residential, Manufactured Home Replacement	2	\$ 178,535	7	\$ 582,151
Residential, Solar.....	14	\$ 491,871	16	\$ 461,303
Residential, Paving.....	21	\$ 394,268	111	\$ 1,737,557
Group Quarters.....			0	\$ -
TOTAL	222	\$ 25,168,810	1538	\$ 226,210,366
Commercial, New Construction.....	4	\$ 5,807,000	51	\$ 263,453,985
Commercial, New Shell Building.....	2	\$ 1,400,000	11	\$ 9,242,000
Commercial, Addition/Alteration.....	34	\$ 52,730,689	143	\$ 45,783,076
Commercial, Interior Finish.....	9	\$ 2,944,600	40	\$ 3,374,700
Commercial, New Foundation.....	2	\$ 208,200	7	\$ 10,740,000
Commercial, Fire Repair.....	0	\$ -	8	\$ 888,000
Commercial, Parking Lot.....	0	\$ -	7	\$ 682,640
Commercial, Temporary Bldg./Const Trailer....	3	\$ 24,000	29	\$ 351,391
TOTAL	54	\$ 63,114,489		\$ 334,515,792
Electrical Permits.....	274		1663	
Heat/Air/Refrigeration Permits.....	196		1405	
Plumbing and Gas Permits.....	283		1891	
Sign Permits.....	46		475	
Water Well Permits.....	4		44	
Garage Sale Permits.....	7		782	
Structure Moving Permits.....	6		16	
Demo-Residential Permits.....	3		31	
Demo-Non-Residential Permits.....	0		10	
Temp. Const. Bldgs. & Roll-off Permits.....	24		173	
Lot Line Adjustments Filed.....	3		25	
Certificate of Occupancy (CO).....	135		1070	
All Field Inspections.....	4058		27583	
Net Residential Demos & Removals.....	-3		-28	
TOTAL VALUATION		\$ 88,283,299		\$ 560,726,158
Development Services Division 201-A West Gray Street Norman, OK 73069 (405) 366-5339				

City of Norman													
BUILDING PERMITS AND INSPECTIONS													
NON-RESIDENTIAL BUILDING PERMITS													
Issued February 2022- Sorted by Permit Type													
Permit Type	Contractor	Tenant Name	Permit #	Issued	Street #	Dir	Street Name	Street Type	Lot	Block	Subdivision	Zoning	Valuation
COMMERCIAL ADULT	MANHATTAN CONSTRUCTION	MOORE NORMAN TECHNOLOGY CENTER HANGER REMODEL	34	2/10/2022	4701		12TH	AVE	7	2W	NOT SUBDIVIDED	A2	\$ 2,000,000
COMMERCIAL ADULT	MANHATTAN CONSTRUCTION	MOORE NORMAN TECHNOLOGY CENTER CLASSROOM LAB REMODEL	35	2/10/2022	4701		12TH	AVE	7	2W	NOT SUBDIVIDED	A2	\$ 2,000,000
COMMERCIAL ADULT	KAS ELITE SERVICES	PHARMERS MARKET DISPENSARY EXPANSION	314	2/16/2022	530	W	LINDSEY	ST	1A	1	FLOYD ADD	C1	\$ 3,000
COMMERCIAL ADULT	CAYINS CONSTRUCTION, LLC	OPTOMETRY OFFICE REMODEL	494	2/23/2022	410		24TH	AVE	1	1	GOUGH ADD	RMS	\$ 74,219
COMMERCIAL ADULT	WALKCON LTD.	VISION CENTER REMODEL	616	2/17/2022	333		INTERSTATE	DR	1	1	TSTB ADD #2	C2	\$ 65,000
COMMERCIAL ADULT	NEXIUS	AT&T UPGRADE ANTENNAS	622	2/18/2022	115	S	PORTER	AVE	29	32	NORMAN, ORIGINAL TOWNSHIP	C3	\$ 20,000
COMMERCIAL ADULT	JRS REMODELING & CONST. LLC.	AT&T UPGRADE ANTENNAS	626	2/18/2022	3188	S	BERRY	RD	12	3W	NOT SUBDIVIDED	C1	\$ 20,000
COMMERCIAL ADULT	OWNER	BYDAVIS OFFICE REMODEL	716	2/28/2022	527	E	MAIN	ST	14	38	NORMAN, ORIGINAL TOWNSHIP	C1	\$ 35,000
COMMERCIAL ADULT	CORD CONSTRUCTION SERVICES, LLC	HOME COMMUNITY CHURCH REMODEL	3372	2/9/2022	2404		CLASSEN	BLVD	6	1	HIGHWAY HEIGHTS	C2	\$ 400,000
COMMERCIAL ADULT	JASON POWERS HOMES, INC.	THE STANDARD RESTAURANT REMODEL	3577	2/10/2022	315	E	GRAY	ST	7A	21	NORMAN, ORIGINAL TOWNSHIP	C3	\$ 700,000
COMMERCIAL ADULT	CENTRAL STATE CONSTRUCTION, INC	SUMMER INVESTMENTS BAR REMODEL	4080	2/22/2022	750		ASP	AVE	1	1	OLDE TOWNE	C3	\$ 325,000
COMMERCIAL ADULT	P & P HOMES & REMODELS, INC.	CRUMBL COOKIES REMODEL	4437	2/10/2022	1607		24TH	AVE	2	2	UNIVERSITY NORTH PARK SEC 5	PUD	\$ 190,000
COMMERCIAL ADULT	MILLER TRIPPEN'S CONSTRUCTION	MANO COFFEE'S OFFICES	5119	2/24/2022	127	W	MAIN	ST	13	66	NORMAN, ORIGINAL TOWNSHIP	CCFB	\$ 5,000
COMMERCIAL INTERIOR FINISH	LANDMARK FINE HOMES, LP	EDGE BALLY OFFICES	201	2/22/2022	3501		24TH	AVE	2	1	UNIVERSITY NORTH PARK PROJE CTR	PUD	\$ 850,000
COMMERCIAL INTERIOR FINISH	LANDMARK FINE HOMES, LP	LANDMARK FINE HOMES TENANT FINISH #101	4101	2/9/2022	4331		ADAMS	RD	1	3	FRANKLIN BUSINESS PARK SEC 3	C2	\$ 125,000
COMMERCIAL INTERIOR FINISH	LANDMARK FINE HOMES, LP	LANDMARK FINE HOMES TENANT FINISH #111	4102	2/9/2022	4331		ADAMS	RD	1	3	FRANKLIN BUSINESS PARK SEC 3	C2	\$ 175,000
COMMERCIAL INTERIOR FINISH	LANDMARK FINE HOMES, LP	LANDMARK FINE HOMES TENANT FINISH #101	4104	2/9/2022	4341		ADAMS	RD	2	3	FRANKLIN BUSINESS PARK SEC 3	C2	\$ 195,000
COMMERCIAL INTERIOR FINISH	LANDMARK FINE HOMES, LP	LANDMARK FINE HOMES TENANT FINISH #111	4105	2/9/2022	4341		ADAMS	RD	2	3	FRANKLIN BUSINESS PARK SEC 3	C2	\$ 195,000
COMMERCIAL NEW CONSTRUCTION	GOLD MEDAL CONSTRUCTION	SAGE COBBLESTONE CREEK POOL	434	2/17/2022	4403		12TH	AVE	16	2W	SAGE AT COBBLESTONE	PUD	\$ 250,000
COMMERCIAL NEW SHELL BLDG	LANDMARK FINE HOMES, LP	LANDMARK FINE HOMES SHELL BUILDING #24	4100	2/9/2022	4331		ADAMS	RD	1	3	FRANKLIN BUSINESS PARK SEC 3	C2	\$ 250,000
COMMERCIAL NEW SHELL BLDG	LANDMARK FINE HOMES, LP	LANDMARK FINE HOMES SHELL BUILDING #25	4103	2/9/2022	4341		ADAMS	RD	2	3	FRANKLIN BUSINESS PARK SEC 3	C2	\$ 250,000
TEMPORARY BLDG/CONST	CROSSLAND CONSTRUCTION CO, INC.	GRIFFIN PARK SOCCER CONST OFFICE/TRAILER	485	2/11/2022	1001	E	ROBINSON	ST	20	2W	NOT SUBDIVIDED	UNC	\$ 700,000
TEMPORARY BLDG/CONST	ALL AMERICAN TENTS AND EVENTS	SHELTER FOR FRIENDS TREE TENT	581	2/17/2022	680		ED NOBLE	PKY	7	1	PARKWAY PLAZA ADD	UNC	\$ 4,000
TOTAL PERMITS 23													
				AVERAGE VALUATION \$520,705				TOTAL VALUATION \$11,976,219				AVERAGE PROJECT AREA 5,121	
												TOTAL PROJECT AREA 117,784	
New Construction Business Information (New Construction and New Shell Building)													
				Building Size (SF)				Use/Classification				Business	
				4,397				OFFICE				LANDMARK FINE HOMES SHELL BUILDING #24	
				5,422				OFFICE				LANDMARK FINE HOMES SHELL BUILDING #25	
TOTAL 23													
				8,857,219									

City of Norman														BUILDING PERMITS AND INSPECTIONS														RESIDENTIAL BUILDING PERMITS														Issued February 2022 - Sorted by Permit Type													
Permit Type	Contractor	Permit #	Date Issued	Address	City	State	Zip	Block	Subdivision	Zoning	Valuation	Project Area	KW																																										
1 & 2 FAMILY STORM SHELTER	STORM SAFE	243	2/10/2022	1101	SAVWALL	RD	1101	3	RED CANYON RANCH SEC 6	PUD	\$ 2,500	23																																											
1 & 2 FAMILY STORM SHELTER	FLAT SAFE TORNADO SHELTERS	564	2/15/2022	2308	KIMBALL	CT	2308	4	ST JAMES PARK ADD 6	R1	\$ 3,700	21																																											
1 & 2 FAMILY STORM SHELTER	LANDMARK FINE HOMES, LP	397	2/10/2022	4427	BELLINGHAM	DR	4427	1	CARRINGTON PLACE ADD #14	R1	\$ 3,800	24																																											
1 & 2 FAMILY STORM SHELTER	FLAT SAFE TORNADO SHELTERS	399	2/10/2022	5315	72ND	AVE	5315	1W	NOT SUBDIVIDED	R1	\$ 5,525	32																																											
1 & 2 FAMILY STORM SHELTER	STORM SAFE SHELTER, LLC	392	2/2/2022	3304	ASH	LN	3304	4	SPRING BROOK	R1	\$ 4,200	24																																											
1 & 2 FAMILY STORM SHELTER	GROUND ZERO STORM SHELTERS	402	2/10/2022	2401	CHARRON	DR	2401	1	PEBBLE BROOK #2	R1	\$ 4,095	24																																											
1 & 2 FAMILY STORM SHELTER	STORM SAFE	451	2/10/2022	1525	CHERRY STONE	ST	1525	2	HOLLYWOOD ADD	R1	\$ 3,700	35																																											
1 & 2 FAMILY STORM SHELTER	STORM SAFE	461	2/10/2022	3812	IRVINE	DR	3812	1	CASCADE ESTATES PUD #5	PUD	\$ 3,700	25																																											
1 & 2 FAMILY STORM SHELTER	CKLHOMA SHELTERS	478	2/25/2022	801	8TH	AVE	801	1W	NOT SUBDIVIDED	R1	\$ 3,900	35																																											
1 & 2 FAMILY STORM SHELTER	ARON'S STORM SHELTERS	508	2/11/2022	906	GARNER	ST	906	4	EPERLY-DOTSON ADD	R1	\$ 11,950	80																																											
1 & 2 FAMILY STORM SHELTER	BIGGS BACKHOE, INC	533	2/11/2022	348	WEMOKA	DR	348	13	WOODCREST EST #1	R1	\$ 3,500	48																																											
1 & 2 FAMILY STORM SHELTER	STORM SAFE TORNADO SHELTERS	576	2/15/2022	1006	COMANCHE	ST	1006	5	MCCALL'S ADD	NA	\$ 3,385	18																																											
1 & 2 FAMILY STORM SHELTER	GROUND ZERO STORM SHELTERS	588	2/16/2022	4817	CORREY	DR	4817	2	EAGLE CLIFF SOUTH ADD #7	R1	\$ 3,085	35																																											
1 & 2 FAMILY STORM SHELTER	GROUND ZERO STORM SHELTERS	638	2/16/2022	1102	ZARA	ST	1102	7	TRAILWOODS SEC 12	PUD	\$ 2,900	24																																											
1 & 2 FAMILY STORM SHELTER	STORM SAFE SHELTER, LLC	660	2/18/2022	2724	TIGGA	DR	2724	2	SEQUOYAH TRAILS ADD	R1	\$ 3,495	21																																											
1 & 2 FAMILY STORM SHELTER	FLAT SAFE TORNADO SHELTERS	668	2/21/2022	2200	NORWOOD	CT	2200	3	BELLATONA SEC. #2	R1	\$ 3,075	0																																											
1 & 2 FAMILY STORM SHELTER	OZ SAFEROOMS	694	2/25/2022	514	SHAWNEE	DR	514	10	SOUTHRIDGE ADD	R1	\$ 7,812	18																																											
1 & 2 FAMILY STORM SHELTER	STORM SAFE SHELTER, LLC	697	2/23/2022	3201	EPORA	ST	3201	12	MONTORRIDGE SEC. #2	PUD	\$ 4,385	21																																											
1 & 2 FAMILY STORM SHELTER	SMART SHELTERS, INC	722	2/24/2022	3313	TECUMSEH MEAD	WAY	3313	2	TECUMSEH MEADOWS ADD #1	R1	\$ 4,095	35																																											
1 & 2 FAMILY STORM SHELTER	PREFERRED SHELTERS	736	2/25/2022	203	W	RD	203	3	TULL'S ADD #2	R1	\$ 1,150	35																																											
1 & 2 FAMILY: ADD OR ALTER	OWNER	103	2/14/2022	222	E	ST	222	5	HIGHLAND ADDITION	R2	\$ 5,330	186																																											
1 & 2 FAMILY: ADD OR ALTER	GOOD GUYS CONSTRUCTION LLC	384	2/12/2022	409	WESTCHESTER	CT	409	25	TOWN & COUNTRY ESTATES #2	NA	\$ 30,000	180																																											
1 & 2 FAMILY: ADD OR ALTER	SUNROOMS & MORE	400	2/11/2022	4469	PENNINGTON	CT	4469	3	CARRINGTON PLACE ADD	R1	\$ 45,445	432																																											
1 & 2 FAMILY: ADD OR ALTER	SUNROOMS & MORE	473	2/11/2022	338	COLLIER	DR	338	11	MELROSE ADD	NA	\$ 75,383	206																																											
1 & 2 FAMILY: ADD OR ALTER	OWNER	528	2/24/2022	4806	ROCK CREEK	DR	4806	23	NOT SUBDIVIDED	A2	\$ 60,000	2500																																											
1 & 2 FAMILY: ADD OR ALTER	SWIFT, BRENT	643	2/17/2022	1907	GRAND VIEW	AVE	1907	4	ERCKHAYEN #69	R1	\$ 75,000	450																																											
1 & 2 FAMILY: ADD OR ALTER	SALDANA ROOFING & GENERAL CONT	674	2/28/2022	490	ELM	AVE	490	15B	LINCOLN ADD	R3	\$ 11,000	200																																											
1 & 2 FAMILY: ADD OR ALTER	DRAPER CONSTRUCTION COMP. LLC	696	2/25/2022	1891	TRAILVIEW	DR	1891	13	TRAILS ADD #2	NA	\$ 15,800	317																																											
1 & 2 FAMILY: ADD OR ALTER	OWNER	705	2/28/2022	2605	HALIFAX	WAY	2605	4	HAWTHORNE PLACE ADD	R1	\$ 5,501	163																																											
1 & 2 FAMILY: CARPORT	CAROLINA CARPORTS INC.	713	2/23/2022	10260	E	RD	10260	21	NOT SUBDIVIDED	A2	\$ 1,785	378																																											
1 & 2 FAMILY: FIRE REPAIR	MEVEIGH ELECTRIC	432	2/15/2022	17401	E	RD	17401	15	REYNOLDS LAKE ADD (SURVEY)	A2	\$ 560	100																																											
1 & 2 FAMILY: PAVING	MEDINA CONSTRUCTION	450	2/11/2022	1620	CHAUTAUGUA	AVE	1620	6	VALLEY VIEW ADD	R1	\$ 3,900	420																																											
1 & 2 FAMILY: PAVING	A & L CONCRETE	454	2/10/2022	1618	CROWN POINT	DR	1618	8	HILLTOP ADD	R1	\$ 3,375	375																																											
1 & 2 FAMILY: PAVING	A & L CONCRETE	457	2/10/2022	3212	BRENTWOOD	DR	3212	9	NORMAN PARK	R1	\$ 7,000	648																																											
1 & 2 FAMILY: PAVING	OLIVAS CONCRETE	458	2/23/2022	3301	BISMARC	LN	3301	23	SPRING BROOK #3	R1	\$ 2,500	275																																											
1 & 2 FAMILY: PAVING	MCCOWN, TAMMY	5563	2/10/2022	120	W	LN	120	23	LARSH ADD #1	R1	\$ 3,200	294																																											
1 & 2 FAMILY: PAVING	MCCOWN, TAMMY	5584	2/10/2022	102	W	ST	102	25	LARSH ADD #1	CCFB	\$ 20,000	3242																																											
1 & 2 FAMILY: SOLAR	PROELECTRIC CONTRACTORS LLC	353	2/10/2022	4508	ASHTON	CT	4508	25	LAUGH ADD #1	CCFB	\$ 20,000	3242																																											
1 & 2 FAMILY: SOLAR	MARC JONES CONSTRUCTION LLC	355	2/10/2022	1422	HAVERHILL	CT	1422	4	ASHTON GROVE ADD SEC 3	PUD	\$ 16,500	1024																																											
1 & 2 FAMILY: SOLAR	MARC JONES CONSTRUCTION LLC	356	2/10/2022	1813	PETER PAN	ST	1813	4	QUEENSTON HEIGHTS	R1	\$ 30,875	6																																											
1 & 2 FAMILY: SOLAR	MARC JONES CONSTRUCTION LLC	396	2/10/2022	1416	HAVERHILL	CT	1416	3	HILLTOP ADD	NA	\$ 32,909	5																																											
1 & 2 FAMILY: SOLAR	SOLAR POWER OF OKLAHOMA/FORME	447	2/10/2022	2023	WETMOUTH	WAY	2023	10	QUEENSTON HEIGHTS	R1	\$ 26,791	4																																											
1 & 2 FAMILY: SOLAR	MARC JONES CONSTRUCTION LLC	465	2/10/2022	2929	DUFFY	ST	2929	33	WOODLAKE ESTATES	R1	\$ 35,520	9																																											
1 & 2 FAMILY: SOLAR	MARC JONES CONSTRUCTION LLC	471	2/14/2022	219	APLOMADO	ST	219	12	CLASSEN-MILLER ADDITION	NA	\$ 34,913	5																																											
1 & 2 FAMILY: SOLAR	MARC JONES CONSTRUCTION LLC	489	2/23/2022	388	ROLLING HILLS	ST	388	18	EAGLE CLIFF SOUTH ADD #5	R1	\$ 15,700	3																																											
1 & 2 FAMILY: SOLAR	MARC JONES CONSTRUCTION LLC	515	2/14/2022	1675	STELLA ACRES	LN	1675	12	WEST ADD	R1	\$ 88,728	14																																											
1 & 2 FAMILY: SOLAR	MABELA ELECTRIC, LLC	685	2/24/2022	9960	BOXWOOD	AVE	9960	27	STELLA ACRES PHASE 3	A2	\$ 33,827	11																																											
1 & 2 FAMILY: SOLAR	SOLAR POWER OF OKLAHOMA/FORME	657	2/24/2022	2613	E	RD	2613	5	FOREST HILLS ADD	A2	\$ 33,827	11																																											
1 & 2 FAMILY: STORAGE BLDG	HILSON POST FRAME, LLC	317	2/8/2022	6414	E	RD	6414	19	NOT SUBDIVIDED	R1	\$ 41,000	2459																																											
1 & 2 FAMILY: STORAGE BLDG	JAVANTIA, GENE	371	2/7/2022	10101	E	RD	10101	1W	NOT SUBDIVIDED	A2	\$ 12,000	600																																											
1 & 2 FAMILY: STORAGE BLDG	BARBER STEEL BUILDINGS	377	2/7/2022	9300	FAWN	CT	9300	1	RUNNING DEER ESTATES	A2	\$ 38,000	4500																																											
1 & 2 FAMILY: STORAGE BLDG	BROWN, RANDY	439	2/8/2022	1201	CHERRY LAUREL	DR	1201	12	COLLEGE MANOR	R1	\$ 7,000	280																																											
1 & 2 FAMILY: STORAGE BLDG	OWNER	514	2/10/2022	6200	ROCK CREEK	RD	6200	19	NOT SUBDIVIDED	NA	\$ 18,000	1200																																											
1 & 2 FAMILY: STORAGE BLDG	TUFF SHED INC	646	2/25/2022	627	BOYD	ST	627	29	SOUTHBRIDGE ADD	R1	\$ 12,000	400																																											
1 & 2 FAMILY: STORAGE BLDG	OWNER	654	2/22/2022	1300	90TH	AVE	1300	24	BURLWOOD ESTATES (SURVEY)	A2	\$ 35,000	768																																											
1 & 2 FAMILY: STORAGE BLDG	TUFF SHED INC	665	2/28/2022	601	HAVASU	DR	601	1	RED CANYON RANCH SEC 3	PUD	\$ 5,597	149																																											
1 & 2 FAMILY: SWIMMING POOL	TNT POOLS & SPAS	407	2/2/2022	4201	FOX GROTTO	RD	4201	2	HUNTER'S GLEN ESTATES	A2	\$ 57,000	2307																																											
1 & 2 FAMILY: SWIMMING POOL	TROPHY POOLS	420	2/16/2022	2700	TECUMSEH	RD	2700	15	NOT SUBDIVIDED	A2	\$ 100,000	1282																																											
1 & 2 FAMILY: SWIMMING POOL	BRAD'S SWIMMING POOL	490	2/14/2022	2816	MAJESTY	CT	2816	5	CASTLEWOOD ADD	R1	\$ 85,000	2600																																											
1 & 2 FAMILY: SWIMMING POOL	SPLASH LUXURY POOLS	513	2/16/2022	3118	TARA	LN	3118	13	HIGHLAND VILLAGE ADD SEC 2	R1	\$ 35,000	1882																																											
1 & 2 FAMILY: SWIMMING POOL	PLEASANT POOLS	526	2/16/2022	2210	180TH	AVE	2210	3	H & L #5 (SURVEY)	A2	\$ 70,000	1060																																											
1 & 2 FAMILY: SWIMMING POOL	SIGNATURE CUSTOM POOLS	567	2/22/2022	3608	TRADITIONS	TR	3608	11	VINTAGE CREEK ADDITION	PUD	\$ 65,000	1060																																											
1 FAMILY: MANUF HOME REPLACE	OWNER	960	2/22/2022	16900	E	RD	16900	15	NOT SUBDIVIDED	A2	\$ 22,900	1280																																											
1 FAMILY: MANUFACTURED HOME	OWNER	114	2/16/2022	5600	W	RD	5600	16	NOT SUBDIVIDED	A2	\$ 36,700	1216																																											
1 FAMILY: MANUFACTURED HOME	OWNER	855	2/24/2022	217	W	RD	217	26	NOT SUBDIVIDED	A2	\$ 107,604	1216																																											

1 FAMILY, NEW CONSTRUCTION	132	2/1/2022	1323	PRESIDIO	DR	5	2	MONTEREY ADD #2	RT	315,000	3739
1 FAMILY, NEW CONSTRUCTION	133	2/1/2022	1311	PRESIDIO	DR	8	2	MONTEREY ADD #2	RT	310,000	3777
1 FAMILY, NEW CONSTRUCTION	312	2/2/2022	1304	BROOKSIDE	DR	6	2	SUTTON WOOD	RT	450,000	3747
1 FAMILY, NEW CONSTRUCTION	381	2/1/2022	6120	POST-OAK	RD	19	1W	THOUSAND OAKS COS	A2	80,000	3912
1 FAMILY, NEW CONSTRUCTION	417	2/1/2022	4302	WINDSTONE	DR	15	3	GLENRIDGE SEC #3	PUD	281,664	3461
1 FAMILY, NEW CONSTRUCTION	472	2/1/2022	4306	WINDSTONE	DR	16	3	GLENRIDGE SEC #3	PUD	250,000	4268
1 FAMILY, NEW CONSTRUCTION	550	2/1/2022	5404	WINDSTONE	LN	10	1	GLENRIDGE SEC #3	PUD	273,554	3950
1 FAMILY, NEW CONSTRUCTION	592	2/1/2022	11002	WILDFLOWER	LN	11	1W	BLACKBERRY RIDGE COS	A2	380,000	5258
1 FAMILY, NEW CONSTRUCTION	645	2/1/2022	5301	ROBINSON	ST	24	2W	FOUR D ACRES COS	A2	300,000	5567
1 FAMILY, NEW CONSTRUCTION	685	2/1/2022	3216	BIRMINGHAM	DR	8	5	ST JAMES PARK ADD 5	RT	304,000	3936
1 FAMILY, NEW CONSTRUCTION	113	2/1/2022	1920	BELLATONA	BLVD	11	8	BELLATONA SEC #1	RT	211,500	2929
1 FAMILY, NEW CONSTRUCTION	231	2/1/2022	2269	ARCADEY	AVE	11	2	BELLATONA SEC #1	RT	220,000	3231
1 FAMILY, NEW CONSTRUCTION	368	2/1/2022	4427	BELLATONA	CT	10	2	CARRINGTON PLACE ADD #14	RT	180,000	5104
1 FAMILY, NEW CONSTRUCTION	431	2/1/2022	2217	ARCADEY	AVE	9	2	BELLATONA SEC #3	RT	164,000	2392
1 FAMILY, NEW CONSTRUCTION	482	2/1/2022	2216	GULLIVER	AVE	9	5	BELLATONA SEC #3	PUD	185,480	2061
1 FAMILY, NEW CONSTRUCTION	507	2/1/2022	2215	ARCADEY	ST	2	4	BELLATONA SEC #3	RT	147,000	2163
1 FAMILY, NEW CONSTRUCTION	524	2/1/2022	2625	WISTER	PKY	3	1	GREENLEAF TRAILS ADD 11	PUD	140,000	2232
1 FAMILY, NEW CONSTRUCTION	541	2/1/2022	2625	WISTER	PKY	12	2	SUMMIT LAKES ADD #11	RT	233,120	2995
1 FAMILY, NEW CONSTRUCTION	542	2/1/2022	2604	WISTER	PKY	6	6	SUMMIT LAKES ADD #11	RT	233,690	3002
1 FAMILY, NEW CONSTRUCTION	563	2/1/2022	3102	WISTER	PKY	8	2	GREENLEAF TRAILS ADD 11	PUD	155,800	2241
1 FAMILY, NEW CONSTRUCTION	637	2/2/2022	1102	ZASIA	ST	10	2	TRAILWOODS SEC 12	PUD	188,180	2204
1 FAMILY, NEW CONSTRUCTION	659	2/2/2022	3043	WISTER	RD	3	3	GREENLEAF TRAILS ADD 11	PUD	156,400	2477
1 FAMILY, NEW CONSTRUCTION	681	2/2/2022	3113	WISTER	RD	4	1	GREENLEAF TRAILS ADD 11	PUD	170,000	2516
1 FAMILY, NEW CONSTRUCTION	699	2/2/2022	4222	CORDOVA	CT	2	3	LAS COLINAS SEC #2	RT	398,250	4980
1 FAMILY, NEW CONSTRUCTION	523	2/2/2022	4608	NORTHFIELDS	RD	6	1	GREENLEAF TRAILS ADD 11	PUD	185,800	2855
3+ FAMILY, FIRE REPAIR	498	2/18/2022	1500	LINDSEY	ST	1	6	CARRINGTON PLACE ADD #14	RT	727,849	4889
3+ FAMILY, FIRE REPAIR	589	2/18/2022	1504	LINDSEY	ST	1	1	COLONIAL EST SOUTH SEC 1	RMS	3,000	32
3+ FAMILY, FIRE REPAIR	590	2/18/2022	1506	LINDSEY	ST	1	1	COLONIAL EST SOUTH SEC 1	RMS	3,000	32
3+ FAMILY, FIRE REPAIR	591	2/18/2022	1508	LINDSEY	ST	1	1	COLONIAL EST SOUTH SEC 1	RMS	3,000	32
3+ FAMILY, FIRE REPAIR	592	2/18/2022	1510	LINDSEY	ST	1	1	COLONIAL EST SOUTH SEC 1	RMS	3,000	32
3+ FAMILY, FIRE REPAIR	593	2/18/2022	1512	LINDSEY	ST	1	1	COLONIAL EST SOUTH SEC 1	RMS	3,000	32
3+ FAMILY, FIRE REPAIR	594	2/18/2022	1514	LINDSEY	ST	1	1	COLONIAL EST SOUTH SEC 1	RMS	3,000	32
3+ FAMILY, FIRE REPAIR	595	2/18/2022	1516	LINDSEY	ST	1	1	COLONIAL EST SOUTH SEC 1	RMS	3,000	32
3+ FAMILY, FIRE REPAIR	596	2/18/2022	1518	LINDSEY	ST	1	1	COLONIAL EST SOUTH SEC 1	RMS	3,000	32
3+ FAMILY, FIRE REPAIR	597	2/18/2022	1520	LINDSEY	ST	1	1	COLONIAL EST SOUTH SEC 1	RMS	3,000	32
3+ FAMILY, FIRE REPAIR	598	2/18/2022	1522	LINDSEY	ST	1	1	COLONIAL EST SOUTH SEC 1	RMS	3,000	32
3+ FAMILY, FIRE REPAIR	599	2/18/2022	1524	LINDSEY	ST	1	1	COLONIAL EST SOUTH SEC 1	RMS	3,000	32
3+ FAMILY, FIRE REPAIR	600	2/18/2022	1526	LINDSEY	ST	1	1	COLONIAL EST SOUTH SEC 1	RMS	3,000	32
3+ FAMILY, FIRE REPAIR	601	2/18/2022	1528	LINDSEY	ST	1	1	COLONIAL EST SOUTH SEC 1	RMS	3,000	32
3+ FAMILY, FIRE REPAIR	602	2/18/2022	1530	LINDSEY	ST	1	1	COLONIAL EST SOUTH SEC 1	RMS	3,000	32
3+ FAMILY, FIRE REPAIR	603	2/18/2022	1532	LINDSEY	ST	1	1	COLONIAL EST SOUTH SEC 1	RMS	3,000	32
3+ FAMILY, FIRE REPAIR	713	2/23/2022	3001	OAK TREE	AVE	1	1	OAK TREE SOUTH ADD	RMS	50,000	800
TEMPORARY ROLL-OFF, OTHER	574	2/15/2022	2040	RESEARCH PARK	AVE	1	2	UNIVERSITY NORTH PARK SEC 3	PUD	-	0
TEMPORARY ROLL-OFF, OTHER	584	2/18/2022	708	RESEARCH PARK	BLVD	37	3	NORMAN RESEARCH PARK	RT	-	20
TEMPORARY ROLL-OFF, OTHER	607	2/18/2022	3651	CLASSEN	BLVD	1	1	ST JAMES CENTRE SEC #1	C2	-	0
TEMPORARY ROLL-OFF, OTHER	706	2/22/2022	101	FRANK	ST	3	65	NORMAN, ORIGINAL TOWNSHIP	CCFB	-	20
TEMPORARY ROLL-OFF RESIDENTIAL	395	2/10/2022	521	FRANK	ST	29	2W	NOT SUBDIVIDED	RT	-	40
TEMPORARY ROLL-OFF RESIDENTIAL	519	2/10/2022	1812	HIGH MEADOWS	DR	13	15	HIGH MEADOWS ADD	RT	-	0
TEMPORARY ROLL-OFF RESIDENTIAL	517	2/10/2022	1800	TWENTREE	DR	1	1	CHRISOLM TRAIL EST SEC 1	C1	-	0
TEMPORARY ROLL-OFF RESIDENTIAL	538	2/10/2022	3800	MAIN	ST	1	1	MGBR WEST #1	C2	-	0
TEMPORARY ROLL-OFF RESIDENTIAL	553	2/16/2022	818	MONNETT	AVE	24	4	STATE UNIVERSITY ADDITION	R3	-	0
TEMPORARY ROLL-OFF RESIDENTIAL	732	2/24/2022	1213	BROAD ACRES	DR	4	1	BROOKHAVEN #18	RT	-	0
TOTAL PERMITS (EXCLUDING TEMP ROLL-OFF)											
TOTAL PERMITS											
108											
AVERAGE VALUATION											
\$ 83,425											
TOTAL VALUATION											
\$ 9,093,951											
AVERAGE PROJECT AREA											
1,170											
TOTAL PROJECT AREA											
126,469											
Permit Type											
1 & 2 FAMILY, STORM SHELTER	20	65,702	\$	Valuation	Permit Type	Permit Counts	Permit Counts	Permit Counts	Permit Counts	Permit Counts	
1 & 2 FAMILY, ADD OR ALT	9	383,128	\$		RESIDENTIAL STORAGE CONTAINER	0					
1 & 2 FAMILY, CARPORT	1	1,795	\$		TEMPORARY ROLL-OFF, RESIDENTIAL	6					
1 & 2 FAMILY, FIRE REPAIR	1	500	\$		TEMPORARY ROLL-OFF, OTHER	4					
1 & 2 FAMILY, PAVING	7	49,975	\$		SEASONAL STORAGE CONTAINER	0					
1 & 2 FAMILY, SOLAR	10	335,413	\$								
1 & 2 FAMILY, STORAGE BLDG	8	169,557	\$								
1 & 2 FAMILY, SWIMMING POOL	6	412,000	\$		DEMOL-RESIDENTIAL	1					
1 FAMILY, MANUFACTURED HOME REPLACEMENT	1	85,900	\$		4229 Ridgeline Cr.	-					
1 FAMILY, NEW CONSTRUCTION	2	144,604	\$		903 Hoover St.	-					
2 FAMILY, NEW CONSTRUCTION	26	7,260,287	\$		136 Page St.	-					
3 FAMILY, NEW CONSTRUCTION	0	-	\$								
3 FAMILY, FIRE REPAIR	0	-	\$								
3 FAMILY, FOUNDATION	17	98,000	\$								
3 FAMILY, ADULT	0	-	\$								
GROUP QUARTERS	0	-	\$								
GROUP QUARTERS	0	-	\$								
GROUP QUARTERS	0	-	\$								
GROUP QUARTERS	0	-	\$								
TOTAL	168	9,093,951	\$								
TOTAL DEMO-NET DWELLING UNITS											
-3											

POLICE 11



NORMAN POLICE DEPARTMENT

MONTHLY DEPARTMENT OVERVIEW

Item 7.



FEBRUARY | 2022

MONTHLY ACTIVITY OVERVIEW

SUMMARY OF REPORTED CRIMES	2022	5-YEAR AVERAGE	2021
MURDER	0	1	0
SEXUAL ASSAULTS	12	17	16
ROBBERY	3	3	2
AGGRAVATED ASSAULTS	15	17	19
BURGLARY OF BUILDING	32	37	24
LARCENY/THEFT	193	209	186
MOTOR VEHICLE THEFT	27	31	36
ARSON	0	0	0
KIDNAPPING	2	2	1
FRAUD/FORGERY	44	81	76
DUI/APC	19	34	17
PUBLIC INTOXICATION	34	42	21
RUNAWAYS	12	21	13
DRUG VIOLATIONS	21	78	30
THREATS/HARASSMENT	23	29	32
VANDALISM	55	71	65
OTHER	347	373	370
TOTAL REPORTED CRIME	607	769	691
TOTAL ARRESTS:	322	475	311
PROTECTIVE CUSTODY:	63	92	84
TOTAL CASE REPORTS*	750	933	793
COLLISIONS	150	167	97
FATALITY	2	1	0
INJURY	34	49	36
NON- INJURY	114	118	61
NUMBER OF PEOPLE INJURED	49	74	49
CITATIONS & WARNINGS	1,496	3,663	1,543
TRAFFIC CITATIONS	284	1,235	435
TRAFFIC WARNINGS	680	1,677	825
PARKING CITATIONS & WARNINGS	532	750	283

COMMUNICATIONS CENTER ACTIVITY OVERVIEW

911 CALLS TAKEN: 5,122

NON-EMERGENCY CALLS TAKEN: 14,579

TOTAL CALLS FOR SERVICE: 8,502

POLICE CALLS FOR SERVICE: 5,471

OFFICER INITIATED: 1,425

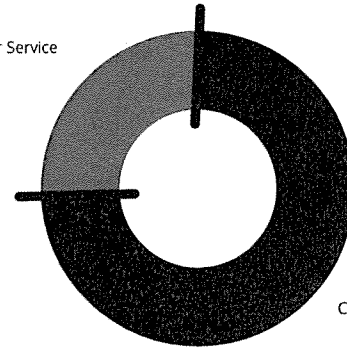
CITIZEN INITIATED: 4,046

OTHER CAD ACTIVITY:

NORMAN FIRE: 1,331

EMSSTAT: 1,672

Officer Initiated Calls for Service
1,425



Citizen Initiated Calls for Service
4,046

INVESTIGATIONS ACTIVITY

CASES ASSIGNED DURING REPORTING PERIOD: 87

CASES CLOSED DURING REPORTING PERIOD: 522

ANIMAL WELFARE

INTAKES: 168

LIVE RELEASES: 170

LIVE OUTCOME RATE: 95%

VOLUNTEER HOURS: 75

RECORDS

CUSTOMER SERVICE CONTACTS: 1,271

IN-PERSON CONTACTS: 593

PHONE CONTACTS: 678

DEPARTMENT STAFFING

AUTHORIZED COMMISSIONED OFFICER POSITIONS: 171

CURRENT COMMISSIONED OFFICERS: 161 (10 VACANCIES)

OFFICERS AVAILABLE FOR ASSIGNMENT: 143

18 ARE UNAVAILABLE DUE TO OJI, LONGTERM MEDICAL; MILITARY LEAVE; FIELD TRAINING/POLICE ACADEMY

AUTHORIZED NON-COMMISSIONED POSITIONS: 71

CURRENT NON-COMMISSIONED POSITIONS: 64 (7 VACANCIES)

ANIMAL CONTROL 11A

Norman Animal Welfare Monthly Statistical Report February 2022



IN SHELTER ANIMAL COUNTS

	2021			2022			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Beginning	38	7	45	87	18	105	60	133%
Ending	36	21	57	71	22	93	36	63%

ANIMAL INTAKES

	2021			2022			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Stray at Large	51	34	85	84	26	110	25	29%
Owner Relinquish	9	24	33	15	28	43	10	30%
Owner Intended Euth	3	0	3	0	0	0	(3)	-100%
Transfer In	0	0	0	0	0	0	0	#DIV/0!
Other Intakes*	1	6	7	2	3	5	(2)	-29%
Returned Animal	3	1	4	5	5	10	6	150%
TOTAL LIVE INTAKES	67	65	132	106	62	168	36	27%

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

OTHER STATISTICS

	2021		2022		Comparisons	
	Total		Total		Difference	Percent
Wildlife Collected (DOA)	2	2	0	0	(2)	-100%
Dog Collected (DOA)	0	0	2	2	2	#DIV/0!
Cat Collected (DOA)	1	1	0	0	(1)	-100%
Wildlife Transferred	0	0	0	0	0	#DIV/0!
Intake Horses	0	0	0	0	0	#DIV/0!
Intake Cows	0	0	0	0	0	#DIV/0!
Intake Goats	0	0	0	0	0	#DIV/0!
Intake Sheep	0	0	0	0	0	#DIV/0!
Intake Rabbits	0	0	0	0	0	#DIV/0!
Intake Pigs	0	0	0	0	0	#DIV/0!
Intake Other	0	0	0	0	0	#DIV/0!
TOTAL OTHER ITEMS	3	3	2	2	(1)	-33%

LENGTH OF STAY (DAYS)

	2021	2022
Dog	13.3	27.6
Puppy	4.5	15.1
Cat	7	7.1
Kitten	2	4.9

OWNER SURRENDER PENDING INTAKE

	Canine	Feline	Other	Total
Animals	140	8	0	148

Norman Animal Welfare Monthly Statistical Report February 2022



IN SHELTER ANIMAL COUNTS

	2021			2022			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
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Transfer In	0	0	0	0	0	0	0	#DIV/0!
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OTHER STATISTICS

	2021		2022		Comparisons	
	Total		Total		Difference	Percent
Wildlife Collected (DOA)	2	2	0	0	(2)	-100%
Dog Collected (DOA)	0	0	2	2	2	#DIV/0!
Cat Collected (DOA)	1	1	0	0	(1)	-100%
Wildlife Transferred	0	0	0	0	0	#DIV/0!
Intake Horses	0	0	0	0	0	#DIV/0!
Intake Cows	0	0	0	0	0	#DIV/0!
Intake Goats	0	0	0	0	0	#DIV/0!
Intake Sheep	0	0	0	0	0	#DIV/0!
Intake Rabbits	0	0	0	0	0	#DIV/0!
Intake Pigs	0	0	0	0	0	#DIV/0!
Intake Other	0	0	0	0	0	#DIV/0!
TOTAL OTHER ITEMS	3	3	2	2	(1)	-33%

LENGTH OF STAY (DAYS)

	2021	2022
Dog	13.3	27.6
Puppy	4.5	15.1
Cat	7	7.1
Kitten	2	4.9

OWNER SURRENDER PENDING INTAKE

	Canine	Feline	Other	Total
Animals	140	8	0	148

PUBLIC WORKS

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DEPARTMENT OF PUBLIC WORKS
MONTHLY PROGRESS REPORT
CITY OF NORMAN, OKLAHOMA
February 2022

ENGINEERING DIVISION

DEVELOPMENT

The Development Manager processed no Final Plats to the Development Committee; one (1) Rural Certificate of Survey for Planning Commission and one (1) Rural Certificate of Survey to City Council. The Development Engineer reviewed 21 sets of construction plans and 3 punch lists. There were 143 permits reviewed and/or issued. Fees were collected in the amount of \$4,921.59.

CAPITAL PROJECTS:

Robinson Street West of I-35 Widening Project:

The Oklahoma Department of Transportation (ODOT) conducted a bid opening on November 19, 2020, for the Robinson Street West of I-35 Project, located from I-35 to west of Rambling Oaks Drive/Cross Roads Boulevard intersection. The low bidder was Redlands Contracting, L.L.C. of Warr Acres, Oklahoma in the amount of \$5,025,867.62. ODOT awarded this project at the December 7, 2020, Transportation Commission Meeting. Redlands started construction on Monday, April 5, 2021. This project has a 270-calendar day construction schedule. Taking into account weather days, staff estimates a March 2022 completion. ODOT is administering the construction of this project because federal transportation funds are being used.

The project involves the following items:

- Widen Robinson Street for the addition of right turn and left turn lanes
- Relocate & reconfigure Interstate Drive/Robinson Street intersection east of current location
- Intersection improvements to Crossroads Boulevard/Rambling Oaks Drive/Robinson Street intersection
- New street lights, traffic signals, street signs and traffic signal interconnect along the project
- Interstate 35 on and off ramp reconstruction south of Robinson Street
- Continuous sidewalks and accessibility
- Stormwater improvements

The contractor's activities this month were as follows:

- Completed existing pavement removals on Phase 3, the north leg of Crossroads Boulevard and area in front of 7-Eleven convenience store.
- Started Phase 3 storm pipeline and inlet installations
- Completed the installation of permanent signing in all areas of the project except Phase 3, where reconstruction is still underway.

Porter Avenue and Acres Street Intersection 2019 Bond Project:

The City of Norman conducted a bid opening on October 1, 2020, for the Porter Avenue and Acres Street Intersection 2019 Bond Project. The low bidder was Rudy Construction Co. of Oklahoma City, Oklahoma in the amount of \$2,600,996.65. The Norman City Council awarded the project at the October 27, 2020 City Council Meeting. A pre-construction meeting occurred November 12, 2020 and construction began on November 17, 2020. This project has a 270-calendar day construction schedule. Taking into account weather days, staff estimates a December 2021 completion. The City of Norman Public Works Department is administering the construction of this project with the aid of inspectors from the Norman Utilities Authority.

The project involves the following items:

- Revised geometry of the intersection to enhance traffic operations and pedestrian safety
- New traffic signals with ADA compliant ramps and crossings.
- New storm water structures meeting current City of Norman codes and ordinances
- Dedicated left turn lanes to enhance traffic operations
- Reconfigured Daws Street to accommodate intersection improvements at Porter and Acres
- Waterline utility relocations as needed to accommodate intersection improvements
- New ADA compliant pedestrian sidewalks adjacent to the roadway
- Streetscape elements including decorative sidewalks, lighting, and landscaping

The contractor's activities this month were as follows:

- *Project Complete with exception of bases for signal poles*
- *Prepared final As-built quantities for Change Order No. 3*

*Monthly Progress Report
Public Works (February 2022)*

STREET MAINTENANCE BOND PROJECTS:

2022 Urban Concrete

Bid 2

During the month of February, A-Tech Paving completed select concrete panel replacement in the Westfield Manor Addition on Berry Road between Boyd Street and Lindsey Street between Wards 2 and 4.

Imhoff Bridge Emergency Repairs Project

On Thursday, July 29, 2021, City Staff were made aware of the failure of the southeast wing wall attached to the West Imhoff Road Bridge, NBI No. 18958. Upon initial inspections performed by City Staff, the condition of the bridge was found to be severe enough to warrant immediate closure.

On August 10, 2021, Haskell Lemon Construction Co., mobilized to the West Imhoff Road Bridge to begin removing the debris from the channel that was restricting the flow of Imhoff Creek which was part of the original scope of work listed in the FYE 2022 Bridge Maintenance Program contract. On August 11, 2021, Haskell Lemon Construction Co., investigated spalling on the northwest wing wall that was also identified in the FYE 2022 Bridge Maintenance Program contract scope. During their investigations a large portion of concrete came loose exposing the joint between the wing wall and the bridge structure. The wing wall was found to have approximately 1.5" of separation from the bridge structure with no reinforcing tie-ins. This wing wall has three (3) utility lines routed through it: a sanitary sewer line, a 4" gas line, and a potable water line. The wing wall is in danger of a full-scale failure, which failure would affect these three utilities as well as the structure's stability.

On August 14, 2021, City Council declared the situation at the Bridge to be an emergency.

On February 22, 2022, City Council approved Change Order No. 1 to Contract K-2122-59 which added the removal and installation of a potable water and sanitary sewer line to the scope of the project.

During the month of February, Haskell Lemon Construction Co. completed the all excavation on the North side of the bridge, poured the north side concrete apron, and began building forms for the Northeast and Northwest wing walls.

FYE 2022 Street Maintenance Bond – Urban Road Reconstruction – Grover Lane

Bids were opened October 14, 2021 with seven (7) bids received. The low bidder was Parathon Construction LLC. The contract was awarded in the amount of \$205,225 with a January 3, 2022, start date. Parathon chose not mobilize until February 1, 2022, but anticipates completing the project within the 120-day contract period.

This street reconstruction project includes new concrete pavement with curb and gutter over a compacted aggregate base.

During the month of February, the contractor completed 631 square yards of the north lane.

Sidewalk Programs:

FYE 2022 Annual Sidewalk Program. Bids were received on June 3, 2021. City Council awarded the contract to Nash Construction Co. in the amount of \$313,109.00, on July 13, 2021. Change Order #1 increasing the Citywide contract amount of \$56,665.00 by \$45,000.00 was approved by City Council on September 28, 2021. Construction began August 10, 2021. The Schools and Arterials, Sidewalks & Trails, Sidewalk Accessibility and Downtown Sidewalk and Curbs projects are complete. To date, we've expended an estimated \$103,529.04 on 51 Citywide projects, which includes the "50/50 program," and have another 14 projects in queue at an estimated cost of \$24,529.51. Proposed Change Order #2 adding an additional \$80,000.00 to the Citywide program is projected to meet City Council on January 18, 2022. If approved, this will extend the program until the end of FYE 2022, or until funds are depleted.

Citywide Sidewalk Reconstruction				
FYE 22 Projects Completed	FYE 22 Citizen Contributions	Total Open Projects	Open Projects Estimate	Open Projects Scheduled: City Responsibility/Resident Participation
51	\$22,558.06	18	\$33,767.46	3

Monthly Progress Report

Public Works (February 2022)

FYE 2022 Capital Improvement Project – 24th Avenue NW. Bids were received on August 5, 2021 and the project was awarded to Parathon Construction by City Council on September 14, 2021. This project addresses a significant portion of the City of Norman's 2018 Americans with Disabilities Act Transition Plan. The 24th Avenue project area is large and is broken down into four phases. This construction addresses Phase I and includes significant repairs along a 1.1-mile sidewalk corridor on 24th Avenue NW, from Main Street to Robinson Street (east side) and comprises 1365 square yards of sidewalk repairs, 800 square yards of driveway approach reconstruction and 216 square yards of ramps and curb cuts. The project began November 8, 2021 and is currently 90% complete. Change Order #1 was approved by Council on December 14, 2021, which increased the contract amount by \$120,066.00 enabling a continuation into Phase II of the project. Phase II consists of the same stretch as Phase I, but along the west side of 24th Avenue NW and is projected to begin March 1, 2022. Phase III and IV, which continues along the east and west sides of 24th Avenue SW, from Main Street to Lindsey Street will be programmed for future years.

PUBLIC TRANSIT

Public Transit Response to COVID-19 (coronavirus)

Below are actions that have continued to be taken by City and EMBARK staff altering transit service in response to COVID-19.

- Enhanced cleaning of vehicles.
- Suspended operations of route 144-Social Security.
- Limited capacity on fixed route and paratransit busses.
- Mandatory face coverings while using transit services, a federal requirement on public transit (expiration date extended from January 18, 2022 to March 18, 2022).

Battery Electric Bus Purchases

The City is currently in the process of purchasing 2 battery electric busses. A group of transit staff members visited the manufacture's facility at the beginning of November to perform a pre-production meeting. Staff anticipates receiving these vehicles in August/September 2022. Below is background information on both battery electric bus projects:

- An authorization to purchase the City's first battery electric vehicle, a transit bus, was approved at Council's May 25, 2021 meeting. A purchase order was issued on May 27, 2021 to the manufacturer. Approximately 50% of the vehicle purchase price will be reimbursed through a grant received from Oklahoma Department of Environmental Quality through the Volkswagen Settlement Fund.
- An authorization to purchase the City's second battery electric transit bus was approved at Council's August 10, 2021 meeting. A purchase order was issued on August 13, 2021 to the manufacturer. Approximately 70% of the vehicle purchase price will be reimbursed through a grant received from the FTA's 2021 Low- or No-Emission Vehicle Program. The City's project was 1 of 49 projects selected in the nation.
- Council granted approval for additional funds to be allocated to both bus builds on December 14, 2021. These additional funds were used add charge rails to the top of the busses so that in the future an overhead pantograph charging system could be utilized.

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

- The Go Norman Transit Plan was approved by resolution by Council at its June 22nd, 2021 meeting. Staff are continuing exploratory work on the next steps as recommended in the plan. Work this past month includes:
 - The acquisition of property downtown, 318-320 Comanche Street, to be used as a transit center, which Council approved the purchase sale agreement on January 18. The City and the seller are still working through the sale process. Once completed, the City will begin working with consultants to design the site into a new, City transit center.

*Monthly Progress Report
Public Works (February 2022)*

- On October 1, 2021 ACOG announced the grant cycle for their Air Quality Small Grant Program was open. This program seeks to improve air quality in Central Oklahoma by reducing reliance on single-occupancy vehicle trips. Small transportation infrastructure projects and transit improvements as well as projects focused on congestion relief efforts are all eligible. Staff submitted an application on November 19, 2021 requesting funding to install 80 new bus stops associated with the recommended route changes in the Go Norman Transit Plan. Council supported this application by approving a programming resolution on November 30, 2021 for the project. On January 13, 2022 the ACOG MPO Technical Committee recommended a list of projects be approved for funding, of which the City's was one of them. Then the ACOG MPO Policy Committee reviewed the list of projects on January 27, 2022 and approved them for funding. City staff have worked with ACOG on a contract agreement for the project and will bring it to Council for review and approval at the March 8th Council meeting.
- Staff are also working with Nelson/Nygaard, the consultant that worked with the City to create the Go Norman Transit Plan, to bring an amendment to their contract to Council for consideration on March 8. This amendment would be make minor changes to the Go Norman Transit Plan to reflect the property at 318-320 Comanche Street to be used as a Transit Center, rather than The Depot.

Ribbon Cutting for the Transit Operations and Maintenance Facility

- The North Base Complex, Phase 1 project was awarded to Flintco, LLC in the amount of \$8,648,000 on October 13, 2020. This project includes construction of the Transit/Fire Maintenance Facility and Parks Maintenance Facility at the North Base Complex. The Notice to Proceed was issued on November 2, 2020, and a groundbreaking ceremony was held on the same day.
- Facility is substantially complete and Transit Operations occupied the building as of January 24, 2022. The Ribbon Cutting Ceremony was held February 11, 2022 at 3pm with remarks from the Director of Parks and Recreation, the Director of Public Works, and the Mayor.
- Attendance for the event was approximately 100 people strong and included citizens, City of Norman employees, project stakeholders, and City Councilmembers.

AngelTrax Public Transportation Onboard Surveillance System Installation

- On November 9, 2021 City Council approved contract K-2122-43 with AngelTrax to provide a public transportation onboard surveillance system for the City of Norman public transportation fleet.
- This contract provides:
 - Sufficient camera coverage both inside and outside the vehicle
 - Sufficient storage on each vehicle to be able to download video up to 240 hours in the past.
 - An automatic system that would download tagged video wirelessly when the vehicle comes in range of the public transit fleet yard.
 - A computer software solution that enables both EMBARK and City of Norman employees to tag/request video be downloaded and viewed.
- Vendor arrived and began installation last month. Over the next few weeks the equipment will be installed, calibrated, and tested for quality verification. In addition, training will be provided to staff regarding operation.

Construction of the Transit Operations and Maintenance Facility

The North Base Complex, Phase 1 project was awarded to Flintco, LLC in the amount of \$8,648,000 on October 13, 2020. This project includes construction of the Transit/Fire Maintenance Facility and Parks Maintenance Facility at the North Base Complex. The Notice to Proceed was issued on November 2, 2020, and a groundbreaking ceremony was held on the same day. It is estimated that the project will be completed in December 2021.

The project involves the following items:

- Construction of New Transit/Fire Maintenance Building and Parks Maintenance Building
- Utility Extension to serve the new complex
- New storm water structures meeting current City of Norman codes and ordinances
- Construction of paved parking & storage areas to serve the Operations and Maintenance Facilities
- Revisions to secured access to the North Base Facility.

*Monthly Progress Report
Public Works (February 2022)*

The contractor's activities this month were as follows:

- Parks, Fleet, and Transit have all moved into buildings and begun operations
- Ribbon Cutting Ceremony held 2-11-22
- Punch List Items continue
- CNG equipment install complete
- Warranty items being addressed by contractor
- Still adjusting HVAC and other systems for optimization
- All Gates Operational
- Landscaping continues
- Still waiting on delivery of light poles and other equipment delayed due to supply chain issues. All items expected to be delivered next month

Transit Monthly Performance Report

Attached is the transit performance report for January 2022.

STREETS DIVISION

CAPITAL PROJECTS:

TOWN AND COUNTRY ESTATES-NORTH WESTCHESTER AVENUE TO NORTH SHERRY AVENUE

Streets crews replaced damaged concrete panels on Town and Country Estates-North Westchester Avenue to North Sherry Avenue. This repair required 62.50 cubic yards of concrete and resulted in over 309 square yards repaired.

SEQUOYAH TRAIL (VALLEY GUTTER PROGRAM)

Streets crews worked valley gutter repair at Sequoyah Trail and required 24.73 tons of asphalt for the repair.

ASPHALT:

2002 OAKMEADOWS DRIVE – DEEP PATCH

Streets crews worked an overlay at 2002 Oakmeadows Drive and required 27.70 tons of asphalt for the repair.

MONTORO RIDGE DRIVE AND TECUMSEH ROAD – DEEP PATCH

Streets crews worked an overlay at Montoro Ridge Drive and Tecumseh Road and required 88.31 tons of asphalt for the repair.

1808 ASBURY PLACE – DEEP PATCH

Streets crews worked an overlay at 1808 Asbury Place and required 14.98 tons of asphalt for the repair.

OTHER:

SNOW AND ICE OPERATIONS

Spread 2,325 tons of sand and salt mix and 57,500 gallons of brine mixture during snow and ice operations. 4,553 lane miles plowed and 1,854 lane miles of salt and sand.

STORMWATER

WORK ORDER RESPONSE

Stormwater Division received 11 work order requests and closed 10 work orders.

INFRASTRUCTURE MAINTENANCE

The Infrastructure Maintenance crew repaired leaking stormwater boxes on Highland Terrace and 24th NW behind Subway. The Infrastructure Maintenance crew helped the Parks Department by installing a drainage pipe under a walkway path in Sutton Wilderness Park. The Infrastructure Maintenance Crew completed a fence repair on Mercedes Street at Thorton Channel. The crew picked up litter on Interstate Drive east from Main to Tecumseh. The crew also helped the Street department with winter storm operations by clearing snow from fire stations and EMSA locations. The Infrastructure Maintenance crew checked 365 inlets and cleaned 230 inlets totaling .25 tons of debris removed from street inlets.

*Monthly Progress Report
Public Works (February 2022)*

CHANNEL MAINTENANCE

The Channel Maintenance crew removed debris from Saddleback flume and 26th flume, which resulted in 4.5 tons of debris removed. The Channel Maintenance Crew removed 2 tons of debris in front of a stormwater pipe at 6501 Blue Lane. The Channel Maintenance crew also removed 36 tons of debris and sediment at Merkle Creek south of Crestmont. The crew picked up litter on Interstate Drive west from Main to Tecumseh. The crew also helped the Street department with winter storm operations by clearing snow from fire stations and EMSA locations. The Maintenance crew removed two aquatic rodent dams from Havenbrook bridge and I-35 and Brooks. The crew checked 282 inlets and cleaned 41 inlets totaling .5 tons of debris removed from street inlets.

URBAN STREET SWEEPING/CAMERA VAN OPERATIONS

A total of 252 lane miles were swept in February resulting in the removal of approximately 101.35 tons of debris from various curb lined streets throughout the city. The sweeping crew picked up litter on Interstate Drive west from Main to Tecumseh. All three crews picked over three tons of trash along Interstate Drive. The crew also helped the Street department with winter storm operations by clearing snow from fire stations and EMSA locations. The crew checked 294 inlets and cleaned 132 inlets totaling 2 tons of debris removed.

STORMWATER OKIE LOCATES

During the month of February, 3202 Call 811 Okie Spots were received. Of those requests, 140 were stormwater pipe locates, 69 were marked, and 455 were referred to other departments.

CONSTRUCTION SITE STORMWATER MANAGEMENT

Performed 71 inspections of 123 active sites.

Issued 0 citations and 0 NOV to active sites.

Issued 2 Earth Change Permits to new projects.

MS4 OPERATIONS

Received and responded to 15 citizen calls.

Conducted 18 outfall inspections.

Conducted 1 detention/retention pond inspections.

On January 31-February 3, Jason Murphy attended FEMA E0273 Course as pre-requisite for taking CFM exam. The 4 - day course covered Managing Floodplain Development through the National Flood Insurance Program

On February 1, 2022, Mr. Shumate attended, and completed, the NPDES CSI renewal training.

On February 1, 2022, Ms. Chao attended the Lake Thunderbird Watershed Partnership meeting. She and other participants brainstormed ideas to increase public awareness of water quality issues in the watershed, such as road-side signage, as well as public participation opportunities, such as clean-up events and Boy Scout merit badges.

On February 1, 2022, Ms. Chao attended the opening of the Norman Household Hazardous Waste facility, toured the facility, and discussed opportunities for collaboration with facility staff.

On February 3, 2022, Ms. Chao attended the OK Compost and Sustainability Association meeting. She and other participants brainstormed speaker ideas and conference themes for the 2022 Compost Conference.

On February 4, 2022, Ms. Chao attended the S&T constructed wetlands meeting where an update was provided by USGS and the potential for monitoring additional contaminants of emerging concern was discussed. Mr. Jason Murphy obtained his Certified Floodplain Manager (CFM) certification.

*Monthly Progress Report
Public Works (February 2022)*

On February 9, 2022, Ms. Chao attended a presentation by Dr. Cynthia Rogers, OU Department of Economics, who discussed critical Norman water issues, including the upcoming water utility rate increase.

On February 16, 2022, Mr. Murphy attended the APWA luncheon and the Norman ECAB meeting.

On February 18, 2022, Ms. Chao attended a meeting with OK Conservation Commission and community volunteers to discuss the steps to develop a watershed management plan for Bishop Creek. A decision was made to move forward with developing the plan which will require monthly meetings for a 12-14-month period.

On February 24, 2022, Ms. Chao attended a virtual webinar discussing runoff reduction practices in Colorado and updates to the International Stormwater BMP Database.

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.

February 2022
DEVELOPMENT COORDINATION, ENGINEERING
AND PERMIT REVIEW

Subdivision Development:

FYE 2022 Associated Fees

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

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

City Council Review:

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

\$ 3,000.00

Development Committee:

Final Plats..... 0

Fee-In-Lieu of Detention..... 0

\$0.00

Subtotal:

\$3,000.00

\$13,610.00

\$51,940.00

Permits Reviewed/Issued:

(includes Offsite Construction fees)

**Single Family..... 38
 ***Commercial..... 5
 Multi-Family..... 0
 Addition/Alteration..... 30
 House Moving..... 2
 Paving Only..... 6
 Storage Building..... 6
 Swimming Pool..... 7
 Storm Shelters..... 19
 Public Improvements..... 1
 Temporary Encroachments..... 0
 Fire Line Pits/Misc..... 2
 Franchise Utilities 9
 Other revenue..... 0
 Flood Plain (@\$100.00 each)..... 0

Total Permits.....**Grand Total.....*******Construction Plan Review Occurrences********Punch Lists Prepared.....**

\$0.00	\$0.00	
\$0.00	\$100.00	\$1,200.00
\$1,921.59	\$12,405.07	\$38,801.96
\$4,921.59	\$26,115.07	\$92,051.96
21	19	179
3	4	37

* All Final Plat review completed within ten days..... PI # 13

** All Single Family Permits were reviewed and completed within three days.....PI # 10

*** All Commercial Permits were reviewed and completed within seven days..... PI # 11

**** All Construction Plans were reviewed within ten days.....PI # 12

*****All Punch Lists prepared within one day of Final Inspection.....PI # 8

February 2022

**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	3	100%
<i>PI #10</i> SINGLE FAMILY BLDG PERMIT REVIEW W/I 3 DAYS	38	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	21	100%
<i>PI #13</i> FINAL PLAT REVIEW COMPLETED WITHIN 10 DAYS	1	100%

SERVICE EFFORTS AND ACCOMPLISHMENTS FYE 2022

Item 7.

STREET DIVISION					
	FYE 2022 February 2022	FYE 2022 February 2022	Year to Date	Year to Date	FYE 2022
PERFORMANCE INDICATORS	ACTUAL	PERCENT	ACTUAL	PERCENT	PROJECTED
Distribute work order requests to field personnel within one day.	99%	99%	99%	100%	100%
Patch potholes smaller than one cubic foot within 24 hours	100%	100%	100%	100%	95%
(tons of material used)	-		54.50		
Overlay/pave 10 miles per year.	-	0%	12.25	123%	100%
Replace 2,000 square yards of concrete pavement panels	160.00	8%	2,318.00	116%	100%
Grade all unpaved alleys two (2) times per year. (approximately 210 blocks)	-	0%	99.50	24%	100%
Mow 15 ROW-miles (1,584,000 sf) of Urban right-of-way, eight times per year	-	0%	12,839,148.50	101%	100%
Mow 148 miles of Rural Right-of-way three times per year	-	0%	1,064.00	240%	100%
Debris Removal – pre-positioned contractor on notice 24 hours prior to storm event	-	0%	-	0%	0%
Debris Removal - Issue Notice to Proceed/Task Order with 48 hours of storm event	-	0%	-	0%	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 - Complete all selected projects for the bond year within the same fiscal year	-	0%	-	0%	0%



PERFORMANCE REPORT

Summary of Services Table: January 2022

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

EMBARK Norman Service Summary	ADP Jan FY22	FY22 YTD	FY21 YTD	Service Profile	Jan FY22	Jan FY21	Dec FY22
Fixed Routes (M-F)	780	131,707	105,601	Weekdays	21	20	23
Fixed Routes (Sat)	442	10,540	7,917	Saturdays	3	5	3
PLUS (M-F)	71	11,536	8,956	Gamedays	0	0	0
-Zone 1*	60	9,122	7,092	Holidays	1	1	1
-Zone 2**	15	2,414	1,873	Weather	0	0	0
PLUS (Sat)***	17	418	293	Fiscal YTD Days	178	174	154
				Cal. YTD Days	24	25	281

* Requires ¾ mile

** Operates only on Weekdays until 7:00 pm

*** Operates only in Zone 1

Strategic Performance Measures

MEASURE	FY 22 YTD	FY 22 Targets	
# of Norman fixed-route passenger trips provided	142,247	265,054	▲
# of Norman paratransit trips provided	11,954	19,000	●
% of on-time Norman paratransit pick-ups	98.37%	95.00%	●
# of Norman bus passengers per service hour, cumulative	12.79	13.14	●
# of Norman bus passengers per day, average	799	N/A*	N/A*
% of Norman required paratransit pick-ups denied due to capacity	0.02%	N/A*	N/A*

*These LFR targets are unavailable for this fiscal year. We hope to have them for FY23.

SERVICE EFFORTS AND ACCOMPLISHMENTS FYE 2022

STORMWATER DIVISION					
	FYE 2022 February, 2022	FYE 2022 February, 2022	Year to Date	Year to Date	FYE 2022
PERFORMANCE INDICATORS	ACTUAL	PER CENT	ACTUAL	PER CENT	PROJECTED
Respond to stormwater complaints and drainage concerns within 24 hours of the time reported.	99%	99%	99%	99%	99%
Mechanically sweep 500 curb miles per month (lane miles)	252.00	50%	3,341.00	56%	50%
Inspect and clean 100% of the urban drainage inlets three times per year. (approximately 5,000 locations)	943.00	9%	6,528.00	65%	70%
Mow 2,271,548 sq.feet of open drainage ways, six times per year	-	0%	3,999,444.00	29%	90%
Apply chemical vegetative control to open drainage channels, one time per year.	-	0%	-	0%	90%
Permit all earth disturbing operations over 1 acre in size.	2.00	95%	19.00		95%
Permit all floodplain activities as appropriate.	-	0%	13.00		100%
Submit all necessary reports and documentation as required to comply with state stormwater regulations within 15 days of deadlines. (1)	-	0%	1.00		100%
Perform erosion control inspections of permitted sites within 30 days.	71.00	58%	760.00		100%
Respond to stormwater complaints within 24 hours of the time reported	15.00	100%	137.00		100%
Inspect City facilities identified as potential stormwater pollution sources.	1.00	17%	1.00		50%
Inspect stormwater outfalls.	-	0%	5.00		100%

SERVICE EFFORTS AND ACCOMPLISHMENTS FYE 2022

Item 7.

STORMWATER DIVISION					
	FYE 2022 February, 2022	FYE 2022 February, 2022	Year to Date	Year to Date	FYE 2022
PERFORMANCE INDICATORS	ACTUAL	PER CENT	ACTUAL	PER CENT	PROJECTED
Respond to stormwater complaints and drainage concerns within 24 hours of the time reported.	99%	99%	99%	99%	99%
Mechanically sweep 500 curb miles per month (lane miles)	252.00	50%	3,341.00	56%	50%
Inspect and clean 100% of the urban drainage inlets three times per year. (approximately 5,000 locations)	943.00	9%	6,528.00	65%	70%
Mow 2,271,548 sq.feet of open drainage ways, six times per year	-	0%	3,999,444.00	29%	90%
Apply chemical vegetative control to open drainage channels, one time per year.	-	0%	-	0%	90%
Permit all earth disturbing operations over 1 acre in size.	2.00	95%	19.00		95%
Permit all floodplain activities as appropriate.	-	0%	13.00		100%
Submit all necessary reports and documentation as required to comply with state stormwater regulations within 15 days of deadlines. (1)	-	0%	1.00		100%
Perform erosion control inspections of permitted sites within 30 days.	71.00	58%	760.00		100%
Respond to stormwater complaints within 24 hours of the time reported	15.00	100%	137.00		100%
Inspect City facilities identified as potential stormwater pollution sources.	1.00	17%	1.00		50%
Inspect stormwater outfalls.	-	0%	5.00		100%

**PUBLIC WORKS
FLEET DIVISION**
Technician Productivity
Report

FYE 2022

February 2022

MECHANIC	DIRECT LABOR HOURS	PRODUCTIVITY		INDIVIDUAL PRODUCTIVITY	
		GOAL	ACTUAL	ACTUAL	DIFFERENCE
# 001	140.59	72%	108.1%		36.1%
# 002	118.55	72%	91.2%		19.2%
# 003	112.00	72%	86.2%		14.2%
# 004	119.85	72%	92.2%		20.2%
# 006	130.98	72%	100.8%		28.8%
# 007	104.81	72%	80.6%		8.6%
# 008	124.35	72%	95.7%		23.7%
# 009	89.38	72%	68.8%		-3.2%
# 010	68.15	72%	52.4%		-19.6%
# 011	195.79	72%	150.6%		78.6%
# 012	57.47	72%	44.2%		-27.8%
# 013	73.84	72%	56.8%		-15.2%
# 018	104.33	72%	80.3%		8.3%
# 021	134.31	72%	103.3%		31.3%
# 028	82.12	72%	63.2%		-8.8%
# 031	80.74	72%	62.1%		-9.9%
# 033	68.04	72%	52.3%		-19.7%
# 034	153.42	72%	107.3%		35.3%
# 035	19.12	72%	13.4%		-58.6%

DIRECT LABOR HOURS	1977.84
TOTAL AVAILABLE HOURS	2613.00
PRODUCTIVITY GOAL	72.0%
ACTUAL PRODUCTIVITY	75.7%

**FLEET MANAGEMENT
INVENTORY
February 2022**

FUEL

WESTWOOD GOLF	924.0	gallons	DIESEL	@	2.830	\$ 2,614.92
WESTWOOD GOLF	890.2	gallons	UNLEADED	@	2.790	\$ 2,483.66
NORTH BASE	2,822.0	gallons	UNLEADED	@	2.710	\$ 7,647.70
NORTH BASE	7,496.9	gallons	DIESEL	@	2.790	\$ 20,916.35
FIRE STATION #5	364.4	gallons	UNLEADED	@	2.820	\$ 1,027.69
FIRE STATION #5	200.3	gallons	DIESEL	@	2.850	\$ 570.86
FIRE STATION #6	277.4	gallons	DIESEL	@	2.850	\$ 790.59
FIRE STATION #6	117.3	gallons	UNLEADED	@	2.820	\$ 330.79
BULK TANKS	1,200.0	gallons	DIESEL	@	2.790	\$ 3,348.00

TOTAL	GALLONS:	DOLLAR:
UNLEADED	4,194.0	\$ 11,489.84
DIESEL	10,098.6	\$ 28,240.72

**PUBLIC WORKS
FLEET DIVISION
ACTIVITY REPORT**

Item 7.

February 2022

IN GALLONS	FYE 2022	FUEL REPORT	
	UNLEADED PURCHASED	DIESEL PURCHASED	CNG PURCHASED
Internal pumps	17,163.00	20,242.00	15,582.42
Outside - sublet	1,240.00	1,092.00	4,079.49
TOTAL	18,403.00	21,334.00	19,661.91
TOTAL	UNLEADED CONSUMED	DIESEL CONSUMED	CITY CNG CONSUMED
Consumption	15,582.42	20,833.10	23,809.07
			PUBLIC CNG CONSUMED
			4,079.49

FYE 2022 TO DATE CONSUMPTION				
TOTAL	UNLEADED CONSUMED	DIESEL CONSUMED	CITY CNG CONSUMED	PUBLIC CNG CONSUMED
Consumption	168,555.89	167,633.72	254,210.80	38,973.46

INTERNAL PRICE PER GALLON:					EXTERNAL PRICE PER GALLON:				
UNLEADED	High	\$2.79	Low	\$2.63	UNLEADED	High	\$2.85	Low	\$2.79
DIESEL	High	\$2.83	Low	\$2.71	DIESEL	High	\$2.87	Low	\$2.83
CNG	High	\$0.84	Low	\$0.84	CNG	High	\$1.49	Low	\$1.49

FASTER CONSUMABLE PARTS PURCHASED					PUBLIC CNG SALES				
REPAIR PARTS		\$79,743.27			Month Total Public CNG Sales		\$6,048		
BATTERIES		\$3,963.79			FYE 2022 To Date Public Sales		\$51,648		
OILS/FLUIDS		\$6,941.83			LIFE TO DATE CNG GAS GALLON EQUIVALENT				
TIRES		\$12,066.61			Total Sold Gallons Life To Date		998,538		
SUBLET REPAIRS		\$10,234.45			Total Gross Sales Life To Date		\$1,433,254		
TOTAL SPENT ALL parts/sublet		\$112,949.95			Life To Date CNG Gas Gallon Equivalent				
					Total Public/City Through-Put CNG Gallons @ Stator		2,747,657		

Light Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	2	5	1	46
EMERGENCY ROAD CALLS	5	3	3	50
PM SERVICES	75	90	93	855
INCLEMENT WEATHER	3	0	2	23
WORK ORDERS	215	238	231	2,336
SCHEDULED REPAIRS	90	100	107	966
NON SCHEDULED REPAIRS	72	70	69	664

Heavy Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	9	5	3	65
EMERGENCY ROAD CALLS	7	21	23	173
PM SERVICES	30	47	41	390
INCLEMENT WEATHER	30	1	0	32
WORK ORDERS	196	214	203	2,164
SCHEDULED REPAIRS	34	47	57	513
NON SCHEDULED REPAIRS	106	140	121	1,249

Transit Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	1	1	1	22
EMERGENCY ROAD CALLS	2	0	0	3
PM SERVICES	5	9	12	92
INCLEMENT WEATHER	2	0	1	4
WORK ORDERS	71	61	78	640
SCHEDULED REPAIRS	5	9	12	81
NON SCHEDULED REPAIRS	43	42	60	474

EVT Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	4	3		7
EMERGENCY ROAD CALLS	1	2		3
PM SERVICES	9	3		12
INCLEMENT WEATHER	0	0		0
WORK ORDERS	21	19		40
SCHEDULED REPAIRS	9	7		16
NON SCHEDULED REPAIRS	7	6		3

COMBINED SHOPS	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	16	14	11	131
EMERGENCY ROAD CALLS	15	26	24	219
PM SERVICES	119	150	146	1343
INCLEMENT WEATHER	35	1	1	60
WORK ORDERS	514	546	513	5296
SCHEDULED REPAIRS	139	164	156	1592
NON SCHEDULED REPAIRS	231	265	252	2442

**PUBLIC WORKS FLEET DIVISION
PM COMPLIANCE REPORT**

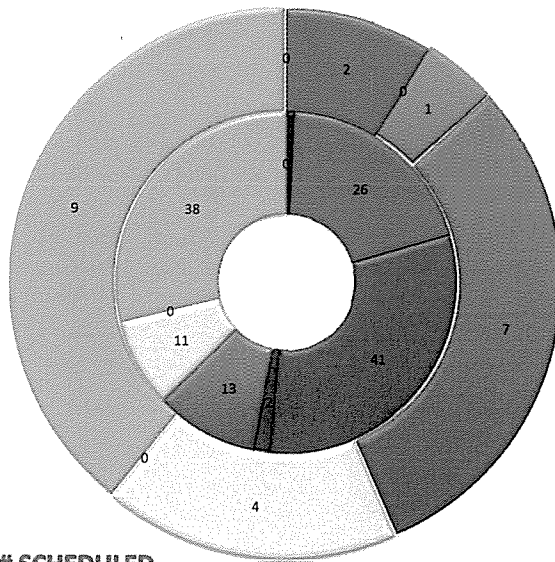
February FYE 2022

Item 7.

Currently Past Due:

Unit #	Unit Description	Department Division	Current Odometer Reading	Meter or scheduled date	Meter Past		ORIGINAL Scheduled DATE	SHOP	Type of SERVICE	LAST PM DONE
POLICE										
1040T	2001 TM Trailer	Staff Services	3/1/2022	2/8/2022	-21	days	2/3/2022	Light Repair	PM-A	2/8/2021
1136	2010 Ford Crown Vic	Patrol	128974	128664	-310	miles	2/7/2022	Light Repair	PM-D	6/4/2018
1146	2010 Ford Crown Vic	Patrol	138890	138010	-880	miles	2/8/2022	Light Repair	PM-C	10/8/2021
211031	2021 Ford Expedition	Criminal Investigations	4060	4000	-60	miles	2/23/2022	Light Repair	PM-C	N/A
1127	2013 Ford Interceptor	Patrol	121481	119985	-1496	miles	2/24/2022	Light Repair	PM-D	3/10/2020
PSST										
1222	2015 Ford Interceptor	Patrol	115187	112162	-3025	miles	2/18/2022	Light Repair	PM-C	9/8/2021
2002	2013 Hustler Lawn Mower	Fire Suppression	3/1/2022	2/24/2022	-5	days	2/22/2022	Light Repair	PM-C	2/24/2021
UTILITIES										
333A	2015 Vanair Air Compressor	Waterline Maintenance	3/1/2022	11/18/2021	-103	Days	11/18/2021	Light Repair	PM-C	5/18/2021
SANITATION										
281T	2019 Holt Trailer	Commercial	3/1/2022	1/28/2021	-397	hours	3/19/2021	Heavy Repair	PM-A	1/27/2020
0237	2018 Peterbilt Frontloader	Commercial	8314	7888	-426	hours	1/6/2022	Heavy Repair	PM-C	9/20/2021
0267	2013 Mack Sideload	Residential	3/1/2022	1/11/2022	-49	days	1/12/2022	Heavy Repair	PM-N	1/23/2020
0255	2019 Peterbilt Sideload	Residential	6027	5588	-439	hours	2/1/2022	Heavy Repair	PM-C	11/2/2021
0255	2019 Peterbilt Sideload	Residential	7/1/1916	4/19/1915	-439	days	2/2/2022	Heavy Repair	PM-SL	11/2/2021
0292	2020 Peterbilt 389	Waste	119839	115589	-4250	miles	1/26/2022	Heavy Repair	PM-C	10/12/2021
0228	2018 Peterbilt Frontloader	Commercial	8927	8786	-141	hours	2/8/2022	Heavy Repair	PM-C	10/19/2021
0269	2018 Peterbilt Sideload	Residential	10154	9815	-339	hours	2/9/2022	Heavy Repair	PM-C	9/14/2021
0287	2020 Club Car Golf Cart	Waste	3/1/2022	2/20/2022	-9	days	2/22/2022	Light Repair	PM-C	2/20/2020
285T	2020 Holt Trailer	Recycle	3/1/2022	2/3/2022	-26	days	2/24/2022	Light Repair	PM-A	2/3/2021
PARK MAINTENANCE										
441BU	2020 Patriot Crane	Park Maintenance	3/1/2022	1/1/2022	-59	days	2/1/2022	Light Repair	PM-C	1/1/2021
5451	2002 Ford F450	Park Facility Maintenance	191384	191308	-76	miles	2/7/2022	Light Repair	PM-C	5/3/2021
21444	2021 Ford F250	Park Maintenance	4912	4000	-912	miles	2/16/2022	Light Repair	PM-C	N/A
0602	2009 Chevy 1500 P/U	Park Facility Maintenance	117834	117517	-317	miles	2/25/2022	Light Repair	PM-C	9/1/2021
PUBLIC WORKS										
0135	2006 Broce RJ 350					days				

**PM Compliance Report
January FYE 2022**



- Finance
- Planning
- Public Works
- Police
- Fire
- Parks & Rec.
- PSST
- Human Resources
- Utilities

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

Department	Scheduled	Missed/Late	% Late
Finance	0	0	0.0%
Planning	1	0	0.0%
Public Works	26	2	7.7%
Police	41	0	0.0%
Fire	2	1	50.0%
Parks & Rec.	13	7	53.8%
PSST	11	4	36.4%
Human Resources	0	0	0.0%
Utilities	38	9	23.7%
Citywide Total	132	23	17.4%

**PUBLIC WORKS FLEET DIVISION
PM COMPLIANCE REPORT**

February FYE 2022

Industry Standard Compliance: Not To Exceed 5%

Item 7.

Department/Division	Number of PMs Scheduled	Number of PMs Completed On Time	Number of PMs Completed LATE	Number of PMs Still Past Due	Current % PENDING	Year To Date Non-Compliance Trend
CITY CLERK						
CITY COUNCIL					0%	0%
BUILDING ADMINISTRATION					0%	0%
MUNICIPAL COURT						
MUNICIPAL COURT					0%	0%
INFORMATION TECHNOLOGY						
INFORMATION TECHNOLOGY	2	2			0%	0%
HUMAN RESOURCES						
HUMAN RESOURCES					0%	0%
					0%	67%
					0%	0%
FINANCE						
METER SERVICES					0%	0%
PLANNING						
PLANNING	1	1			0%	0%
BUILDING INSPECTIONS					0%	0%
CODE COMPLIANCE					0%	0%
PUBLIC WORKS						
ENGINEERING	1	1			0%	21%
STREETS	9	7		2	22%	44%
STORMWATER	5	5			0%	40%
TRAFFIC	2	2			0%	50%
STORMWATER QUALITY					0%	0%
FLEET	9	9			0%	0%
TRANSIT					0%	200%
POLICE						
ANIMAL CONTROL	4	4			0%	80%
POLICE ADMINISTRATION	1	1			0%	1300%
POLICE STAFF SERVICES	3	2		1	33%	133%
POLICE CRIMINAL INVESTIGATIONS	2	2			0%	41%
POLICE PATROL	26	18		8	31%	46%
POLICE SPECIAL INVESTIGATIONS	4	2		2	50%	50%
POLICE EMERGENCY COMMUNICATION	1			1	100%	100%
FIRE						
FIRE ADMINISTRATION					0%	160%
FIRE TRAINING					0%	29%
FIRE PREVENTION					0%	8%
FIRE SUPPRESSION	2	1		1	50%	50%
FIRE DISASTER PREPAREDNESS					0%	0%
PARKS & RECREATION						
PARK MAINTENANCE	10	5	2	3	30%	21%
PARKS & RECREATION					0%	0%
CUSTODIAL	1	1			0%	0%
FACILITY MAINTENANCE	2			2	100%	144%
PUBLIC SAFETY SALES TAX (PSST)						
PSST POLICE PATROL	9	6		3	33%	33%
PSST POLICE CRIMINAL INVESTIGATION	1	1			0%	0%
PSST FIRE SUPPRESSION	1			1	100%	0%
CDBG						
PLANNING CDBG					0%	0%
UTILITIES WATER						
UTILITIES ADMINISTRATION					0%	0%
WATER TREATMENT PLANT					0%	0%
WATER PLANT					0%	0%
WATER PLANT WELLS	1	1			0%	1500%
WATER PLANT LAB					0%	0%
LINE MAINTENANCE ADMIN					0%	0%
WATER LINE MAINTENANCE	10	7		3	30%	30%
UTILITIES INSPECTOR					0%	0%
UTILITIES WRF						
WRF ADMIN					0%	0%
WRF INDUSTRIAL	1	1			0%	400%
WRF BIOSOLIDS					0%	0%
WRF OPERATIONS					0%	0%
SEWER LINE MAINTENANCE	1	1			0%	0%
UTILITIES SANITATION						
SANITATION ADMINISTRATION					0%	0%
SANITATION RESIDENTIAL	7	4		3	43%	229%
SANITATION COMMERCIAL	8	8		1	13%	75%
SANITATION TRANSFER	2	1		1	50%	500%
SANITATION COMPOST					0%	0%
SANITATION RECYCLE	6	5		1	17%	17%
SANITATION YARD WASTE	2	2			0%	0%
CITYWIDE TOTAL	134	100	2	33	25%	18%

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

FEBRUARY 2022		PROJECTED GOAL	THIS MONTH			YEAR TO DATE		
	Percentage	Number of Requests	Goal Met	Percentage Met	Number of Requests	Goal Met	Percentage Met	
Provide initial response to citizen inquiries within 2 days	100%	86	86	100%	581	581	100%	
Provide information requested by citizens within 7 days	95%	86	86	100%	581	581	100%	
Complete traffic engineering studies within 45 days.	99%	3	3	100%	18	18	100%	
Review subdivision plats, construction traffic control plans, traffic impact statements, and other transportation improvement plans within 7 days.	95%	32	32	0%	353	353	100%	
Worker Hours Per Gallon of Paint Installed.	0.80	Gallons	Worker Hours	Percentage	Gallons	Worker Hours	Percentage	
		5	9	1.80	1666	560.75	0.34	
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	
		0.53	5	9.41	2.41	14	5.81	
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	
		12	12	100%	105	105	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%	150	150	100%	
Response to reports of sign damage:	Percentage							
High Priority Stop or Yield Signs within one hour	99%	3	3	100%	45	45	100%	
Lower Priority all other signs within one day	90%	32	32	100%	267	267	100%	
Street Name Signs within two weeks	90%	20	20	100%	136	136	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	
		3200	0	0.00	25800	16	0.00	

UTILITIES 13

LINE MAINTENANCE:

Waterline Capital Projects

- Beaumont Drive – 0%
- 1357 12th NE Avenue – 0%
- Crest Court – 0%
- Barb Court – In progress

Barb Court: WA0358: - Staff replaced 445 feet of six-inch Ductile Iron with 6" C-900 PVC on Barb Court from Morren Drive to Crestland Drive. Staff in process of concrete and asphalt repair. Estimate 2 weeks for completion and then will start on the Crest Court project.

Water Line Breaks – 13 in February

Sewer Line Data

- Total obstruction service requests - 21
 - Private Plumbing: 20
 - City Infrastructure: 1
 - Sanitary Sewer Overflows: 1 on private side

Lift Station D Flows:

- Days - 28
- Average daily flow: 1.128 MGD
- Total Monthly flow: 31.6 MG

UTILITIES ENGINEERING:

Line Maintenance Building: Project will construct new building for Line Maintenance Division consisting of 49 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.

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

Design and permitting work is currently ongoing for the project. The Special Use Zoning was recommended for approval by Planning Commission. Floodplain permits were also obtained for both site locations. Council approved the zoning in November 2021. The next step is to complete the interconnection agreements with the utility companies. The required paperwork for the interconnections will be submitted after Council approval of items on January 18, 2022.

WASTEWATER PROJECTS:

Sewer Maintenance Project FYE17 (WW0307): Annual project will replace 28,500 feet of deteriorated sewer lines with high density polyethylene (HDPE) pipe and rehabilitate or replace 161 manholes. Area is bounded by Cavecreek Street and Pinecrest Street to the north, Sequoyah Trail and Woodcrest Creek Drive to the west, Rock Creek Road to the south and 12th Avenue NE to the east. Change Order No. 1 was a no-cost change order approved with the contract award. Change Order No. 2 was approved and added approximately 1,000 feet of 12-inch pipe replacement along Chautauqua Avenue from Symmes Street north to just south of Main Street. Change Order No. 3 was added to the project to address unforeseen storm sewer conflicts along Chautauqua and to also eliminate cleanouts for sewer service lines. The contractor has replaced approximately 23,000 feet of line. All lines have been completed. The only remaining items of work are manhole coatings.

Engineer: Staff with assistance from Lemke Surveying

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 and Cardinal Engineering

Sewer Maintenance Project FYE19 (WW0321): Annual project may replace about 22,000 feet of residential sanitary sewer lines and rehabilitate or replace about 108 manholes in the area bounded by W Lindsey St. to the North, 24th Ave SW to the west, Westbrook Terrace to the south, and Berry Road to the East. Preliminary project layout and scope definition are in progress.

Engineer: Staff with assistance from local surveyor

12th Avenue NE Manhole Replacements (WW0330): This project will replace the existing 36 manholes on the existing 24-inch sanitary sewer line generally running along 12th Avenue NE from Alameda Street to north of Robinson Street. Due to the high hydrogen sulfide concentrations, rehabilitation was deemed to not be feasible for the project. The existing manholes have deteriorated such that replacement is warranted. Material delivery challenges have delayed the start of the project. The initial manhole deliveries were received on November 8, 2021. Manhole replacements began in December once all materials were received and ten manholes have been replaced to-date.

WRF Reuse Pilot Study (WW0317) – Project is considering treatment alternatives to produce highly treated effluent at the WRF suitable for discharge in 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, recommend best treatment technologies to allow reuse to be implemented. In July 2020, NUA approved Amendment No. 1 to Garver's contract which fully consolidated all pilot study tasks including procurement/rental of treatment equipment for alternative treatment trains, temporary installation 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 consists of one train using an Aqua Nereda patented process and one train using a modified University of Cape Town (mUCT) process was completed. During June 2021, WRF staff was able to commence operating both trains as intended and commenced full sampling and testing regimen as per Garver's pilot testing protocol. As of November 2021, the Phase II temporary skids for advanced tertiary treatment had been installed, tested, and placed into service. Phase I and Phase II of the study are currently running and sampling is ongoing. The skid with the final advanced tertiary treatment process, Phase III of the study, was delivered to the WRF in early January 2022, and will be placed into service in February 2022. Phases I, II, and III will then run concurrently with sampling ongoing on all three phases until at least June 2022. Garver's final report is expected to be submitted no later than December 2022.

In December 2019, NUA learned that Bureau of Reclamation (BOR) had approved a grant of up to \$700,000 to assist funding project. Grant contract was fully executed during September 2021. In early October 2021, NUA learned that it has been awarded a second grant from BOR, a green infrastructure grant to evaluate what role a constructed wetland could play in further improving quality of stormwater and/or effluent water entering Lake Thunderbird as part of a future reuse program. This grant includes \$209,824 in funds for 2022 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 initial work (mostly research at this point) is ongoing.

Engineer: Garver LLC (Michael "Cole" Niblett)

WRF Dewatering Centrifuge Replacement (WW0326) – Project will replace dewatering centrifuges at WRF. Current centrifuges are approaching the end of their useful lives, and thus require excessive maintenance and repairs, and, due to poor service provided by manufacturer, often require extended downtime before necessary repairs can be completed to keep them operational. NUA approved a Contract with Garver, LLC on December 8, 2020, and design for this project commenced immediately thereafter. During the first half of 2021, manufacturers of several different dewatering technologies ran demonstration tests that were observed by Garver, WRF and NUA Engineering staff. WRF and NUA Engineering staff also made several site visits at plants in the region to observe other manufacturers/technologies in operation. These demonstrations and observations generally showed that the various screw press technologies could not meet the minimum requirement of consistently producing 20% solids sludge. In response, one manufacturer, PW Tech using their Volute Dewatering Press performed a followup demonstration with a new mixing technology that was supposed to increase percent solids and reduce polymer demand. However, the demonstration failed to show either. Based on these results, Garver issued a Final Version of the Preliminary Engineering Report in November 2021 recommending hydraulic drive centrifuges as the technology for this project. During December 2021 and early January 2022, Garver and NUA met with several reputable centrifuge manufacturers to learn more about their equipment and, just as importantly, to learn about their manufacturing and service infrastructure. Based on these meetings, four (4) manufacturers have been approved for inclusion in the project specifications.

Based on feedback from the meetings with centrifuge manufacturers, it appears that the current lead time on centrifuge manufacture is approximately 7 months (1.5 months to produce shop drawings + 0.5 months to review and approve shop drawings + 5 months to manufacture). Based on this long lead time and its likely impact on a traditional design-bid-build construction schedule, the project appears to be a good candidate for Construction Manager at Risk (CMaR) project delivery in which the CM could commence procurement of centrifuges immediately after award of Contract while Garver is concurrently completing final design and thus minimize time lost during construction while awaiting manufacture of centrifuges. Garver is currently preparing schematic drawings and a specification for centrifuges which along with Norman's standard CMaR front end documents and the approved Engineering Report should be sufficient to complete a CMaR RFP. Therefore, the CMaR RFP should be ready for release in March 2022. A CM would then be selected and contract awarded in April 2022. Procurement of centrifuges should be complete, shop drawings approved and manufacture commenced by June 2022. Final Design would then be complete in July 2022 (with assistance from manufacturer) and a Guaranteed Maximum Price (GMP) negotiated with CM in August 2022. Construction would commence in August 2022 with ample time to complete preliminary work before Centrifuge delivery in late 2022. Construction should be complete in Spring 2023.

Engineer: Garver LLC (Michael "Cole" Niblett)

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 expects to bring a contract forward to NUA in August, 2021.

Bishop Creek Interceptor Project (WW0174): Project will replace or parallel approximately 20,600 feet of existing sewer interceptors 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.

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. Design is progressing based on field investigations and 90% plans were submitted in November. Staff has reviewed the plans and there are constructability concerns regarding the proposed alignment. Staff have reviewed the alternative alignment on the east side of 12th Avenue NE and this corridor appears to be more constructible due to reduced utility conflicts. Staff is working with the consultant for an amendment to the contract to complete this work.

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.

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.

Engineer: Olsson, Inc. (Kevin Rood)

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, either traditional design/bid/build or Construction Manager at Risk (CMaR) project so they will be covered as a single project here. Due to recent plant improvements projects, space formerly used for spare part storage has been incorporated into plant operations space, leaving a shortage of viable storage 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. 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 as well as the main laboratory have not been replaced 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.

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. 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. The November review meeting included a discussion of project delivery methods, and all parties agreed that Construction Manager at Risk (CMaR) was the best option for this project. First, it is believed that the phasing and scheduling of the work could open up several possible value engineering opportunities and having the Construction Manager on board during final design would ensure that these opportunities are properly and fully evaluated and, where costs savings are confirmed, quickly implemented. Moreover, over the past year or so, lead times on seemingly random construction materials and pieces of equipment have gotten extremely long. Having a Contractor on the project team would allow those items with long lead times to be identified and for advance procurements to be scheduled as needed so as to minimize delays to construction.

Assuming CMaR is to be used, NUA will use the recently completed Preliminary Engineering Report along with NUA's standard CMaR front end documents as the basis for the CMaR Request for Proposals (RFP). However, for budgetary reasons and, more specifically, due to inflationary cost increases observed in almost all recently-bid construction projects, NUA would like to obtain bid prices for the Construction of Project WW0326, *WRF Dewatering Centrifuge Replacement*, before proceeding with this project. As such, RFPs for CMaR for this project may not be released until June 2022. CM would then be selected by July 2022. CMaR Contract would be awarded in August 2022 and, along with value engineering reviews, CM would immediately commence identifying equipment and construction materials with long lead times. The Procurement process for these materials would then commence in August 2022 with the intention of having equipment and materials delivered starting in July 2022 or whenever thereafter, they are needed to keep work on schedule. Final Design, with value engineering input from CM, would continue in the same time frame and should be complete in May 2022. Guaranteed Minimum Price (GMP) would be negotiated during June 2022, and Contract Amendment with approved GMP executed in late June 2022 or early July 2023 with construction commencing immediately thereafter. Construction will be complete in June 2023.

If traditional design/bid/build project delivery is to be used: Project would be advertised in June 2022, bids opened in July 2022 and awarded in August 2022. Construction would then continue until August 2023 (and possibly longer depending on impact of current supply chain issues).

Engineer: Greely and Hansen LLC (Ana Staggs)

WATER PROJECTS:

Waterline Relocation: I-35 Widening (WA0196): Unbudgeted project necessitated by ongoing widening of I-35. Total budget of about \$500,000 estimated for replacing three waterlines associated with the I-35 project (24-inch at Briggs Street, 12-inch at Brooks Street and 12-inch at 24th Avenue SW and Highway 9). Team of SAIC/Poe and Associates will prepare design plans as an amendment to the Lindsey Street widening project. ODOT expected to reimburse waterline relocation costs at end of project. NUA approved design contract with SAIC and ODOT relocation agreements on 10/22/13. ODOT required I-35 crossing at Briggs Street to be deepened to 28 feet below grade; construction costs will increase approximately \$450,000. Project advertised 04/29/14 and three bids were opened 05/22/14; Matthews Trenching was the low bidder at \$997,875. NUA approved contract on 06/10/14; work began 06/11/14. \$840,780 has been previously reimbursed by ODOT for this project. Staff requested reimbursement for the rest of the construction portion in December 2021 and received payment in the amount of \$215,320 from ODOT in February 2021. Staff received Audit Reports from ODOT in April 2021 for reimbursements in the amount of \$36,300 and \$8,700 for design agreements. A rebuttal letter with invoices were sent to ODOT on April 21, 2021 in order to receive reimbursement. However, after review, ODOT explained that they need the invoices to show how much of each invoice went towards each agreement. None of the invoices were broken up showing this distinction, so staff reached out to Benham (who took over SAIC) on June 9, 2021 so that they could provide us with that information. Staff has followed up with Benham and they are still in the process of getting the information needed.

Waterline Replacement: Interstate Drive (WA0245): Project will replace approximately 8,600 feet of failing ductile iron water lines with PVC pipe to reduce service disruptions to customers and damage to driveways and streets. The project is located along North Interstate Drive from Sooner Fashion Mall north to Northwest Boulevard and along Copperfield Drive from Northwest Blvd. to Interstate Drive with an extension west into Springbrook Addition. New piping will include about 8,600 feet of 6, 8, and 12-inch PVC pipe. The project was advertised and bids were opened on December 3, 2020. Cimarron Construction Co. was the lowest, responsible bidder and the contract was awarded on January 12, 2021. Public Notice letters were sent to home and business owners on February 24, 2021 and the contract started on March 3, 2021. Contractors started mobilization on March 10, 2021. The change order and final pay claim have been signed by the Contractor and Engineer, which are set to be approved by Council on March 8, 2022.

Engineer: Cardinal Engineering/Parkhill Engineering

Waterline Transmission: Robinson Avenue Water Line Replacement (Phase III) – 24th Avenue NW to Flood Ave (WA0242): Project has installed approximately 6,800 feet of 30-inch PVC C900 along the north side of Robinson Avenue from just east of the 24th Avenue NW to Flood Avenue. The new 30-inch line replaced the existing 16-inch line. This project also replaced approximately 3,000 feet of 12-inch water line on the south side of Robinson in the same vicinity. The project was bid and the contract was awarded to Garney Companies, Inc. (Garney) in the amount of \$1,978,875.00 on July 14, 2020. As of the end of May 2021, all 12" and 30" water line was installed, tested, and placed into service with only restoration work remaining. On July 22, 2021, a final inspection convened with representatives from Garney, City of Norman and OU Grounds staff in attendance, and a preliminary punchlist was generated. On October 8, 2021, a final punchlist was forwarded to Garney, and all work was deemed complete on November 2, 2021. Project was final accepted by City Council at February 22, 2022 Council Meeting.

Engineer: Alan Plummer and Associates, Inc. (Chris Ferguson)

Flood Avenue Waterline Replacement (WA0328):

Project will replace approximately 12,700 feet of 16-inch water line from Robinson Street to Tecumseh Road, and about 2,900 feet of 12-inch from Tecumseh to Venture Drive with 16-inch C900 PVC pipe. The existing ductile iron pipe is not compatible with the corrosive clay soils. It is failing, causing service disruptions to customers and damage to driveways, streets, and yards. In combination with this project, the potential for using existing wells along Flood for blending back into the water system using the existing pipe after rehabilitation will be evaluated. Total bids for construction ranged from \$2.9 million to \$3.8 million. Southwest Waterworks was determined to be the lowest responsible bidder at \$2,854,724.50. City Council approved the contract with Southwest Water Works on September 14, 2021 in the amount of \$2,854,724.50. A pre-construction meeting was held on October 6, 2021. Construction began November 3, 2021 and will continue for 330 calendar days. The James Garner waterline between Acres and Robinson was added onto the contract for this project in February, with an additional 75 days added onto the project and a revised contract amount of \$3,325,518.50. The first two sections of 16-inch waterline along Flood have been slip lined with new 12-inch waterline this month. Contractors will be replacing line moving north and the far right lane will be utilized as indicated in the press release sent by the Chief Communications Officer. Contractors are still obtaining materials for the added section along James Garner, south of Robinson. Once materials are received, that section will be completed so that Public Works can start on the streetscape work.

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. Staff are currently reviewing the draft report prior to finalizing the report. The procurement phase, specifically the generation of the Request for Proposal, will begin in November. The bid package will be let in April 2022.

FYE15 Water Wells and Supply Lines: Staff issued RFP 08/18/15 for water rights permitting, well field design, test and production well design, well house design and distribution system improvements. 14 proposals were received 09/14/15; staff selected several consultants and followed with contract negotiations. On 02/09/16 the NUA approved APAI contract K-1516-85 to update of our city wide water model; NUA approved contract with Cowan to perform water right permitting through the OWRB on 02/26/16 and approved contract with Carollo to perform well field design, and test/production well design on 06/14/16. On 2/14/17 NUA approved contract with Garver to study pros and cons for utilizing horizontal well technologies for one of our wells. Each project is broken out below.

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

This project will determine the best location, layout, and treatment processes for blending and treating the 41 active groundwater wells utilized by the City of Norman. All active wells are currently in compliance with the standards set forth in the Safe Drinking Water Act and Public Water Supply Operations are not required to provide treatment and residual disinfectant under Oklahoma Administrative Code 252:631. However, the NUA also treats and distributes surface water from Lake Thunderbird. Since the water from the surface water source and the groundwater wells is blended in the distribution system piping, ODEQ has indicated that the system will need to be modified such that a minimum disinfectant residual of 1.0 mg/L of total chloramines (NHCL₂) should be found throughout all parts of the system in the future. In addition, maximum contaminant levels (MCLs) of total chromium and arsenic may be lowered by EPA, and a new MCL for hexavalent chromium may be established in the future, thus requiring additional treatment for the groundwater wells. NUA entered into a contract with Carollo Engineering, Inc. on June 22, 2021 in the amount of \$95,090 to develop preliminary layouts for the future build-out of the facility including immediate needs and future treatment processes. The Notice to Proceed date was set for June 29, 2021 and a kick-off meeting and site field investigations are scheduled to be held on July 21, 2021. Staff met with SRB, LLC this month to obtain assistance for acquiring the land needed for the blending location which includes review of property records, survey and map, and negotiation assistance. A Purchase Order was created for \$16,200 for these services. The land for this blending location was approved to be purchased by Council on February 22, 2022. Engineers are still working on the Technical Memo for the site evaluation.

Engineer: Carollo Engineering, Inc. (Tom Crowley & Rebecca Poole)
Land Acquisition: Smith Roberts Baldischwiler (Bryan Mitchell)

Wellfield - Carollo and staff held a coordination meeting with ACOG the morning of July 18th and also held a kickoff meeting the afternoon of July 18, 2016. ACOG prepared a map showing potential thick sands that will be targeted for future wells. Carollo used this information along with GIS data and composed a more robust map to better define future well locations to pursue. Additionally, it was decided to stay with ½ mile spacing so that maximum yields can be achieved. Carollo received modeling information from APAI which allowed them to proceed with optimizing the best well sites based on proposed groundwater treatment plant sites. Carollo prepared a Draft Technical Memorandum (TM) and staff provided comments and 45 potential well sites were selected. Carollo performed an optimization model and 20 of the 45 well sites stand out as sites to begin with. Carollo and staff prepared an addendum to their contract and it was approved by NUA 2/13/18. The next step is to approach land owners to negotiate test well sites. A Frequently Asked Questions sheet has been drafted and will be utilized with potential well site land owners. Test wells are expected to begin in September 2018. Staff is working with Carollo and their sub-consultant to obtain necessary access agreements for potential well sites. Approximately 8 landowners are interested and staff is moving forward with securing documents for 5 of them. Well Construction bids were opened and read aloud October 18, 2018. Layne Christiansen was low bidder and a contract in the amount of \$4,714,421.72 was approved November 27, 2018 at NUA meeting. Held kick off meeting January 23, 2019 and again met February 27, 2019.

Layne has drilled all test holes and plan to begin final well drilling January 2020. All 11 well site easements and deeds were approved by NUA on October 22, 2019. The NUA also approved CO#1 December 10, 2019 for Layne's contract to add 3 additional wells to the original 6 as shown in the contract. This change order also added days to contract and completion date is now December 2020. Held kick off meeting January 23, 2019 and since Layne had drilled all test holes, the plan was to begin final well drilling January 2020. Layne's rig was under repair so final well drilling didn't begin until February 18, 2020. Crews have completed all wells and are now complete with all 6 monitoring wells. 1 deep

monitor well failed and was re-drilled in September. Well house construction is complete and all wells are ready pumping. Contractor finalized disinfection on well house lines and are in the final clean up stages. Project is substantially complete and final payment will be made upon final re-development of Park Well. Item 7.

Engineer: Carollo Engineers (Rebecca Poole)

Master Meter Project – Bids to install 10 master meters were opened 7/24/14. An agenda item was taken to Council but suspended until written documentation was obtained from USPS, MNTC, JD McCarty, and Veterans Center. On 6/19/17, staff received approval from USPS to install one meter and vault to accommodate a water line project they had underway. This project was completed 7/27/17. The permission letter they provided allows staff to complete the two other sites for USPS. Staff has made contact with MNTC and is scheduling a meeting in April 2018 to obtain similar written documentation to allow for the 3 new meter vaults to be installed on their property. Staff contacted the State of Oklahoma to obtain similar letter for JD McCarty and Veterans Center which have 2 new meter vaults each to be installed. Staff met with State of Oklahoma Real Estate officials and they requested additional information but seem amenable to our project. Additional documents were sent for their review. They emailed they are currently reviewing documents as of 6/6/18. Staff is designing a project along Robinson that will front the J.D. McCarty Center and the Veteran's Center. Staff is planning to meet with State officials as part of that effort. Staff has been unable to establish a meeting with MNTC. Though MNTC, JD McCarty, and Veterans Center are not onboard with installing master meters at this time, staff will work with USPS to install 2 additional meters at their facility. Our consultants for the Robinson water line project 24th NE to 12th NE have begun discussion with OMES and Department of Mental health regarding easements for both water line and meter vaults. Staff anticipates having an agreement established by December 2021.

Water Metering / Billing Audit Project – This project began in March 2018. Staff is working along with a meter consultant to randomly check approximately 130 domestic meters for accuracy. Meters were sent April 10, 2018 to a third party testing facility that will be used to verify accuracy of measurements. The consultant will compile findings within a report for staff review. Report was received October 2018 and after reviewing results, the ROI was not favorable on the meter inaccuracies alone but staff has contracted with E Source to lead Norman through the best path of obtaining Advanced Metering Infrastructure (AMI). This is the last report for this project and all reporting will be covered under the AMI project.

Robinson Water Line: 24th Ave NE to 12th Ave NE – Jacobs Engineering was selected as the consultant for the 30-inch water line project from 24th Ave NE to 12th Ave NE. The contract was approved by NUA on November 26, 2019, and project kickoff meeting was held January 14th, 2020. On May 6, 2020, a preliminary plan review meeting convened with NUA and Jacobs staff in attendance, and updated preliminary plans were approved in August 2020. In February 2021, 65% plans and specifications were submitted for NUA review, and, during March 2021, several Zoom calls convened to review NUA comments and address questions that arose from the comments. Based on these discussions and further review of existing conditions, Jacobs proposed a fairly substantial revision to the alignment, which includes an open cut crossing of 12th Ave N.E. and relocating approximately 900 LF of the line into the traffic lanes of Robinson. NUA staff and Norman Public Works staff have reviewed the alignment and deemed it acceptable with some minor conditions. NUA has compiled list of these conditions and forwarded to Jacobs, and Jacobs has commenced detailed design and easement acquisition.

Two large property owners with whom easement agreements must be negotiated, J.D. McCarty and U.S. Department of Veterans Affairs, are also customers with multiple meters with whom NUA intends to negotiate an agreement on master metering. The current intent is to negotiate both concurrently and to incorporate master meter installation for both into this project. Assuming no major delays in easement acquisition, project should be ready for bidding in June 2022 with Contract Award in July 2022 and construction starting immediately thereafter. Project completion would then be anticipated in July 2023.

Engineer: Jacobs Engineering (Arun Srinivasan)

Water Line Replacement, Parsons Addition (WA0246): A contract (K-1819-87) with Cabiness Engineering, LLC 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 discussion 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 Spring of 2021, 2022 and 2023, respectively. Assuming the project is not deferred again for budgetary reasons, it is now scheduled to advertise during the early Spring of 2023 in order for the Low Bidder to start ordering long-lead materials in April 2023 (to offset potential supply chain-related delays), ensuring that Contractor can start pipe installation work promptly when Notice to Proceed is issued immediately upon the end of OU's spring 2023 semester in mid-May 2023. Assuming this schedule is maintained, it is anticipated that construction would continue through summer and major work would be completed before the start of the fall semester in August 2023.

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

Water Wells Water Line: 108th & Tecumseh – Cardinal Engineering was selected as the consultant for one of the well water line projects, and NUA approved their contract November 12, 2019. Project design was completed during the first half of 2020, and project was advertised for bid on July 23 and July 30, 2020. Bids were opened August 13, 2020 and Hammer Construction was deemed lowest and best bidder. NUA approved Contract K-2021-11 with Hammer on September 8, 2020. Notice to Proceed with construction was issued on October 10, 2020. On October 6, 2021, a final inspection convened and all pipe, appurtenances and restoration on the project were deemed complete except for final testing of pipelines, which was ongoing as of the inspection date. The final pipeline section was successfully bacteriologically-tested on November 30, 2021 and all project work has been deemed complete as of that date. A final change order has since been negotiated and Hammer has submitted their final payment request. Project should be final accepted by City Council on March 22, 2022.

Engineer: Cardinal Engineering (Josh Risley)

Water Wells Water Line: 60th and Franklin – Garver Engineers were selected as the consultant for one of the well water line projects, and NUA approved their contract November 26, 2019. Design was completed during the first half of 2020, and project was advertised for bid on July 16 and July 23, 2020. Bids were opened August 6, 2020, and SMC Utility Construction was deemed lowest and best bidder at \$1,082,550. NUA approved Contract K-2021-12 with SMC on August 25, 2020, and Notice to Proceed with construction was issued on September 10, 2020. As of June 18, 2021, all 12" diameter well water lines had been installed, tested and were ready for service when needed by NUA. During June and July 2021, SMC worked on restoration of the project. Informal punchlist inspections were made in July 2021 and November 2021, with partial inspections regularly occurring in between. In January 2022, SMC advised NUA that, in their opinion, all project work was complete, and a final inspection to confirm this is scheduled. A final change order has been negotiated with SMC. Project should be final accepted by City Council on March 22, 2022.

Engineer: Garver Engineers (Jeff Chavez)

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. Recently the coatings on the tower have begun 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 reuse 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 reuse system. Plummer's scope and fee was finalized in November 2021 and their Contract was approved by City Council on December 14, 2021. A kickoff meeting convened on January 6, 2022 and Plummer has commenced work on the study. The study should be completed by April 2022.

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 immediately submitted to Council in April 2022. Bidding Documents would then be completed and project advertised in May 2022, and Bids would be opened, Contracts awarded, and Notice to Proceed issued in June 2022. Rehabilitation work would then proceed through summer (which, given the tank's proximity to OU's campus, is the recommended time frame for the work). Project would then be complete by September 2022.

If Plummer's report does not recommend repurposing Lindsey Tank for non-potable storage, tank will 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 this point, it may be recommended for demolition. If it is determined that construction of additional infrastructure (for example a booster station) could make Lindsey Tower viable as potable water storage for the Norman system again, 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.

Water Treatment Plant Filter Effluent Pipe Improvements – During construction of the Phase II improvements at the Water Treatment Plant, staff discovered that the existing filter effluent line at the plant did not include an isolation valve, and, as a result, any future inspections or repair work on the 60+ year old line would require shutting down the entire treatment plant. To address this, a valve and inspection port will be cut into the existing filter effluent line that would allow portions of the plant to remain in service even if filter effluent line must be inspected and/or repaired in the future. NUA approved a Contract with Carollo Engineers on November 24, 2020. Bids were opened on December 18, 2020, and Contract was awarded to W.E.B. Construction (W.E.B.) on January 12, 2021. Notice to Proceed was issued on January 25, 2021 and W.E.B. mobilized to the project site in February 2021. Final inspection convened on July 14, 2021 with representatives from W.E.B., Carollo and NUA in attendance, and all parties agreed work was complete. Water Treatment Filter Effluent Pipe Improvements project is complete and was final accepted by NUA on August 24, 2021.

Engineer: Carollo Engineers (Tom Crowley)

Water Distribution System Sampling Stations (WA0350): Project will install 43 sampling stations throughout the water distribution system in order to meet federal and state requirements of the Revised Total Coliform Rule. The number of sites and location of each site is approved by the Oklahoma Department of Environmental Quality (ODEQ). These stations will allow staff to collect samples representing the entire distribution system at all times, rather than staff collecting samples from homes and businesses which may not be accessible at certain times of the year. In addition, each station will be tapped directly into a main water line, which will give us a better representation of the water supplied by the City. Each station will be constructed of stainless steel, surrounded by a cover with Norman logo and cyber lock, with a concrete pad. NUA will purchase stations directly from vendor, who will send the stations directly to the approved contractor for storage and installation. Staff obtained 4 quotes for stations and Ferguson Waterworks was the low bidder. Invitation to bid was published on March 4 and March 11, 2021. Staff received 8 bids that ranged from \$85,100 – \$264,400; the low bidder being Sooner Sight Utility & Construction. City Council approved the contract with Sooner Sight Utility on April 27, 2021. The contract transmittal was sent on May 27, 2021 with a start date of June 29, 2021. Contractors started work on August 4, 2021. Council approved the final pay claim and change order on February 22,

2022. Line Maintenance will take GPS shots of each location for installation into GIS. The WTP Lab will contact DEQ to get each station activated as a monitoring location under the Revised Total Coliform Rule before sampling can begin for compliance purposes.

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 staff are currently reviewing the deliverable.

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 36th 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 24th 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. Staff sent comments and held a meeting to discuss the 90% plans. Final plans will be received in March.

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 master 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. Engineers are waiting for the roadway plans to be finished before sending 50% plans for this project so that the roadway and waterlines don't conflict with each other.

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

transmittal was sent with a start date of June 29, 2021. A kick-off meeting was held February 15, 2022 after 60 streetscape plans were completed. Funding for the streetscape work will be determined in March, which will determine when the waterline project needs to begin. The waterline will need to be completed before the roadway work begins. Staff will send Notice-to-Proceed to the Engineers once the roadway funding is determined.

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 will be 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.

Engineer: Garver Engineering (Bret Cabiness/Sean Price)

Water Treatment Plant Carbon Dioxide Tank Replacement Tank (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. The purchase authorization is set to be approved by Council on January 18, 2022.

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. Staff held a kick-off meeting with Engineers to discuss edits to the 65% plans on February 16, 2022. 95% plans will be received in April.

Engineer: SRB (Bryan Mitchell)

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

Clarifiers 1 and 2 at the Water Treatment Plant (WTP) were installed in 1965 and have experienced deterioration warranting replacement of gearboxes and motors, in addition to new coats of paint. After 55 years in service, it's expected that the structural integrity of these clarifiers will have decreased. In July 2021, staff hired Suez Water

Technology Solutions Services, Inc., who currently own the “Accelator” technology employed by these two clarifiers, to perform a visual inspection on one of the clarifiers. They found pitting and corrosion of steel and indicated the need to repair/replace the launder and outer wall brackets, in addition to realignment for the hood structure and circular deckplate, and re-painting the structure. This project will first entail a more in-depth condition assessment of both clarifiers 1 and 2 by Carollo Engineers, Inc, including visual and non-destructive testing of the concrete to determine areas of possible concern and ultrasonic thickness testing for metal structures. A final technical memorandum will be provided with their findings in addition to estimated costs for needed repairs in order to obtain reliable capacity from the clarifiers for the next 20-40 years. A contract with schedule, scope, and fee of \$73,991.00 was obtained with Carollo and was awarded on December 14, 2021. Staff held a kickoff meeting with Carollo on December 22, 2021. An inspection and metal thickness testing was held on January 27, 2022. Paint samples were collected on February 8, 2022 for lead testing. Staff received preliminary budget estimates and life cycle cost analyses of three scenarios for rehabbing these clarifiers, which ranged from \$3-4 million for both clarifiers. Engineers are going to adjust these values with alternates that could potentially lower the base budget amount needed. Staff will determine which rehabilitation scenario fits the needs of the division once the technical memo is obtained.

SANITATION CAPITAL PROJECTS:

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 discussions regarding coordination of the facilities and the potential to combine efforts into facility capable of meeting needs for both departments and the City.

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

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

The property has been rezoned to add Municipal Use for the property to meet current code requirements. The final plans were completed and advertised. Bids were opened and contract K-2021-10 was awarded to the Landmark Construction Group on January 12, 2021. The Household Hazardous Waste building is complete and the ribbon cutting was held on February 1, 2022. All finals have been obtained for the Container Maintenance building and the Certificate of Occupancy should be issued in February. A few minor items are still to be completed but the buildings are occupied.

Architect: Studio Architects, LLC (George Winters)

New Sanitation Office Building: The Sanitation Department has outgrown their current office space. Because their existing facility cannot be readily expanded and because it is not laid out in a way that would allow for renovations to create a more efficient workspace, a new facility must be constructed. On January 12, 2021, Norman Municipal Utilities Authority (NMUA) approved a design contract with The McKinney Partnership Architects PC (TMP) to design this new facility, and design commenced immediately thereafter. TMP completed Design Development level plans and specifications in April 2021 and final plans and specifications in January 2022. Project was advertised on February 10 and 17, 2022 and bids will be opened on March 3, 2022. Contract Award to lowest and best bidder is anticipated on March 22, 2022, and Notice to Proceed with Construction should be issued on or about April 1, 2022. Construction should be complete by March 2023.

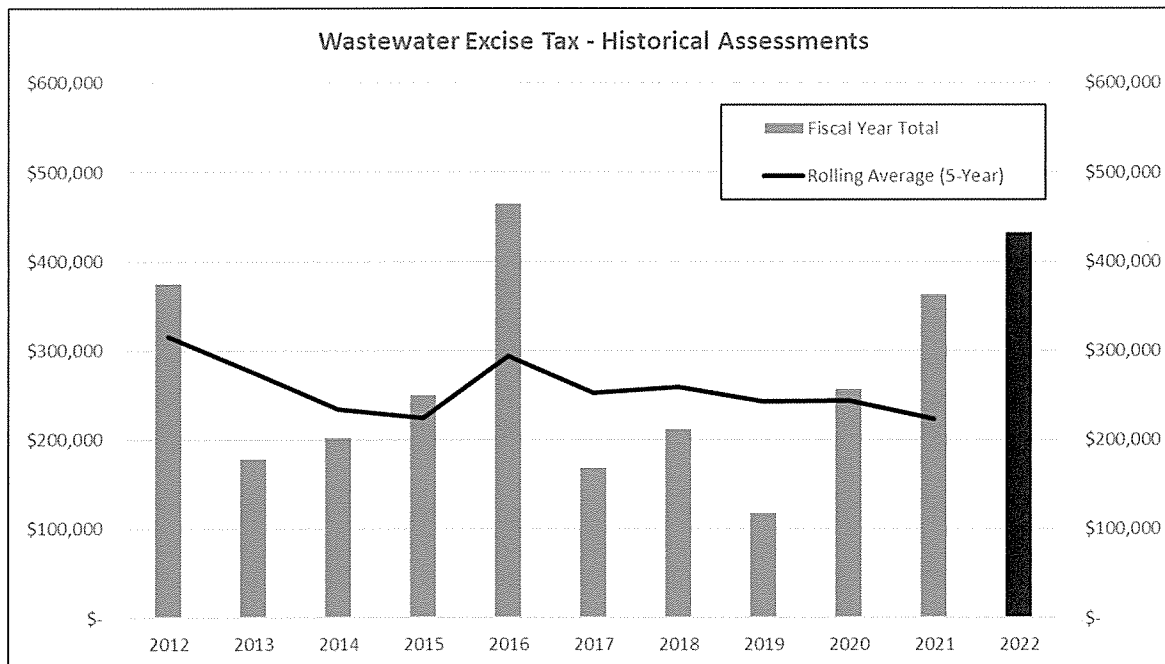
Compost Facility Scale House (SA0019):

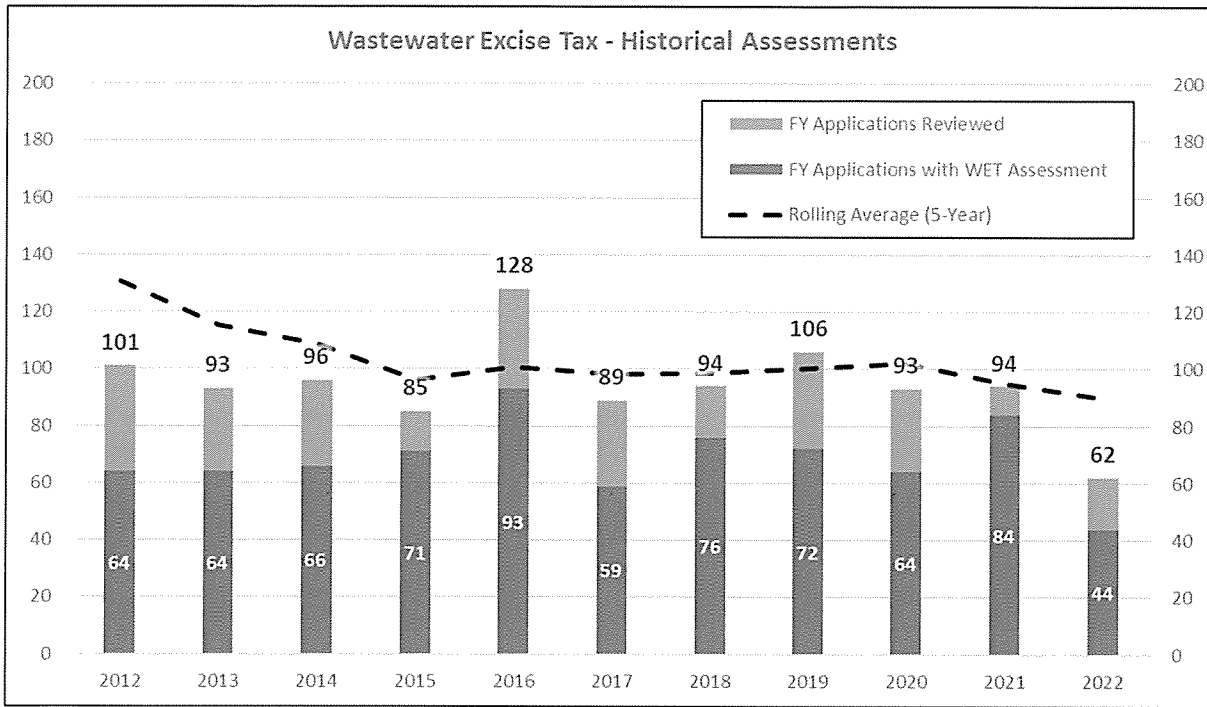
This project will modify the existing City compost facility layout located at Bratcher Minor Road, west of Jenkins, to facilitate a more efficient operation for the public and facility, install scales used for weighing large loads of compost, and construction of a modular building with potable water 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. 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. In order to do this, Engineers will need to obtain an architect for the design of the building. Once an architect is subcontracted, an updated schedule will be made for the project.

Engineer: TriCore Group, LLC (Greg Vance)

Wastewater Excise Tax – Non-Residential:

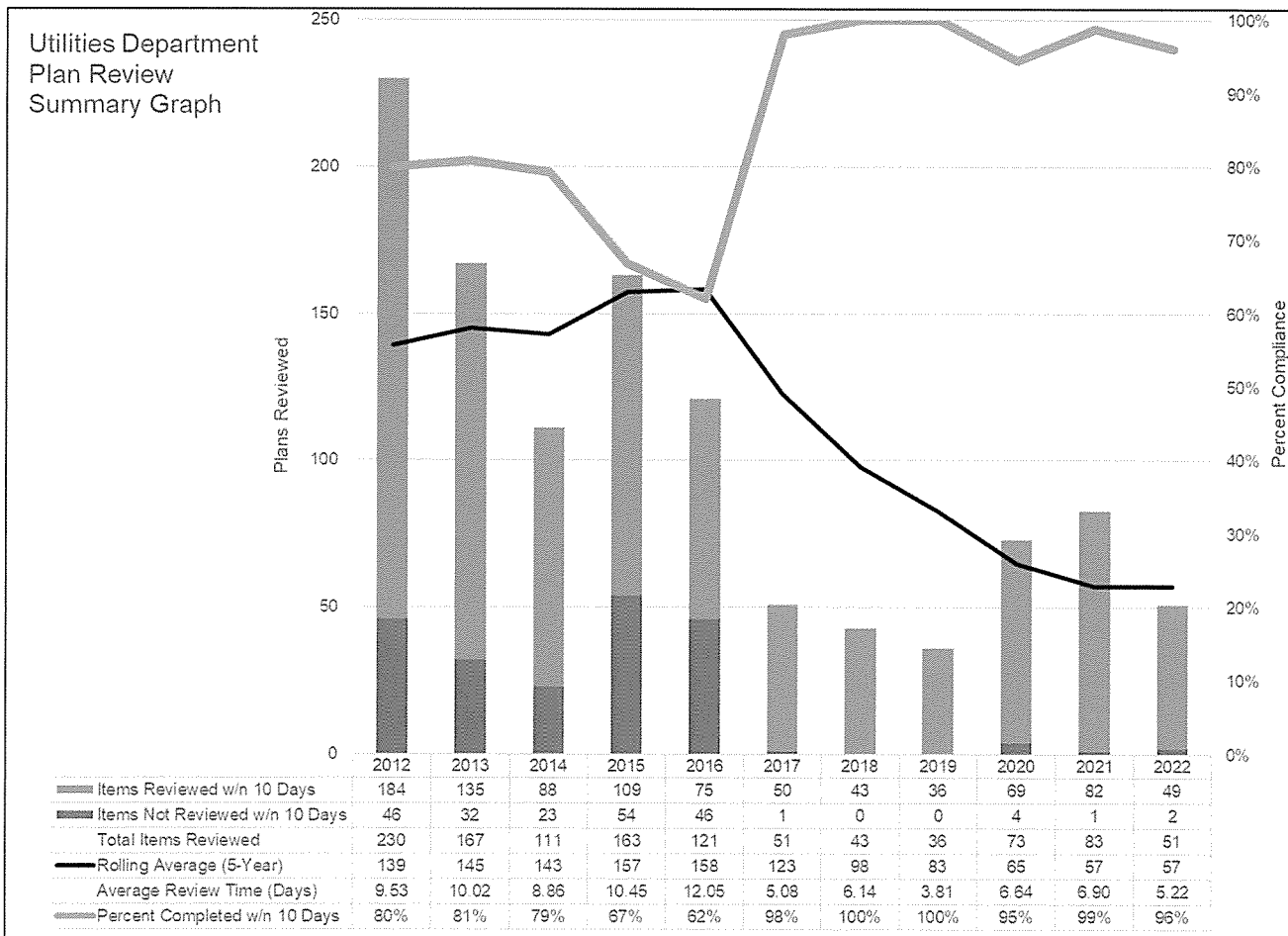
WRF Investment Fee/Wastewater Excise Tax: Staff evaluated the Wastewater Excise Tax on 4 commercial entities last month. Of the 4 applications, 4 applications were assessed since the applications were determined to increase wastewater flows over the previous use of the site. Through February, 61 commercial properties were reviewed and a total of \$429,374.07 was assessed to the 43 entities that will increase wastewater flows for the respective property. Below are graphs showing the amount assessed and the number reviewed.





PLAN REVIEW:

Eight plan sets was reviewed during February. Staff have reviewed 49 plans for FYE2022 with an average review time of 5.22 days and with 96 percent of plans reviewed within 10 days.



RECOUPMENT PROJECTS:

1. NW Sewer Study: 36th Interceptor & Force Main Payback projects established in 1998/1999: Because of abandonment of Carrington LS, two resolutions reducing number of parcels requiring payback approved 01/10/12. Releases for many properties now served by North interceptor system projects were filed of record in 2012. NUA approved appropriation of payback funds on 12/05/17. Collected payback fees of \$697 for Jolley Addition on 03/23/18. NUA approved appropriation of payback funds 12/10/19 allowing staff to issue payback checks to developers in late December 2019.
2. Sewer Service Area 5 Payback: Payback project established by R-0304-13 for NUA share of sewer improvements along Highway 9 from the Summit Valley Lift Station to the USPS.
3. North Porter Waterline Payback: Payback project established 04/12/05 for 12-inch waterline constructed by Calvary Free Will Baptist Church along Porter Avenue from Tecumseh Road north. Total payback to date is \$0.00 of potential \$61,177.
4. 36th Avenue NW Waterline Payback: Payback project established 08/24/99 for 24-inch waterline along 36th Avenue NW from Tecumseh Road to SE 34th in Moore. Total payback to date is \$65,123.
5. 24th Avenue NW Waterline Payback: Payback project established 04/22/08 for 24-inch waterline along 24th Avenue NW from convention center to Tecumseh Road. Medcore billed \$27,212 on 04/15/20; total payback to date is \$87,074 of original project cost of \$346,134.
6. Post Oak Lift Station Payback: Payback project approved 04/14/09 for sewer and lift station improvements to serve the Links development and other properties in SE Norman. Construction complete and final payback costs approved 01/25/11. Parcel 5 payback of \$15,717.09 paid 12/15/15; total of \$15,717.09 paid to date and will be returned to Links at end of fiscal year. Payback funds returned to Links in January 2018. Links check reissued in July 2019 as previous check was never cashed.
7. Interstate Drive Waterline Payback: NUA approved payback project on 04/22/14 for waterline improvements in University North Park in conjunction with the extension of Interstate Drive. Construction was complete in late 2015. Staff has finalized project costs, payback amounts and the Final Payback resolution approved 12/10/19. Hudiburg Subaru billed \$28,540 on 04/24/20 and UNP was billed \$32,963 for detention pond on 04/24/20.
8. Ruby Grant Waterline Payback: NUA will soon consider a new waterline payback project for waterline improvements along Franklin Road in conjunction with the Ruby Grant Park Improvements. Norman Forward through the Parks Department will fund 50% and the NUA will fund the remaining costs to be paid back over 20 years as property to the north develops. Design plans are complete and project will bid 07/25/19. Ruby Grant Waterline Payback project approved by Council 12/10/19; construction of 12-inch waterline is nearing completion. Battison Honda is considering new development along Interstate Drive north of Franklin Road that will connect to the Ruby Grant Waterline.

Private Water Well Permits Issued

- 1 Water Well Permit 22-644 was issued for the month of February.

February 2022
ENVIRONMENTAL SERVICES DIVISION
MONTHLY REPORT

INSPECTIONS

	February	Year to date
Fats, oil and grease (FOG) program	37	68
Food license approval	0	2
Significant Industrial Users	0	21
Total inspections	37	91

ROUTINE ACTIVITIES

	February	Year to date
Significant Industrial User sites sampled	0	22
Required annual 40 CFR Part 122, Appendix D, Table II monitoring completed (%)	100%	100%
Required quarterly 40 CFR Part 122, Appendix D, Table III monitoring completed (%)	25%	100%
HHWF: cars served	25	31
Pounds of Material Collected	2556 lbs	2556 lbs

REVENUE

	February	Year to date
FOG Program	\$7,500.00	\$25,750.00
Surcharge	\$2,273.57	\$66,610.38
Lab Analysis Recovery	\$0.00	\$2,737.23
Industrial Discharge Permit	\$0.00	\$500.00
Total revenue	\$9,773.57	\$95,597.61

ENVIRONMENTAL CONTROL ADVISORY BOARD (ECAB)

- 1 Provided staff liaison support including agenda setting, meeting attendance, minutes preparation, and issue research.
- 2 Developing an seasonal eating calendar
- 3 Facilitating Yard by Yard Program
- 4 ECAB will have educational stations during the installation of Artful Inlets and have decided to order goodies
- 5 Created the ECAB James O. Harp Environmental Recognition Award and awarded it to James Harp posthumously
- 6 Established rules and created handout for Waters Worth It Poster Contest
- 6 Established rules and created handout for Waters Worth It Poster ContestCreated questionnaire over landscape spraying

MISCELLANEOUS ACTIVITIES

- 1 Staff maintain and loan out recycling containers for special events. Containers are routinely used at the OKC Memorial Marathon, Earth Day, May Fair, Summer Breeze concerts, Midsummer Nights Fair, Groovefest, and 2nd Friday Art Walks.
- 2 Working on Phase II of the Fats, Oils and Grease Program (FOG) - to include OU businesses, fraternities, sororities, and long-term care facilities.
- 3 Staff is working with other departments to increase energy efficiency - i.e. turning off computers, duplex printing, anti-idling, methane recovery, and retrofitting pumps with variable speed drives.
- 4 Completed Household Hazardous Waste Facility Ribbon Cutting
- 5 Began receiving customers for HHWF
- 6 Compliance and enforcement meeting with OU
- 7 Acts as President of LTWA providing support including agenda setting, issue research and collaboration

CITY OF NORMAN				
DEPARTMENT OF UTILITIES				
LINE MAINTENANCE DIVISION				
MONTHLY PROGRESS REPORT				
SEWER MAINTENANCE				
	FYE 22		FYE 21	
February, 2022	MONTH	YTD	MONTH	YTD
Obstructions:				
City Responsibility	1	10	4	14
Property Owner Responsibility	20	132	20	190
TOTAL	21	142	24	204
Number of Feet of Sewer Cleaned:				
Cleaned	66,760	827,476	47,835	606,231
Rodded	1,645	23,202	1,620	31,123
Foamed	0	74,476	0	81,695
SL-RAT	16,135	21,644	0	112,739
TOTAL	84,540	946,798	49,455	831,788
Sewer Overflows:				
Rainwater	0	0	0	0
Grease/Paper/Roots	0	0	0	0
Obstruction	1	4	0	4
Private	0	8	0	5
Other (Lift Station, Line Break, etc.)	0	0	1	1
Total Overflows	1	12	1	10
Feet of Sewer Lines Televised	4,983	158,201	14,078	147,615
Locates Completed	307	2,142	161	2,017
Manholes:				
Inspected	1,004	7,785	566	8,051
New	0	0	0	0
Rebuilt	0	0	0	0
Raised/Repaired	0	0	0	0
Feet of Sewer Lines Replaced/Repaired	0.00	51.00	17.10	41.30
Hours Worked at Lift Station	69.18	717.54	132.30	1,235.72
Hours Worked Outside of Division	0.00	235.25	1.80	445.94
On The Job Injuries	0	1	0	0
Square Feet of Concrete	0	0	0	324
Average Response Time (Hours)	0.37	0.44	0.59	0.42
Claims Paid Per 10,000 People	0	0.0000	0	0.0000

CITY OF NORMAN				
DEPARTMENT OF UTILITIES				
LINE MAINTENANCE DIVISION				
MONTHLY PROGRESS REPORT				
WATER MAINTENANCE				
	FYE 22		FYE 21	
February, 2022	MONTH	YTD	MONTH	YTD
New Meter Sets:	46	357	11	383
Number Short Sets	46	349	11	381
Number Long Sets	0	8	0	2
Average Meter Set Time	3.39	3.92	5.45	4.90
Number of Work Orders:				
Service Calls	371	3,398	710	3,576
Meter Resets	0	2	0	5
Meter Removals	6	20	1	17
Meter Changes	26	283	51	450
Locates Completed	375	6,993	0	3,783
Number of Water Main Breaks	13	114	17	131
Average Time Water Off	1.34	1.55	1.98	2.03
Fire Hydrants:				
New	2	2	0	2
Replaced	2	4	0	7
Flushed	62	1,018	65	703
Number of Valves Exercised	94	1,386	150	1,448
Feet of Main Construction	445	1,064	20	1,839
Hours of Main Construction	348.50	1,307	24	1,989
Meter Changeovers	7	7	0	32
On the Job Injuries	0	0	3	3
Hours Flushing/Testing New Mains	7.33	682	27	435
Hours Worked Outside of Division	0.00	227.00	8	587

City of Norman, Oklahoma
Department of Utilities

Monthly Progress Report
Water Reclamation Facility
February 1-29, 2022

Flow Statistics

	FYE 2022		FYE 2021	
	<u>This Month</u>	<u>YTD</u>	<u>This Month</u>	<u>YTD</u>
Total Influent Flow (M.G.)	297.2	2607.8	359.0	2718.4
Total Effluent Flow (M.G.)	273.6	2435.4	357.1	2667.3
Influent Peak Flow (MGD)	12.2	25.5	16.2	20.1
Effluent Peak Flow (MGD)	11.3	25.5	16.0	20.1
Daily Avg. Influent Flow (MGD)	10.6	10.9	12.8	11.0
Daily Avg. Effluent Flow (MGD)	9.8	10.0	12.8	10.7
Precipitation (inches)	5.2	10.1	0.3	15.6

Discharge Monitoring Report Stats

EPA minimum percentage removal 85%

5 day BOD:	Avg.	Avg.
Influent Total (mg/l)	171	130
Effluent Carbonaceous Total	2	3
Percent Removal	98.8	97.7
Total Suspended Solids:		
Influent (mg/L)	233	222
Effluent (mg/L)	4	7
Percent Removal	98.3	96.8
Dissolved Oxygen:		
Influent (min)	1.0	0.8
Effluent (min)	6.8	6.4
pH		
Influent (Low)	6.7	6.9
(High)	7.2	7.4
Effluent (Low)	6.7	6.8
(High)	7.3	7.3
Ammonia Nitrogen		
Influent (mg/L)	28.1	24.6
Effluent (mg/L)	0.1	3.4
Percent Removal	99.8	86.2

Utilities

Electrical

Total kWh Used (Plant wide)	633,620	4,368,320	498,280	4,027,580
Aeration Blowers, WSL&Headworks	199,200	1,919,640	147,700	1,405,500
UV Facility	30,000	474,700	34,000	452,200

Natural Gas

Total cubic feet/day (plant wide)	457,000	3,364,000	589,000	3,994,000
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Public Education (Tours)	0	0	1	2
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Total Attendees for FYE 22	58		34	
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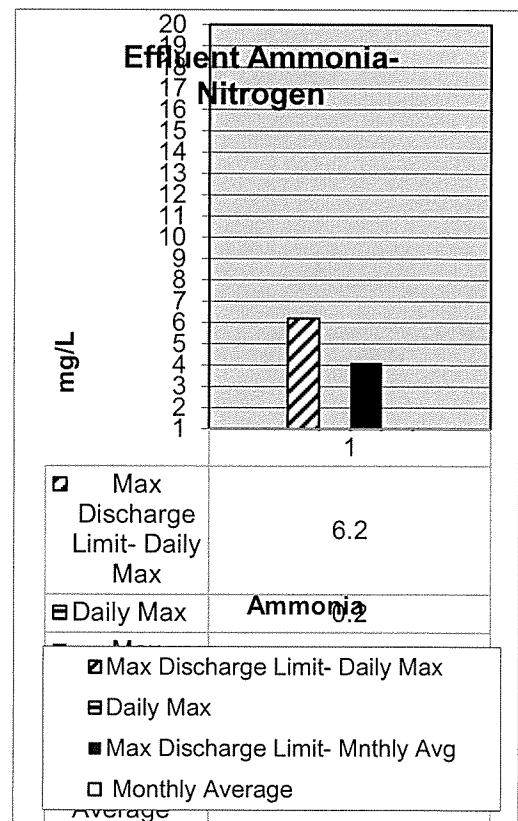
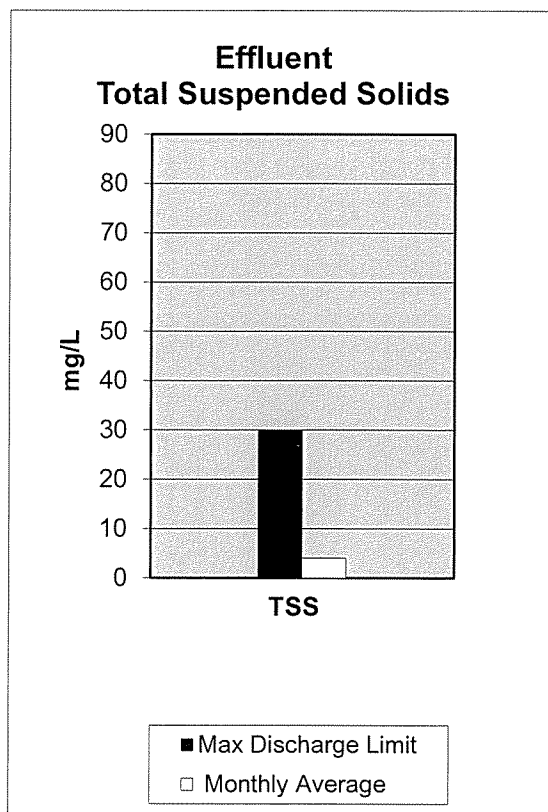
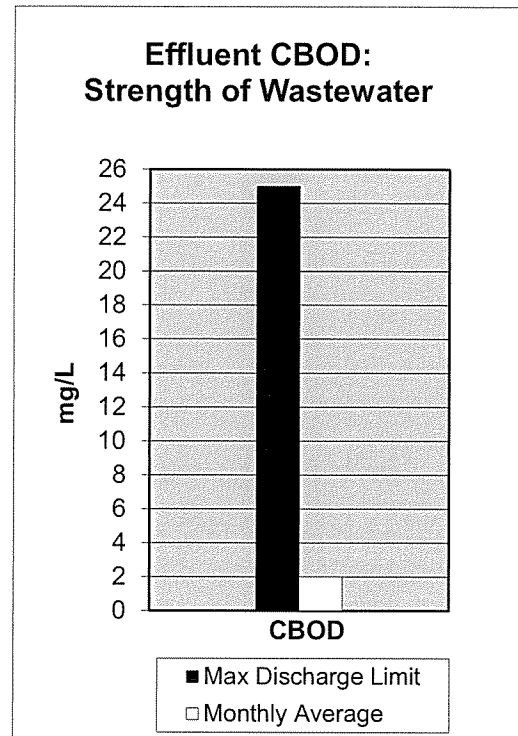
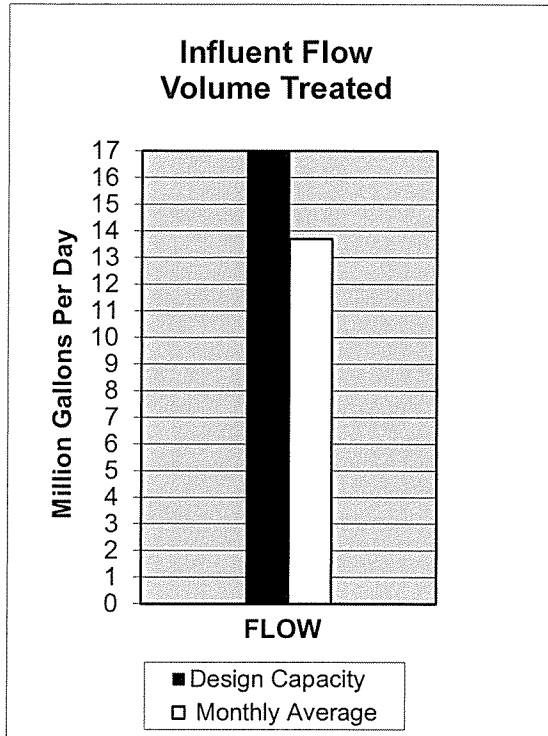
Reclaimed Water System (MG)	0.0		0.0	
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OU Golf Course	0.4	50.2	1.0	43.7
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E.coli geometric mean average for February 2022 16 MPN (Limit is 630)

CITY OF NORMAN
WATER RECLAMATION FACILITY
 February 2022

Item 7.



Comments here

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

WATER TREATMENT DIVISION

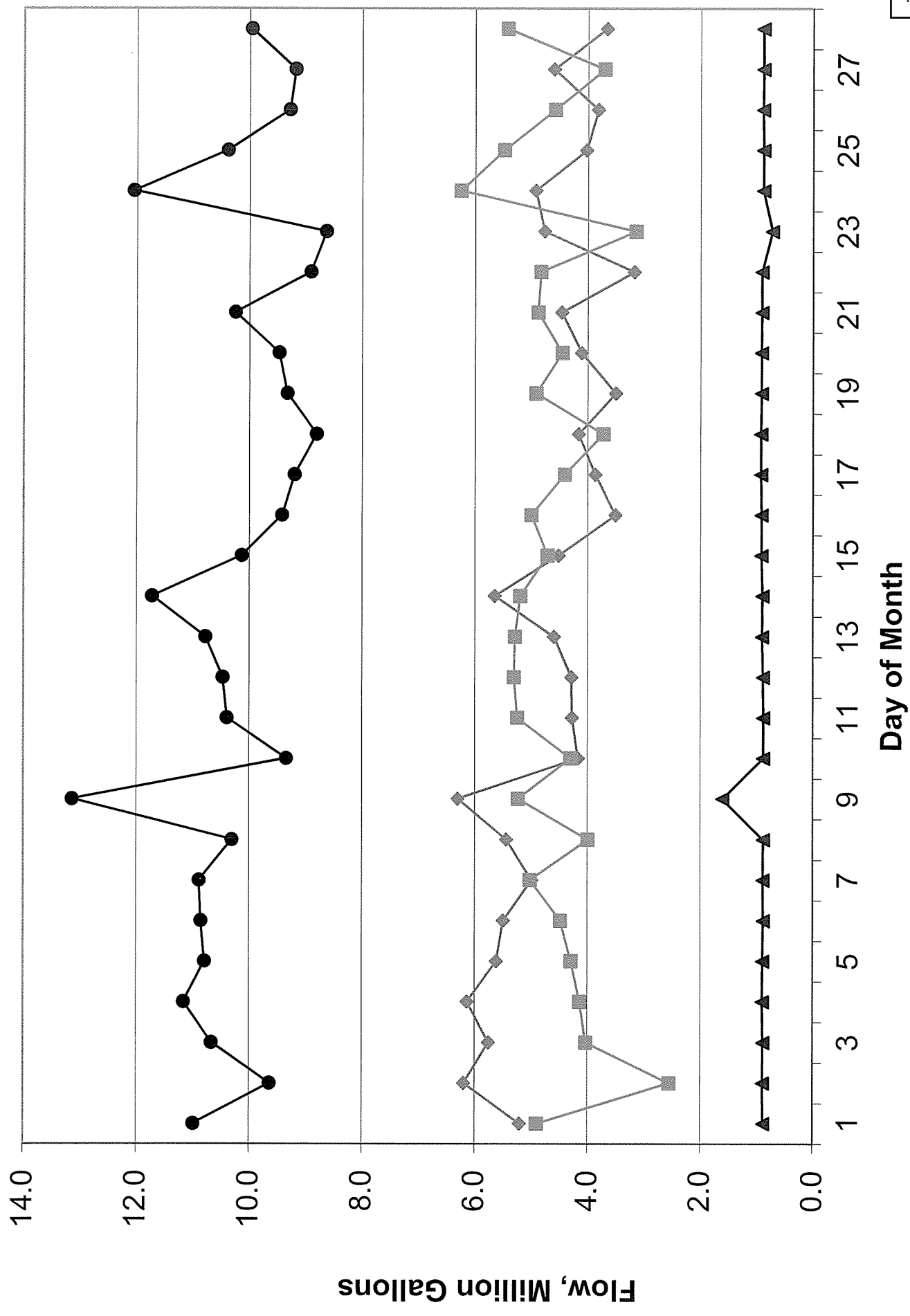
MONTH: February-2022

	<u>FYE 2022</u>		<u>FYE 2021</u>	
	<u>This month</u>	<u>Year to date</u>	<u>This month</u>	<u>Year to date</u>
Water Supply				
Plant Production (MG)	131.17	2469.83	247.42	2565.15
Well Production (MG)	163.41	797.25	97.07	655.47
Oklahoma City Water Used (MG)	25.54	248.22	27.37	244.04
Total Water Produced (MG)	320.11	3515.30	371.86	3464.66
Average Daily Production	11.43	14.47	13.28	14.26
Peak Day Demand				
Million Gallons	14.35	26.00	18.16	26.00
Date	02/09/2022	8/23/2020	2/19/2021	8/23/2020
System Capacity (see note 1)	25.78	25.78	23.35	23.35
Demand Above Capacity (Peak Day)	0.00	0.22	0.00	2.65
Note 1: Beginning June 2016 the System Capacity includes the Oklahoma City water line. (Plant + Wells + OKC)				
Costs				
Plant	\$618,075.19	\$5,403,838.94	\$725,993.80	\$5,860,486.65
Wells	\$252,588.17	\$1,799,706.01	\$209,754.65	\$1,711,819.78
OKC	\$98,067.84	\$645,142.19	\$77,232.89	\$660,056.78
Total	\$968,731.20	\$7,848,687.14	\$1,012,981.34	\$8,232,363.21
Cost per Million Gallons				
Plant	\$4,712.20	\$2,187.94	\$2,934.32	\$2,284.65
Wells	\$1,545.75	\$2,257.41	\$2,160.77	\$2,611.61
OKC	\$3,840.08	\$2,599.08	\$2,821.81	\$2,704.66
Total	\$3,026.23	\$2,232.72	\$2,724.10	\$2,376.09
Water Quality				
Total Number of Bacterial Samples	90	762	89	712
Bacterial Samples out of Compliance	0	10	1	2
Total number of inquiries	1	25	6	24
Total number of complaints	1	27	5	33
Number of complaints per 1000 service connections	0.02	0.67	0.12	0.82
Safety				
Hours lost to OJI	0	0	0	0
Hours lost to TTD	0	0	0	0
Total Hours Lost	0	0	0	0
Safety Training Sessions Held	0	3	0	1
Public Education				
Number of tours conducted	1	12	0	0
Number of people on tours	7	163	0	0

Notes:

Staff disinfecting well 1. Staff started using wells 65,67,69,70 and 72. Well 41 pump and motor ordered
Sodium Hypochlorite replacement pump ordered. Well 31 in service.
Staff troubleshooting Ozone system. SCC 4 mixer gearbox repair waiting on installation.

Water Production for February 2022



MONTHLY TRANSFER STATION REPORT

February 2022

	TONS PER MONTH	REVENUE PER MONTH
O.U. TONS	226.23	\$11,424.94
STANDARD TONS	1,384.99	\$79,303.90
CASH TONS:	244.60	\$10,690.20
TOTALS:	1,855.82	\$101,419.04

	MONTH
# OF LOADS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	395.00

# OF TONS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	7547.49
--	---------

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

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

TOTAL LOADS BROUGHT TO LANDFILLS:	395.00
GRAND TOTAL TONS TO LANDFILLS	7,547.49

DISPOSAL COST PER TON (OKC)	\$21.47
TIPPING FEE'S FOR DUMPING AT OKC:	\$162,044.61
GRAND TOTAL TIPPING FEE'S	\$162,044.61

# OF LOADS BROUGHT TO TRANSFER STATION BY COMMERCIAL SANITATION TRUCKS:	656.00
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# OF TONS BROUGHT TO TRANSFER STATION BY COMMERCIAL SANITATION TRUCKS:	3416.18
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# OF LOADS BROUGHT TO TRANSFER STATION BY RESIDENTIAL SANITATION TRUCKS:	372.00
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# OF TONS BROUGHT TO TRANSFER STATION BY RESIDENTIAL SANITATION TRUCKS:	2288.73
--	---------

TOTAL LOADS BROUGHT TO TRANSFER STATION:	1028.00
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TOTAL TONS BROUGHT TO TRANSFER STATION:	5704.91
---	---------

MISCELLANEOUS TONS BROUGHT BY OTHER DEPTS.:	101.46
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TOTAL TONS RECEIVED AT TRANSFER STATION	15209.68
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Drop Center Report FEBRUARY 2022

MONTHLY UNIT PRICES	Revenue per ton	Proc. Fee	LBs Rejected	Tons Rejected	%	LNDFL Fee	Tons Diverted	\$ Diverted
ALUMINUM:	\$178.00	\$0.00		0	0%	\$21.47	93.28	\$2,002.72
PLASTICS:	\$15.00	\$0.00						
STEEL CANS:	\$0.00	\$0.00						
MIXED OFFICE PAPER:	\$15.00	\$0.00						
CARDBOARD:	\$140.00	\$0.00						

RECYCLING CENTER DATA:	#9	Westwood	Hollywood	Transfer
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	TONS	TONS	TONS	Total Tons	PRO/FEE	Revenues	Net
ALUMINUM:	0.4	0.19	0.54		1.13	\$0.00	\$201.14
PLASTICS:	2.3	1.5	2.61		6.41	\$0.00	\$96.15
STEEL CANS:	0.38	0.18	0.46		1.02	\$0.00	\$0.00
MIXED OFFICE PAPER:	4.07	3.13	5.3		12.5	\$0.00	\$187.50
CARDBOARD:	5.5	4.11	15.58	2.51	27.7	\$0.00	\$3,878.00
RECYCLING CENTER TOTALS:	12.65	9.11	24.49	2.51	48.76	\$0.00	\$4,362.79

Other Cardboard Containers	Compactors	Wood	Glass	Metal
TONS	TONS	TONS	TONS	TONS
50.82	11.36	2.24	26.23	2.63
Revenues	Revenues	Revenues	Revenues	Revenues
\$7,114.80	\$1,590.40	\$0.00	\$0.00	\$263.00
				Cost
				\$70.00
				Profit
				\$193.00

Expenses

Average hrly+ benefits \$26.78

Cage Rolloff	Cardboard	Occ Compact	MXD Office	Total
				0
Labor \$	\$0.00	\$0.00	\$0.00	\$0.00
Vehicle cost			\$0.00	\$0.00

Revenue	Income	Expense	Net
	\$25,086.82	\$0.00	\$25,086.82
			Customer Revenue
			\$11,825.83

Total All Recycle and Cardboard	Revenues
142.04	\$13,260.99

Total Recycle Only	Revenues
	\$677.79

Total Cardboard	Revenues
	\$12,583.20

CURBSIDE MONTHLY RECYCLING REPORT**FEBRUARY****PROGRAM STATISTICS**

	AVERAGE
	MONTH
SET OUT/PARTICIPATION RATE:	59%
AVERAGE TONS PER DAY :	9.32
POUNDS PER HOME:	15.48

COMMODITY BY TON

	% of Total	TONS
ALUMINUM BEVERAGE CAN	1.96%	5.1
#1 PET	4.08%	10.64
NEWS	0.00%	0
GLASS CONTAINERS	10.07%	26.26
MIX PAPER	29.67%	77.36
PLASTIC FILM	0.60%	1.56
#2 NATURAL	1.11%	2.89
#2 COLOR	1.66%	4.33
#3-#7	0.00%	0
METAL	0.30%	0.78
RIGIDS	0.26%	0.68
TIN-STEEL SCRAP	2.14%	5.58
TRASH	27.91%	72.78
OCC	20.24%	52.78
TOTAL	100.00%	260.74

	MONTH
SERVICE CALLS (MISSES)	83
HOUSESIDE	9
REMINDER	1
SCATTERED	0
MISC.	15
REPAIR	9
NEW	32
ADD	6
MISSING	5
EXCHANGE	0
REPLACE	5
PICK UP	18
TOTAL CALLS	183.00

	MONTH
LANDFILL COST AVOIDANCE	\$5,149.62

SANITATION DIVISION PROGRESS REPORT**SUMMARY 2022**

	FYE 21		FYE 22	
	MONTH	YR-TO-DATE	MONTH	YR-TO-DATE
<u>Vehicle Accidents</u>	1	5	1	8
<u>On The Job Injuries</u>	0	8	0	5
<u>Bulk Pickups</u>	35	220	34	253
<u>Refuse Complaints</u>	96	770	175	800
<u>New Polycarts Requests</u>	60	548	41	444
<u>Polycarts Exchanges</u>	4	62	4	81
<u>Additional Polycart Requests</u>	55	513	78	700
<u>Replaced Stolen Polycarts</u>	11	168	9	200
<u>Replaced Damaged Polycarts</u>	52	679	18	625
<u>Polycarts Repaired</u>	21	287	26	335

COMPOST MONTHLY REPORT**FEBRUARY**

	MONTH
TONS BROUGHT IN BY COMPOST CREWS:	70.75
LANDFILL TIPPING FEE'S	\$ 21.47
SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 1,519.00

TONS BROUGHT IN BY PUBLIC:	600.00
TONS BROUGHT IN BY CONTRACTORS :	1,480.00
TONS BROUGHT IN BY OTHER CITY DEPARTMENTS:	56.00
LANDFILL TIPPING FEE'S	\$ 21.47
SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 45,859.92

TOTAL SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 47,378.92
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REVENUE COLLECTED FROM COMPOST SALES:	\$0.00
REVENUE COLLECTED FROM GATE SALES:	\$6,100.00

TOTAL TONS COLLECTED	2,206.75
TOTAL REVENUE COLLECTED	\$6,100.00

	MULCH CUBIC YDS MONTH	COMPOST CUBIC YDS MONTH
PARKS DEPT.		
ROAD & CHANNEL		
LINE MAINTENANCE		
STREET DEPT.		
WATER TREATMENT		
MURPHY PRODUCTS OKC		
SELF LOADING BIN		
DRYING BEDS		
COMPOST SOLD BY CUBIC YARDS		
MULCH SOLD BY CUBIC YARDS	1,200	
TOTAL:	0	0

File Attachments for Item:

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



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 11/09/2021

REQUESTER: Brenda Hall

PRESENTER: Brenda Hall, City Clerk

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

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT made and entered into this 20th day of January, 2022, and to be considered effective beginning January 20, 2022, by and between the City of Norman, a Municipal Corporation (hereinafter referred to as "City") and Michael S. Bates, Labor Relations Consulting Services of Tulsa, Oklahoma, (hereinafter referred to as "Consultant") and provides as follows:

WHEREAS, it is necessary to employ a professional consultant to negotiate and/or possibly arbitrate successor bargaining agreements between the City of Norman and the International Association of Fire Fighters, the American Federation of State, County and Municipal Employees and the Fraternal Order of Police (the "Unions" or "Bargaining Units") covering the timeframe of fiscal year 2021/2022 and 2022/2023 as well as related employee/relations work as determined by City.

WHEREAS, the Consultant is a professional consultant capable of helping to set negotiations strategies, proposals, related materials, chairing negotiations or arbitrating/advocating collective bargaining agreements between Unions and a City as well as performing other employee/relations work.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties hereto agree as follows:

1. Scope of Work. The Consultant agrees to provide consulting services to the City as follows:
 - 1.1 Provide expertise in strategy development and execution, planning and facilitation of employee/labor negotiations with the Unions to achieve finalized collective bargaining agreement between the City and the Unions.
 - 1.2 Provide oral and written reports as appropriate and/or as requested by the City.
 - 1.3 Perform other related employee/relations work as specified by the City.

2. Consideration. As consideration for the performance of the scope of work as set forth above, City agrees to pay Consultant the sum of ninety-five dollars (\$95) per hour for all documented hours worked whether at the City's facility or the office of the Consultant. Required travel time between Consultant's office and the City's facility are included as hours worked and shall be paid at the (half-time) rate of forty-seven and 50/100 dollars (\$47.50) per hour, billed in quarter hour increments. It is anticipated that the scope of work would reasonably require up to ninety-five (95) documented hours worked (the "hours estimate") annually for each of the respective contract negotiations for the three (3) unions or a total of two hundred eighty-five (285) hours of work. Brief telephone communications between the City and Consultant to schedule negotiations sessions or to determine availability will not count towards incremental billing.

3. Performance. Consultant agrees to perform the scope of work as defined herein in a professional manner:

- 3.1 Maintain the privacy and confidentiality of information.
- 3.2 Perform said work in the manner that is most cost-efficient for the City.
- 3.3 Adhere to applicable federal, state and local laws and regulations.
- 3.4 Report to the City any known issues found not in compliance with other City policy.

4. Extension. Should the Consultant require time to complete the work that is in excess of the total hours estimate set forth in Section 2 above, the City and Consultant agree to negotiate in good faith for an extension of this Agreement to allow for the additional time needed by the Consultant, with due regard to the timetable for completion of Negotiations.

5. Expenses. City additionally agrees to pay expenses to the Consultant, including, but not limited to:

5.1 Lodging as required, i.e., inclement weather, scheduling needs and/or work being performed for City. The choice of lodging facility is within the discretion of and/or subject to approval of the City.

5.2 All other expenses required and approved by the City for the Consultant to perform the scope of work described above.

5.3 Mileage at the standard IRS rate (current Federal mileage rate) for all miles traveled between the Consultant's office and the City of Norman, related turnpike tolls and any other pre-approved travel that may be made strictly on behalf of the City.

6. Payment. Consultant will submit invoices that detail charges by month and include an itemization and brief explanation of all hours worked per day in no less than one-quarter hour (15 minutes) increments, and including mileage and any other reimbursable expenses covering that period subsequent to the previous invoice. To the extent possible and reasonable, the billing will also be divided and denote which bargaining unit was involved in relation to the particular work being invoiced. Payment for said services shall normally be made by the City within twenty-one (21) calendar days following receipt and acceptance of invoice amount.

7. Default/Termination. The agreement may be terminated by either party during the primary term, or any extension thereof, upon thirty (30) days written notice to the other party. Upon the City shall pay the Consultant for all work and services rendered, up to the time of the notice of termination, in accordance with the terms, limits and conditions of this Contract.

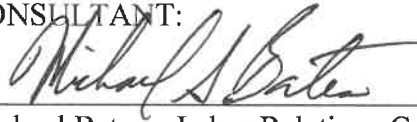
8. Authority. The parties agree that the Consultant shall have no authority to bind the City of Norman to any agreement terms or language in an ongoing collective bargaining or arbitration settlement process with any of the three (3) Unions. That authority is reserved exclusively with the City Manager and/or Council of the City of Norman, Oklahoma, unless specifically delegated to a designee as a result of action taken by the City Manager and/or Council.

9. Entire Agreement. This Agreement constitutes the entire agreement and understanding between the Consultant and the City concerning services to be performed.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed and executed and shall be effective from and after the day and year first above written.

APPROVED this 20th day of January, 2022.

CONSULTANT:



Michael Bates – Labor Relations Consulting Services

CITY OF NORMAN, OKLAHOMA



ATTEST



Darrel Pyle, City Manager



City Clerk

APPROVED as to form and legality this 27 day of January, 2022.



City Attorney

File Attachments for Item:

9. CONSIDERATION OF SUBMISSION, ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR REJECTION OF RECEIPT OF THE CITIZENS PUBLIC SAFETY SALES TAX OVERSIGHT COMMITTEE ANNUAL REPORT FOR FYE 2021.

City of Norman, Oklahoma

Citizen's Public Safety Sales Tax Oversight Committee

Annual Report

July, 2020 – June, 2021

**City of Norman, Oklahoma
Citizen's Public Safety Oversight Committee
Annual Report
July 1, 2020 – June 30, 2021**

Executive Summary

The Public Safety Sales Tax Oversight (PSST) Committee offers the following information for the status of the Fiscal Year Ending June 30, 2021 (FYE 21). We are pleased to report that several items were accomplished this year, but we would be remiss if we did not report on the items that are outstanding and must be addressed.

MAJOR ISSUES

- The SRO Program has not been fully implemented due to budget constraints within the City of Norman and the Norman Public School System. The citizens expect their children to be protected as promised in the original program.
- It is imperative that the plans for the new Emergency Operations Center reflect the full scope and footprint of the state of the art facility that was originally planned and promised to the voters.

RECOMMENDATIONS TO CITY COUNCIL

The PSST Oversight Committee sent four letters of recommendation to the City Council in the fiscal year ending June 30, 2021:

- 7/19/2020 – The Committee recommended that the Council accept the United States Department of Justice Grant on the 7/14/20 City Council agenda, and hire 4 four new School Resource Officers with the proceeds.
- 9/11/2020- The Committee acknowledged the failure of Proposition 3 on August 25, 2020, which would have provided the funding needed to construct the original scope of the Emergency Operations Center (EOC). The Committee recommended adding a similar proposition to the upcoming February 2021 Council election that would fund the full scope of the EOC with General Obligation Bonds.
- 11/12/2020 – The Committee recommended that Council appropriate \$3.075 million in CARES Act funds for the EOC project. The Committee further recommended that Council add a proposition to the February 2021 Council election that would provide the remaining funds needed for the full scope of the EOC.
- 5/14/2021 – The Committee recommended that Council appropriate \$9.5 million in American Rescue Plan Act (ARPA) funds to construct the full scope of the EOC.

PROJECT STATUS

- Fire Apparatus Replacement Program: A pumper tanker was delivered and is in service at station 5. A new rescue boat was delivered and is in service at station 6. An air and light unit is in production and is expected to be delivered this summer.

- The Emergency Communications System project was completed with about \$1 million in budget savings. These savings will be transferred to the Emergency Operations Center project.
- Almost \$800,000 has been expended to date for the Emergency Operations Center. The design phase has been completed and the project is on hold pending a search for additional funds needed to build the original scope of the project.

FINANCIAL OVERVIEW

Sales tax revenues continue to fall below original projections, requiring General Fund and Capital Fund subsidies to keep the Public Safety Sales Tax Fund in the black. These subsidies will continue to increase each fiscal year until the PSST critical capital needs have been completed.

LOOKING FORWARD

- Completion of the Transit/Fire Maintenance Facility
- Anticipated start of construction of the Norman Emergency Communications Center (ECC)/Emergency Operations Center (EOC) with construction lasting 13-18 months
- Complete implementation of SRO Program and hiring of Communications Officers

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Introduction

On May 13, 2008, a special election was held in the City of Norman providing for the assessment of a temporary seven year sales tax of one half of one percent (.5%) in addition to the present City and State sales tax for staffing of forty-one (41) additional Police personnel and thirty (30) additional Fire personnel. The additional sales tax was also to be used for vehicles and equipment for such personnel, acquiring, constructing and equipping two new fire stations. The proposition was approved with a vote of 8,301 in favor to 4,307 opposed. The public safety sales tax (PSST) was implemented October 1, 2008 and expired September 30, 2015.

On April 1, 2014 a special election was held in the City of Norman providing for the extension of the one half of one percent (.5%) public safety sales tax beginning October 1, 2015. The proposition was approved with a vote of 3,801 in favor to 3,662 opposed. In this report, the tax effective prior to October 1, 2015 is called PSST I, and the tax effective on October 1, 2015 is called PSST II.

Creation and Purpose

The Ordinance calling the election provided for the establishment of a Citizens Public Safety Oversight Committee (CPSOC) to review the expenditures of such monies and submit recommendations to the City Council regarding such expenditures. Further the CPSOC was to review the expenditures of revenues collected to determine if such funds were expended for the purposes specified and monitor the successful implementation of community oriented policing concepts. The Ordinance called for the committee to issue reports on their findings to the City Council and the public on an annual basis or as requested by Council. (See Appendix A for the PSST I Ordinance, Appendix B for the COP Establishment Resolution and Appendix C for the PSST II Ordinance and Resolution).

Membership

The Norman City Council in its meeting of February 10, 2009, appointed the first Citizen's Public Safety Oversight Committee. Current members of the Committee are: Lea Greenleaf, Linda Price, James Costello, Ann Gallagher, and Kenny Orr. Wards 2, 3, 4, and 7 are currently vacant.

Meeting Schedule – The CPSOC meets on a monthly basis. Below are the dates for the Committee's meetings from July 2020 to June 2021. (See Appendix D for the Schedules of Regular Meetings and the Corresponding Agendas)

July 9, 2020	Monthly Meeting - Virtual
August 13, 2020	Monthly Meeting - Virtual
September 10, 2020	Monthly Meeting - Virtual
October 8, 2020	Monthly Meeting - Virtual
November 12, 2020	Monthly Meeting - Virtual
December 10, 2020	Monthly Meeting - Cancelled
January 14, 2021	Monthly Meeting - Cancelled
February 11, 2021	Monthly Meeting - Cancelled
March 11, 2021	Monthly Meeting - Virtual
April 8, 2021	Monthly Meeting - Virtual
May 13, 2021	Monthly Meeting - Virtual

June 10, 2021

Monthly Meeting

Discussion Items

Topics of discussion involved Public Safety Sales Tax revenues and expenses for each month. Detailed financial information is included under the Financial Report section of this document.

Members of the Police Command staff presented monthly information regarding the Community Oriented Policing efforts.

Members of the Fire Command staff presented monthly updates on Fire Department activity.

Other topics of discussion and advisement to Council included:

- Fire Department Apparatus Replacement Schedule – (See Appendix H)
- Emergency Operations Center project
- Data-Driven Approaches to Crime & Traffic Safety (DDACTS)
- School Resource Officer Program staffing
- Phase II and Phase III of replacement of the emergency communications system and consultants
- Emergency Communications staffing
- Emergency Vehicle Mechanic staffing

Accomplishments

The Committee continued its work meeting monthly to review revenue and expenditures reports as well as monitoring the community oriented policing philosophy.

Financial Report

On May 13, 2008, the citizens of Norman voted on and approved a temporary 7-year, one-half percent (0.5%) Public Safety Sales Tax (PSST I) in order to increase the number of police officers and firefighters, and to construct and equip two new fire stations. The sales tax began October 1, 2008 and terminated on September 30, 2015. The City received its first sales tax remittance from the Oklahoma Tax Commission on December 18, 2008.

As of June 30, 2021, a total of \$111,922,354 has been collected from the PSST since its inception. An additional \$7,301,998 has been collected from the related Public Safety Use Tax (a sales tax levied on purchases made outside of the city for use within the city). Interest earned from investing the taxes has earned the PSST Fund an additional \$974,609. Total expenditures to date from PSST funds are \$145,912,878 (see Appendix E for a revenue and expenditure analysis by month).

As mentioned earlier in this report, on April 1, 2014 a special election was held in the City of Norman providing for the permanent extension of the one half of one percent (.5%) public safety sales tax beginning October 1, 2015. The proposition was approved and is called PSST II.

With the approval of the PSST permanent extension, Ordinance O-1314-33 was also approved. This Ordinance specifically states what the PSST II revenues can and will be used for. The Ordinance directed that funding for the 71 personnel added to the City public safety workforce by

the PSST I be made permanent; 19 personnel be added over a period of four years (13 police officers to staff a School Resource Officer program; 4 additional Dispatchers; and 2 Emergency Vehicle Mechanics); and a program to replace or acquire Critical Public Safety Capital Facility Needs be implemented (See Appendix G for the original PSST II project, equipment and personnel plan). The Critical Public Safety Capital Needs were identified, in priority order, as follows:

Emergency Communication System Replacement - \$15,000,000
 Emergency Operations/Dispatch Center Facility - \$6,500,000
 Fire Apparatus Replacement Program – \$6,800,000
Reconstruct/Relocate Fire Station #5 - \$3,500,000
 TOTAL - \$31,800,000

In discussions and presentations leading up to the approval of the PSST extension, the plan to finance the Emergency Communications (Radio) System and Emergency Operations Center (EOC) facilities through some sort of debt issuance was discussed and acknowledged due to the need to have those facilities up and running before sufficient PSST revenues would accrue. Under the plan, available PSST fund balance would be used as a partial “down payment” on the Communication System and EOC facilities, and PSST Fund balance would be used to pay for the Fire Apparatus and Fire Station #5 Reconstructions on a pay-as-you-go basis, as funds became available after the Radio System and EOC were financed.

As illustrated on the following page, the City of Norman has followed the approved Staffing Plan in adding personnel to the budgeted workforce as anticipated by PSST I and is working on fulfilling the additional workforce anticipated by the PSST II Ordinance. During FYE 17, it was originally planned to add seven additional School Resource Officers, two Emergency Vehicle Mechanics and two Emergency Communications Officers. Due to financial cuts and an economic downturn, all of the planned positions, except for the two Communication Officers, were delayed. In FYE 18, three of the remaining seven School Resource Officers were added. No positions were fulfilled in FYE 19. Two Emergency Vehicle Mechanic positions were approved for FYE 20. The four remaining School Resource Officer positions and the two remaining Emergency Communications Officer positions will be added when funds are available from both the Norman Public School System and the City.

Public Safety Sales Tax Staffing Plan

	Original Plan				Fulfilled in PSST I	Fulfilled in PSST II	Not Fulfilled	Reason
	Fire- fighters	Commissioned Police Officers	Non-commissioned Police Officers	Plan Total				
FYE 2008	0	0	0	0	0		0	
FYE 2009	0	12	0	12	12		0	
FYE 2010	15	9	0	24	24		0	
FYE 2011	0	9	0	9	9		0	
FYE 2012	15	5	0	20	20		0	
FYE 2013	0	2	0	2	2		0	
FYE 2014	0	2	0	2	2		0	
FYE 2015	0	2	0	2	2		0	
FYE 2016	0	6	0	6		6	0	
FYE 2017	0	7	2 Emerg Vehicle Mechanics 2 Emerg Communications Officers	11		2 Emerg Communications Officers	7 Police Officers 2 Emerg Vehicle Mechanics	Lack of funding/staffing
FYE 2018	0	0	0	0		3 Police Officers planned in FYE 2017	0	
FYE 2019	0	0	2 Emerg Communications Officers	2			4 Police Officers, 2 Emergency Communications Officers	Lack of funding/staffing
FYE 2020	0	0	0	0		2 Emerg Vehicle Mechanics planned in FYE 2017	4 Police Officers, 2 Emergency Communications Officers	Lack of funding/staffing
FYE 2021	0	0	0	0			4 Police Officers, 2 Emergency Communications Officers	Lack of funding
FYE 2022	0	0	0	0			4 Police Officers, 2 Emergency Communications Officers	Lack of funding
Total	30	54	0	90	71	13	6	

Total Public Safety Personnel*

	Firefighters		Commissioned Police Officers	
	Budgeted	Filled 6/30	Budgeted	Filled 6/30
FY 2008	127	120	134	125
FY 2009	127	123	146	127
FY 2010	142	126	155	156
FY 2011	142	135	164	159
FY 2012	157	129	169	165
FY 2013	157	156	169**	154
FY 2014	157	150	171	159
FY 2015	157	156	173	157
FY 2016	157	145	177 [#]	158
FY 2017	157	155	177	163
FY 2018	157	151	178 ^{##}	160
FY 2019	158	141	180	170
FY 2020	158	148	180	176
FY 2021	158	155	171***	166
FY 2022	158		171	

*Only includes positions in the Fraternal Order of Police (FOP) and International Association of Fire Fighters (IAFF), excludes all other public safety support personnel.

**In the FY 2013 Budget, one Major (FOP) position was reclassified to a non-union Deputy Police Chief position, and a Forensic Tech (FOP) position was reclassified to a non-union position, and two PSST positions were added, so no net change in total.

[#]In the FY 2015 Budget year, a Master Police Officer position was reclassified to a non-union Forensic Tech position. In FYE 2016, a Police Officer position was reclassified to a non-union I.T.

Systems Support Tech position for the PD and six officers were added for the School Resource Officer program.

##In the FY 2018 Budget year, three additional School Resource Officers were added, an MPO was reclassified to a non-union Animal Welfare Shelter Manager and a Sergeant was reclassified as a non-union Police Standards Administrator. In FYE 2019, a police major was added.

***In FYE 2021, nine commissioned positions were cut in the Police Department in the General Fund.

Plan Status

The original PSST plan is complete. With the hiring of nine (9) additional police officers for the school resource officer program in FYE 16 and 18, two (2) Emergency Communications Officers in FYE 17, and the approval of two (2) Emergency Vehicle Mechanic positions in FYE 20, the plan for PSST II is almost complete. The hiring of four more School Resource Officers and two more Emergency Communication Officers would fully implement the plan.

With the approval of PSST II, PSST II revenues will be utilized for specific capital improvements identified in the PSST II Ordinance, including an improved communications system, replacement of fire trucks and apparatus, relocation and reconstruction of Fire Station No. 5, and the construction of an emergency operations and dispatch facility.

Findings and Conclusions

The Committee reports that City staff has been responsive to information requests and guidance as such requests have been made.

Committee members would like a more prospective review of public safety issues to be able to make recommendations to Council before any decisions are made. The Committee is a dedicated group that comprises subject matter experts within their fields and has the expertise needed to give Council advice and recommendations on public safety issues. Members are eager to share their knowledge with Council to help with decision making.

Public Safety Sales Tax expenditures have been extensively reviewed by the committee and the committee finds such expenditures have been made in accordance with the Ordinance establishing the parameters for such expenditures. In the Committee's judgment, the Police Department is successfully implementing Community Policing concepts.

Looking Forward to Fiscal Year Ending 2021

In the future, the committee will continue monitoring activities designated in the COP Annual Work Plan (see Appendix F) as well as monitoring expenditures and revenues associated with the Public Safety Sales Tax collections.

The Committee also looks forward to the partnership with the Norman Public Schools for the School Resource Officer (SRO) Program as a part of the PSST extension. However, the Committee continues to be concerned that the original hiring plan of the SROs has not been implemented as planned due to budget constraints.

The members are also looking forward to the construction of the new Emergency Operations Center (EOC). The Committee supports the state of the art EOC facility that was originally promised to the PSST II voters, not the scaled back facility that is currently budgeted.

The committee stands ready to assist the Council in whatever advisory capacity they deem appropriate.

The Citizen's Public Safety Oversight Committee FYE 2021 Annual Report was approved at the CPSOC meeting on August 12, 2021, with the recommendation that it be forwarded to City Council as required by Ordinance 0-0708-32.

AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING THE CALLING AND HOLDING OF A SPECIAL ELECTION IN SAID CITY OF NORMAN, STATE OF OKLAHOMA, (THE CITY), ON THE 13TH DAY OF MAY, 2008, FOR THE PURPOSE OF SUBMITTING TO THE REGISTERED, QUALIFIED ELECTORS OF SAID CITY THE QUESTION OF APPROVING OR REJECTING ORDINANCE NO. O-0708-32 OF THE CITY OF NORMAN, OKLAHOMA, LEVYING AND ASSESSING A SALES TAX OF ONE HALF OF ONE PERCENT (.5%) IN ADDITION TO PRESENT CITY AND STATE SALES TAXES UPON THE GROSS PROCEEDS OR GROSS RECEIPTS DERIVED FROM ALL SALES TO ANY PERSON TAXABLE UNDER THE SALES TAX LAW OF OKLAHOMA INCLUDING, BUT NOT LIMITED TO, CERTAIN ENUMERATED SALES LISTED THEREIN; PROVIDING FOR THE PURPOSE OF THE ONE HALF OF ONE PERCENT (.5%) SALES TAX TO BE USED FOR STAFFING OF ADDITIONAL POLICE PERSONNEL AND ADDITIONAL FIRE PERSONNEL IN ACCORDANCE WITH THE STAFFING PLAN ADOPTED HEREIN, VEHICLES AND EQUIPMENT FOR SUCH PERSONNEL, ACQUIRING, CONSTRUCTING, AND EQUIPPING TWO FIRE STATIONS IN THE CITY OF NORMAN, OKLAHOMA, AND THEN FOR SUCH OTHER LAWFUL PURPOSES AS SPECIFIED HEREIN; TO BECOME EFFECTIVE ON THE 1ST DAY OF OCTOBER, 2008, AND TERMINATE ON 30TH DAY OF SEPTEMBER, 2015; PROVIDING EXEMPTIONS EXEMPTED FROM THE SALES TAX LAW OF OKLAHOMA INCLUDING, BUT NOT LIMITED TO, CERTAIN ENUMERATED EXEMPTIONS LISTED THEREIN; PROVIDING FOR THE ADMINISTRATION AND COLLECTION OF TAX; REQUIRING THE FILING OF RETURNS; PROVIDING FOR INTEREST AND PENALTIES FOR FAILURE TO PAY TAX WHEN DUE; PROVIDING FOR TAXPAYER TO KEEP RECORDS; REQUIRING VENDORS TO COLLECT TAX FROM PURCHASER AT TIME OF SALE; ESTABLISHING LIENS; AUTHORIZING THE CITY COUNCIL TO MAKE ADMINISTRATIVE AND TECHNICAL CHANGES AND ADDITIONS EXCEPT TAX RATE; MAKING THE TAX CUMULATIVE; PROVIDING SEVERABILITY OF PROVISIONS; REQUIRING APPROVAL OF ORDINANCE BY MAJORITY OF REGISTERED VOTERS VOTING AT AN ELECTION HELD FOR SUCH PURPOSE AS PROVIDED BY LAW; FIXING EFFECTIVE DATE; AND PROVIDING FOR THE SEVERABILITY THEREOF.

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

- § 1. Proposition. That the Mayor of the City of Norman, Oklahoma, or in her absence or incapacity, the duly qualified Mayor Pro Tem, be and hereby is authorized and directed to call a special election to be held in the City of Norman, Oklahoma, on the 13th day of May, 2008, for the purpose of submitting to the registered, qualified voters of said City of Norman, Oklahoma, for their approval or rejection the following proposition:

PROPOSITION

“SHALL ORDINANCE NO. O-0708-32 PROVIDING FOR THE ASSESSMENT OF A SALES TAX OF ONE HALF OF ONE PERCENT (.5%) IN ADDITION TO THE PRESENT CITY AND STATE SALES TAX UPON THE GROSS PROCEEDS OR GROSS RECEIPTS DERIVED FROM ALL SALES TO ANY PERSON TAXABLE UNDER THE SALES TAX LAW OF OKLAHOMA INCLUDING, BUT NOT LIMITED TO, CERTAIN ENUMERATED SALES LISTED THEREIN; PROVIDING FOR THE PURPOSE OF THE ONE HALF OF ONE PERCENT (.5%) TO BE USED, TO THE EXTENT FEASIBLE FROM THE REVENUES GENERATED HEREBY, FOR STAFFING OF FORTY-ONE (41) ADDITIONAL POLICE PERSONNEL AND THIRTY (30) ADDITIONAL FIRE PERSONNEL IN ACCORDANCE WITH THE STAFFING PLAN ADOPTED HEREIN, VEHICLES AND EQUIPMENT FOR SUCH PERSONNEL, ACQUIRING, CONSTRUCTING, AND EQUIPPING TWO FIRE STATIONS IN THE VICINITY OF 36TH AVENUE NORTHWEST AND TECUMSEH STREET AND IN THE VICINITY OF EAST ALAMEDA AND EAST 36TH AVENUE IN THE CITY OF NORMAN, OKLAHOMA, ALL TO BE OWNED EXCLUSIVELY BY THE CITY OF NORMAN AND THEN FOR SUCH OTHER LAWFUL PURPOSES OF THE CITY BE APPROVED; AND PROVIDING THAT SUCH ADDITIONAL ONE HALF OF ONE PERCENT (.5%) SHALL BEGIN TO BE LEVIED ON OCTOBER 1, 2008, AND CEASE TO BE LEVIED ON SEPTEMBER 30, 2015?”

- § 2. That such call for said election shall be by Special Election Proclamation and Notice, signed by the Mayor or Mayor Pro Tem and attested to by the City Clerk, setting forth the proposition to be voted on; that the ballots set forth in the proposition be voted upon substantially as set out in Section 1 hereof; and that the returns of said election shall be made to and canvassed by the Cleveland County Election Board.
- § 3. That the number and location of the polling places and the persons who conduct the elections shall be the same as the regular polling places and persons prescribed and selected by the Cleveland County Election Board for elections in the City of Norman, Oklahoma.
- § 4. That the Special Election Proclamation and Notice of even date, a copy of which is on file with the City Clerk and which is incorporated herein by reference, calling such special election is hereby approved in all respects, and that the Mayor or Mayor Pro Tem is hereby authorized to execute said special election proclamation on behalf of the City, and the City Clerk is hereby authorized to

attest and affix the seal of said City to said Special Election Proclamation and Notice and cause a copy of said Special Election Proclamation and Notice to be published as required by law, and a copy thereof delivered to the Cleveland County Election Board.

- § 5. That the City Clerk shall serve or cause to be served, a copy of this Ordinance and a copy of the Special Election Proclamation and Notice of Election upon the office of the Cleveland County Election Board, not less than sixty (60) days prior to the date of the election.
- § 6. Citation and codification. This Ordinance shall be known and cited as the Norman Sales Tax Ordinance of 2008, and the same shall be codified and incorporated into the Code of Ordinances of the City of Norman, Oklahoma (the "City").
- § 7. Tax imposed. It is hereby imposed a sales tax of one half of one percent (.5%) (in addition to any and all other sales taxes now in force) to be levied upon the gross receipts derived from all sales taxable under the Oklahoma Sales Tax Code.
- § 8. Effective date and termination. This Ordinance shall become and be effective on and after the 1st day of October, 2008, subject to approval of a majority of the registered voters of the City of Norman voting on the same in the manner prescribed by law. This Ordinance and the sales tax referenced herein shall terminate and cease to be levied seven (7) years from the effective date of this Ordinance, or on the 30th day of September, 2015 provided that this tax, at the discretion of the then sitting City Council, may be submitted to the registered voters of the City of Norman for re-approval prior to the expiration of the tax.
- § 9. Purposes of revenues. The proceeds of the one half of one percent (.5%) sales tax levied and assessed by this Ordinance shall be used, to the extent feasible from the revenues generated hereby, as follows:
- First, for staffing of forty-one (41) additional police personnel and thirty (30) additional fire personnel in accordance with the staffing plan adopted herein, vehicles and equipment for such personnel, acquiring, constructing, and equipping two fire stations in the vicinity of 36th Avenue Northwest and Tecumseh Street and in the vicinity of East Alameda and East 36th Avenue in the City of Norman, Oklahoma, all to be owned exclusively by the City of Norman and for the promotion of community relations through a philosophy of community policing which promotes a partnership and interaction between public safety personnel and the citizens of the City of Norman, and then for such other purposes as may be adopted by Council in accordance with criteria specified in section 13 below, provided it is not the intention that revenue generated from this additional tax levy be utilized to create inequities in the City of Norman Compensation system among public safety and nonpublic safety personnel.
- §10. Establishment of Citizens Public Safety Oversight Committee. A Citizens Public Safety Oversight Committee shall be established to review the expenditures of such monies and submit recommendations to Council regarding such expenditures.

- §11. Appointment and number of members. Members of the Citizens Public Safety Oversight Committee shall be appointed by the Mayor of the City of Norman upon approval by a majority of the City Council. The Committee shall consist of one member from each Ward and one member at-large. The Citizens Public Safety Oversight Committee shall not be current City employees, officials, contractors or vendors of the City.
- §12. Purposes of Citizens Public Safety Oversight Committee. The Citizens Public Safety Oversight Committee shall review the expenditure of revenues collected pursuant to this Ordinance to determine if such funds are expended for the purposes specified in the Ordinance, monitoring the successful implementation of community policing concepts, and issuing reports on their findings to the City Council and the public on an annual basis or as requested by Council, and may review and make recommendations on such other issues related to Public Safety as may be assigned to it by Council.
- §13. Staffing Plan. Revenues collected hereunder shall be expended first for the staffing, compensation and equipping of police and fire personnel over the period of the tax in accordance with the Staffing Plan set forth herein, and the excess for such other public needs as may be identified and budgeted by Council after evaluation considering at least one of the following criteria: projects or expenditures that enhance public safety services; projects or expenditures that enhance emergency management capabilities; projects or expenditures that provide direct services to the citizens; projects or expenditures that help ensure long term financial stability of the City; and/or projects or expenditures that provide for continuity of existing City services.

Year of Tax	Additional Police Personnel	Additional Fire Personnel
1	12	0
2	9	15
3	9	0
4	5	15
5	2	0
6	2	0
7	<u>2</u>	<u>0</u>
Total added Personnel	41	30

- §14. Subsisting state permits. All valid and subsisting permits to do business issued by the Oklahoma Tax Commission pursuant to the Oklahoma Sales Tax Code are, for the purpose of this Ordinance, hereby ratified, confirmed and adopted in lieu of any requirement for an additional City permit for the same purpose.
- §15. Payment of tax. The tax herein levied shall be paid at the time and in the manner and in the form prescribed for the payment of state sales tax under the Oklahoma Sales Tax Code.
- §16. In addition to current taxes. The tax levied hereby is in addition to any and all other sales taxes levied or assessed by the City. Provided, however, that those provisions of Article IV of Chapter 8 (Sales Tax) of the Code of Ordinances, of the City of Norman, Oklahoma, not inconsistent herewith, shall apply to the sales tax levied and assessed by this Ordinance. For the purpose of this Ordinance, references in the Code of Ordinances to specific provisions of the Oklahoma Sales Tax Code shall deem to be referenced to said statutory provisions, as amended.

- §17. Amendment. The citizens of the City of Norman, Oklahoma, by their approval of this Ordinance at the election hereinabove provided for, hereby authorize the City by Ordinance duly enacted to make any such administrative and technical changes or additions in the method and manner of administration and enforcing this Ordinance as may be necessary or proper for efficiency and fairness except that the purpose, rate and limitation of time for collection of the tax herein provided shall not be changed without the approval of the qualified electors of the City as provided by law. Prior to approval of such amendatory Ordinance, the Oversight Committee established pursuant to Section 10 herein shall review and make recommendation to the Council regarding the amendment.
- §18. Provisions cumulative. Provisions hereof shall be cumulative and in addition to any and all other taxing provisions of City Ordinances.
- §19. Exclusion from "Non-dedicated" UNP TIF revenues. The additional tax authorized under this Ordinance shall not be considered a "non-dedicated" tax as contemplated in the Norman University North Park Project Plan, and accordingly no revenues generated from this additional tax levied on retail sales occurring within the Increment District shall be considered part of the Sales Tax Increment apportioned to the University North Park Tax Increment Finance District.
- §20. 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 11th day of
March, 2008.

Cindy S. D. K.
 Mayor

NOT ADOPTED this _____ day of
 _____, 2008.

 Mayor

ATTEST:

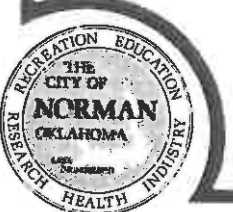
Brenda Hall
 City Clerk

Resolution

R-0809-125

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, ESTABLISHING COMMUNITY ORIENTED POLICING (COP) IN ORDER TO IDENTIFY POLICING PRIORITIES OF THE COMMUNITY AND CREATE A STRATEGY FOR DEVELOPING PROCESSES FOR THOSE PRIORITIES.

- § 1. WHEREAS, on May 13, 2008, a special election was held in the City of Norman for a proposed temporary increase in the city sales tax by one half of one percent (.5%).
- § 2. WHEREAS, one purpose of the revenues was for the promotion of community relations through a philosophy of community policing which promotes partnership and positive interaction between the public safety personnel and the citizens of the City of Norman.
- § 3. WHEREAS, the Citizens Public Safety Oversight Committee (CPSOC) was established to review expenditures, monitor the successful implementation of community policing concepts and issue reports on their findings to the City Council and the public at least annually, or as frequently as the committee deems appropriate, or as requested by Council, and make recommendations on other issues related to public safety as may be assigned by Council.
- § 4. WHEREAS, the City of Norman, Oklahoma, desires to establish Community Oriented Policing (COP) to assist the Police Department in identifying policing priorities and develop processes to achieve implementation of community policing.
- § 5. WHEREAS, that COP should be implemented as a philosophy which permanently and positively changes the police department's interaction with the community. This positive interaction will lead to the creation of a safe, diverse and inclusive community. By working together, the Norman Police Department and the citizens of Norman can develop creative solutions to contemporary community problems related to public safety including crime, fear of crime, social and physical disorder, and neighborhood decay.
- § 6. WHEREAS, it is believed that the development of identified activities that focus on all City departmental efforts will assist in the achievement of Community Oriented Policing.
- § 7. WHEREAS, the Norman City Council encourages future City Councils to fully evaluate and seek reconsideration, as appropriate, of the Public Safety Tax (which expires on September 30, 2015) at least one (1) year prior to its expiration.



Resolution No. R-0809-125
Community Oriented Policing


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

- § 8. That the Norman City Council and the Citizens Public Safety Oversight Committee shall assist the Police Department in identifying the policing priorities of the community and suggest processes to address those priorities.
- § 9. That the Police Department will prepare a Five Year Implementation Plan in order to set forth the strategies and activities to successfully implement community policing concepts based on the priorities and policies established by the Norman City Council and CPSOC.
- §10. That the Police Department will prepare an Annual Work Plan (AWP), consistent with the five (5) year plan on the basis of intended results, strategies, budget, and the formation of community partners. The AWP will provide detailed activity planning and set out what will be accomplished during the year. The AWP shall contain:
 - a. Expected outcomes;
 - b. Activities to be carried out towards the achievement of the expected outcomes;
 - c. The time frame (by calendar quarter) for undertaking the planned activities; and
 - d. Identification of those responsible for implementing components of the plan.

PASSED AND ADOPTED this 28th day of April, 2009.


Mayor

ATTEST:


City Clerk



**City of Norman, Oklahoma
2009
Norman's Rededication to Community
Oriented Policing**



The Norman Police Department

In September 1919, the City of Norman ("the City") received its charter and the Norman Police Department became the primary law enforcement agency for the City. All early documents indicate that the department's manpower at the time was in the single digits-employing one to four officers. As the population of the City has changed over the years, so has the Norman Police Department. Currently, the department consists of 147 commissioned and 55 civilian personnel, for a total of 202 employees.

All 202 employees are assigned to one of three bureaus: Patrol, Criminal Investigations and Staff Services. The Patrol Bureau is responsible for such things as responding to calls for service, investigating and taking appropriate action regarding traffic activity, criminal activity, and unusual circumstances. In addition, the Patrol Bureau is responsible for the apprehension of offenders, recovery of stolen property, and preparation of reports and presentation of court testimony. The department's Criminal Investigations Bureau is responsible for the investigation of criminal activity, collection and preservation of crime scene evidence, apprehension of offenders, recovery of stolen property, and preparation of reports. The Criminal Investigations Bureau also manages the presentation of evidence to the prosecutor's office and presentation of court testimony. The Staff Services Bureau is responsible for records, communications, training, personnel services, animal welfare, and fiscal management. In 2009, the total budget for the department is approximately \$17M (excluding capital projects).

Initial Community Policing Efforts

The concept of community oriented policing ("COP") was first implemented by the Norman Police Department in 1993. The department's focus was becoming more committed to providing the highest quality of police service by working in partnership with the community to create permanent solutions to problems and enhance the quality of life in Norman. Soon after the implementation of this philosophy, the department observed success in partnering with the community and addressing problems. Problem solving became a proactive task rather than a reactive one. However, over the next fifteen years, the department's COP approach was weakened by declining staffing levels, increasing population and calls for service.

Norman's Rededication to COP
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crime, greater respect for law and order, increased crime control and crime prevention, and greater citizen satisfaction with police services.

Community policing represents a continuation of established traditions of policing in the United States. It flows from the following fundamental values:

- The police department believes that the prevention of crime is its number one priority.
- The police department involves the community in the delivery of its services.
- The police department holds itself accountable to the community it serves.
- The police department upholds three dimensions of equity: equal access to police services, equal treatment of all individuals under the U.S. Constitution, and equal distribution of police services and resources.

Research shows that community policing programs follow ten (10) underlying principals:

1. Crime prevention is the responsibility of the whole community.
2. The police and the community share ownership, responsibility, and accountability for the prevention of crimes.
3. Police effectiveness is a function of crime control, crime prevention, problem solving, community satisfaction, quality of life, and community engagement.
4. Mutual trust between the police and the community is essential for effective policing.
5. Crime prevention must be a flexible, long-term strategy in which the police and community collectively commit to resolving the complex and chronic causes of the crime.
6. Community policing requires knowledge, access and mobilization of community resources.
7. Community policing can only succeed when police administration and government officials enthusiastically support its principles and tenets.
8. Community policing depends on decentralized, community-based participation in decision-making.
9. Community policing allocates resources and services, which is based on analysis, identification and projection of patterns and trends, rather than incidents.
10. Community policing requires an investment in training with a special emphasis on: problem analysis and problem solving, facilitation, community organization, communication, mediation and conflict resolution, resource identification and use, networking and linkages, and cross-cultural competency.

It is a common misconception that COP is "soft on crime." This is not the case. Officers continue to make arrests and issue citations. However, the emphasis must shift with COP from activity indicators to long term solutions for problems. COP is also not "social work" or a cosmetic solution. The implementation of the COP philosophy merely formalizes and promotes community building and community-based problem solving which includes strong law enforcement components. COP must also not be viewed as a

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Recent Events

On May 13th, 2008, a special election was held in the City of Norman which proposed a temporary increase in the city sales tax by one half of one percent (.5%). Voters approved the proposition and it became effective on October 1, 2008. The approval of this additional tax, in part, will be used to staff additional police personnel, which in turn will allow COP to be reinstated in the community. With the enactment of this temporary public safety sales tax, a Citizen's Public Safety Oversight Committee was established to review the expenditures of the new monies and submit recommendations to the City Council regarding these expenditures. Members of the Citizen's Public Safety Oversight Committee are appointed by the Mayor upon approval by a majority of the City Council.

The Citizen's Public Safety Oversight Committee reviews the expenditures of revenues collected pursuant to the ordinance to determine if such funds are expended for the purposes specified in the ordinance. In addition, the Committee monitors the successful implementation of community policing concepts. Further, the City Council encourages the Citizens Oversight Committee to seek input and issue reports on their findings to the City Council and the public at least annually, or as frequently as the Committee deems appropriate or as requested by the Council. The Committee may review and make recommendations on such other issues related to Public Safety as may be assigned by the City Council.

In order to be successful, the COP mission and goals must be redefined to meet the current needs of the City of Norman. The City Council Oversight Committee along with members of the department recommend that the creation of a safe, diverse and inclusive community should be the paramount goal. The implementation of the COP philosophy is an opportunity to create positive interactions between the police department and the community.

Universal Principles of COP

Community policing is best described as a philosophy, managerial style, and organizational strategy. The goals of community policing are to promote better police-community partnerships and more proactive problem solving with the community. Community policing can help solve a wide range of community problems and issues involving crime control, crime prevention, and fear of crime.

In addition to Community Oriented Policing (COP), community policing is referred to by several names such as Community Problem Solving, Neighborhood Policing, and Problem-Based Policing. In order to be effective, community policing must be based on collaboration between police and citizens in a non-threatening and cooperative spirit. COP requires that police listen to citizens, take seriously how citizens perceive problems and issues, and seek to solve problems which have been identified. A fundamental assumption of the community policing approach is that the community is more likely than the police to recognize and understand public safety needs. Effective community policing can result in enhanced quality of life in neighborhoods, reduction of the fear of

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passing fad. In order to be effective, COP must be adopted as a philosophical change in the way the police interact with the public.

Norman's Desired COP Philosophy

The purpose of this COP statement is to unify community efforts, build alignment and loyalty among the Police Department staff, communicate our COP stance to the entire organization and the community, and finally to empower employees to set correct priorities and make correct decisions.

In addition to defining the principles and values of COP, the Police Department and Council Oversight Committee developed a vision of COP for Norman. It is the position of the group that COP should be implemented as a philosophy which permanently and positively changes the police department's interaction with the community. This positive interaction will lead to the creation of a safe, diverse and inclusive community. By working together, the Norman Police Department and the citizens of Norman can develop creative solutions to contemporary community problems related to public safety including crime, fear of crime, social and physical disorder, and neighborhood decay.

The mission of community oriented policing is to enhance the quality of service to Norman by developing a partnership based on trust using community relations, problem identification/solutions, and crime prevention. These partnerships must be permanent relationships of trust between the police and the community that must be developed and maintained to establish a network of resources to help in the problem identification and problem solving process. These relationships of trust enable law enforcement to gain greater access to valuable information from the community that could lead to the solution and prevention of crimes. Trust must be achieved before the police can assess the needs of the community and develop the close ties that will create community support. Community partnerships require an adoption of a policing perspective that exceeds the standard/traditional law enforcement emphasis. It is well understood that these partnerships will not happen overnight and will require an ongoing effort to be maintained.

The first element in working towards community oriented policing is the formation of community partnerships. Partnerships between police and community stakeholders are needed in order to carefully examine the characteristics of problems in neighborhoods and apply appropriate remedies. The group has identified community stakeholders such as the University of Oklahoma, other Norman educational institutions, social service agencies, businesses, the media, law enforcement, elected and appointed civic officials, property owners associations, neighborhood watches and members of the community as entities that must work together to ensure the success of community oriented policing.

Another element of community oriented policing that must be in place for the program to become effective is problem solving. Problem solving must be implemented in a proactive method to identify problems, educate all parties involved, and assign resources to solve those problems. Problem solving will require statistical analysis of data to

Norman's Rededication to COP

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produce feedback and evaluate the effectiveness of the solution. It is acknowledged that the results from this element may not be observed for several years after re-start-up.

The police must also enact a public information outreach to the community concerning community oriented policing programs, activities and opportunities. The police will in turn use these opportunities to develop partnerships to help identify and solve public safety issues. It is expected that the police will partner with Norman's diverse population to accomplish the expectations. The police must also open lines of communication from the youth to the elderly to address community concerns. The police will be able to then implement proactive crime prevention and increase the police visibility in the community, especially in neighborhoods.

Geographically based policing or the use of "beats" will allow for officers to be assigned to a specific area and remain as the primary person in the area. This will allow the officer to gain knowledge of that area and provide for accountability for the area. By remaining in one geographic location, officers are better able to act as liaisons for citizens with other city departments and give the community a clear understanding of whom to contact for COP issues. In addition, geographically based policing provides an opportunity for officers to focus on specific crime "hot spots" and adapt solutions. Officers should be continually evaluated on both their proactive and reactive programs.

Recruitment of new departmental personnel should be aimed at attracting new employees who are well suited to a COP philosophy. All commissioned and civilian departmental members will be COP knowledgeable, although some may have greater responsibilities. All department personnel, sworn and civilian, will be given initial and ongoing COP training. Their work plans, performance reviews, and performance measures will clarify expectations for employees under the COP philosophy. The entire organizational structure of the department will be structured to support COP.

The Citizens Oversight Committee should determine the mechanisms for measuring whether or not the benchmarks are being met, and if they should be adjusted based on their evaluations and public input. In order to facilitate this process, any needs should be directed to the City Manager and Council. The evaluation should be included in all reports. Our community's support of the COP program is essential to make it an enduring endeavor despite any changes in administration and political makeup of the Council. This can only be achieved by meeting the needs and expectations of the public. In order to achieve this, it is imperative for the Citizens Oversight Committee to create a means for public input and interaction.

Action

To achieve its goals the Norman Police Department will prepare a Five Year Implementation Plan to set forth the strategies and activities to successfully implement community policing concepts. Further, the Norman Police Department will prepare an Annual Work Plan consistent with the Five Year Implementation Plan on the basis of intended results, strategies, budget and the formation of community partners. The

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Annual Work Plan will provide detailed activity planning and accomplishments such as expected outcomes and activities, a time frame and identification of those responsible for implementation of all components of the Annual Work Plan.

Conclusion

Community oriented policing requires the police and the community to work together in partnership to solve community problems. Communication must be open and continuous with the youth of Norman and all other members of the community talking to police. COP allows for a better understanding of police duties and gives the citizens a greater voice in setting police priorities while improving the quality of life for the community. The partnerships created by community oriented policing will be permanent and help ensure a safe, diverse and inclusive city.

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AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING THE CALLING AND HOLDING OF A SPECIAL ELECTION IN SAID CITY OF NORMAN, STATE OF OKLAHOMA, (THE CITY), ON THE FIRST DAY OF APRIL, 2014, FOR THE PURPOSE OF SUBMITTING TO THE REGISTERED, QUALIFIED ELECTORS OF SAID CITY THE QUESTION OF APPROVING OR REJECTING ORDINANCE NO. O-1314-33 OF THE CITY OF NORMAN, OKLAHOMA, LEVYING AND ASSESSING A SALES TAX OF ONE HALF OF ONE PERCENT (1/2%) ACCOUNTED FOR IN THE PUBLIC SAFETY SALES TAX FUND INTENDED TO REPLACE THE ONE HALF OF ONE PERCENT (1/2%) TEMPORARY PUBLIC SAFETY SALES TAX OF 2008 PROVIDED FOR IN ORDINANCE NO. O-0708-32 UPON ITS EXPIRATION ON SEPTEMBER 30, 2015 BUT IS OTHERWISE IN ADDITION TO PRESENT CITY AND STATE SALES TAXES UPON THE GROSS PROCEEDS OR GROSS RECEIPTS DERIVED FROM ALL SALES TO ANY PERSON TAXABLE UNDER THE SALES TAX LAW OF OKLAHOMA INCLUDING, BUT NOT LIMITED TO, CERTAIN ENUMERATED SALES LISTED THEREIN; PROVIDING FOR THE PURPOSE OF THE ONE HALF OF ONE PERCENT (1/2%) SALES TAX TO BE USED, TO THE EXTENT FEASIBLE FROM THE REVENUES GENERATED HEREBY, FOR THE PURPOSES OF RETENTION OF THE SEVENTY-ONE (71) PUBLIC SAFETY PERSONNEL POSITIONS INITIALLY ADDED WITH REVENUES FROM THE PUBLIC SAFETY SALES TAX OF 2008 COLLECTED PURSUANT TO ORDINANCE NO. O-0708-32; ADDITION OF THIRTEEN (13) POLICE PERSONNEL POSITIONS TO IMPLEMENT A SCHOOL RESOURCE OFFICER PROGRAM JOINTLY FUNDED WITH PARTICIPATING PUBLIC SCHOOL SYSTEMS WITHIN THE MUNICIPALITY, FOUR (4) EMERGENCY COMMUNICATIONS OFFICERS, AND TWO (2) EMERGENCY VEHICLE MECHANICS; REPLACEMENT OF CITY EMERGENCY COMMUNICATIONS SYSTEMS; CONSTRUCTION OF EMERGENCY OPERATIONS AND DISPATCH FACILITY; REPLACEMENT OF FIRE TRUCKS AND APPARATUS; RELOCATION AND RECONSTRUCTION OF FIRE STATION NO. 5; DEBT SERVICE IF INCURRED FOR THE ABOVE PURPOSES; AND THEN ACCOUNTING FOR THREE EIGHTHS OF ONE PERCENT (3/8%) TO THE GENERAL FUND AND ONE EIGHTH OF ONE PERCENT (1/8%) TO THE CAPITAL FUND FOR SUCH OTHER LAWFUL PURPOSES AS SPECIFIED HEREIN; TO BECOME EFFECTIVE ON THE FIRST DAY OF OCTOBER, 2015, FROM THE SALES TAX LAW OF OKLAHOMA INCLUDING, BUT NOT LIMITED TO, CERTAIN ENUMERATED EXEMPTIONS LISTED THEREIN; PROVIDING FOR THE ADMINISTRATION AND COLLECTION OF TAX; REQUIRING THE FILING OF RETURNS; PROVIDING FOR INTEREST AND PENALTIES FOR

FAILURE TO PAY TAX WHEN DUE; PROVIDING FOR TAXPAYER TO KEEP RECORDS; REQUIRING VENDORS TO COLLECT TAX FROM PURCHASER AT TIME OF SALE; ESTABLISHING LIENS; AUTHORIZING THE CITY COUNCIL TO MAKE ADMINISTRATIVE AND TECHNICAL CHANGES AND ADDITIONS EXCEPT TAX RATE; MAKING THE TAX CUMULATIVE; AMENDING SECTIONS 8-403 AND 8-416 OF CHAPTER 8 OF THE CODE OF ORDINANCES TO ADD A PERMANENT TAX FOR PUBLIC SAFETY PURPOSES; REQUIRING APPROVAL OF ORDINANCE BY MAJORITY OF REGISTERED VOTERS VOTING AT AN ELECTION HELD FOR SUCH PURPOSE AS PROVIDED BY LAW; FIXING EFFECTIVE DATE; AND PROVIDING FOR THE SEVERABILITY THEREOF.

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

- § 1. Proposition. That the Mayor of the City of Norman, Oklahoma, or in her absence or incapacity, the duly qualified Mayor Pro Tem, be and hereby is authorized and directed to call a special election to be held in the City of Norman, Oklahoma, on the first day of April, 2014, for the purpose of submitting to the registered, qualified voters of said City of Norman, Oklahoma, for their approval or rejection the following proposition:

PROPOSITION

“SHALL ORDINANCE NO. O-1314-33 PROVIDING FOR THE ASSESSMENT OF A SALES TAX OF ONE HALF OF ONE PERCENT (1/2%) ACCOUNTED FOR IN THE PUBLIC SAFETY SALES TAX FUND INTENDED TO REPLACE THE ONE HALF OF ONE PERCENT (1/2%) TEMPORARY PUBLIC SAFETY SALES TAX OF 2008 PROVIDED FOR IN ORDINANCE NO. O-0708-32 UPON ITS EXPIRATION ON SEPTEMBER 30, 2015 BUT IS OTHERWISE IN ADDITION TO THE PRESENT CITY AND STATE SALES TAX UPON THE GROSS PROCEEDS OR GROSS RECEIPTS DERIVED FROM ALL SALES TO ANY PERSON TAXABLE UNDER THE SALES TAX LAW OF OKLAHOMA INCLUDING, BUT NOT LIMITED TO, CERTAIN ENUMERATED SALES LISTED THEREIN; PROVIDING FOR THE PURPOSE OF THE ONE HALF OF ONE PERCENT (1/2%) TO BE USED, TO THE EXTENT FEASIBLE FROM THE REVENUES GENERATED HEREBY, FOR THE PURPOSES OF RETENTION OF THE SEVENTY-ONE (71) PUBLIC SAFETY PERSONNEL POSITIONS INITIALLY ADDED WITH REVENUES FROM THE PUBLIC SAFETY SALES TAX OF 2008 COLLECTED

PURSUANT TO ORDINANCE NO. O-0708-32; ADDITION OF THIRTEEN (13) POLICE PERSONNEL POSITIONS TO IMPLEMENT A SCHOOL RESOURCE OFFICER PROGRAM JOINTLY FUNDED WITH PARTICIPATING PUBLIC SCHOOL SYSTEMS WITHIN THE MUNICIPALITY, FOUR (4) EMERGENCY COMMUNICATIONS OFFICERS, AND TWO (2) EMERGENCY VEHICLE MECHANICS; REPLACEMENT OF CITY EMERGENCY COMMUNICATIONS SYSTEMS; CONSTRUCTION OF EMERGENCY OPERATIONS AND DISPATCH FACILITY; REPLACEMENT OF FIRE TRUCKS AND APPARATUS; RELOCATION AND RECONSTRUCTION OF FIRE STATION NO. 5; DEBT SERVICE IF INCURRED FOR THE ABOVE PURPOSES; AND THEN ACCOUNTING FOR THREE EIGHTHS OF ONE PERCENT (3/8%) TO THE GENERAL FUND AND ONE EIGHTH OF ONE PERCENT (1/8%) TO THE CAPITAL FUND FOR SUCH OTHER LAWFUL PURPOSES OF THE CITY BE APPROVED; AND PROVIDING THAT ONE HALF OF ONE PERCENT (1/2%) SHALL BEGIN TO BE LEVIED ON OCTOBER 1, 2015?"

- § 2. That such call for said election shall be by Special Election Proclamation and Notice, signed by the Mayor or Mayor Pro Tem and attested to by the City Clerk, setting forth the proposition to be voted on; that the ballots set forth in the proposition be voted upon substantially as set out in Section 1 hereof; and that the returns of said election shall be made to and canvassed by the Cleveland County Election Board.
- § 3. That the number and location of the polling places and the persons who conduct the elections shall be the same as the regular polling places and persons prescribed and selected by the Cleveland County Election Board for elections in the City of Norman, Oklahoma.
- § 4. That the Special Election Proclamation and Notice of even date, a copy of which is on file with the City Clerk and which is incorporated herein by reference, calling such special election is hereby approved in all respects, and that the Mayor or Mayor Pro Tem is hereby authorized to execute said special election proclamation on behalf of the City, and the City Clerk is hereby authorized to attest and affix the seal of said City to said Special Election Proclamation and Notice and cause a copy of said Special Election Proclamation and Notice to be published as required by law, and a copy thereof delivered to the Cleveland County Election Board.
- § 5. That the City Clerk shall serve or cause to be served, a copy of this Ordinance and a copy of the Special Election Proclamation and Notice of Election upon the office of the Cleveland County Election Board, not less than sixty (60) days prior to the date of the election.

- § 6. Citation and codification. This Ordinance shall be known and cited as the Norman Public Safety Sales Tax Ordinance of 2015, and the same shall be codified and incorporated into Chapter 8, Article IV of the Code of Ordinances of the City of Norman, Oklahoma (the "City") as follows:

* * *

Section 8-403 – Tax Rate – Sales subject to tax.

There is hereby levied an excise tax of three and one half (3.5) percent, upon the gross proceeds or gross receipts derived from all sales taxable under the Sales Tax Law of Oklahoma . . . [remaining provisions of this section unchanged]

* *

Section 8-416 – Pledge of portions of tax for expenditure for certain purposes.

- (a) Seventy (70) percent of the additional or second one-percent excise tax (sales tax) will be expended solely for capital expenditures or debt service on obligations financing said capital expenditures for the City, or any public trust having the City as beneficiary, and the remaining thirty (30) percent of the additional or second one-percent tax will be expended for the general municipal government function of the City.
- (b) The additional one half percent of excise tax (sales tax) derived from the Public Safety Sales Tax of 2015 will be expended first to fund Public Safety Personnel positions that were initially funded by the Temporary Public Safety Sale Tax of 2008; to fund the addition of thirteen (13) police personnel to implement a school resource officer program, four (4) emergency communications officers, and two (2) emergency vehicle mechanics; replacement of city radio communications systems; construction of emergency operations and dispatch facility; replacement of fire trucks and apparatus; relocation and reconstruction of fire station no. 5; debt service if incurred for the above purposes.
- (c) Upon satisfaction of the purposes of subsection (b), then the revenues (sales tax) derived from the Public Safety Sales Tax of 2015 shall be accounted for as follows: three eighths of one percent (3/8%) to the General Fund and one eighth of one percent (1/8%) to the Capital Fund for such other public needs as may be identified and budgeted by Council after evaluation considering at least one of the following criteria: projects or expenditures that enhance public safety services;

projects or expenditures that enhance emergency management capabilities; projects or expenditures that enhance animal welfare capabilities; projects or expenditures that provide direct services to the citizens; projects or expenditures that help ensure long term financial stability of the City; and/or projects or expenditures that provide for continuity of existing City services.

* * *

- § 7. Tax imposed. It is hereby imposed a sales tax of one half of one percent (1/2%) (in addition to any and all other sales taxes now in force) to be levied upon the gross receipts derived from all sales taxable under the Oklahoma Sales Tax Code.
- § 8. Effective date and termination. This Ordinance shall become effective on and after the first day of October, 2015, subject to approval of a majority of the registered voters of the City of Norman voting on the same in the manner prescribed by law.
- § 9. Purposes of revenues. The proceeds of the one half of one percent (1/2%) sales tax levied and assessed by this Ordinance shall be dedicated to the Public Safety Sales Tax Fund and used, to the extent feasible from the revenues generated hereby, as follows:

For retention of the seventy-one (71) public safety sales tax personnel initially added with revenues from the Public Safety Sales Tax of 2008 collected pursuant to Ordinance No. O-0708-32; addition of thirteen (13) police personnel to implement a school resource officer program jointly funded with participating public school systems within the municipality, four (4) emergency communications officers, and two (2) emergency vehicle mechanics; replacement of City emergency communications systems; construction of emergency operations and dispatch facility; replacement of fire trucks and apparatus; relocation and reconstruction of Fire Station No. 5; debt service if incurred for the above purposes; the revenues, upon satisfaction of the above purposes, shall be accounted for as follows: three eighths of one percent (3/8%) to the General Fund and one eighth of one percent (1/8%) to the Capital Fund for such other purposes as may be adopted by Council in accordance with criteria specified in section 13 below, provided it is not the intention that revenue generated from this additional tax levy be utilized to create inequities in the City of Norman Compensation system among public safety and nonpublic safety personnel.

- §10. Citizens Public Safety Oversight Committee. The Citizens Public Safety Oversight Committee, established by Ordinance No. O-0708-32, shall review the expenditures of such monies and submit recommendations to Council regarding such expenditures.

- §11. Appointment and number of members. The Citizens Public Safety Oversight Committee, established by Ordinance No. O-0708-32, shall continue to be appointed by the Mayor of the City of Norman upon approval by a majority of the City Council. Prior to the Mayor's recommended appointment of a new Committee member, the Mayor shall consult with the Councilmember for the Ward from which the Committee member is to be chosen. The Committee shall continue to consist of one member from each Ward and one member at-large. The Citizens Public Safety Oversight Committee shall not be current City employees, officials, contractors or vendors of the City.
- §12. Purposes of Citizens Public Safety Oversight Committee. The Citizens Public Safety Oversight Committee shall review the expenditure of revenues collected pursuant to this Ordinance to determine if such funds are expended for the purposes specified in the Ordinance, monitoring the successful implementation of community policing concepts, and issuing reports on their findings to the City Council and the public on an annual basis or as requested by Council, and may prospectively review and make recommendations on such other issues related to Public Safety as may be assigned to it by Council.
- §13. Staffing Plan. Revenues collected hereunder shall be accounted for in the Public Safety Sales Tax Fund and expended first for the retention of the seventy-one (71) public safety sales tax personnel initially added with revenues from the Public Safety Sales Tax of 2008 collected pursuant to Ordinance No. O-0708-32; addition of thirteen (13) police personnel to implement a school resource office program jointly funded with participating public school systems within the municipality, four (4) emergency communications officers, and two (2) emergency vehicle mechanics; replacement of City emergency communications systems; construction of emergency operations and dispatch facility; replacement of fire trucks and apparatus; relocation and reconstruction of Fire Station No. 5 over the period of the tax in accordance with the Staffing Plan set forth herein, and debt service if incurred for the above purposes. The revenues, upon satisfaction of the above purposes, shall be accounted for as follows: three eighths of one percent ($3/8\%$) to the General Fund and one eighth of one percent ($1/8\%$) to the Capital Fund for such other public needs as may be identified and budgeted by Council after evaluation considering at least one of the following criteria: projects or expenditures that enhance public safety services; projects or expenditures that enhance emergency management capabilities; projects or expenditures that enhance animal welfare capabilities; projects or expenditures that provide direct services to the citizens; projects or expenditures that help ensure long term financial stability of the City; and/or projects or expenditures that provide for continuity of existing City services.

<u>Year of Tax</u>	<u>School Resource Police Officers</u>	<u>Additional Emergency Vehicle Mechanics</u>	<u>Additional Communications Officers</u>
1	7	2	2
2	6	0	0
3	0	0	2

- §14. Subsisting state permits. All valid and subsisting permits to do business issued by the Oklahoma Tax Commission pursuant to the Oklahoma Sales Tax Code are, for the purpose of this Ordinance, hereby ratified, confirmed and adopted in lieu of any requirement for an additional City permit for the same purpose.
- §15. Payment of tax. The tax herein levied shall be paid at the time and in the manner and in the form prescribed for the payment of state sales tax under the Oklahoma Sales Tax Code.
- §16. In addition to current taxes. The tax levied hereby is intended to replace the one half of one percent (1/2%) temporary Public Safety Sales Tax of 2008 provided for in Ordinance no. O-0708-32 upon its expiration on September 30, 2015 and is otherwise in addition to any and all other sales taxes levied or assessed by the City. Provided, however, that those provisions of Article IV of Chapter 8 (Sales Tax) of the Code of Ordinances, of the City of Norman, Oklahoma, not inconsistent herewith, shall apply to the sales tax levied and assessed by this Ordinance. For the purpose of this Ordinance, references in the Code of Ordinances to specific provisions of the Oklahoma Sales Tax Code shall deem to be referenced to said statutory provisions, as amended.
- §17. Amendment. The citizens of the City of Norman, Oklahoma, by their approval of this Ordinance at the election hereinabove provided for, hereby authorize the City by Ordinance duly enacted to make any such administrative and technical changes or additions in the method and manner of administration and enforcing this Ordinance as may be necessary or proper for efficiency and fairness except that the purpose, rate and limitation of time for collection of the tax herein provided shall not be changed without the approval of the qualified electors of the City as provided by law. Prior to approval of such amendatory Ordinance, the Oversight Committee established pursuant to Section 10 herein shall review and make recommendation to the Council regarding the amendment.
- §18. Provisions cumulative. Provisions hereof shall be cumulative and in addition to any and all other taxing provisions of City Ordinances.
- §19. Exclusion from "Non-dedicated" UNP TIF revenues. The additional tax authorized under this Ordinance shall not be considered a "non-dedicated" tax as contemplated in the Norman University North Park Project Plan, and accordingly no revenues generated from this additional tax levied on retail sales occurring within the Increment District shall be considered part of the Sales Tax Increment apportioned to the University North Park Tax Increment Finance District.

- §20. 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 28th day of
January, 2014.

Cindy S. Rost
Mayor

NOT ADOPTED this _____ day of
_____, 2014.

Mayor

ATTEST:

Brenda Hall
City Clerk



SPECIAL ELECTION
PROCLAMATION AND NOTICE OF ELECTION

Under and by virtue of the Statutes of the State of Oklahoma and acts complimentary, supplementary, and enacted pursuant thereto, and Ordinance No. O-1314-33 dated January 28, 2014, authorizing the calling of an elections on the Proposition hereinafter set forth, I, the undersigned Mayor of the City of Norman, Oklahoma. On the first day of April, 2014, for the purpose of submitting to the registered qualified voters in said City the proposed Proposition:

PROPOSITION

“SHALL ORDINANCE NO. O-1314-33 PROVIDING FOR THE ASSESSMENT OF A SALES TAX OF ONE HALF OF ONE PERCENT (1/2%) ACCOUNTED FOR IN THE PUBLIC SAFETY SALES TAX FUND INTENDED TO REPLACE THE ONE HALF OF ONE PERCENT (1/2%) TEMPORARY PUBLIC SAFETY SALES TAX OF 2008 PROVIDED FOR IN ORDINANCE NO. O-0708-32 UPON ITS EXPIRATION ON SEPTEMBER 30, 2015 BUT IS OTHERWISE IN ADDITION TO THE PRESENT CITY AND STATE SALES TAX UPON THE GROSS PROCEEDS OR GROSS RECEIPTS DERIVED FROM ALL SALES TO ANY PERSON TAXABLE UNDER THE SALES TAX LAW OF OKLAHOMA, INCLUDING, BUT NOT LIMITED TO, CERTAIN ENUMERATED SALES LISTED THEREIN; PROVIDING FOR THE PURPOSE OF THE ONE HALF OF ONE PERCENT (1/2%) TO BE USED, TO THE EXTENT FEASIBLE FROM THE REVENUES GENERATED HEREBY, FOR THE PURPOSES OF RETENTION OF THE SEVENTY-ONE (71) PUBLIC SAFETY PERSONNEL INITIALLY ADDED WITH REVENUES GENERATED FROM THE PUBLIC SAFETY SALES TAX OF 2008 LEVIED AND COLLECTED PURSUANT TO ORDINANCE NO. O-0708-32; ADDITION OF THIRTEEN (13) POLICE PERSONNEL TO IMPLEMENT A SCHOOL RESOURCE OFFICER PROGRAM JOINTLY FUNDED WITH PARTICIPATING PUBLIC SCHOOL SYSTEMS WITHIN THE MUNICIPALITY, FOUR (4) EMERGENCY COMMUNICATIONS OFFICERS, AND TWO (2) EMERGENCY VEHICLE MECHANICS; REPLACEMENT OF CITY EMERGENCY COMMUNICATIONS SYSTEMS; CONSTRUCTION OF EMERGENCY OPERATIONS AND DISPATCH FACILITY; REPLACEMENT OF FIRE TRUCKS AND APPARATUS; RELOCATION AND RECONSTRUCTION OF FIRE STATION NO. 5; DEBT SERVICE IF INCURRED FOR THE ABOVE PURPOSES; AND THEN ACCOUNTING FOR THREE EIGHTHS OF ONE PERCENT (3/8%) TO THE GENERAL FUND AND

ONE EIGHTH OF ONE PERCENT (1/8%) TO THE CAPITAL FUND FOR SUCH OTHER LAWFUL PURPOSES OF THE CITY BE APPROVED AFTER CONSIDERING SPECIFIED CRITERIA; AND PROVIDING THAT SUCH ADDITIONAL ONE HALF OF ONE PERCENT (1/2%) SHALL BEGIN TO BE LEVIED ON OCTOBER 1, 2015?"

The ballot used at said election shall set out the Proposition as set forth above and shall also contain the words:

1st ☐ YES - FOR THE PROPOSITION
2nd ☐ NO - AGAINST THE PROPOSITION

(If the voter desires to vote for the above Proposition, he shall mark the ballot accordingly; if he desires to vote against the above Proposition, he shall mark the ballot accordingly.)

That only the registered qualified voters of the City of Norman, Oklahoma, may vote upon the Proposition as above set forth. The polls shall be opened at 7:00 o'clock a.m. and shall remain open continuously until and be closed at 7:00 o'clock p.m.

The special election shall be held at the same places and in the same manner prescribed by law for conducting county and state elections and the numbers and locations of the polling places and the persons who shall conduct said election shall be the same as for county and state elections, all as respectively designated and prescribed by the County Election Board of Cleveland County, Oklahoma.

WITNESS my hand as Mayor of the City of Norman, Oklahoma, and the seal of said City affixed hereto on the 28th day of JANUARY 2014.

Cirely Spasell
Mayor

(SEAL)

ATTEST:

Brenda Hall
CITY CLERK



Resolution

R-1314-111

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, EXPRESSING THE INTENT OF THE CITY COUNCIL TO USE THOSE REVENUES GENERATED FROM THE TEMPORARY PUBLIC SAFETY SALES TAX REFERENDUM THAT ARE UNENCUMBERED WHEN THE TAX EXPIRES ON SEPTEMBER 30, 2015 FOR PUBLIC SAFETY CAPITAL IMPROVEMENTS, PROVIDED VOTERS APPROVE THE PUBLIC SAFETY SALES LEVY UNDER ORDINANCE NO. O-1314-33.

- § 1. WHEREAS, on March 11, 2008, the City Council adopted Ordinance No. O-0708-32, the Public Safety Sales Tax ("PSST I"), creating a temporary one half of one percent sales tax on retail sales extending from October 1, 2008 to September 30, 2015 with the revenues generated thereby to be used primarily for public safety purposes; and
- § 2. WHEREAS, the voters of the City of Norman approved Ordinance No. O-0708-32, PSST I, at a duly called election held on May 13, 2008; and
- § 3. WHEREAS, the primary purposes of PSST I, including the addition of seventy-one (71) public safety personnel, will have been accomplished before its expiration on September 30, 2015; and
- § 4. WHEREAS, because PSST I was a temporary sales tax, Council previously directed staff to reserve adequate revenues generated from PSST I to continue to fund the seventy-one (71) public safety personnel positions and associated equipment expenditures for an additional six months beyond the expiration date of PSST I; and
- § 5. WHEREAS, the City Council has authorized funding from PSST I revenues to accomplish a number of additional public safety capital improvements and expenditures authorized by the PSST I Ordinance including: improved communication systems; remodeling and equipping the Norman Investigations Center (formerly Smalley Center); making a contribution to the "Rainy Day" Fund; and making a contribution to the General Fund in support of the emergency communications function; among other expenditures, and City Council anticipates revenues from PSST I to remain unencumbered beyond those purposes on September 30, 2015; and



- § 6. WHEREAS, on January 28, 2014, the City Council adopted Ordinance No. O-1314-33, the continuation of the Public Safety Sales Tax ("PSST II"), that will continue to levy a one half of one percent tax on retail sales beginning on October 1, 2015; and
- § 7. WHEREAS, the voters of the City of Norman will consider approval of Ordinance No. O-1314-33, PSST II, at a duly called election held on April 1, 2014; and
- § 8. WHEREAS, if PSST II is approved by the voters, the revenues collected to be set aside from PSST I initially intended to pay for salaries, benefits, and associated equipment of the seventy-one (71) public safety personnel hired under PSST I for an additional six months beyond the expiration of PSST I will no longer be necessary for such a purpose, and revenues collected that are unencumbered on September 30, 2015, as described in Section 5 above, together, are estimated to be four million nine hundred thousand dollars (\$4.9 million); and
- § 9. WHEREAS, City Council desires to formally express its intent, should the voters approve PSST II, to utilize the PSST I revenues identified in Section 8 above, to the extent needed, for the specific Public Safety capital improvements identified in the PSST II Ordinance.

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

- § 10. That should the voters approve Ordinance O-1314-33, then the revenues collected under PSST I originally intended to provide for salary, benefits, and associated equipment for the seventy-one public safety personnel positions for an additional six months beyond the expiration date of PSST I, and the other unencumbered PSST I revenues on September 30, 2015, shall be used, to the extent needed, for the specific Public Safety capital improvements identified in the PSST II Ordinance.

PASSED AND ADOPTED this 25th day of February, 2014.



Cindy Rose
Mayor

ATTEST:

Brenda Hall
City Clerk

2020 CALENDAR YEAR SCHEDULE OF REGULAR MEETINGS

Public Safety Oversight Committee

Name of Board/Commission/Committee

Monthly Planner

City Web Calendar

Meeting Room Calendar

Please enter the date of the meeting in the DATE column or type in the following:
"Meetings scheduled as Needed" in the DATE column.

DATE	TIME	Physical Location
January 9, 2020	4 pm	Multi-Purpose Room
February 13, 2020	4 pm	Multi-Purpose Room
March 12, 2020	4 pm	Multi-Purpose Room
April 9, 2020	4 pm	Multi-Purpose Room
May 14, 2020	4 pm	Multi-Purpose Room
June 11, 2020	4 pm	Multi-Purpose Room
July 9, 2020	4 pm	Multi-Purpose Room
August 13, 2020	4 pm	Multi-Purpose Room
September 10, 2020	4 pm	Multi-Purpose Room
October 8, 2020	4 pm	Multi-Purpose Room
November 12, 2020	4 pm	Multi-Purpose Room
December 10, 2020	4 pm	Multi-Purpose Room

To be completed by person filing notice:

Name: Ashley Evans
Administrative Technician IV
 Address: 201 West Gray Street
Norman, OK 73069
 Phone No.: 405-366-5413

Filed in the office of the Municipal Clerk at 10:40 a.m. /p.m. on 11-21-19

Signed: Brenda Hall
 City Clerk

*Must be filed prior to December 15, 2019

2021 CALENDAR YEAR SCHEDULE OF REGULAR MEETINGS

Public Safety Oversight Committee

Name of Board/Commission/Committee

Monthly Planner	<i>RM</i>
City Web Calendar	<i>RM</i>
Meeting Room Calendar	<i>RM</i>

Please enter the date of the meeting in the DATE column or type in the following:
"Meetings scheduled as Needed" in the DATE column.

DATE	TIME	Physical Location
January 14, 2021	4:00 pm	201 W. Gray St. Municipal Building, Multi-Purpose Room
February 11, 2021	4:00 pm	201 W. Gray St. Municipal Building, Multi-Purpose Room
March 11, 2021	4:00 pm	201 W. Gray St. Municipal Building, Multi-Purpose Room
April 8, 2021	4:00 pm	201 W. Gray St. Municipal Building, Multi-Purpose Room
May 13, 2021	4:00 pm	201 W. Gray St. Municipal Building, Multi-Purpose Room
June 10, 2021	4:00 pm	201 W. Gray St. Municipal Building, Multi-Purpose Room
July 8, 2021	4:00 pm	201 W. Gray St. Municipal Building, Multi-Purpose Room
August 12, 2021	4:00 pm	201 W. Gray St. Municipal Building, Multi-Purpose Room
September 9, 2021	4:00 pm	201 W. Gray St. Municipal Building, Multi-Purpose Room
October 14, 2021	4:00 pm	201 W. Gray St. Municipal Building, Multi-Purpose Room
November 18, 2021	4:00 pm	201 W. Gray St. Municipal Building, Multi-Purpose Room
December 9, 2021	4:00 pm	201 W. Gray St. Municipal Building, Multi-Purpose Room

To be completed by person filing notice:

Name: Ashley Evans
Administrative Technician IV
Address: 201 W. Gray St.
Building C
Phone No.: 405-366-5413

Filed in the office of the Municipal Clerk at 9:00 a.m. p.m. on 12-11-2020

Signed: *Ellen Perry*
City Clerk

**Must be filed prior to December 15, 2020*

CITIZENS PUBLIC SAFETY OVERSIGHT COMMITTEE MINUTES
July 9, 2020

The Citizens Public Safety Oversight Committee of the City of Norman, Cleveland County, State of Oklahoma, met at 4 p.m. Virtually, via 201 W. Gray St. Multi-Purpose Room, on the 9th day of July, 2020, and notice and agenda of the meeting were posted at City Hall located at 201 W. Gray Street 24 hours prior to the beginning of the meeting.

PRESENT: Chair Eddie Sims, Members, Jim Costello, Ann Gallagher, Kenneth Orr, Lea Greenleaf, Joan Goth, and Linda Price

ABSENT: Members Jared Garner and Melanie Hayes

COMMITTEE LIAISONS: FOP (position vacant)
OU (position vacant)
IAFF (position vacant)

STAFF PRESENT: Travis King, Fire Chief
Kim Coffman, Budget Manager
Jacob Huckabaa, Budget Technician
Ashley Evans, Administrative Technician IV
Russell Anderson, Communication Systems Manager
Captain Barbour, NPD
Major Teuscher, NPD
Major Hawkins, NPD
Rick Knighton, Assistant City Attorney
Marion Ice, citizen

Item 2, being

INTRODUCTION OF STAFF AND GUESTS

Chair Sims called the meeting to order at 4:00 pm. He welcomed staff and guests to the meeting and asked them to introduce themselves.

Item 3, being

APPROVAL OF THE CITIZENS PUBLIC SAFETY OVERSIGHT COMMITTEE MINUTES
OF June 11, 2020.

Member Gallagher made a motion to approve the Citizens Public Safety Oversight Committee minutes, of the June 11, 2020 meeting, which motion was duly seconded by Member Greenleaf; and the question being to approve the Citizens Public Safety Oversight Committee minutes of June 11, 2020 a vote was taken with the following result:

YEAS:

Chair Eddie Sims, Members, Jim Costello,
Ann Gallagher, Kenneth Orr, Lea Greenleaf,
Joan Goth, and Linda Price

NAYES:

none

Chair Sims declared the motion carried and the Citizens Public Safety Oversight Committee minutes of June 11, 2020 approved.

* * * * *

ITEM 4, being:

MONTHLY UPDATES

Finance Report

Kim Coffman gave the update. She stated that sales tax collection was 6% below target and the use tax was up. We are still waiting on the 4th quarter payment from Norman Public Schools for the SRO program.

Member Price made a motion to recommend that the City Council approve the grant for the SRO's, which was duly seconded by Member Greenleaf. Chair Sims amended the motion to include that the fulfillment of the SRO's as per the obligation of the PSST has been a high priority for this Committee for years. And the question being to approve the recommendation that the City Council approve the grant for the SRO's, a vote was taken with the following result:

YEAS:

Chair Eddie Sims, Members, Jim Costello,
Ann Gallagher, Kenneth Orr, Lea Greenleaf,
Joan Goth, and Linda Price

NAYES:

none

Chair Sims declared the motion carried and the Citizens Public Safety Oversight Committee minutes of June 11, 2020 approved.

Fire Department

Chief King gave the update. He stated that the new pumper tanker has been slightly delayed, but it will be in service in short order.

Police Report

Captain Hawkins gave the update. We have 3 officers from the last Academy still going through the field training. Dispatch is 2 dispatchers down, but we have 1 going through the hiring process. COP hours for the month of June were 386, including 38 hours in DDACTS, 135 hours in COP problem solving, and 213 hours in relationships. Some of the events attended were virtual Coffee with a Cop, Covid meetings, working with Food and Shelter, and door hanger projects.

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ITEM 5, being:

DISCUSSION REGARDING PHASE III RADIO CONSULTANTS AND RADIO SYSTEM UPDATE

Major Teuscher gave the update. He stated that the radio system is working quite well. The ISSI between us and Oklahoma City is almost up and running.

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ITEM 6, being

UPDATE ON EMERGENCY OPERATIONS CENTER (EOC) PROJECT

Captain Barbour gave the update. He stated that there is not currently much traction and we are slowly moving forward on the new plans in case the funding for the project is increased.

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Item 7, being

UPDATE ON BUDGET CHANGES DUE TO PROTESTS

Major Teuscher didn't know the budget increase numbers for the overtime required during the protests, but he can get them for the Committee. Captain Barbour showed a PowerPoint presentation on all of the preparation and implementation during the protests.

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Item 8, being

DISCUSSION AND POSSIBLE ACTION ON ANNUAL REPORT

Coffman stated that she included last year's report in the packet for review. She also stated that the Committee could include their concerns about the cuts to the Police Department in the General Fund in their executive summary, even though those cuts do not pertain to the PSST Fund.

Member Gallagher stated that she would like to change some of the wording in the future plan.

Coffman is going to make the updates and requested changes and will send out the new version of the annual report to the Committee.

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Item 9, being

ESTABLISH AGENDA TOPICS FOR THE NEXT August 13, 2020 MEETING

Next meeting will include discussion on the annual report and the budget changes due to the protests.

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Item 10, being

MISCELLANEOUS COMMENTS

Member Gallagher stated that she is in favor of the grant for the Police being accepted by the Council.

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Item 11, being

ADJOURNMENT

Member Greenleaf made a motion to adjourn, which was duly seconded by Member Price; and the question being to adjourn, a vote was taken with the following result:

YEAS:

Chair Eddie Sims, Members Jared Garner,
Jim Costello, Ann Gallagher, Kenneth Orr,
Lea Greenleaf, Melanie Hayes, Joan Goth,
and Linda Price

NAYES:

none

Chair Sims declared the motion carried and the Citizens Public Safety Oversight Committee adjourned at 5:29 pm.

CITIZENS PUBLIC SAFETY OVERSIGHT COMMITTEE MINUTES
August 13, 2020

The Citizens Public Safety Oversight Committee of the City of Norman, Cleveland County, State of Oklahoma, met at 4 p.m. Virtually, via 201 W. Gray St. Multi-Purpose Room, on the 13th day of August, 2020, and notice and agenda of the meeting were posted at City Hall located at 201 W. Gray Street 24 hours prior to the beginning of the meeting.

PRESENT: Members Jim Costello, Ann Gallagher, Kenneth Orr, Lea Greenleaf, Joan Goth, Linda Price, Jared Garner, and Melanie Hayes

ABSENT: Chair Eddie Sims

COMMITTEE LIAISONS: FOP (position vacant)
OU (position vacant)
IAFF (position vacant)

STAFF PRESENT: Travis King, Fire Chief
Kim Coffman, Budget Manager
Jacob Huckabaa, Budget Technician
Ashley Evans, Administrative Technician IV
Russell Anderson, Communication Systems Manager
Captain Barbour, NPD
Deputy Chief Ricky Jackson, NPD
Major Shawn Hawkins, NPD
Chief Kevin Foster, NPD
Bill Scanlon, Citizen
Reese Gorman, Norman Transcript

Item 2, being

INTRODUCTION OF STAFF AND GUESTS

Member Joan Goth called the meeting to order at 4:00 pm. She welcomed staff and guests to the meeting and asked them to introduce themselves.

Item 3, being

APPROVAL OF THE CITIZENS PUBLIC SAFETY OVERSIGHT COMMITTEE MINUTES
OF July 9, 2020.

Member Price made a motion to approve the Citizens Public Safety Oversight Committee minutes, of the July 9, 2020 meeting, which motion was duly seconded by Member Gallagher, and the question being to approve the Citizens Public Safety Oversight Committee minutes of July 9, 2020 a vote was taken with the following result:

YEAS:

Members Jim Costello, Ann Gallagher, Kenneth Orr, Lea Greenleaf, Joan Goth, Linda Price, Jared Garner, and Melanie Hayes

NAYES:

none

Member Goth declared the motion carried and the Citizens Public Safety Oversight Committee minutes of July 9, 2020 approved.

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ITEM 4, being:

MONTHLY UPDATES

Finance Report

Kim Coffman gave the update. Public Safety Sales Tax collections for the month of July were 1% below the budget target for the month and 5% above prior year collections. Use tax collections were 21% above the budget target for the month of July and 40% above July, 2019 collections. We are 16% below budget target on expenditures.

Fire Department

Chief King gave the update. He stated we now have the new pumper tanker at Station No. 5 in service. We are working on getting quotes for a new boat at Station No. 6. Hopefully we can get that in service in the spring. We are also looking to purchase an air and light unit. Matt Elliott

was promoted to Planning Officer. We had 16 officers do Captain's testing and we will be promoting 2. We are currently 8 officers down and will start actively recruiting and hope to have an Academy next July.

Police Report

Captain Hawkins gave the update. We recently promoted Ricky Jackson to Deputy Chief, 1 Officer to Captain, and 3 to Lieutenant. We will be trying to get an Academy underway and hire 9 Officers, hopefully starting in March of next year. COP hours for the month of July were 192, including 23 hours in DDACTS, 138 hours in COP problem solving, and 31 hours in relationships. Some of the events attended were the Community Partnership Day, weekly COVID meetings, and football planning meetings.

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ITEM 5, being:

DISCUSSION REGARDING PHASE III RADIO CONSULTANTS AND RADIO SYSTEM UPDATE

Russell Anderson gave the update. He stated that we have 2 new dispatchers starting and we are almost fully staffed now. We installed the radio system in the new Fire pumper tanker. We have a working ISSI system with the State of Oklahoma. We are also working on an auto-dialer.

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ITEM 6, being

UPDATE ON EMERGENCY OPERATIONS CENTER (EOC) PROJECT

Captain Barbour gave the update. He stated that the design for the expanded building is still in progress.

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Item 7, being

UPDATE ON BUDGET CHANGES DUE TO PROTESTS

Chief Foster stated that we are budgeted to open an Academy, but we are currently down to 164-165 Officers right now. We are approved for 171 after the cuts to the proposed budget.

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Item 8, being

DISCUSSION AND POSSIBLE ACTION ON CITY COUNCIL AGENDA ITEM FOR DEPARTMENT OF JUSTICE GRANT TO HIRE 4 NEW SRO OFFICERS

The Committee agrees unanimously to stay with their previous recommendation, even if the Norman Public School system cannot match the funds for the grant.

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Item 9, being

DISCUSSION AND POSSIBLE ACTION ON ANNUAL REPORT

The Committee wants to add a line saying they are concerned about the department's ability to achieve the goals in the COP plan due to decreased funding.

Member Price made a motion to approve the Annual Report as amended, which motion was duly seconded by Member Gallagher, and the question being to approve the Annual Report as amended a vote was taken with the following result:

YEAS:

Members Jim Costello, Ann Gallagher, Kenneth Orr, Lea Greenleaf, Joan Goth, Linda Price, Jared Garner, and Melanie Hayes

NAYES:

none

Member Goth declared the motion carried and the Annual Report as amended approved.

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Item 10, being

ESTABLISH AGENDA TOPICS FOR THE NEXT September 10, 2020 MEETING

Next meeting will include all normal agenda items.

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Item 11, being

MISCELLANEOUS COMMENTS

Member Price gave congratulations to Deputy Chief Ricky Jackson.

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Item 12, being

ADJOURNMENT

Member Goth declared the Citizens Public Safety Oversight Committee adjourned at 5:01 pm.

CITIZENS PUBLIC SAFETY OVERSIGHT COMMITTEE MINUTES
September 10, 2020

The Citizens Public Safety Oversight Committee of the City of Norman, Cleveland County, State of Oklahoma, met at 4 p.m. Virtually, via 201 W. Gray St. Multi-Purpose Room, on the 10th day of September, 2020, and notice and agenda of the meeting were posted at City Hall located at 201 W. Gray Street 24 hours prior to the beginning of the meeting.

PRESENT: Chair Eddie Sims, Members Jim Costello, Ann Gallagher, Kenneth Orr, Lea Greenleaf, Joan Goth, Linda Price, Jared Garner, and Melanie Hayes

ABSENT: none

COMMITTEE LIAISONS: FOP (position vacant)
OU (position vacant)
IAFF (position vacant)

STAFF PRESENT: Travis King, Fire Chief
Kim Coffman, Budget Manager
Jacob Huckabaa, Budget Technician
Captain Barbour, NPD
Major Teuscher, NPD
Captain Vincent, NPD
Anthony Francisco, Director of Finance
Bill Scanlon, Citizen
Mindy Wood, Norman Transcript

Item 2, being

INTRODUCTION OF STAFF AND GUESTS

Chair Sims called the meeting to order at 4:00 pm. He welcomed staff and guests to the meeting and asked them to introduce themselves.

Item 3, being

APPROVAL OF THE CITIZENS PUBLIC SAFETY OVERSIGHT COMMITTEE MINUTES
OF August 13, 2020.

Member Price made a motion to approve the Citizens Public Safety Oversight Committee minutes, of the August 13, 2020 meeting, which motion was duly seconded by Member Costello, and the question being to approve the Citizens Public Safety Oversight Committee minutes of August 13, 2020 a vote was taken with the following result:

YEAS:

Chair Eddie Sims, Members Jim Costello, Ann Gallagher, Kenneth Orr, Lea Greenleaf, Joan Goth, Linda Price, Jared Garner, and Melanie Hayes

NAYES:

none

Chair Sims declared the motion carried and the Citizens Public Safety Oversight Committee minutes of August 13, 2020 approved.

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ITEM 4, being:

MONTHLY UPDATES

Finance Report

Kim Coffman gave the update. She stated that sales tax collection was up a little at 1.52% above the budget target as of the end of August, and about 8% above prior year budget numbers. Total revenue is down about 2.6% because we have not received the first quarter payment from Norman Public Schools for the SRO program. We are about 15% below the budget target on expenditures. The Council did acknowledge the Annual Report at the 8/25 City Council meeting. The Council will also be meeting to discuss whether or not to accept a grant for additional SRO officers. This will be a 75% grant and the City would be required to match it at 25%.

Member Costello asked if we knew where the City would find the funds to meet this 25% match for the grant. Coffman stated that we would have to find money in the General Fund to fund this since the PSST is already underwater. The City would have to supply all of the matching funds since Norman Public Schools has stated that they are at their max funding and cannot contribute.

Fire Department

Chief King gave the update. He stated that the boat purchase was approved by Council and will be ordered next week. HR asked the Fire Department to start their next Academy early and the recruiting has now started. The start date will be March 22, 2021. We are still having our game day meetings and working with everyone to make game days happen and run smoothly.

Police Report

Captain Vincent gave the update. We are getting ready for game day, and we are currently recruiting for a new Academy. COP hours for the month of August were 456, including 135 hours in DDACTS, 191 hours in COP problem solving, and 130 hours in relationships.

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ITEM 5, being:

DISCUSSION REGARDING PHASE III RADIO CONSULTANTS AND RADIO SYSTEM UPDATE

Major Teuscher gave the update. It sits about 98% complete and the ISSI with Oklahoma City is up and running. We are still testing, but both are up and running. Harris will be loaning us a trailer to run backups until our backups are finished installing. The installs on our backups will be completed by next week.

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ITEM 6, being

UPDATE ON EMERGENCY OPERATIONS CENTER (EOC) PROJECT

Captain Barbour gave the update. He stated that we are at a bit of a pause due to the bond funding not passing during election. We are trying to find any other option so we can build the EOC in a fully functional manner.

Both Chair Sims and Member Greenleaf expressed their belief that we should hold off on building the EOC entirely if we cannot build it to the original fully functional scope. They believe that

building the EOC at the scaled down version of \$6.5 million will not work for what we promised and it will just be a waste of that money.

Anthony Francisco stated that any leftover money from the radio communications project can be put towards the EOC project.

The Committee decided to draft a letter to City Council acknowledging the failure of the bond proposition, but expressing their concern for the lack of adequate funding for the project. They would like to list the needs and costs and request that staff try to find additional funding for the EOC project. The Committee believes the current plans do not meet the current or future needs for the EOC. They would also like the letter to reflect that an additional \$8 million needs to be found for this project.

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Item 7, being

ESTABLISH AGENDA TOPICS FOR THE NEXT October 8, 2020 MEETING

Next meeting will include all normal agenda items.

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Item 8, being

MISCELLANEOUS COMMENTS

The Council recently voted to accept a grant from the DOJ for around \$93,000 for the Police Department.

Bill Scanlon stated that although the homeless initiative will be receiving a grant this year, the problem is that they have not decided on the correct place to have the homeless shelter.

Member Greenleaf stated that the misinformation that is reaching the Council about the SRO program is not about the Norman Police and SRO program, but it refers to other programs in other states.

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Item 9, being

ADJOURNMENT

Chair Sims declared the Citizens Public Safety Oversight Committee adjourned at 4:55 pm.

CITIZENS PUBLIC SAFETY OVERSIGHT COMMITTEE MINUTES
October 8, 2020

The Citizens Public Safety Oversight Committee of the City of Norman, Cleveland County, State of Oklahoma, met at 4 p.m. Virtually, via 201 W. Gray St. Multi-Purpose Room, on the 8th day of October, 2020, and notice and agenda of the meeting were posted at City Hall located at 201 W. Gray Street 24 hours prior to the beginning of the meeting.

PRESENT: Chair Eddie Sims, Members Jim Costello, Ann Gallagher, Kenneth Orr, Lea Greenleaf, Joan Goth, and Linda Price

ABSENT: Members Jared Garner and Melanie Hayes

COMMITTEE LIAISONS: FOP (position vacant)
OU (position vacant)
IAFF (position vacant)

STAFF PRESENT: Travis King, Fire Chief
Jacob Huckabaa, Budget Technician
Captain Barbour, NPD
Captain Vincent, NPD
Anthony Francisco, Director of Finance
Reese Gorman, Norman Transcript
Ashley Evans, Administrative Technician
Russell Anderson, Communication Systems Manager
Darrel Pyle, City Manager
Deputy Chief Ricky Jackson, NPD
Lieutenant Jeremy Garnand, NPD

Item 2, being

INTRODUCTION OF STAFF AND GUESTS

Chair Sims called the meeting to order at 4:02 pm. He welcomed staff and guests to the meeting and asked them to introduce themselves.

Item 3, being

APPROVAL OF THE CITIZENS PUBLIC SAFETY OVERSIGHT COMMITTEE MINUTES
OF September 10, 2020.

Member Price made a motion to approve the Citizens Public Safety Oversight Committee minutes, of the September 10, 2020 meeting, which motion was duly seconded by Member Goth, and the question being to approve the Citizens Public Safety Oversight Committee minutes of September 10, 2020 a vote was taken with the following result:

YEAS:

Chair Eddie Sims, Members Jim Costello,
Ann Gallagher, Kenneth Orr, Lea Greenleaf,
Joan Goth, and Linda Price

NAYES:

none

Chair Sims declared the motion carried and the Citizens Public Safety Oversight Committee minutes of September 10, 2020 approved.

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ITEM 4, being:

MONTHLY UPDATES

Finance Report

Anthony Francisco gave the update. He stated that the sales tax receipts were flat, which is good considering the pandemic. We are at 0.8% below the prior year.

Member Greenleaf stated that he is not seeing any line items for firearms and munitions any longer. Francisco stated that he knows they are in the report, he will just have to dig into which line item they are with the changing of the report format.

Chair Sims asked how the CARES Act money will affect the PSST Fund. Francisco stated that it won't at all. The Council will decide how the money we receive from the CARES Act is spent.

Fire Department

Chief King gave the update. He stated that not much new has happened. They got the boat ordered and it will be here in November. The Air and Light Unit has been submitted for approval to the Council. They are currently working on next year's budget, and they are currently taking applications for the upcoming Academy through October 23rd. The Academy is set to start on March 22nd.

Police Report

Captain Vincent gave the update. He stated that they are taking applications for the upcoming Academy until October 23rd as well. The monthly COP activities included Virtual Coffee with a Cop and all of the planning and implantation for the OU football games.

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ITEM 5, being:

DISCUSSION REGARDING PHASE III RADIO CONSULTANTS AND RADIO SYSTEM UPDATE

Russell Anderson gave the update. He stated that they are working on the ISSI, and are 100% functional with OKC. They tested the three-way but there are still some complications; however, they are very close to having it working. The headset for SWAT will be in soon to start testing.

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ITEM 6, being

UPDATE ON EMERGENCY OPERATIONS CENTER (EOC) PROJECT

Captain Barbour gave the update. He stated that there is no significant update.

City Manager Pyle stated that there is an agreement that the EOC can't be built in stages, so this started conversations about funding opportunities such as a ballot issue for a PSST 3. He also stated that the Council did receive the Committee's recommendation regarding the SRO's, and there will be more talks about possible funding sources for the EOC at the Council Retreat. The possibility of putting a PSST 3 on the ballot in February is one of the options being discussed. If

that becomes the plan, we will need to figure out if February would be the best time and if the new tax would be an ongoing tax.

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Item 7, being

ESTABLISH AGENDA TOPICS FOR THE NEXT November 12, 2020 MEETING

Next meeting will include all normal agenda items.

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Item 8, being

MISCELLANEOUS COMMENTS

Member Goth stated that dispatch was wonderful helping one of her friends, and the first responders were a big help as well.

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Item 9, being

ADJOURNMENT

Chair Sims declared the Citizens Public Safety Oversight Committee adjourned at 5:01 pm.

CITIZENS PUBLIC SAFETY OVERSIGHT COMMITTEE MINUTES
November 12, 2020

The Citizens Public Safety Oversight Committee of the City of Norman, Cleveland County, State of Oklahoma, met at 4 p.m. Virtually, via 201 W. Gray St. Multi-Purpose Room, on the 12th day of November, 2020, and notice and agenda of the meeting were posted at City Hall located at 201 W. Gray Street 24 hours prior to the beginning of the meeting.

PRESENT:	Chair Eddie Sims, Members Jim Costello, Ann Gallagher, Kenneth Orr, Lea Greenleaf, Joan Goth, Jared Garner, Melanie Hayes, and Linda Price
ABSENT:	none
COMMITTEE LIAISONS:	FOP (position vacant) OU (position vacant) IAFF (position vacant)
STAFF PRESENT:	Travis King, Fire Chief Jacob Huckabaa, Budget Technician Captain Barbour, NPD Captain Vincent, NPD Anthony Francisco, Director of Finance Ashley Evans, Administrative Technician Russell Anderson, Communication Systems Manager Chief Foster, NPD Major Teuscher, NPD Kim Coffman, Budget Manager Bill Scanlon, Citizen

Item 2, being

INTRODUCTION OF STAFF AND GUESTS

Chair Sims called the meeting to order at 4:00 pm. He welcomed staff and guests to the meeting and asked them to introduce themselves.

Item 3, being

APPROVAL OF THE CITIZENS PUBLIC SAFETY OVERSIGHT COMMITTEE MINUTES
OF October 8, 2020.

Member Goth made a motion to approve the Citizens Public Safety Oversight Committee minutes, of the October 8, 2020 meeting, which motion was duly seconded by Member Hayes, and the question being to approve the Citizens Public Safety Oversight Committee minutes of October 8, 2020 a vote was taken with the following result:

YEAS:

Chair Eddie Sims, Members Jim Costello,
Ann Gallagher, Kenneth Orr, Lea Greenleaf,
Joan Goth, Jared Garner, Melanie Hayes, and
Linda Price

NAYES:

none

Chair Sims declared the motion carried and the Citizens Public Safety Oversight Committee minutes of October 8, 2020 approved.

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ITEM 4, being:

MONTHLY UPDATES

Finance Report

Kim Coffman gave the update. She stated that we are basically on target, but that we have not received the quarterly payment from Norman Public Schools for the SRO program. The Police Department is currently at 37.7% of their yearly expenditure budget, which is slightly above their target of 33%. The Fire Department is at 23% of their expenditure budget, which gives a combined total of 22% of the annual target. This is below the target of 33%.

Fire Department

Chief King gave the update. He stated that they have received their Air and Light Unit officially in the pipeline and expect delivery late spring. We collected applications and gave the written test for the upcoming Academy. We will have 13 openings to fill. The start of the Academy will be March 22nd. We have unfortunately seen an uptick in cases of Covid within the Fire Department.

Coffman stated that the City Council did already commit to spending all but \$3.3 million of the reimbursement money for the CARES Act.

Member Costello made a motion to recommend to the City Council that the \$3.3 million of remaining CARES Act money be spent on the completion of the Emergency Operations Center. Member Greenleaf seconded the motion. The motion passed unanimously, and a letter of recommendation will be sent to City Council.

Police Report

Captain Vincent gave the update. He stated they have received 89 applications for the upcoming Academy and administered the written testing. They now have 49 remaining applicants and will have 12 positions to fill. The Academy will begin April 5th. They are down to 1 open position in Communications. They hope to restart the Citizens Police Academy by Jan 25th, they are working the OU football games, and they are working other virtual events. Covid is becoming a challenge for the department, as they have many employees out sick.

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ITEM 5, being:

DISCUSSION REGARDING PHASE III RADIO CONSULTANTS AND RADIO SYSTEM UPDATE

Major Teuscher gave the update. He stated that the system has been carrying traffic for almost a year now. We are working on a punch list with Tusa before we will make the final payment and close out the project. We hope to do the close out next month, and we hope to have around \$1 million in funds left over from the project.

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ITEM 6, being

UPDATE ON EMERGENCY OPERATIONS CENTER (EOC) PROJECT

Captain Barbour gave the update. He stated that we are in a holding pattern until we require funding. We are still looking into alternate funding sources.

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Item 7, being

DICUSSION AND POSSIBLE ACTION ON 2021 SCHEDULE OF MEETINGS

Coffman stated that the City Clerk's office is suggesting that all non-emergency meetings be put on hold until the legislature goes back into session and votes to allow zoom meetings again. The Committee agrees with this recommendation.

Member Gallagher made a motion to approve the 2021 Schedule of Meetings, with the amendment of changing the November 2021 meeting to 11/18 so that it doesn't fall on Veterans Day. Member Goth seconded the motion. The vote passed unanimously.

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Item 8, being

ESTABLISH AGENDA TOPICS FOR THE NEXT December 10, 2020 MEETING

The next meeting will be cancelled.

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Item 9, being

MISCELLANEOUS COMMENTS

None at this time.

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Item 10, being

ADJOURNMENT

Chair Sims declared the Citizens Public Safety Oversight Committee adjourned at 5:04 pm.

MEETING AGENDA
Citizens Public Safety Oversight Committee

MUNICIPAL BUILDING, MULTI-PURPOSE ROOM
201 WEST GRAY, NORMAN, OK

4:00 p.m.
December 10, 2020
AGENDA

THIS MEETING IS CANCELLED

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, retaliation, 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.

MEETING AGENDA
Citizens Public Safety Oversight Committee

MUNICIPAL BUILDING, MULTI-PURPOSE ROOM
201 WEST GRAY, NORMAN, OK

4:00 p.m.
January 14, 2021
AGENDA

THIS MEETING IS CANCELLED

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, retaliation, 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.

MEETING AGENDA
Citizens Public Safety Oversight Committee

MUNICIPAL BUILDING, MULTI-PURPOSE ROOM
201 WEST GRAY, NORMAN, OK

4:00 p.m.
February 11, 2021
AGENDA

THIS MEETING IS CANCELLED

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, retaliation, 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.

CITIZENS PUBLIC SAFETY OVERSIGHT COMMITTEE MINUTES
March 11, 2021

The Citizens Public Safety Oversight Committee of the City of Norman, Cleveland County, State of Oklahoma, met at 4 p.m. Virtually, via 201 W. Gray St. Multi-Purpose Room, on the 11th day of March 2021, and notice and agenda of the meeting were posted at City Hall located at 201 W. Gray Street 24 hours prior to the beginning of the meeting.

PRESENT: Chair Eddie Sims, Members Ann Gallagher, Kenneth Orr, Lea Greenleaf, Jared Garner, Melanie Hayes, and Linda Price

ABSENT: Member Jim Costello

COMMITTEE LIAISONS: FOP (position vacant)
OU (position vacant)
IAFF (position vacant)

STAFF PRESENT: Travis King, Fire Chief
Jacob Huckabaa, Budget Technician
Captain Barbour, NPD
Captain Vincent, NPD
Anthony Francisco, Director of Finance
Ashley Evans, Administrative Technician
Russell Anderson, Communication Systems Manager
Chief Foster, NPD
Captain Clement, NPD
Lieutenant Garnand, NPD
Kim Coffman, Budget Manager
Bill Scanlon, Citizen

Item 2, being

INTRODUCTION OF STAFF AND GUESTS

Chair Sims called the meeting to order at 4:00 pm. He welcomed staff and guests to the meeting and asked them to introduce themselves.

Item 3, being

APPROVAL OF THE CITIZENS PUBLIC SAFETY OVERSIGHT COMMITTEE MINUTES
OF November 12, 2020.

Member Greenleaf made a motion to approve the Citizens Public Safety Oversight Committee minutes, of the November 12, 2020 meeting, which motion was duly seconded by Member Gallagher, and the question being to approve the Citizens Public Safety Oversight Committee minutes of November 12, 2020 a vote was taken with the following result:

YEAS:

Chair Eddie Sims, Members Ann Gallagher,
Kenneth Orr, Lea Greenleaf, Jared Garner,
Melanie Hayes, and Linda Price

NAYES:

none

Chair Sims declared the motion carried and the Citizens Public Safety Oversight Committee minutes of November 12, 2020 approved.

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ITEM 4, being:

MONTHLY UPDATES

Finance Report

Kim Coffman gave the update. She stated that we have used 67% of our yearly budgeted expenses, which is right where we should be. We are exceeding our revenue target in use tax and are slightly below in refunds and reimbursements. Expenditures have been conservative.

Fire Department

Chief King gave the update. He stated that the Air and Light Unit is in production. The new boat was put into services March 1st. The Life Safety Trailer is the next project on the list.

Police Report

Captain Vincent gave the update. He stated the Police Department organized some door hanging events and they are trying to get a Coffee with a Cop going in person.

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ITEM 5, being:

DISCUSSION REGARDING PHASE III RADIO CONSULTANTS AND RADIO SYSTEM UPDATE

Russell Anderson gave the update. He stated that they are hoping to close this project out next month. They are currently working on a final punch list, and Russell and David Shepard will be attending additional training on the system. They are hoping to have the project closed out by the first Council meeting in April. They will end the project with slightly over \$1 million in savings. Anthony Francisco stated that the \$1,158,000 in estimated savings will be applied to the EOC project, because they were bond funds which can't be used elsewhere.

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ITEM 6, being

UPDATE ON EMERGENCY OPERATIONS CENTER (EOC) PROJECT

Captain Barbour gave the update. He stated that the EOC project is still in a holding pattern until new funds are acquired, but they are still working on designs for the full size building.

Chair Sims stated that he would like the opportunity to discuss the EOC facility with the Council at one of the upcoming meetings.

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Item 7, being

ESTABLISH AGENDA TOPICS FOR THE NEXT April 8, 2021 MEETING

The next meeting will include all normal topics.

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Item 8, being

MISCELLANEOUS COMMENTS

Member Gallagher participated in the door hanger event with the Police Department and it was very well organized.

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Item 9, being

ADJOURNMENT

Chair Sims declared the Citizens Public Safety Oversight Committee adjourned at 4:42 pm.

CITIZENS PUBLIC SAFETY OVERSIGHT COMMITTEE MINUTES
April 8, 2021

The Citizens Public Safety Oversight Committee of the City of Norman, Cleveland County, State of Oklahoma, met at 4 p.m. Virtually, via 201 W. Gray St. Multi-Purpose Room, on the 8th day of April 2021, and notice and agenda of the meeting were posted at City Hall located at 201 W. Gray Street 24 hours prior to the beginning of the meeting.

PRESENT: Chair Eddie Sims, Members Ann Gallagher, Lea Greenleaf, Jared Garner, Melanie Hayes, and Linda Price

ABSENT: Members Jim Costello and Kenny Orr

COMMITTEE LIAISONS: FOP (position vacant)
OU (position vacant)
IAFF (position vacant)

STAFF PRESENT: Travis King, Fire Chief
Jacob Huckabaa, Budget Technician
Captain Barbour, NPD
Ashley Evans, Administrative Technician
Russell Anderson, Communication Systems Manager
Captain Clement, NPD
Kim Coffman, Budget Manager
Bill Scanlon, Citizen

Item 2, being

INTRODUCTION OF STAFF AND GUESTS

Chair Sims called the meeting to order at 4:00 pm. He welcomed staff and guests to the meeting and asked them to introduce themselves.

Item 3, being

APPROVAL OF THE CITIZENS PUBLIC SAFETY OVERSIGHT COMMITTEE MINUTES
OF March 19, 2021.

Member Price made a motion to approve the Citizens Public Safety Oversight Committee minutes, of the March 19, 2021 meeting, which motion was duly seconded by Member Gallagher. Member Gallagher stated that she would like the fact that Anthony Francisco confirmed the left over money from the radio project could only be used for the EOC due to being bond money. Member Greenleaf made a motion to approve the minutes as amended, and Member Gallagher seconded the motion; and the question being to approve the Citizens Public Safety Oversight Committee minutes of March 19, 2021 a vote was taken with the following result:

YEAS:

Chair Eddie Sims, Members Ann Gallagher,
Lea Greenleaf, Jared Garner, Melanie Hayes,
and Linda Price

NAYES:

none

Chair Sims declared the motion carried and the Citizens Public Safety Oversight Committee minutes of March 19, 2021 approved.

* * * * *

ITEM 4, being:

MONTHLY UPDATES

Finance Report

Kim Coffman gave the update. She stated that we met the revenue target in March. We have received our quarterly payment from the Norman Public Schools, and in expenditures overall, we have spent about 49% of the fiscal year budget.

Fire Department

Chief King gave the update. He stated that there is not a lot new to update since last time. They are still monitoring the progress on the new Air & Light Unit and are working up proposals for additional needed vehicles.

Police Report

Captain Clement gave the update. She stated that they are preparing for a second Covid-19 POD, and they have had a meeting with some of the members of the Asian Community about the rising violence. They are planning a Coffee with a Cop at Beanstalk Coffee this month. The Citizen's Police Academy will be starting back up, and the Police Department will not be running their own summer camp because they are just partnering with the Parks & Recreation Department for their summer camp.

* * * * *

ITEM 5, being:

DISCUSSION REGARDING PHASE III RADIO CONSULTANTS AND RADIO SYSTEM UPDATE

Russell Anderson gave the update. He stated that the punch list includes 4 items that will be left unfinished. Legal is reviewing the punch list to give comments and then we hope to go to Council for final approval and payment.

* * * * *

ITEM 6, being

UPDATE ON EMERGENCY OPERATIONS CENTER (EOC) PROJECT

Captain Barbour gave the update. He stated that they are continuing to meet with the architects and have almost completed plans for the new updated building, but are still waiting on additional funding to move forward.

* * * * *

Item 7, being

ESTABLISH AGENDA TOPICS FOR THE NEXT May 13, 2021 MEETING

The next meeting will include all normal topics.

* * * * *

Item 8, being

MISCELLANEOUS COMMENTS

Member Price stated that she saw an article in the paper about one of the new fire recruits and she thought that was good publicity.

* * * * *

Item 9, being

ADJOURNMENT

Chair Sims declared the Citizens Public Safety Oversight Committee adjourned at 4:33 pm.

CITIZENS PUBLIC SAFETY OVERSIGHT COMMITTEE MINUTES
May 13, 2021

The Citizens Public Safety Oversight Committee of the City of Norman, Cleveland County, State of Oklahoma, met at 4 p.m. Virtually, via 201 W. Gray St. Multi-Purpose Room, on the 13th day of May 2021, and notice and agenda of the meeting were posted at City Hall located at 201 W. Gray Street 24 hours prior to the beginning of the meeting.

PRESENT: Chair Eddie Sims, Members Jim Costello, Ann Gallagher, Melanie Hayes, and Linda Price

ABSENT: Members Lea Greenleaf, Jared Garner, and Kenny Orr

COMMITTEE LIAISONS: FOP (position vacant)
OU (position vacant)
IAFF (position vacant)

STAFF PRESENT: Travis King, Fire Chief
Jacob Huckabaa, Budget Technician
Captain Barbour, NPD
Ashley Evans, Administrative Technician
Russell Anderson, Communication Systems Manager
Captain Clement, NPD
Anthony Francisco, Director of Finance
Bill Scanlon, Citizen
Captain Vincent, NPD

Item 2, being

INTRODUCTION OF STAFF AND GUESTS

Chair Sims called the meeting to order at 4:02 pm. He welcomed staff and guests to the meeting and asked them to introduce themselves.

Item 3, being

APPROVAL OF THE CITIZENS PUBLIC SAFETY OVERSIGHT COMMITTEE MINUTES
OF April 8, 2021.

Member Price made a motion to approve the Citizens Public Safety Oversight Committee minutes, of the April 8, 2021 meeting, which motion was duly seconded by Member Gallagher; and the question being to approve the Citizens Public Safety Oversight Committee minutes of April 8, 2021 a vote was taken with the following result:

YEAS:

Chair Eddie Sims, Members Jim Costello,
Ann Gallagher, Melanie Hayes, and Linda
Price

NAYES:

none

Chair Sims declared the motion carried and the Citizens Public Safety Oversight Committee minutes of April 8, 2021 approved.

* * * * *

ITEM 4, being:

MONTHLY UPDATES

Finance Report

Anthony Francisco gave the update. He stated that there were no major things out of the ordinary in April. We were down a little in April sales tax collection, and we are fairly sure that some of the money we receive from the CARES Act will be allowed to go to the funding of the EOC building.

Member Price made a motion to send a letter to City Council restating that the PSST Committee believes the EOC building should be built to the original scope, which motion was duly seconded by Member Gallagher; and the question being to approve the letter to City Council, a vote was taken with the following result:

YEAS:

Chair Eddie Sims, Members Jim Costello,
Ann Gallagher, Melanie Hayes, and Linda
Price

NAYES:

none

Chair Sims declared the motion carried and the letter approved.

Fire Department

Chief King gave the update. He stated that not much new has happened, but they are currently working through some promotions.

Police Report

Captain Clement gave the update. She stated that their Community Partnership Day happened and they will be having a cookout at Vicksburg Village. June 14th is the CPA graduation.

* * * * *

ITEM 5, being:

DISCUSSION REGARDING PHASE III RADIO CONSULTANTS AND RADIO SYSTEM UPDATE

Russell Anderson gave the update. He stated that they are still close to closing the project out.

* * * * *

ITEM 6, being

UPDATE ON EMERGENCY OPERATIONS CENTER (EOC) PROJECT

Captain Barbour gave the update. He stated that they are excited about possibly getting funding for the original scope of the EOC plans in the CARES Act money. The plans for this are almost complete.

* * * * *

Item 7, being

ESTABLISH AGENDA TOPICS FOR THE NEXT June 10th, 2021 MEETING

The next meeting will include all normal topics, as well as a draft of the annual report.

* * * * *

Item 8, being

MISCELLANEOUS COMMENTS

None at this time.

* * * * *

Item 9, being

ADJOURNMENT

Adjourned at 4:20 pm

CITIZENS PUBLIC SAFETY OVERSIGHT COMMITTEE MINUTES
June 10, 2021

The Citizens Public Safety Oversight Committee of the City of Norman, Cleveland County, State of Oklahoma, met at 4 p.m. via 201 W. Gray St. Multi-Purpose Room, on the 10th day of June 2021, and notice and agenda of the meeting were posted at City Hall located at 201 W. Gray Street 24 hours prior to the beginning of the meeting.

PRESENT: Member Lea Greenleaf, Ann Gallagher,
Melanie Hayes, Kenny Orr, and Linda Price

ABSENT: Chair Eddie Sims, Members Jim Costello,
and Jared Garner

COMMITTEE LIAISONS: FOP (position vacant)
OU (position vacant)
IAFF (position vacant)

STAFF PRESENT: Travis King, Fire Chief
Jacob Huckabaa, Budget Technician
Captain Barbour, NPD
Ashley Evans, Administrative Technician
Russell Anderson, Communication Systems
Manager
Kim Coffman, Budget Manager
Bill Scanlon, Citizen
Jeff Casillas, NPD

Item 2, being

INTRODUCTION OF STAFF AND GUESTS

Member Price called the meeting to order at 4:00 pm. She welcomed staff and guests to the meeting and asked them to introduce themselves.

Item 3, being

APPROVAL OF THE CITIZENS PUBLIC SAFETY OVERSIGHT COMMITTEE MINUTES
OF May 13, 2021.

Member Gallagher made a motion to approve the Citizens Public Safety Oversight Committee minutes, of the May 13, 2021 meeting, which motion was duly seconded by Member Hays; and the question being to approve the Citizens Public Safety Oversight Committee minutes of May 13, 2021 a vote was taken with the following result:

YEAS: Member Lea Greenleaf, Ann Gallagher,
Melanie Hayes, Kenny Orr, and Linda Price

NAYES: none

Member Price declared the motion carried and the Citizens Public Safety Oversight Committee minutes of May 13, 2021 approved.

* * * * *

ITEM 4, being:

MONTHLY UPDATES

Finance Report

Kim Coffman gave the update. She stated that the revenues are doing great and are slightly above our target for the budget. We haven't gotten our third quarter payment from Norman Public Schools, and there is a large expenditure in the Police budget for hail damage repair from the storm. The biggest expenditure for the new fiscal year will be two Police vehicles for PSST. The Council did get the letter that the Committee sent, but the Council tabled the item of using the relief money for the EOC until a later date.

Fire Department

Chief King gave the update. He stated that not much new has happened, but they are preparing for next year's budget. The Air & Light Unit is still scheduled for a fall delivery.

Police Report

Captain Barbour gave the update. He stated that we have been busy dealing with staffing concerns and end of year items. The Citizen's Police Academy graduation will be next week. The Police Department would like to know if the Committee would allow them to incorporate the COP strategic plan into their Department Strategic Plan. The Committee stated that they are ok with that.

Jeff Casillas stated that we helped with Meals on Wheels during COVID, and we also recently had a cookout at Vicksburg Village. Next week we are doing a sno-cone gathering at Lexington Crossing. Coffee with a Cop was held at Not Your Average Joe coffee shop with Among Friends. National Night Out is being planned for some time in October. Safety Town is currently ongoing.

* * * * *

ITEM 5, being:

DISCUSSION REGARDING PHASE III RADIO CONSULTANTS AND RADIO SYSTEM UPDATE

Russell Anderson gave the update. He stated that there is not a whole lot to report. ISSI does work, we just can't roam into OKC. Kathryn Walker agrees we are ready to close out the project except for a few punch list items.

* * * * *

ITEM 6, being

UPDATE ON EMERGENCY OPERATIONS CENTER (EOC) PROJECT

Captain Barbour gave the update. He stated that we have received the completed designs for the larger building and are ready to go once we have the funding.

* * * * *

Item 7, being

ESTABLISH AGENDA TOPICS FOR THE NEXT July 8th, 2021 MEETING

The next meeting will include all normal topics. We are going to elect a new Committee Chair and discuss a draft of the annual report in August.

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Item 8, being

MISCELLANEOUS COMMENTS

Kim Coffman stated that seats for Wards 7, 4, and 3 are open. Eddie Sims has retired and Melanie Hays has resigned. Also, Jared Garner from Ward 2 has missed three meetings in a row, which will leave his seat open.

Member Greenleaf wants to send a letter to Chair Sims as a thank you for all of his work on the Committee.

* * * * *

Item 9, being

ADJOURNMENT

Adjourned at 4:37 pm

Public Safety Sales Tax Fiscal Year End 2021 Financial Report

	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Fiscal Year To Date	Prior FY To Date	PSST II To Date
Revenues:															
Public Safety Sales Tax	\$ 808,364	\$ 850,341	\$ 779,982	\$ 817,975	\$ 779,947	\$ 795,174	\$ 865,704	\$ 842,592	\$ 801,811	\$ 733,759	\$ 929,299	\$ 946,083	\$ 9,951,030	\$ 9,280,292	\$ 111,922,354
Public Safety Use Tax	\$ 108,470	\$ 111,849	\$ 111,950	\$ 123,541	\$ 111,548	\$ 133,159	\$ 142,435	\$ 176,811	\$ 108,777	\$ 98,208	\$ 149,868	\$ 119,455	\$ 1,496,072	\$ 1,046,880	\$ 7,301,998
Investment/Interest	\$ -	\$ 81	\$ 86	\$ 169	\$ 153	\$ 161	\$ 164	\$ 124	\$ 86	\$ 79	\$ 79	\$ 78	\$ 1,261	\$ 116,471	\$ 974,609
Refunds/Reimbursements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 171,187	\$ 171,187	\$ -	\$ -	\$ 171,187	\$ -	\$ 171,187	\$ 684,746	\$ 657,285	\$ 3,309,174
Sale of Vehicles	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,638
Bond Proceeds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,825,000
Inter-Fund Transfer	\$ 136,492	\$ 136,492	\$ 136,492	\$ 136,492	\$ 136,492	\$ 136,492	\$ 136,492	\$ 136,492	\$ 136,492	\$ 136,492	\$ 136,492	\$ 136,492	\$ 1,637,905	\$ 1,592,268	\$ 4,524,513
Total Revenue	\$ 1,053,326	\$ 1,098,764	\$ 1,028,510	\$ 1,078,178	\$ 1,028,140	\$ 1,236,173	\$ 1,315,982	\$ 1,156,019	\$ 1,047,165	\$ 1,139,724	\$ 1,215,738	\$ 1,373,295	\$ 13,771,013	\$ 12,693,196	\$ 150,866,286
Expenditures:															
Fleet Heavy Repair - 15550172															
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24	\$ 24
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 120	\$ 1,440	\$ -	\$ -	\$ -	\$ 1,560	\$ 780	\$ 2,340
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ 756	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 72,507	\$ -	\$ -	\$ -	\$ -	\$ 73,263	\$ 52,328	\$ 125,591
Sub-Total Fleet Heavy Repair	\$ 756	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 72,627	\$ 1,440	\$ -	\$ -	\$ -	\$ 74,823	\$ 53,132	\$ 127,955
Patrol - 15661322															
Salaries & Benefits	\$ 307,341	\$ 301,470	\$ 296,406	\$ 407,049	\$ 299,324	\$ 302,957	\$ 295,590	\$ 281,677	\$ 394,937	\$ 264,874	\$ 299,891	\$ 297,502	\$ 3,749,018	\$ 4,438,210	\$ 40,399,792
Supplies & Materials	\$ 4,042	\$ 6,232	\$ 14,850	\$ 6,451	\$ 13,454	\$ 5,991	\$ 5,610	\$ 8,096	\$ 8,668	\$ 20,435	\$ 28,720	\$ 13,925	\$ 136,474	\$ 150,222	\$ 1,533,397
Services & Maintenance	\$ 5,262	\$ 3,290	\$ 41,514	\$ 3,126	\$ 1,705	\$ 3,650	\$ 3,074	\$ 5,836	\$ 4,607	\$ 3,638	\$ 5,003	\$ 5,692	\$ 86,396	\$ 82,110	\$ 769,369
Internal Services	\$ 3,600	\$ 6,745	\$ 7,029	\$ 7,373	\$ 8,633	\$ 8,526	\$ 7,884	\$ 8,202	\$ 6,989	\$ 9,910	\$ 7,581	\$ 6,999	\$ 89,470	\$ 70,560	\$ 784,328
Capital Equipment	\$ -	\$ -	\$ -	\$ 20,700	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,700	\$ 91,414	\$ 2,981,154
Staff Services - 15661115															
Supplies & Materials	\$ -	\$ -	\$ 947	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4	\$ 172	\$ 30	\$ 1,153	\$ 3,703	\$ 20,861
Services & Maintenance	\$ -	\$ 200	\$ 37,246	\$ 659	\$ 2,284	\$ 100	\$ 284	\$ 284	\$ 100	\$ 2,407	\$ 11,352	\$ 2,799	\$ 57,715	\$ 44,000	\$ 254,917
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,619	\$ 1,959,524
SRO Officers - 15661313															
Salaries & Benefits	\$ 86,421	\$ 85,637	\$ 93,755	\$ 158,734	\$ 98,338	\$ 100,801	\$ 88,407	\$ 96,798	\$ 141,922	\$ 92,877	\$ 94,222	\$ 85,288	\$ 1,223,200	\$ 684,018	\$ 1,907,218
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ 855	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 130	\$ -	\$ -	\$ -	\$ -	\$ 316	\$ 1,301	\$ -	\$ 1,301
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Criminal Investigations - 15661321															
Salaries & Benefits	\$ 51,648	\$ 85,792	\$ 49,860	\$ 72,153	\$ 51,623	\$ 52,337	\$ 51,064	\$ 49,623	\$ 129,869	\$ 47,203	\$ 48,050	\$ 51,099	\$ 740,321	\$ 691,851	\$ 6,543,008
Supplies & Materials	\$ -	\$ 298	\$ 152	\$ 362	\$ 386	\$ 126	\$ 128	\$ 108	\$ 377	\$ 291	\$ 361	\$ 188	\$ 2,776	\$ 3,725	\$ 61,286
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,245
Internal Services	\$ 277	\$ 521	\$ 539	\$ 579	\$ 801	\$ 782	\$ 593	\$ 710	\$ 565	\$ 852	\$ 597	\$ 542	\$ 7,357	\$ 6,511	\$ 60,291
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 509,773
Special Investigations															
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 503,489
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,554
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,707
Internal Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,667
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 77,179
Emergency Communications - 15661139															
Salaries & Benefits	\$ 10,018	\$ 10,577	\$ 10,386	\$ 14,218	\$ 10,675	\$ 11,021	\$ 10,629	\$ 10,749	\$ 16,092	\$ 11,867	\$ 12,702	\$ 11,857	\$ 140,790	\$ 134,029	\$ 648,484
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Services & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 499	\$ 599	\$ -	\$ 129,737
Internal Services	\$ 50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50	\$ 381	\$ 830
Sub-Total Police	\$ 469,514	\$ 500,760	\$ 552,683	\$ 691,405	\$ 487,222	\$ 486,389	\$ 463,394	\$ 462,083	\$ 704,125	\$ 454,357	\$ 508,652	\$ 476,736	\$ 6,257,322	\$ 6,409,353	\$ 59,267,112
Fire - 15665143															
Salaries & Benefits	\$ 302,214	\$ 271,071	\$ 273,739	\$ 380,982	\$ 287,209	\$ 286,746	\$ 318,546	\$ 266,122	\$ 401,288	\$ 238,809	\$ 252,116	\$ 268,712	\$ 3,547,553	\$ 3,553,532	\$ 29,547,362
Supplies & Materials	\$ 291	\$ 10,311	\$ 4,735	\$ 8,355	\$ 7,261	\$ 4,628	\$ 8,370	\$ 10,254	\$ 6,432	\$ 9,693	\$ 14,946	\$ 13,387	\$ 98,664	\$ 98,291	\$ 691,636
Services & Maintenance	\$ 1,426	\$ 4,507	\$ 13,417	\$ 2,946	\$ 2,246	\$ 4,696	\$ 6,803	\$ 4,133	\$ 2,624	\$ 3,493	\$ 3,039	\$ 5,672	\$ 55,002	\$ 69,010	\$ 705,270
Internal Services	\$ 2,886	\$ 5,375	\$ 5,642	\$ 5,867	\$ 7,094	\$ 6,658	\$ 6,206	\$ 6,740	\$ 5,849	\$ 8,240	\$ 10,262	\$ 6,364	\$ 77,183	\$ 64,929	\$ 399,082
Capital Equipment	\$ -	\$ 66	\$ -	\$ -	\$ 338,592	\$ 71,182	\$ 1,664	\$ -	\$ 20,323	\$ -	\$ -	\$ 6,070	\$ 437,897	\$ 843,584	\$ 10,202,945
CIP FUND - Fire Stations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,516,950
Fire Storage Facility Project - 15693377	\$ -	\$ -	\$ 41,089	\$ 1,910	\$ 71,465	\$ 315,642	\$ -	\$ -	\$ 9,792	\$ 24,909	\$ 8,757	\$ 9,498	\$ 483,062	\$ 161,959	\$ 645,021
Sub-Total Fire	\$ 306,817	\$ 291,330	\$ 338,623	\$ 400,060	\$ 713,867	\$ 689,551	\$ 341,590	\$ 287,249	\$ 446,307	\$ 285,144	\$ 289,121	\$ 309,703	\$ 4,699,361	\$ 4,791,305	\$ 48,708,266
Inter-Fund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,704,400
Debt Service Costs - 15930149	\$ -	\$ 191	\$ 1,178,086	\$ 191	\$ 178	\$ 178	\$ 178	\$ 178	\$ 1,181,424	\$ 178	\$ 166	\$ 166	\$ 2,361,115	\$ 2,357,293	\$ 12,479,353
Radio System Design CIP - 15693319	\$ 1,725	\$ -	\$ -	\$ 582,331	\$ -	\$ 8,050	\$ 2,100	\$ -	\$ -	\$ -	\$ -	\$ 1,200	\$ 595,406	\$ 32,648	\$ 12,808,575
EOC Design CIP - 15695523	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 205,384	\$ -	\$ -	\$ 205,384	\$ 363,561	\$ 817,216
Total Expenditures	\$ 778,813	\$ 792,281	\$ 2,069,392	\$ 1,673,987	\$ 1,201,268	\$ 1,184,169	\$ 807,262	\$ 822,138	\$ 2,333,296	\$ 945,064	\$ 797,939	\$ 787,805	\$ 14,193,412	\$ 14,007,292	\$ 145,912,878
Net Total	\$ 274,513	\$ 306,483	\$ (1,040,883)	\$ (595,809)	\$ (173,127)	\$ 52,004	\$ 508,720	\$ 333,881	\$ (1,286,130)	\$ 194,661	\$ 417,799	\$ 585,490	\$ (422,399)	\$ (1,314,096)	\$ 4,953,408

Item 9.

PSST II – Project, equipment and personnel plan

FYE 2015

Continue PSST I requirements including:

2 additional Patrol Officers, totaling 71 Public Safety personnel hired

- Fire Administration Building Remodel (\$70,000 of Capital Funds)
- Replacement of Fire self-contained breathing apparatus (SCBA) - (\$500,000 of PSST Funds)
- Replacement of 7 Patrol vehicles - (\$312,200 of PSST Funds)
- Replacement of 1 Pumper - (\$450,000 of PSST Funds)
- Replacement of 1 Passenger Van - (\$150,000 of PSST Funds)
- Replacement of 2 Brush Pumper units - (\$173,640 of PSST Funds)

FYE 2016

September 30, 2015 – PSST I ends

October 1, 2015 – PSST II begins

PSST I fund balance will be drawn down by paying for the 71 Public Safety personnel hired and other Police and Fire operating expenses.

Personnel:

Add 5 School Resource Officers (SRO) and 1 Lieutenant for SRO Program

Design of Emergency Operations/Dispatch Facility

Replace Fire Department Elevated Platform

Design of Emergency Communication System

FYE 2017

Personnel:

Add 7 School Resource Officers

Add 2 Emergency Vehicle Mechanics

Add 2 Emergency Communication Officers

Construction of Emergency Operations/Dispatch Facility

Replace Fire Engine

Replacement of Emergency Communications System

FYE 2018

Replace Fire Engine

FYE 2019 and beyond**Personnel:**

Add 2 Emergency Communication Officers

Relocate Fire Station # 5

100% of PSST II revenues will be used for all of the above.

Approximately 12 years after PSSTII begins and requirements met, 75% (3/8th of 1%) of PSST II revenues will go to General Fund to permanently fund the 90 additional PSST positions and 25% (1/8th of 1%) of the revenues will go to Public Safety Capital expenses (police vehicle/fire apparatus replacement, communications system replacement, etc.) as needed and/or other uses as restricted by the Ordinance.

PSST II - Fire Apparatus Replacement Schedule

		<u>As originally planned</u>	<u>As revised in FYE 17</u>	<u>As revised in FYE 18</u>	<u>As revised in FYE 19</u>	<u>As revised in FYE 20</u>	<u>As revised in FYE 22</u>	<u>Changes</u>
FYE 16	Elevated Platform	\$ 1,106,700	\$ 1,106,700	\$ 1,106,700	\$ 1,106,700	\$ 1,106,700	\$ 1,106,700	
FYE 17	Fire Engine	\$ 493,500	\$ 540,000	\$ 540,000	\$ 540,000	\$ 540,000	\$ 540,000	
FYE 18	Fire Engine	\$ 508,000	\$ 508,000	\$ 625,000	\$ 625,000	\$ 625,000	\$ 625,000	
FYE 19	Air Supply Unit	\$ 350,000	\$ 350,000	\$ 450,000	\$ 725,000	\$ 725,000	\$ 725,000	Pumper/Tanker
	Command Vehicle	\$ 80,000	\$ 80,000	\$ 85,000				
			\$ 430,000	\$ 535,000				
FYE 20	Fire Engine	\$ 539,000	\$ 539,000	\$ 675,000	\$ 750,000	\$ 750,000	\$ 750,000	Pumper/Tanker
	Rescue	\$ 650,000	\$ 650,000	\$ 850,000				
			\$ 1,189,000	\$ 1,525,000				
			Air and Light Unit, Public Education Trailer, Drone, Rescue Boat, 2 staff vehicles instead of Tanker					
FYE 21	Tanker	\$ 385,000	\$ 385,000	\$ 450,000	\$ 415,000	\$ 800,000	\$ 800,000	
FYE 22	Fire Engine	\$ 571,000	\$ 571,000	\$ 700,000	\$ 750,000	\$ 750,000	\$ 760,000	
FYE 23	Fire Engine	\$ 589,000	\$ 589,000	\$ 725,000	\$ 775,000	\$ 775,000	\$ 775,000	
FYE 24	Quint	\$ 1,000,000	\$ 1,000,000	\$ 1,500,000	\$ 1,700,000	\$ 1,700,000	\$ 1,700,000	Ladder/Quint
GRAND TOTAL		\$ 6,272,200	\$ 6,318,700	\$ 7,706,700	\$ 7,386,700	\$ 7,771,700	\$ 7,781,700	
			\$ 46,500	\$ 1,388,000	\$ (320,000)	\$ 385,000	\$ 10,000	\$ 1,509,500

APPENDIX G

File Attachments for Item:

10. CONSIDERATION OF AWARDING, APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF BID 2122-51 FOR INSTALLED PAVEMENT MARKINGS TO ACTION SAFETY SUPPLY COMPANY FOR THE TRAFFIC CONTROL DIVISION.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 03/22/2022

REQUESTER: Katherine Coffin

PRESENTER: Dennis Davis, Traffic Control Supervisor

ITEM TITLE: CONSIDERATION OF AWARDING, APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF BID 2122-51 FOR INSTALLED PAVEMENT MARKINGS TO ACTION SAFETY SUPPLY COMPANY FOR THE TRAFFIC CONTROL DIVISION.

BACKGROUND:

The Traffic Control Division is responsible for the installation and maintenance of pavement markings on more than 200 miles of public roadways within the corporate limits of the City of Norman. Four primary types of materials are utilized for this purpose; waterborne paint, thermoplastic, multi-polymer, and raised pavement markers. City forces concentrate most of their efforts on the application of waterborne paint while private contractors do the majority of the thermoplastic and multi-polymer markings, and all of the raised pavement markers.

City staff and equipment are used each year to provide pavement markings on approximately 100 miles of rural roadways as well as numerous crosswalks and stop bars in the urban area, including painted curbs at many of the intersections in the vicinity of the University of Oklahoma Campus. This work is accomplished with an annual budget of approximately \$90,000 for materials (e.g., paint and glass beads), the salary and benefits of a four-person crew and the equipment cost associated with the use of one striping truck and one support vehicle.

For the past seven years, the City has also been successful in securing federal funds through the Association of Central Oklahoma Governments that pay for 100% of the cost to stripe urban roadways. The typical project cost has been approximately \$300,000, and has included the application of center lines, edge lines, crosswalks, stop bars, arrows, bicycle lanes and other markings on two to three miles of urban arterial roadways.

In addition, the City uses private striping contractors for the application of markings on most of the urban roadways and the higher volume rural streets. For instance, during the last twelve months, private contractors applied approximately \$100,000 worth of four-inch wide stripe, 6-inch wide stripe, black or negative stripe, 24-inch wide stripe, left-turn arrows and the removal of 4-inch stripe.

The total estimated value of the pavement markings that have been applied throughout the City exceeds \$2,600,000. Depending on the material, applications can last anywhere between one and six years (the attached maps depict the roadways that are currently striped in the City).

In order to expedite and streamline the process involved in the application of markings by private contractors, staff developed specifications for an annual bid that gives the Public Works Department a dependable source for the installation of markings at guaranteed unit prices. This item asks Council to consider awarding a bid for the accomplishment of this work for the remainder of the fiscal year and the first half of next fiscal year.

DISCUSSION:

The specifications have two distinct sections: Section I for the installation of thermoplastic and multi-polymer markings, and for the removal of existing pavement markings; and Section II for the installation of raised pavement markers. Bidders were asked to submit unit prices on individual items within each section based upon the estimated quantities that were provided.

Bid 2122-51 was opened on Thursday, February 24, 2022, and will provide contractors that can be available to install thermoplastic and multi-polymer striping and raised pavement markers to the City on an as-needed basis. Bids were received from two of the six companies who were sent bid packages. The lower bidder for Section I, Thermoplastic and Multi-Polymer Pavement Markings and for Section II, Raised Pavement Markers, is Action Safety Supply Company of Oklahoma City, OK. Written bid tabulations from the Purchasing Department along with bid summaries are attached.

Staff will closely monitor expenditures for these items, and will adjust quantities as necessary to remain within the budgeted amount. Most of these contracted pavement markings will be installed at locations where markings no longer have night-time retro-reflectivity. Specific locations will be chosen based on the level of wear, winter time damage due to snow plowing operations, and the amount of supplemental funding secured through the Association of Central Oklahoma Governments (ACOG). The majority of the work will be completed during the months of May through October of 2022.

The following funds are currently available in FYE 2022 and anticipated in FYE 2023:

FYE 2022:

- \$90,686 - General Fund, Pavement Marking (10550223-44235)
- \$100,000 - Capital Fund, Street Striping (50594406-46101; project TC-0270)

Proposed for FYE 2023:

- \$90,686 - General Fund, Pavement Marking (10550223-44235)
- \$100,000 in Capital Fund, Street Striping (50594406-46101; project TC-0270)

Other Departments and Divisions in the City use the services of the selected contractor to apply markings after a street overlay or a water line installation.

RECOMMENDATION:

Staff recommends that Bid 2122-51 (Sections I and II) be awarded to Action Safety Supply Company, (Oklahoma City, Oklahoma) as the overall lowest bidder meeting specifications.

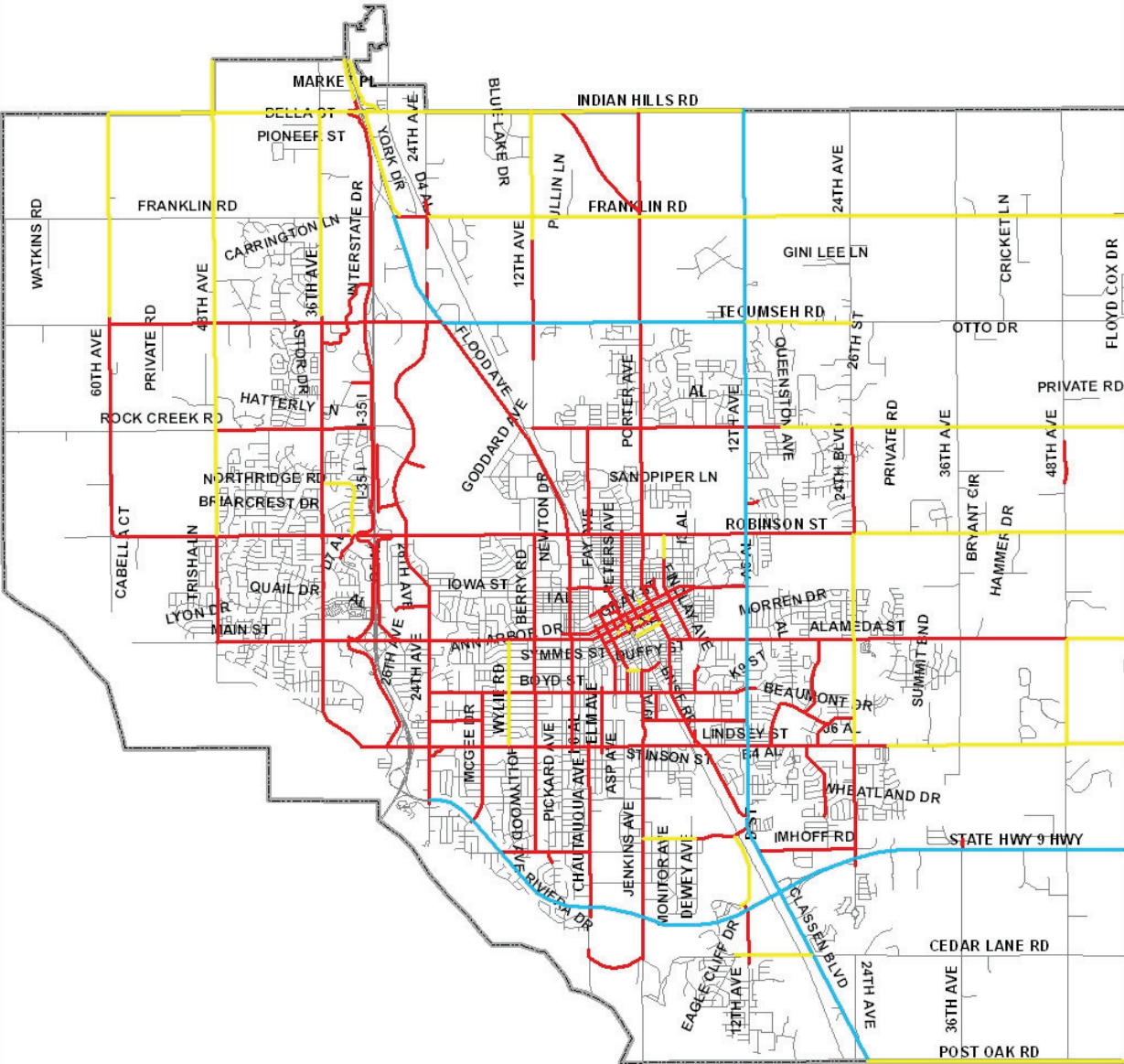
SECTION ONE - PAVEMENT MARKINGS #2122-51


			Action Safety Supply Oklahoma City, OK				RCC Traffic, LLC Oklahoma City, OK (Rudy Construction)				Direct Traffic Control, Inc. Oklahoma City, OK		Roadsafe Traffic Systems, Inc. Oklahoma City, OK		Advanced Workzone Services Tulsa, OK		sharonp@ eplanning.com	
			Plastic		Multi-Polymer		Plastic		Multi-Polymer		Plastic	Multi-Polymer	Plastic	Multi-Polymer	Plastic	Multi-Polymer	Plastic	Multi-Polymer
	ITEM	ESTIMATED QUANTITY	PRICE	TOTAL	PRICE	TOTAL	PRICE	TOTAL	PRICE	TOTAL	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID
	Pavement Markings																	
A.	4" Wide Line (LF)	70,000	\$0.85	\$59,500.00	\$0.85	\$59,500.00	\$1.00	\$70,000.00	\$0.75	\$52,500.00	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
B.	4" Wide Line BLACK (LF)	10,000			\$2.25	\$22,500.00			\$0.75	\$7,500.00								
C.	6" Wide Line (LF)	40,000	\$1.00	\$40,000.00	\$1.00	\$40,000.00	\$1.75	\$70,000.00	\$1.50	\$60,000.00	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
D.	6" Wide Line BLACK (LF)	10,000			\$5.00	\$50,000.00			\$1.50	\$15,000.00								
E.	8" Wide Line (LF)	3,000	\$1.25	\$3,750.00	\$1.25	\$3,750.00	\$2.00	\$6,000.00	\$2.00	\$6,000.00	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
F.	12" Wide Line (LF)	500	\$1.50	\$750.00	\$1.50	\$750.00	\$3.00	\$1,500.00	\$3.00	\$1,500.00	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
G.	24" Wide Line (LF)	4,000	\$10.00	\$40,000.00	\$10.00	\$40,000.00	\$6.00	\$24,000.00	\$6.00	\$24,000.00	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
H.	ONLY 8ft X 5.9ft (EA)	10	\$40.00	\$400.00	\$40.00	\$400.00	\$125.00	\$1,250.00	\$125.00	\$1,250.00	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
I.	Grade Crossing (RXR) 8ft X 20ft (EA)	10	\$250.00	\$2,500.00	\$250.00	\$2,500.00	\$1,250.00	\$12,500.00	\$1,250.00	\$12,500.00	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
J.	Turn Lane-Use Arrow 8ft (EA)	60	\$125.00	\$7,500.00	\$125.00	\$7,500.00	\$75.00	\$4,500.00	\$75.00	\$4,500.00	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
K.	Through Lane-Use Arrow 9.5ft (EA)	10	\$125.00	\$1,250.00	\$125.00	\$1,250.00	\$75.00	\$750.00	\$75.00	\$750.00	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
L.	Turn and Through-Lane Use Arrow (EA)	10	\$125.00	\$1,250.00	\$125.00	\$1,250.00	\$150.00	\$1,500.00	\$150.00	\$1,500.00	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
M.	Speed Hump Markings (EA)	100	\$220.00	\$22,000.00	\$220.00	\$22,000.00	\$125.00	\$12,500.00	\$75.00	\$7,500.00	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
N.	Bicycle Lane Markings (EA)	60	\$370.00	\$22,200.00	\$370.00	\$22,200.00	\$350.00	\$21,000.00	\$250.00	\$15,000.00	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
O.	Shared Lane Markings (EA)	40	\$370.00	\$14,800.00	\$370.00	\$14,800.00	\$350.00	\$14,000.00	\$250.00	\$10,000.00	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
P.	Yield Line Marking 12in x 18in segment (MUTCD Fig 3B- 16(a))	60	\$20.00	\$1,200.00	\$20.00	\$1,200.00	\$25.00	\$1,500.00	\$25.00	\$1,500.00	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
Q.	Yield Line Marking 24in x 36in segment (MUTCD Fig 3B- 16(b))	30	\$25.00	\$750.00	\$25.00	\$750.00	\$50.00	\$1,500.00	\$50.00	\$1,500.00	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
R.	Two-Lane SCHOOL Marking (MUTCD Fig 7C-1)	4	\$310.00	\$1,240.00	\$310.00	\$1,240.00	\$1,250.00	\$5,000.00	\$1,250.00	\$5,000.00	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
	Thermoplastic Removal	(Cleanup and proper disposal of debris is the responsibility of the contractor.)																
S.	Removal of pavement markings based on a 4" wide line per linear foot	75,000	\$0.45	\$33,750.00	\$0.45	\$33,750.00	\$1.00	\$75,000.00	\$1.00	\$75,000.00	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
T.	Removal of "Arrow" pavement marking symbol	50	\$20.00	\$1,000.00	\$20.00	\$1,000.00	\$50.00	\$2,500.00	\$50.00	\$2,500.00	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
U.	Removal of "Only" pavement marking legend	20	\$10.00	\$200.00	\$10.00	\$200.00	\$50.00	\$1,000.00	\$50.00	\$1,000.00	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
	GRAND TOTAL			\$254,040.00		\$326,540.00		\$326,000.00		\$306,000.00								

SECTION TWO - RAISED PAVEMENT MARKERS - CLASS C BID 2122-51

Item 10.

		ACTION SAFETY SUPPLY Oklahoma City, OK				RCC Traffic, LLC Oklahoma City, OK (Rudy Construction)				DIRECT TRAFFIC CONTROL, INC.				Roadsafe Traffic Systems, Inc. Oklahoma City, OK				Advanced Workzone Services Tulsa, OK				sharonp@eplanning.com			
		Plastic		Multi-Polymer		Plastic		Multi-Polymer		Plastic		Multi-Polymer		Plastic		Multi-Polymer		Plastic		Multi-Polymer		Plastic		Multi-Polymer	
ITEM	QUANTITY	PRICE	TOTAL	PRICE	TOTAL	PRICE	TOTAL	PRICE	TOTAL	NO BID				NO BID				NO BID				NO BID			
A.) Installation of Ennis-Flint Model 201	400	\$42.00	\$16,800.00			\$100.00	\$40,000.00			NO BID		NO BID		NO BID		NO BID		NO BID		NO BID		NO BID		NO BID	
B.) Replacement of lens Ennis-Flint Model 201	50	\$10.00	\$500.00			\$20.00	\$1,000.00			NO BID		NO BID		NO BID		NO BID		NO BID		NO BID		NO BID		NO BID	
GRAND TOTAL			\$17,300.00				\$41,000.00																		





Delineated Roadways - City of Norman
West of 48th Avenue East

City-Maintained (Thermoplastic)

City-Maintained (Paint)

ODOT-Maintained (Thermoplastic)


0

2,125

4,250

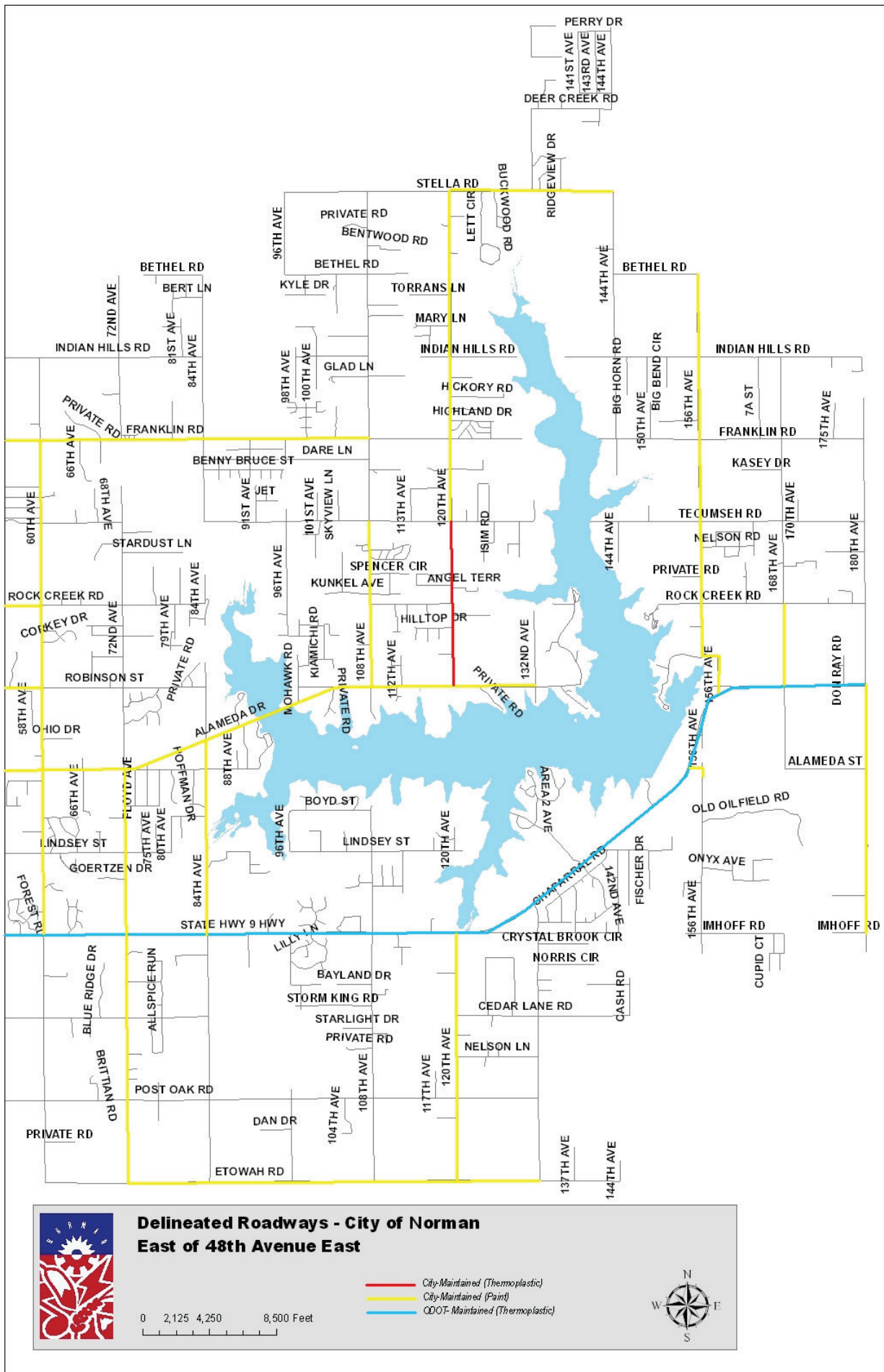
8,500

Feet



7

304



File Attachments for Item:

11. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF EASEMENT E-2122-38: A PERMANENT PUBLIC SIDEWALK AND UTILITY EASEMENT FROM BRADLEY K. GOODMAN IN THE AMOUNT OF \$2,242 FOR THE PORTER AVENUE STREETScape 2019 BOND PROJECT.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 3/22/2022

REQUESTER: Paul D'Andrea, Capital Projects Engineer

PRESENTER: Shawn O'Leary, Public Works Director

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF EASEMENT E-2122-38: A PERMANENT PUBLIC SIDEWALK AND UTILITY EASEMENT FROM BRADLEY K. GOODMAN IN THE AMOUNT OF \$2,242 FOR THE PORTER AVENUE STREETScape 2019 BOND PROJECT.

BACKGROUND:

The Porter Avenue Corridor from Robinson Street south to Alameda Street along with the intersection of Porter Avenue and Acres Street, has been the subject of much discussion and study over the years, due to concerns over traffic and pedestrian safety.

In 2010, Ochsner Hare & Hare, prepared a Porter Avenue Corridor Study which sought to analyze the area and provide a vision for future improvements to the corridor.

An evaluation of traffic control needs revealed that traffic volumes had reached levels that justify the installation of a new traffic signal at Porter Avenue and Acres Street. Approximately 20,000 vehicles pass through the intersection every day. An aerial photograph of the two 2019 Bond projects within the Porter Avenue Corridor is included in the exhibits to this agenda item.

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 Bond Project. The Porter Avenue Streetscape 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. Proposed improvements include:

- New sidewalks
- Driveway consolidation or elimination (access management)
- Decorative roadway and pedestrian lighting
- Landscaping
- New curb and gutter
- Street furniture (e.g., benches, trash receptacles, ash urns, etc.)

The Porter Avenue and Acres Avenue Intersection Project began construction in November of 2020 and was completed in January of 2022. The Porter Avenue Streetscape project has been approved to receive federal funds to aid in the construction costs and is anticipated to be out for bid in summer of 2022 pending right of way and utility relocations and ODOT environmental review.

On September 10, 2019, City Council approved Amendment No. 2 to Contract K-1213-165 with Garver Engineers in the amount of \$185,500 for a total contract amount of \$400,800 for the design of the Porter Avenue Streetscape project including the portion of the project from Robinson Avenue to Hughbert Street, which coincides with the northern boundary of the Porter Avenue and Acres Street Intersection Project.

On April 28, 2020, City Council approved Amendment No. 3 to Contract K-1213-165 with Garver Engineers in the amount of \$175,000 for a total contract amount of \$575,800 for the design of the Porter Avenue Streetscape project, which expands the design scope to encompass the full project, adding the section of Porter Avenue from the southern boundary of the Porter Avenue and Acres Street Intersection Bond Project to Alameda Street.

On July 13 2021, City Council approved Authorization for Expenditure No. Six under on-call Contract K-1314-102 with Smith-Roberts Land Services (SRLS), in the amount of \$89,055 for right-of-way acquisition services.

On October 26, 2021 City Council approved Authorization for Expenditure No. Seven under Contract K-1314-102 with Smith-Roberts Land Services, Inc., in an amount not-to-exceed \$10,884 to provide acquisition services under an on-call contract utilizing funds from the Porter Avenue Streetscape Bond Project.

On March 8, 2022 City Council accepted easements for parcels 6, 9, 14, and 15, for the Porter Avenue Streetscape 2019 Bond Project for a total cost of \$44,230.

DISCUSSION:

Right-of-way acquisition necessary for the Porter Avenue Streetscape 2019 Bond Project, consists of thirty-three (33) separate easements on twenty (20) parcels. Smith-Roberts Land Services (SRLS) oversaw and reviewed the appraisal of each parcel, and assisted the City staff in the preparation of offer letters to each property owner affected, based on the appraised values and damages. These easements are typically small in size and have minimal impact on the existing property. The easements are usually needed to properly construct public sidewalks and driveways.

The offer letters were sent on January 10, 2022, and contained information identifying the required easements and encouraged each property owner to consider donation of the property. City staff and SRLS have met with the affected property owners individually, to answer questions and aid them in understanding the right of way acquisition process, as well as the effect it will have on their properties.

This project has been approved for federal funding for FYE 2022. In order to meet the project schedule to secure the federal funds, the City needs to acquire all associated parcels by June

2022. In an effort to encourage prompt responses to the City's offers, a second and final letter was sent to each owner of unsecured parcels requesting that they contact the city and finalize any right of way negotiations to secure all parcels by March 8, to avoid the necessity of filing for eminent domain proceedings. Those letters were sent on February 9, 2022.

Previously, the owners of four (4) parcels, consisting of six (6) separate easements, have agreed to offers made from the City, totaling \$44,230. The secured easements were for parcels 6, 9, 14, and 15.

This item is for the acceptance of an additional seven (7) parcels consisting of fourteen (14) easements, totaling \$110,145. The secured easements are for parcels 1, 2, 3, 5, 10, 11, and 16. Funds for right-of-way acquisition are available in the Porter Avenue Streetscape 2019 Bond Project (BP0418).

RECOMMENDATION 1:

Staff recommends the above described easements be accepted, and that payment be authorized, where appropriate, and the filing be directed thereof.

Parcel No: I
Project No: 21T28374

GRANT OF EASEMENT
City of Norman

Know all men by these presents:

That Bradley K. Goodman, a single person, for and in consideration of the sum of Ten Dollars and Other Valuable Consideration (\$10.00 and OVC), 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 sidewalk and 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:

See attached Legal Description/Exhibit for Parcel I

Said tract containing 286.04 sq ft or 0.007 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 a public sidewalk and utility.

PUBLIC SIDEWALK AND UTILITIES

To have and to hold the same unto the said city, its successors, and assigns forever.

Signed and delivered this 10th day of March, 2022.

Bradley K. Goodman

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 10th day of March, 2022, personally appeared Bradley K. Goodman, single, 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: 01-20-2024 Notary Public: Ellie Najm



Approved as to form and legality this _____ day of _____, 20____.

City Attorney

Approved and accepted by the Council of the City of Norman, this _____ day of _____, 20____.

Mayor

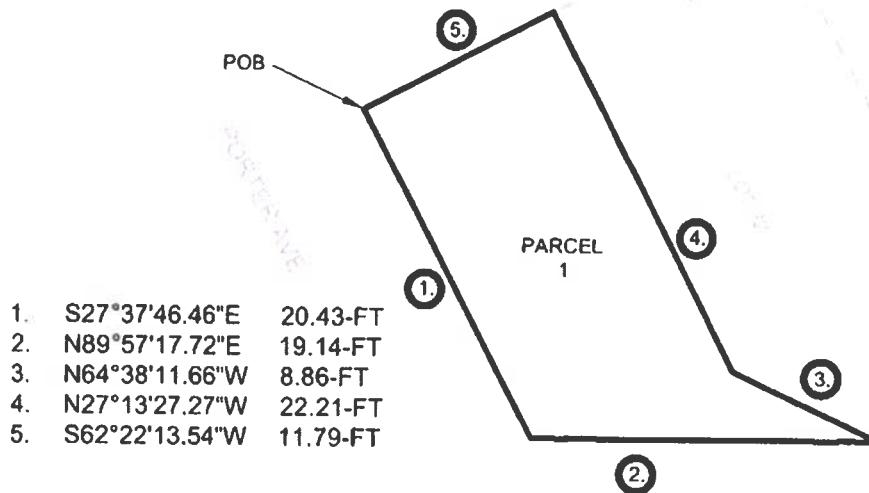
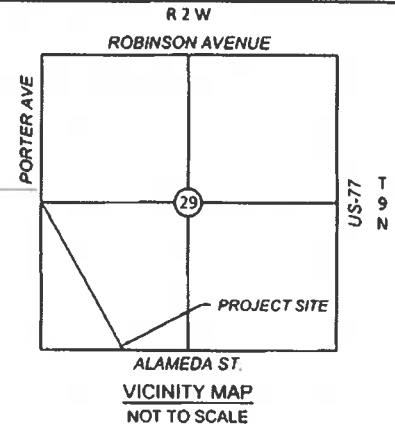
ATTEST:

City Clerk
SEAL:

Parcel 1

PERMANENT EASEMENT

OWNER: Goodman, Bradley K.
CITY OF NORMAN PROJECT:
PORTER AVE. STREETSCAPE



LEGAL DESCRIPTION:

Parcel 1

A tract of land lying in the Southwest Quarter of Section Twenty Nine, Township Nine North, Range Two West of the Indian Meridian (SW/4, S29, T9N, R2W, IM), Cleveland County, Oklahoma, being more particularly described as follows:

A permanent sidewalk easement that runs parallel to the existing public Right of Way on the east side of Porter Ave. The POB is the Northwest corner of LOT 32, BLOCK 28, Norman, Original Township. From the POB, the easement extends;

S27°37'46.46"E for a distance of 20.43-FT, THENCE,

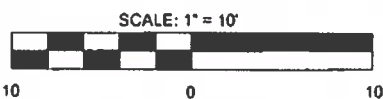
N89°57'17.72"E for a distance of 19.14-FT, THENCE,

N64°38'11.66"W for a distance of 8.86-FT, THENCE,

N27°13'27.27"W for a distance of 22.21-FT, THENCE,

S62°22'13.54"W for a distance of 11.79-FT TO THE Point of Beginning (POB).

Said tract containing 286.04 square feet or 0.007 acres, more or less.



THIS EXHIBIT IS NOT A LAND OR BOUNDARY SURVEY PLAT

	PORTER AVE. STREETSCAPE		
	PROJECT NAME		
	PERMANENT PARCEL 1		
	SHEET TITLE		
08/02/2021	21T28374	2	24
DATE	JOB NO	SHEET	

CA #4193 EXPIRES
JUNE 30, 2022

Easement Table

Parcel No.	Easement No.	Grantors	Document	Cost	Comments
1	E-2122-38	Bradley K. Goodman	Permanent Easement	\$2,242.00	0.007 acres-appraised value
1.1	E-2122-39	Bradley K. Goodman	Temporary Construction Easement	\$1,013.00	0.011 acres-appraised value
2	E-2122-40	BIP, LLC, an Oklahoma limited liability company	Permanent Easement	\$28,451.00	0.020 acres-appraised value w/Damages
2.1	E-2122-41	BIP, LLC, an Oklahoma limited liability company	Temporary Construction Easement	\$19.00	0.0002 acres-appraised value
3	E-2122-42	Goodman Investments, LLC, an Oklahoma limited liability company	Permanent Easement	\$3,070.00	0.009 acres-appraised value
3.1	E-2122-43	Goodman Investments, LLC, an Oklahoma limited liability company	Temporary Construction Easement	\$1,910.00	0.021 acres-appraised value
5	E-2122-44	Goodman Investments, LLC, an Oklahoma limited liability company	Permanent Easement	\$58,380.00	0.005 acres-appraised value w/Damages
5.1	E-2122-45	Goodman Investments, LLC, an Oklahoma limited liability company	Temporary Construction Easement	\$5,440.00	0.060 acres-appraised value
10	E-2122-46	North Porter Center, L.L.C.	Permanent Easement	\$8,342.00	0.022 acres-appraised value w/Damages
10.1	E-2122-47	North Porter Center, L.L.C.	Temporary Construction Easement	\$278.00	0.003 acres-appraised value
11	E-2122-48	Wholesale Gasoline, Inc.	Permanent Easement	\$500.00	0.001 acres-appraised value
16	E-2122-49	Wilson Company, LLC	Temporary Construction Easement	\$500.00	0.005 acres-appraised value
16.1	E-2122-50	Wilson Company, LLC	Temporary Driveway Easement	\$0.00	0.030 acres
16.2	E-2122-51	Wilson Company, LLC	Temporary Driveway Easement	\$0.00	0.0005 acres

PORTER AVENUE STREETSCAPE RIGHT OF WAY ACQUISITIONS					
PARCEL No.	TYPE	OWNER	STATUS		
			NEGOTIATING	AGREEMENT PENDING	SECURED
1	Permanent	Bradley K. Goodman	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1.1	Temporary	Bradley K. Goodman	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Permanent	BIP, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2.1	Temporary	BIP, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Permanent	Goodman Investments, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3.1	Temporary	Goodman Investments, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Permanent	Larry Hollingsworth, Linda Anderson, et al	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Permanent	Goodman Investments, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.1	Temporary	Goodman Investments, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	Permanent	Plaza Inn, Inc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6B	Permanent	Plaza Inn, Inc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.1	Temporary	Plaza Inn, Inc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	Permanent	Meredith and Jeff Rowland-Living Trust	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Temporary	D&J Land, LLC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Temporary	EDO, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10	Permanent	North Porter Center, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10.1	Temporary	North Porter Center, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11	Permanent	Wholesale Gasoline, Inc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12	Total Purchase	Liberty National Bank & Trust Co.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13	Permanent	Richard C Luttrell, Trustee (Norman Municipal Hospital Trust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14	Permanent	Jesse M Vaughan, 2003 Rev Liv Trt	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15	Permanent	Physicians & Surgeon Medical, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16	Temporary	The Wilson Company	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17	N/A	Moonlight Land Ownership Company, LLC	N/A	N/A	N/A
18	Permanent	Rieger LLC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.1	Temporary	Rieger LLC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	Temporary	Beatrice Yorktown Holdings, LLC, a Texas LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
20A	Permanent	Norman Regional Hospital Authority	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20B	Permanent	Norman Regional Hospital Authority	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20C	Permanent	Norman Municipal Hospital Authority	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20.1	Temporary	Norman Municipal Hospital Trust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20.2	Temporary	Norman Municipal Hospital Trust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
21	Temporary	Boomer's Express Corp.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Parcel	Sidewalk & Utility Easement	Temporary Construction Easement	Station Start	Station End	Landowner Information
20.1		420	139+31	140+71	Norman Municipal Hospital Trust
13	99		143+99	144+11	Luttrell, Richard C - Trustee
20A	400		144+51	144+71	Norman Municipal Hospital Trust
20.2		1181	144+71	148+45	Norman Municipal Hospital Trust
20B	63		148+45	148+58	Norman Municipal Hospital Trust
20C	59		148+83	148+88	Norman Regional Hospital Authority

END PROJECT

File Attachments for Item:

12. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF TEMPORARY EASEMENT E-2122-39: A
TEMPORARY CONSTRUCTION EASEMENT FROM BRADLEY K. GOODMAN IN THE AMOUNT OF \$1,013 FOR THE PORTER AVENUE STREETScape 2019 BOND PROJECT.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 3/22/2022

REQUESTER: Paul D'Andrea, Capital Projects Engineer

PRESENTER: Shawn O'Leary, Public Works Director

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF TEMPORARY EASEMENT E-2122-39: A TEMPORARY CONSTRUCTION EASEMENT FROM BRADLEY K. GOODMAN IN THE AMOUNT OF \$1,013 FOR THE PORTER AVENUE STREETScape 2019 BOND PROJECT.

BACKGROUND:

The Porter Avenue Corridor from Robinson Street south to Alameda Street along with the intersection of Porter Avenue and Acres Street, has been the subject of much discussion and study over the years, due to concerns over traffic and pedestrian safety.

In 2010, Ochsner Hare & Hare, prepared a Porter Avenue Corridor Study which sought to analyze the area and provide a vision for future improvements to the corridor.

An evaluation of traffic control needs revealed that traffic volumes had reached levels that justify the installation of a new traffic signal at Porter Avenue and Acres Street. Approximately 20,000 vehicles pass through the intersection every day. An aerial photograph of the two 2019 Bond projects within the Porter Avenue Corridor is included in the exhibits to this agenda item.

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 Bond Project. The Porter Avenue Streetscape 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. Proposed improvements include:

- New sidewalks
- Driveway consolidation or elimination (access management)
- Decorative roadway and pedestrian lighting
- Landscaping
- New curb and gutter
- Street furniture (e.g., benches, trash receptacles, ash urns, etc.)

The Porter Avenue and Acres Avenue Intersection Project began construction in November of 2020 and was completed in January of 2022. The Porter Avenue Streetscape project has been approved to receive federal funds to aid in the construction costs and is anticipated to be out for bid in summer of 2022 pending right of way and utility relocations and ODOT environmental review.

On September 10, 2019, City Council approved Amendment No. 2 to Contract K-1213-165 with Garver Engineers in the amount of \$185,500 for a total contract amount of \$400,800 for the design of the Porter Avenue Streetscape project including the portion of the project from Robinson Avenue to Hughbert Street, which coincides with the northern boundary of the Porter Avenue and Acres Street Intersection Project.

On April 28, 2020, City Council approved Amendment No. 3 to Contract K-1213-165 with Garver Engineers in the amount of \$175,000 for a total contract amount of \$575,800 for the design of the Porter Avenue Streetscape project, which expands the design scope to encompass the full project, adding the section of Porter Avenue from the southern boundary of the Porter Avenue and Acres Street Intersection Bond Project to Alameda Street.

On July 13 2021, City Council approved Authorization for Expenditure No. Six under on-call Contract K-1314-102 with Smith-Roberts Land Services (SRLS), in the amount of \$89,055 for right-of-way acquisition services.

On October 26, 2021 City Council approved Authorization for Expenditure No. Seven under Contract K-1314-102 with Smith-Roberts Land Services, Inc., in an amount not-to-exceed \$10,884 to provide acquisition services under an on-call contract utilizing funds from the Porter Avenue Streetscape Bond Project.

On March 8, 2022 City Council accepted easements for parcels 6, 9, 14, and 15, for the Porter Avenue Streetscape 2019 Bond Project for a total cost of \$44,230.

DISCUSSION:

Right-of-way acquisition necessary for the Porter Avenue Streetscape 2019 Bond Project, consists of thirty-three (33) separate easements on twenty (20) parcels. Smith-Roberts Land Services (SRLS) oversaw and reviewed the appraisal of each parcel, and assisted the City staff in the preparation of offer letters to each property owner affected, based on the appraised values and damages. These easements are typically small in size and have minimal impact on the

existing property. The easements are usually needed to properly construct public sidewalks and driveways.

The offer letters were sent on January 10, 2022, and contained information identifying the required easements and encouraged each property owner to consider donation of the property. City staff and SRLS have met with the affected property owners individually, to answer questions and aid them in understanding the right of way acquisition process, as well as the effect it will have on their properties.

This project has been approved for federal funding for FYE 2022. In order to meet the project schedule to secure the federal funds, the City needs to acquire all associated parcels by June 2022. In an effort to encourage prompt responses to the City's offers, a second and final letter was sent to each owner of unsecured parcels requesting that they contact the city and finalize any right of way negotiations to secure all parcels by March 8, to avoid the necessity of filing for eminent domain proceedings. Those letters were sent on February 9, 2022.

Previously, the owners of four (4) parcels, consisting of six (6) separate easements, have agreed to offers made from the City, totaling \$44,230. The secured easements were for parcels 6, 9, 14, and 15.

This item is for the acceptance of an additional seven (7) parcels consisting of fourteen (14) easements, totaling \$110,145. The secured easements are for parcels 1, 2, 3, 5, 10, 11, and 16. Funds for right-of-way acquisition are available in the Porter Avenue Streetscape 2019 Bond Project (BP0418).

RECOMMENDATION 1:

Staff recommends the above described easements be accepted, and that payment be authorized, where appropriate, and the filing be directed thereof.

TEMPORARY CONSTRUCTION EASEMENT**Know all men by these presents:**

That Bradley K. Goodman, a single person, 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/does hereby grant, bargain, sell, and convey unto the City of Norman, a municipal corporation, a temporary easement over, across, and under the following described real estate and premises situated in the City of Norman, Cleveland County, Oklahoma, to wit;

A Temporary Construction Easement located in Norman, Cleveland County, Oklahoma, being more particularly described by perimeter metes and bounds as follows:

Please see attached legal description/exhibit for Parcel 1.1

With the right of ingress and egress to and from the same, for the purpose of surveying, laying out, constructing, maintaining, and operating a public right-of-way and sidewalk.

The sole purpose of this easement is to grant the City of Norman the right to work on the above-described tract of land, and includes the right to use and remove any and all sand, rock, dirt, gravel, and other road building materials from the above-described tract of land.

It is a condition of this easement that it shall not be filed of record and that all rights conveyed to the City of Norman by this instrument shall terminate upon completion of the project.

TEMPORARY CONSTRUCTION EASEMENT

To have and to hold the same unto the said city, its successors, and assigns forever.

Signed and delivered this 10th day of March, 2022.

OWNER:

Bradley K. Goodman

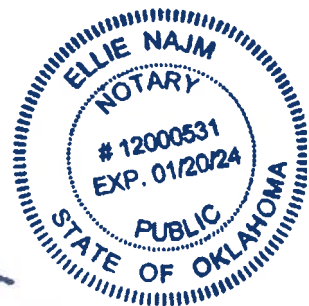
REPRESENTATIVE ACKNOWLEDGEMENT

STATE OF OKLAHOMA, COUNTY OF CLEVELAND, SS:

Before me, the undersigned, a Notary Public in and for said County and State, on this 10th day of March, 2022, personally appeared Bradley K. Goodman, to whom I am 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: 01/20/24 Notary Public: Ellie Najm



Approved as to form and legality this _____ day of _____, 20__.

City Attorney

Parcel No. 1.1

Approved and accepted by the Council of the City of Norman, this ____ day of _____, 20__.

Mayor

ATTEST:

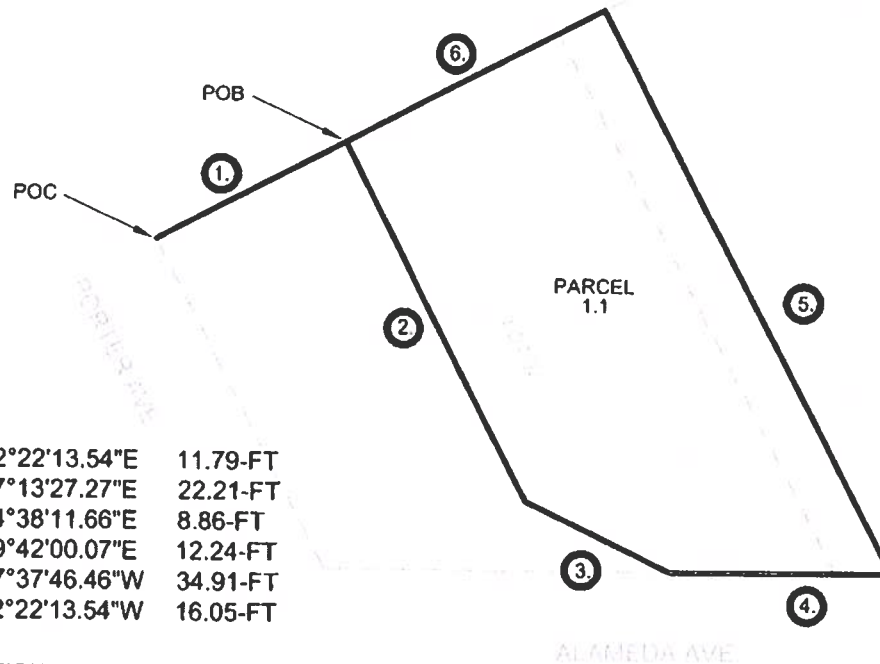
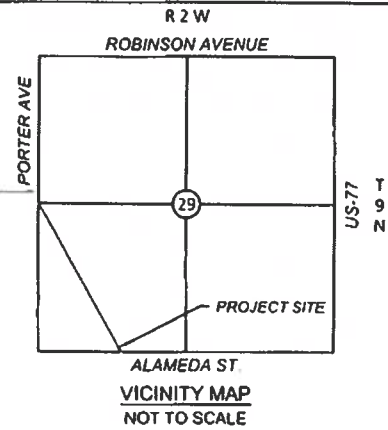
City Clerk

SEAL:

PARCEL 1.1

TEMPORARY EASEMENT

OWNER: Goodman, Bradley K.
CITY OF NORMAN PROJECT:
PORTER AVE. STREETSCAPE



- | | | |
|----|----------------|----------|
| 1. | N62°22'13.54"E | 11.79-FT |
| 2. | S27°13'27.27"E | 22.21-FT |
| 3. | S64°38'11.66"E | 8.86-FT |
| 4. | N89°42'00.07"E | 12.24-FT |
| 5. | N27°37'46.46"W | 34.91-FT |
| 6. | S62°22'13.54"W | 16.05-FT |

LEGAL DESCRIPTION:

PARCEL 1.1

A tract of land lying in the Southwest Quarter of Section Twenty Nine, Township Nine North, Range Two West of the Indian Meridian (SW/4, S29, T9N, R2W, 1M), Cleveland County, Oklahoma, being more particularly described as follows:

A temporary construction easement that runs parallel to the existing public Right of Way on the east side of Porter Ave. The Point of Commencement (POC) is the Northwest corner of LOT 32, BLOCK 28, Norman, Original Township. From the POC, travel Northeast on a bearing of N62°22'13.54"E for a distance of 11.79' to the Point of Beginning (POB). From the POB, the easement extends;

S27°13'27.27"E for a distance of 22.21-FT, THENCE,

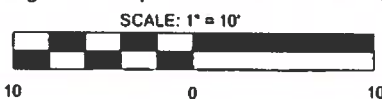
S64°38'11.66"E for a distance of 8.86-FT, THENCE,

N89°42'00.07"E for a distance of 12.24-FT, THENCE,


N27°37'46.46"W for a distance of 34.91-FT, THENCE,

S62°22'13.54"W for a distance 16.05-FT to the Point of Beginning (POB).

Said tract containing 484.52 square feet or 0.011 acres, more or less.



THIS EXHIBIT IS NOT A LAND OR BOUNDARY SURVEY PLAT

	PORTER AVE. STREETSCAPE		
	PROJECT NAME		
	TEMPORARY PARCEL 1.1		
SHEET TITLE			
CA #4193 EXPIRES JUNE 30, 2022	08/02/2021 DATE	21T28374 JOB NO.	2 / 24 SHEET / TOTAL

Easement Table

Parcel No.	Easement No.	Grantors	Document	Cost	Comments
1	E-2122-38	Bradley K. Goodman	Permanent Easement	\$2,242.00	0.007 acres-appraised value
1.1	E-2122-39	Bradley K. Goodman	Temporary Construction Easement	\$1,013.00	0.011 acres-appraised value
2	E-2122-40	BIP, LLC, an Oklahoma limited liability company	Permanent Easement	\$28,451.00	0.020 acres-appraised value w/Damages
2.1	E-2122-41	BIP, LLC, an Oklahoma limited liability company	Temporary Construction Easement	\$19.00	0.0002 acres-appraised value
3	E-2122-42	Goodman Investments, LLC, an Oklahoma limited liability company	Permanent Easement	\$3,070.00	0.009 acres-appraised value
3.1	E-2122-43	Goodman Investments, LLC, an Oklahoma limited liability company	Temporary Construction Easement	\$1,910.00	0.021 acres-appraised value
5	E-2122-44	Goodman Investments, LLC, an Oklahoma limited liability company	Permanent Easement	\$58,380.00	0.005 acres-appraised value w/Damages
5.1	E-2122-45	Goodman Investments, LLC, an Oklahoma limited liability company	Temporary Construction Easement	\$5,440.00	0.060 acres-appraised value
10	E-2122-46	North Porter Center, L.L.C.	Permanent Easement	\$8,342.00	0.022 acres-appraised value w/Damages
10.1	E-2122-47	North Porter Center, L.L.C.	Temporary Construction Easement	\$278.00	0.003 acres-appraised value
11	E-2122-48	Wholesale Gasoline, Inc.	Permanent Easement	\$500.00	0.001 acres-appraised value
16	E-2122-49	Wilson Company, LLC	Temporary Construction Easement	\$500.00	0.005 acres-appraised value
16.1	E-2122-50	Wilson Company, LLC	Temporary Driveway Easement	\$0.00	0.030 acres
16.2	E-2122-51	Wilson Company, LLC	Temporary Driveway Easement	\$0.00	0.0005 acres

PORTER AVENUE STREETSCAPE RIGHT OF WAY ACQUISITIONS					
PARCEL No.	TYPE	OWNER	STATUS		
			NEGOTIATING	AGREEMENT PENDING	SECURED
1	Permanent	Bradley K. Goodman	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1.1	Temporary	Bradley K. Goodman	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Permanent	BIP, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2.1	Temporary	BIP, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Permanent	Goodman Investments, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3.1	Temporary	Goodman Investments, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Permanent	Larry Hollingsworth, Linda Anderson, et al	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Permanent	Goodman Investments, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.1	Temporary	Goodman Investments, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	Permanent	Plaza Inn, Inc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6B	Permanent	Plaza Inn, Inc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.1	Temporary	Plaza Inn, Inc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	Permanent	Meredith and Jeff Rowland-Living Trust	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Temporary	D&J Land, LLC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Temporary	EDO, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10	Permanent	North Porter Center, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10.1	Temporary	North Porter Center, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11	Permanent	Wholesale Gasoline, Inc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12	Total Purchase	Liberty National Bank & Trust Co.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13	Permanent	Richard C Luttrell, Trustee (Norman Municipal Hospital Trust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14	Permanent	Jesse M Vaughan, 2003 Rev Liv Trt	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15	Permanent	Physicians & Surgeon Medical, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16	Temporary	The Wilson Company	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17	N/A	Moonlight Land Ownership Company, LLC	N/A	N/A	N/A
18	Permanent	Rieger LLC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.1	Temporary	Rieger LLC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	Temporary	Beatrice Yorktown Holdings, LLC, a Texas LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
20A	Permanent	Norman Regional Hospital Authority	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20B	Permanent	Norman Regional Hospital Authority	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20C	Permanent	Norman Municipal Hospital Authority	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20.1	Temporary	Norman Municipal Hospital Trust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20.2	Temporary	Norman Municipal Hospital Trust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
21	Temporary	Boomer's Express Corp.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



Item 12.

L:\CAB\Projects\374 - Porter Avenue Streetscape\DWG\ODOT Sheets\Norman Parcel Map - ODOT.dwg
Location Map - ODOT - LOCATION MAP
SCPrice
10/12/2021 4:02 PM

Porter Ave from Alameda to Gray St					
West Side					
Parcel	Sidewalk & Utility Easement	Temporary Construction Easement	Station Start	Station End	Landowner Information
16		201	111+32	111+82	S.W. Armstrong, Jr.
12	1295		101+02	102+02	Goodman Investments, LLC
12.1	337		112+02	113+42	Liberty National Bank & Trust CO.
11	43		116+96	117+22	Goodmain, Inc.
Porter Ave from Alameda to Gray St					
East Side					
Parcel	Sidewalk & Utility Easement	Temporary Construction Easement	Station Start	Station End	Landowner Information
1	287		100+07	100+42	Bradley K. Goodman
1.1		485	100+07	100+42	Bradley K. Goodman
2	871		100+62	102+02	Bl P, LLC
2.1		10	100+62	100+66	Bl P, LLC
3	392		102+82	104+22	Goodman Investments, LLC
3.1		913	102+82	104+22	Goodman Investments, LLC
4	330		104+42	105+82	Hollingsworth, Phil & Christie Ann- Rev. TRT-CO Trees 1/5
5	211		106+62	108+03	Goodman Investments, LLC
5.1		2602	106+62	108+03	Goodman Investments, LLC
6A	342		108+22	108+56	Plaza Inn, Inc.
6B	75		109+54	109+62	Plaza Inn, Inc.
6.1		2751	108+22	109+62	Plaza Inn, Inc.
7		2961	112+02	113+43	Rowland, Meredith & Jeff- Liv Trt
8		2889	112+02	113+43	D & J Land, LLC
9		58	114+22	115+62	Goodmain, Inc.
10	1296		116+63	117+22	North Porter Center, LLC
10.1		147	116+63	117+22	North Porter Center, LLC
Porter Ave from Hughbert to Robinson St					
West Side					
Parcel	Sidewalk & Utility Easement	Temporary Construction Easement	Station Start	Station End	Landowner Information
21		34	136+88	136+92	Boomer's Express Corp.
14	65		143+93	144+02	Vaughn, Jessie M - 2003 Rev Liv Trust - Trustee
15	812		144+58	145+88	Physicians & Surgeons Medical, LLC
17	546		147+92	149+22	Physicians & Surgeons Medical, LLC
18	184		149+69	150+68	Rieger, LLC
18.1		22	150+61	150+68	Rieger, LLC
19		359	155+31	155+71	Mark Stanley A- Rev Trt
Porter Ave from Hughbert to Robinson St					
East Side					
Parcel	Sidewalk & Utility Easement	Temporary Construction Easement	Station Start	Station End	Landowner Information
20.1		420	139+31	140+71	Norman Municipal Hospital Trust
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NORMAN R/W EXHIBIT

STATE JOB NO. 35321(04) SHEET NO.

324

CLEVELAND COUNTY

File Attachments for Item:

13. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF EASEMENT E-2122-40: A PERMANENT SIDEWALK AND UTILITY EASEMENT FROM BIP, L.L.C., AN OKLAHOMA LIMITED LIABILITY COMPANY, IN THE AMOUNT OF \$28,451 FOR THE PORTER AVENUE STREETScape 2019 BOND PROJECT.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 3/22/2022

REQUESTER: Paul D'Andrea, Capital Projects Engineer

PRESENTER: Shawn O'Leary, Public Works Director

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF EASEMENT E-2122-40: A PERMANENT SIDEWALK AND UTILITY EASEMENT FROM BIP, L.L.C., AN OKLAHOMA LIMITED LIABILITY COMPANY, IN THE AMOUNT OF \$28,451 FOR THE PORTER AVENUE STREETScape 2019 BOND PROJECT.

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- New sidewalks
- Driveway consolidation or elimination (access management)
- Decorative roadway and pedestrian lighting
- Landscaping
- New curb and gutter
- Street furniture (e.g., benches, trash receptacles, ash urns, etc.)

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On April 28, 2020, City Council approved Amendment No. 3 to Contract K-1213-165 with Garver Engineers in the amount of \$175,000 for a total contract amount of \$575,800 for the design of the Porter Avenue Streetscape project, which expands the design scope to encompass the full project, adding the section of Porter Avenue from the southern boundary of the Porter Avenue and Acres Street Intersection Bond Project to Alameda Street.

On July 13 2021, City Council approved Authorization for Expenditure No. Six under on-call Contract K-1314-102 with Smith-Roberts Land Services (SRLS), in the amount of \$89,055 for right-of-way acquisition services.

On October 26, 2021 City Council approved Authorization for Expenditure No. Seven under Contract K-1314-102 with Smith-Roberts Land Services, Inc., in an amount not-to-exceed \$10,884 to provide acquisition services under an on-call contract utilizing funds from the Porter Avenue Streetscape Bond Project.

On March 8, 2022 City Council accepted easements for parcels 6, 9, 14, and 15, for the Porter Avenue Streetscape 2019 Bond Project for a total cost of \$44,230.

DISCUSSION:

Right-of-way acquisition necessary for the Porter Avenue Streetscape 2019 Bond Project, consists of thirty-three (33) separate easements on twenty (20) parcels. Smith-Roberts Land Services (SRLS) oversaw and reviewed the appraisal of each parcel, and assisted the City staff in the preparation of offer letters to each property owner affected, based on the appraised values and damages. These easements are typically small in size and have minimal impact on the

existing property. The easements are usually needed to properly construct public sidewalks and driveways.

The offer letters were sent on January 10, 2022, and contained information identifying the required easements and encouraged each property owner to consider donation of the property. City staff and SRLS have met with the affected property owners individually, to answer questions and aid them in understanding the right of way acquisition process, as well as the effect it will have on their properties.

This project has been approved for federal funding for FYE 2022. In order to meet the project schedule to secure the federal funds, the City needs to acquire all associated parcels by June 2022. In an effort to encourage prompt responses to the City's offers, a second and final letter was sent to each owner of unsecured parcels requesting that they contact the city and finalize any right of way negotiations to secure all parcels by March 8, to avoid the necessity of filing for eminent domain proceedings. Those letters were sent on February 9, 2022.

Previously, the owners of four (4) parcels, consisting of six (6) separate easements, have agreed to offers made from the City, totaling \$44,230. The secured easements were for parcels 6, 9, 14, and 15.

This item is for the acceptance of an additional seven (7) parcels consisting of fourteen (14) easements, totaling \$110,145. The secured easements are for parcels 1, 2, 3, 5, 10, 11, and 16. Funds for right-of-way acquisition are available in the Porter Avenue Streetscape 2019 Bond Project (BP0418).

RECOMMENDATION 1:

Staff recommends the above described easements be accepted, and that payment be authorized, where appropriate, and the filing be directed thereof.

Parcel No: 2
Project No: 21T28374

GRANT OF EASEMENT
City of Norman

Know all men by these presents:

That BIP, LLC, an Oklahoma limited liability company for and in consideration of the sum of Ten Dollars and Other Valuable Consideration (\$10.00 and OVC), 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:

See attached Legal Description/Exhibit for Parcel 2

Said tract containing 870.27 sq ft or 0.020 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 a public sidewalk and utility.

PUBLIC SIDEWALK AND UTILITIES

To have and to hold the same unto the said city, its successors, and assigns forever.

Signed and delivered this 1st day of March, 2022



MANAGING MEMBER
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 1st day of MARCH, 2022, personally appeared Joshua V. Brasher, 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.

Jamee Romero

My Commission Expires: July 16, 2022 Notary Public: _____

JAMEE LEANN ROMERO
Notary Public - State of Oklahoma
Commission Number 18007044
My Commission Expires Jul 16, 2022

Approved as to form and legality this _____ day of _____, 20____.

City Attorney

Approved and accepted by the Council of the City of Norman, this _____ day of _____, 20____.

Mayor

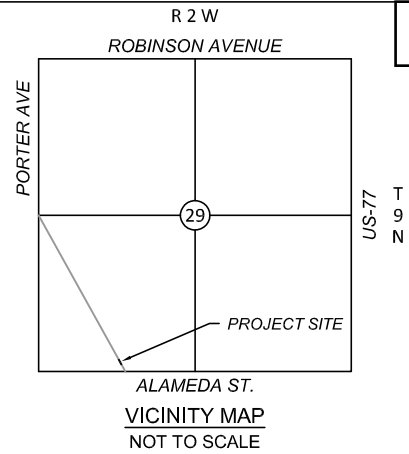
ATTEST:

City Clerk
SEAL:

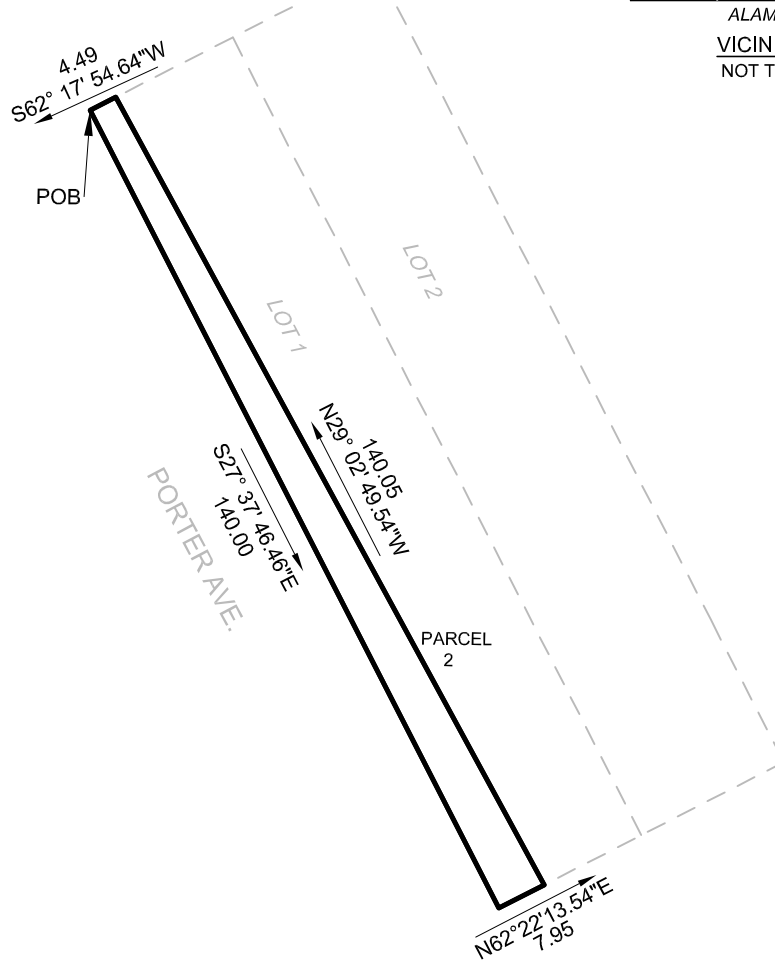
PARCEL 2

PERMANENT EASEMENT

OWNER: BIP, LLC.
CITY OF NORMAN PROJECT:
PORTER AVE. STREETSCAPE



Item 13.



LEGAL DESCRIPTION:

Parcel 2

A tract of land lying in the Southwest Quarter of Section Twenty Nine, Township Nine North, Range Two West of the Indian Meridian (SW/4, S29, T9N, R2W, IM), Cleveland County, Oklahoma, being more particularly described as follows:

A permanent sidewalk easement that runs parallel to the existing public Right of Way on the east side of Porter Ave. The Point of Beginning (POB) is the Northwest Corner of LOT 1, BLOCK 28, Norman OT, and then extends;

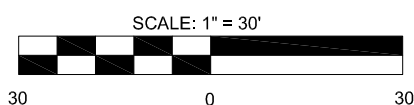
S27°37'46.46\"E for a distance of 140.00-FT, THENCE,

N62°22'13.54\"E for a distance of 7.95-FT, THENCE,


N29°02'49.54\"W for a distance of 140.05-FT, THENCE,

S62°17'54.64\"W for a distance of 4.49-FT to the Point of Beginning (POB).

Said tract containing 870.27 square feet or 0.020 acres, more or less.



THIS EXHIBIT IS NOT A LAND OR BOUNDARY SURVEY PLAT

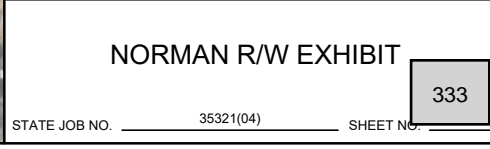
	PORTER AVE. STREETSCAPE		
	PROJECT NAME		
	PERMANENT PARCEL 2		
	SHEET TITLE		
CA #4193 EXPIRES JUNE 30, 2022	10/11/2021 DATE	21T28374 JOB NO.	3 SHEET
			330

Easement Table

Parcel No.	Easement No.	Grantors	Document	Cost	Comments
1	E-2122-38	Bradley K. Goodman	Permanent Easement	\$2,242.00	0.007 acres-appraised value
1.1	E-2122-39	Bradley K. Goodman	Temporary Construction Easement	\$1,013.00	0.011 acres-appraised value
2	E-2122-40	BIP, LLC, an Oklahoma limited liability company	Permanent Easement	\$28,451.00	0.020 acres-appraised value w/Damages
2.1	E-2122-41	BIP, LLC, an Oklahoma limited liability company	Temporary Construction Easement	\$19.00	0.0002 acres-appraised value
3	E-2122-42	Goodman Investments, LLC, an Oklahoma limited liability company	Permanent Easement	\$3,070.00	0.009 acres-appraised value
3.1	E-2122-43	Goodman Investments, LLC, an Oklahoma limited liability company	Temporary Construction Easement	\$1,910.00	0.021 acres-appraised value
5	E-2122-44	Goodman Investments, LLC, an Oklahoma limited liability company	Permanent Easement	\$58,380.00	0.005 acres-appraised value w/Damages
5.1	E-2122-45	Goodman Investments, LLC, an Oklahoma limited liability company	Temporary Construction Easement	\$5,440.00	0.060 acres-appraised value
10	E-2122-46	North Porter Center, L.L.C.	Permanent Easement	\$8,342.00	0.022 acres-appraised value w/Damages
10.1	E-2122-47	North Porter Center, L.L.C.	Temporary Construction Easement	\$278.00	0.003 acres-appraised value
11	E-2122-48	Wholesale Gasoline, Inc.	Permanent Easement	\$500.00	0.001 acres-appraised value
16	E-2122-49	Wilson Company, LLC	Temporary Construction Easement	\$500.00	0.005 acres-appraised value
16.1	E-2122-50	Wilson Company, LLC	Temporary Driveway Easement	\$0.00	0.030 acres
16.2	E-2122-51	Wilson Company, LLC	Temporary Driveway Easement	\$0.00	0.0005 acres

PORTER AVENUE STREETSCAPE RIGHT OF WAY ACQUISITIONS					
PARCEL No.	TYPE	OWNER	STATUS		
			NEGOTIATING	AGREEMENT PENDING	SECURED
1	Permanent	Bradley K. Goodman	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1.1	Temporary	Bradley K. Goodman	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Permanent	BIP, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2.1	Temporary	BIP, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Permanent	Goodman Investments, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3.1	Temporary	Goodman Investments, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Permanent	Larry Hollingsworth, Linda Anderson, et al	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Permanent	Goodman Investments, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.1	Temporary	Goodman Investments, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	Permanent	Plaza Inn, Inc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6B	Permanent	Plaza Inn, Inc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.1	Temporary	Plaza Inn, Inc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	Permanent	Meredith and Jeff Rowland-Living Trust	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Temporary	D&J Land, LLC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Temporary	EDO, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10	Permanent	North Porter Center, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10.1	Temporary	North Porter Center, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11	Permanent	Wholesale Gasoline, Inc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12	Total Purchase	Liberty National Bank & Trust Co.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13	Permanent	Richard C Luttrell, Trustee (Norman Municipal Hospital Trust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14	Permanent	Jesse M Vaughan, 2003 Rev Liv Trt	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15	Permanent	Physicians & Surgeon Medical, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16	Temporary	The Wilson Company	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17	N/A	Moonlight Land Ownership Company, LLC	N/A	N/A	N/A
18	Permanent	Rieger LLC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.1	Temporary	Rieger LLC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	Temporary	Beatrice Yorktown Holdings, LLC, a Texas LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
20A	Permanent	Norman Regional Hospital Authority	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20B	Permanent	Norman Regional Hospital Authority	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20C	Permanent	Norman Municipal Hospital Authority	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20.1	Temporary	Norman Municipal Hospital Trust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20.2	Temporary	Norman Municipal Hospital Trust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
21	Temporary	Boomer's Express Corp.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Porter Ave from Highbert to Robinson St					
East Side					
Parcel	Sidewalk & Utility Easement	Temporary Construction Easement	Station Start	Station End	Landowner Information
20.1		420	139+31	140+71	Norman Municipal Hospital Trust
13	99		143+99	144+11	Luttrell, Richard C - Trustee
20A	400		144+51	144+71	Norman Municipal Hospital Trust
20.2		1181	144+71	148+45	Norman Municipal Hospital Trust
20B	63		148+45	148+58	Norman Municipal Hospital Trust
20C	59		148+83	148+88	Norman Regional Hospital Authority



File Attachments for Item:

14. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF TEMPORARY EASEMENT E-2122-41: A TEMPORARY CONSTRUCTION EASEMENT FROM BIP, L.L.C., AN OKLAHOMA LIMITED LIABILITY COMPANY, IN THE AMOUNT OF \$19.00 FOR THE PORTER AVENUE STREETScape 2019 BOND PROJECT.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 3/22/2022

REQUESTER: Paul D'Andrea, Capital Projects Engineer

PRESENTER: Shawn O'Leary, Public Works Director

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF TEMPORARY EASEMENT E-2122-41: A TEMPORARY CONSTRUCTION EASEMENT FROM BIP, L.L.C., AN OKLAHOMA LIMITED LIABILITY COMPANY, IN THE AMOUNT OF \$19.00 FOR THE PORTER AVENUE STREETScape 2019 BOND PROJECT.

BACKGROUND:

The Porter Avenue Corridor from Robinson Street south to Alameda Street along with the intersection of Porter Avenue and Acres Street, has been the subject of much discussion and study over the years, due to concerns over traffic and pedestrian safety.

In 2010, Ochsner Hare & Hare, prepared a Porter Avenue Corridor Study which sought to analyze the area and provide a vision for future improvements to the corridor.

An evaluation of traffic control needs revealed that traffic volumes had reached levels that justify the installation of a new traffic signal at Porter Avenue and Acres Street. Approximately 20,000 vehicles pass through the intersection every day. An aerial photograph of the two 2019 Bond projects within the Porter Avenue Corridor is included in the exhibits to this agenda item.

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 Bond Project. The Porter Avenue Streetscape 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. Proposed improvements include:

- New sidewalks
- Driveway consolidation or elimination (access management)
- Decorative roadway and pedestrian lighting
- Landscaping
- New curb and gutter
- Street furniture (e.g., benches, trash receptacles, ash urns, etc.)

The Porter Avenue and Acres Avenue Intersection Project began construction in November of 2020 and was completed in January of 2022. The Porter Avenue Streetscape project has been approved to receive federal funds to aid in the construction costs and is anticipated to be out for bid in summer of 2022 pending right of way and utility relocations and ODOT environmental review.

On September 10, 2019, the Norman City Council approved Amendment No. 2 to contract No. K-1213-165 with Garver Engineers, in the amount of \$185,500.00, for a total contract amount of \$400,800.00, for the design of the Porter Avenue Streetscape project including the portion of the project from Robinson Avenue to Hughbert Street, which coincides with the northern boundary of the Porter Avenue and Acres Street Intersection Project.

On April 28, 2020, the Norman City Council approved Amendment No. 3 to contract No. K-1213-165 with Garver Engineers, in the amount of \$175,000.00, for a total contract amount of \$575,800.00, for the design of the Porter Avenue Streetscape project, which expands the design scope to encompass the full project, adding the section of Porter Avenue from the southern boundary of the Porter Avenue and Acres Street Intersection Bond Project to Alameda Street.

On July 13 2021, the Norman City Council approved Authorization for Expenditure No. Six under on-call Contract No. K-1314-102, with Smith-Roberts Land Services (SRLS), in the amount of \$89,055, for right-of-way acquisition services.

On October 26, 2021 City Council approved Authorization for Expenditure No. Seven, under Contract No. K-1314-102 between the City of Norman, OK and Smith-Roberts Land Services, Inc., in an amount not-to-exceed \$10,884.00, to provide acquisition services under an on-call contract utilizing funds from the Porter Avenue Streetscape Bond Project.

On March 8, 2022 City Council accepted easements for parcels 6, 9, 14, and 15, for the Porter Avenue Streetscape 2019 Bond Project, for a total cost of \$44,230.00.

DISCUSSION:

Right-of-way acquisition necessary for the Porter Avenue Streetscape 2019 Bond Project, consists of thirty-three (33) separate easements on twenty (20) parcels. Smith-Roberts Land Services (SRLS) oversaw and reviewed the appraisal of each parcel, and assisted the City staff in the preparation of offer letters to each property owner affected, based on the appraised values and damages. These easements are typically small in size and have minimal impact on the existing property. The easements are usually needed to properly construct public sidewalks and driveways.

The offer letters were sent on January 10, 2022, and contained information identifying the required easements and encouraged each property owner to consider donation of the property. City staff and SRLS have met with the affected property owners individually, to answer questions and aid them in understanding the right of way acquisition process, as well as the effect it will have on their properties.

This project has been approved for federal funding for FYE 2022. In order to meet the project schedule to secure the federal funds, the City needs to acquire all associated parcels by June 2022. In an effort to encourage prompt responses to the City's offers, a second and final letter

was sent to each owner of unsecured parcels requesting that they contact the city and finalize any right of way negotiations to secure all parcels by March 8, to avoid the necessity of filing for eminent domain proceedings. Those letters were sent on February 9, 2022.

Previously, the owners of four (4) parcels, consisting of six (6) separate easements, have agreed to offers made from the City, totaling \$44,230.00. The secured easements were for parcels 6, 9, 14, and 15.

This item is for the acceptance of an additional seven (7) parcels consisting of fourteen (14) easements, totaling \$110,145.00. The secured easements are for parcels 1, 2, 3, 5, 10, 11, and 16. Funds for right-of-way acquisition are available in the Porter Avenue Streetscape 2019 Bond Project (BP0418).

RECOMMENDATION 1:

Staff recommends the above described easements be accepted, and that payment be authorized, where appropriate, and the filing be directed thereof.

E-2122-41

Parcel No: 2.1
Project No: 21728374

TEMPORARY CONSTRUCTION EASEMENT

Know all men by these presents:

That BIP, LLC, an Oklahoma limited liability company, 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, does hereby grant, bargain, sell and convey unto the City of Norman, a municipal corporation, a Temporary Construction 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, to wit:

See attached Legal Description/Exhibit for Parcel 2.1


With the right of ingress and egress to and from the same, for the purpose of surveying, laying out, constructing, maintaining, and operating a public utility(ies) and/or roadway(s) as indicated below:

TEMPORARY CONSTRUCTION

It is a condition of this easement that it shall not be filed for record and that all rights conveyed to the City of Norman by this instrument shall terminate upon completion of construction of the new ~~project~~ project.

To have and to hold the same unto the said City of Norman, its successors, and assigns until completion of construction of the proposed project pertinent to the above described parcel.

Signed and delivered this 1st day of March, 2022

 Managing Member

REPRESENTATIVE ACKNOWLEDGEMENT

STATE OF OKLAHOMA, COUNTY OF Oklahoma, SS:

Before me, the undersigned, a Notary Public in and for said County and State, on this 1st day of March, 2022 personally appeared Joshua V. Brasher, 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: July 16, 2022 Notary Public: Jamee Leann Romero

JAMEE LEANN ROMERO
Notary Public - State of Oklahoma
Commission Number 18007044
My Commission Expires Jul 16, 2022

Approved as to form and legality this _____ day of _____, 20____.

City Attorney

Approved and accepted by the Council of the City of Norman, this _____ day of _____, 20____.

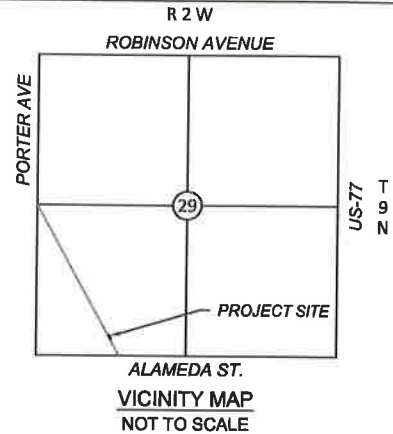
Mayor

ATTEST:

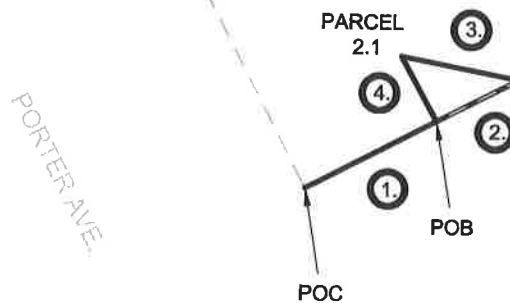
City Clerk
SEAL:

PARCEL 2.1**TEMPORARY EASEMENT**

OWNER: **BIP, LLC.**
 CITY OF NORMAN PROJECT:
PORTER AVE. STREETSCAPE



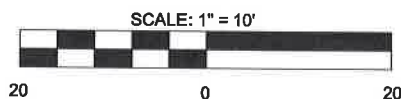
1. N62°22'13.54"E 7.95-FT
2. N62°22'13.54"E 5.00-FT
3. N79°31'29.24"W 6.48-FT
4. S29°02'49.53"E 4.00-FT

**LEGAL DESCRIPTION:****PARCEL 2.1**

A tract of land lying in the Southwest Quarter of Section Twenty Nine, Township Nine North, Range Two West of the Indian Meridian (SW/4, S29, T9N, R2W, IM), Cleveland County, Oklahoma, being more particularly described as follows:

A temporary driveway easement that runs parallel to the existing public Right of Way on the east side of Porter Ave. The Point of Commencement (POC) is the Southwest corner of LOT 1, BLOCK 28, Norman OT. From the POC, travel Northeast on a bearing of N62°22'13.54"E for a distance of 7.95-FT to the Point of Beginning (POB). From the Point of Beginning (POB), the easement extends; N62°22'13.54"E for a distance of 5.00-FT, THENCE, N79°31'29.24"W for a distance of 6.48-FT, THENCE, S29°02'49.53"E for a distance of 4.00-ft TO THE Point of Beginning (POB).

Said tract containing 10.00 square feet or 0.0002 acres, more or less.



THIS EXHIBIT IS NOT A LAND OR BOUNDARY SURVEY PLAT

	PORTER AVE. STREETSCAPE		
	PROJECT NAME		
	TEMPORARY PARCEL 2.1		
	SHEET TITLE		
CA #193 EXPIRES JUNE 30, 2022	10/11/2021 DATE	21T28374 JOB NO.	4 SHEET

Easement Table

Parcel No.	Easement No.	Grantors	Document	Cost	Comments
1	E-2122-38	Bradley K. Goodman	Permanent Easement	\$2,242.00	0.007 acres-appraised value
1.1	E-2122-39	Bradley K. Goodman	Temporary Construction Easement	\$1,013.00	0.011 acres-appraised value
2	E-2122-40	BIP, LLC, an Oklahoma limited liability company	Permanent Easement	\$28,451.00	0.020 acres-appraised value w/Damages
2.1	E-2122-41	BIP, LLC, an Oklahoma limited liability company	Temporary Construction Easement	\$19.00	0.0002 acres-appraised value
3	E-2122-42	Goodman Investments, LLC, an Oklahoma limited liability company	Permanent Easement	\$3,070.00	0.009 acres-appraised value
3.1	E-2122-43	Goodman Investments, LLC, an Oklahoma limited liability company	Temporary Construction Easement	\$1,910.00	0.021 acres-appraised value
5	E-2122-44	Goodman Investments, LLC, an Oklahoma limited liability company	Permanent Easement	\$58,380.00	0.005 acres-appraised value w/Damages
5.1	E-2122-45	Goodman Investments, LLC, an Oklahoma limited liability company	Temporary Construction Easement	\$5,440.00	0.060 acres-appraised value
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10.1	E-2122-47	North Porter Center, L.L.C.	Temporary Construction Easement	\$278.00	0.003 acres-appraised value
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16	E-2122-49	Wilson Company, LLC	Temporary Construction Easement	\$500.00	0.005 acres-appraised value
16.1	E-2122-50	Wilson Company, LLC	Temporary Driveway Easement	\$0.00	0.030 acres
16.2	E-2122-51	Wilson Company, LLC	Temporary Driveway Easement	\$0.00	0.0005 acres

PORTER AVENUE STREETSCAPE RIGHT OF WAY ACQUISITIONS					
PARCEL No.	TYPE	OWNER	STATUS		
			NEGOTIATING	AGREEMENT PENDING	SECURED
1	Permanent	Bradley K. Goodman	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1.1	Temporary	Bradley K. Goodman	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Permanent	BIP, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2.1	Temporary	BIP, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Permanent	Goodman Investments, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3.1	Temporary	Goodman Investments, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Permanent	Larry Hollingsworth, Linda Anderson, et al	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Permanent	Goodman Investments, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.1	Temporary	Goodman Investments, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	Permanent	Plaza Inn, Inc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6B	Permanent	Plaza Inn, Inc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.1	Temporary	Plaza Inn, Inc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	Permanent	Meredith and Jeff Rowland-Living Trust	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Temporary	D&J Land, LLC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Temporary	EDO, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10	Permanent	North Porter Center, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10.1	Temporary	North Porter Center, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11	Permanent	Wholesale Gasoline, Inc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12	Total Purchase	Liberty National Bank & Trust Co.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13	Permanent	Richard C Luttrell, Trustee (Norman Municipal Hospital Trust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14	Permanent	Jesse M Vaughan, 2003 Rev Liv Trt	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15	Permanent	Physicians & Surgeon Medical, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16	Temporary	The Wilson Company	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17	N/A	Moonlight Land Ownership Company, LLC	N/A	N/A	N/A
18	Permanent	Rieger LLC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.1	Temporary	Rieger LLC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	Temporary	Beatrice Yorktown Holdings, LLC, a Texas LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
20A	Permanent	Norman Regional Hospital Authority	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20B	Permanent	Norman Regional Hospital Authority	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20C	Permanent	Norman Municipal Hospital Authority	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20.1	Temporary	Norman Municipal Hospital Trust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20.2	Temporary	Norman Municipal Hospital Trust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
21	Temporary	Boomer's Express Corp.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



Item 14.

L:\CAB\Projects\374 - Porter Avenue Streetscape\DWG\ODOT Sheets\Norman Parcel Map - ODOT.dwg
Location Map - ODOT - LOCATION MAP
SCPrice
10/12/2021 4:02 PM

Porter Ave from Alameda to Gray St					
West Side					
Parcel	Sidewalk & Utility Easement	Temporary Construction Easement	Station Start	Station End	Landowner Information
16		201	111+32	111+82	S.W. Armstrong, Jr.
12	1295		101+02	102+02	Goodman Investments, LLC
12.1	337		112+02	113+42	Liberty National Bank & Trust CO.
11	43		116+96	117+22	Goodmain, Inc.
Porter Ave from Alameda to Gray St					
East Side					
Parcel	Sidewalk & Utility Easement	Temporary Construction Easement	Station Start	Station End	Landowner Information
1	287		100+07	100+42	Bradley K. Goodman
1.1		485	100+07	100+42	Bradley K. Goodman
2	871		100+62	102+02	Bl P, LLC
2.1		10	100+62	100+66	Bl P, LLC
3	392		102+82	104+22	Goodman Investments, LLC
3.1		913	102+82	104+22	Goodman Investments, LLC
4	330		104+42	105+82	Hollingsworth, Phil & Christie Ann- Rev. TRT-CO Trees 1/5
5	211		106+62	108+03	Goodman Investments, LLC
5.1		2602	106+62	108+03	Goodman Investments, LLC
6A	342		108+22	108+56	Plaza Inn, Inc.
6B	75		109+54	109+62	Plaza Inn, Inc.
6.1		2751	108+22	109+62	Plaza Inn, Inc.
7		2961	112+02	113+43	Rowland, Meredith & Jeff- Liv Trt
8		2889	112+02	113+43	D & J Land, LLC
9		58	114+22	115+62	Goodmain, Inc.
10	1296		116+63	117+22	North Porter Center, LLC
10.1		147	116+63	117+22	North Porter Center, LLC
Porter Ave from Hughbert to Robinson St					
West Side					
Parcel	Sidewalk & Utility Easement	Temporary Construction Easement	Station Start	Station End	Landowner Information
21		34	136+88	136+92	Boomer's Express Corp.
14	65		143+93	144+02	Vaughn, Jessie M - 2003 Rev Liv Trust - Trustee
15	812		144+58	145+88	Physicians & Surgeons Medical, LLC
17	546		147+92	149+22	Physicians & Surgeons Medical, LLC
18	184		149+69	150+68	Rieger, LLC
18.1		22	150+61	150+68	Rieger, LLC
19		359	155+31	155+71	Mark Stanley A- Rev Trt
Porter Ave from Hughbert to Robinson St					
East Side					
Parcel	Sidewalk & Utility Easement	Temporary Construction Easement	Station Start	Station End	Landowner Information
20.1		420	139+31	140+71	Norman Municipal Hospital Trust
13	99		143+99	144+11	Luttrell, Richard C - Trustee
20A	400		144+51	144+71	Norman Municipal Hospital Trust
20.2		1181	144+71	148+45	Norman Municipal Hospital Trust
20B	63		148+45	148+58	Norman Municipal Hospital Trust
20C	59		148+83	148+88	Norman Regional Hospital Authority

NORMAN R/W EXHIBIT

STATE JOB NO. 35321(04) SHEET NO.

342

10/11/2021 CLEVELAND COUNTY

File Attachments for Item:

15. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF EASEMENT E-2122-42: PERMANENT PUBLIC SIDEWALK AND UTILITY EASEMENT FROM GOODMAN INVESTMENTS, L.L.C., AN OKLAHOMA LIMITED LIABILITY COMPANY, IN THE AMOUNT OF \$3,070 FOR THE PORTER AVENUE STREETSCAPE 2019 BOND PROJECT.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 3/22/2022

REQUESTER: Paul D'Andrea, Capital Projects Engineer

PRESENTER: Shawn O'Leary, Public Works Director

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF EASEMENT E-2122-42: PERMANENT PUBLIC SIDEWALK AND UTILITY EASEMENT FROM GOODMAN INVESTMENTS, L.L.C., AN OKLAHOMA LIMITED LIABILITY COMPANY, IN THE AMOUNT OF \$3,070 FOR THE PORTER AVENUE STREETScape 2019 BOND PROJECT.

BACKGROUND:

The Porter Avenue Corridor from Robinson Street south to Alameda Street along with the intersection of Porter Avenue and Acres Street, has been the subject of much discussion and study over the years, due to concerns over traffic and pedestrian safety.

In 2010, Ochsner Hare & Hare, prepared a Porter Avenue Corridor Study which sought to analyze the area and provide a vision for future improvements to the corridor.

An evaluation of traffic control needs revealed that traffic volumes had reached levels that justify the installation of a new traffic signal at Porter Avenue and Acres Street. Approximately 20,000 vehicles pass through the intersection every day. An aerial photograph of the two 2019 Bond projects within the Porter Avenue Corridor is included in the exhibits to this agenda item.

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 Bond Project. The Porter Avenue Streetscape 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. Proposed improvements include:

- New sidewalks
- Driveway consolidation or elimination (access management)
- Decorative roadway and pedestrian lighting
- Landscaping
- New curb and gutter
- Street furniture (e.g., benches, trash receptacles, ash urns, etc.)

The Porter Avenue and Acres Avenue Intersection Project began construction in November of 2020 and was completed in January of 2022. The Porter Avenue Streetscape project has been approved to receive federal funds to aid in the construction costs and is anticipated to be out for bid in summer of 2022 pending right of way and utility relocations and ODOT environmental review.

On September 10, 2019, City Council approved Amendment No. 2 to Contract K-1213-165 with Garver Engineers in the amount of \$185,500 for a total contract amount of \$400,800 for the design of the Porter Avenue Streetscape project including the portion of the project from Robinson Avenue to Hughbert Street, which coincides with the northern boundary of the Porter Avenue and Acres Street Intersection Project.

On April 28, 2020, City Council approved Amendment No. 3 to Contract K-1213-165 with Garver Engineers in the amount of \$175,000 for a total contract amount of \$575,800 for the design of the Porter Avenue Streetscape project, which expands the design scope to encompass the full project, adding the section of Porter Avenue from the southern boundary of the Porter Avenue and Acres Street Intersection Bond Project to Alameda Street.

On July 13 2021, City Council approved Authorization for Expenditure No. Six under on-call Contract K-1314-102 with Smith-Roberts Land Services (SRLS), in the amount of \$89,055 for right-of-way acquisition services.

On October 26, 2021 City Council approved Authorization for Expenditure No. Seven under Contract K-1314-102 with Smith-Roberts Land Services, Inc., in an amount not-to-exceed \$10,884 to provide acquisition services under an on-call contract utilizing funds from the Porter Avenue Streetscape Bond Project.

On March 8, 2022 City Council accepted easements for parcels 6, 9, 14, and 15, for the Porter Avenue Streetscape 2019 Bond Project for a total cost of \$44,230.

DISCUSSION:

Right-of-way acquisition necessary for the Porter Avenue Streetscape 2019 Bond Project, consists of thirty-three (33) separate easements on twenty (20) parcels. Smith-Roberts Land Services (SRLS) oversaw and reviewed the appraisal of each parcel, and assisted the City staff in the preparation of offer letters to each property owner affected, based on the appraised values and damages. These easements are typically small in size and have minimal impact on the

existing property. The easements are usually needed to properly construct public sidewalks and driveways.

The offer letters were sent on January 10, 2022, and contained information identifying the required easements and encouraged each property owner to consider donation of the property. City staff and SRLS have met with the affected property owners individually, to answer questions and aid them in understanding the right of way acquisition process, as well as the effect it will have on their properties.

This project has been approved for federal funding for FYE 2022. In order to meet the project schedule to secure the federal funds, the City needs to acquire all associated parcels by June 2022. In an effort to encourage prompt responses to the City's offers, a second and final letter was sent to each owner of unsecured parcels requesting that they contact the city and finalize any right of way negotiations to secure all parcels by March 8, to avoid the necessity of filing for eminent domain proceedings. Those letters were sent on February 9, 2022.

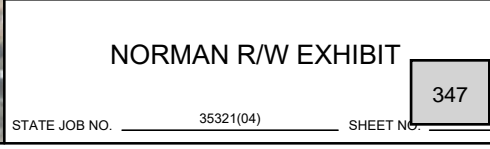
Previously, the owners of four (4) parcels, consisting of six (6) separate easements, have agreed to offers made from the City, totaling \$44,230. The secured easements were for parcels 6, 9, 14, and 15.

This item is for the acceptance of an additional seven (7) parcels consisting of fourteen (14) easements, totaling \$110,145. The secured easements are for parcels 1, 2, 3, 5, 10, 11, and 16. Funds for right-of-way acquisition are available in the Porter Avenue Streetscape 2019 Bond Project (BP0418).

RECOMMENDATION 1:

Staff recommends the above described easements be accepted, and that payment be authorized, where appropriate, and the filing be directed thereof.

Porter Ave from Hughbert to Robinson St					
East Side					
Parcel	Sidewalk & Utility Easement	Temporary Construction Easement	Station Start	Station End	Landowner Information
20.1		420	139+31	140+71	Norman Municipal Hospital Trust
13	99		143+99	144+11	Luttrell, Richard C- Trustee
20A	400		144+51	144+71	Norman Municipal Hospital Trust
20.2		1181	144+71	148+45	Norman Municipal Hospital Trust
20B	63		148+45	148+58	Norman Municipal Hospital Trust
20C	59		148+83	148+88	Norman Regional Hospital Authority



Easement Table

Parcel No.	Easement No.	Grantors	Document	Cost	Comments
1	E-2122-38	Bradley K. Goodman	Permanent Easement	\$2,242.00	0.007 acres-appraised value
1.1	E-2122-39	Bradley K. Goodman	Temporary Construction Easement	\$1,013.00	0.011 acres-appraised value
2	E-2122-40	BIP, LLC, an Oklahoma limited liability company	Permanent Easement	\$28,451.00	0.020 acres-appraised value w/Damages
2.1	E-2122-41	BIP, LLC, an Oklahoma limited liability company	Temporary Construction Easement	\$19.00	0.0002 acres-appraised value
3	E-2122-42	Goodman Investments, LLC, an Oklahoma limited liability company	Permanent Easement	\$3,070.00	0.009 acres-appraised value
3.1	E-2122-43	Goodman Investments, LLC, an Oklahoma limited liability company	Temporary Construction Easement	\$1,910.00	0.021 acres-appraised value
5	E-2122-44	Goodman Investments, LLC, an Oklahoma limited liability company	Permanent Easement	\$58,380.00	0.005 acres-appraised value w/Damages
5.1	E-2122-45	Goodman Investments, LLC, an Oklahoma limited liability company	Temporary Construction Easement	\$5,440.00	0.060 acres-appraised value
10	E-2122-46	North Porter Center, L.L.C.	Permanent Easement	\$8,342.00	0.022 acres-appraised value w/Damages
10.1	E-2122-47	North Porter Center, L.L.C.	Temporary Construction Easement	\$278.00	0.003 acres-appraised value
11	E-2122-48	Wholesale Gasoline, Inc.	Permanent Easement	\$500.00	0.001 acres-appraised value
16	E-2122-49	Wilson Company, LLC	Temporary Construction Easement	\$500.00	0.005 acres-appraised value
16.1	E-2122-50	Wilson Company, LLC	Temporary Driveway Easement	\$0.00	0.030 acres
16.2	E-2122-51	Wilson Company, LLC	Temporary Driveway Easement	\$0.00	0.0005 acres

Parcel No: 3
Project No: 21T28374

GRANT OF EASEMENT
City of Norman

Know all men by these presents:

That Goodman Investments, LLC, an Oklahoma limited liability company for and in consideration of the sum of Ten Dollars and Other Valuable Consideration (\$10.00 and OVC), 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:

See attached Legal Description/Exhibit for Parcel 3

Said tract containing 391.64 sq ft or 0.09 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 a public sidewalk and utility.

PUBLIC SIDEWALK AND UTILITIES

To have and to hold the same unto the said city, its successors, and assigns forever.

Signed and delivered this 10th day of March, 2022

Bradley K. Goodman Title Manager

REPRESENTATIVE ACKNOWLEDGEMENT

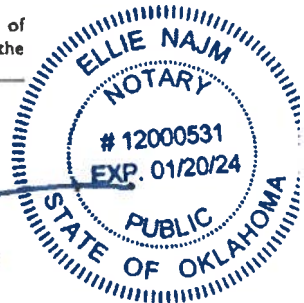
STATE OF OKLAHOMA, COUNTY OF CLEVELAND, SS:

Before me, the undersigned, a Notary Public in and for said County and State, on this 10th day of March, 2022, personally appeared Bradley K. Goodman, Manager 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: 01-20-24

Notary Public: Ellie Najm



Approved as to form and legality this _____ day of _____, 20____.

City Attorney

Approved and accepted by the Council of the City of Norman, this _____ day of _____, 20____.

Mayor

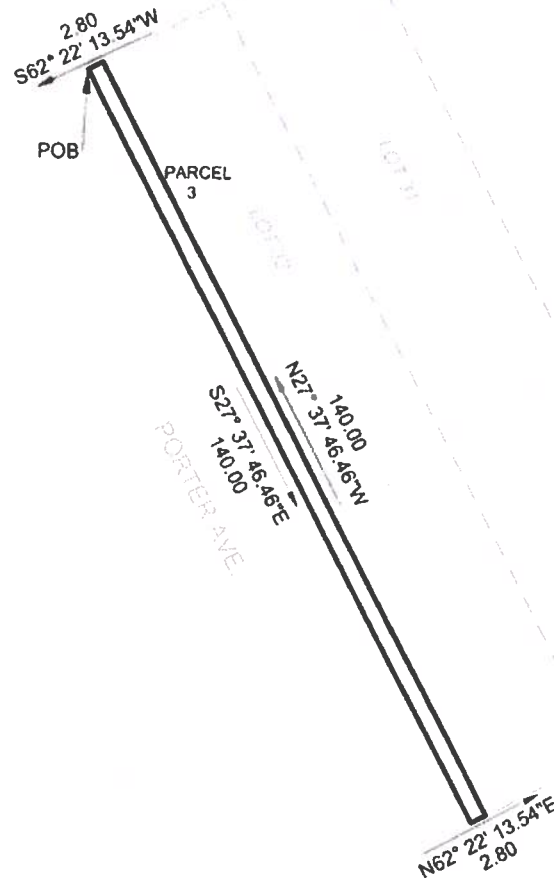
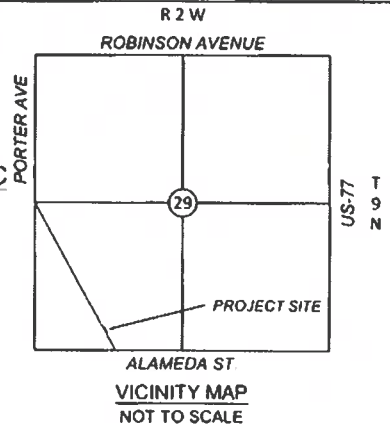
ATTEST:

City Clerk
SEAL

Parcel 3

PERMANENT EASEMENT

OWNER: Goodman Investments, LLC
CITY OF NORMAN PROJECT:
PORTER AVE. STREETSCAPE



LEGAL DESCRIPTION:

Parcel 3

A tract of land lying in the Southwest Quarter of Section Twenty Nine, Township Nine North, Range Two West of the Indian Meridian (SW/4, S29, T9N, R2W, IM), Cleveland County, Oklahoma, being more particularly described as follows:

A permanent sidewalk easement that runs parallel to the existing public Right of Way on the east side of Porter Ave. The Point of Beginning (POB) is the Northwest Corner of LOT 32, BLOCK 29, Norman OT, and then extends;

S27°37'46.46\"E for a distance of 140.00-FT, THENCE,

N62°22'13.54\"E for a distance of 2.80-FT, THENCE,


N27°37'46.46\"W for a distance of 140.00-FT, THENCE,

S62°22'13.54\"W for a distance of 2.80-FT to the Point of Beginning (POB).

Said tract containing 391.64 square feet or 0.009 acres, more or less.



THIS EXHIBIT IS NOT A LAND OR BOUNDARY SURVEY PLAT

	PORTER AVE. STREETSCAPE		
	PROJECT NAME		
	PERMANENT PARCEL 3		
	SHEET TITLE		
CA #4193 EXPIRES JUNE 30, 2022	10/11/2021 DATE	21T28374 JOB NO.	5 SHEET

PORTER AVENUE STREETSCAPE RIGHT OF WAY ACQUISITIONS					
PARCEL No.	TYPE	OWNER	STATUS		
			NEGOTIATING	AGREEMENT PENDING	SECURED
1	Permanent	Bradley K. Goodman	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1.1	Temporary	Bradley K. Goodman	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Permanent	BIP, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2.1	Temporary	BIP, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Permanent	Goodman Investments, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3.1	Temporary	Goodman Investments, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Permanent	Larry Hollingsworth, Linda Anderson, et al	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Permanent	Goodman Investments, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.1	Temporary	Goodman Investments, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	Permanent	Plaza Inn, Inc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6B	Permanent	Plaza Inn, Inc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.1	Temporary	Plaza Inn, Inc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	Permanent	Meredith and Jeff Rowland-Living Trust	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Temporary	D&J Land, LLC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Temporary	EDO, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10	Permanent	North Porter Center, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10.1	Temporary	North Porter Center, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11	Permanent	Wholesale Gasoline, Inc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12	Total Purchase	Liberty National Bank & Trust Co.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13	Permanent	Richard C Luttrell, Trustee (Norman Municipal Hospital Trust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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15	Permanent	Physicians & Surgeon Medical, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16	Temporary	The Wilson Company	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17	N/A	Moonlight Land Ownership Company, LLC	N/A	N/A	N/A
18	Permanent	Rieger LLC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.1	Temporary	Rieger LLC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	Temporary	Beatrice Yorktown Holdings, LLC, a Texas LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
20A	Permanent	Norman Regional Hospital Authority	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20B	Permanent	Norman Regional Hospital Authority	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20C	Permanent	Norman Municipal Hospital Authority	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20.1	Temporary	Norman Municipal Hospital Trust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20.2	Temporary	Norman Municipal Hospital Trust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
21	Temporary	Boomer's Express Corp.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

File Attachments for Item:

16. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF TEMPORARY EASEMENT E-2122-43: A TEMPORARY CONSTRUCTION EASEMENT FROM GOODMAN INVESTMENTS, L.L.C., AN OKLAHOMA LIMITED LIABILITY COMPANY, IN THE AMOUNT OF \$1,910 FOR THE PORTER AVENUE STREETSCAPE 2019 BOND PROJECT.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 3/22/2022

REQUESTER: Paul D'Andrea, Capital Projects Engineer

PRESENTER: Shawn O'Leary, Public Works Director

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF TEMPORARY EASEMENT E-2122-43: A TEMPORARY CONSTRUCTION EASEMENT FROM GOODMAN INVESTMENTS, L.L.C., AN OKLAHOMA LIMITED LIABILITY COMPANY, IN THE AMOUNT OF \$1,910 FOR THE PORTER AVENUE STREETSCAPE 2019 BOND PROJECT.

BACKGROUND:

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In 2010, Ochsner Hare & Hare, prepared a Porter Avenue Corridor Study which sought to analyze the area and provide a vision for future improvements to the corridor.

An evaluation of traffic control needs revealed that traffic volumes had reached levels that justify the installation of a new traffic signal at Porter Avenue and Acres Street. Approximately 20,000 vehicles pass through the intersection every day. An aerial photograph of the two 2019 Bond projects within the Porter Avenue Corridor is included in the exhibits to this agenda item.

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- New sidewalks
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DISCUSSION:

Right-of-way acquisition necessary for the Porter Avenue Streetscape 2019 Bond Project, consists of thirty-three (33) separate easements on twenty (20) parcels. Smith-Roberts Land Services (SRLS) oversaw and reviewed the appraisal of each parcel, and assisted the City staff in the preparation of offer letters to each property owner affected, based on the appraised values and damages. These easements are typically small in size and have minimal impact on the

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Previously, the owners of four (4) parcels, consisting of six (6) separate easements, have agreed to offers made from the City, totaling \$44,230. The secured easements were for parcels 6, 9, 14, and 15.

This item is for the acceptance of an additional seven (7) parcels consisting of fourteen (14) easements, totaling \$110,145. The secured easements are for parcels 1, 2, 3, 5, 10, 11, and 16. Funds for right-of-way acquisition are available in the Porter Avenue Streetscape 2019 Bond Project (BP0418).

RECOMMENDATION 1:

Staff recommends the above described easements be accepted, and that payment be authorized, where appropriate, and the filing be directed thereof.

TEMPORARY CONSTRUCTION EASEMENT

Know all men by these presents:

That Goodman Investments, LLC, an Oklahoma limited liability company, 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/does hereby grant, bargain, sell, and convey unto the City of Norman, a municipal corporation, a temporary easement over, across, and under the following described real estate and premises situated in the City of Norman, Cleveland County, Oklahoma, to wit;

A Temporary Construction Easement located in Norman, Cleveland County, Oklahoma, being more particularly described by perimeter metes and bounds as follows:

Please see attached legal description/exhibit for Parcel 3.1

With the right of ingress and egress to and from the same, for the purpose of surveying, laying out, constructing, maintaining, and operating a public right-of-way and sidewalk.

The sole purpose of this easement is to grant the City of Norman the right to work on the above-described tract of land, and includes the right to use and remove any and all sand, rock, dirt, gravel, and other road building materials from the above-described tract of land.

It is a condition of this easement that it shall not be filed of record and that all rights conveyed to the City of Norman by this instrument shall terminate upon completion of the project.

TEMPORARY CONSTRUCTION EASEMENT

To have and to hold the same unto the said city, its successors, and assigns forever.

Signed and delivered this 10th day of March, 2022

OWNER:

Bradley K Goodman manager

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 10th day of March, 2022, personally appeared Bradley K Goodman 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: 01-20-24 Notary Public: Ellie Najm



Approved as to form and legality this _____ day of _____, 20__.

City Attorney

Parcel No. 3.1

Approved and accepted by the Council of the City of Norman, this ____ day of _____, 20__.

Mayor

ATTEST:

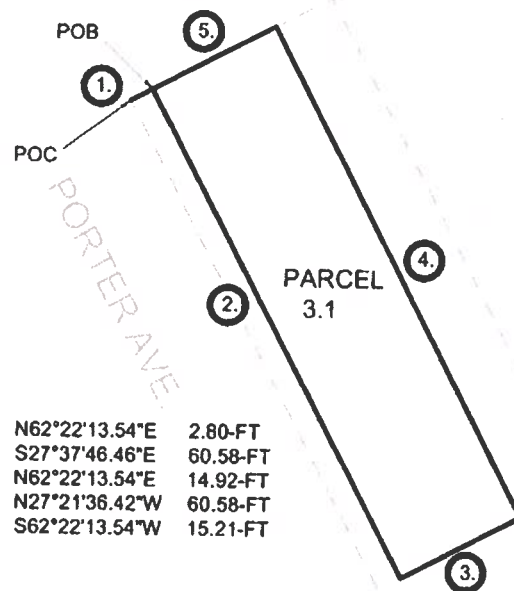
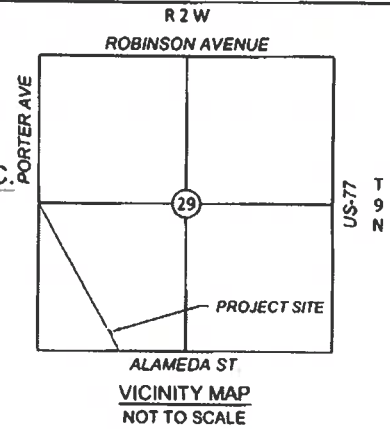
City Clerk

SEAL:

PARCEL 3.1

TEMPORARY EASEMENT

OWNER: Goodman Investments, LLC.
CITY OF NORMAN PROJECT:
PORTER AVE. STREETSCAPE



1. N62°22'13.54"E 2.80-FT
2. S27°37'46.46"E 60.58-FT
3. N62°22'13.54"E 14.92-FT
4. N27°21'36.42"W 60.58-FT
5. S62°22'13.54"W 15.21-FT

LEGAL DESCRIPTION:

PARCEL 3.1

A tract of land lying in the Southwest Quarter of Section Twenty Nine, Township Nine North, Range Two West of the Indian Meridian (SW/4, S29, T9N, R2W, IM), Cleveland County, Oklahoma, being more particularly described as follows:

A temporary construction easement that runs parallel to the existing public Right of Way on the east side of Porter Ave. The Point of Commencement (POC) is the Northwest corner of LOT 32, BLOCK 29, Norman OT. From the POC, travel Northeast on a bearing of N62°22'13.54"E for a distance of 2.80-FT to the Point of Beginning (POB). From the Point of Beginning (POB), The easement extends; S27°37'46.46"E for a distance of 60.58-FT, THENCE, N62°22'13.54"E for a distance of 14.92-FT, THENCE, N27°21'36.42"W for a distance of 60.58-FT, THENCE, S62°22'13.54"W for a distance of 15.21-ft TO THE Point of Beginning (POB).

Said tract containing 912.65 square feet or 0.021 acres, more or less.



THIS EXHIBIT IS NOT A LAND OR BOUNDARY SURVEY PLAT

	PORTER AVE. STREETSCAPE		
	PROJECT NAME		
	TEMPORARY PARCEL 3.1		
	SHEET TITLE		
CA #4193 EXPIRES JUNE 30, 2022	10/11/2021 DATE	21T28374 JOB NO.	6 SHEET

Easement Table

Parcel No.	Easement No.	Grantors	Document	Cost	Comments
1	E-2122-38	Bradley K. Goodman	Permanent Easement	\$2,242.00	0.007 acres-appraised value
1.1	E-2122-39	Bradley K. Goodman	Temporary Construction Easement	\$1,013.00	0.011 acres-appraised value
2	E-2122-40	BIP, LLC, an Oklahoma limited liability company	Permanent Easement	\$28,451.00	0.020 acres-appraised value w/Damages
2.1	E-2122-41	BIP, LLC, an Oklahoma limited liability company	Temporary Construction Easement	\$19.00	0.0002 acres-appraised value
3	E-2122-42	Goodman Investments, LLC, an Oklahoma limited liability company	Permanent Easement	\$3,070.00	0.009 acres-appraised value
3.1	E-2122-43	Goodman Investments, LLC, an Oklahoma limited liability company	Temporary Construction Easement	\$1,910.00	0.021 acres-appraised value
5	E-2122-44	Goodman Investments, LLC, an Oklahoma limited liability company	Permanent Easement	\$58,380.00	0.005 acres-appraised value w/Damages
5.1	E-2122-45	Goodman Investments, LLC, an Oklahoma limited liability company	Temporary Construction Easement	\$5,440.00	0.060 acres-appraised value
10	E-2122-46	North Porter Center, L.L.C.	Permanent Easement	\$8,342.00	0.022 acres-appraised value w/Damages
10.1	E-2122-47	North Porter Center, L.L.C.	Temporary Construction Easement	\$278.00	0.003 acres-appraised value
11	E-2122-48	Wholesale Gasoline, Inc.	Permanent Easement	\$500.00	0.001 acres-appraised value
16	E-2122-49	Wilson Company, LLC	Temporary Construction Easement	\$500.00	0.005 acres-appraised value
16.1	E-2122-50	Wilson Company, LLC	Temporary Driveway Easement	\$0.00	0.030 acres
16.2	E-2122-51	Wilson Company, LLC	Temporary Driveway Easement	\$0.00	0.0005 acres

PORTER AVENUE STREETSCAPE RIGHT OF WAY ACQUISITIONS					
PARCEL No.	TYPE	OWNER	STATUS		
			NEGOTIATING	AGREEMENT PENDING	SECURED
1	Permanent	Bradley K. Goodman	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1.1	Temporary	Bradley K. Goodman	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Permanent	BIP, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2.1	Temporary	BIP, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Permanent	Goodman Investments, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3.1	Temporary	Goodman Investments, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Permanent	Larry Hollingsworth, Linda Anderson, et al	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Permanent	Goodman Investments, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.1	Temporary	Goodman Investments, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	Permanent	Plaza Inn, Inc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6B	Permanent	Plaza Inn, Inc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.1	Temporary	Plaza Inn, Inc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	Permanent	Meredith and Jeff Rowland-Living Trust	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Temporary	D&J Land, LLC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Temporary	EDO, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10	Permanent	North Porter Center, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10.1	Temporary	North Porter Center, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11	Permanent	Wholesale Gasoline, Inc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12	Total Purchase	Liberty National Bank & Trust Co.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13	Permanent	Richard C Luttrell, Trustee (Norman Municipal Hospital Trust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14	Permanent	Jesse M Vaughan, 2003 Rev Liv Trt	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15	Permanent	Physicians & Surgeon Medical, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16	Temporary	The Wilson Company	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17	N/A	Moonlight Land Ownership Company, LLC	N/A	N/A	N/A
18	Permanent	Rieger LLC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.1	Temporary	Rieger LLC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	Temporary	Beatrice Yorktown Holdings, LLC, a Texas LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
20A	Permanent	Norman Regional Hospital Authority	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20B	Permanent	Norman Regional Hospital Authority	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20C	Permanent	Norman Municipal Hospital Authority	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20.1	Temporary	Norman Municipal Hospital Trust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20.2	Temporary	Norman Municipal Hospital Trust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
21	Temporary	Boomer's Express Corp.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



Item 16.

L:\CAB\Projects\374 - Porter Avenue Streetscape\DWG\ODOT Sheets\Norman Parcel Map - ODOT.dwg
Location Map - ODOT - LOCATION MAP
SCPrice
10/12/2021 4:02 PM

Porter Ave from Alameda to Gray St					
West Side					
Parcel	Sidewalk & Utility Easement	Temporary Construction Easement	Station Start	Station End	Landowner Information
16		201	111+32	111+82	S.W. Armstrong, Jr.
12	1295		101+02	102+02	Goodman Investments, LLC
12.1	337		112+02	113+42	Liberty National Bank & Trust CO.
11	43		116+96	117+22	Goodmain, Inc.
Porter Ave from Alameda to Gray St					
East Side					
Parcel	Sidewalk & Utility Easement	Temporary Construction Easement	Station Start	Station End	Landowner Information
1	287		100+07	100+42	Bradley K. Goodman
1.1		485	100+07	100+42	Bradley K. Goodman
2	871		100+62	102+02	Bl P, LLC
2.1		10	100+62	100+66	Bl P, LLC
3	392		102+82	104+22	Goodman Investments, LLC
3.1		913	102+82	104+22	Goodman Investments, LLC
4	330		104+42	105+82	Hollingsworth, Phil & Christie Ann- Rev. TRT-CO Trees 1/5
5	211		106+62	108+03	Goodman Investments, LLC
5.1		2602	106+62	108+03	Goodman Investments, LLC
6A	342		108+22	108+56	Plaza Inn, Inc.
6B	75		109+54	109+62	Plaza Inn, Inc.
6.1		2751	108+22	109+62	Plaza Inn, Inc.
7		2961	112+02	113+43	Rowland, Meredith & Jeff- Liv Trt
8		2889	112+02	113+43	D & J Land, LLC
9		58	114+22	115+62	Goodmain, Inc.
10	1296		116+63	117+22	North Porter Center, LLC
10.1		147	116+63	117+22	North Porter Center, LLC
Porter Ave from Hughbert to Robinson St					
West Side					
Parcel	Sidewalk & Utility Easement	Temporary Construction Easement	Station Start	Station End	Landowner Information
21		34	136+88	136+92	Boomer's Express Corp.
14	65		143+93	144+02	Vaughn, Jessie M - 2003 Rev Liv Trust - Trustee
15	812		144+58	145+88	Physicians & Surgeons Medical, LLC
17	546		147+92	149+22	Physicians & Surgeons Medical, LLC
18	184		149+69	150+68	Rieger, LLC
18.1		22	150+61	150+68	Rieger, LLC
19		359	155+31	155+71	Mark Stanley A- Rev Trt
Porter Ave from Hughbert to Robinson St					
East Side					
Parcel	Sidewalk & Utility Easement	Temporary Construction Easement	Station Start	Station End	Landowner Information
20.1		420	139+31	140+71	Norman Municipal Hospital Trust
13	99		143+99	144+11	Luttrell, Richard C - Trustee
20A	400		144+51	144+71	Norman Municipal Hospital Trust
20.2		1181	144+71	148+45	Norman Municipal Hospital Trust
20B	63		148+45	148+58	Norman Municipal Hospital Trust
20C	59		148+83	148+88	Norman Regional Hospital Authority

File Attachments for Item:

17. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF EASEMENT E-2122-44: A PERMANENT PUBLIC SIDEWALK AND UTILITY EASEMENT FROM GOODMAN INVESTMENTS, L.L.C., AN OKLAHOMA LIMITED LIABILITY COMPANY, IN THE AMOUNT OF \$58,380 FOR THE PORTER AVENUE STREETSCAPE 2019 BOND PROJECT.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 3/22/2022

REQUESTER: Paul D'Andrea, Capital Projects Engineer

PRESENTER: Shawn O'Leary, Public Works Director

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF EASEMENT E-2122-44: A PERMANENT PUBLIC SIDEWALK AND UTILITY EASEMENT FROM GOODMAN INVESTMENTS, L.L.C., AN OKLAHOMA LIMITED LIABILITY COMPANY, IN THE AMOUNT OF \$58,380 FOR THE PORTER AVENUE STREETScape 2019 BOND PROJECT.

BACKGROUND:

The Porter Avenue Corridor from Robinson Street south to Alameda Street along with the intersection of Porter Avenue and Acres Street, has been the subject of much discussion and study over the years, due to concerns over traffic and pedestrian safety.

In 2010, Ochsner Hare & Hare, prepared a Porter Avenue Corridor Study which sought to analyze the area and provide a vision for future improvements to the corridor.

An evaluation of traffic control needs revealed that traffic volumes had reached levels that justify the installation of a new traffic signal at Porter Avenue and Acres Street. Approximately 20,000 vehicles pass through the intersection every day. An aerial photograph of the two 2019 Bond projects within the Porter Avenue Corridor is included in the exhibits to this agenda item.

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 Bond Project. The Porter Avenue Streetscape 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. Proposed improvements include:

- New sidewalks
- Driveway consolidation or elimination (access management)
- Decorative roadway and pedestrian lighting
- Landscaping
- New curb and gutter
- Street furniture (e.g., benches, trash receptacles, ash urns, etc.)

The Porter Avenue and Acres Avenue Intersection Project began construction in November of 2020 and was completed in January of 2022. The Porter Avenue Streetscape project has been approved to receive federal funds to aid in the construction costs and is anticipated to be out for bid in summer of 2022 pending right of way and utility relocations and ODOT environmental review.

On September 10, 2019, City Council approved Amendment No. 2 to Contract K-1213-165 with Garver Engineers in the amount of \$185,500 for a total contract amount of \$400,800 for the design of the Porter Avenue Streetscape project including the portion of the project from Robinson Avenue to Hughbert Street, which coincides with the northern boundary of the Porter Avenue and Acres Street Intersection Project.

On April 28, 2020, City Council approved Amendment No. 3 to Contract K-1213-165 with Garver Engineers in the amount of \$175,000 for a total contract amount of \$575,800 for the design of the Porter Avenue Streetscape project, which expands the design scope to encompass the full project, adding the section of Porter Avenue from the southern boundary of the Porter Avenue and Acres Street Intersection Bond Project to Alameda Street.

On July 13 2021, City Council approved Authorization for Expenditure No. Six under on-call Contract K-1314-102 with Smith-Roberts Land Services (SRLS), in the amount of \$89,055 for right-of-way acquisition services.

On October 26, 2021 City Council approved Authorization for Expenditure No. Seven under Contract K-1314-102 with Smith-Roberts Land Services, Inc., in an amount not-to-exceed \$10,884 to provide acquisition services under an on-call contract utilizing funds from the Porter Avenue Streetscape Bond Project.

On March 8, 2022 City Council accepted easements for parcels 6, 9, 14, and 15, for the Porter Avenue Streetscape 2019 Bond Project for a total cost of \$44,230.

DISCUSSION:

Right-of-way acquisition necessary for the Porter Avenue Streetscape 2019 Bond Project, consists of thirty-three (33) separate easements on twenty (20) parcels. Smith-Roberts Land Services (SRLS) oversaw and reviewed the appraisal of each parcel, and assisted the City staff in the preparation of offer letters to each property owner affected, based on the appraised values and damages. These easements are typically small in size and have minimal impact on the

existing property. The easements are usually needed to properly construct public sidewalks and driveways.

The offer letters were sent on January 10, 2022, and contained information identifying the required easements and encouraged each property owner to consider donation of the property. City staff and SRLS have met with the affected property owners individually, to answer questions and aid them in understanding the right of way acquisition process, as well as the effect it will have on their properties.

This project has been approved for federal funding for FYE 2022. In order to meet the project schedule to secure the federal funds, the City needs to acquire all associated parcels by June 2022. In an effort to encourage prompt responses to the City's offers, a second and final letter was sent to each owner of unsecured parcels requesting that they contact the city and finalize any right of way negotiations to secure all parcels by March 8, to avoid the necessity of filing for eminent domain proceedings. Those letters were sent on February 9, 2022.

Previously, the owners of four (4) parcels, consisting of six (6) separate easements, have agreed to offers made from the City, totaling \$44,230. The secured easements were for parcels 6, 9, 14, and 15.

This item is for the acceptance of an additional seven (7) parcels consisting of fourteen (14) easements, totaling \$110,145. The secured easements are for parcels 1, 2, 3, 5, 10, 11, and 16. Funds for right-of-way acquisition are available in the Porter Avenue Streetscape 2019 Bond Project (BP0418).

RECOMMENDATION 1:

Staff recommends the above described easements be accepted, and that payment be authorized, where appropriate, and the filing be directed thereof.

Parcel No: 5
Project No: 21T28374

GRANT OF EASEMENT
City of Norman

Know all men by these presents:

That Goodman Investments, LLC, an Oklahoma limited liability company, for and in consideration of the sum of Ten Dollars and Other Valuable Consideration (\$10.00 and OVC), 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 sidewalk and 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:

See attached Legal Description/Exhibit for Parcel 5

Said tract containing 210.55 sq ft or 0.005 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 a public sidewalk and utility.

PUBLIC SIDEWALK AND UTILITIES

To have and to hold the same unto the said city, its successors, and assigns forever.

Signed and delivered this 10th day of March, 2022

Bradley K. Goodman manager

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 10th day of March, 2022, personally appeared Bradley K. Goodman, Manager 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 01-20-24 Notary Public: Ellie Najm



Approved as to form and legality this _____ day of _____, 20____.

City Attorney

Approved and accepted by the Council of the City of Norman, this _____ day of _____, 20____.

Mayor

ATTEST:

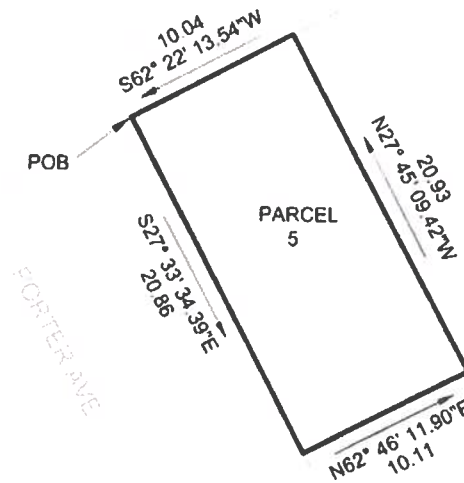
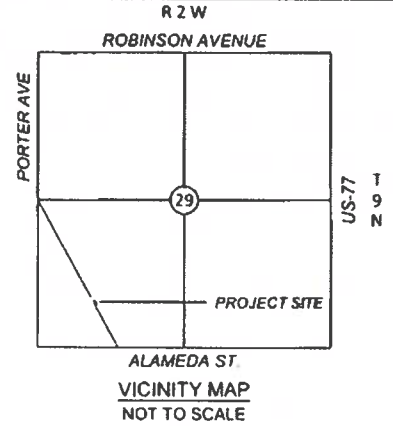
City Clerk

SEAL:

PARCEL 5

PERMANENT EASEMENT

OWNER: Goodman Investments, LLC
CITY OF NORMAN PROJECT:
PORTER AVE. STREETSCAPE



LEGAL DESCRIPTION:

Parcel 5

A tract of land lying in the Southwest Quarter of Section Twenty Nine, Township Nine North, Range Two West of the Indian Meridian (SW/4, S29, T9N, R2W, IM), Cleveland County, Oklahoma, being more particularly described as follows:

A permanent sidewalk easement that is parallel to Porter Ave on the east side of Porter Ave. The Point of Beginning is the Northwest Corner of LOT 32, BLOCK 30, Norman OT, and the easement extends;

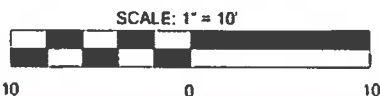
S27°33'34.39\"/>

N62°46'11.90\"/>

N27°45'09.42\"/>

S62°22'13.54\"/>

Said tract containing 210.55 square feet or 0.005 acres, more or less.



THIS EXHIBIT IS NOT A LAND OR BOUNDARY SURVEY PLAT

	PORTER AVE. STREETSCAPE		
	PROJECT NAME		
	PERMANENT PARCEL 5		
SHEET TITLE			
CA #4193 EXPIRES JUNE 30, 2022	10/11/2021 DATE	21728374 JOB NO	8 SHEET

Easement Table

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16	E-2122-49	Wilson Company, LLC	Temporary Construction Easement	\$500.00	0.005 acres-appraised value
16.1	E-2122-50	Wilson Company, LLC	Temporary Driveway Easement	\$0.00	0.030 acres
16.2	E-2122-51	Wilson Company, LLC	Temporary Driveway Easement	\$0.00	0.0005 acres

PORTER AVENUE STREETSCAPE RIGHT OF WAY ACQUISITIONS					
PARCEL No.	TYPE	OWNER	STATUS		
			NEGOTIATING	AGREEMENT PENDING	SECURED
1	Permanent	Bradley K. Goodman	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1.1	Temporary	Bradley K. Goodman	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Permanent	BIP, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2.1	Temporary	BIP, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Permanent	Goodman Investments, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3.1	Temporary	Goodman Investments, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Permanent	Larry Hollingsworth, Linda Anderson, et al	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Permanent	Goodman Investments, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.1	Temporary	Goodman Investments, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	Permanent	Plaza Inn, Inc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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6.1	Temporary	Plaza Inn, Inc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	Permanent	Meredith and Jeff Rowland-Living Trust	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Temporary	D&J Land, LLC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Temporary	EDO, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10	Permanent	North Porter Center, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10.1	Temporary	North Porter Center, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11	Permanent	Wholesale Gasoline, Inc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12	Total Purchase	Liberty National Bank & Trust Co.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13	Permanent	Richard C Luttrell, Trustee (Norman Municipal Hospital Trust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14	Permanent	Jesse M Vaughan, 2003 Rev Liv Trt	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15	Permanent	Physicians & Surgeon Medical, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16	Temporary	The Wilson Company	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17	N/A	Moonlight Land Ownership Company, LLC	N/A	N/A	N/A
18	Permanent	Rieger LLC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.1	Temporary	Rieger LLC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	Temporary	Beatrice Yorktown Holdings, LLC, a Texas LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
20A	Permanent	Norman Regional Hospital Authority	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20B	Permanent	Norman Regional Hospital Authority	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20C	Permanent	Norman Municipal Hospital Authority	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20.1	Temporary	Norman Municipal Hospital Trust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20.2	Temporary	Norman Municipal Hospital Trust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
21	Temporary	Boomer's Express Corp.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



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Location Map - ODOT - LOCATION MAP
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Porter Ave from Alameda to Gray St					
West Side					
Parcel	Sidewalk & Utility Easement	Temporary Construction Easement	Station Start	Station End	Landowner Information
16		201	111+32	111+82	S.W. Armstrong, Jr.
12	1295		101+02	102+02	Goodman Investments, LLC
12.1	337		112+02	113+42	Liberty National Bank & Trust CO.
11	43		116+96	117+22	Goodmain, Inc.
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20B	63		148+45	148+58	Norman Municipal Hospital Trust
20C	59		148+83	148+88	Norman Regional Hospital Authority

File Attachments for Item:

18. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF TEMPORARY EASEMENT E-2122-45: A TEMPORARY CONSTRUCTION EASEMENT FROM GOODMAN INVESTMENTS, L.L.C., AN OKLAHOMA LIMITED LIABILITY COMPANY, IN THE AMOUNT OF \$5,440 FOR THE PORTER AVENUE STREETSCAPE 2019 BOND PROJECT.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 3/22/2022

REQUESTER: Paul D'Andrea, Capital Projects Engineer

PRESENTER: Shawn O'Leary, Public Works Director

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF TEMPORARY EASEMENT E-2122-45: A TEMPORARY CONSTRUCTION EASEMENT FROM GOODMAN INVESTMENTS, L.L.C., AN OKLAHOMA LIMITED LIABILITY COMPANY, IN THE AMOUNT OF \$5,440 FOR THE PORTER AVENUE STREETSCAPE 2019 BOND PROJECT.

BACKGROUND:

The Porter Avenue Corridor from Robinson Street south to Alameda Street along with the intersection of Porter Avenue and Acres Street, has been the subject of much discussion and study over the years, due to concerns over traffic and pedestrian safety.

In 2010, Ochsner Hare & Hare, prepared a Porter Avenue Corridor Study which sought to analyze the area and provide a vision for future improvements to the corridor.

An evaluation of traffic control needs revealed that traffic volumes had reached levels that justify the installation of a new traffic signal at Porter Avenue and Acres Street. Approximately 20,000 vehicles pass through the intersection every day. An aerial photograph of the two 2019 Bond projects within the Porter Avenue Corridor is included in the exhibits to this agenda item.

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 Bond Project. The Porter Avenue Streetscape 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. Proposed improvements include:

- New sidewalks
- Driveway consolidation or elimination (access management)
- Decorative roadway and pedestrian lighting
- Landscaping
- New curb and gutter
- Street furniture (e.g., benches, trash receptacles, ash urns, etc.)

The Porter Avenue and Acres Avenue Intersection Project began construction in November of 2020 and was completed in January of 2022. The Porter Avenue Streetscape project has been approved to receive federal funds to aid in the construction costs and is anticipated to be out for bid in summer of 2022 pending right of way and utility relocations and ODOT environmental review.

On September 10, 2019, City Council approved Amendment No. 2 to Contract K-1213-165 with Garver Engineers in the amount of \$185,500 for a total contract amount of \$400,800 for the design of the Porter Avenue Streetscape project including the portion of the project from Robinson Avenue to Hughbert Street, which coincides with the northern boundary of the Porter Avenue and Acres Street Intersection Project.

On April 28, 2020, City Council approved Amendment No. 3 to Contract K-1213-165 with Garver Engineers in the amount of \$175,000 for a total contract amount of \$575,800 for the design of the Porter Avenue Streetscape project, which expands the design scope to encompass the full project, adding the section of Porter Avenue from the southern boundary of the Porter Avenue and Acres Street Intersection Bond Project to Alameda Street.

On July 13 2021, City Council approved Authorization for Expenditure No. Six under on-call Contract K-1314-102 with Smith-Roberts Land Services (SRLS), in the amount of \$89,055 for right-of-way acquisition services.

On October 26, 2021 City Council approved Authorization for Expenditure No. Seven under Contract K-1314-102 with Smith-Roberts Land Services, Inc., in an amount not-to-exceed \$10,884 to provide acquisition services under an on-call contract utilizing funds from the Porter Avenue Streetscape Bond Project.

On March 8, 2022 City Council accepted easements for parcels 6, 9, 14, and 15, for the Porter Avenue Streetscape 2019 Bond Project for a total cost of \$44,230.

DISCUSSION:

Right-of-way acquisition necessary for the Porter Avenue Streetscape 2019 Bond Project, consists of thirty-three (33) separate easements on twenty (20) parcels. Smith-Roberts Land Services (SRLS) oversaw and reviewed the appraisal of each parcel, and assisted the City staff in the preparation of offer letters to each property owner affected, based on the appraised values and damages. These easements are typically small in size and have minimal impact on the

existing property. The easements are usually needed to properly construct public sidewalks and driveways.

The offer letters were sent on January 10, 2022, and contained information identifying the required easements and encouraged each property owner to consider donation of the property. City staff and SRLS have met with the affected property owners individually, to answer questions and aid them in understanding the right of way acquisition process, as well as the effect it will have on their properties.

This project has been approved for federal funding for FYE 2022. In order to meet the project schedule to secure the federal funds, the City needs to acquire all associated parcels by June 2022. In an effort to encourage prompt responses to the City's offers, a second and final letter was sent to each owner of unsecured parcels requesting that they contact the city and finalize any right of way negotiations to secure all parcels by March 8, to avoid the necessity of filing for eminent domain proceedings. Those letters were sent on February 9, 2022.

Previously, the owners of four (4) parcels, consisting of six (6) separate easements, have agreed to offers made from the City, totaling \$44,230. The secured easements were for parcels 6, 9, 14, and 15.

This item is for the acceptance of an additional seven (7) parcels consisting of fourteen (14) easements, totaling \$110,145. The secured easements are for parcels 1, 2, 3, 5, 10, 11, and 16. Funds for right-of-way acquisition are available in the Porter Avenue Streetscape 2019 Bond Project (BP0418).

RECOMMENDATION 1:

Staff recommends the above described easements be accepted, and that payment be authorized, where appropriate, and the filing be directed thereof.

TEMPORARY CONSTRUCTION EASEMENT

Know all men by these presents:

That Goodman Investments, LLC, an Oklahoma limited liability company
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/does hereby grant, bargain, sell, and convey
unto the City of Norman, a municipal corporation, a temporary easement over, across, and under the
following described real estate and premises situated in the City of Norman, Cleveland County,
Oklahoma, to wit;

A Temporary Construction Easement located in Norman, Cleveland County, Oklahoma, being more particularly described by perimeter metes and bounds as follows:

Please see attached legal description/exhibit for Parcel 5.1

With the right of ingress and egress to and from the same, for the purpose of surveying, laying out, constructing, maintaining, and operating a public right-of-way and sidewalk.

The sole purpose of this easement is to grant the City of Norman the right to work on the above-described tract of land, and includes the right to use and remove any and all sand, rock, dirt, gravel, and other road building materials from the above-described tract of land.

It is a condition of this easement that it shall not be filed of record and that all rights conveyed to the City of Norman by this instrument shall terminate upon completion of the project.

TEMPORARY CONSTRUCTION EASEMENT

To have and to hold the same unto the said city, its successors, and assigns forever.

Signed and delivered this 10th day of March, 2022.

OWNER:

Bradley K Goodman Manager

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 10th day of March, 2022, personally appeared Bradley K Goodman, 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 01-20-24 Notary Public: Ellie Najm



Approved as to form and legality this _____ day of _____, 20__.

City Attorney

Parcel No. 5.1

Approved and accepted by the Council of the City of Norman, this ____ day of _____, 20__.

Mayor

ATTEST:

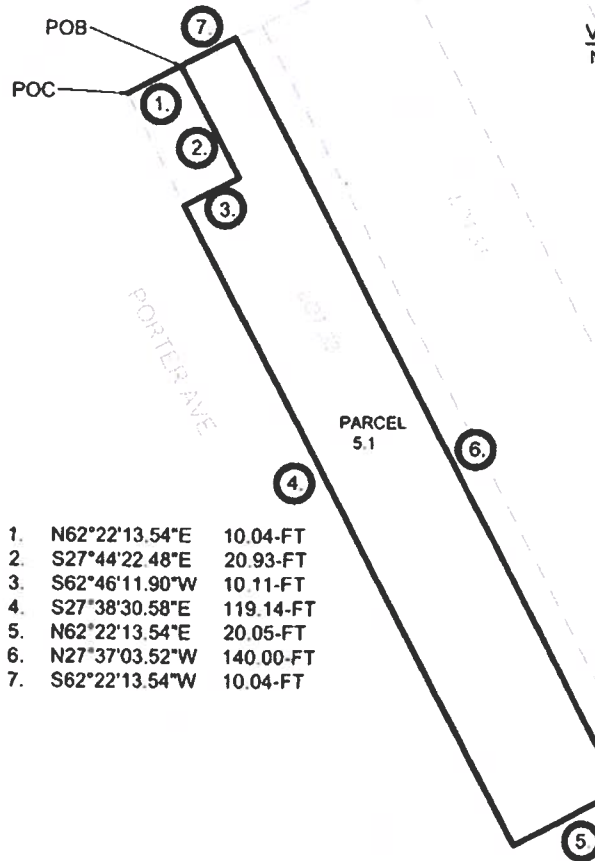
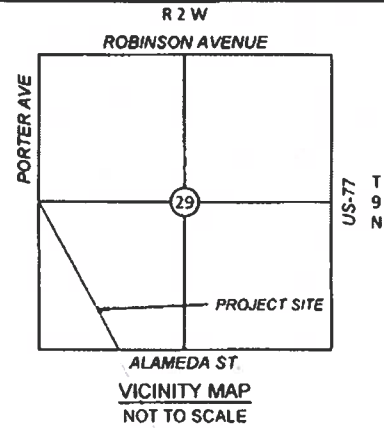
City Clerk

SEAL:

PARCEL 5.1

TEMPORARY EASEMENT

OWNER: Goodman Investments, LLC.
CITY OF NORMAN PROJECT:
PORTER AVE. STREETScape



- | | | |
|----|----------------|-----------|
| 1. | N62°22'13.54"E | 10.04-FT |
| 2. | S27°44'22.48"E | 20.93-FT |
| 3. | S62°46'11.90"W | 10.11-FT |
| 4. | S27°38'30.58"E | 119.14-FT |
| 5. | N62°22'13.54"E | 20.05-FT |
| 6. | N27°37'03.52"W | 140.00-FT |
| 7. | S62°22'13.54"W | 10.04-FT |

LEGAL DESCRIPTION:

Parcel 5.1

A tract of land lying in the Southwest Quarter of Section Twenty Nine, Township Nine North, Range Two West of the Indian Meridian (SW/4, S29, T9N, R2W, 1M), Cleveland County, Oklahoma, being more particularly described as follows:

A temporary construction easement is parallel to the existing public Right of Way on the east side of Porter Ave. The Point of Commencement (POC) is the Northwest corner of LOT 32, BLOCK 30, Norman OT. From the POC, proceed at a bearing of N62°22'13.54"E for a distance of 10.04-FT to the Point of Beginning (POB). From the POB, the easement extends;

S27°44'22.48"E for a distance of 20.93-FT, THENCE,

S62°46'11.90"W for a distance of 10.11-FT, THENCE,

S27°38'30.58"E for a distance of 119.14-FT, THENCE,

N62°22'13.54"E for a distance of 20.05-FT, THENCE,

N27°37'03.52"W for a distance of 140.00-FT, THENCE,

S62°22'13.54"W for a distance of 10.04-FT to the Point of Beginning (POB).

Said tract containing 2,601.94 square feet or 0.060 acres, more or less.



THIS EXHIBIT IS NOT A LAND OR BOUNDARY SURVEY PLAT

	PORTER AVE. STREETScape		
	PROJECT NAME		
	TEMPORARY PARCEL 5.1		
	SHEET TITLE		
08/17/2021	21T28374	8 / 24	
CA #4193 EXPIRES JUNE 30, 2022	DATE	JOB NO.	SHEET / OF

Easement Table

Parcel No.	Easement No.	Grantors	Document	Cost	Comments
1	E-2122-38	Bradley K. Goodman	Permanent Easement	\$2,242.00	0.007 acres-appraised value
1.1	E-2122-39	Bradley K. Goodman	Temporary Construction Easement	\$1,013.00	0.011 acres-appraised value
2	E-2122-40	BIP, LLC, an Oklahoma limited liability company	Permanent Easement	\$28,451.00	0.020 acres-appraised value w/Damages
2.1	E-2122-41	BIP, LLC, an Oklahoma limited liability company	Temporary Construction Easement	\$19.00	0.0002 acres-appraised value
3	E-2122-42	Goodman Investments, LLC, an Oklahoma limited liability company	Permanent Easement	\$3,070.00	0.009 acres-appraised value
3.1	E-2122-43	Goodman Investments, LLC, an Oklahoma limited liability company	Temporary Construction Easement	\$1,910.00	0.021 acres-appraised value
5	E-2122-44	Goodman Investments, LLC, an Oklahoma limited liability company	Permanent Easement	\$58,380.00	0.005 acres-appraised value w/Damages
5.1	E-2122-45	Goodman Investments, LLC, an Oklahoma limited liability company	Temporary Construction Easement	\$5,440.00	0.060 acres-appraised value
10	E-2122-46	North Porter Center, L.L.C.	Permanent Easement	\$8,342.00	0.022 acres-appraised value w/Damages
10.1	E-2122-47	North Porter Center, L.L.C.	Temporary Construction Easement	\$278.00	0.003 acres-appraised value
11	E-2122-48	Wholesale Gasoline, Inc.	Permanent Easement	\$500.00	0.001 acres-appraised value
16	E-2122-49	Wilson Company, LLC	Temporary Construction Easement	\$500.00	0.005 acres-appraised value
16.1	E-2122-50	Wilson Company, LLC	Temporary Driveway Easement	\$0.00	0.030 acres
16.2	E-2122-51	Wilson Company, LLC	Temporary Driveway Easement	\$0.00	0.0005 acres

PORTER AVENUE STREETSCAPE RIGHT OF WAY ACQUISITIONS					
PARCEL No.	TYPE	OWNER	STATUS		
			NEGOTIATING	AGREEMENT PENDING	SECURED
1	Permanent	Bradley K. Goodman	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1.1	Temporary	Bradley K. Goodman	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Permanent	BIP, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2.1	Temporary	BIP, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Permanent	Goodman Investments, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3.1	Temporary	Goodman Investments, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Permanent	Larry Hollingsworth, Linda Anderson, et al	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Permanent	Goodman Investments, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.1	Temporary	Goodman Investments, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	Permanent	Plaza Inn, Inc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6B	Permanent	Plaza Inn, Inc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.1	Temporary	Plaza Inn, Inc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	Permanent	Meredith and Jeff Rowland-Living Trust	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Temporary	D&J Land, LLC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Temporary	EDO, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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12	Total Purchase	Liberty National Bank & Trust Co.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Item 18.

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NORMAN R/W EXHIBIT

File Attachments for Item:

19. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF EASEMENT E-2122-46: A PERMANENT PUBLIC SIDEWALK AND UTILITY EASEMENT FROM NORTH PORTER CENTER, L.L.C., IN THE AMOUNT OF \$8,342 FOR THE PORTER AVENUE STREETSCAPE 2019 BOND PROJECT.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 3/22/2022

REQUESTER: Paul D'Andrea, Capital Projects Engineer

PRESENTER: Shawn O'Leary, Public Works Director

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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 Bond Project. The Porter Avenue Streetscape 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. Proposed improvements include:

- New sidewalks
- Driveway consolidation or elimination (access management)
- Decorative roadway and pedestrian lighting
- Landscaping
- New curb and gutter
- Street furniture (e.g., benches, trash receptacles, ash urns, etc.)

The Porter Avenue and Acres Avenue Intersection Project began construction in November of 2020 and was completed in January of 2022. The Porter Avenue Streetscape project has been approved to receive federal funds to aid in the construction costs and is anticipated to be out for bid in summer of 2022 pending right of way and utility relocations and ODOT environmental review.

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On March 8, 2022 City Council accepted easements for parcels 6, 9, 14, and 15, for the Porter Avenue Streetscape 2019 Bond Project for a total cost of \$44,230.

DISCUSSION:

Right-of-way acquisition necessary for the Porter Avenue Streetscape 2019 Bond Project, consists of thirty-three (33) separate easements on twenty (20) parcels. Smith-Roberts Land Services (SRLS) oversaw and reviewed the appraisal of each parcel, and assisted the City staff in the preparation of offer letters to each property owner affected, based on the appraised values and damages. These easements are typically small in size and have minimal impact on the

existing property. The easements are usually needed to properly construct public sidewalks and driveways.

The offer letters were sent on January 10, 2022, and contained information identifying the required easements and encouraged each property owner to consider donation of the property. City staff and SRLS have met with the affected property owners individually, to answer questions and aid them in understanding the right of way acquisition process, as well as the effect it will have on their properties.

This project has been approved for federal funding for FYE 2022. In order to meet the project schedule to secure the federal funds, the City needs to acquire all associated parcels by June 2022. In an effort to encourage prompt responses to the City's offers, a second and final letter was sent to each owner of unsecured parcels requesting that they contact the city and finalize any right of way negotiations to secure all parcels by March 8, to avoid the necessity of filing for eminent domain proceedings. Those letters were sent on February 9, 2022.

Previously, the owners of four (4) parcels, consisting of six (6) separate easements, have agreed to offers made from the City, totaling \$44,230. The secured easements were for parcels 6, 9, 14, and 15.

This item is for the acceptance of an additional seven (7) parcels consisting of fourteen (14) easements, totaling \$110,145. The secured easements are for parcels 1, 2, 3, 5, 10, 11, and 16. Funds for right-of-way acquisition are available in the Porter Avenue Streetscape 2019 Bond Project (BP0418).

RECOMMENDATION 1:

Staff recommends the above described easements be accepted, and that payment be authorized, where appropriate, and the filing be directed thereof.

Parcel No: 10
Project No: 21T28374

GRANT OF EASEMENT
City of Norman

Know all men by these presents:

That **North Porter Center, L.L.C.**, for and in consideration of the sum of Ten Dollars and Other Valuable Consideration (\$10.00 and OVC), 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 sidewalk and 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:

See attached Legal Description/Exhibit for Parcel 10

Said tract containing 960.21 sq ft or 0.022 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 a public sidewalk and utility.

By this Easement, the City also assures North Porter Center, LLC that private curb infrastructure located at the Western boundary of the parking areas (the portion running parallel to the current structure) on 121 through 131 N Porter Ave, Norman OK 73071, will not be disturbed or altered. Any damage to private curb or parking pavement in the course of construction or operations shall be repaired or replaced with like or superior materials.

PUBLIC SIDEWALK AND UTILITIES

To have and to hold the same unto the said city, its successors, and assigns forever.

Signed and delivered this 8 day of MARCH, 2022

Roy Woods
Roy Woods, MANAGER

REPRESENTATIVE ACKNOWLEDGEMENT

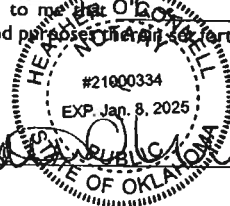
STATE OF OKLAHOMA, COUNTY OF CLEVELAND, SS:

Before me, the undersigned, a Notary Public in and for said County and State, on this 8 day of MARCH, 2022, personally appeared Roy Woods, 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: 1-8-2025

Notary Public: [Signature]



Approved as to form and legality this _____ day of _____, 20____.

City Attorney

Approved and accepted by the Council of the City of Norman, this _____ day of _____, 20____.

Mayor

ATTEST:

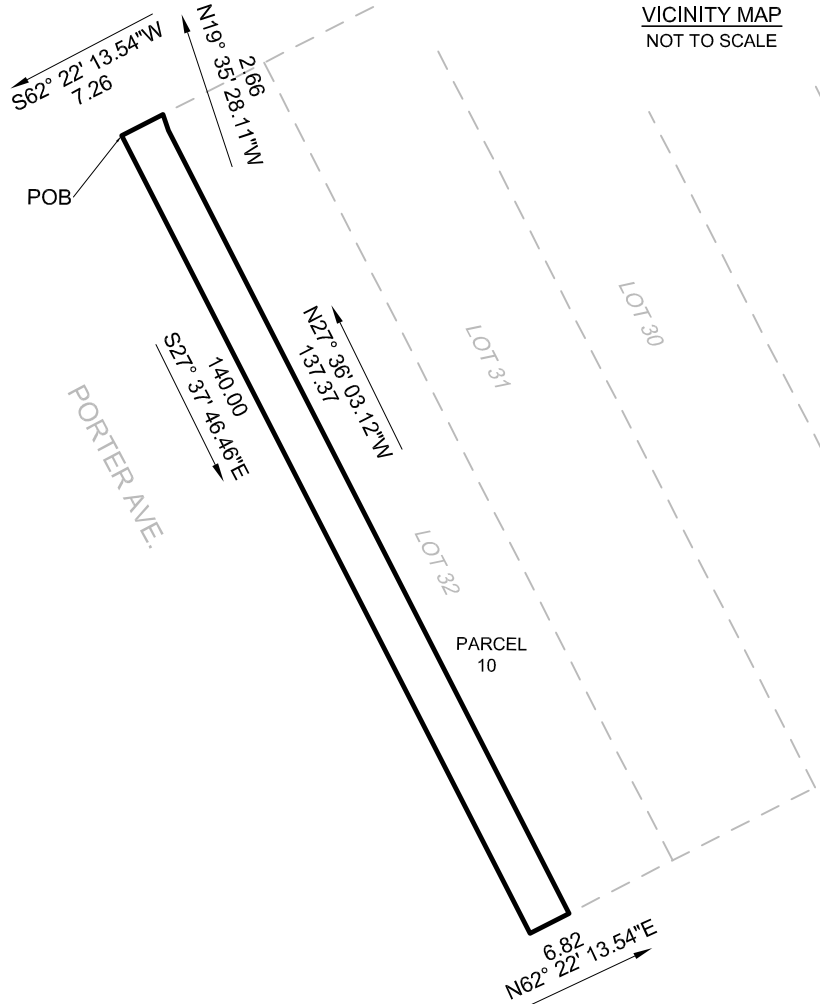
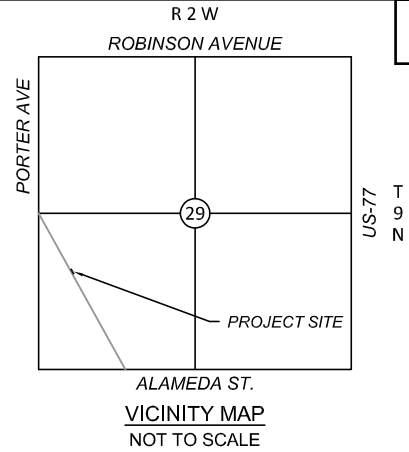
City Clerk
SEAL:

PARCEL 10

PERMANENT EASEMENT

OWNER: North Porter Center, LLC.
CITY OF NORMAN PROJECT:
PORTER AVE. STREETSCAPE

Item 19.



LEGAL DESCRIPTION:

Parcel 10

A tract of land lying in the Southwest Quarter of Section Twenty Nine, Township Nine North, Range Two West of the Indian Meridian (SW/4, S29, T9N, R2W, IM), Cleveland County, Oklahoma, being more particularly described as follows:

A permanent sidewalk easement that is parallel to the existing public Right of Way on the east side of Porter Ave. The Point of Beginning (POB) being the Northwest Corner of LOT 32, BLOCK 33, Norman OT. From the POB, the easement extends;

S27°37'46.46"E for a distance of 140.00-FT, THENCE,

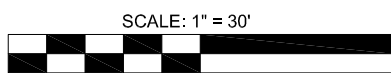
N62°22'13.54"E for a distance of 6.82-FT, THENCE,

N27°36'03.12"W for a distance of 137.37-FT, THENCE,


N19°35'28.11"W for a distance of 2.66-FT, THENCE,

S62°22'13.54"W for a distance of 7.26-FT, to the Point of Beginning (POB).

Said tract containing 960.21 square feet or 0.022 acres, more or less.



THIS EXHIBIT IS NOT A LAND OR BOUNDARY SURVEY PLAT

	PORTER AVE. STREETSCAPE			
	PROJECT NAME			
	PERMANENT PARCEL 10			
	SHEET TITLE			
CA #4193 EXPIRES JUNE 30, 2022	10/11/2021 DATE	21T28374 JOB NO.	16 SHEET	386

Easement Table

Parcel No.	Easement No.	Grantors	Document	Cost	Comments
1	E-2122-38	Bradley K. Goodman	Permanent Easement	\$2,242.00	0.007 acres-appraised value
1.1	E-2122-39	Bradley K. Goodman	Temporary Construction Easement	\$1,013.00	0.011 acres-appraised value
2	E-2122-40	BIP, LLC, an Oklahoma limited liability company	Permanent Easement	\$28,451.00	0.020 acres-appraised value w/Damages
2.1	E-2122-41	BIP, LLC, an Oklahoma limited liability company	Temporary Construction Easement	\$19.00	0.0002 acres-appraised value
3	E-2122-42	Goodman Investments, LLC, an Oklahoma limited liability company	Permanent Easement	\$3,070.00	0.009 acres-appraised value
3.1	E-2122-43	Goodman Investments, LLC, an Oklahoma limited liability company	Temporary Construction Easement	\$1,910.00	0.021 acres-appraised value
5	E-2122-44	Goodman Investments, LLC, an Oklahoma limited liability company	Permanent Easement	\$58,380.00	0.005 acres-appraised value w/Damages
5.1	E-2122-45	Goodman Investments, LLC, an Oklahoma limited liability company	Temporary Construction Easement	\$5,440.00	0.060 acres-appraised value
10	E-2122-46	North Porter Center, L.L.C.	Permanent Easement	\$8,342.00	0.022 acres-appraised value w/Damages
10.1	E-2122-47	North Porter Center, L.L.C.	Temporary Construction Easement	\$278.00	0.003 acres-appraised value
11	E-2122-48	Wholesale Gasoline, Inc.	Permanent Easement	\$500.00	0.001 acres-appraised value
16	E-2122-49	Wilson Company, LLC	Temporary Construction Easement	\$500.00	0.005 acres-appraised value
16.1	E-2122-50	Wilson Company, LLC	Temporary Driveway Easement	\$0.00	0.030 acres
16.2	E-2122-51	Wilson Company, LLC	Temporary Driveway Easement	\$0.00	0.0005 acres

PORTER AVENUE STREETSCAPE RIGHT OF WAY ACQUISITIONS					
PARCEL No.	TYPE	OWNER	STATUS		
			NEGOTIATING	AGREEMENT PENDING	SECURED
1	Permanent	Bradley K. Goodman	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1.1	Temporary	Bradley K. Goodman	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Permanent	BIP, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2.1	Temporary	BIP, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Permanent	Goodman Investments, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3.1	Temporary	Goodman Investments, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Permanent	Larry Hollingsworth, Linda Anderson, et al	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Permanent	Goodman Investments, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.1	Temporary	Goodman Investments, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	Permanent	Plaza Inn, Inc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6B	Permanent	Plaza Inn, Inc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.1	Temporary	Plaza Inn, Inc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	Permanent	Meredith and Jeff Rowland-Living Trust	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Temporary	D&J Land, LLC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Temporary	EDO, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10	Permanent	North Porter Center, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10.1	Temporary	North Porter Center, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11	Permanent	Wholesale Gasoline, Inc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12	Total Purchase	Liberty National Bank & Trust Co.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13	Permanent	Richard C Luttrell, Trustee (Norman Municipal Hospital Trust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14	Permanent	Jesse M Vaughan, 2003 Rev Liv Trt	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15	Permanent	Physicians & Surgeon Medical, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16	Temporary	The Wilson Company	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17	N/A	Moonlight Land Ownership Company, LLC	N/A	N/A	N/A
18	Permanent	Rieger LLC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.1	Temporary	Rieger LLC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	Temporary	Beatrice Yorktown Holdings, LLC, a Texas LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
20A	Permanent	Norman Regional Hospital Authority	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20B	Permanent	Norman Regional Hospital Authority	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20C	Permanent	Norman Municipal Hospital Authority	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20.1	Temporary	Norman Municipal Hospital Trust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20.2	Temporary	Norman Municipal Hospital Trust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
21	Temporary	Boomer's Express Corp.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



L:\CAB\Projects\374 - Porter Avenue Streetscape\DWG\ODOT Sheets\Norman Parcel Map - ODOT.dwg
Location Map - ODOT - LOCATION MAP
SCPrice
10/12/2021 4:02 PM

Porter Ave from Alameda to Gray St					
West Side					
Parcel	Sidewalk & Utility Easement	Temporary Construction Easement	Station Start	Station End	Landowner Information
16		201	111+32	111+82	S.W. Armstrong, Jr.
12	1295		101+02	102+02	Goodman Investments, LLC
12.1	337		112+02	113+42	Liberty National Bank & Trust CO.
11	43		116+96	117+22	Goodmain, Inc.
Porter Ave from Alameda to Gray St					
East Side					
Parcel	Sidewalk & Utility Easement	Temporary Construction Easement	Station Start	Station End	Landowner Information
1	287		100+07	100+42	Bradley K. Goodman
1.1		485	100+07	100+42	Bradley K. Goodman
2	871		100+62	102+02	Bl P, LLC
2.1		10	100+62	100+66	Bl P, LLC
3	392		102+82	104+22	Goodman Investments, LLC
3.1		913	102+82	104+22	Goodman Investments, LLC
4	330		104+42	105+82	Hollingsworth, Phil & Christie Ann- Rev. TRT-CO Trees 1/5
5	211		106+62	108+03	Goodman Investments, LLC
5.1		2602	106+62	108+03	Goodman Investments, LLC
6A	342		108+22	108+56	Plaza Inn, Inc.
6B	75		109+54	109+62	Plaza Inn, Inc.
6.1		2751	108+22	109+62	Plaza Inn, Inc.
7		2961	112+02	113+43	Rowland, Meredith & Jeff- Liv Trt
8		2889	112+02	113+43	D & J Land, LLC
9		58	114+22	115+62	Goodmain, Inc.
10	1296		116+63	117+22	North Porter Center, LLC
10.1		147	116+63	117+22	North Porter Center, LLC
Porter Ave from Hughbert to Robinson St					
West Side					
Parcel	Sidewalk & Utility Easement	Temporary Construction Easement	Station Start	Station End	Landowner Information
21		34	136+88	136+92	Boomer's Express Corp.
14	65		143+93	144+02	Vaughn, Jessie M - 2003 Rev Liv Trust - Trustee
15	812		144+58	145+88	Physicians & Surgeons Medical, LLC
17	546		147+92	149+22	Physicians & Surgeons Medical, LLC
18	184		149+69	150+68	Rieger, LLC
18.1		22	150+61	150+68	Rieger, LLC
19		359	155+31	155+71	Mark Stanley A- Rev Trt
Porter Ave from Hughbert to Robinson St					
East Side					
Parcel	Sidewalk & Utility Easement	Temporary Construction Easement	Station Start	Station End	Landowner Information
20.1		420	139+31	140+71	Norman Municipal Hospital Trust
13	99		143+99	144+11	Luttrell, Richard C - Trustee
20A	400		144+51	144+71	Norman Municipal Hospital Trust
20.2		1181	144+71	148+45	Norman Municipal Hospital Trust
20B	63		148+45	148+58	Norman Municipal Hospital Trust
20C	59		148+83	148+88	Norman Regional Hospital Authority

Item 19.

File Attachments for Item:

20. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF TEMPORARY EASEMENT E-2122-47: A TEMPORARY CONSTRUCTION EASEMENT FROM NORTH PORTER CENTER, L.L.C., IN THE AMOUNT OF \$278 FOR THE PORTER AVENUE STREETSCAPE 2019 BOND PROJECT.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 3/22/2022

REQUESTER: Paul D'Andrea, Capital Projects Engineer

PRESENTER: Shawn O'Leary, Public Works Director

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF TEMPORARY EASEMENT E-2122-47: A TEMPORARY CONSTRUCTION EASEMENT FROM NORTH PORTER CENTER, L.L.C., IN THE AMOUNT OF \$278 FOR THE PORTER AVENUE STREETSCAPE 2019 BOND PROJECT.

BACKGROUND:

The Porter Avenue Corridor from Robinson Street south to Alameda Street along with the intersection of Porter Avenue and Acres Street, has been the subject of much discussion and study over the years, due to concerns over traffic and pedestrian safety.

In 2010, Ochsner Hare & Hare, prepared a Porter Avenue Corridor Study which sought to analyze the area and provide a vision for future improvements to the corridor.

An evaluation of traffic control needs revealed that traffic volumes had reached levels that justify the installation of a new traffic signal at Porter Avenue and Acres Street. Approximately 20,000 vehicles pass through the intersection every day. An aerial photograph of the two 2019 Bond projects within the Porter Avenue Corridor is included in the exhibits to this agenda item.

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- Driveway consolidation or elimination (access management)
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This project has been approved for federal funding for FYE 2022. In order to meet the project schedule to secure the federal funds, the City needs to acquire all associated parcels by June 2022. In an effort to encourage prompt responses to the City's offers, a second and final letter was sent to each owner of unsecured parcels requesting that they contact the city and finalize any right of way negotiations to secure all parcels by March 8, to avoid the necessity of filing for eminent domain proceedings. Those letters were sent on February 9, 2022.

Previously, the owners of four (4) parcels, consisting of six (6) separate easements, have agreed to offers made from the City, totaling \$44,230. The secured easements were for parcels 6, 9, 14, and 15.

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RECOMMENDATION 1:

Staff recommends the above described easements be accepted, and that payment be authorized, where appropriate, and the filing be directed thereof.

TEMPORARY CONSTRUCTION EASEMENT

Know all men by these presents:

That North Porter Center, L.L.C., 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/does hereby grant, bargain, sell, and convey unto the City of Norman, a municipal corporation, a temporary easement over, across, and under the following described real estate and premises situated in the City of Norman, Cleveland County, Oklahoma, to wit;

A Temporary Construction Easement located in Norman, Cleveland County, Oklahoma, being more particularly described by perimeter metes and bounds as follows:

Please see attached legal description/exhibit for Parcel 10.1

With the right of ingress and egress to and from the same, for the purpose of surveying, laying out, constructing, maintaining, and operating a public right-of-way and sidewalk.

The sole purpose of this easement is to grant the City of Norman the right to work on the above-described tract of land, and includes the right to use and remove any and all sand, rock, dirt, gravel, and other road building materials from the above-described tract of land.

It is a condition of this easement that it shall not be filed of record and that all rights conveyed to the City of Norman by this instrument shall terminate upon completion of the project.

TEMPORARY CONSTRUCTION EASEMENT

To have and to hold the same unto the said city, its successors, and assigns forever.

Signed and delivered this 8 day of MARCH, 2022

OWNER:

Roy Woods
Roy Woods, MANAGER

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 8 day of MARCH, 2022 personally appeared Roy Woods, 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: 1-8-2025 Notary Public:



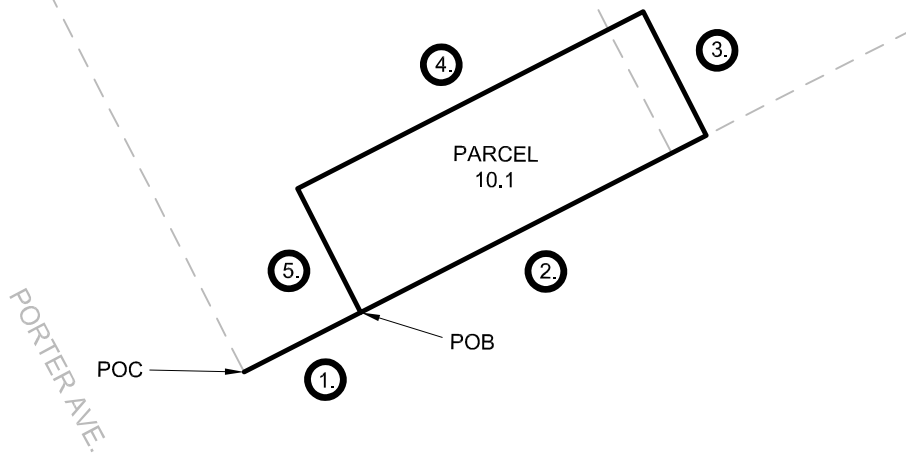
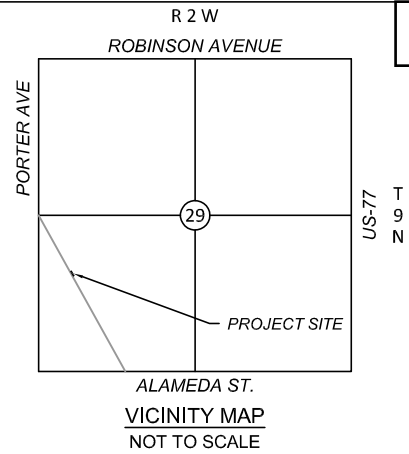
Approved as to form and legality this _____ day of _____, 20____.

City Attorney

PARCEL 10.1

TEMPORARY EASEMENT

OWNER: North Porter Center, LLC.
CITY OF NORMAN PROJECT:
PORTER AVE. STREETScape



- | | | |
|----|----------------|----------|
| 1. | N62°22'13.54"E | 6.82-FT |
| 2. | N62°22'13.54"E | 20.22-FT |
| 3. | N27°36'03.07"W | 7.24-FT |
| 4. | S62°22'13.54"W | 20.22-FT |
| 5. | S27°36'03.07"E | 7.24-FT |

LEGAL DESCRIPTION:

Parcel 10.1

A tract of land lying in the Southwest Quarter of Section Twenty Nine, Township Nine North, Range Two West of the Indian Meridian (SW/4, S29, T9N, R2W, IM), Cleveland County, Oklahoma, being more particularly described as follows:

A temporary construction easement that is parallel to the existing public Right of Way on the east side of Porter Ave. The Point of Commencement (POC) is the Southwest Corner of LOT 32, BLOCK 33, Norman OT. From the POC, proceed Northeast on a bearing of N62°22'13.54"E for a distance of 6.82-ft to the Point of Beginning (POB). From the POB, the easement extends;

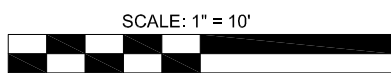
N62°22'13.54"E for a distance of 20.22-FT, THENCE,

N27°36'03.07"W for a distance of 7.24-FT, THENCE,


S62°22'13.54"W for a distance of 20.22-FT, THENCE,

S27°36'03.07"W for a distance of 7.24-FT, to the Point of Beginning (POB).

Said tract containing 146.29 square feet or 0.003 acres, more or less.



THIS EXHIBIT IS NOT A LAND OR BOUNDARY SURVEY PLAT

	PORTER AVE. STREETScape	
	PROJECT NAME	
	TEMPORARY PARCEL 10.1	
SHEET TITLE		
10/11/2021	21T28374	17
DATE	JOB NO.	SHEET
CA #4193 EXPIRES JUNE 30, 2022		395

Easement Table

Parcel No.	Easement No.	Grantors	Document	Cost	Comments
1	E-2122-38	Bradley K. Goodman	Permanent Easement	\$2,242.00	0.007 acres-appraised value
1.1	E-2122-39	Bradley K. Goodman	Temporary Construction Easement	\$1,013.00	0.011 acres-appraised value
2	E-2122-40	BIP, LLC, an Oklahoma limited liability company	Permanent Easement	\$28,451.00	0.020 acres-appraised value w/Damages
2.1	E-2122-41	BIP, LLC, an Oklahoma limited liability company	Temporary Construction Easement	\$19.00	0.0002 acres-appraised value
3	E-2122-42	Goodman Investments, LLC, an Oklahoma limited liability company	Permanent Easement	\$3,070.00	0.009 acres-appraised value
3.1	E-2122-43	Goodman Investments, LLC, an Oklahoma limited liability company	Temporary Construction Easement	\$1,910.00	0.021 acres-appraised value
5	E-2122-44	Goodman Investments, LLC, an Oklahoma limited liability company	Permanent Easement	\$58,380.00	0.005 acres-appraised value w/Damages
5.1	E-2122-45	Goodman Investments, LLC, an Oklahoma limited liability company	Temporary Construction Easement	\$5,440.00	0.060 acres-appraised value
10	E-2122-46	North Porter Center, L.L.C.	Permanent Easement	\$8,342.00	0.022 acres-appraised value w/Damages
10.1	E-2122-47	North Porter Center, L.L.C.	Temporary Construction Easement	\$278.00	0.003 acres-appraised value
11	E-2122-48	Wholesale Gasoline, Inc.	Permanent Easement	\$500.00	0.001 acres-appraised value
16	E-2122-49	Wilson Company, LLC	Temporary Construction Easement	\$500.00	0.005 acres-appraised value
16.1	E-2122-50	Wilson Company, LLC	Temporary Driveway Easement	\$0.00	0.030 acres
16.2	E-2122-51	Wilson Company, LLC	Temporary Driveway Easement	\$0.00	0.0005 acres

PORTER AVENUE STREETSCAPE RIGHT OF WAY ACQUISITIONS					
PARCEL No.	TYPE	OWNER	STATUS		
			NEGOTIATING	AGREEMENT PENDING	SECURED
1	Permanent	Bradley K. Goodman	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1.1	Temporary	Bradley K. Goodman	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Permanent	BIP, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2.1	Temporary	BIP, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Permanent	Goodman Investments, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3.1	Temporary	Goodman Investments, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Permanent	Larry Hollingsworth, Linda Anderson, et al	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Permanent	Goodman Investments, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.1	Temporary	Goodman Investments, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	Permanent	Plaza Inn, Inc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6B	Permanent	Plaza Inn, Inc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.1	Temporary	Plaza Inn, Inc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	Permanent	Meredith and Jeff Rowland-Living Trust	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Temporary	D&J Land, LLC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Temporary	EDO, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10	Permanent	North Porter Center, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10.1	Temporary	North Porter Center, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11	Permanent	Wholesale Gasoline, Inc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12	Total Purchase	Liberty National Bank & Trust Co.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13	Permanent	Richard C Luttrell, Trustee (Norman Municipal Hospital Trust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14	Permanent	Jesse M Vaughan, 2003 Rev Liv Trt	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15	Permanent	Physicians & Surgeon Medical, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16	Temporary	The Wilson Company	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17	N/A	Moonlight Land Ownership Company, LLC	N/A	N/A	N/A
18	Permanent	Rieger LLC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.1	Temporary	Rieger LLC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	Temporary	Beatrice Yorktown Holdings, LLC, a Texas LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
20A	Permanent	Norman Regional Hospital Authority	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20B	Permanent	Norman Regional Hospital Authority	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20C	Permanent	Norman Municipal Hospital Authority	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20.1	Temporary	Norman Municipal Hospital Trust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20.2	Temporary	Norman Municipal Hospital Trust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
21	Temporary	Boomer's Express Corp.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Porter Ave from Alameda to Gray St					
West Side					
Parcel	Sidewalk & Utility Easement	Temporary Construction Easement	Station Start	Station End	Landowner Information
16		201	111+32	111+82	S.W. Armstrong, Jr.
12	1295		101+02	102+02	Goodman Investments, LLC
12.1	337		112+02	113+42	Liberty National Bank & Trust CO.
11	43		116+96	117+22	Goodmain, Inc.
Porter Ave from Alameda to Gray St					
East Side					
Parcel	Sidewalk & Utility Easement	Temporary Construction Easement	Station Start	Station End	Landowner Information
1	287		100+07	100+42	Bradley K. Goodman
1.1		485	100+07	100+42	Bradley K. Goodman
2	871		100+62	102+02	BIP, LLC
2.1		10	100+62	100+66	BIP, LLC
3	392		102+82	104+22	Goodman Investments, LLC
3.1		913	102+82	104+22	Goodman Investments, LLC
4	330		104+42	105+82	Hollingsworth, Phil & Christie Ann-Rev. TRT-CO Trees 1/5
5	211		106+62	108+03	Goodman Investments, LLC
5.1		2602	106+62	108+03	Goodman Investments, LLC
6A	342		108+22	108+56	Plaza Inn, Inc.
6B	75		109+54	109+62	Plaza Inn, Inc.
6.1		2751	108+22	109+62	Plaza Inn, Inc.
7		2961	112+02	113+43	Rowland, Meredith & Jeff- Liv Trt
8		2889	112+02	113+43	D & J Land, LLC
9		58	114+22	115+62	Goodmain, Inc.
10	1296		116+63	117+22	North Porter Center, LLC
10.1		147	116+63	117+22	North Porter Center, LLC
Porter Ave from Hughbert to Robinson St					
West Side					
Parcel	Sidewalk & Utility Easement	Temporary Construction Easement	Station Start	Station End	Landowner Information
21		34	136+88	136+92	Boomer's Express Corp.
14	65		143+93	144+02	Vaughn, Jessie M - 2003 Rev Liv Trust - Trustee
15	812		144+58	145+88	Physicians & Surgeons Medical, LLC
17	546		147+92	149+22	Physicians & Surgeons Medical, LLC
18	184		149+69	150+68	Rieger, LLC
18.1		22	150+61	150+68	Rieger, LLC
19		359	155+31	155+71	Mark Stanley A-Rev Trt
Porter Ave from Hughbert to Robinson St					
East Side					
Parcel	Sidewalk & Utility Easement	Temporary Construction Easement	Station Start	Station End	Landowner Information
20.1		420	139+31	140+71	Norman Municipal Hospital Trust
13	99		143+99	144+11	Luttrell, Richard C - Trustee
20A	400		144+51	144+71	Norman Municipal Hospital Trust
20.2		1181	144+71	148+45	Norman Municipal Hospital Trust
20B	63		148+45	148+58	Norman Municipal Hospital Trust
20C	59		148+83	148+88	Norman Regional Hospital Authority

File Attachments for Item:

21. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF EASEMENT E-2122-48: A PERMANENT PUBLIC SIDEWALK AND UTILITY EASEMENT FROM WHOLESAL GASOLINE, INC., IN THE AMOUNT OF \$500 FOR THE PORTER AVENUE STREETScape 2019 BOND PROJECT.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 3/22/2022

REQUESTER: Paul D'Andrea, Capital Projects Engineer

PRESENTER: Shawn O'Leary, Public Works Director

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF EASEMENT E-2122-48: A PERMANENT PUBLIC SIDEWALK AND UTILITY EASEMENT FROM WHOLESALE GASOLINE, INC., IN THE AMOUNT OF \$500 FOR THE PORTER AVENUE STREETScape 2019 BOND PROJECT.

BACKGROUND:

The Porter Avenue Corridor from Robinson Street south to Alameda Street along with the intersection of Porter Avenue and Acres Street, has been the subject of much discussion and study over the years, due to concerns over traffic and pedestrian safety.

In 2010, Ochsner Hare & Hare, prepared a Porter Avenue Corridor Study which sought to analyze the area and provide a vision for future improvements to the corridor.

An evaluation of traffic control needs revealed that traffic volumes had reached levels that justify the installation of a new traffic signal at Porter Avenue and Acres Street. Approximately 20,000 vehicles pass through the intersection every day. An aerial photograph of the two 2019 Bond projects within the Porter Avenue Corridor is included in the exhibits to this agenda item.

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 Bond Project. The Porter Avenue Streetscape 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. Proposed improvements include:

- New sidewalks
- Driveway consolidation or elimination (access management)
- Decorative roadway and pedestrian lighting
- Landscaping
- New curb and gutter
- Street furniture (e.g., benches, trash receptacles, ash urns, etc.)

The Porter Avenue and Acres Avenue Intersection Project began construction in November of 2020 and was completed in January of 2022. The Porter Avenue Streetscape project has been approved to receive federal funds to aid in the construction costs and is anticipated to be out for bid in summer of 2022 pending right of way and utility relocations and ODOT environmental review.

On September 10, 2019, City Council approved Amendment No. 2 to Contract K-1213-165 with Garver Engineers in the amount of \$185,500 for a total contract amount of \$400,800 for the design of the Porter Avenue Streetscape project including the portion of the project from Robinson Avenue to Hughbert Street, which coincides with the northern boundary of the Porter Avenue and Acres Street Intersection Project.

On April 28, 2020, City Council approved Amendment No. 3 to Contract K-1213-165 with Garver Engineers in the amount of \$175,000 for a total contract amount of \$575,800 for the design of the Porter Avenue Streetscape project, which expands the design scope to encompass the full project, adding the section of Porter Avenue from the southern boundary of the Porter Avenue and Acres Street Intersection Bond Project to Alameda Street.

On July 13 2021, City Council approved Authorization for Expenditure No. Six under on-call Contract K-1314-102 with Smith-Roberts Land Services (SRLS), in the amount of \$89,055 for right-of-way acquisition services.

On October 26, 2021 City Council approved Authorization for Expenditure No. Seven under Contract K-1314-102 with Smith-Roberts Land Services, Inc., in an amount not-to-exceed \$10,884 to provide acquisition services under an on-call contract utilizing funds from the Porter Avenue Streetscape Bond Project.

On March 8, 2022 City Council accepted easements for parcels 6, 9, 14, and 15, for the Porter Avenue Streetscape 2019 Bond Project for a total cost of \$44,230.

DISCUSSION:

Right-of-way acquisition necessary for the Porter Avenue Streetscape 2019 Bond Project, consists of thirty-three (33) separate easements on twenty (20) parcels. Smith-Roberts Land Services (SRLS) oversaw and reviewed the appraisal of each parcel, and assisted the City staff in the preparation of offer letters to each property owner affected, based on the appraised values and damages. These easements are typically small in size and have minimal impact on the

existing property. The easements are usually needed to properly construct public sidewalks and driveways.

The offer letters were sent on January 10, 2022, and contained information identifying the required easements and encouraged each property owner to consider donation of the property. City staff and SRLS have met with the affected property owners individually, to answer questions and aid them in understanding the right of way acquisition process, as well as the effect it will have on their properties.

This project has been approved for federal funding for FYE 2022. In order to meet the project schedule to secure the federal funds, the City needs to acquire all associated parcels by June 2022. In an effort to encourage prompt responses to the City's offers, a second and final letter was sent to each owner of unsecured parcels requesting that they contact the city and finalize any right of way negotiations to secure all parcels by March 8, to avoid the necessity of filing for eminent domain proceedings. Those letters were sent on February 9, 2022.

Previously, the owners of four (4) parcels, consisting of six (6) separate easements, have agreed to offers made from the City, totaling \$44,230. The secured easements were for parcels 6, 9, 14, and 15.

This item is for the acceptance of an additional seven (7) parcels consisting of fourteen (14) easements, totaling \$110,145. The secured easements are for parcels 1, 2, 3, 5, 10, 11, and 16. Funds for right-of-way acquisition are available in the Porter Avenue Streetscape 2019 Bond Project (BP0418).

RECOMMENDATION 1:

Staff recommends the above described easements be accepted, and that payment be authorized, where appropriate, and the filing be directed thereof.

E-2122-48

Item 21.

Parcel No: 11
Project No: 21T28374

GRANT OF EASEMENT

City of Norman

Know all men by these presents:

That Wholesale Gasoline, Inc. for and in consideration of the sum of Ten Dollars and Other Valuable Consideration (\$10.00 and OVC), 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 sidewalk and 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:

See attached Legal Description/Exhibit for Parcel 11

Said tract containing 42.50 sq ft or 0.001 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 a public sidewalk and utility.

PUBLIC SIDEWALK AND UTILITIES

To have and to hold the same unto the said city, its successors, and assigns forever.

Signed and delivered this 8th day of MARCH, 2022.

John Traw
President

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 8 day of March, 2022, personally appeared John Traw, to me known to be the identical person(s) who executed the foregoing grant of easement and acknowledged to me that _____ executed the same as _____ 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: 09/15/22 Notary Public: Elisa Terrell

Approved as to form and legality this 8 day of March, 2022



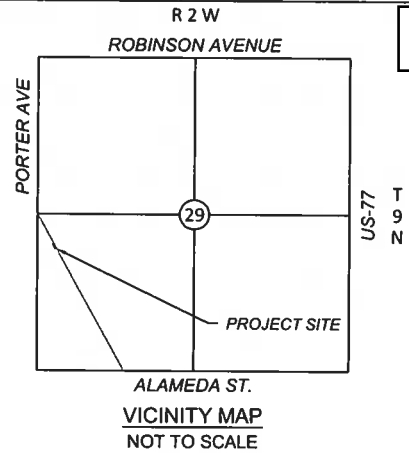
City Attorney

Approved and accepted by the Council of the City of Norman, this _____ day of _____, 20____.

PARCEL 11

PERMANENT EASEMENT

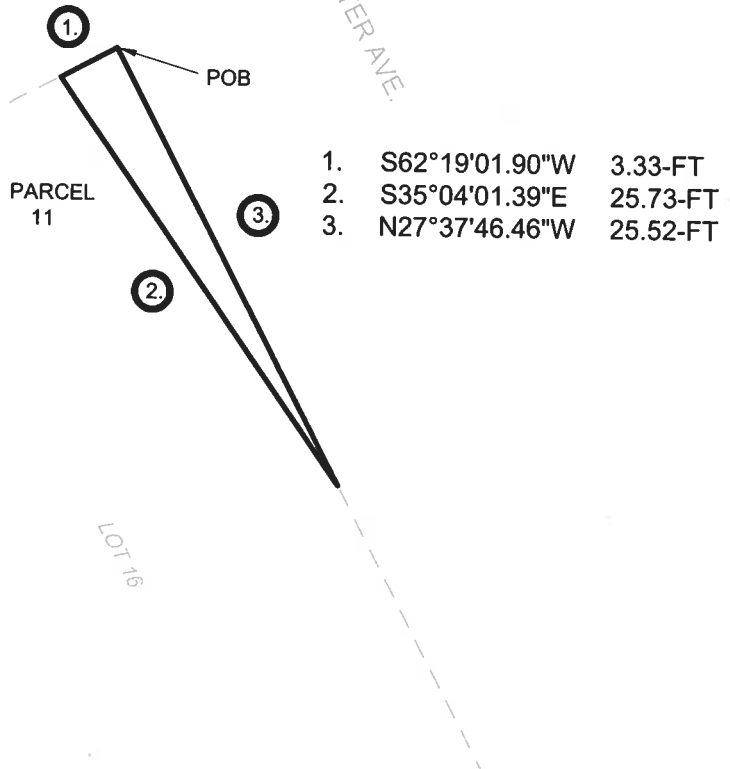
OWNER: Wholesale Gasoline, Inc.
CITY OF NORMAN PROJECT:
PORTER AVE. STREETSCAPE



Item 21.

MAIN ST.

PORTER AVE.



LEGAL DESCRIPTION:

Parcel 11

A tract of land lying in the Southwest Quarter of Section Twenty Nine, Township Nine North, Range Two West of the Indian Meridian (SW/4, S29, T9N, R2W, 1M), Cleveland County, Oklahoma, being more particularly described as follows:

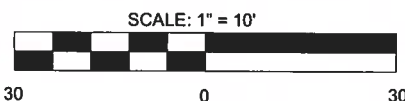
A permanent sidewalk easement that is parallel to Porter Ave, and lies on the West side of Porter Ave. The Point of Beginning (POB) is the Northeast corner of LOT 16, BLOCK 23, Norman, Original Township. From the POB, the easement extends;

S62°19'01.90"W for a distance of 3.33-FT, THENCE,

S35°04'01.39"E for a distance of 25.73-FT, THENCE,

N27°37'46.46"W for a distance of 25.52-FT to the Point of Beginning (POB).

Said tract containing 42.50 square feet or 0.001 acres, more or less.



THIS EXHIBIT IS NOT A LAND OR BOUNDARY SURVEY PLAT

GARVER

PORTER AVE. STREETSCAPE
PROJECT NAME

PERMANENT PARCEL 11
SHEET TITLE

CA #4193 EXPIRES
JUNE 30, 2022

10/11/2021
DATE

21T28374
JOB NO.

18
SHEET

404

Easement Table

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10.1		147	116+63	117+22	North Porter Center, LLC
Porter Ave from Hughbert to Robinson St					
West Side					
Parcel	Sidewalk & Utility Easement	Temporary Construction Easement	Station Start	Station End	Landowner Information
21		34	136+88	136+92	Boomer's Express Corp.
14	65		143+93	144+02	Vaughn, Jessie M - 2003 Rev Liv Trust - Trustee
15	812		144+58	145+88	Physicians & Surgeons Medical, LLC
17	546		147+92	149+22	Physicians & Surgeons Medical, LLC
18	184		149+69	150+68	Rieger, LLC
18.1		22	150+61	150+68	Rieger, LLC
19		359	155+31	155+71	Mark Stanley A- Rev Trt
Porter Ave from Hughbert to Robinson St					
East Side					
Parcel	Sidewalk & Utility Easement	Temporary Construction Easement	Station Start	Station End	Landowner Information
20.1		420	139+31	140+71	Norman Municipal Hospital Trust
13	99		143+99	144+11	Uttrell, Richard C - Trustee
20A	400		144+51	144+71	Norman Municipal Hospital Trust
20.2		1181	144+71	148+45	Norman Municipal Hospital Trust
20B	63		148+45	148+58	Norman Municipal Hospital Trust
20C	59		148+83	148+88	Norman Regional Hospital Authority

File Attachments for Item:

22. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF TEMPORARY EASEMENT E-2122-49: A
TEMPORARY CONSTRUCTION EASEMENT FROM WILSON COMPANY, L.L.C., IN
THE AMOUNT OF \$500 FOR THE PORTER AVENUE STREETScape 2019 BOND
PROJECT.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 3/22/2022

REQUESTER: Paul D'Andrea, Capital Projects Engineer

PRESENTER: Shawn O'Leary, Public Works Director

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF TEMPORARY EASEMENT E-2122-49: A TEMPORARY CONSTRUCTION EASEMENT FROM WILSON COMPANY, L.L.C., IN THE AMOUNT OF \$500 FOR THE PORTER AVENUE STREETScape 2019 BOND PROJECT.

BACKGROUND:

The Porter Avenue Corridor from Robinson Street south to Alameda Street along with the intersection of Porter Avenue and Acres Street, has been the subject of much discussion and study over the years, due to concerns over traffic and pedestrian safety.

In 2010, Ochsner Hare & Hare, prepared a Porter Avenue Corridor Study which sought to analyze the area and provide a vision for future improvements to the corridor.

An evaluation of traffic control needs revealed that traffic volumes had reached levels that justify the installation of a new traffic signal at Porter Avenue and Acres Street. Approximately 20,000 vehicles pass through the intersection every day. An aerial photograph of the two 2019 Bond projects within the Porter Avenue Corridor is included in the exhibits to this agenda item.

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 Bond Project. The Porter Avenue Streetscape 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. Proposed improvements include:

- New sidewalks
- Driveway consolidation or elimination (access management)
- Decorative roadway and pedestrian lighting
- Landscaping
- New curb and gutter
- Street furniture (e.g., benches, trash receptacles, ash urns, etc.)

The Porter Avenue and Acres Avenue Intersection Project began construction in November of 2020 and was completed in January of 2022. The Porter Avenue Streetscape project has been approved to receive federal funds to aid in the construction costs and is anticipated to be out for bid in summer of 2022 pending right of way and utility relocations and ODOT environmental review.

On September 10, 2019, City Council approved Amendment No. 2 to Contract K-1213-165 with Garver Engineers in the amount of \$185,500 for a total contract amount of \$400,800 for the design of the Porter Avenue Streetscape project including the portion of the project from Robinson Avenue to Hughbert Street, which coincides with the northern boundary of the Porter Avenue and Acres Street Intersection Project.

On April 28, 2020, City Council approved Amendment No. 3 to Contract K-1213-165 with Garver Engineers in the amount of \$175,000 for a total contract amount of \$575,800 for the design of the Porter Avenue Streetscape project, which expands the design scope to encompass the full project, adding the section of Porter Avenue from the southern boundary of the Porter Avenue and Acres Street Intersection Bond Project to Alameda Street.

On July 13 2021, City Council approved Authorization for Expenditure No. Six under on-call Contract K-1314-102 with Smith-Roberts Land Services (SRLS), in the amount of \$89,055 for right-of-way acquisition services.

On October 26, 2021 City Council approved Authorization for Expenditure No. Seven under Contract K-1314-102 with Smith-Roberts Land Services, Inc., in an amount not-to-exceed \$10,884 to provide acquisition services under an on-call contract utilizing funds from the Porter Avenue Streetscape Bond Project.

On March 8, 2022 City Council accepted easements for parcels 6, 9, 14, and 15, for the Porter Avenue Streetscape 2019 Bond Project for a total cost of \$44,230.

DISCUSSION:

Right-of-way acquisition necessary for the Porter Avenue Streetscape 2019 Bond Project, consists of thirty-three (33) separate easements on twenty (20) parcels. Smith-Roberts Land Services (SRLS) oversaw and reviewed the appraisal of each parcel, and assisted the City staff in the preparation of offer letters to each property owner affected, based on the appraised values and damages. These easements are typically small in size and have minimal impact on the

existing property. The easements are usually needed to properly construct public sidewalks and driveways.

The offer letters were sent on January 10, 2022, and contained information identifying the required easements and encouraged each property owner to consider donation of the property. City staff and SRLS have met with the affected property owners individually, to answer questions and aid them in understanding the right of way acquisition process, as well as the effect it will have on their properties.

This project has been approved for federal funding for FYE 2022. In order to meet the project schedule to secure the federal funds, the City needs to acquire all associated parcels by June 2022. In an effort to encourage prompt responses to the City's offers, a second and final letter was sent to each owner of unsecured parcels requesting that they contact the city and finalize any right of way negotiations to secure all parcels by March 8, to avoid the necessity of filing for eminent domain proceedings. Those letters were sent on February 9, 2022.

Previously, the owners of four (4) parcels, consisting of six (6) separate easements, have agreed to offers made from the City, totaling \$44,230. The secured easements were for parcels 6, 9, 14, and 15.

This item is for the acceptance of an additional seven (7) parcels consisting of fourteen (14) easements, totaling \$110,145. The secured easements are for parcels 1, 2, 3, 5, 10, 11, and 16. Funds for right-of-way acquisition are available in the Porter Avenue Streetscape 2019 Bond Project (BP0418).

RECOMMENDATION 1:

Staff recommends the above described easements be accepted, and that payment be authorized, where appropriate, and the filing be directed thereof.

TEMPORARY CONSTRUCTION EASEMENT**Know all men by these presents:**

That The Wilson Company, 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/does hereby grant, bargain, sell, and convey unto the City of Norman, a municipal corporation, a temporary easement over, across, and under the following described real estate and premises situated in the City of Norman, Cleveland County, Oklahoma, to wit;

A Temporary Construction Easement located in Norman, Cleveland County, Oklahoma, being more particularly described by perimeter metes and bounds as follows:

Please see attached legal description/exhibit for Parcel 16

With the right of ingress and egress to and from the same, for the purpose of surveying, laying out, constructing, maintaining, and operating a public right-of-way and sidewalk.

The sole purpose of this easement is to grant the City of Norman the right to work on the above-described tract of land, and includes the right to use and remove any and all sand, rock, dirt, gravel, and other road building materials from the above-described tract of land.

It is a condition of this easement that it shall not be filed of record and that all rights conveyed to the City of Norman by this instrument shall terminate upon completion of the project.

TEMPORARY CONSTRUCTION EASEMENT

To have and to hold the same unto the said city, its successors, and assigns forever.

Signed and delivered this 10 day of May, 2022

OWNER:

[Signature] managing member

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 10 day of May, 2022, personally appeared Seceta Wilson, to me known to be the Manager for the LLC who executed the foregoing grant of easement and acknowledged to me that she executed the same as her 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: 02/02/26 Notary Public: Andrew James Schulz



Approved as to form and legality this _____ day of _____, 20__.

City Attorney

Approved and accepted by the Council of the City of Norman, this ____ day of _____, 20__.

Mayor

ATTEST:

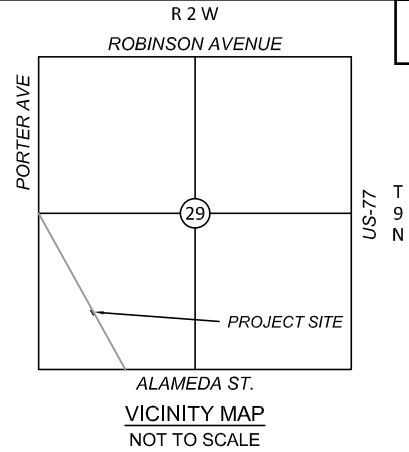
City Clerk

SEAL:

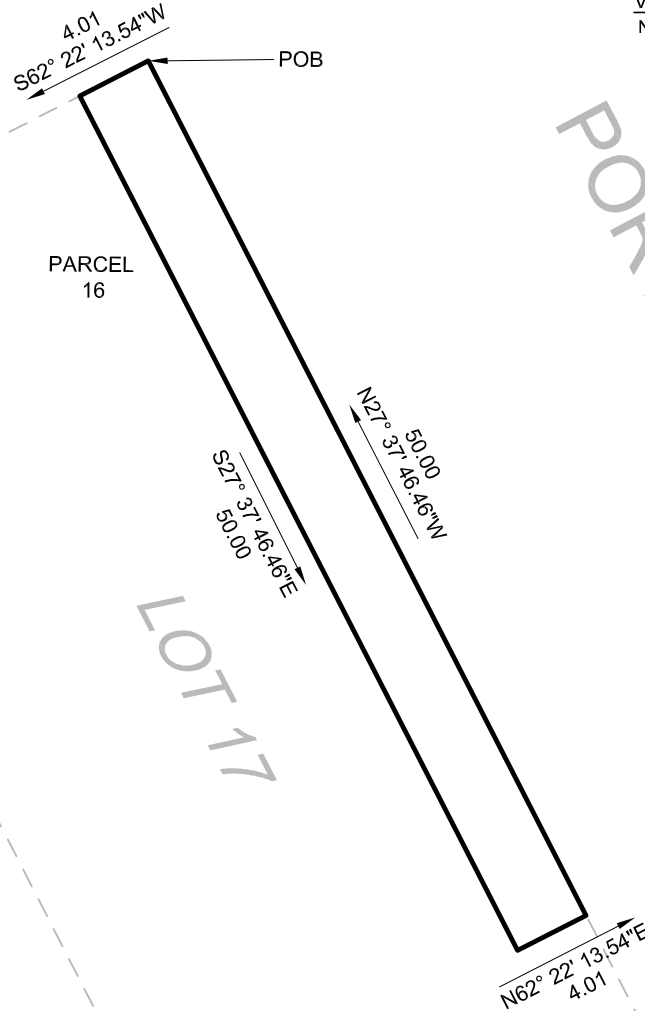
PARCEL 16

TEMPORARY EASEMENT

OWNER: The Wilson Company, LLC
CITY OF NORMAN PROJECT:
PORTER AVE. STREETSCAPE



Item 22.



LEGAL DESCRIPTION:

Parcel 16

A tract of land lying in the Southwest Quarter of Section Twenty Nine, Township Nine North, Range Two West of the Indian Meridian (SW/4, S29, T9N, R2W, IM), Cleveland County, Oklahoma, being more particularly described as follows:

A temporary construction easement that is parallel to Porter Ave, and lies on the West side of Porter Ave. The Point of Beginning (POB) is the Northeast corner of LOT 17, BLOCK 24, Norman OT. From the POB, the easement extends;

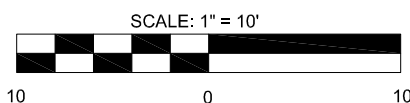
S62°22'13.54"W for a distance of 4.01-FT, THENCE,

N27°37'46.46"E for a distance of 50.00-FT, THENCE,

N62°22'13.54"E for a distance of 4.01-FT, THENCE,

N27°37'46.46"W for a distance of 50.00-FT to the Point of Beginning (POB) .

Said tract containing 200.64 square feet or 0.005 acres, more or less.



THIS EXHIBIT IS NOT A LAND OR BOUNDARY SURVEY PLAT

	PORTER AVE. STREETSCAPE		
	PROJECT NAME		
	TEMPORARY PARCEL 16		
	SHEET TITLE		
CA #4193 EXPIRES JUNE 30, 2022	10/11/2021 DATE	21T28374 JOB NO.	24 SHEET
			414

Easement Table

Parcel No.	Easement No.	Grantors	Document	Cost	Comments
1	E-2122-38	Bradley K. Goodman	Permanent Easement	\$2,242.00	0.007 acres-appraised value
1.1	E-2122-39	Bradley K. Goodman	Temporary Construction Easement	\$1,013.00	0.011 acres-appraised value
2	E-2122-40	BIP, LLC, an Oklahoma limited liability company	Permanent Easement	\$28,451.00	0.020 acres-appraised value w/Damages
2.1	E-2122-41	BIP, LLC, an Oklahoma limited liability company	Temporary Construction Easement	\$19.00	0.0002 acres-appraised value
3	E-2122-42	Goodman Investments, LLC, an Oklahoma limited liability company	Permanent Easement	\$3,070.00	0.009 acres-appraised value
3.1	E-2122-43	Goodman Investments, LLC, an Oklahoma limited liability company	Temporary Construction Easement	\$1,910.00	0.021 acres-appraised value
5	E-2122-44	Goodman Investments, LLC, an Oklahoma limited liability company	Permanent Easement	\$58,380.00	0.005 acres-appraised value w/Damages
5.1	E-2122-45	Goodman Investments, LLC, an Oklahoma limited liability company	Temporary Construction Easement	\$5,440.00	0.060 acres-appraised value
10	E-2122-46	North Porter Center, L.L.C.	Permanent Easement	\$8,342.00	0.022 acres-appraised value w/Damages
10.1	E-2122-47	North Porter Center, L.L.C.	Temporary Construction Easement	\$278.00	0.003 acres-appraised value
11	E-2122-48	Wholesale Gasoline, Inc.	Permanent Easement	\$500.00	0.001 acres-appraised value
16	E-2122-49	Wilson Company, LLC	Temporary Construction Easement	\$500.00	0.005 acres-appraised value
16.1	E-2122-50	Wilson Company, LLC	Temporary Driveway Easement	\$0.00	0.030 acres
16.2	E-2122-51	Wilson Company, LLC	Temporary Driveway Easement	\$0.00	0.0005 acres

PORTER AVENUE STREETSCAPE RIGHT OF WAY ACQUISITIONS					
PARCEL No.	TYPE	OWNER	STATUS		
			NEGOTIATING	AGREEMENT PENDING	SECURED
1	Permanent	Bradley K. Goodman	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1.1	Temporary	Bradley K. Goodman	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Permanent	BIP, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2.1	Temporary	BIP, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Permanent	Goodman Investments, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3.1	Temporary	Goodman Investments, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Permanent	Larry Hollingsworth, Linda Anderson, et al	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Permanent	Goodman Investments, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.1	Temporary	Goodman Investments, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	Permanent	Plaza Inn, Inc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6B	Permanent	Plaza Inn, Inc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.1	Temporary	Plaza Inn, Inc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	Permanent	Meredith and Jeff Rowland-Living Trust	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Temporary	D&J Land, LLC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Temporary	EDO, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10	Permanent	North Porter Center, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10.1	Temporary	North Porter Center, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11	Permanent	Wholesale Gasoline, Inc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12	Total Purchase	Liberty National Bank & Trust Co.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13	Permanent	Richard C Luttrell, Trustee (Norman Municipal Hospital Trust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14	Permanent	Jesse M Vaughan, 2003 Rev Liv Trt	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15	Permanent	Physicians & Surgeon Medical, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16	Temporary	The Wilson Company	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17	N/A	Moonlight Land Ownership Company, LLC	N/A	N/A	N/A
18	Permanent	Rieger LLC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.1	Temporary	Rieger LLC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	Temporary	Beatrice Yorktown Holdings, LLC, a Texas LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
20A	Permanent	Norman Regional Hospital Authority	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20B	Permanent	Norman Regional Hospital Authority	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20C	Permanent	Norman Municipal Hospital Authority	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20.1	Temporary	Norman Municipal Hospital Trust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20.2	Temporary	Norman Municipal Hospital Trust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
21	Temporary	Boomer's Express Corp.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



L:\CAB\Projects\374 - Porter Avenue Streetscape\DWG\ODOT Sheets\Norman Parcel Map - ODOT.dwg
Location Map - ODOT - LOCATION MAP
SCPrice
10/12/2021 4:02 PM

Porter Ave from Alameda to Gray St					
West Side					
Parcel	Sidewalk & Utility Easement	Temporary Construction Easement	Station Start	Station End	Landowner Information
16		201	111+32	111+82	S.W. Armstrong, Jr.
12	1295		101+02	102+02	Goodman Investments, LLC
12.1	337		112+02	113+42	Liberty National Bank & Trust CO.
11	43		116+96	117+22	Goodmain, Inc.
Porter Ave from Alameda to Gray St					
East Side					
Parcel	Sidewalk & Utility Easement	Temporary Construction Easement	Station Start	Station End	Landowner Information
1	287		100+07	100+42	Bradley K. Goodman
1.1		485	100+07	100+42	Bradley K. Goodman
2	871		100+62	102+02	Bl P, LLC
2.1		10	100+62	100+66	Bl P, LLC
3	392		102+82	104+22	Goodman Investments, LLC
3.1		913	102+82	104+22	Goodman Investments, LLC
4	330		104+42	105+82	Hollingsworth, Phil & Christie Ann- Rev. TRT-CO Trees 1/5
5	211		106+62	108+03	Goodman Investments, LLC
5.1		2602	106+62	108+03	Goodman Investments, LLC
6A	342		108+22	108+56	Plaza Inn, Inc.
6B	75		109+54	109+62	Plaza Inn, Inc.
6.1		2751	108+22	109+62	Plaza Inn, Inc.
7		2961	112+02	113+43	Rowland, Meredith & Jeff- Liv Trt
8		2889	112+02	113+43	D & J Land, LLC
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20.2		1181	144+71	148+45	Norman Municipal Hospital Trust
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Item 22.

File Attachments for Item:

23. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF TEMPORARY EASEMENT E-2122-51: A TEMPORARY DRIVEWAY EASEMENT DONATED BY WILSON COMPANY, L.L.C., FOR THE PORTER AVENUE STREETSCAPE 2019 BOND PROJECT.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 3/22/2022

REQUESTER: Paul D'Andrea, Capital Projects Engineer

PRESENTER: Shawn O'Leary, Public Works Director

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF TEMPORARY EASEMENT E-2122-51: A TEMPORARY DRIVEWAY EASEMENT DONATED BY WILSON COMPANY, L.L.C., FOR THE PORTER AVENUE STREETScape 2019 BOND PROJECT.

BACKGROUND:

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An evaluation of traffic control needs revealed that traffic volumes had reached levels that justify the installation of a new traffic signal at Porter Avenue and Acres Street. Approximately 20,000 vehicles pass through the intersection every day. An aerial photograph of the two 2019 Bond projects within the Porter Avenue Corridor is included in the exhibits to this agenda item.

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- New sidewalks
- Driveway consolidation or elimination (access management)
- Decorative roadway and pedestrian lighting
- Landscaping
- New curb and gutter
- Street furniture (e.g., benches, trash receptacles, ash urns, etc.)

The Porter Avenue and Acres Avenue Intersection Project began construction in November of 2020 and was completed in January of 2022. The Porter Avenue Streetscape project has been approved to receive federal funds to aid in the construction costs and is anticipated to be out for bid in summer of 2022 pending right of way and utility relocations and ODOT environmental review.

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DISCUSSION:

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The offer letters were sent on January 10, 2022, and contained information identifying the required easements and encouraged each property owner to consider donation of the property. City staff and SRLS have met with the affected property owners individually, to answer questions and aid them in understanding the right of way acquisition process, as well as the effect it will have on their properties.

This project has been approved for federal funding for FYE 2022. In order to meet the project schedule to secure the federal funds, the City needs to acquire all associated parcels by June 2022. In an effort to encourage prompt responses to the City's offers, a second and final letter was sent to each owner of unsecured parcels requesting that they contact the city and finalize any right of way negotiations to secure all parcels by March 8, to avoid the necessity of filing for eminent domain proceedings. Those letters were sent on February 9, 2022.

Previously, the owners of four (4) parcels, consisting of six (6) separate easements, have agreed to offers made from the City, totaling \$44,230. The secured easements were for parcels 6, 9, 14, and 15.

This item is for the acceptance of an additional seven (7) parcels consisting of fourteen (14) easements, totaling \$110,145. The secured easements are for parcels 1, 2, 3, 5, 10, 11, and 16. Funds for right-of-way acquisition are available in the Porter Avenue Streetscape 2019 Bond Project (BP0418).

RECOMMENDATION 1:

Staff recommends the above described easements be accepted, and that payment be authorized, where appropriate, and the filing be directed thereof.

Parcel No: 16.2

TEMPORARY DRIVEWAY EASEMENT**Know all men by these presents:**

That The Wilson Company, LLC, 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, does hereby grant, bargain, sell, and convey unto the City of Norman, a municipal corporation, a Temporary Construction 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, to wit:

Please see attached legal description/exhibit for parcel 16.2

with the right of ingress and egress to and from the same, for the purpose of surveying, laying out, and constructing, items as indicated below, for the overall purpose of surveying, laying out, and constructing, maintaining and operating public infrastructure for the Porter Streetscape Project:

Private Driveway(s) and Sidewalks

It is a condition of this easement that it shall not be filed for record and that all rights conveyed to the City of Norman by this instrument shall terminate upon completion of construction of the new roadway project.

To have and to hold the same unto the said City of Norman, its successors, and assigns until completion of construction of the proposed project pertinent to the above described parcel.

Signed and delivered this _____ day of _____, 20____.

The Wilson Company, LLC by:

Suitaw
Signature

Managing member
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 10 day of March, 2022, personally appeared Sereta Wilson, to me known to be the identical person(s) who executed the foregoing grant of easement and acknowledged to me that she executed the same as her 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: 02/02/26

Notary Public: Andrew James Schulz



Approved as to form and legality this 10 day of March, 2022.

City Attorney

Approved and accepted by the Council of the City of Norman, this _____ day of _____, 20____.

Mayor

ATTEST:

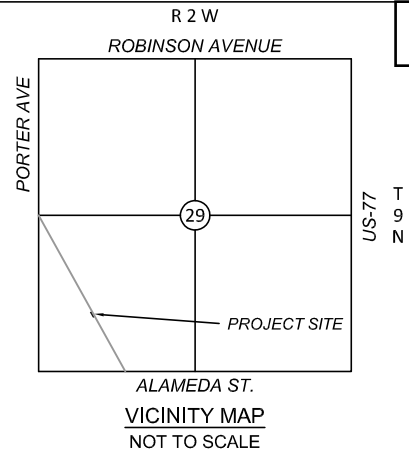
City Clerk

SEAL:

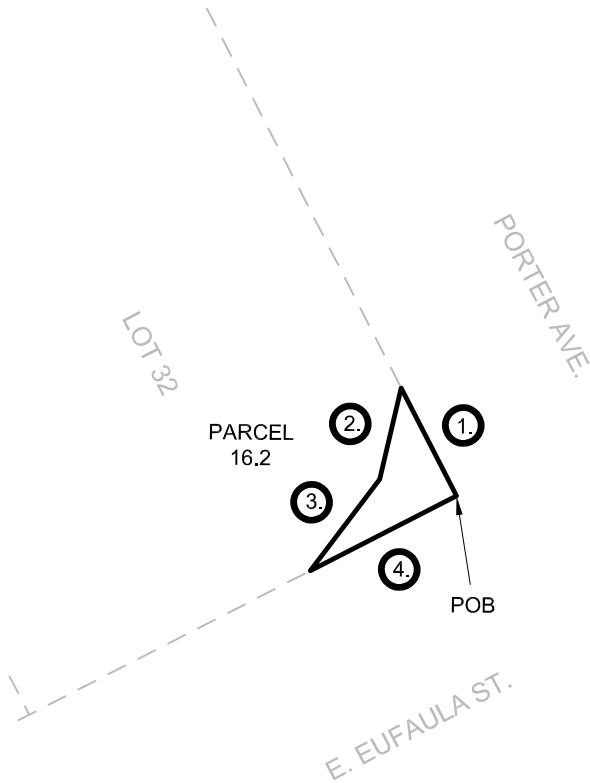
PARCEL 16.2

TEMPORARY DRIVEWAY EASEMENT

OWNER: The Wilson Company, LLC
CITY OF NORMAN PROJECT:
PORTER AVE. STREETSCAPE



Item 23.



- | | | |
|----|----------------|---------|
| 1. | N27°38'11.75"E | 6.31-FT |
| 2. | S12°51'51.64"W | 4.87-FT |
| 3. | S36°31'40.93"W | 5.98-FT |
| 4. | N62°20'33.03"E | 8.55-FT |

LEGAL DESCRIPTION:

Parcel 16.1

A tract of land lying in the Southwest Quarter of Section Twenty Nine, Township Nine North, Range Two West of the Indian Meridian (SW/4, S29, T9N, R2W, IM), Cleveland County, Oklahoma, being more particularly described as follows:

A temporary driveway easement that is parallel to Porter Ave, and lies on the West side of Porter Ave. The Point of Beginning (POB) is the Southeast corner of LOT 17, BLOCK 24, Norman OT. From the POB, the easement extends;

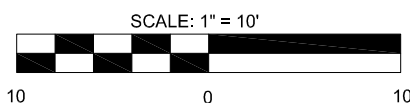
N27°38'11.75"E for a distance of 6.31-FT, THENCE,

S12°51'51.64"W for a distance of 4.87-FT, THENCE,

S36°31'40.93"W for a distance of 5.98-FT, THENCE,

N62°20'33.03"E for a distance of 8.55-FT to the Point of Beginning (POB) .

Said tract containing 21.12 square feet or 0.0005 acres, more or less.



THIS EXHIBIT IS NOT A LAND OR BOUNDARY SURVEY PLAT

	PORTER AVE. STREETSCAPE		
	PROJECT NAME		
	TEMPORARY PARCEL 16.2		
	SHEET TITLE		
CA #4193 EXPIRES JUNE 30, 2022	03/07/2022 DATE	21T28374 JOB NO.	36 SHEET

423

Easement Table

Parcel No.	Easement No.	Grantors	Document	Cost	Comments
1	E-2122-38	Bradley K. Goodman	Permanent Easement	\$2,242.00	0.007 acres-appraised value
1.1	E-2122-39	Bradley K. Goodman	Temporary Construction Easement	\$1,013.00	0.011 acres-appraised value
2	E-2122-40	BIP, LLC, an Oklahoma limited liability company	Permanent Easement	\$28,451.00	0.020 acres-appraised value w/Damages
2.1	E-2122-41	BIP, LLC, an Oklahoma limited liability company	Temporary Construction Easement	\$19.00	0.0002 acres-appraised value
3	E-2122-42	Goodman Investments, LLC, an Oklahoma limited liability company	Permanent Easement	\$3,070.00	0.009 acres-appraised value
3.1	E-2122-43	Goodman Investments, LLC, an Oklahoma limited liability company	Temporary Construction Easement	\$1,910.00	0.021 acres-appraised value
5	E-2122-44	Goodman Investments, LLC, an Oklahoma limited liability company	Permanent Easement	\$58,380.00	0.005 acres-appraised value w/Damages
5.1	E-2122-45	Goodman Investments, LLC, an Oklahoma limited liability company	Temporary Construction Easement	\$5,440.00	0.060 acres-appraised value
10	E-2122-46	North Porter Center, L.L.C.	Permanent Easement	\$8,342.00	0.022 acres-appraised value w/Damages
10.1	E-2122-47	North Porter Center, L.L.C.	Temporary Construction Easement	\$278.00	0.003 acres-appraised value
11	E-2122-48	Wholesale Gasoline, Inc.	Permanent Easement	\$500.00	0.001 acres-appraised value
16	E-2122-49	Wilson Company, LLC	Temporary Construction Easement	\$500.00	0.005 acres-appraised value
16.1	E-2122-50	Wilson Company, LLC	Temporary Driveway Easement	\$0.00	0.030 acres
16.2	E-2122-51	Wilson Company, LLC	Temporary Driveway Easement	\$0.00	0.0005 acres

PORTER AVENUE STREETSCAPE RIGHT OF WAY ACQUISITIONS					
PARCEL No.	TYPE	OWNER	STATUS		
			NEGOTIATING	AGREEMENT PENDING	SECURED
1	Permanent	Bradley K. Goodman	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1.1	Temporary	Bradley K. Goodman	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Permanent	BIP, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2.1	Temporary	BIP, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Permanent	Goodman Investments, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3.1	Temporary	Goodman Investments, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Permanent	Larry Hollingsworth, Linda Anderson, et al	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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5.1	Temporary	Goodman Investments, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	Permanent	Plaza Inn, Inc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6B	Permanent	Plaza Inn, Inc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.1	Temporary	Plaza Inn, Inc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	Permanent	Meredith and Jeff Rowland-Living Trust	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Temporary	D&J Land, LLC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Temporary	EDO, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10	Permanent	North Porter Center, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10.1	Temporary	North Porter Center, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11	Permanent	Wholesale Gasoline, Inc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12	Total Purchase	Liberty National Bank & Trust Co.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13	Permanent	Richard C Luttrell, Trustee (Norman Municipal Hospital Trust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14	Permanent	Jesse M Vaughan, 2003 Rev Liv Trt	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15	Permanent	Physicians & Surgeon Medical, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16	Temporary	The Wilson Company	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17	N/A	Moonlight Land Ownership Company, LLC	N/A	N/A	N/A
18	Permanent	Rieger LLC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.1	Temporary	Rieger LLC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	Temporary	Beatrice Yorktown Holdings, LLC, a Texas LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
20A	Permanent	Norman Regional Hospital Authority	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20B	Permanent	Norman Regional Hospital Authority	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20C	Permanent	Norman Municipal Hospital Authority	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20.1	Temporary	Norman Municipal Hospital Trust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20.2	Temporary	Norman Municipal Hospital Trust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
21	Temporary	Boomer's Express Corp.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Porter Ave from Alameda to Gray St					
West Side					
Parcel	Sidewalk & Utility Easement	Temporary Construction Easement	Station Start	Station End	Landowner Information
16		201	111+32	111+82	S.W. Armstrong, Jr.
12	1295		101+02	102+02	Goodman Investments, LLC
12.1	337		112+02	113+42	Liberty National Bank & Trust CO.
11	43		116+96	117+22	Goodmain, Inc.
Porter Ave from Alameda to Gray St					
East Side					
Parcel	Sidewalk & Utility Easement	Temporary Construction Easement	Station Start	Station End	Landowner Information
1	287		100+07	100+42	Bradley K. Goodman
1.1		485	100+07	100+42	Bradley K. Goodman
2	871		100+62	102+02	B/P, LLC
2.1		10	100+62	100+66	B/P, LLC
3	392		102+82	104+22	Goodman Investments, LLC
3.1		913	102+82	104+22	Goodman Investments, LLC
4	330		104+42	105+82	Hollingsworth, Phil & Christie Ann-Rev. TRT-CO Trees 1/5
5	211		106+62	108+03	Goodman Investments, LLC
5.1		2602	106+62	108+03	Goodman Investments, LLC
6A	342		108+22	108+56	Plaza Inn, Inc.
6B	75		109+54	109+62	Plaza Inn, Inc.
6.1		2751	108+22	109+62	Plaza Inn, Inc.
7		2961	112+02	113+43	Rowland, Meredith & Jeff- Liv Trt
8		2889	112+02	113+43	D & J Land, LLC
9		58	114+22	115+62	Goodmain, Inc.
10	1296		116+63	117+22	North Porter Center, LLC
10.1		147	116+63	117+22	North Porter Center, LLC
Porter Ave from Hughbert to Robinson St					
West Side					
Parcel	Sidewalk & Utility Easement	Temporary Construction Easement	Station Start	Station End	Landowner Information
21		34	136+88	136+92	Boomer's Express Corp.
14	65		143+93	144+02	Vaughn, Jessie M - 2003 Rev Liv Trust - Trustee
15	812		144+58	145+88	Physicians & Surgeons Medical, LLC
17	546		147+92	149+22	Physicians & Surgeons Medical, LLC
18	184		149+69	150+68	Rieger, LLC
18.1		22	150+61	150+68	Rieger, LLC
19		359	155+31	155+71	Mark Stanley A- Rev Trt
Porter Ave from Hughbert to Robinson St					
East Side					
Parcel	Sidewalk & Utility Easement	Temporary Construction Easement	Station Start	Station End	Landowner Information
20.1		420	139+31	140+71	Norman Municipal Hospital Trust
13	99		143+99	144+11	Uttrell, Richard C - Trustee
20A	400		144+51	144+71	Norman Municipal Hospital Trust
20.2		1181	144+71	148+45	Norman Municipal Hospital Trust
20B	63		148+45	148+58	Norman Municipal Hospital Trust
20C	59		148+83	148+88	Norman Regional Hospital Authority

File Attachments for Item:

24. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF TEMPORARY EASEMENT E-2122-50: A TEMPORARY DRIVEWAY EASEMENT DONATED BY WILSON COMPANY, L.L.C., FOR THE PORTER AVENUE STREETSCAPE 2019 BOND PROJECT.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 3/22/2022

REQUESTER: Paul D'Andrea, Capital Projects Engineer

PRESENTER: Shawn O'Leary, Public Works Director

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF TEMPORARY EASEMENT E-2122-50: A TEMPORARY DRIVEWAY EASEMENT DONATED BY WILSON COMPANY, L.L.C., FOR THE PORTER AVENUE STREETScape 2019 BOND PROJECT.

BACKGROUND:

The Porter Avenue Corridor from Robinson Street south to Alameda Street along with the intersection of Porter Avenue and Acres Street, has been the subject of much discussion and study over the years, due to concerns over traffic and pedestrian safety.

In 2010, Ochsner Hare & Hare, prepared a Porter Avenue Corridor Study which sought to analyze the area and provide a vision for future improvements to the corridor.

An evaluation of traffic control needs revealed that traffic volumes had reached levels that justify the installation of a new traffic signal at Porter Avenue and Acres Street. Approximately 20,000 vehicles pass through the intersection every day. An aerial photograph of the two 2019 Bond projects within the Porter Avenue Corridor is included in the exhibits to this agenda item.

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 Bond Project. The Porter Avenue Streetscape 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. Proposed improvements include:

- New sidewalks
- Driveway consolidation or elimination (access management)
- Decorative roadway and pedestrian lighting
- Landscaping
- New curb and gutter
- Street furniture (e.g., benches, trash receptacles, ash urns, etc.)

The Porter Avenue and Acres Avenue Intersection Project began construction in November of 2020 and was completed in January of 2022. The Porter Avenue Streetscape project has been approved to receive federal funds to aid in the construction costs and is anticipated to be out for bid in summer of 2022 pending right of way and utility relocations and ODOT environmental review.

On September 10, 2019, City Council approved Amendment No. 2 to Contract K-1213-165 with Garver Engineers in the amount of \$185,500 for a total contract amount of \$400,800 for the design of the Porter Avenue Streetscape project including the portion of the project from Robinson Avenue to Hughbert Street, which coincides with the northern boundary of the Porter Avenue and Acres Street Intersection Project.

On April 28, 2020, City Council approved Amendment No. 3 to Contract K-1213-165 with Garver Engineers in the amount of \$175,000 for a total contract amount of \$575,800 for the design of the Porter Avenue Streetscape project, which expands the design scope to encompass the full project, adding the section of Porter Avenue from the southern boundary of the Porter Avenue and Acres Street Intersection Bond Project to Alameda Street.

On July 13 2021, City Council approved Authorization for Expenditure No. Six under on-call Contract K-1314-102 with Smith-Roberts Land Services (SRLS), in the amount of \$89,055 for right-of-way acquisition services.

On October 26, 2021 City Council approved Authorization for Expenditure No. Seven under Contract K-1314-102 with Smith-Roberts Land Services, Inc., in an amount not-to-exceed \$10,884 to provide acquisition services under an on-call contract utilizing funds from the Porter Avenue Streetscape Bond Project.

On March 8, 2022 City Council accepted easements for parcels 6, 9, 14, and 15, for the Porter Avenue Streetscape 2019 Bond Project for a total cost of \$44,230.

DISCUSSION:

Right-of-way acquisition necessary for the Porter Avenue Streetscape 2019 Bond Project, consists of thirty-three (33) separate easements on twenty (20) parcels. Smith-Roberts Land Services (SRLS) oversaw and reviewed the appraisal of each parcel, and assisted the City staff in the preparation of offer letters to each property owner affected, based on the appraised values and damages. These easements are typically small in size and have minimal impact on the

existing property. The easements are usually needed to properly construct public sidewalks and driveways.

The offer letters were sent on January 10, 2022, and contained information identifying the required easements and encouraged each property owner to consider donation of the property. City staff and SRLS have met with the affected property owners individually, to answer questions and aid them in understanding the right of way acquisition process, as well as the effect it will have on their properties.

This project has been approved for federal funding for FYE 2022. In order to meet the project schedule to secure the federal funds, the City needs to acquire all associated parcels by June 2022. In an effort to encourage prompt responses to the City's offers, a second and final letter was sent to each owner of unsecured parcels requesting that they contact the city and finalize any right of way negotiations to secure all parcels by March 8, to avoid the necessity of filing for eminent domain proceedings. Those letters were sent on February 9, 2022.

Previously, the owners of four (4) parcels, consisting of six (6) separate easements, have agreed to offers made from the City, totaling \$44,230. The secured easements were for parcels 6, 9, 14, and 15.

This item is for the acceptance of an additional seven (7) parcels consisting of fourteen (14) easements, totaling \$110,145. The secured easements are for parcels 1, 2, 3, 5, 10, 11, and 16. Funds for right-of-way acquisition are available in the Porter Avenue Streetscape 2019 Bond Project (BP0418).

RECOMMENDATION 1:

Staff recommends the above described easements be accepted, and that payment be authorized, where appropriate, and the filing be directed thereof.

Parcel No: 16.1

TEMPORARY DRIVEWAY EASEMENT**Know all men by these presents:**

That The Wilson Company, LLC, 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, does hereby grant, bargain, sell, and convey unto the City of Norman, a municipal corporation, a Temporary Construction 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, to wit:

Please see attached legal description/exhibit for parcel 16.1

with the right of ingress and egress to and from the same, for the purpose of surveying, laying out, and constructing, items as indicated below, for the overall purpose of surveying, laying out, and constructing, maintaining and operating public infrastructure for the Porter Streetscape Project:

Private Driveway(s) and Sidewalks

It is a condition of this easement that it shall not be filed for record and that all rights conveyed to the City of Norman by this instrument shall terminate upon completion of construction of the new roadway project.

To have and to hold the same unto the said City of Norman, its successors, and assigns until completion of construction of the proposed project pertinent to the above described parcel.

Signed and delivered this 10 day of March, 2022

The Wilson Company, LLC by:

[Signature]
Signature

Co owner managing member
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 10 day of March, 2022, personally appeared Seceta Wilson, to me known to be the identical person(s) who executed the foregoing grant of easement and acknowledged to me that she executed the same as her 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: 02/02/26 Notary Public: [Signature]



Approved as to form and legality this _____ day of _____, 20____.

City Attorney

Approved and accepted by the Council of the City of Norman, this _____ day of _____, 20____.

Mayor

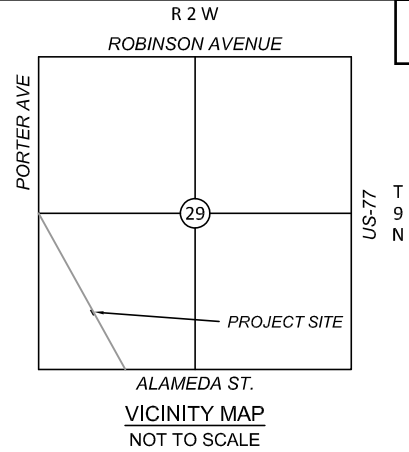
ATTEST:

City Clerk
SEAL:

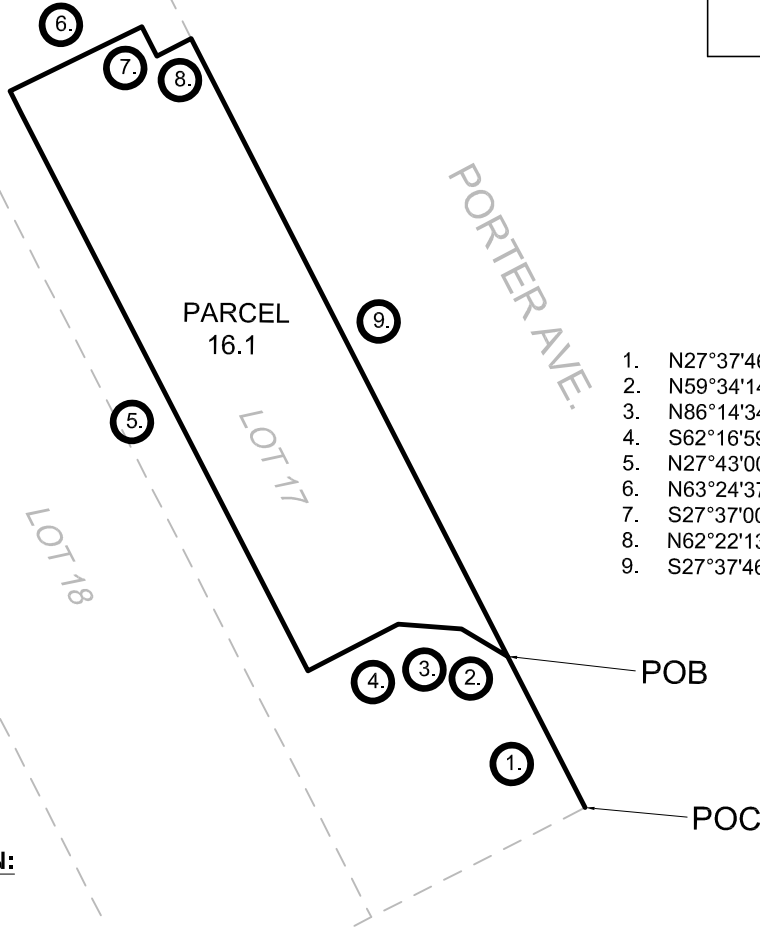
PARCEL 16.1

TEMPORARY DRIVEWAY EASEMENT

OWNER: The Wilson Company, LLC
CITY OF NORMAN PROJECT:
PORTER AVE. STREETSCAPE



Item 24.



- | | | |
|----|----------------|----------|
| 1. | N27°37'46.46"W | 17.69-FT |
| 2. | N59°34'14.84"W | 5.57-FT |
| 3. | N86°14'34.79"W | 6.61-FT |
| 4. | S62°16'59.18"W | 10.60-FT |
| 5. | N27°43'00.82"W | 65.20-FT |
| 6. | N63°24'37.30"E | 15.27-FT |
| 7. | S27°37'00.07"E | 3.44-FT |
| 8. | N62°22'13.54"E | 4.01-FT |
| 9. | S27°37'46.46"E | 72.30-FT |

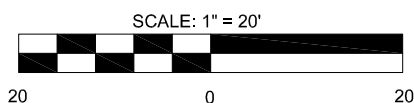
LEGAL DESCRIPTION:

Parcel 16.1

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N59°34'14.84"W for a distance of 5.57-FT, THENCE,
N86°14'34.79"W for a distance of 6.61-FT, THENCE,
S62°16'59.18"W for a distance of 10.60-FT, THENCE,
N27°43'00.82"W for a distance of 65.20-FT, THENCE,
N63°24'37.30"E for a distance of 15.27-FT, THENCE,
S27°37'00.07"E for a distance of 3.44-FT, THENCE,
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S27°37'46.46"E for a distance of 72.30-FT to the Point of Beginning (POB) .
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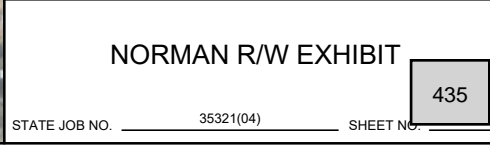
	PORTER AVE. STREETSCAPE		
	PROJECT NAME		
	TEMPORARY PARCEL 16.1		
	SHEET TITLE		
CA #4193 EXPIRES JUNE 30, 2022	03/07/2022 DATE	21T28374 JOB NO.	35 SHEET
			432

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11	Permanent	Wholesale Gasoline, Inc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12	Total Purchase	Liberty National Bank & Trust Co.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13	Permanent	Richard C Luttrell, Trustee (Norman Municipal Hospital Trust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14	Permanent	Jesse M Vaughan, 2003 Rev Liv Trt	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15	Permanent	Physicians & Surgeon Medical, LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16	Temporary	The Wilson Company	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17	N/A	Moonlight Land Ownership Company, LLC	N/A	N/A	N/A
18	Permanent	Rieger LLC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.1	Temporary	Rieger LLC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	Temporary	Beatrice Yorktown Holdings, LLC, a Texas LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
20A	Permanent	Norman Regional Hospital Authority	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20B	Permanent	Norman Regional Hospital Authority	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20C	Permanent	Norman Municipal Hospital Authority	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20.1	Temporary	Norman Municipal Hospital Trust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20.2	Temporary	Norman Municipal Hospital Trust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
21	Temporary	Boomer's Express Corp.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Porter Ave from Highbert to Robinson St					
East Side					
Parcel	Sidewalk & Utility Easement	Temporary Construction Easement	Station Start	Station End	Landowner Information
20.1		420	139+31	140+71	Norman Municipal Hospital Trust
13	99		143+99	144+11	Luttrell, Richard C - Trustee
20A	400		144+51	144+71	Norman Municipal Hospital Trust
20.2		1181	144+71	148+45	Norman Municipal Hospital Trust
20B	63		148+45	148+58	Norman Municipal Hospital Trust
20C	59		148+83	148+88	Norman Regional Hospital Authority



File Attachments for Item:

25. CONSIDERATION FOR APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A FINAL PLAT FOR TRENT ESTATES AND ACCEPTANCE OF PUBLIC DEDICATIONS CONTAINED THEREIN. (LOCATED AT THE SOUTHEAST CORNER OF 96TH AVENUE N.E. AND EAST ROCK CREEK ROAD)



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 03/22/2022

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 A FINAL PLAT FOR TRENT ESTATES, AND ACCEPTANCE OF PUBLIC DEDICATIONS CONTAINED THEREIN. (LOCATED AT THE SOUTHEAST CORNER OF 96TH AVENUE N.E. AND EAST ROCK CREEK ROAD)

BACKGROUND:

This item is a final plat for Trent Estates and is located at the southeast corner of the intersection of 96th Avenue N.E. and Rock Creek Road (Closed).

City Council on May 24, 1966, adopted Ordinance No.1896, placing this property in the RE, Residential Estates and removing it from A-2, Rural Agricultural District.

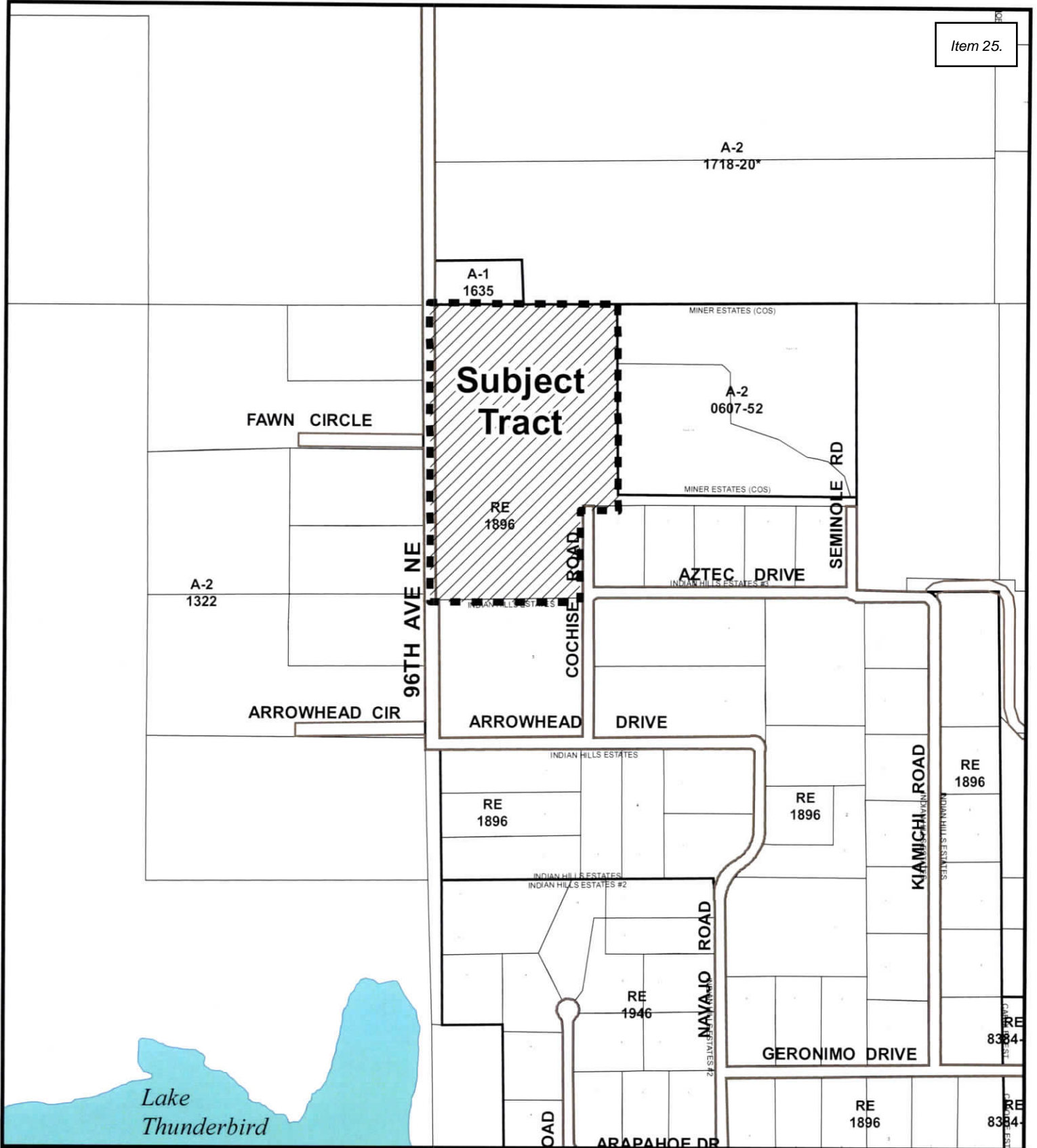
City Council at its meeting of January 18, 2022, approved the preliminary plat for Trent Estates. The Norman Development Committee, at its meeting of March 2, 2022, reviewed and approved the final plat for Trent Estates and recommended that the final plat be submitted to City Council for consideration.

DISCUSSION:

The owners are subdividing their property into two (2) tracts. Both tracts are well above ten (10) acres. Tract 1 consists of 12.86 acres and Tract 2 consists of 12.86 acres. Tract 1 has an existing residential structure and accessory buildings with existing private water well and sanitary sewer system. If Tract 2 is developed, it will be in the southeast corner of the tract adjacent to Cochise Road. There is sufficient room for a residential structure and private water well and sanitary system without encroaching the Water Quality Protection Zone (WQPZ). Covenants addressing the WQPZ have been submitted with the final plat. The Water Quality Protection Zone is part of the arm of Little River. Tracts 1 and 2 contains a Flowage Easement controlled by the Bureau of Reclamation. These areas are "no build" for residential use. The Bureau of Reclamation has reviewed the plat.

RECOMMENDATION:

The final plat is consistent with the preliminary plat. Based upon the above information, staff recommends approval of the final plat and the filing of the plat.



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.



November 4, 2021

0 300 600 Ft.

Subject Tract

Zoning

PRELIMINARY PLAT OF
TRENT ESTATES

DEVELOPMENT COMMITTEE

FINAL PLAT
FP-2122-9

DATE
March 2, 2022

STAFF REPORT

ITEM: Consideration of a Final Plat for TRENT ESTATES.

LOCATION: Located at the southeast corner of the intersection of 96th Avenue N.E. and Rock Creek Road (Closed).

INFORMATION:

1. Owner. Byren and Katherine Trent.
2. Developer. Byren and Katherine Trent.
3. Surveyor. Cimarron Surveying and Mapping Co.

HISTORY:

1. October 21, 1961. City Council adopted Ordinance No. 1312 annexing this property into the 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. May 24, 1966. City Council adopted Ordinance No. 1896 placing this property in the RE, Residential Estates District and removing it from A-2, Rural Agricultural District.
5. December 9, 2021. Planning Commission, on a vote of 7-0, recommended to City Council the approval of the preliminary plat for Trent Estates.
6. January 18, 2022. City Council approved the preliminary plat for Trent Estates.

IMPROVEMENT PROGRAM:

1. Fire Protection. The Norman Fire Department will provide fire protection.

2. Sanitary Sewer. Individual septic systems will be installed in accordance with City and Oklahoma Department of Environmental Quality standards. There is an existing system on Tract 1.
3. Streets. Ninety-sixth Avenue N.E. is classified as a rural collector street. Additional easement is not required. Rock Creek Road paving does not exist and is declared as a closed road/section.
4. Water. Tract 1 has an existing private water system. Private water system for Tract 2 will require City and Oklahoma Department of Environmental Quality approvals.
5. Acreage. This property consists of 25.72 acres. Tract 1 consists of 12.86 acres and Tract 2 consists of 12.86 acres.
6. WQPZ. Water Quality Protection Zone (WQPZ) is located within Tracts 1 and 2. The owners will be required to protect these areas. There is sufficient area for each tract to allow proposed structures and private sanitary sewer systems without encroaching into the WQPZ. Covenants have been submitted.
7. Flood Plain. Tract 2 contains Flood Plain.
8. Flowage Easement. Tracts 1 and 2 contains a Flowage Easement controlled by the Bureau of Reclamation. These areas are “no build” for residential use.
9. Covenants. Covenants addressing the WQPZ have been submitted with the final plat.

PUBLIC DEDICATIONS:

1. Easements. All required easements are dedicated to the City on the final plat.
2. Rights-of-Way. Franklin Road right-of-way is dedicated to the City on the final plat.

SUPPLEMENTAL MATERIAL: Copies of a location map, preliminary plat, and final plat are attached.

STAFF COMMENTS AND RECOMMENDATION: The applicant has requested the Development Committee review the final plat and submit it to City Council for consideration.

There are no required public improvements.

The final plat is consistent with the approved preliminary plat.

APPLICATION FOR
DEVELOPMENT COMMITTEE
ACTION

Date: 3/1/22

Part I: To be Completed by Applicant:

1. Applicant(s):
Byren and Katherine Trent for Trent Estates

Signature of Applicant(s):
Byren P. Trent
Katherine Trent

Telephone Number and Address:
405-615-1925 Katherine 405-343-3819 Byren
2301 96th Ave. NE Norman, OK 73026

2. Project Name and Legal Description:
Trent Estates

3. Action Request of Development Committee:
I am requesting the Development Committee approve the final plat for Trent Estates and submit to City Council for consideration. Thank you.

Part II: To Be Completed by Development Committee:

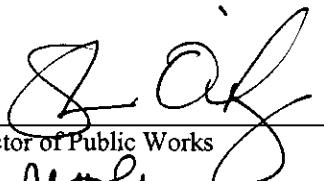

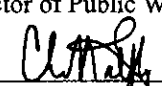
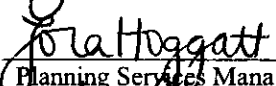
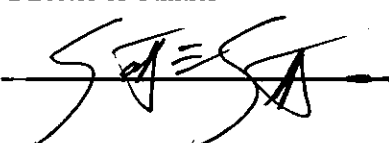
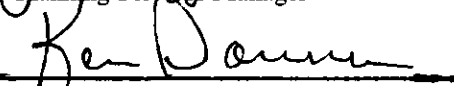
Development Committee Met on: March 2, 2022

Development Committee Findings:

The owners have requested the Development Committee approve the final plat for Trent Estates and submit to City Council for consideration.

Development Committee Recommendations:

The Development Committee recommends City Council approve the final plat for Trent Estates.

		Record of Acceptance:			
		Yes	No		
	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Director of Public Works	Director of Planning
	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Director of Utilities	Planning Services Manager
	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				

File Attachments for Item:

26. CONSIDERATION FOR APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A FINAL PLAT FOR APOSTOLIC WORSHIP CENTER AND ACCEPTANCE OF PUBLIC DEDICATIONS CONTAINED THEREIN. (LOCATED AT 3221 NORTH PORTER AVENUE)



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 03/22/2022

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 A FINAL PLAT FOR APOSTOLIC WORSHIP CENTER AND ACCEPTANCE OF PUBLIC DEDICATIONS CONTAINED THEREIN. (LOCATED AT 3221 NORTH PORTER AVENUE)

BACKGROUND:

This item is a final plat for Apostolic Worship Center located at 3221 North Porter Avenue.

City Council, at its meeting of December 12, 1961, adopted Ordinance No. 1322 placing this property in the A-2, Rural Agricultural District. City Council, at its meeting of January 18, 2022, approved the preliminary plat for Apostolic Worship Center. The Norman Development Committee, at its meeting of March 2, 2022, approved the site plan and final plat for Apostolic Worship Center and recommended that the site plan and final plat be submitted to City Council for consideration.

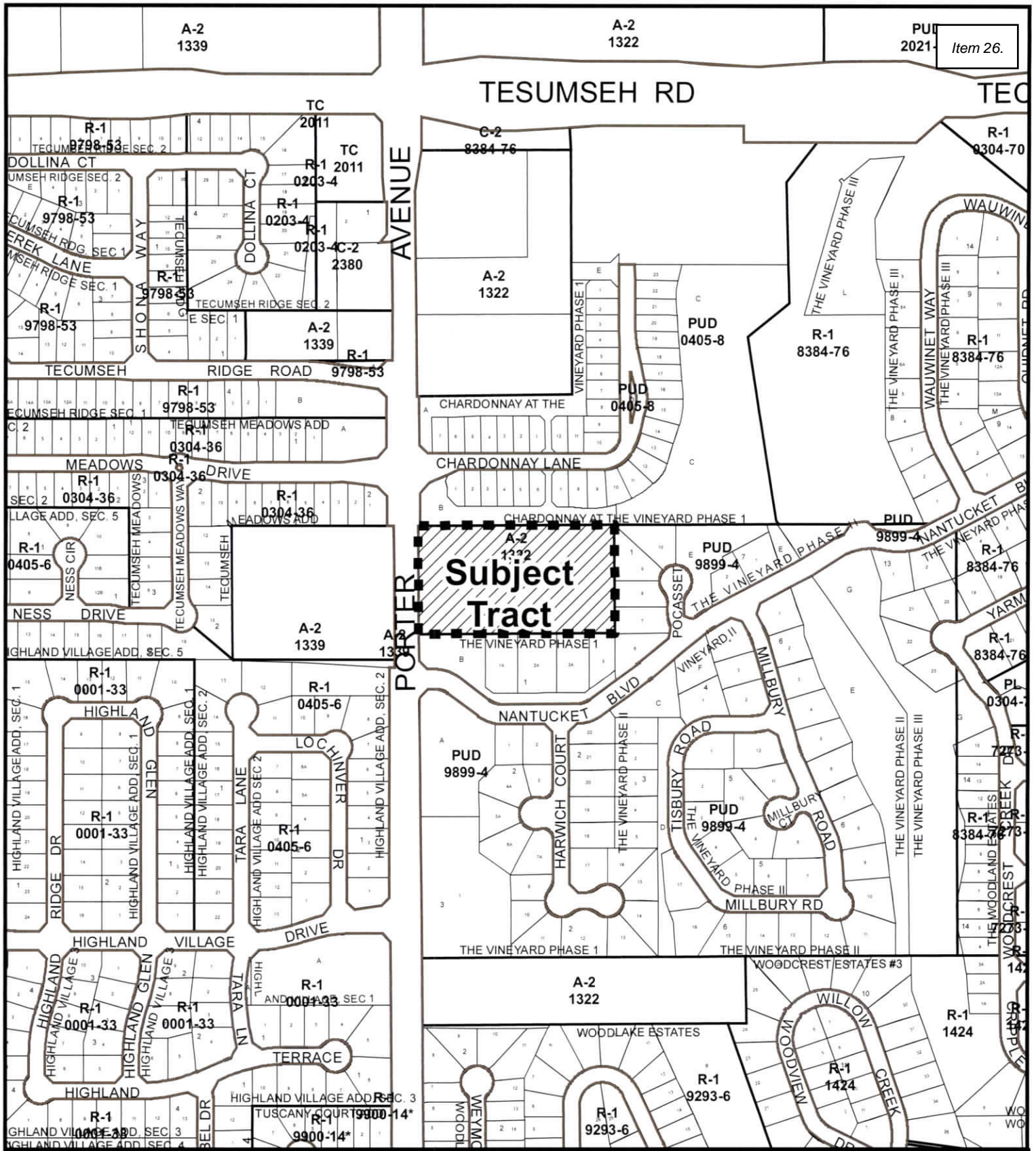
The final plat contains 4.98 acres and one lot. The existing church is proposing an additional building expansion. Storm water runoff will be conveyed through a low impact system including the use of rain barrels for the proposed expansion.

DISCUSSION:

All required public improvements are existing.

STAFF RECOMMENDATION:

The final plat is consistent with the preliminary plat. Based upon the above information, staff recommends approval of the final plat, acceptance of the public dedications contained therein and filing of the final plat.



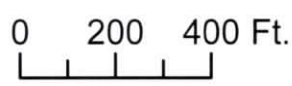
Location Map



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.

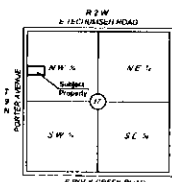


October 6, 2021

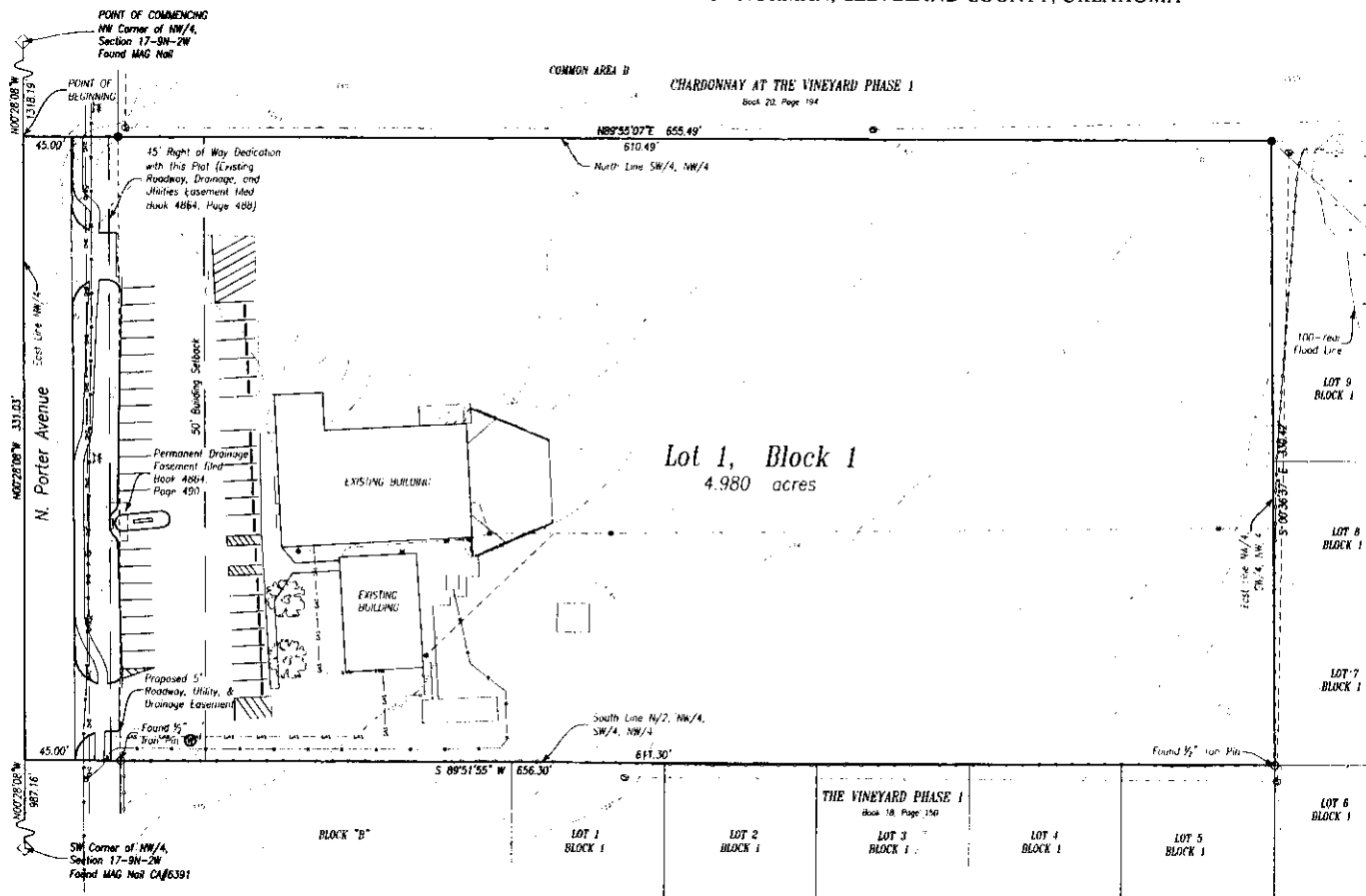


 Subject Tract
 Zoning

PRELIMINARY PLAT OF:
APOSTOLIC WORSHIP CENTER
 NORTH HALF, NORTHWEST QUARTER, SOUTHWEST QUARTER,
 NORTHWEST QUARTER, SECTION 17,
 TOWNSHIP 9 NORTH, RANGE 2 WEST, OF THE INDIAN MERIDIAN
 CITY OF NORMAN, CLEVELAND COUNTY, OKLAHOMA



Section 17, Township 9N, Range 2W
 Not To Scale



LEGAL DESCRIPTION - COMMERCIAL

Property Description
 The North Half of the Northwest Quarter of the Southwest Quarter of the Northwest Quarter of Section 17, Township 9 North, Range 2 West, Indian Meridian, City of Norman, Cleveland County, Oklahoma, more particularly described as follows: COMMENCING at the Northwest Corner of said Northwest Quarter THENCE S 102°26'00\"/>

OWNER

UNITED PENTECOSTAL CHURCH OF NORMAN, INCORPORATED
 3321 N Foster Avenue
 Norman, Oklahoma 73071

ENGINEER

PDG ENGINEERING, LLC
 Chad Parks, P.E.
 P.O. Box 81
 Okemah, LA 71220
 Phone: 214-435-8110

SURVEYOR

MACBAX LAND SURVEYING, PLLC
 Kent MacBax, PE, PLS
 4718 Stonedale Drive
 Norman, Oklahoma 73072
 Phone: 405-872-7394

NOTES

1. Last date of field work: May 27, 2021.
2. Survey describes survey of lands described in Warranty Deed recorded in Book 481, Page 628 in Cleveland County, Oklahoma.
3. Refer to Hydrology Report for Information of Drainage and Easement.
4. Current Proposed Zoning is A-2.

LAND SURVEYOR'S CERTIFICATE

This is to certify that this survey was performed on the ground by me, and the monuments shown thereon exist and their positions are correctly shown, and this Survey meets the Oklahoma Minimum Standards for the Practice of Land Surveying as adopted by the Oklahoma State Board of Surveyors for Professional Engineers and Land Surveyors.

Kent MacBax
 Kent MacBax, PE, PLS - LS #1873



LEGEND

- SET 1/2\"/>

Revised October 15, 2021
 May 10, 2021

MB MacBax Land
 Surveying, PLLC
 civil engineering & land surveying services
 4718 Stonedale Drive
 Norman, OK 73072
 Phone 405-872-7394
 Kent@MBLS.us

Certificate of
 Authorization
 No. 8137



DEVELOPMENT COMMITTEE

FINAL PLAT
FP-2122-10

DATE:
March 2, 2022

STAFF REPORT

ITEM: Consideration of a Final Plat for **APOSTOLIC WORSHIP CENTER**

LOCATION: Generally located 1300' south of Tecumseh Road on the east side of Porter Avenue (3221 North Porter).

INFORMATION:

1. Owners. United Pentecostal Church of Norman.
2. Developer. United Pentecostal Church of Norman.
3. Engineer. Chad Parks.
4. Surveyor. MacBax Land Surveying.

HISTORY:

1. October 18, 1961. City Council adopted Ordinance No. 1312 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 the A-2, Rural Agricultural District.
3. December 12, 1961. City Council adopted Ordinance No. 1322 placing this property in the A-2, Rural Agricultural District.
4. November 18, 2021. Planning Commission, on a vote of 6-0, recommended to City Council that the preliminary plat for Apostolic Worship Center be approved.
5. January 18, 2022. City Council approved the preliminary plat for Apostolic Worship Center.

IMPROVEMENT PROGRAM:

1. Fire Hydrants. Fire hydrants are existing.
2. Permanent Markers. Permanent markers will be installed prior to filing of the final plat.
3. Sanitary Sewer. Sanitary sewer is existing.
4. Sidewalks. There are existing sidewalks adjacent to Porter Avenue

5. Storm Sewers. Storm water runoff will be conveyed through a low impact system including the use of rain barrels for the proposed addition.
6. Streets. Porter Avenue paving is existing.
7. Water Mains. A 12” water main is existing.

PUBLIC DEDICATIONS:

1. Easements. All required easements are dedicated to the City on the final plat.
2. Rights-of-Way. Street rights-of-way are dedicated to the City on the final plat.

SUPPLEMENTAL MATERIAL: Copies of a location map, preliminary plat, site plan and final plat are attached.

STAFF COMMENTS AND RECOMMENDATION: The developer has requested the City Development Committee approve the program of public improvements, site plan and final plat and submit the site plan and final plat to the City Council for consideration.

This property consists of 4.98 acres and one lot. The existing church is proposing an additional building expansion. There are existing drive approaches serving the church.

The final plat is consistent with the approved preliminary plat.

APPLICATION FOR
DEVELOPMENT COMMITTEE
ACTION

Date: 2/24/2022

Part I: To be Completed by Applicant:

1. Applicant(s):

United Pentecostal Church of Norman- Kevin Borders, Senior Pastor

Signature of Applicant(s):

Kevin Borders Senior Pastor

Telephone Number and Address:

405-412-1067

P.O. Box 753, Norman, OK 73070 (Mailing Address)

3221 N Porter Avenue, Norman, OK 73071 (Physical Address)

2. Project Name and Legal Description:

Lot 1, Block 1, Apostolic Worship Center

3. Action Request of Development Committee:

Request for approval of the site plan and final plat to the City Council for consideration.

Part II: To Be Completed by Development Committee:


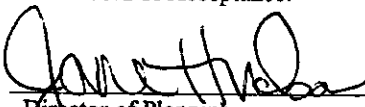

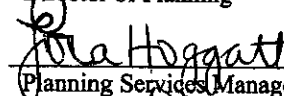
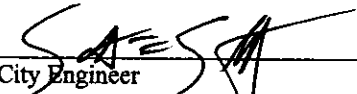
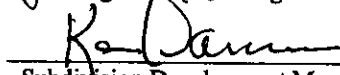
Development Committee Met on: March 2, 2022

Development Committee Findings:

The owners have requested the Development Committee approve the site plan and final plat for Apostolic Worship Center and submit it to City Council for consideration.

Development Committee Recommendations:

The Development Committee recommends City Council approve the site plan and final plat for Apostolic Worship Center

		Record of Acceptance:			
	Yes	No		Yes	No
 Director of Public Works	<input checked="" type="checkbox"/>	<input type="checkbox"/>	 Director of Planning	<input checked="" type="checkbox"/>	<input type="checkbox"/>
 Director of Utilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	 Planning Services Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>
 City Engineer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	 Subdivision Development Manager	<input type="checkbox"/>	<input type="checkbox"/>

File Attachments for Item:

27. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF SUBMISSION OF THE CERTIFIED LOCAL GOVERNMENTS (CLG) PROGRAM 2022-2023 APPLICATION FOR FUNDING IN THE AMOUNT OF \$8,650 TO BE SUBMITTED TO THE OKLAHOMA STATE HISTORIC PRESERVATION OFFICE



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 03/22/2022

REQUESTER: Anaïs Starr, Historic Preservation Officer

PRESENTER: Jane Hudson, Director of Planning

ITEM TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF SUBMISSION OF THE CERTIFIED LOCAL GOVERNMENTS (CLG) PROGRAM 2022-2023 APPLICATION FOR FUNDING IN THE AMOUNT OF \$8,650 TO BE SUBMITTED TO THE OKLAHOMA STATE HISTORIC PRESERVATION OFFICE

BACKGROUND:

On April 14, 1998, Council approved Contract K-9798-108 with the State Historic Preservation Office (SHPO), making Norman a member city in the Certified Local Governments (CLG) Program. The CLG Program is part of the U.S. Department of the Interior's national program for development and support of local historic preservation programs. Since its initial participation in 1999, the City of Norman has received an approximate annual average allocation of \$12,000 in CLG grant funds. Over the 24 years that the City has participated in the CLG program, the City has received over \$250,000 in funding. In February, SHPO notified the City of Norman that the City was eligible to apply for CLG funding for the 2022-2023 program year.

Designation as a CLG city recognizes Norman's historic preservation efforts and entitles the City to apply for a portion of the education/outreach funding set aside by the SHPO out of each year's budget. Funding is intended for historic research, public education and outreach programs. Over the past 24 years, Norman's CLG funding has created educational materials about historic preservation, conducted historic and architectural surveys, and hosted free hands-on and virtual historic home repair workshops.

DISCUSSION: Staff, in conversations with the State Historic Preservation Office and the Historic District Commission, developed suggested projects for 22-23 CLG funds. With Historic District Commission approval, staff prepared a funding application that includes project descriptions and a budget showing \$8,650 in proposed expenditures of CLG funds and documentation of matching funds. On March 7, 2022, the Historic District Commission recommended approval of the CLG Grant Application projects described below.

The attached CLG application contains proposed historic preservation projects for FY 22-23 Program for consideration by City Council and the State Historic Preservation Office.

The CLG Program requires a 60/40 in-kind match. In order to receive \$8,650 in CLG grant funds, the City must document a minimum of \$5,767 in matching funds or in-kind contributions of staff time. Typically, matching funds are primarily derived by in-kind contributions of staff time and by the annual \$2,200 (account 010-4080-419.40-03) contribution from the City of Norman General Fund.

CLG 2022-2023 PROJECTS AND BUDGET:

PROJECT 1: Educational Training - \$1,500

Training in the form of attendance at an annual preservation/planning conference is strongly encouraged by SHPO for staff and commissioners of all CLG participant cities. Usually staff/Commission attend a national or regional one, two or three-day conference. Staff is anticipating an in-person conference attendance in 2022-2023. A total budget of \$1,500 includes registration fees and, if needed, travel expenses and lodging.

PROJECT 2: Memberships Dues for NAPC - \$150

Membership dues for Historic District Commissioners and staff to the National Alliance of Preservation Commission. Total budget of \$150 would provide membership for all Commissioners and staff.

PROJECT 3: Development of Historic Walking Tour Mobile App \$5,500

This project will develop a historic walking tour mobile app of the structures listed on the National Register of Historic Places. A mobile app contractor will be engaged to provide the software necessary to launch such an app, while staff will provide the historical information regarding the structures. The \$5,000 includes the anticipated expense of hiring a contractor to execute a walking tour mobile app and \$500 is allocated for any necessary hardware or software that may be needed to assist with this project. A total budget of \$5,500 is proposed for this project.

PROJECT 4: Quarterly Education Postcard - \$1,500

Educational postcards will be mailed quarterly to each property owner in the three designated Historic Districts. The postcards will remind property owners that they live in a historic district, which requires that exterior modifications and repairs adhere to Preservation Guidelines. This will also provide an opportunity to pass along any current information that impacts the Historic Districts, such as available workshops. QR codes and website links to the Historic Preservation webpage will be included on the postcards along with staff contact information. A total budget of \$1,500 would cover the cost of designing, mailing and printing for this project.

TOTAL BUDGET OF CLG FUNDS - \$8,650

RECOMMENDATION:

The Historic District Commission reviewed and approved the proposed projects for the CLG 2022-2023 Grant Application for Funding. Staff reviewed the proposed CLG 2022-2023 Grant Application for Funding and recommends authorizing the submission of the Certified Local Government Program application to the State Historic Preservation Office in the amount of \$8,650. Upon notification of funding award, staff will forward any associated contract document to the City Council for approval, including a request to appropriate the approved contract amount. CLG funds are anticipated to be available July 1, 2022.

CERTIFIED LOCAL GOVERNMENTS ANNUAL APPLICATION AND INSTRUCTIONS

The State Historic Preservation Office reserves a minimum of 10% of its Historic Preservation Fund (HPF) allocation from the US Department of the Interior for Oklahoma's Certified Local Governments (CLG). The Certified Local Governments Fund (CLGF) is available to CLGs to assist in the development and implementation of their local historic preservation programs. Further details about the CLG program are found in Certified Local Governments Program for Oklahoma (state procedures) at <http://www.okhistory.org/shpo/clg.htm>.

To receive a CLGF pass-through subgrant, complete this application and ensure it is received in the State Historic Preservation Office, Oklahoma Historical Society, 800 Nazih Zuhdi Drive, Oklahoma City, OK 73105 by the deadline indicated at the above website address and in your allocation letter. Questions about the application may be addressed to the SHPO's CLG Coordinator, Lynda Ozan, at (405) 522-4484 or lozan@okhistory.org.

SECTION I

A. IDENTIFICATION

CLG (City): City of Norman Date of CLG Status: May 4, 1998

CLG Contact: Anais Starr Title: Planner II

Address: PO Box 370

Phone: (405) 366-5392 Fax: (405) 3665379

Email Address: anais.starr@normanok.gov

FEI Number: 73 -6005353 US Congressional District: 4

Population Based on Most Current Census: 117,528

State House of Representative District: 44,45,46&53 State Senate District: 15,16,17

Preservation Commission Chairman's Name: Emily Wilkins

Address: 620 Miller Avenue

Phone: (405) 923-0606 Fax: ()

Email Address: emilywilkins@live.com

1. CLG (City) Representative: To the best of my knowledge and belief, data included in this application is true and correct. I am duly authorized to sign this document on behalf of the City, and the City will comply with the attached assurances if the requested assistance is provided.

Authorized CLG Representative Signature

Date

Printed Name

Title

2. Local Preservation Commission Chairman: I hereby certify that the local historic preservation commission established by city ordinance has participated in the development of this application and considers the activities described herein to be important to the continued development of our local preservation program.

Chairman, Local Preservation Commission Signature

Date

Printed Name

Title

SECTION II – PROJECT WORK TO BE COMPLETED

A. Archeological Survey

1. Does the CLG plan to carry out an archeological survey? Yes ☐ No ☒
(If yes, answer the remaining questions for Section II.A below. Use continuation sheet, if necessary.)
2. What is the title of the proposed project?

3. What is the purpose of this archeological survey and how does it address the CLG's survey priorities?

4. Describe the boundaries of the survey area (attach a map to illustrate description).

5. How many acres are included within the boundaries of the survey area? _____
6. At which level will this archeological survey be conducted?
Intensive ☐ Reconnaissance ☐
7. What is the estimated number of sites that will be documented in this archeological survey? _____
8. Who will conduct the project work? Consultant ☐ In-house Staff ☐

NOTE: For all archeological surveys, the services of an archeologist who meets the professional qualification standards listed in 36 CFR Part 61 must be retained to complete the project work. The project must be completed in accordance with the *Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation*. A professional-quality report must result from the survey effort, and recordation of all sites identified must be in accordance with the SHPO's guidelines (see SHPO Fact Sheet #16: *Guidelines for Developing Archeological Survey Reports in Oklahoma and Report Components* at <http://www.okhistory.org/shpo/factsheets/fs16archreports.pdf>).

B. Architectural Survey

1. Does the CLG plan to carry out an architectural/historic survey? Yes ☐ No ☒
(If yes, answer the remaining questions for Section II.B below. Use continuation sheet, if necessary.)
2. What is the title of the proposed project?

3. What is the purpose of this architectural/historic survey and how does it address the CLG's survey priorities?

4. Describe the boundaries of the survey area (attach a map to illustrate description).

5. How many acres are included within the boundaries of the survey area? _____
6. At which level will this architectural/historic survey be conducted?
Intensive ☐ Reconnaissance ☐
7. What is the estimated number of sites that will be documented in this architectural/historic survey? _____
8. Who will conduct the project work? Consultant ☐ In-house Staff ☐

NOTE: The services of a historian, architectural historian, or architect who meets the professional qualifications standards listed in 36 CFR Part 61 must be retained as the project director (if such an in-house staff person assigned to the project does not meet these qualifications). All project work must be accomplished in accordance with the *Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation*. A professional quality report must result from this architectural/historic survey project. The report and documentation of resources must be in accordance with the SHPO's guidelines at <http://www.okhistory.org/shpo/surveyrequirements.htm>.

C. National Register Nominations

1. Does the CLG plan to prepare National Register Nominations? Yes ☐ No ☒
(If yes, answer the remaining questions for Section II.C below. Use continuation sheet, if necessary.)

2. How many individual property nominations will be prepared? _____

List the properties by name and address:

Has the SHPO staff determined the property(ies) eligible for the National Register of Historic Places? Yes ☐ No ☐

3. How many district nominations will be prepared? _____

List the districts by name and provide a rough boundary description for each:

Has the SHPO staff determined the district(s) eligible for the National Register of Historic Places? Yes ☐ No ☐

4. How many district nominations will be prepared? _____

List the multiple property forms by title and number of individual properties and/or districts to be prepared for each:

5. Who will conduct the project work? Consultant ☐ In-house Staff ☐

NOTE: Consultants or in-house staff responsible for the project must meet the professional qualification standards listed in 36 CFR Part 61 for the appropriate discipline. All project work must be completed in accordance with the *Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation* and satisfy all of the SHPO's requirements. See SHPO guidelines for National Register of Historic Places nominations online at <http://www.okhistory.org/shpo/nr/nrmanual.pdf> and <http://www.okhistory.org/shpo/nominationrequirements.htm>.

D. Publications and Educational Programs

1. Does the CLG plan to develop publications or educational programs?

Yes ☒ No ☐

(If yes, answer the remaining questions for Section II.D below. Use continuation sheet, if necessary.)

2. List each planned publication (book, brochure, etc.). Provide for each publication the following: a) the proposed title; b) a brief summary of the subject matter; c) the number that will be printed; and, d) the way it will be distributed (including whether it will be distributed free of charge or sold [which will require compliance with special requirements of the National Park Service and the SHPO]). Additionally, provide a detailed justification for the expenditure of the limited CLGF grant assistance for the publication(s), clearly explaining how the publication supports the local historic preservation program (and not mainly for the use of the chamber of commerce, local historical society, etc.) and why a printed brochure is necessary given the expanding use of online access to historic preservation information. (NOTE: If a publication is proposed for distribution through the public schools, include a written statement from the school district about how it will be used in the classroom.)

Quarterly Postcard Project: This project proposes to mail out a quarterly educational postcard to property owners in the 3 Historic Districts, reminding them that exterior modifications/repairs are subject to the Preservation Guidelines. Informational updates impacting the Districts' residents will also be included.

3. List audio/visual programs that will be produced. Provide for each production the following: a) the proposed title, b) a brief summary of the subject matter, c) the media (video, DVD, multimedia, etc.) in which it will be produced, and d) a statement of how the production will be distributed or used (indicate whether or not it will be made available for sale [which will require compliance with special requirements of the National Park Service and the SHPO] and whether or not it will be made available online [strongly encouraged]).

A historic walking tour mobile app will be developed. This walking tour app will correspond to historic structures in Norman that are listed on the National Register of Historic Places. A link to download the Norman Historic Walking App will be placed on the city's website.

4. List and describe any other educational programs which will be developed, including workshops, lectures, etc.

NOTE: For each brochure, pamphlet, etc., that are in print only, thirty-five (35) copies must be provided to the SHPO (State statutes require the SHPO to provide 25 copies of print-only publications to the Oklahoma Department of Libraries.). If the publication is available online as well as in print, only ten (10) copies are required. For each audio/visual production, three (3) copies must be provided to the SHPO (two (2) of each will be forwarded to the National Park Service).

E. Preservation Planning

1. Does the CLG plan to undertake preservation planning activities? Yes ☐ No ☒
(If yes, answer the remaining questions for Section II.E below. Use continuation sheet, if necessary.)

2. List historic contexts that will be developed in accordance with the *Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation* and the SHPO's guidelines.

3. List other activities the CLG will undertake in the development, implementation or revision/update of the local historic preservation plan. Provide a brief summary of the purpose of each activity and the final product that will result. Also, explain how the product addresses at least one objective of *Tomorrow's Legacy: Oklahoma's Statewide Preservation Plan* (<http://www.okhistory.org/shpo/stateplan.htm>).

4. Who will conduct the project work? Consultant ☐ In-house Staff ☐

NOTE: The SHPO must be consulted to determine the appropriate professional qualifications that may be required for preservation planning activities.

F. Other Activities

For projects or activities which do not fit within any of the previous categories, list the specific product to result and describe its purpose and provide any other information that may be necessary to justify the expenditure from the CLGF. For example, if the CLG proposes to develop and maintain a website for its local preservation program, it should be discussed in this section. Also, identify conferences, workshops, or other training programs for city preservation staff and/or local historic preservation commission member development, and include the name of the event, location, and estimated cost to be charges to the CLGF project (including a justification of how participation in the event supports the local historic preservation program). Please include SHPO-sponsored conferences, workshops and training in this list, if applicable. Use continuation sheet, if necessary.

SECTION II – PROJECT SCHEDULE

Provide a detailed project schedule. List each month in the project period and the activities to be accomplished during the month. Remember to include review time for both the SHPO as well as your office on all products. Include at least thirty (30) days for the SHPO review of the first draft and at least ten (10) days for the SHPO review of the final draft. Your review time is at your discretion. The maximum length of time for completion of the project is twelve (12) months from the beginning date of the project, and the project schedule may not detail a longer project period. If the use of the CLGF is for an activity of a very short duration, such as only for attendance at a specific conference, then the project schedule may be for a period of time much shorter than twelve months. The progress reports due to the SHPO on the tenth of each month should correspond to this schedule, so be as realistic as possible. (Note: Each CLG must carefully monitor its progress in accordance with the project schedule and consult the SHPO immediately about problems that will cause delays in product completion. It may be possible for the SHPO to approve a revised schedule and/or an extension of the ending date. However, the SHPO cannot extend any project ending date beyond the expiration date for the federal funds (e.g., If a project agreement begins on July 1, and ends on June 30 of the following year, the maximum extension of time would be to the following September 30 [an extension of 90 days].)

Example

Reporting Period *October 1-31, 2017*
Report Due: *November 10, 2017*

Activities: *Prepare RFP for solicitation of consultant services; provide SHPO with RFP for ten (10) day review; Publish RFP; Submit progress report.*

Reporting Period: July 1 - July 31, 2022

Activities: Prepare and send educational postcard to property owners in the three designated Historic Districts. General Administration of Historic District Program. Submit monthly Progress Report.

Report Due: August 10

Reporting Period: August 1 - August 31, 2022

Activities: Prepare solicitation for mobile app contractors; Provide SHPO with the solicitation for ten(10)day review; General administration of Historic District Program. Submit monthly Progress Report.

Report Due: September 10

Reporting Period: September 1- September 30, 2022

Activities: Review web app proposals and select contractor; Provide contractors to SHPO; General administration of Historic District Program. Submit monthly Progress Report.

Report Due: October 10

PROJECT SCHEDULE

Reporting Period: October 1- October 31, 2022

Activities: Negotiate contract with contractor; Provide SHPO contract for ten (10) day review; Execute contract with mobile app firm. General administration of Historic District Program. Submit monthly Progress Report.

Report Due: November 10

Reporting Period: November 1 - November 31, 2022

Activities: Mobile App contractor and staff begin work on Historic Walking Tour project. Prepare educational postcard to property owners in the three designated Historic Districts; Provide SHPO a copy for review; Mail education postcard to all property owners in three designated Historic Districts. General administration of Historic District Program. Submit monthly Progress Report.

Report Due: December 10

Reporting Period: December 1- December 31, 2022

Activities: Continue work on Historic Tour Walking App with contractor. General administration of Historic District Program. Submit monthly Progress Report.

Report Due: January 10

Reporting Period: January 1 - January 31, 2023

Activities: Continue work on Historic Tour Walking App with contractor. General administration of Historic District Program. Submit monthly Progress Report.

Report Due: February 10

Reporting Period: February 1- February 29, 2023

Activities: Continue work on Historic Tour Walking App with contractor. Prepare educational postcard to property owners in the three designated Historic Districts; Provide SHPO a copy for review; Mail education postcard to all property owners in three designated Historic Districts; General administration of Historic District Program. Submit monthly Progress Report.

Report Due: March 10

Reporting Period: March 1- March 31, 2023

Activities: Continue work on Historic Tour Walking App with contractor. General administration of Historic District Program. Submit monthly Progress Report.

Report Due: April 10

Reporting Period: April 1 - April 30, 2023.

Finish Historic Tour Walking App; Provide SHPO a copy for ten (10) day review; Launch Historic Walking Tour App on City of Norman website. General administration of Historic District Program. Submit monthly Progress Report.

Report Due: May 10

Reporting Period: May 1-May 31, 2023

Activities: Prepare educational postcard to property owners in the three designated Historic Districts; Provide SHPO a copy for review; Mail education postcard to all property owners in three designated Historic Districts; General administration of Historic District Program. Submit monthly Progress Report.

Report Due: June 10

Reporting Period: June 1- June 31, 2023

Activities: Submit Final Project Report and Reimbursement Request. General administration of Historic District Program.

Report Due: July 15

PROJECT SCHEDULE

SECTION IV – PROJECT BUDGET AND NONFEDERAL MATCH

Total CLG Funds Requested	\$ 8,650	60%
Total Nonfederal Match	\$ 5,767	40%
Total Project Cost	\$ 14,417	100%

REMINDER: A 60/40 match is required. This means the federal share will be 60% of the total and the local match will be 40% of the total project costs. An easy way to calculate the required 40% is to take the allocated amount, multiply by 40 and divide by 60 (Example: \$4,500 x 40 / 60 = \$3,000; Total Project Cost is \$7,500).

Three budget forms must be completed: A budget summary, an itemized budget, and a matching share disclosure form. All three forms must be submitted with this application.

Budget Summary:

BUDGET FORM			
CATEGORY	FEDERAL CLG FUNDING	NONFEDERAL MATCH	TOTAL
Personnel	\$0	\$3,567	\$3,567
Fringe	\$0	\$	\$
Supplies	\$500	\$0.00	\$500
Equipment	\$	\$0.00	\$
Travel	\$1,500	\$	\$1,500
Contractual	\$5,000	\$	\$7,680
Printing	\$500	\$	\$500
Postage	\$1000	\$	\$1000
Other*	\$150	\$2,200	\$2350
Total Direct	\$	\$	\$
Indirect**	\$	\$	\$
Total	\$8,650	\$5,767	\$14,417

* Please specify what is included in the “Other” category below.

NACP membership dues for Commission and staff.

**Indirect costs may be claimed only if the CLG has an approved indirect cost rate established by its cognizant federal agency, and a copy of the document approving that rate must be attached to this application.

ITEMIZED BUDGET

Provide a detailed cost breakdown for each category in the budget summary. All personnel involved must be listed with hours and hourly rate of pay. This is a federal requirement and must be reported to the National Park Service. For consultant costs that will be determined after a bid process, the hours and hourly rate may be submitted later.

Personnel:

Non-federal Match - \$3,567

Anais Starr, Historic Preservation Officer - 1 hrs/52 wks at \$56.58.85/hr

Jessica Steele, Administrative Technician - .377 hrs/52 wks at \$31.84/hr

Fringe: \$0

Supplies: \$0

Equipment: \$0

Travel/Training:

Attendance/Participation at a Planning/Preservation Conferences for Staff/Commissioners

CLG Funding-\$1,500

Non-federal match - \$0

Contractual:

Walking Tour App Contractor

CLG Funding-\$5,000

Non-federal match - \$0

Supplies:

Walking Tour App Contractor

CLG Funding-\$500

Non-federal match - \$0

Printing:

Quarterly Postcard Project

CLG Funding- \$500

Non-federal match - \$0

Postage:

Quarterly Postcard Project

CLG Funding- \$1,000

Non-federal match - \$0

Other:

NAPC Membership Renewal

CLG Funding- \$150

Non-federal match - \$0

Total Direct: \$0

Indirect: \$0

MATCHING SHARE DISCLOSURE FORM

The CLG matching share must be at least 40% of the total project costs. Provide a complete disclosure of the local matching share on the form provided below. Only one section may need to be completed, or if there are multiple donors or sources, complete a section for each agency, organization, or individual providing the match. “Donor” means the agency, organization, or individual providing the matching share. “Source” means where the match was obtained: for example, “Subgrantee General Fund”, or if an individual is donating services (identified as the Donor), “Source” is simply listed as “Same as Donor”.

“Kind” means is the matching share cash, donated services, eligible indirect costs, etc.

“Amount” means the dollar value of the contribution. If donated services or materials are contributed, provide the basis for the valuation of the contribution. *Guidelines for Subgrantees* provides assistance in determining the value of donated goods and services. Indirect costs may be claimed only if the CLG has an approved indirect cost rate established by its cognizant federal agency, and a copy of the document approving that rate must be attached to this application. Funds or other contributions claimed as matching share for this project may not be claimed as matching share for any other federal grant programs.

If personnel costs are included as inkind matching share, include hours and hourly rate of pay for each person.

<p>A. Donor: <u>City of Norman</u></p> <p>Source: <u>City Personnel</u></p> <p>Kind: <u>Donated Services</u></p> <p>Amount: <u>\$3,567</u></p>	<p>B. Donor: _____</p> <p>Source: _____</p> <p>Kind: _____</p> <p>Amount: _____</p>
<p>C. Donor: <u>City of Norman</u></p> <p>Source: <u>City General Fund</u></p> <p>Kind: <u>Cash</u></p> <p>Amount: <u>\$2,200</u></p>	<p>D. Donor: _____</p> <p>Source: _____</p> <p>Kind: _____</p> <p>Amount: _____</p>
<p>E. Donor: _____</p> <p>Source: _____</p> <p>Kind: _____</p> <p>Amount: _____</p>	<p>F. Donor: _____</p> <p>Source: _____</p> <p>Kind: _____</p> <p>Amount: _____</p>
<p>G. Donor: _____</p> <p>Source: _____</p> <p>Kind: _____</p> <p>Amount: _____</p>	<p>H. Donor: _____</p> <p>Source: _____</p> <p>Kind: _____</p> <p>Amount: _____</p>

Use additional pages, if necessary.

SECTION V – PUBLIC PARTICIPATION

Each Certified Local Government's Certification Agreement includes a provision that the local government will "ensure, to the maximum extent possible, public participation in the local historic preservation program." Explain how the CLG involved the public in the development of this application.

All activities associated with the CLG Program are reported and discussed as an agenda item at the Historic District Commission meetings, which are all public meetings.

The Historic District Commission meets on the first Monday of each month. Agendas of the meetings are posted at least 48 hours in advance of the meetings, both physically at City Hall as well as on the City Calendar located on the City of Norman web page.

Additionally, the Norman City Council Meeting at which this application was approved, included discussion of proposed projects and advance notice of the meeting was posted at least 48 hours in advance of the meeting.

The Historic Walking Tour App will be advertised through a press release, posted on the City's website and Facebook page.

CONTINUATION SHEET

File Attachments for Item:

28. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT OR POSTPONEMENT OF AMENDMENT NO. ONE TO CONTRACT K-1516-132: A SERVICES AGREEMENT BETWEEN THE CITY OF NORMAN, THE NORMAN MUNICIPAL AUTHORITY, AND THE NORMAN ARTS COUNCIL, ADDING THE JAMES GARNER EXTENSION PROJECT TO THE LIST OF PUBLIC ART PROJECTS AND ADDING THE NORMAN MUNICIPAL AUTHORITY AS A PARTY FOR THAT PROJECT.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 03/22/2022

REQUESTER: Elisabeth E. Muckala, Asst. City Atty.

PRESENTER: Elisabeth E. Muckala, Asst. City Atty.

ITEM TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT OR POSTPONEMENT OF AMENDMENT NO. ONE TO CONTRACT K-1516-132: A SERVICES AGREEMENT BETWEEN THE CITY OF NORMAN, THE NORMAN MUNICIPAL AUTHORITY, AND THE NORMAN ARTS COUNCIL, ADDING THE JAMES GARNER EXTENSION PROJECT TO THE LIST OF PUBLIC ART PROJECTS AND ADDING THE NORMAN MUNICIPAL AUTHORITY AS A PARTY FOR THAT PROJECT.

BACKGROUND:

The City of Norman and the Norman Arts Council (NAC) have partnered in projects to install art in public places within the City of Norman. Through this partnership, the NAC purchases art pieces, and the City provides a location for the piece(s) within public spaces owned by the City of Norman.

With the adoption of Norman Forward, the City committed to expend an amount not to exceed 1% of the aggregate construction costs of major facilities and community parks improvements costs on public art at those facilities and parks. Because of the City's positive relationship with the NAC and the NAC's commitment to the sense of community fostered by public art, the NAC agreed to expand the partnership with the City of Norman to assist with the selection, location, and installation of public art purchased with Norman Forward sales tax revenue. The terms of this proposed partnership were discussed at the City Council Conference of February 9, 2016 and at the Norman Forward Citizen's Financial Oversight Committee meeting of March 28, 2016.

A Services Agreement was approved on April 12, 2016 by the City Council to establish the terms of this partnership. Under the terms of the Services Agreement, Contract K-1516-132, the NAC serves as the administrator for the selection, location, and installation of public art purchased with Norman Forward sales tax funds. The NAC works cooperatively with the City to recommend appropriate works of art for selected facilities and sites paid for with Norman Forward funds.

The NAC administers the selection of public art through four phases. The first phase, Project Development, includes research by the NAC into similar projects at applicable locations such as libraries, parks, sports facilities, aquatic centers, and public pools. During Project Development, the NAC assembles a Project Team comprised of NAC members; community members with pertinent expertise; Norman Forward Ad Hoc Committee member(s); and Norman Public Arts

Board member(s). The City may choose to appoint a Councilmember and/or City Staff person to the Project Team.

Once the Project Team is assembled, the Team will evaluate public art opportunities; develop a project budget; create a Selection Panel for selection of the art work; and establish a timeline for each project. The Selection Panel may be different for each work of art, but the Panel may be made up of the following members: community stakeholders; design professionals; City Manager designee; and member(s) of the Norman Forward AD Hoc Committee.

The second phase is the Selection Process, including the following: project announcement and advertising; Selection Panel review of submissions as a “blind jury”; development of a finalist short list; mandatory site visits for selected finalists; final proposal presentations; selection of artist; and contract negotiation and approval. Once an artist is chosen, the NAC, through the City Attorney’s Office, will negotiate a contract with the chosen artist. City Council will then consider the contract for approval, and the artist shall complete the work of art according to the terms of his or her contract.

The third phase will be the Execution and Installation Process. During this phase, NAC will coordinate with the City for permitting and plan approvals; with the artist for fabrication and installation; and with either the City or the artist regarding any issues which might arise.

The last phase will be Public Engagement and Education. During this phase, once the work of art is complete, the NAC will design and install appropriate markers for the work of art as well as taking archival-quality audio, video, and/or photographs. The NAC will also work to generate public awareness and appreciation for each work of art through press releases, social media, and other appropriate channels. The NAC will also collaborate with City Staff regarding care and maintenance of each work of art.

Per the original Services Agreement, the City of Norman will fund public art installed at or as a part of Norman Forward sales tax funded projects up to 1% of construction costs for: Central Library, East Library, Indoor Sports Complex Facility, Indoor Aquatic Center, Westwood Recreational Complex, Ruby Grant Park, Andrews Park, Saxon Park, Reaves Park, and Griffin Park. These costs (the “Norman Forward Public Arts Funds” or “NFPAF”), aggregated together, are estimated to be \$1.2 million. Completed NFPAF installations include “Prairie Wind” at the East Branch Library; “Splash” at Westwood Complex; and “Unbound” at the Norman Public Library, Central Branch.

Of the NFPAF, at least 90% shall be allocated to: art selection, artist fees, fabrication, installation, and maintenance. The remaining amount, up to 10% of the total NFPAF, shall be paid to NAC as an administrative fee. As projects come forward, the City will make the administrative fee available to NAC. The NAC will submit quarterly reports detailing the progress made including funds received and expended.

The Services Agreement was for an initial one-year term and renews automatically for subsequent one year terms so long as Norman Forward revenues remain for the purchase and installation of public art.

DISCUSSION:

City Staff has engaged in conversations regarding the addition of a public art component to the James Garner Extension Project over an extended period of time. After vetting the options for doing so, City Staff reached a determination that adding the James Garner Extension Project to the City's partnership with NAC was the most viable option. NAC has agreed to extend its services under the Agreement to the James Garner Extension Project.

The James Garner Avenue Project will create a new entry into downtown and will help alleviate traffic on both Flood Avenue and Porter Avenue. The project is part of the Norman Forward sales tax approved by voters in 2015. The approved project scope consisted of an extension of James Garner Avenue, providing continuous travel from Acres Street north to Flood Avenue. Phase 1 of the Project widened and improved the intersection of James Garner Avenue and Acres Street, to coincide with the completion of the Norman Public Library, Central Branch. Phase 2 of the James Garner Avenue project completes the extension of James Garner Avenue from the northern limits of Phase 1, across Robinson Street with a new boulevard and bridge, and connects to Flood Avenue north of Robinson Street with a new modern roundabout. In addition to these street improvements, Legacy Trail is extended and reconfigured to provide improved pedestrian and bicycle access.

The plans for the addition of this project to the NAC partnership were presented to City Council on February 8, 2022. The plan includes the incorporation of specific design elements and bridge aesthetics into the construction of the project, as well as a particular allocation of \$200,000 of the James Garner Project funds to a public art piece, to be administered by the NAC. This \$200,000 in project funds for the art piece has resulted from other anticipated project savings.

Amendment No. 1 modifies the Services Agreement with NAC, Contract K-1516-132, in two main ways: (a) the James Garner Extension Project has been added as a project subject to the overall terms of the agreement (as outlined above); and (b) the Norman Municipal Authority has been added as a party for the James Garner Extension Project due to the potential for expenditure of NMA Sales Tax Revenue Bond proceeds, securitized by the Norman Forward Sales Tax revenue, on the James Garner project. The contact information for the parties has been updated due to passage of time since original adoption in 2016. Otherwise, no term of the original Services Agreement is altered by this Amendment.

Funds in an estimated amount of \$200,000 for this amendment to Contract K-1516-132 are available in the James Garner Widening Project, Construction (Account Number 51594405-46101; Project NFP109).

RECOMMENDATION:

Based upon the above and foregoing discussion, it is the staff recommendation that Council approve Amendment No. 1 to Contract K-1516-132, in order that NAC may administer the implementation of public art associated with the James Garner Avenue Extension Project.

**AMENDMENT NO. 1 TO
SERVICES AGREEMENT
BETWEEN THE CITY OF NORMAN
AND THE NORMAN ARTS COUNCIL**

This Amendment No. 1 to Contract No. K-1516-132 is between the City of Norman, Oklahoma, a municipal corporation (CoN), the Norman Municipal Authority, a public trust having the City of Norman as its sole beneficiary ("NMA", but together hereinafter referred to as the "City Parties") and the Norman Arts Council, (hereinafter referred to as the "NAC").

WITNESSETH:

WHEREAS, the CoN and NAC entered into Contract No. K-1516-132 in order to partner to facilitate the selection, location and installation of public art purchased with Norman Forward sales tax funds to be placed in as many of the Norman Forward sales tax quality of life projects as feasible ("Project"); and

WHEREAS, Contract No.K-1516-132 was entered into on April 12, 2016, and identified the Norman Forward projects to which it would apply in Part II (Project Funding), Subparagraph 1.

WHEREAS, the CoN and NAC wish to add a Norman Forward project, the James Garner Extension Project, to this list, and to add NMA as a party due to the potential for expenditure of Norman Forward bond funds; and

NOW, THEREFORE, the City Parties and NAC desire to amend Contract No. K-1516-132 as follows:

- I. Part II (Project Funding), subparagraphs 1 and 2 shall be replaced in its entirety and shall now read as follows:
 1. The City Parties agree to fund public art installed at or as part of Norman Forward sales tax funded projects as follows:
 - a. Up to 1% of construction costs for the following projects: Central Library, East Library, Indoor Basketball/Volleyball Facility; Indoor Aquatic Center, Westwood Recreational Complex, Ruby Grant Park, Andrews Park, Saxon Park, Reaves Park, and Griffin Park. One percent (1%) of construction costs for these projects, aggregated together is estimated to be \$1.2 million (The Norman Forward Public Arts Funds or "NFPAF"). Expenditures of the NFPAF shall be recommended by the NAC and approved by the City.
 - b. Two hundred thousand dollars (\$200,000.00), to be paid as a portion of the James Garner Avenue Extension Project (The James Garner Public Art Funds or "JGPAF"). Expenditures of the JGPAF shall be recommended by the NAC and approved by the NMA or City, as applicable.

2. Of the NFPAF and the JGPAF, at least 90% shall be allocated to: art selection, artist fees, fabrication, installation and maintenance. The remaining NFPAF and JGPAF, up to 10% of the total allocated to each project, shall be paid to NAC as an administrative fee.

II. Part VI (Notices), subparagraph 2 shall be updated and fully replaced to read as follows:

“Any notice to be given hereunder by NAC to City Parties, or either of them, shall be deemed to be properly served if deposited in the United States mail, postage prepaid addressed to: City Manager Darrel Pyle, P.O. Box 370, Norman, Oklahoma, 73070 with a copy to the Office of the City Attorney, P.O. Box 370, Norman, Oklahoma, 73070.”

III. NMA shall be added as a party to K-1516-132 for the purposes of the James Garner Avenue Extension Project and JGPAF only.

Contract No. K-1516-132 shall only be amended as required to give full force and effect to these amendments. All other terms of Contract No. K-1516-132 shall remain in full force and effect.

IN WITNESS WHEREOF, the CITY PARTIES and the NAC have executed this Agreement.

DATED this ____ day of _____, 2022.

NORMAN ARTS COUNCIL
(“NAC”)

By: _____

Chairman of the Board

ATTEST:

By: _____

Secretary of the Board

Contract No. K-1516-132
Amend. No. 1

"CITY PARTIES"

**CITY OF NORMAN, OKLAHOMA
("CoN")**

By: _____
Mayor Breea Clark

ATTEST:

By: _____
Brenda Hall, City Clerk

Approved as to form and legality this 11 day of March, 2022.

Christine Luckala
City Attorney

**NORMAN MUNICIPAL AUTHORITY
("NMA")**

By: _____
Breea Clark, Chair

ATTEST:

By: _____
Brenda Hall, Secretary

Approved as to form and legality this 11 day of March, 2022.

Christine Luckala
General Counsel

**SERVICES AGREEMENT
BETWEEN THE CITY OF NORMAN
AND THE NORMAN ARTS COUNCIL**

This Services Agreement ("Agreement"), made and entered into on this 12th day of APRIL, 2016, the Effective Date, is by and between the Norman Arts Council ("NAC") and the City of Norman, Oklahoma ("City");

WHEREAS, the City is a charter municipality vested with the power to enter into contracts, and the NAC is a non-profit corporation with the powers of a corporation, including the authority to contract; and

WHEREAS, on October 13, 2015, voters of the City passed the Norman Forward sales tax for quality of life projects within the City; and

WHEREAS, the Norman Forward sales tax dedicates 1% of aggregated construction costs to be used for public art at locations to be approved by City Council; and

WHEREAS, the existence of public art fosters a broader sense of community and improves the City's image locally, regionally, and nationally; and

WHEREAS, the City and the NAC desire to partner to facilitate the selection, location, and installation of public art purchased with Norman Forward sales tax funds to be placed in as many of the Norman Forward sales tax quality of life projects as feasible; and

WHEREAS, the City and the NAC desire to enter into this Agreement to create such a partnership.

NOW, THEREFORE, IN CONSIDERATION of One Dollar (\$1.00) and other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, to effectuate the purposes stated above, and the mutual covenants and agreements contained herein, the parties agree as follows:

I. SCOPE OF WORK

1. The NAC agrees to serve as the administrator for the selection, location, and installation of public art purchased with Norman Forward sales tax funds. As administrator, the NAC will work cooperatively with the City to select appropriate works of art for each facility constructed with Norman Forward funds.
2. The NAC will administer the selection, location, and installation of public art purchased with Norman Forward sales tax funds in four phases per work of art.
 - a. The first phase will be **Project Development**. This includes research by NAC into similar public art projects at applicable locations such as libraries, parks, sports facilities, aquatic centers, and public pools. During Project Development, NAC will

assemble a Project Team which will include members from the NAC; representatives from the community with expertise in art, architecture, or design; member(s) of the Norman Forward Ad Hoc Committee; and member(s) of the Norman Public Arts Board (PAB). The City retains the option to appoint a Councilmember and/or City Staff member to the Project Team.

Once the Project Team is assembled, the Team will be responsible for evaluating public art opportunities; developing a project budget; creating a Selection Panel for selection of the art work; and establishing a timeline for each work of art. The Selection Panel may be different for each work of art, but the Panel may be made up of the following members: PAB members; arts professionals; community stakeholders; design professionals; City Manager designee; and member(s) of the Norman Forward Ad Hoc Committee. For each piece of art proposed to be purchased with Norman Forward funds, the Project Team will have the same responsibilities.

- b. The second phase will be the **Selection Process**. The Selection Process will include the following steps: project announcement and advertising; Selection Panel review of submissions as a blind jury; development of a finalist short list; mandatory site visit for selected finalists; final proposal presentations; selection of artist; and contract negotiation and approval.

Once the NAC, along with the Project Team and appropriate Selection Panel, has chosen an artist and a proposed work of art, the NAC through the City of Norman City Attorney's Office shall negotiate a contract with the chosen artist.

Once the artist is chosen, the proposed contract and work of art shall be presented to the Norman City Council for their review and approval. Once approved, the artist shall complete the work of art according to the terms of his/her contract with the City.

- c. The third phase will be the **Execution and Installation Process**. During this phase, which will be governed by the contract between the City and the artist, the NAC will serve to coordinate with the City for permitting and plan approvals; with the artist for fabrication and installation; and with either the City or artist to resolve any other issue that might arise.
- d. The fourth and final phase will be **Public Engagement and Education**. During this phase, once installation of the work of art is complete, the NAC will design and install appropriate markers for the work of art as well as taking archival-quality audio, video, and/or photographs. The NAC shall also endeavor to generate public awareness and appreciation for each work of art through press releases, social media, and other appropriate channels. The NAC shall also be responsible for collaborating with City Staff to engage in care and maintenance of each work of art according to the artist's instructions and the terms of the contract with the artist.

II. PROJECT FUNDING

1. The City agrees to fund public art installed at or as a part of Norman Forward sales tax funded projects up to 1% of construction costs for: Central Library, East Library, Indoor Basketball/Volleyball Facility; Indoor Aquatic Center, Westwood Recreational Complex, Ruby Grant Park, Andrews Park, Saxon Park, Reaves Park, and Griffin Park. One percent (1%) of construction costs for these projects, aggregated together, is estimated to be \$1.2 million ("The Norman Forward Public Arts Funds" or "NFPAF"). Expenditures of the NFPAF shall be recommended by the NAC and approved by the City.
2. Of the NFPAF, at least 90% shall be allocated to: art selection, artist fees, fabrication, installation, and maintenance. The remaining NFPAF, up to 10% of the total allocated to each project, shall be paid to NAC as an administrative fee.
3. The aggregate NFPAF available for projects shall be adjusted periodically by the City as actual construction costs of eligible Norman Forward projects are determined.
4. As NAC brings forward information for the Project Development phase of a particular Norman Forward Public Art project, the City shall make available the estimated administrative fee associated with the particular project from NFPAF in a timely manner so as to allow NAC to proceed through this first phase. The NAC, at the completion of the selection process, will bring forward information to the City regarding its recommendation for the particular project for City Council consideration. Once a particular project is approved by the City, then NAC shall proceed with the remaining phases of the particular project with NFPAF being made available for the particular project as appropriate.
5. The NAC shall submit to the City Manager or his designee, on a quarterly basis, a detailed report of its activities, including funds received and expenditures made pursuant to the purposes of this Agreement. In addition, the NAC shall prepare a detailed annual accounting in a form acceptable to the City Manager or his designee. It is understood and agreed that failure to submit a quarterly report or the annual accounting could result in termination of this contract. It is also agreed that the City has the right at any time to review and audit the NAC books and financial records related to the performance of this Agreement.

III. TERM

1. This Agreement shall begin on the Effective Date and continue for a term of one year. The Agreement shall renew automatically annually on the Effective Date so long as Norman Forward revenues remain for the purchase and installation of public art at facilities constructed with Norman Forward revenues.

IV. TERMINATION AND ASSIGNMENT

1. This Agreement may be terminated by either City or NAC at its sole option and without prejudice by giving sixty (60) days written notice of termination to the other Party.
2. Neither party shall assign, transfer, or sub-contract any of its rights, burdens, duties, or obligations under this Agreement without the prior written permission of the other Party to this Agreement.

V. DISPUTE RESOLUTION AND VENUE

1. In the event both Parties are unable to jointly resolve a dispute arising under this Agreement, then the final decision specific to that dispute will be submitted for resolution to the City Manager and the Chairperson of the NAC. In the event the City Manager and the Chairperson of the NAC are unable to jointly resolve any such dispute, then the matter will be submitted within thirty (30) days to a third party mediator. In the event the mediation is unsuccessful in resolving any such dispute, then each party has the option to file suit.
2. All obligations of each party to this Agreement shall be performed in Cleveland County, Oklahoma. The laws of the State of Oklahoma shall govern the interpretation, validity, performance, and enforcement of this Agreement and the exclusive venue for any legal proceedings involving this Agreement shall be Cleveland County, Oklahoma.

VI. NOTICES

1. Any notice to be given by City to NAC hereunder shall be deemed to be properly served if deposited in the United States mail, postage prepaid, addressed to: Executive Director Erinn Gavaghan, Norman Arts Council, 122 E. Main St., Norman, Oklahoma, 73069.
2. Any notice to be given hereunder by NAC to City shall be deemed to be properly served if deposited in the United States mail, postage prepaid addressed to: City Manager Steve Lewis, P. O. Box 370, Norman, Oklahoma, 73070 with a copy to the Office of the City Attorney, P. O. Box 370, Norman, Oklahoma, 73070.

VII. SEVERABILITY

1. If any provisions of this Agreement, or the application of such provision, shall be rendered or declared invalid by a court of competent jurisdiction, or by reason of its requiring any steps, actions, or results, the remaining parts or portions of this Agreement shall remain in full force and effect.

VIII. HOLD HARMLESS CLAUSE

1. To the extent allowed by law, NAC does hereby agree to waive all claims against, release, and hold harmless City and all of its officials, officers, agents, employees, in both

their public and private capacities, for any and all liability, claims, suits, demands, losses, damages, attorneys' fees, including all expenses of litigation or settlement, or causes of action which may arise by reason of injury or death of any person or for loss of, damage to, or loss of use of any property arising out of or in connection with this Agreement.

2. To the extent allowed by law, City does hereby agree to waive all claims against, release, and hold harmless NAC and all of its officials, officers, agents, employees, in both their public and private capacities, for any and all liability, claims, suits, demands, losses, damages, attorneys' fees, including all expenses of litigation or settlement, or causes of action which may arise by reason of injury or death of any person or for loss of, damage to, or loss of use of any property arising out of or in connection with this Agreement.
3. It is the intention of both Parties that this mutual hold harmless clause shall be interpreted to mean that each party shall only be responsible for the actions of each party's own employees, officials, officers, and agents. The Parties agree that the City has not waived its sovereign immunity by entering into and performing its obligations under this Agreement.

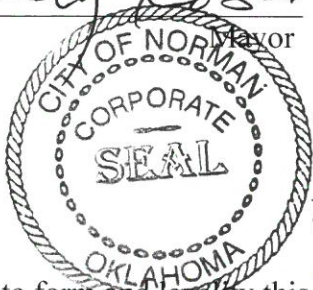
IX. ENTIRE AGREEMENT

1. This Agreement shall be binding upon the parties hereto, their successors and assigns, and constitutes the entire Agreement between the parties. No other Agreements, oral or written, pertaining to the performance of this Agreement exists between the parties. This Agreement can be modified only by an Agreement in writing, signed by both of the parties.

Executed this 12th day of April, 2016.

CITY OF NORMAN, OKLAHOMA

By Cindy Rosenthal



ATTEST:

Brenda Hall
City Clerk

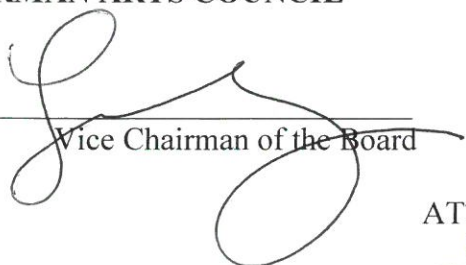
Approved as to form and legality this 7th day of April, 2016.

[Signature]
City Attorney

K-1516-132

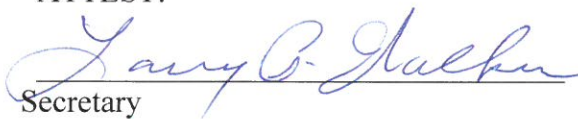
NORMAN ARTS COUNCIL

By



Vice Chairman of the Board

ATTEST:



Secretary

File Attachments for Item:

29. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT NO. FOUR TO CONTRACT K-1718-115: BY AND BETWEEN E & E LAWN CARE, L.L.C., FOR MOWING, SECURING OF STRUCTURES, AND THE REMOVAL OF HEALTH NUISANCES FOR THE CODE COMPLIANCE DIVISION EXTENDING THE CONTRACT THROUGH MARCH 31, 2023.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 03/22/2022

REQUESTER: Kelvin Winter

PRESENTER: Kelvin Winter, Code Compliance Inspector

ITEM TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT NO. FOUR TO CONTRACT K-1718-115: BY AND BETWEEN E & E LAWN CARE, L.L.C., FOR MOWING, SECURING OF STRUCTURES, AND THE REMOVAL OF HEALTH NUISANCES FOR THE CODE COMPLIANCE DIVISION EXTENDING THE CONTRACT THROUGH MARCH 31, 2023.

BACKGROUND:

On March 27, 2018, the City Council approved a contract with E&E Lawn Care, LLC to provide abatement services related to mowing, securing of structures, and removal of health nuisances on private properties. Amendment Number 1 was approved by City Council on March 12, 2019 to renew the abatement contract for one more year. Amendment Number 2 was approved by City Council on February 25, 2020. Amendment Number 3 was approved by City Council on March 9, 2021. Abatement work orders are issued upon failure of the property owners to abate nuisances after notification by the City Code Compliance Inspectors. Section 1) B. of the contract allows for renewal of the contract for additional one-year periods at the option of the City. Fees for service remain unchanged.

DISCUSSION:

The contractor, in response to a request for qualifications, submitted to the City in 2018, sealed qualifications in accordance with the terms of the Request for Qualifications. The City subsequently awarded the contract to E&E Lawn Care, LLC. The contractor has performed well and in a timely manner upon issuance of work orders. There were 231 work orders issued in 2021.

RECOMMENDATION:

Staff recommends that based on the merits and performance of the contract requirements from contract approval to present, that Contract K-1718-115 with E&E Lawn Care, LLC be renewed through amendment as the City of Norman mowing/securing/nuisance abatement contractor for the contract period April 1, 2022 through March 31, 2023. Funds are budgeted for nuisance abatement in Mowing Abatement (account number 10440152-44114).

**MOWING, SECURING OF STRUCTURES AND
REMOVAL OF HEALTH NUISANCES CONTRACT**

THIS CONTRACT made and entered into this 1st day of April, 2018, by and between E&E Lawn Care, LLC as party of the First Part, hereinafter designated as the CONTRACTOR, and the City of Norman, a municipal corporation, hereinafter designated as the CITY, party of the Second Part.

WITNESSETH

WHEREAS, the CITY has caused to be prepared in accordance with law, specifications, and other bidding and/or request for qualifications documents for the work hereinafter described and has received, approved and adopted all of said bidding and/or request for qualifications documents, and has caused Notice to Bidders and/or request for qualifications 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:

**MOWING, SECURING OF STRUCTURES, AND REMOVAL OF HEALTH NUISANCES,
EASEMENT & SIGHT TRIANGLE OBSTRUCTIONS, & COVERING OR FILLING OPEN
CELLARS, WELLS, OR CISTERNS**

As outlined and set out in the request for proposals of work and in accordance with the terms and provisions of said CONTRACT; and,

WHEREAS: the CONTRACTOR in response to said request for qualifications, has submitted to the CITY on the manner and at the time specified, a qualification statement in accordance with the terms of this CONTRACT and the CITY has declared the above-named CONTRACTOR to be qualified as the successful applicant(s) and has duly awarded this contract to said CONTRACTOR:

NOW, THEREFORE, for and in consideration of the mutual agreements and covenants herein contained, the parties to this CONTRACT have agreed, and hereby agree, as follows:

1) TERM/RENEWAL

- A. This CONTRACT shall be effective from April 1, 2018 through March 31, 2019 when it shall terminate automatically, unless terminated at an earlier date by either party as set forth in section (1) (C) of this Agreement.
- B. This CONTRACT may be renewable for additional one-year periods at the option of the CITY. Should the CITY desire to renew the CONTRACT, a written preliminary renewal notice will be furnished to the CONTRACTOR prior to the expiration date of the CONTRACT. Such preliminary renewal notice shall not be considered to be a commitment to contract with the CONTRACTOR as all contracts must be approved by the Norman City Council and sufficient appropriations shall have been made for the particular fiscal year for which the renewal is sought.
 1. Should the CITY exercise this option for renewal, the CONTRACT as renewed shall be deemed to include this option provision for the total duration of this CONTRACT, including renewals.
 2. The CONTRACTOR may decline to renew the CONTRACT.
- C. Either party may terminate this Agreement with (30) days advanced written notice to the other party, with or without cause.

2) STATEMENT OF WORK/PURPOSE AND GENERAL REQUIREMENTS

- A. The CONTRACTOR shall provide all services, including mowing, securing of structures, removal of health nuisances, removal of easement and sight triangle obstructions and covering or filling of open cellars, wells, or cisterns as detailed in the Request for Qualifications and Contract Specifications which are attached hereto and made a part hereof.
- B. The CONTRACTOR shall, furnish all labor, materials, tools, and equipment required to perform said services in a good, professional, and workman-like manner, at his own cost and expense. Bonds and insurance requirements are hereby made a part of this CONTRACT as fully as if the same were set out at length.
- C. The CONTRACTOR shall provide services in a prompt and timely manner as set forth in the Request for Qualifications. The CITY reserves the right to assess a 10% per day penalty against the CONTRACTOR should the work not be performed within the period for completion specified by the work order as specified in section 6) of this CONTRACT.
- D. The CONTRACTOR shall submit completed work orders and signed invoices for payment in a prompt and timely manner as set forth in the Request for Qualifications. The CITY reserves the right to deny any payment due to the CONTRACTOR should the signed invoice for payment or the completed work order not be turned in within the period of time required as specified in section 7) of this CONTRACT. Repeated failures to comply with these requirements could result in termination of the CONTRACT.
- E. The CONTRACTOR shall, at all times, observe and comply with all Federal and State laws and all City ordinances, rules and regulations which in any manner affect the conduct of the work to be performed pursuant to these specifications and in accordance with the terms of the CONTRACT.
- F. The CONTRACTOR shall not enter into a contract with any property owner or occupant of any property in which a current abatement work order has been issued. No money may change hands with the CONTRACTOR and any private party related to a current abatement work order due to ethical considerations.

3) ORDER OF PRECEDENCE

In the event of an inconsistency between provisions of this CONTRACT, the inconsistency shall be resolved by giving precedence in the following order:

- (1) Contract articles, (2) Contract Specifications

4) CHARGES AND REIMBURSEMENT

- A. Mowing and Cutting Charge includes removal and disposal of the necessary amount of trash, litter and/or rubble and debris to allow for a thorough and complete job of mowing abatement. The area to be cleaned and/or mowed for purposes of billing will be defined by City staff upon giving the assignment to the CONTRACTOR.
- B. Other expenses not usually incurred in regular abatements may be reimbursable at the sole discretion of the Code Compliance Supervisor or his designee. All other expenses must be approved prior to the start of the job or prior to the expense being incurred in order to be reimbursable.

C Payment Schedule:

I. Finish Mowing (Contract Specifications 4.H.1. Section a)

Finish mowing requires the grass/weeds to be no more than 3 inches in height when the work order is completed (This amount is intended to include a basic set-up charge for mileage, time, equipment use and other incidental costs not otherwise outlined under this CONTRACT).

- | | |
|---|---|
| 1. Up to .20 Acres: | \$75.00 |
| 2. .21 Acres to .40 Acres: | \$100.00 |
| 3. .41 Acres to .60 Acres: | \$150.00 |
| 4. .61 Acres to .80 Acres: | \$200.00 |
| 5. .81 Acres to 1.0 Acres: | \$250.00 |
| 6. More Than 1.0 Acres: | County Assessor assigned legal acreage multiplied by \$250.00 |
| 7. Exceptions: The assigned Code Compliance Inspector or Supervisor (or designee) may allow or require the Strip Mowing or Rough Cut Mowing hourly rates under Part B and C of Exhibit A, Payment Schedule in Contract Specifications to apply to a mowing order of any parcel of land that has a large amount of lot coverage and only a comparatively small portion of the lot that can be mowed, which would generally apply to a larger parcel that is mostly tree covered. The assigned Code Compliance Inspector or Supervisor (or designee) may allow or require a weeds abatement order to be paid at the Strip Mowing or Rough Cut hourly rates under part C of Exhibit A, Payment Schedule in Contract Specifications or the rate in Section D (Health Nuisance Abatement) of Exhibit A, Payment Schedule in Contract Specifications on any parcel where the terrain or other obstacles prevent the use of traditional mowers, which would require the more labor intensive use of hand tools to accomplish the weeds abatement work order. | |

II. Rough Cut Mowing (Contract Specification 4.H.1. section b)

1. Hourly rate of \$125 with a one hour minimum amount paid, to be paid in half-hour increments after the first hour; Includes labor & all required equipment.

III. Strip Mowing (Contract Specification 4.H.1. section c)

1. Hourly rate of \$125 with a one hour minimum amount paid, to be paid in half-hour increments after the first hour; Includes labor & all required equipment.

IV. Health, Easement Obstructions, Covering/Filling Open Cellars, Wells, or Cisterns, and Abatement and Securing of Structures (Contract Specification 4.H.1 sections d and e)

1. Minimum Removal & Clean-Up of Health Nuisances, Securing of Structures, Removal of Easement or Sight Triangle Obstructions, and covering or filling open cellars, cisterns or wells: \$90.00, when the abatement time does not exceed one hour. When the abatement time exceeds one hour, then the minimum fee does not apply and the rate will be paid as described in the next section (2): Hourly rate per worker (Contract Specifications 4.H.1. sections d and e).
2. Hourly rate per worker: \$30.00 (more than 3 workers per assignment must be approved by the Code Compliance Supervisor or his/her designee or designated on the work order before work begins). If the amount of time necessary to complete the work exceeds one hour, additional payment over that amount will be calculated in half-hour intervals.

V. Reimbursement for landfill and other miscellaneous charges.

The CONTRACTOR shall be reimbursed for actual costs incurred for landfill dumping and tire and appliance disposal charges upon verification of a receipt included with the work order. The CONTRACTOR will also be reimbursed for actual costs incurred for purchasing materials to secure unsecured structures, and covering swimming pools, open cellars, wells, or cisterns upon verification of a receipt included with the work order.

5) DETERMINATION OF COMPLETION OF WORK AND PAYMENT

- A. On completion of the work but prior to the acceptance thereof by the CITY, it shall be the duty of the Code Compliance Supervisor or his/her designee to determine that said work has been satisfactorily completed and fully performed in accordance with said CONTRACT documents; and upon making such determination shall so notify the CITY that payment is to be made. Sufficient documenting photographs of property before and after abatement, with the addresses, must be submitted with invoice for the CITY's records as set forth in the Contract Specifications.
- B. Invoices for payment will be processed within ten business days of acceptance of the work in the form of a payment authorization form that will be submitted to the CITY Purchasing Division for payment.
- C. During the abatement process, any inactivity on the part of any CONTRACTOR and/or their employees/workers involved in the abatement process shall not be compensated nor charged toward the time spent fulfilling the requirements of the work order. Inactivity shall include any cessation of work, regardless of reason, unless it is in response to actions taken by the property owner and/or tenants. This CONTRACT requires the CONTRACTOR and/or all their employees/workers to be continually working during the abatement process for the time to be compensable.

6) TIME REQUIREMENT FOR COMPLETION OF WORK

The CONTRACTOR shall complete work within ten (10) calendar days following the date the Work Order was sent to the CONTRACTOR. The time for completion may be extended by the Code Compliance Supervisor or his designee. A penalty of 10% may be assessed from the CONTRACTOR'S payment for each calendar day thereafter that the work is not complete. Whether or not the work is completed shall be determined solely by the Code Compliance Supervisor or his designee.

7) TIME REQUIREMENT FOR TURNING IN WORK ORDERS AND INVOICES

The CONTRACTOR shall submit a completed Work Order within five (5) calendar days of the due date. The CONTRACTOR shall submit the signed invoice required for payment within 10 calendar days of the date the invoice for services rendered was sent to the CONTRACTOR for a signature. The CITY reserves the right to deny any payment due to the CONTRACTOR when these time requirements are not met. Repeated failures to comply with these requirements could result in termination of the CONTRACT.

8) SUBMISSION OF PERFORMANCE BOND

- A. The CONTRACTOR shall execute and deliver the required documents, bonds and proof of insurance. Each successful bidder shall post a performance bond with a surety company or in cash in the amount of \$1,500.00 to insure performance in accordance with specifications. The performance bond shall be in effect for the entire term of the CONTRACT.
- B. The performance bond must be posted within 10 business days after the approval of the CONTRACT.

9) PROOF OF INSURANCE AND INDEMNIFICATION CLAUSE

- A. The CONTRACTOR and his/her surety shall defend, indemnify and hold harmless the CITY, its officers and employees, from all suits, actions or claims of any character brought for or on account of any injuries or damages received or sustained by any person or persons or property caused by or from the CONTRACTOR or his/her employees or by or in consequence of any negligence in safeguarding the work or by or on account of any act or omission, neglect or misconduct of the said CONTRACTOR, of his/her employees, or from any claims or amounts arising or recovered under the Worker's Compensation Law or any other law, ordinances, order or decree; and so much of the money due the said CONTRACTOR, under and by virtue of his/her CONTRACT, shall be considered necessary by the Department in the defense or discharge of any such suits, actions or claims may be retained for the use of the Department; or in case no money is due, his/her surety shall be held until such suit or suits, action or actions, claim or claims for injury or damages as aforesaid, shall have been settled and satisfactory evidence to that effect furnished to the CITY.
- B. The CONTRACTOR shall not commence work under this CONTRACT until he/she has obtained all insurance required under these specifications, and such insurance has been approved by the Code Compliance Supervisor or his designee.
- C. No provision of the CONTRACT or of any such aforementioned document shall be interpreted or given legal effect to create any obligation on the part of the CITY to third persons, including, but not limited to, sureties upon performance bonds, payment bonds, or other bonds, assignees of the CONTRACTOR, employees and any other persons performing labor, furnishing material or in any other way contributing to or assisting in the performance of the obligations of the CONTRACTOR; nor shall any such provisions be interpreted or given legal effect to afford a defense against any obligation owed or assumed by such third person to the CITY or in any such way to restrict the freedom of the CITY to exercise full discretion in its dealing with the CONTRACTOR.

10) WORKERS COMPENSATION

CONTRACTOR assumes responsibility for its personnel, and will make all deductions for social security and withholding taxes, and contributions for employment compensation funds, and shall comply with all requirements of the Oklahoma Workers Compensation Act.

11) COMPLETE AGREEMENT AND MODIFICATION

This Agreement is the complete agreement of the Parties regarding matters addressed herein, no oral agreements or representations shall be considered binding on the Parties. Any modifications to this CONTRACT shall be made in writing and executed by both Parties.

12) SEVERABILITY

If any section, subsection, sentence, clause, phrase, or portion of this CONTRACT 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 the CONTRACT.

13) FORCE MAJEURE

No party shall be held responsible for any delay or failure in performance of any part of the work to be performed to the extent that such delay or failure is caused by fire, flood, explosion, war, strike, embargo, federal or state government requirement, court order, civil or military authorities, Acts of God or by the public enemy, acts or omissions of carriers or other causes beyond the control of the parties. If any such force majeure condition occurs, the party delayed or unable to perform shall give immediate notice to the other party. If any party is delayed or unable to perform due to the occurrence of such force majeure condition, performance of the work hereunder shall automatically be suspended for the duration of the force majeure condition and shall be resumed once the force majeure condition ceases.

14) The attached sworn, notarized contract affidavit must be signed and notarized before this CONTRACT will become effective.

IN WITNESS WHEREOF, the said parties of the First and Second Part have hereunto set their hands and seals respectively the _____ day of _____, 2018, and the day of _____, 2018.

(Corporate Seal) (where applicable)

Principal

ATTEST:

Signed: [Signature]
Authorized Representative

Corporate Secretary (where applicable)

Title

Address: 7924 SW 77th

Oklahoma City, OK 73169

Telephone: 405-343-0247

CITY OF NORMAN:

Approved as to form and legality this 21 day of March, 2018.

Beth Shrkala
City Attorney

Approved by the City of Norman, this 27th day of March, 2018.

ATTEST:

Brenda Hall
City Clerk

[Signature]
Mayor



CONTRACT AFFIDAVITSTATE OF OKLAHOMA)
) SS
COUNTY OF CLEVELAND)

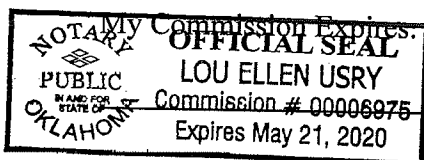
Taylor Enakes, of lawful age, being first duly sworn, on oath says that (s)he is the Agent authorized by the Firm of E&E Lawn Care, LLC to submit the above Contract to the City of Norman, Oklahoma.

Affidavit further states that such firm has not paid, given or donated or agreed to pay, give, or donate to any officer or employee of the City of Norman, Oklahoma, any money or other thing of value, either directly or indirectly, in the procuring of the Contract.

[Signature]
CONTRACTOR

Subscribed and sworn to before me this 21st day of MARCH, 2018.

[Signature]
Notary Public




Amendment No. 4**Contract No. K-1718-115**

In connection with Contract No. K-1718-115, by and between the City of Norman and E&E Lawn Care, LLC, the following changes are hereby authorized this 22nd day of March, 2022.

3. Contract term is renewed until March 31, 2023

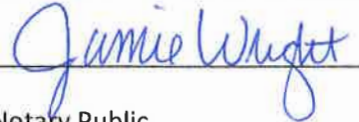
No other change to contract terms or conditions is being made.

E&E Lawn Care, LLC



Sole Member, Taylor Engles

Subscribed and sworn to before me this 15th day of March, 2022.



Notary Public

The City of Norman, Oklahoma

Breea Clark, Mayor

Attest:

Brenda Hall, City Clerk

Approved as to form and legality this ____ day of _____, 2022

City Attorney



File Attachments for Item:

30. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT NO. THREE TO CONTRACT K-1819-124: BY AND BETWEEN GIVENS PROPERTY MAINTENANCE, L.L.C., FOR MOWING, SECURING OF STRUCTURES, AND THE REMOVAL OF HEALTH NUISANCES FOR THE CODE COMPLIANCE DIVISION EXTENDING THE CONTRACT THROUGH MARCH 31, 2023.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 03/22/2022

REQUESTER: Kelvin Winter

PRESENTER: Kelvin Winter, Code Compliance Inspector

ITEM TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT NO. THREE TO CONTRACT K-1819-124: BY AND BETWEEN GIVENS PROPERTY MAINTENANCE, L.L.C., FOR MOWING, SECURING OF STRUCTURES, AND THE REMOVAL OF HEALTH NUISANCES FOR THE CODE COMPLIANCE DIVISION EXTENDING THE CONTRACT THROUGH MARCH 31, 2023.

BACKGROUND:

On March 12, 2019, City Council approved a contract with Givens Property Maintenance, LLC to provide abatement services related to mowing, securing of structures, and removal of health nuisances on private properties. Amendment Number 1 was approved by City Council on February 25, 2020. Amendment Number 2 was approved by City Council on March 9, 2021. Abatement work orders are issued upon failure of the property owners to abate nuisances after notification by the City Code Compliance Inspectors. Section 1) B. of the contract allows for renewal of the contract for additional one-year periods at the option of the City. Fees for service remain unchanged.

DISCUSSION:

The contractor, in response to a request for qualifications, submitted to the City in 2019, sealed qualifications in accordance with the terms of the Request for Qualifications. The City subsequently awarded the contract to Givens Property Maintenance, LLC. The contractor has performed well and in a timely manner upon issuance of work orders. There were 231 work orders issued in 2021.

RECOMMENDATION:

Staff recommends that based on the merits and performance of the contract requirements from contract approval to present, that Contract K-1819-124 with Givens Property Maintenance, LLC be renewed through amendment as a City of Norman mowing/securing/nuisance abatement contractor for the contract period April 1, 2022 through March 31, 2023. Funds are budgeted for nuisance abatement in Mowing Abatement (account number 10440152-44114).

Amendment No. 3**Contract No. K-1819-124**

In connection with Contract No. K-1819-124, by and between the City of Norman and Givens Property Maintenance, LLC, the following changes are hereby authorized this 22nd day of March, 2022.

2. Contract term is renewed until March 31, 2023

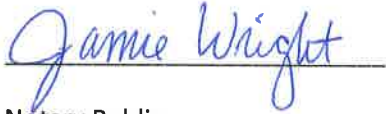
No other change to contract terms or conditions is being made.

Givens Property Maintenance, LLC



Sole Member, Damon Givens

Subscribed and sworn to before me this 14th day of March, 2022.



Notary Public

The City of Norman, Oklahoma

Breea Clark, Mayor

Attest:

Brenda Hall, City Clerk

Approved as to form and legality this ____ day of _____, 2022

City Attorney



**MOWING, SECURING OF STRUCTURES AND
REMOVAL OF HEALTH NUISANCES CONTRACT**

THIS CONTRACT made and entered into this 1st day of April, 2019, by and between Givens Property Maintenance, LLC as party of the First Part, hereinafter designated as the CONTRACTOR, and the City of Norman, a municipal corporation, hereinafter designated as the CITY, party of the Second Part.

WITNESSETH

WHEREAS, the CITY has caused to be prepared in accordance with law, specifications, and other bidding and/or request for qualifications documents for the work hereinafter described and has received, approved and adopted all of said bidding and/or request for qualifications documents, and has caused Notice to Bidders and/or request for qualifications 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:

**MOWING, SECURING OF STRUCTURES, AND REMOVAL OF HEALTH NUISANCES,
EASEMENT & SIGHT TRIANGLE OBSTRUCTIONS, & COVERING OR FILLING OPEN
CELLARS, WELLS, OR CISTERNS**

As outlined and set out in the request for proposals of work and in accordance with the terms and provisions of said CONTRACT; and,

WHEREAS: the CONTRACTOR in response to said request for qualifications, has submitted to the CITY on the manner and at the time specified, a qualification statement in accordance with the terms of this CONTRACT and the CITY has declared the above-named CONTRACTOR to be qualified as the successful applicant(s) and has duly awarded this contract to said CONTRACTOR:

NOW, THEREFORE, for and in consideration of the mutual agreements and covenants herein contained, the parties to this CONTRACT have agreed, and hereby agree, as follows:

1) TERM/RENEWAL

- A. This CONTRACT shall be effective from April 1, 2019 through March 31, 2020 when it shall terminate automatically, unless terminated at an earlier date by either party as set forth in section (1) (C) of this Agreement.
- B. This CONTRACT may be renewable for additional one-year periods at the option of the CITY. Should the CITY desire to renew the CONTRACT, a written preliminary renewal notice will be furnished to the CONTRACTOR prior to the expiration date of the CONTRACT. Such preliminary renewal notice shall not be considered to be a commitment to contract with the CONTRACTOR as all contracts must be approved by the Norman City Council and sufficient appropriations shall have been made for the particular fiscal year for which the renewal is sought.
 1. Should the CITY exercise this option for renewal, the CONTRACT as renewed shall be deemed to include this option provision for the total duration of this CONTRACT, including renewals.
 2. The CONTRACTOR may decline to renew the CONTRACT.
- C. Either party may terminate this Agreement with (30) days advanced written notice to the other party, with or without cause.

2) STATEMENT OF WORK/PURPOSE AND GENERAL REQUIREMENTS

- A. The CONTRACTOR shall provide all services, including mowing, securing of structures, removal of health nuisances, removal of easement and sight triangle obstructions and covering or filling of open cellars, wells, or cisterns as detailed in the Request for Qualifications and Contract Specifications which are attached hereto and made a part hereof.
- B. The CONTRACTOR shall, furnish all labor, materials, tools, and equipment required to perform said services in a good, professional, and workman-like manner, at his own cost and expense. Bonds and insurance requirements are hereby made a part of this CONTRACT as fully as if the same were set out at length.
- C. The CONTRACTOR shall provide services in a prompt and timely manner as set forth in the Request for Qualifications. The CITY reserves the right to assess a 10% per day penalty against the CONTRACTOR should the work not be performed within the period for completion specified by the work order as specified in section 6) of this CONTRACT.
- D. The CONTRACTOR shall submit completed work orders and signed invoices for payment in a prompt and timely manner as set forth in the Request for Qualifications. The CITY reserves the right to deny any payment due to the CONTRACTOR should the signed invoice for payment or the completed work order not be turned in within the period of time required as specified in section 7) of this CONTRACT. Repeated failures to comply with these requirements could result in termination of the CONTRACT.
- E. The CONTRACTOR shall, at all times, observe and comply with all Federal and State laws and all City ordinances, rules and regulations which in any manner affect the conduct of the work to be performed pursuant to these specifications and in accordance with the terms of the CONTRACT.
- F. The CONTRACTOR shall not enter into a contract with any property owner or occupant of any property in which a current abatement work order has been issued. No money may change hands with the CONTRACTOR and any private party related to a current abatement work order due to ethical considerations.

3) ORDER OF PRECEDENCE

In the event of an inconsistency between provisions of this CONTRACT, the inconsistency shall be resolved by giving precedence in the following order:

- (1) Contract articles, (2) Contract Specifications

4) CHARGES AND REIMBURSEMENT

- A. Mowing and Cutting Charge includes removal and disposal of the necessary amount of trash, litter and/or rubble and debris to allow for a thorough and complete job of mowing abatement. The area to be cleaned and/or mowed for purposes of billing will be defined by City staff upon giving the assignment to the CONTRACTOR.
- B. Other expenses not usually incurred in regular abatements may be reimbursable at the sole discretion of the Code Compliance Supervisor/Manager or his designee. All other expenses **must** be approved prior to the start of the job or prior to the expense being incurred in order to be reimbursable.

C Payment Schedule:

I. Finish Mowing (Contract Specifications 4.H.1. Section a)

Finish mowing requires the grass/weeds to be no more than 3 inches in height when the work order is completed (This amount is intended to include a basic set-up charge for mileage, time, equipment use and other incidental costs not otherwise outlined under this CONTRACT).

1. Up to .20 Acres: \$75.00
2. .21 Acres to .40 Acres: \$100.00
3. .41 Acres to .60 Acres: \$150.00
4. .61 Acres to .80 Acres: \$200.00
5. .81 Acres to 1.0 Acres: \$250.00
6. More Than 1.0 Acres: County Assessor assigned legal acreage multiplied by \$250.00
7. Exceptions: The assigned Code Compliance Inspector or Supervisor/Manager (or designee) may allow or require the Strip Mowing or Rough Cut Mowing hourly rates under Part B and C of Exhibit A, Payment Schedule in Contract Specifications to apply to a mowing order of any parcel of land that has a large amount of lot coverage and only a comparatively small portion of the lot that can be mowed, which would generally apply to a larger parcel that is mostly tree covered. The assigned Code Compliance Inspector or Supervisor/Manager (or designee) may allow or require a weeds abatement order to be paid at the Strip Mowing or Rough Cut hourly rates under part C of Exhibit A, Payment Schedule in Contract Specifications or the rate in Section D (Health Nuisance Abatement) of Exhibit A, Payment Schedule in Contract Specifications on any parcel where the terrain or other obstacles prevent the use of traditional mowers, which would require the more labor intensive use of hand tools to accomplish the weeds abatement work order.

II. Rough Cut Mowing (Contract Specification 4.H.1. section b)

1. Hourly rate of \$125 with a one hour minimum amount paid, to be paid in half-hour increments after the first hour; Includes labor & all required equipment.

III. Strip Mowing (Contract Specification 4.H.1. section c)

1. Hourly rate of \$125 with a one hour minimum amount paid, to be paid in half-hour increments after the first hour; Includes labor & all required equipment.

IV. Health, Easement Obstructions, Covering/Filling Open Cellars, Wells, or Cisterns, and Abatement and Securing of Structures (Contract Specification 4.H.1 sections d and e)

1. Minimum Removal & Clean-Up of Health Nuisances, Securing of Structures, Removal of Easement or Sight Triangle Obstructions, and covering or filling open cellars, cisterns or wells: \$90.00, when the abatement time does not exceed one hour. When the abatement time exceeds one hour, then the minimum fee does not apply and the rate will be paid as described in the next section (2): Hourly rate per worker (Contract Specifications 4.H.1. sections d and e).
2. Hourly rate per worker: \$30.00 (more than 3 workers per assignment must be approved by the Code Compliance Supervisor/Manager or his/her designee or designated on the work order before work begins). If the amount of time necessary to complete the work exceeds one hour, additional payment over that amount will be calculated in half-hour intervals.

V. Reimbursement for landfill and other miscellaneous charges.

The CONTRACTOR shall be reimbursed for actual costs incurred for landfill dumping and tire and appliance disposal charges upon verification of a receipt included with the work order. The CONTRACTOR will also be reimbursed for actual costs incurred for purchasing materials to secure unsecured structures, and covering swimming pools, open cellars, wells, or cisterns upon verification of a receipt included with the work order.

5) **DETERMINATION OF COMPLETION OF WORK AND PAYMENT**

- A. On completion of the work but prior to the acceptance thereof by the CITY, it shall be the duty of the Code Compliance Supervisor/Manager or his/her designee to determine that said work has been satisfactorily completed and fully performed in accordance with said CONTRACT documents; and upon making such determination shall so notify the CITY that payment is to be made. Sufficient documenting photographs of property before and after abatement, with the addresses, must be submitted with invoice for the CITY's records as set forth in the Contract Specifications.
- B. Invoices for payment will be processed within ten business days of acceptance of the work in the form of a payment authorization form that will be submitted to the CITY Purchasing Division for payment.
- C. During the abatement process, any inactivity on the part of any CONTRACTOR and/or their employees/workers involved in the abatement process shall not be compensated nor charged toward the time spent fulfilling the requirements of the work order. Inactivity shall include any cessation of work, regardless of reason, unless it is in response to actions taken by the property owner and/or tenants. This CONTRACT requires the CONTRACTOR and/or all their employees/workers to be continually working during the abatement process for the time to be compensable.

6) **TIME REQUIREMENT FOR COMPLETION OF WORK**

The CONTRACTOR shall complete work within ten (10) calendar days following the date the Work Order was sent to the CONTRACTOR. The time for completion may be extended by the Code Compliance Supervisor/Manager or his designee. A penalty of 10% may be assessed from the CONTRACTOR'S payment for each calendar day thereafter that the work is not complete. Whether or not the work is completed shall be determined solely by the Code Compliance Supervisor/Manager or his designee.

7) **TIME REQUIREMENT FOR TURNING IN WORK ORDERS AND INVOICES**

The CONTRACTOR shall submit a completed Work Order within five (5) calendar days of the due date. The CONTRACTOR shall submit the signed invoice required for payment within 10 calendar days of the date the invoice for services rendered was sent to the CONTRACTOR for a signature. The CITY reserves the right to deny any payment due to the CONTRACTOR when these time requirements are not met. Repeated failures to comply with these requirements could result in termination of the CONTRACT.

8) **SUBMISSION OF PERFORMANCE BOND**

- A. The CONTRACTOR shall execute and deliver the required documents, bonds and proof of insurance. Each successful bidder shall post a performance bond with a surety company or in cash in the amount of \$1,500.00 to insure performance in accordance with specifications. The performance bond shall be in effect for the entire term of the CONTRACT.
- B. The performance bond must be posted within 10 business days after the approval of the CONTRACT.

9) PROOF OF INSURANCE AND INDEMNIFICATION CLAUSE

- A. The CONTRACTOR and his/her surety shall defend, indemnify and hold harmless the CITY, its officers and employees, from all suits, actions or claims of any character brought for or on account of any injuries or damages received or sustained by any person or persons or property caused by or from the CONTRACTOR or his/her employees or by or in consequence of any negligence in safeguarding the work or by or on account of any act or omission, neglect or misconduct of the said CONTRACTOR, of his/her employees, or from any claims or amounts arising or recovered under the Worker's Compensation Law or any other law, ordinances, order or decree; and so much of the money due the said CONTRACTOR, under and by virtue of his/her CONTRACT, shall be considered necessary by the Department in the defense or discharge of any such suits, actions or claims may be retained for the use of the Department; or in case no money is due, his/her surety shall be held until such suit or suits, action or actions, claim or claims for injury or damages as aforesaid, shall have been settled and satisfactory evidence to that effect furnished to the CITY.
- B. The CONTRACTOR shall not commence work under this CONTRACT until he/she has obtained all insurance required under these specifications, and such insurance has been approved by the Code Compliance Supervisor/Manager or his designee.
- C. No provision of the CONTRACT or of any such aforementioned document shall be interpreted or given legal effect to create any obligation on the part of the CITY to third persons, including, but not limited to, sureties upon performance bonds, payment bonds, or other bonds, assignees of the CONTRACTOR, employees and any other persons performing labor, furnishing material or in any other way contributing to or assisting in the performance of the obligations of the CONTRACTOR; nor shall any such provisions be interpreted or given legal effect to afford a defense against any obligation owed or assumed by such third person to the CITY or in any such way to restrict the freedom of the CITY to exercise full discretion in its dealing with the CONTRACTOR.

10) WORKERS COMPENSATION

CONTRACTOR assumes responsibility for its personnel, and will make all deductions for social security and withholding taxes, and contributions for employment compensation funds, and shall comply with all requirements of the Oklahoma Workers Compensation Act.

11) COMPLETE AGREEMENT AND MODIFICATION

This Agreement is the complete agreement of the Parties regarding matters addressed herein, no oral agreements or representations shall be considered binding on the Parties. Any modifications to this CONTRACT shall be made in writing and executed by both Parties.

12) SEVERABILITY

If any section, subsection, sentence, clause, phrase, or portion of this CONTRACT 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 the CONTRACT.

13) FORCE MAJEURE

No party shall be held responsible for any delay or failure in performance of any part of the work to be performed to the extent that such delay or failure is caused by fire, flood, explosion, war, strike, embargo, federal or state government requirement, court order, civil or military authorities, Acts of God or by the public enemy, acts or omissions of carriers or other causes beyond the control of the parties. If any such force majeure condition occurs, the party delayed or unable to perform shall give immediate notice to the other party. If any party is delayed or unable to perform due to the occurrence of such force majeure condition, performance of the work hereunder shall automatically be suspended for the duration of the force majeure condition and shall be resumed once the force majeure condition ceases.

14) The attached sworn, notarized contract affidavit must be signed and notarized before this CONTRACT will become effective.

IN WITNESS WHEREOF, the said parties of the First and Second Part have hereunto set their hands and seals respectively the 1st day of MARCH, 2019, and the 12th day of MARCH, 2019.

(Corporate Seal) (where applicable)

ATTEST:

Signed: Ramon Dini
Principal
Authorized Representative

Corporate Secretary (where applicable)

Owner
Title
Address: 958 Pruitt Dr
OKC OK 73170
Telephone: 405-206-1754

CITY OF NORMAN:

Approved as to form and legality this 5th day of March, 2019.

Beth Luckala
City Attorney

Approved by the City of Norman, this 12th day of March, 2019.

ATTEST:

Pamela Hall
City Clerk



File Attachments for Item:

31. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT OR POSTPONEMENT OF CHANGE ORDER NO. ONE TO CONTRACT K-2021-12:
BY AND BETWEEN NORMAN UTILITIES AUTHORITY AND SMC UTILITY
CONSTRUCTION INCREASING THE CONTRACT AMOUNT BY \$54,596 FOR A
REVISED CONTRACT AMOUNT OF \$1,137,146 AND ADDING 325 CALENDAR
DAYS TO THE CONTRACT FOR THE 2015 WATER WELLS AND LINES PROJECT,
LOCATED NEAR FRANKLIN ROAD AND 60TH AVENUE N.E., FINAL ACCEPTANCE
OF THE PROJECT AND FINAL PAYMENT IN THE AMOUNT OF \$164,437.17.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: March 22, 2022

REQUESTER: Ken Giannone

PRESENTER: Ken Giannone, PE, Capital Projects Engineer

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT OR POSTPONEMENT OF CHANGE ORDER NO. ONE TO CONTRACT K-2021-12: BY AND BETWEEN NORMAN UTILITIES AUTHORITY AND SMC UTILITY CONSTRUCTION INCREASING THE CONTRACT AMOUNT BY \$54,596 FOR A REVISED CONTRACT AMOUNT OF \$1,137,146 AND ADDING 325 CALENDAR DAYS TO THE CONTRACT FOR THE 2015 WATER WELLS & LINES PROJECT, LOCATED NEAR FRANKLIN ROAD AND 60TH AVENUE N.E., FINAL ACCEPTANCE OF THE PROJECT AND FINAL PAYMENT IN THE AMOUNT OF \$164,437.17

BACKGROUND:

The 2015 Water Wells & Lines project (Project WA0212/WB0212) consists of three (3) contracts. One contract covers the drilling of nine (9) new wells, installation of well pumps and construction of appurtenant well houses for each well. The other two contracts cover the installation of 12 inch diameter polyvinyl chloride (PVC) well lines to interconnect the nine (9) new wells with the City's existing distribution system. Contract K-2021-12, Water Well Lines – Franklin and 60th Ave. N.E. (Project WB0212) is one of the two well line projects. It covers the installation of 15,500 linear feet (LF) of 12" diameter PVC water well lines starting at an existing well line on Franklin Road west of 36th Avenue N.E. and continuing east on Franklin (along which it interconnects with the newly constructed "Jaime and Argo" wells) to 60th Ave N.E. and then north on 60th Ave N.E. to the site of the newly-drilled "Myers" Well.

Garver Engineers was selected as the consultant for this project, and the Norman Utilities Authority (NUA) approved their contract on November 26, 2019. Design was completed during the first half of 2020, and the project was advertised for bid on July 16 and July 23, 2020. Bids were opened August 6, 2020, and SMC Utility Construction (SMC) was deemed lowest and best bidder with a bid price of \$1,082,550. NUA approved Contract K-2021-12 with SMC on August 25, 2020, and Notice to Proceed with construction was issued on September 10, 2020.

DISCUSSION:

Change Order No. 1 for a total additional cost of \$54,596 covers several items. It includes two different credit items (for -\$300.00 each) for revisions to boring limits proposed by SMC both to

increase safety and for the resultant cost savings. It also includes an item with a total cost of \$55,196 for final quantity adjustments so that quantities of materials actually required to complete the project match final quantities in the contract. In addition, it includes a 325-calendar-day time extension for time lost due to extreme weather conditions experienced during construction and delays due to supply chain disruptions, which were both deemed beyond SMC's control. Funds for this Change Order will come from Water Well & Lines, Construction (Account 31993345-46101; Project WB0212), which has an unencumbered balance of \$2,348,906.64.

All pipe was installed and tested on the project (and was thus available for NUA use) by July 2021. The remainder of summer into the fall of 2021 was spent on restoration work. A final inspection on January 28, 2022 confirmed that all work on the project was complete. The engineer, Garver Engineers, has also deemed the project to be complete and recommends final acceptance and final payment.

RECOMMENDATION:

Staff recommends that Change Order No. 1 increasing Contract K-2021-12 for 2015 Water Well Lines – Franklin & 60th Ave. N.E. with SMC Utility Construction by \$54,596 to new contract cost of \$1,137,146 and adding 325 calendar days, be approved. Staff also recommends final acceptance of Contract K-2021-12, 2015 Water Well Lines – Franklin Rd. & 60th Ave N.E. and final payment to SMC Utility Contractors in the amount of \$164,437.17.



1016 24th Avenue NW
Norman, OK 73069

TEL 405.329.2555
FAX 405.329.3555

www.GarverUSA.com

March 9, 2022

Ken Giannone
Capital Projects Engineer
Norman Utilities Authority
201-C West Gray
P.O. Box 370
Norman OK 73069

Re: WB0212 - Water Well Lines Phase II – Franklin Road & 60th Ave. N.E.
Norman, Oklahoma

Dear Mr. Giannone,

Garver agrees that the WB0212 - Water Well Lines -Franklin and 60th Ave. N.E. is complete as of January 28, 2022. Garver recommends that the project be final accepted and final payment be made.

Please call me if you have any questions.

Sincerely,

GARVER

Jeffrey G. Chavez, P.E.
Project Manager

NORMAN UTILITIES AUTHORITY
CITY OF NORMAN
CLEVELAND COUNTY, OKLAHOMA

DATE: November 30, 2021

CHANGE ORDER NO.: One (1)

CONTRACT NO.: K-2021-12

PROJECT: WB0212 - Norman Water Well Lines - Franklin Rd. & 60th Ave N.E.

CONTRACTOR: SMC Utility Construction
8405 SW 15th Street, Oklahoma City, OK

	<u>Contract Time</u>		<u>Contract Amount</u>	
ORIGINAL:	180	calendar days	\$1,082,550.00	
PREVIOUS CHANGE ORDERS:	0	calendar days	\$0.00	
THIS CHANGE ORDER:	325	calendar days	\$54,596.00	5.04%
REVISED AMOUNT:	505	calendar days	\$1,137,146.00	
ORIGINAL START DATE:	September 10, 2020			
ORIGINAL COMPLETION DATE:	March 9, 2021			
PREVIOUS COMPLETION DATE:	March 9, 2021			
NEW COMPLETION DATE:	January 28, 2022			

DESCRIPTION:	Increase / Decrease (\$)
CO 1.1 - Revision to Boring at Sta. 60+18 - Revise 25 LF of Steel Casing Boring to 60 LF of PVC Pipe boring to make work safer and to avoid potential utility conflict per SMC 1/20/2021 letter.	-\$300.00
CO 1.2 - Revision to Boring at Sta. 81+32 - Revise 29 LF of Steel Casing Boring to 70 LF of PVC Pipe boring to make work safer and to avoid potential utility conflict per SMC 2/2/2021 letter.	-\$300.00
CO 1.3 - Final Quantity Adjustment - Revise Quantities for Line Items 6, 12, 16, 19, 20, 26, and 30 to match quantities actually required to complete the Work. See Section entitled "BID ITEMS" on page 2 of Change Order for tabulation.	\$55,196.00
CO 1.4 - Time Extension - Add 325 Calendar Days (with no associated costs) to the Contract Duration for project delays associated with the added materials quantities listed above in Item CO 1.3, extreme weather conditions experienced throughout the project, and delays in obtaining materials due to supply chain disruptions, all of which have been deemed beyond contractor's control.	325 Cal. Days
SMC Utility Construction agrees to complete the work as amended and modified by Change Order No. 1 as described above.	

SUBMITTED BY
CONTRACTOR:

Bob Zeland
SMC Utility Construction

Date: 3/9/2022

RECOMMENDED BY
ENGINEER:

Jeffrey Chavez
Jeffrey Chavez, PE, Garver

Date: Digitally Signed 03/09/2022

APPROVED AS TO FORM
AND LEGALITY:

City Attorney

Date: _____

ACCEPTED BY
NORMAN UTILITIES AUTHORITY:

Mayor

Date: _____

Change Order No. 1
Contract K-2021-12

Attachment 1

BID ITEMS (CO 1.3):

Bid Item	Description	Units	Original Contract Quantity	Unit Price	Original Contract Amount	Proposed Quantity Increase/ Decrease	Cost Increase/ Decrease	Percent Change
6	12 INCH MU 11.25 DEGREE BEND	EA	4	\$900.00	\$3,600.00	-2	-\$1,800.00	-50.00%
12	12 INCH CAP	EA	4	\$700.00	\$2,800.00	-1	-\$700.00	-25.00%
16	FIRE HYDRANT ASSEMBLY WITH RISER (COMPLETE)	EA	8	\$5,000.00	\$40,000.00	2	\$10,000.00	25.00%
19	ASPHALT DRIVE CUT AND REPAIR	SF	1120	\$40.00	\$44,800.00	468	\$18,720.00	41.79%
20	ASPHALT ROAD CUT AND REPAIR	SF	390	\$40.00	\$15,600.00	495	\$19,800.00	126.92%
26	SOLID SLAB SODDING	SY	10000	\$3.00	\$30,000.00	3492	\$10,476.00	34.92%
30	LEAK DETECTOR ASSEMBLY AND METER VAULT	EA	2	\$1,300.00	\$2,600.00	-1.00	-\$1,300.00	-50.00%
					Total Additional Bid Items =		\$55,196.00	5.10%

CHANGE ORDER PAY ITEMS

CO 1.1	Revision to Boring at Sta. 60+18					1.00	-\$300.00	-0.028%
CO 1.2	Revision to Boring at Sta. 81+32					1.00	-\$300.00	-0.028%

SUBTOTAL						Total Non-Bid Item Extras =	-\$600.00	-0.06%
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Original Contract Amount

\$1,082,550.00

Change Order No. 1

\$54,596.00

5.04%

Revised Contract Amount

\$1,137,146.00

APPLICATION AND CERTIFICATE FOR PAYMENT

Page 1 of 6

Owner: Norman Utilities Authority, 201-C West Gray, Norman, OK 73070
 Project Name: WB0212 - Water Well Lines Phase II - Franklin Road & 60th Ave. N.E.
 Contract No. K-2021-12 PO No. 21003231
 Start Date: September 10, 2020 End Date: January 28, 2022

Contractor: SMC Utility Construction
 Address: 8405 SW 15th St Oklahoma City, OK 73128

Application No. 10 - Final Application Date: January 31, 2022

For the period: July 1, 2021 thru January 28, 2022, inclusive.

CONTRACTOR'S APPLICATION FOR PAYMENT

1	Original Contract Amount	\$1,082,550.00
2	Net Change by Change Order(s)	\$54,596.00
3	Revised Contract Amount (Line 1 + Line 2)	\$1,137,146.00
4	Total Completed To Date	\$1,137,146.00
5	Stored Materials This Date	\$0.00
6	Total Completed and Stored (Line 4 + Line 5)	\$1,137,146.00
7	Retainage:	
a	Completed Work at 5% of Line 4	\$0.00
b	Stored Materials at 5% of Line 5	\$0.00
	Total Retainage (Lines 7a + 7b)	\$0.00
8	Total Earned Less Retainage (Line 6 less Line 7)	\$1,137,146.00
9	Previous Payments:	
a	Previously Paid to Contractor	\$554,403.14
b	Previously Paid to Vendors	\$418,305.69
	Total Previously Paid (Lines 9a + 9b)	\$972,708.83
10	Amount Due This Estimate	
a	Invoices to be Paid by NUA (new materials stored)	\$0.00
b	Amount Due to Contractor	\$164,437.17
	Total Amount Due This Estimate (Line 8 less Line 9)	\$164,437.17
11	Balance to Complete, Including Retainage	\$0.00

Page 2 of 6

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown is now due.

Contractor: SMC Utility Construction

By: Bob Z. Ward
SMC Project Manager

Date: 3/9/2022

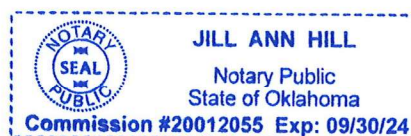
State of: Oklahoma

County of: Oklahoma

Subscribed and sworn to before me this

9th day of March, 2022

Notary Public: Jill Ann Hill
SMC Notary Public Name, # 20012055
My Commission expires: 09/30/24



ENGINEER'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Engineer certifies to the Owner that to the best of the Engineer's knowledge, information and belief the Work has progressed as indicated, the quality of Work is in accordance with the Contract Documents, and the Contractor is entitled to the AMOUNT CERTIFIED.

AMOUNT CERTIFIED: \$164,437.17

Engineer: Garver, LLC

By: Jeffrey W. Chavez
Jeff Chavez, P.E., Project Manager

Date: Digitally Signed 03/09/2022

Issuance, payment, and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this contract.

APPROVAL OF THE OWNER

Owner: Norman Utilities Authority

By: Ken Giannone
Ken Giannone, Capital Proj. Engr.

Date: 3/9/2022

INVOICE AFFIDAVIT

State of: Oklahoma P. O. No. 21003231
 County of: Oklahoma Invoice No. 10 - Final
 Amount \$164,437.17

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. Affiant further states that the work as shown by this invoice has been completed in accordance with the plans, specifications furnished the Affiant. Affiant 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.

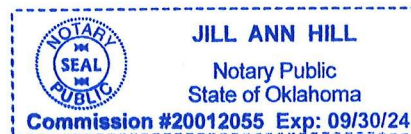
Contractor: SMC Utility Construction

By: Bob P. Gaid
 SMC Project Manager

Subscribed and sworn to before me this

9th day of MARCH, 2022

Notary Public: Jill Ann Hill
 SMC Notary Public Name, # 20012055
 My Commission expires: 09/30/24



THIS FORM MUST BE COMPLETED AND SUBMITTED BEFORE ANY INVOICE OVER \$25,000.00 CAN BE PROCESSED FOR PAYMENT.

WB0212 - Water Well Lines Phase II - Franklin Road & 60th Ave. N.E.			Payment Request No. 10 - Final		Period Ending: 01/28/22		Page 4 of 6	
SMC Utility Construction			Work Completed					
8405 SW 15th St Oklahoma City, OK 73128								
Bid	Description	Qty.	Units	Price	Total	Estimate	Qty.	Estimates
1	1 6 INCH AWWA C900 DR 18 WATERLINE PIPE	100	LF	\$ 17	\$1,700.00	0.00	100	100.00
2	12 INCH AWWA C900 DR 18 WATERLINE PIPE	15,500	LF	\$ 36	\$558,000.00	0.00	15,500	15500.00
3	AIR RELEASE VALVE ASSEMBLY AND VALVE VAULT	6	EA	\$ 2,500	\$15,000.00	0.00	6	6.00
4	BLOW OFF VALVE ASSEMBLY	8	EA	\$ 1,700	\$13,600.00	2.00	6	8.00
5	TEMPORARY BLOW OFF VALVE ASSEMBLY	2	EA	\$ 1,800	\$3,600.00	0.00	0	2.00
6	12 INCH MU 11.25 DEGREE BEND	2	EA	\$ 900	\$1,800.00	0.00	2	2.00
7	12 INCH MU 22.5 DEGREE BEND	4	EA	\$ 900	\$3,600.00	0.00	4	4.00
8	12 INCH MU 45 DEGREE BEND	4	EA	\$ 900	\$3,600.00	0.00	4	4.00
9	12 INCH X 6 INCH MU TEE	2	EA	\$ 1,000	\$2,000.00	0.00	2	2.00
10	12 INCH X 12 INCH MU TEE	2	EA	\$ 1,500	\$3,000.00	0.00	2	2.00
11	12 INCH X 12 INCH CROSS	1	EA	\$ 2,000	\$2,000.00	0.00	1	1.00
12	12 INCH CAP	3	EA	\$ 700	\$2,100.00	0.00	3	3.00
13	6 INCH CAP	2	EA	\$ 500	\$1,000.00	0.00	2	2.00
14	6 INCH MU GATE VALVE AND BOX	2	EA	\$ 1,500	\$3,000.00	0.00	2	2.00
15	12 INCH MU GATE VALVE AND BOX	15	EA	\$ 3,000	\$45,000.00	0.00	15	15.00
16	FIRE HYDRANT ASSEMBLY WITH RISER (COMPLETE)	10	EA	\$ 5,000	\$50,000.00	2.00	8	10.00
17	PRESSURE TESTING AND DISINFECTION	1	LS	\$ 15,000	\$15,000.00	0.00	1	1.00
18	GRAVEL DRIVE REMOVE AND REPAIR	670	SF	\$ 15	\$10,050.00	0.00	670	670.00
19	ASPHALT DRIVE CUT AND REPAIR	1,588	SF	\$ 40	\$63,520.00	468.00	1,120	1588.00
20	ASPHALT ROAD CUT AND REPAIR	886	SF	\$ 40	\$35,400.00	495.00	390	886.00
21	6 INCH BORE	30	SF	\$ 60	\$1,800.00	-130.00	30	30.00
22	12 INCH BORE	1,275	LF	\$ 120	\$153,000.00	1,405	1275.00	1275.00
23	14 INCH BORE (HDD)	270	LF	\$ 160	\$43,200.00	270	270.00	270.00
24	24 INCH BORE AND 24" CARRIER PIPE CASING	90	LF	\$ 300	\$27,000.00	55.00	35	90.00
25	TRAFFIC CONTROL	1	LF	\$ 8,000	\$8,000.00	1	1.00	1.00
26	SCODDING	13,492	LS	\$ 3	\$40,476.00	6270.00	7,222	13492.00
27	EROSION AND SEDIMENT CONTROL	1	SY	\$ 10,000	\$10,000.00	1	1.00	1.00
28	MOBILIZATION & INSURANCE	1	LS	\$ 10,000	\$10,000.00	1	1.00	1.00
29	GPS AS-BUILT SURVEY	1	LS	\$ 5,000	\$5,000.00	1	1.00	1.00
30	LEAK DETECTOR ASSEMBLY AND METER VAULT	1	LS	\$ 1,300	\$1,300.00	1	1.00	1.00
31	TRACER WIRE INTEGRITY TEST	1	EA	\$ 5,000	\$5,000.00	1	1.00	1.00
CO 1.1	REVISION TO BORING AT STA. 60+18	1	LS	\$ (300)	-\$300.00	0	0	1.00
CO 1.2	REVISION TO BORING AT STA. 81+32	1	LS	\$ (300)	-\$300.00	1.00	0	1.00
Total					\$1,137,146.00			\$74,630.00
								\$1,062,516.00
								\$1,137,146.00
								100.000%

File Attachments for Item:

32. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER NO. THREE TO CONTRACT K-2021-53: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND RUDY CONSTRUCTION COMPANY. INCREASING THE CONTRACT AMOUNT BY \$142,712.42 FOR A REVISED CONTRACT AMOUNT OF \$2,953,153.87 AND ADDING 32 DAYS TO THE CONTRACT FOR VARIOUS CHANGES TO PROJECT DESIGN FOR THE PORTER AND ACRES INTERSECTION 2019 BOND PROJECT.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 03/22/2022

REQUESTER: Paul D'Andrea, Capital Projects Engineer

PRESENTER: Shawn O'Leary, Public Works Director

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER NO. THREE TO CONTRACT K-2021-53: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND RUDY CONSTRUCTION COMPANY. INCREASING THE CONTRACT AMOUNT BY \$142,712.42 FOR A REVISED CONTRACT AMOUNT OF \$2,953,153.87 AND ADDING 32 DAYS TO THE CONTRACT FOR VARIOUS CHANGES TO PROJECT DESIGN FOR THE PORTER AND ACRES INTERSECTION 2019 BOND PROJECT.

BACKGROUND:

On February 26, 2013, City Council approved engineering services Contract K-1213-165 with the engineering firm of Cabiness Engineering, L.L.C., in the amount of \$55,300, to provide a conceptual design for the Porter Avenue and Acres Street Intersection 2019 Bond Project.

On November 25, 2014, the Norman City Council approved Programming Resolution R-1415-54, for the Porter Avenue and Acres Street Intersection 2019 Bond Project.

On July 11, 2017, City Council approved Amendment No. One to engineering services Contract K-1213-165 with the engineering firm of Cabiness Engineering, L.L.C., in the amount of \$160,000, to provide final design for the Porter Avenue and Acres Street Intersection 2019 Bond Project.

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. One of the nineteen 2019 bond projects is the Porter Avenue and Acres Street Intersection Bond Project (please see the attached location map showing the project boundaries).

Proposed improvements for the Porter Avenue and Acres Street Intersection 2019 Bond Project include:

1. Revised geometry of the intersection to enhance traffic operations and pedestrian safety
2. New traffic signals with ADA-compliant ramps and crossings.
3. New storm water structures meeting current City of Norman codes and ordinances

4. Dedicated left turn lanes to enhance traffic operations
5. Reconfigured access from Daws Street to accommodate intersection improvements at Porter and Acres
6. Utility relocations as needed to accommodate intersection improvements
7. New ADA-compliant pedestrian sidewalks adjacent to the roadway

On September 22, 2020, the City of Norman accepted the final easements required for construction of the Porter and Acres Intersection 2019 Bond Project.

On October 27, 2020, City Council approved Contract K-2021-53 with Rudy Construction Co. in the amount of \$2,600,996.65 for the construction of the Porter Avenue and Acres Street Intersection 2019 Bond Project.

On November 17, 2020, the City of Norman issued the Notice to Proceed to begin construction on the Porter Avenue and Acres Street Intersection 2019 Bond Project.

On February 23, 2021 City Council approved Change Order No. One to Contract K-2021-53 with Rudy Construction Co., in the amount of \$24,911 and an additional 45 calendar days to complete the project.

On March 8, 2022 City Council approved Change Order No. Two to Contract K-2021-53 with Rudy Construction Co., in the amount of \$184,533.80 and 203 additional calendar days.

DISCUSSION:

As of January 31, 2022, Rudy Construction Co. had substantially completed all work on the Porter Avenue and Acres Street Intersection 2019 Bond Project. At that time, City staff, Garver, the City's design consultant, and Rudy, worked together to determine final field quantities for the project.

Change Order No. Three modifies the existing construction contract with Rudy Construction Co. (K-2021-53) for the Porter and Acres Intersection 2019 Bond Project, to account for differences in the original contract quantities and final as-built quantities. The quantities which contributed the most to the increase in cost are "4" Concrete Sidewalk and "6" Concrete Driveway (H.E.S.). The reasons for the discrepancy in quantities for these items were due to a combination of necessary changes in the original plan quantities, and necessary field revisions to the design that resulted in additional paving for sidewalks, driveways, and parking lots.

The total cost of Change Order No. Three is \$142,712.42 or 5.49% of the original contract. This would bring the overall contract amount to \$2,953,153.87 or 13.54% over the original contract amount. Funding for this change order is available in the Porter Avenue and Acres Street Intersection 2019 Bond Project Construction account (50594019-46101; Project BP0416).

In addition, Change Order No. Three modifies the contract time adding 32 calendar days to account for additional work and other issues outside of the contractor's control.

RECOMMENDATION 1:

Staff recommends approval of Change Order Number Three for the Porter Avenue and Acres Street Intersection 2019 Bond Project, Contract K-2021-53 with Rudy Construction Co. of Oklahoma City, Oklahoma in the amount of \$142,712.42 plus 32 additional calendar days.



CHANGE ORDER SUMMARY
CITY OF NORMAN
CLEVELAND COUNTY, OKLAHOMA

CHANGE ORDER NO. 3DATE: March 22, 2022CONTRACT NO.: K-2021-53SUBMITTED BY: Paul D'AndreaPROJECT: Porter and Acres Intersection 2019 Bond Project

CONTRACTOR: Rudy Construction Co.
3101 NE 63rd Street
Oklahoma City, Oklahoma 73121

Original Completion Date: August 13, 2021Previous Completion Date: April 18, 2022 ORIGINAL CONTRACT AMOUNT \$ 2,600,996.65(Increase) this change order 32 Calendar daysNew Completion Date: May 20, 2022 PRESENT CONTRACT AMOUNT \$ 2,810,441.45

DESCRIPTION	DECREASE	INCREASE
Change in Pay Quantities	\$161,579.92	\$304,292.34

NET CHANGE \$142,712.42REVISED CONTRACT AMOUNT \$2,953,153.87

See Detailed Quantity Change Summary on Page 2-4 of 4.

CONTRACTOR: DATE: 3/2/22ENGINEER: DATE: 3-2-22

CITY ATTORNEY: _____

DATE: _____

ACCEPTED BY: _____
(City Manager)

DATE: _____

Porter Avenue and Acres Street Intersection 2019 Bond Project Quantity Change Summary

ITEM NO.	DESCRIPTION	UNIT	UNIT CHANGE	UNIT PRICE	INCREASE	DECREASE
1	Unclassified Excavation	CY	337.69	\$ 20.00	\$ 6,753.80	\$ -
2	Temporary Silt Fence	LF	(167.00)	\$ 3.00	\$ -	\$ (501.00)
3	Temporary Sediment Filter	Ea	-	\$ 150.00	\$ -	\$ -
4	Solid Slab Sodding	SY	754.00	\$ 2.60	\$ 1,960.40	\$ -
5	Modified Subgrade	SY	-	\$ 7.00	\$ -	\$ -
6	Traffic Bound Surface Course Type E	Ton	735.79	\$ 25.00	\$ 18,394.75	\$ -
7	Tack Coat	Gal	30.00	\$ 4.00	\$ 120.00	\$ -
8	Superpave, Type S3 (PG 64-22 OK)	Ton	(247.76)	\$ 92.00	\$ -	\$ (22,793.92)
9	Superpave, Type S4 (PG 64-22 OK)	Ton	107.36	\$ 112.00	\$ 12,024.32	\$ -
10	P.C. Concrete Pavement (Placement)	SY	(85.67)	\$ 40.00	\$ -	\$ (3,426.80)
11	P.C. Concrete for Pavement	CY	(172.00)	\$ 135.00	\$ -	\$ (23,220.00)
12	1'-8" Comb. Curb & Gutter (6" Barrier)	LF	765.50	\$ 27.00	\$ 20,668.50	\$ -
13	1'-8" Comb. Curb & Gutter (4" Mountable)	LF	(393.00)	\$ 27.00	\$ -	\$ (10,611.00)
14	4" Concrete Sidewalk	SY	932.48	\$ 85.00	\$ 79,260.80	\$ -
15	6" Concrete Driveway (H.E.S.)	SY	932.00	\$ 60.00	\$ 55,920.00	\$ -
16	Tactile Warning Device - New	SF	(408.00)	\$ 40.00	\$ -	\$ (16,320.00)
17	Inlet CI Des. 1 (Std)	Ea	-	\$ 3,500.00	\$ -	\$ -
18	Inlet CI Des. 2 (Std)	Ea	-	\$ 4,000.00	\$ -	\$ -
19	Inlet CI Des. 2 (B)	Ea	-	\$ 5,000.00	\$ -	\$ -
20	Inlet CI Des. 2 (2C)	Ea	-	\$ 6,500.00	\$ -	\$ -
21	Inlet CI Des. 2 (2D)	Ea	-	\$ 7,500.00	\$ -	\$ -
22	Inlet (SMD - Type 2)	Ea	1.00	\$ 3,500.00	\$ 3,500.00	\$ -
23	Additional Depth in Inlet	VF	-	\$ 700.00	\$ -	\$ -
24	Junction Boxes	Ea	-	\$ 3,500.00	\$ -	\$ -
25	Manholes Adjust to Grade	Ea	(1.00)	\$ 700.00	\$ -	\$ (700.00)
26	18" R.C. Pipe Class III	LF	19.00	\$ 85.00	\$ 1,615.00	\$ -
27	Removal of Structures & Obstructions	LS	-	\$50,000.00	\$ -	\$ -
28	Removal of Curb & Gutter	LF	-	\$ 10.00	\$ -	\$ -
29	Removal of Concrete Pavement	SY	404.85	\$ 10.00	\$ 4,048.50	\$ -
30	Removal of Asphalt Pavment	SY	(224.37)	\$ 10.00	\$ -	\$ (2,243.70)
31	Removal of Concrete Pavement w/Asphalt Overlay	SY	214.33	\$ 10.00	\$ 2,143.30	\$ -
32	Removal of Concrete Driveway	SY	153.50	\$ 10.00	\$ 1,535.00	\$ -
33	Removal of Sidewalk	SY	9.00	\$ 10.00	\$ 90.00	\$ -
34	Sawing Pavement	LF	172.72	\$ 3.00	\$ 518.16	\$ -
35	Removal of Pull Box	Ea	(1.00)	\$ 600.00	\$ -	\$ (600.00)
36	Removal of Existing Signs	Ea	(5.00)	\$ 90.00	\$ -	\$ (450.00)
37	Reset of Pull Box	Ea	-	\$ 600.00	\$ -	\$ -
38	Class C Concrete	CY	(1.00)	\$ 720.00	\$ -	\$ (720.00)
39	Sheet Aluminum Signs	SF	(153.25)	\$ 38.00	\$ -	\$ (5,823.50)
40	Special Signs	Ea	-	\$ 240.00	\$ -	\$ -
41	2 3/8" Round Post	LF	(46.50)	\$ 38.00	\$ -	\$ (1,767.00)
42	Traffic Stripe (Plastic)(4" Wide)	LF	(899.00)	\$ 1.50	\$ -	\$ (1,348.50)
43	Traffic Stripe (Plastic)(8" Wide)	LF	(245.00)	\$ 2.50	\$ -	\$ (612.50)
44	Traffic Stripe (Plastic)(24" Wide)	LF	19.00	\$ 10.00	\$ 190.00	\$ -
45	Traffic Stripe (Plastic)(Arrows)	Ea	(1.00)	\$ 240.00	\$ -	\$ (240.00)
46	Traffic Stripe (Plastic)(Words)	Ea	-	\$ 1,800.00	\$ -	\$ -
47	SWPPP Documentation and Management	LS	-	\$ 5,000.00	\$ -	\$ -

Porter Avenue and Acres Street Intersection 2019 Bond Project Quantity Change Summary

ITEM NO.	DESCRIPTION	UNIT	UNIT CHANGE	UNIT PRICE	INCREASE	DECREASE
48	Mobilization	LS	-	\$75,000.00	\$ -	\$ -
49	Construction Staking Level II	LS	-	\$25,000.00	\$ -	\$ -
50	Construction Traffic Control	LS	-	\$35,000.00	\$ -	\$ -
51	2" High Density PE Pipe - Bored	LF	-	\$ 29.00	\$ -	\$ -
52	2" High Density PE Pipe - Trenched	LF	-	\$ 9.00	\$ -	\$ -
53	Pull Box (Size I)	Ea	-	\$ 750.00	\$ -	\$ -
54	Structural Concrete	CY	-	\$ 805.00	\$ -	\$ -
55	Reinforcing Steel	Lb	-	\$ 1.75	\$ -	\$ -
56	30' MTG & HLMA (Special)	Ea	-	\$ 8,730.00	\$ -	\$ -
57	2" PVC Sch. 40 Plastic Conduit Trenched	LF	-	\$ 7.00	\$ -	\$ -
58	4" PVC Sch. 40 Plastic Conduit Bored	LF	-	\$ 29.00	\$ -	\$ -
59	4" PVC Sch. 40 Plastic Conduit Trenched	LF	-	\$ 12.00	\$ -	\$ -
60	3" High Density PE Pipe - Trenched	LF	-	\$ 12.00	\$ -	\$ -
61	Pull Box	Ea	-	\$ 750.00	\$ -	\$ -
62	Pull Box (Size II)	Ea	-	\$ 860.00	\$ -	\$ -
63	Structural Concrete	CY	-	\$ 805.00	\$ -	\$ -
64	Reinforcing Steel	Lb	-	\$ 1.75	\$ -	\$ -
65	(PL) Removal of Traffic Signal Equipment	LS	-	\$ 1,150.00	\$ -	\$ -
66	(PL) Remove & Reset Traffic Signal Equipment	LS	-	\$ 1,725.00	\$ -	\$ -
67	32' MH Pole, 20' TS & 10' LMA (G.STL.)	Ea	-	\$22,700.00	\$ -	\$ -
68	32' MH Pole, 25' TS & 10' LMA (G.STL.)	Ea	-	\$23,500.00	\$ -	\$ -
69	32' MH Pole, 30' TS & 10' LMA (G.STL.)	Ea	-	\$24,725.00	\$ -	\$ -
70	32' MH Pole, 35' TS & 10' LMA (G.STL.)	Ea	-	\$28,000.00	\$ -	\$ -
71	10' MTG. HT. TS Ped. Pole (G.STL.)	Ea	-	\$ 4,900.00	\$ -	\$ -
72	Roadway Luminaire	Ea	-	\$ 3,500.00	\$ -	\$ -
73	Service Pole	Ea	-	\$ 290.00	\$ -	\$ -
74	1/C No. 6 Electrical Conductor	LF	-	\$ 2.30	\$ -	\$ -
75	1/C No. 10 Electrical Conductor	LF	-	\$ 1.50	\$ -	\$ -
76	Traffic Signal Controller Assembly	Ea	-	\$34,500.00	\$ -	\$ -
77	(PL) Detection System (Video)	LS	-	\$34,500.00	\$ -	\$ -
78	Pedestrian Push Button	Ea	-	\$ 1,120.00	\$ -	\$ -
79	1Way 3Sec.Adj. Sig. Hd. S-6	Ea	-	\$ 860.00	\$ -	\$ -
80	1Way 3Sec.Adj. Sig. Hd. S-9	Ea	-	\$ 860.00	\$ -	\$ -
81	1Way 2Sec.Adj. Ped. Sign. Hd. S-20	Ea	-	\$ 630.00	\$ -	\$ -
82	Backplate	Ea	-	\$ 290.00	\$ -	\$ -
83	5/C Traffic Signal Electrical Cable	LF	-	\$ 3.50	\$ -	\$ -
84	7/C Traffic Signal Electrical Cable	LF	-	\$ 4.00	\$ -	\$ -
85	21/C Traffic Signal Electrical Cable	LF	-	\$ 4.60	\$ -	\$ -
86	2/C Shielded Loop Detector Lead-In Cable	LF	-	\$ 1.15	\$ -	\$ -
87	E.P.S. Optical Emitter	Ea	-	\$ 5,600.00	\$ -	\$ -
88	E.P.S. Optical Detector	Ea	-	\$ 4,370.00	\$ -	\$ -
89	E.P.S. Optical Detector Cable	LF	-	\$ 3.00	\$ -	\$ -
90	E.P.S. 2 Channel Phase Selector	Ea	-	\$ 4,500.00	\$ -	\$ -
91	Mast Arm Mounted Signs (Aluminum)	SF	-	\$ 260.00	\$ -	\$ -
92	(12-Inch) Polyvinyl Chloride Pipe (DR-18)	LF	27.00	\$ 120.00	\$ 3,240.00	\$ -
93	(8-Inch) Polyvinyl Chloride Pipe (DR-18)	LF	(33.00)	\$ 98.00	\$ -	\$ (3,234.00)

Porter Avenue and Acres Street Intersection 2019 Bond Project Quantity Change Summary

ITEM NO.	DESCRIPTION	UNIT	UNIT CHANGE	UNIT PRICE	INCREASE	DECREASE
94	(6-Inch) Polyvinyl Chloride Pipe (DR-18)	LF	18.00	\$ 63.00	\$ 1,134.00	\$ -
95	12" Cap (MJ)	Ea	3.00	\$ 740.00	\$ 2,220.00	\$ -
96	12" Gate Valve And Box (MJ)	Ea	(1.00)	\$ 3,395.00	\$ -	\$ (3,395.00)
97	12" Solid Sleeve (MJ)	Ea	(2.00)	\$ 890.00	\$ -	\$ (1,780.00)
98	12" Tapping Valve And Box (MJ)	Ea	(1.00)	\$ 5,566.00	\$ -	\$ (5,566.00)
99	12" x 8" Cross (MJ)	Ea	(2.00)	\$ 2,155.00	\$ -	\$ (4,310.00)
100	12" X 12" Tapping Sleeve (MJ)	Ea	(1.00)	\$ 2,875.00	\$ -	\$ (2,875.00)
101	12" X 12" Tapping Valve & Box	Ea	(1.00)	\$ 5,875.00	\$ -	\$ (5,875.00)
102	12" X 12" Tee (MJ)	Ea	-	\$ 1,645.00	\$ -	\$ -
103	12" X 11.25 Degree Bend (MJ)	Ea	-	\$ 1,140.00	\$ -	\$ -
104	12" X 22.5 Degree Bend (MJ)	Ea	3.00	\$ 1,140.00	\$ 3,420.00	\$ -
105	12" X 45 Degree Bend (MJ)	Ea	(8.00)	\$ 1,140.00	\$ -	\$ (9,120.00)
106	12" X 90 Degree Bend (MJ)	Ea	(1.00)	\$ 1,140.00	\$ -	\$ (1,140.00)
107	12" X 8" Tee (MJ)	Ea	4.00	\$ 1,340.00	\$ 5,360.00	\$ -
108	12" Wet Connection	Ea	1.00	\$ 2,235.00	\$ 2,235.00	\$ -
109	8" Gate Valve And Box (MJ)	Ea	3.00	\$ 1,885.00	\$ 5,655.00	\$ -
110	8" Solid Sleeve (MJ)	Ea	(1.00)	\$ 570.00	\$ -	\$ (570.00)
111	8" X 11.25 Degree Bend (MJ)	Ea	(1.00)	\$ 620.00	\$ -	\$ (620.00)
112	8" X 45 Degree Bend (MJ)	Ea	6.00	\$ 620.00	\$ 3,720.00	\$ -
113	8" X 6" Tee (MJ)	Ea	3.00	\$ 690.00	\$ 2,070.00	\$ -
114	8" X 6" Reducer (MJ)	Ea	-	\$ 460.00	\$ -	\$ -
115	8" Wet Connection (MJ)	Ea	-	\$ 1,725.00	\$ -	\$ -
116	6" Gate Valve & Box	Ea	2.00	\$ 2,875.00	\$ 5,750.00	\$ -
117	6" Cap (MJ)	Ea	(3.00)	\$ 200.00	\$ -	\$ (600.00)
118	6" Solid Sleeve (MJ)	Ea	(6.00)	\$ 420.00	\$ -	\$ (2,520.00)
119	6" X 11.25 Degree Bend (MJ)	Ea	-	\$ 450.00	\$ -	\$ -
120	6" X 45 Degree Bend (MJ)	Ea	4.00	\$ 795.00	\$ 3,180.00	\$ -
122	6" Wet Connection (MJ)	Ea	(1.00)	\$ 1,115.00	\$ -	\$ (1,115.00)
123	2" Blow Off Valve	Ea	(2.00)	\$ 2,460.00	\$ -	\$ (4,920.00)
124	Fire Hydrant Assembly	Ea	(2.00)	\$ 6,100.00	\$ -	\$ (12,200.00)
125	Removal Of Fire Hydrant	Ea	1.00	\$ 280.00	\$ 280.00	\$ -
126	Bore W/Steel Casing Pipe (12" Carrier)	LF	16.00	\$ 335.00	\$ 5,360.00	\$ -
127	Bore W/Steel Casing Pipe (8" Carrier)	LF	(12.00)	\$ 300.00	\$ -	\$ (3,600.00)
128	Water Meter Relocation	Ea	(6.00)	\$ 897.00	\$ -	\$ (5,382.00)
129	Water Single Long Service (SLS)	Ea	(1.00)	\$ 1,380.00	\$ -	\$ (1,380.00)
130	Water Single Short Service (SSS)	Ea	1.00	\$ 910.00	\$ 910.00	\$ -
131	Perm. Pavement Cut And Repair	SY	-	\$ 110.00	\$ -	\$ -
132	Temp. Pavement Cut And Repair	SY	112.42	\$ 44.00	\$ 4,946.48	\$ -
CO1.1	Tree Removal (Up to 18" Caliper)	Ea	3.00	\$ 1,400.00	\$ 4,200.00	\$ -
CO1.2	Storm Sewer Pipe Removal (Up to 18" RCP)	LF	-	\$ 18.00	\$ -	\$ -
CO1.3	Cap Existing Storm Sewer (Up to 18")	Ea	2.00	\$ 500.00	\$ 1,000.00	\$ -
CO2.1	16" Casing by Trenching	LF	86.00	\$ 207.00	\$ 17,802.00	\$ -
CO2.2	20" Casing by Trenching	LF	32.00	\$ 227.00	\$ 7,264.00	\$ -
CO2.3	Van's Irrigation	LS	1.00	\$ 2,400.00	\$ 2,400.00	\$ -
CO2.4	Fast Track Material - NUA Project Conflict	LS	1.00	\$ 3,403.33	\$ 3,403.33	\$ -
CO2.5	RFI#10 Mill Extension	LS	1.00	\$ 2,500.00	\$ 2,500.00	\$ -
CO2.6	Decorative Bollard Install	LS	1.00	\$ 7,500.00	\$ 7,500.00	\$ -

Totals \$ 304,292.34 \$(161,579.92)
Difference \$ 142,712.42

File Attachments for Item:

33. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT NO. THREE TO CONTRACT K-2021-115 BY AND BETWEEN THE CITY OF NORMAN AND CROSSLAND CONSTRUCTION COMPANY, INC., INCREASING THE CONTRACT AMOUNT BY \$1,295,200 FOR A REVISED CONTRACT AMOUNT OF \$6,102,072 FOR CONSTRUCTION SERVICES OF THE SENIOR WELLNESS CENTER.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 3/15/2022

REQUESTER: Jason Olsen

PRESENTER: Jason Olsen, Director of Parks and Recreation

ITEM TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT NO. THREE TO CONTRACT K-2021-115 BY AND BETWEEN THE CITY OF NORMAN AND CROSSLAND CONSTRUCTION COMPANY, INC., INCREASING THE CONTRACT AMOUNT BY \$1,295,200 FOR A REVISED CONTRACT AMOUNT OF \$6,102,072 FOR CONSTRUCTION SERVICES OF THE SENIOR WELLNESS CENTER.

BACKGROUND:

In October of 2015, Norman citizens passed the NORMAN FORWARD initiative, funding various quality of life projects through a ½% sales tax increase over 15 years. The NORMAN FORWARD Initiative included authorization for a project to construct a new Senior Wellness Center.

The Senior Wellness Center is to be located on City-owned land on the southeast corner of Norman Regional Health System's (NRHS) Porter Campus, off of North Findlay Avenue. The new Senior Wellness Center will include an indoor heated saltwater pool with lap swimming, water walking, and hydrotherapy seating; an indoor walking track and training space; fitness-classroom area; lounge and game rooms; both wet and dry craft areas; small prep and demonstration kitchen; and multipurpose rooms that can be used for eating, events, classes, theatrical plays, games, and much more.

Oklahoma City architectural and engineering (A/E) firm Frankfurt, Short, Bruza (FSB) was selected as the A/E consultant for this project in March 2018. FSB has completed the project's schematic design phase, is proceeding with design development and construction documents, and will assist with construction administration through the project completion.

The Senior Wellness Center was included in the Norman Forward initiative in 2015 but was unfunded. The Senior Center was later funded through two Council actions: savings from a long-term land lease, instead of a land purchase at Griffin Park (\$7.4 million); and an allocation of \$4.8 million from federal Coronavirus Act, Relief & Economic Security (CARES) Act reimbursements, for a total of a \$12.4 million budget for construction and design.

DISCUSSION:

On April 13, 2021, City Council approved Contract K-2021-115 with Crossland Construction to provide construction management at-risk (CMaR) services for the Senior Wellness project. The initial contract amount of \$26,320 was approved to provide pre-construction services which, to date, have included plan review, design assistance, bidding services, and value engineering.

On December 14, 2021, City Council approved Amendment No. One to Contract K-2021-155 for a Guaranteed Maximum Price (GMP) of \$2,022,408, for steel fabrication and erection. The first GMP also included construction contingency, general conditions for the entire project, and indirect costs, including bonding, insurance, and CMaR fees (profit).

On February 22, 2022, City Council approved Amendment No. Two to Contract K-2021-155 for \$2,758,144 with Crossland Construction for site demolition, foundation, pools, utilities, and portions of the upward construction.

Construction bids for this portion of construction include the fabrication and installation of the HVAC system for the Senior Wellness Center. This bid was opened on January 25, 2022. The total amount for work on the construction phase on Amendment No 3. is (\$1,206,750) with additional indirect costs and fees of (\$88,450) for a total of \$1,295,200.

This project will have a fourth and final Amendment/GMP that will include bid packages that either did not receive bids on the January 25 bid opening and/or the City rejected the bid packages, and the design team is adjusting scopes for more affordable options. The final bid opening will be on April 11.

Our Consultants from ADG have participated throughout the entire process up to our current point of beginning construction of the project. Further, the amendment documents have been reviewed and approved by the City Attorney's office.

Adequate funds are available for this contract in the Norman Forward Senior Wellness project; Construction (account 51793365-46101; project NFP108).

RECOMMENDATION:

It is recommended that City Council approve Amendment No. Three to CMaR Contract K-2021-115 with Crossland Construction Company, Inc., in the amount of \$1,295,200 for a revised contract amount of \$6,102,072 for construction services for the Senior Wellness Center project for the Parks and Recreation Department.

**AMENDMENT NO 3 TO CONSTRUCTION MANAGER AT RISK AGREEMENT
BETWEEN THE CITY OF NORMAN AND CROSSLAND CONSTRUCTION
COMPANY**

THIS AMENDMENT NO. 3 TO CONSTRUCTION MANAGER AT RISK AGREEMENT (this "First Amendment") is made as of March 22nd, 2022, between the City of Norman, and Crossland Construction Company, Inc. an Kansas corporation (the "Construction Manager").

RECITALS:

A. The City of Norman and the Construction Manager entered into that certain Construction Manager at Risk Agreement (Contract No. K-2021-115), dated March 20th, 2021, (the "Agreement"), for construction management services for the Senior Wellness Center, now the Norman Senior Center project including plan review, design assistance, bidding services, and value engineering.

B. Pursuant to Section 2.2 of the Agreement, (i) once the drawings and specifications are complete, and after the award of subcontracts to subcontractors, the Construction Manager shall propose a guaranteed maximum price ("GMP"), which shall be the sum of all subcontracts, lump sum self-perform amounts, including allowances and contingencies, and the Construction Manager's fee.

C. The Construction Manager has submitted the third of four anticipated GMP Proposals based on the bids received.

AGREEMENT:

NOW, THEREFORE, in consideration of the foregoing recitals, which are incorporated herein by reference, other such good and valuable consideration, the receipts and sufficiency of which are hereby acknowledged, and the promises and covenants set forth below, The City of Norman and the Construction Manager hereby agree as follows:

1. Third GMP Established. The Construction Manager's guaranteed maximum price for the Work inclusive of all subcontracts, lump sum self-perform amounts, including allowances and contingencies and the Construction Manager's fee, is hereby agreed to be \$1,295,200 (derived from the total cost of work for the Construction Phase of \$1,206,750 + the Indirect Cost and Fee of \$88,450. Preconstruction Services were billed separately not included in GMP_per previous Council approval attributable to the Norman Senior Center Project). The GMP is the total compensation from the City to the Construction Manager for its fee for the performance of the work in accordance with Contract Documents and Pursuant to any of the following documents, as applicable:

A. Basis for GMP. Refer **Exhibit _A_** to GMP#3 Letter and Summary

B. Contract Document Log. Refer to **Exhibit _B_** for a list of the Drawings and Specifications, including all addenda that were used in preparation of the GMP Proposal, is attached hereto as Exhibit _B_ and incorporated herein by reference.

C. Allowances. Refer to **Exhibit _C_** for a list of allowances included by the Construction Manager in preparation of this GMP Proposal, is attached hereto as Exhibit **_C_** and incorporated herein by reference.

D. Assumptions. Refer to **Exhibit _D_** for a list of the assumptions and clarifications made by the Construction Manager in the preparation of the GMP Proposal to supplement the information contained in the Drawings and Specifications is attached hereto as Exhibit **_D_** and incorporated herein by reference.

E. Proposed GMP. Refer to **Exhibit _E_** for the proposed GMP, including a statement of the estimated cost organized by trade categories, allowances, contingency, General Conditions, and other items and the Fee that comprise the GMP is attached hereto as Exhibit **_E_** and incorporated herein by reference.

F. Substantial Completion. Refer to **Exhibit _F_** for Substantial Completion date upon which the GMP Proposal is based and a schedule of the Construction Documents issuance dates upon which the date of Substantial Completion is based is attached hereto as Exhibit **_F_** and incorporated herein by reference.

G. Acceptance Period. The time limit for acceptance of the GMP Proposal is attached hereto as part of **Exhibit _G_**.

2. Effect of Amendment. In all other respects, the Agreement is affirmed and ratified and, except as expressly modified herein, all terms and conditions of the Agreement shall remain in full force and effect.

3. Non-Default. By executing this Third Amendment, the Construction Manager affirmatively asserts that (i) The City of Norman is not currently in default, nor has been in default at any time prior to this Third Amendment, under any of the terms or conditions of this Agreement and (ii) any and all claims, known and unknown, relating to the Agreement and existing on or before the date of this Third Amendment are forever waived.

[REMAINDER OF THIS PAGE LEFT INTENTIONALLY BLANK]

[SIGNATURE ON FOLLOWING PAGES]

IN WITNESS WHEREOF, the Parties have executed this THIRD AMENDMENT in multiple copies on the respective dates herein below reflected to be effective on the date executed by the City of Norman.

CONSTRUCTION MANAGER (CROSSLAND CONSTRUCTION COMPANY, INC)

By: 

Name: Aaron R. Stoops

Title: Vice President

Date: 3.17.22

ATTEST:

By: _____

Subscribed and Sworn to me this _____ day of _____, 2022.

Commission Number: _____

Expiration Date: _____

THE CITY OF NORMAN

Reviewed and approved for form and legality this _____ day of _____, 2022.

Office of the General Counsel

Approved by The City of Norman on this _____ day of _____, 2022.

By: _____

Breea Clark, Mayor

ATTEST:

By: _____

Brenda Hall, City Clerk

CROSSLAND

CONSTRUCTION COMPANY, INC.

EXHIBIT A GMP AMENDMENT

NO. 3

408 NE 145th Place
Oklahoma City, OK 73013
tel 405.748.5043
fax 405.748.7214

March 22nd, 2022

Jason Olsen
Director of Parks and Recreation
City of Norman

RE: City of Norman Senior Center
Recommendation Award Letter Bid Package #02 - Letter #3

Dear Mr. Jason Olsen,

For the above referenced project, we are proposing a guaranteed maximum price (GMP) of one million, two hundred and ninety-five thousand, two hundred dollars (\$1,295,200).

Bids for the City of Norman Senior Center – Bid Package #2, were received and publicly read aloud in at 201 W. Gray, Norman, OK 73069 on January 25th, 2022 at 2:00 PM CST. The bidding process was conducted in accordance with the Oklahoma Public Competitive Bidding Act, 61 O.S. 1974, §101

Crossland Construction Company has reviewed the bids for qualifications, completeness, responsiveness, cost, & best value to the owner. For additional information, see breakout pages & summaries below.

Subcontractor / Supplier

Total

Waggoners Mechanical (23A HVAC)

\$1,206,750

- Crossland Construction is recommending responsive low bidder, Waggoners Mechanical, for this trade contract. Scope includes the entirety of trade contract 23A as detailed in Bid Package #02 documents.

Please contact me should you have any questions.

Sincerely,



Aaron Stoops
Vice President
Crossland Construction Company

See Exhibit E : GMP, Cost Summary & Divisional Bid Tabs

City of Norman
Norman Senior Center

GMP Amendment No. 3

**EXHIBIT B
GMP AMENDMENT NO. 3**

LIST OF DRAWINGS/SPECIFICATIONS/ADDENDA

LIST OF DRAWINGS

Drawings dated 12/20/21 as may be amended via addenda during the bidding process:

GENERAL	
G-001b	COVER SHEET
G-002b	SHEET INDEX
G-101	CODE ANALYSIS
G-102	COMPOSITE OCCUPANCY FLOOR PLAN
G-103	COMPOSITE CODE COMPLIANCE PLAN
5	
SURVEY/MAPPING	
V-001	ORIGINAL SURVEY
1	
CIVIL	
C-001	GENERAL NOTES, LEGEND AND ABBREVIATIONS
CD101	DEMOLITION PLAN
CS101	OVERALL SITE PLAN
CG101	OVERALL GRADING PLAN
CG201	EROSION CONTROL PLAN
CG501	EROSION CONTROL DETAILS
CU101	OVERALL UTILITY PLAN
CU102	WATER LINE 1 PLAN AND PROFILE
C-501	CIVIL DETAILS
C-502	CIVIL DETAILS
C-503	CIVIL DETAILS
C-504	CIVIL DETAILS
C-505	CIVIL DETAILS
V-001	ORIGINAL SURVEY
14	
LANDSCAPE	
LA-01	LANDSCAPE PLAN
LA-02	LANDSCAPE DETAILS
LI-01	IRRIGATION PLAN
LI-02	IRRIGATION DETAILS
4	
STRUCTURAL	
S-002	GENERAL NOTES
S-005A	SPECIAL INSPECTIONS
S-008A	TYPICAL DETAILS - CFMF
S-009A	TYPICAL DETAILS - CFMF
S-010	TYPICAL DETAILS - FOUNDATION AND SLAB
S-011	TYPICAL DETAILS - MASONRY
SB100	COMPOSITE FOUNDATION/SLAB PLAN
SB101	FOUNDATION PLAN - SECTOR A
SB102	FOUNDATION PLAN - SECTOR B
SB111	SLAB AND WALL PLAN - SECTOR A
SB112	SLAB AND WALL PLAN - SECTOR B
SB401	ENLARGED FOUNDATION AND SLAB PLANS
SB402	ENLARGED FOUNDATION AND SLAB PLANS
SB403	ENLARGED FOUNDATION AND SLAB PLANS
SB501	FOUNDATION DETAILS
SB502	FOUNDATION DETAILS
SB503	FOUNDATION DETAILS
17	

EXHIBIT B GMP AMENDMENT NO. 3

ARCHITECTURAL	
A-001	ARCHITECTURAL ABBREVIATIONS AND SYMBOLS LEGEND
A-002	TOILET ACCESSORIES GUIDE
A-003	PARTITION TYPES
AS100	ARCHITECTURAL SITE PLAN
AE100	COMPOSITE GROUND FLOOR PLAN
AE101	FLOOR PLAN - SECTOR A
AE102	FLOOR PLAN - SECTOR B
AE103	DRAINAGE & NATATORIUM ENVELOPE PLANS
AE104	DRAINAGE PLAN
AE110	COMPOSITE ROOF PLAN
AE111	ROOF PLAN - SECTOR A
AE112	ROOF PLAN - SECTOR B
AE120	COMPOSITE REFLECTED CEILING PLAN
AE121	REFLECTED CEILING PLAN - SECTOR A
AE122	REFLECTED CEILING PLAN - SECTOR B
AE130	CANOPY FLOOR PLAN AND ROOF PLAN
AE200	COMPOSITE WEST AND EAST BUILDING ELEVATIONS
AE201	BUILDING ELEVATIONS - NORTH ELEVATION AND WEST SECTOR ELEVATIONS
AE202	BUILDING ELEVATIONS - SOUTH ELEVATION AND EAST SECTOR ELEVATIONS
AE203	CANOPY ELEVATIONS
AE301	BUILDING SECTIONS
AE302	WALL SECTIONS
AE303	WALL SECTIONS
AE304	WALL SECTIONS
AE305	WALL SECTIONS
AE306	WALL SECTIONS
AE307	WALL SECTIONS
AE308	CANOPY SECTIONS
AE401	NATATORIUM HALLWAY INTERIOR ELEVATIONS
AE402	LOCKER ROOMS - ENLARGED PLAN & INTERIOR ELEVATIONS
AE403	FITNESS, LOCKER RESTROOMS INTERIOR ELEVATIONS
AE404	OPEN FITNESS INTERIOR ELEVATIONS
AE405	LOBBY, LOUNGE, COFFEE BAR INTERIOR ELEVATIONS
AE406	ENLARGED RESTROOM PLAN AND INTERIOR ELEVATIONS
AE407	MULTI-PURPOSE, WET CRAFT INTERIOR ELEVATIONS
AE408	RECEPTION - ENLARGED PLAN AND INTERIOR ELEVATIONS
AE409	ADMIN, CLASSROOM - E INTERIOR ELEVATIONS
AE410	KITCHEN AND COFFEE BAR INTERIOR ELEVATIONS
AE501	ENLARGED FIREPLACE PLAN AND ENLARGED RAMP PLAN
AE502	EXTERIOR PLAN DETAILS
AE503	EXTERIOR PLAN DETAILS
AE504	EXTERIOR PLAN DETAILS
AE505	EXTERIOR PLAN DETAILS
AE506	INTERIOR PLAN DETAILS
AE507	INTERIOR PLAN DETAILS
AE510	EXTERIOR VERTICAL DETAILS
AE511	EXTERIOR VERTICAL DETAILS
AE512	EXTERIOR VERTICAL DETAILS
AE513	ROOF LADDERS AND ROOF DETAILS
AE515	INTERIOR VERTICAL DETAILS
AE516	INTERIOR VERTICAL DETAILS
AE517	OPERABLE PARTITION DETAILS
AE600	DOOR SCHEDULE AND DETAILS
AE601	DOOR DETAILS
AE610	EXTERIOR GLAZING ELEVATIONS
AE611	EXTERIOR GLAZING ELEVATIONS
AE612	EXTERIOR GLAZING ELEVATIONS
AE613	EXTERIOR GLAZING ELEVATIONS
AE614	INTERIOR GLAZING ELEVATIONS
AE615	EXTERIOR WINDOW DETAILS
AE616	INTERIOR WINDOW DETAILS
61	
INTERIORS	
I-001	INTERIOR FINISH SCHEDULE & ABBREVIATIONS
I-002	INTERIOR FINISH MATERIAL SCHEDULE
I-003	INTERIOR DETAILS- THRESHOLDS
I-004	MILLWORK DETAILS
I-005	LOCKER ROOM MILLWORK DETAILS
I-006	LOCKER ROOM MILLWORK DETAILS
I-007	MILLWORK DETAILS
I-008	MILLWORK DETAILS
I-009	MILLWORK DETAILS
I-010	COFFEE BAR DETAILS, MILLWORK DETAILS
I-011	TECTUM AND ACOUSTIC PANEL PATTERNS
IN-102	INTERIOR FINISH PLAN SECTOR A
IN-103	INTERIOR FINISH PLAN SECTOR B
IG101	GROUND FLOOR SIGNAGE PLAN SECTOR A
IG102	GROUND FLOOR SIGNAGE PLAN SECTOR B
IG500	SIGNAGE DETAILS & MOUNTING HEIGHTS
IG600	SIGNAGE SCHEDULE
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EXHIBIT B GMP AMENDMENT NO. 3

FIRE PROTECTION	
F-001	FIRE PROTECTION LEGEND & ABBREVIATIONS
F-101	FIRE PROTECTION PLAN - SECTOR A
F-102	FIRE PROTECTION PLAN - SECTOR B
F-401	ENLARGED FIRE PROTECTION PLANS AND SECTIONS
F-601	FIRE ALARM INPUT/OUTPUT MATRIX
F-701	FIRE ALARM RISER DIAGRAM
6	
PLUMBING	
P-001	LEGEND AND ABBREVIATIONS
P-101	PARTIAL UNDER SLAB PLAN - SECTOR A
P-102	PARTIAL UNDER SLAB PLAN - SECTOR B
P-103	PARTIAL FLOOR PLAN - SECTOR A
P-104	PARTIAL FLOOR PLAN - SECTOR B
P-105	PARTIAL ROOF PLAN - SECTOR A
P-106	PARTIAL ROOF PLAN - SECTOR B
P-401	ENLARGED FLOOR PLANS
P-402	ENLARGED FLOOR PLANS
P-501	DETAILS
P-601	SCHEDULES
11	
MECHANICAL	
M-001	LEGEND & ABBREVIATIONS
MH101	MECHANICAL HVAC
MH102	MECHANICAL HVAC
MR101	MECHANICAL ROOF
MR102	MECHANICAL ROOF
MP101	MECHANICAL PIPING
MP102	MECHANICAL PIPING
M-301	SECTIONS
M-501	DETAILS
M-601	NATURAL GAS FLOW DIAGRAM
M-701	SCHEDULES
M-702	SCHEDULES
M-801	CONTROLS
M-802	CONTROLS
M-803	CONTROLS
M-804	CONTROLS
16	
ELECTRICAL	
E-001	LEGEND, ABBREVIATIONS, & MOUNTING HEIGHT DETAIL
ES101	ELECTRICAL SITE PLAN
ES501	ELECTRICAL POWER DETAILS
EG101	ELECTRICAL GROUNDING SECTOR A
EG102	ELECTRICAL GROUNDING SECTOR B
EG103	LIGHTNING PROTECTION SECTOR A
EG104	LIGHTNING PROTECTION SECTOR B
EG501	ELECTRICAL GROUNDING DETAIL
EG502	ELECTRICAL GROUNDING DETAIL
EP101	ELECTRICAL INTERIOR POWER PLAN
EP102	ELECTRICAL INTERIOR POWER PLAN
EP103	ELECTRICAL VAV POWER PLAN
EP104	ELECTRICAL VAV POWER PLAN
EP105	ELECTRICAL ROOF POWER PLAN
EP106	ELECTRICAL ROOF POWER PLAN
EP401	ELECTRICAL ENLARGED PLANS
EP601	ELECTRICAL POWER ONE-LINE DIAGRAMS
EP701	PANEL SCHEDULES
EP702	PANEL SCHEDULES
EP703	PANEL SCHEDULES
EL101	ELECTRICAL INTERIOR LIGHTING PLAN
EL102	ELECTRICAL INTERIOR LIGHTING PLAN
EL701	ELECTRICAL INTERIOR LIGHTING PLAN

EXHIBIT B
GMP AMENDMENT NO. 3

TELECOMMUNICATIONS	
ET101	TELECOMMUNICATION & SECURITY PLAN - SECTOR A
ET102	TELECOMMUNICATION & SECURITY PLAN - SECTOR B
ET103	PUBLIC ADDRESS SYSTEM PLAN - SECTOR A
ET104	PUBLIC ADDRESS SYSTEM PLAN - SECTOR B
ET501	TELECOM & SECURITY DETAILS & DIAGRAMS
ET502	ACCESS CONTROL SYSTEM (ACS) DETAILS
ET503	CCTV, IDS & ACS RISER DIAGRAMS
ET600	TELECOMMUNICATIONS RISER DIAGRAM NOTES
ET601	TELECOMMUNICATIONS RISER DIAGRAM
ET602	TELECOMMUNICATIONS RISER DIAGRAM
ET603	TELECOMMUNICATIONS RISER DIAGRAM
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POOL	
PL100	OVERALL AQUATIC PLAN
PL101	GENERAL DETAILS AND SCHEDULES
PL110	POOL A - WELLNESS POOL PLAN
PL111	POOL A - WELLNESS POOL DIMENSION PLAN
PL112	POOL A - WELLNESS POOL SECTIONS
PL113	POOL A - WELLNESS POOL DETAILS
PL200	STRUCTURAL NOTES, PLAN(S) AND SCHEDULE
PL210	STRUCTURAL GENERAL DETAILS
PL211	STRUCTURAL WALL DETAILS
PL301	PIPING DETAILS
PL400	MECHANICAL EQUIPMENT PLAN
PL401	MECHANICAL DETAILS
PL402	MECHANICAL DETAILS
PL403	MECHANICAL DETAILS
PL404	DEFENDER DETAILS
PL500	MECHANICAL SCHEMATIC
PL501	POOL A ELECTRICAL SCHEMATIC
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City of Norman
Norman Senior Center

GMP Amendment No. 3

**EXHIBIT B
GMP AMENDMENT NO. 3**

LIST OF SPECIFICATIONS

Project Specifications Manual dated 12/20/21 as may be amended via addenda during the bidding process.

DIVISION 00 - PROCUREMENT AND CONTRACTING REQUIREMENTS

SECTION 000107 - SEALS PAGE

DIVISION 01 - GENERAL REQUIREMENTS

SECTION 011000 - SUMMARY
SECTION 012300 - ALTERNATES
SECTION 012500 - SUBSTITUTION PROCEDURES
SECTION 012600 - CONTRACT MODIFICATION PROCEDURES
SECTION 012900 - PAYMENT PROCEDURES
SECTION 013200 - CONSTRUCTION PROGRESS DOCUMENTATION
SECTION 014339 - MOCKUPS

DIVISION 02 - EXISTING CONDITIONS

SECTION 024119 - SELECTIVE DEMOLITION

DIVISION 03 - CONCRETE

SECTION 033000 - CAST-IN-PLACE CONCRETE
SECTION 033511 - CONCRETE FLOOR FINISHES
SECTION 033543 - POLISHED CONCRETE FINISHING

DIVISION 04 - MASONRY

SECTION 042000 - UNIT MASONRY
SECTION 042200 - CONCRETE UNIT MASONRY
SECTION 047300 - MANUFACTURED STONE VANNER

DIVISION 05 - METALS

SECTION 054000 - COLD-FORMED METAL FRAMING
SECTION 054300 - SLOTTED CHANNEL FRAMING
SECTION 055000 - METAL FABRICATIONS
SECTION 055213 - PIPE AND TUBE RAILINGS

DIVISION 06 - WOOD, PLASTICS, AND COMPOSITES

SECTION 061000 - ROUGH CARPENTRY
SECTION 061600 - SHEATHING
SECTION 062000 - FINISH CARPENTRY
SECTION 062023 - INTERIOR FINISH CARPENTRY
SECTION 064100 - ARCHITECTURAL WOOD CASEWORK

EXHIBIT B
GMP AMENDMENT NO. 3

SECTION 064116 - PLASTIC-LAMINATE-CLAD ARCHITECTURAL
CABINETS
SECTION 066310 - PLASTIC FABRICATED BENCHES
SECTION 068316 - FIBER GLASS REINFORCED PLASTIC (FRP) PANELS

DIVISION 07 - THERMAL AND MOISTURE PROTECTION

SECTION 071326 - SELF-ADHERING SHEET WATERPROOFING
SECTION 071354 - THERMOPLASTIC SHEET WATERPROOFING
SECTION 072100 - THERMAL INSULATION
SECTION 072119 - FOAMED-IN-PLACE INSULATION
SECTION 072726 - FLUID-APPLIED MEMBRANE AIR BARRIERS
SECTION 074293 - SOFFIT PANELS
SECTION 074643 - COMPOSITE CLADDING
SECTION 075419 - POLYVINYL-CHLORIDE (PVC) ROOFING
SECTION 075423 - THERMOPLASTIC-POLYOLEFIN (TPO) ROOFING
SECTION 076200 - SHEET METAL FLASHING AND TRIM
SECTION 077100 - ROOF SPECIALTIES
SECTION 077129 - MANUFACTURED ROOF EXPANSION JOINTS
SECTION 077200 - ROOF ACCESSORIES
SECTION 079200 - JOINT SEALANTS
SECTION 079513.13 - INTERIOR EXPANSION JOINT COVER
ASSEMBLIES
SECTION 079513.16 - EXTERIOR EXPANSION JOINT COVER
ASSEMBLIES

DIVISION 08 - OPENINGS

SECTION 081113 - HOLLOW METAL DOORS AND FRAMES
SECTION 081416 - FLUSH WOOD DOORS
SECTION 083100 - ACCESS DOORS AND PANELS
SECTION 083113 - ACCESS DOORS AND FRAMES
SECTION 083315 - COILING WOOD COUNTER DOORS
SECTION 084113 - ALUMINUM-FRAMED ENTRANCES AND STOREFRONTS
SECTION 084413 - GLAZED ALUMINUM CURTAIN WALLS
SECTION 086200 - UNIT SKYLIGHTS
SECTION 087100 - DOOR HARDWARE
SECTION 087113 - AUTOMATIC DOOR OPERATORS
SECTION 088000 - GLAZING
SECTION 088300 - MIRRORS
SECTION 089119 - FIXED LOUVERS
SECTION 089516 - WALL VENTS

DIVISION 09 - FINISHES

SECTION 090561 - FLOORING PREPARATION
SECTION 092116 - GYPSUM BOARD ASSEMBLIES
SECTION 092400 - PORTLAND CEMENT PLASTER
SECTION 092513.23 - INTERIOR ACRYLIC POLYMER COATING SYSTEM
SECTION 093000 - TILING

EXHIBIT B GMP AMENDMENT NO. 3

SECTION 095100 - SUSPENDED ACOUSTICAL CEILINGS
 SECTION 096500 - RESILIENT FLOORING AND BASE
 SECTION 096566 - RESILIENT ATHLETIC FLOORING
 SECTION 097200 - WALL COVERINGS
 SECTION 098412 - ACOUSTICAL ACCESSORIES
 SECTION 099600 - HIGH-PERFORMANCE COATINGS

DIVISION 10 - SPECIALTIES

SECTION 101400 - INTERIOR SIGNAGE
 SECTION 101416 - PLAQUES
 SECTION 102113.17 - PHENOLIC TOILET COMPARTMENTS
 SECTION 102239 - FOLDING PANEL PARTITIONS
 SECTION 102600 - WALL PROTECTION
 SECTION 102800 - TOILET, BATH, AND LAUNDRY ACCESSORIES
 SECTION 103100 - MANUFACTURED FIREPLACES
 SECTION 104400 - FIRE PROTECTION SPECIALTIES
 SECTION 104413 - FIRE PROTECTION CABINETS
 SECTION 104416 - FIRE EXTINGUISHERS
 SECTION 105129 - PHENOLIC LOCKERS
 SECTION 107313 - AWNINGS
 SECTION 107529 - PLAZA-MOUNTED FLAGPOLES

DIVISION 11 - EQUIPMENT

SECTION 116143 - STAGE CURTAINS

DIVISION 12 - FURNISHINGS

SECTION 121500 - ART HANGING AND DISPLAY SYSTEMS
 SECTION 122400 - WINDOW SHADES
 SECTION 123600 - COUNTERTOPS AND BENCH TOPS

DIVISION 13 - SPECIAL CONSTRUCTION

SECTION 131113 - POOL GENERAL
 SECTION 131114 - POOL START-UP, MAINTENANCE & OPERATIONS
 TRAINING
 SECTION 131118 - POOL CONCRETE
 SECTION 131120 - POOL PIPE & PIPE FITTINGS
 SECTION 131123 - POOL PIPE SUPPORTS
 SECTION 131124 - POOL VALVES
 SECTION 131125 - POOL CENTRIFUGAL PUMPS
 SECTION 131126 - POOL PUMP VFD
 SECTION 131130 - POOL REGENERATIVE MEDIA FILTERS
 SECTION 131135 - POOL ULTRAVIOLET DISINFECTION EQUIPMENT
 SECTION 131137 - POOL CHEMICAL SYSTEMS & CONTROLS
 SECTION 131140 - POOL HEATING SYSTEMS
 SECTION 131145 - POOL RAIL GOODS

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SECTION 131146 - POOL EQUIPMENT
SECTION 131160 - POOL QUARTZ AGGREGATE FINISH
SECTION 131161 - POOL CERAMIC TILE

DIVISION 14 - CONVEYING EQUIPMENT

NOT APPLICABLE

DIVISION 21 - FIRE SUPPRESSION

SECTION 211313 - WET-PIPE SPRINKLER SYSTEMS

DIVISION 22 - PLUMBING

SECTION 220513 - COMMON MOTOR REQUIREMENTS FOR PLUMBING EQUIPMENT
SECTION 220517 - SLEEVES AND SLEEVE SEALS FOR PLUMBING PIPING
SECTION 220518 - ESCUTCHEONS FOR PLUMBING PIPING
SECTION 220519 - METERS AND GAGES FOR PLUMBING PIPING
SECTION 220523.12 - BALL VALVES FOR PLUMBING PIPING
SECTION 220523.13 - BUTTERFLY VALVES FOR PLUMBING PIPING
SECTION 220523.14 - CHECK VALVES FOR PLUMBING PIPING
SECTION 220529 - HANGERS AND SUPPORTS FOR PLUMBING PIPING AND EQUIPMENT
SECTION 220553 - IDENTIFICATION FOR PLUMBING PIPING AND EQUIPMENT
SECTION 220719 - PLUMBING PIPING INSULATION
SECTION 221113 - FACILITY WATER DISTRIBUTION PIPING
SECTION 221116 - DOMESTIC WATER PIPING
SECTION 221119 - DOMESTIC WATER PIPING SPECIALTIES
SECTION 221123 - DOMESTIC WATER PUMPS
SECTION 221123.13 - DOMESTIC-WATER PACKAGED BOOSTER PUMPS
SECTION 221313 - FACILITY SANITARY SEWERS
SECTION 221316 - SANITARY WASTE AND VENT PIPING
SECTION 221319 - SANITARY WASTE PIPING SPECIALTIES
SECTION 223300 - ELECTRIC, DOMESTIC-WATER HEATERS
SECTION 223400 - FUEL-FIRED, DOMESTIC-WATER HEATERS
SECTION 224213.13 - COMMERCIAL WATER CLOSETS
SECTION 224213.16 - COMMERCIAL URINALS
SECTION 224216.13 - COMMERCIAL LAVATORIES
SECTION 224216.16 - COMMERCIAL SINKS
SECTION 224223 - COMMERCIAL SHOWERS
SECTION 224500 - EMERGENCY PLUMBING FIXTURES
SECTION 224716 - PRESSURE WATER COOLERS

DIVISION 23 - HEATING, VENTILATING, AND AIR-CONDITIONING (HVAC)

SECTION 230513 - COMMON MOTOR REQUIREMENTS FOR HVAC

Norman Senior Center**EXHIBIT B
GMP AMENDMENT NO. 3****EQUIPMENT**

SECTION 230517 - SLEEVES AND SLEEVE SEALS FOR HVAC PIPING

SECTION 230518 - ESCUTCHEONS FOR HVAC PIPING

SECTION 230529 - HANGERS AND SUPPORTS FOR HVAC PIPING AND
EQUIPMENTSECTION 230553 - IDENTIFICATION FOR HVAC PIPING AND
EQUIPMENT

SECTION 230593 - TESTING, ADJUSTING, AND BALANCING FOR HVAC

SECTION 230713 - DUCT INSULATION

SECTION 230719 - HVAC PIPING INSULATION

SECTION 230923 - DIRECT DIGITAL CONTROL (DDC) SYSTEM FOR
HVAC

SECTION 230923.12 - CONTROL DAMPERS

SECTION 231123 - FACILITY NATURAL-GAS PIPING

SECTION 232113 - HYDRONIC PIPING

SECTION 233113 - METAL DUCTS

SECTION 233300 - AIR DUCT ACCESSORIES

SECTION 233416 - CENTRIFUGAL HVAC FANS

SECTION 233423 - HVAC POWER VENTILATORS

SECTION 233533 - LISTED KITCHEN VENTILATION SYSTEM EXHAUST
DUCTS

SECTION 233600 - AIR TERMINAL UNITS

SECTION 233713.13 - AIR DIFFUSERS

SECTION 233713.23 - AIR REGISTERS AND GRILLES

SECTION 233813 - COMMERCIAL-KITCHEN HOODS

SECTION 238119 - PACKAGED OUTDOOR CENTRAL-STATION AIR
HANDLING UNITS

SECTION 238126 - SPLIT-SYSTEM AIR-CONDITIONERS

SECTION 238239.16 - PROPELLER UNIT HEATERS

SECTION 238416.13 - OUTDOOR, MECHANICAL DEHUMIDIFICATION
UNITS**DIVISION 26 - ELECTRICAL**SECTION 260519 - LOW-VOLTAGE ELECTRICAL POWER CONDUCTORS AND
CABLES

SECTION 260523 - CONTROL-VOLTAGE ELECTRICAL POWER CABLES

SECTION 260526 - GROUNDING AND BONDING FOR ELECTRICAL
SYSTEMS

SECTION 260529 - HANGERS AND SUPPORTS FOR ELECTRICAL SYSTEMS

SECTION 260533 - RACEWAYS AND BOXES FOR ELECTRICAL SYSTEMS

SECTION 260536 - CABLE TRAYS FOR ELECTRICAL SYSTEMS

SECTION 260543 - UNDERGROUND DUCTS AND RACEWAYS FOR
ELECTRICALSECTION 260544 - SLEEVES AND SLEEVE SEALS FOR ELECTRICAL
RACEWAYS AND CABLING

SECTION 260553 - IDENTIFICATION FOR ELECTRICAL SYSTEMS

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SECTION 260572 - OVERCURRENT PROTECTIVE DEVICE SHORT-CIRCUIT STUDY
 SECTION 260573 - OVERCURRENT PROTECTIVE DEVICE SHORT-CIRCUIT STUDY
 SECTION 260574 - OVERCURRENT PROTECTIVE DEVICE ARC-FLASH STUDY
 SECTION 260943 - NETWORK LIGHTING CONTROLS
 SECTION 262200 - LOW-VOLTAGE TRANSFORMERS
 SECTION 262413 - SWITCHBOARDS
 SECTION 262416 - PANELBOARDS
 SECTION 262726 - WIRING DEVICES
 SECTION 262816 - ENCLOSED SWITCHES AND CIRCUIT BREAKERS
 SECTION 262923 - VARIABLE-FREQUENCY MOTOR CONTROLLERS
 SECTION 264313 - SURGE PROTECTION FOR LOW-VOLTAGE ELECTRICAL POWER CIRCUITS
 SECTION 265119 - LED INTERIOR LIGHTING
 SECTION 265219 - EMERGENCY AND EXIT LIGHTING
 SECTION 265613 - LIGHTING POLES AND STANDARDS

DIVISION 27 - COMMUNICATIONS

SECTION 270010 - SUPPLEMENTAL REQUIREMENTS FOR COMMUNICATIONS
 SECTION 270526 - GROUNDING AND BONDING FOR COMMUNICATIONS
 SECTION 270528 - PATHWAYS FOR COMMUNICATIONS SYSTEMS
 SECTION 270528.29 - HANGERS AND SUPPORTS FOR COMMUNICATIONS SYSTEMS
 SECTION 270536 - CABLE TRAYS FOR COMMUNICATIONS SYSTEMS
 SECTION 270544 - SLEEVES AND SLEEVE SEALS FOR COMMUNICATIONS PATHWAYS AND CABLING
 SECTION 270553 - IDENTIFICATION FOR COMMUNICATIONS SYSTEMS
 SECTION 271100 - COMMUNICATIONS EQUIPMENT ROOM FITTINGS
 SECTION 271116 - COMMUNICATIONS RACKS, FRAMES, AND ENCLOSURES
 SECTION 271323 - COMMUNICATIONS OPTICAL FIBER BACKBONE CABLING
 SECTION 271333 - COMMUNICATIONS COAXIAL BACKBONE CABLING
 SECTION 271513 - COMMUNICATIONS COPPER HORIZONTAL CABLING
 SECTION 271533 - COMMUNICATIONS COAXIAL HORIZONTAL CABLING

DIVISION 28 - ELECTRONIC SAFETY AND SECURITY

SECTION 283111 - ADDRESSABLE FIRE ALARM SYSTEMS

DIVISION 31 - EARTHWORK

SECTION 311000 - SITE CLEARING
 SECTION 312000 - EARTH MOVING

DIVISION 32 - EXTERIOR IMPROVEMENTS

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SECTION 321216 - ASPHALT PAVING
 SECTION 321313 - CONCRETE PAVING
 SECTION 321373 - CONCRETE PAVING JOINT SEALANTS
 SECTION 321723 - PAVEMENT MARKINGS
 SECTION 321726 - TACTILE WARNING SURFACING
 SECTION 323113 - CHAIN LINK FENCES AND GATES
 SECTION 328400 - LANDSCAPE IRRIGATION
 SECTION 329100 - LANDSCAPE BOULDERS AND DECORATIVE STONE
 SECTION 329200 - LAWNS AND GRASSES
 SECTION 329300 - EXTERIOR PLANTS

DIVISION 33 - UTILITIES

SECTION 334100 - STORM UTILITY DRAINAGE PIPING

LIST OF ADDENDA

No. 1	CM Addendum 1	01/03/22
No. 2	CM Addendum 2	01/12/22
No. 3	CM Addendum 3	01/20/22

EXHIBIT C
GMP AMENDMENT NO. 3

LIST OF ALLOWANCES

NO ALLOWANCES ARE INCLUDED OR PART OF THIS GMP AMENDMENT NO. 3

**EXHIBIT D
GMP AMENDMENT NO. 3**

Assumptions

1. No assumptions

**EXHIBIT E
GMP AMENDMENT NO. 3**

GMP Summary

Norman Senior Center			
GMP #3		CROSSLAND	
Bid Tab		CONSTRUCTION COMPANY, INC.	
Norman Senior Center		Bid Package	Subcontractor
SF:		#2	
23A	HVAC	1,206,750	Waggoners
	Subtotal Direct Costs	1,206,750	
	Construction Contingency	36,203	
	General Conditions		
	Project Requirements		
	Insurance	6,637	
	Construction Phase Fee	45,610	
Construction Total		1,295,200	

EXHIBIT E **GMP AMENDMENT NO. 3**

Bid Tab

Trade Contract Identification
23A HVAC

Trade Contractor - Bid Summary

Contractor:	Orcutt	Wagoners	Dhart	Go Forth	MBI			
Base Bid:	\$ 1,248,000	\$ 1,206,750	\$ 1,298,700	\$ 1,306,970	\$ 1,393,908			
Alt 1								
Alt 2								
Alt 3								
Alt 4								
Alt 5								
Alt 6								
Alt 7								
Alt 8								
Total:	\$ 1,248,000	\$ 1,206,750	\$ 1,298,700	\$ 1,306,970	\$ 1,393,908	\$ -	\$ -	\$ -

Crossland Construction Recommendation

	Recommended Trade Contractor	Price
BASE BID :	Wagoners	\$ 1,206,750.00
TOTAL ALT:		

**EXHIBIT F
GMP AMENDMENT NO. 3**

SUBSTANTIAL COMPLETION

N/A. Substantial Completion date and information will be provided and finalized in a future GMP Amendment.

EXHIBIT G
GMP AMENDMENT NO. 3

ACCEPTANCE PERIOD

1. Acceptance of GMP No. 3 is required on or before March 26th, 2022 (60 days from the date bids/proposals were received.)
2. Should the pricing and terms of the GMP Amendment No. 3 not be accepted prior to the above referenced date, the pricing for the scope of work included with GMP Amendment No. 3 will be null and void and the work will be re-advertised and re-bid.

File Attachments for Item:

34. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT NO. ONE TO CONTRACT K-2021-133: A PIPELINE LICENSE BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND THE BURLINGTON NORTHERN SANTA FE RAILWAY COMPANY AMENDING THE CONTRACT TO REFLECT A CHANGE TO THE BORE METHOD AND CASING SIZE FOR THE FLOOD AVENUE WATER LINE REPLACEMENT PROJECT FROM ROCK CREEK ROAD TO VENTURE DRIVE.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 03/22/2022

REQUESTER: Rachel Croft

PRESENTER: Rachel Croft, Staff Engineer

ITEM TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT NO. ONE TO CONTRACT K-2021-133: A PIPELINE LICENSE BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND THE BURLINGTON NORTHERN SANTA FE RAILWAY COMPANY AMENDING THE CONTRACT TO REFLECT A CHANGE TO THE BORE METHOD AND CASING SIZE FOR THE FLOOD AVENUE WATER LINE REPLACEMENT PROJECT FROM ROCK CREEK ROAD TO VENTURE DRIVE.

BACKGROUND:

The Flood Avenue Waterline Replacement Project – Rock Creek Road to Venture Drive (WA0328) will replace failing Ductile Iron Pipe (DIP) waterline with C-900 polyvinyl chloride (PVC) waterline. The existing DIP is not compatible with our clay soils and is failing, causing water outages, water loss and excessive maintenance demands. The project includes 12,700 feet of 16-inch waterline from Rock Creek Road to Tecumseh Road along with 2,900 feet of waterline from Tecumseh Road to Venture Drive.

As part of this project, the existing 8-inch water line under the BNSF Railway Company railway and north of Lexington Street, will be replaced with a new 8-inch water line. The proposed 8-inch water line will be installed within a 16-inch steel casing pipe (see attached map entitled “Exhibit A”). A pipeline license from the BNSF Railway Company is required to install this crossing of the railway and was approved by Council on June 22, 2021 (Contract K-2021-133). This license sets forth terms and conditions for the use of the railroad right-of-way at this location.

DISCUSSION:

Staff obtained the pipeline license and agreement to bore under the railroad tracks. As they further discussed the installation with the adjacent business owner, it was realized that the business owner would not be able to fully operate his business if the pit was the original size proposed. The contractor and staff realized the need to change the method of installing the bore and decided to move from a dry auger bore and utilize a horizontal directional bore. This will allow for a smaller bore pit on the east side of the tracks which is less intrusive on the business owner.

Exhibit A of the amended contract reflects the changes to the bore method and casing size.

RECOMMENDATION:

Staff recommends the NUA approve Amendment No. 1 to Contract K-2021-133 changing the bore method and casing size in the Pipeline License with BNSF for the installation of a replacement 8-inch waterline under the BNSF railroad right-of-way just north of Lexington Street for the Flood Avenue Waterline Replacement Project – Rock Creek Road to Venture Drive (WA0328).



July 8, 2021

City of Norman/ Norman Utilities Authority
Attention: Ms. Rachel Croft
PO Box 370
Norman, OK 73070

21W-10515

Dear Ms. Croft:

Enclosed please find one (1) fully executed Pipeline License Agreement. A copy of the executed agreement must be available upon request at the job site as authorization to do the work. ***Please contact BNSF's Scheduling Agent at wilsoncompany.utility.ic@wilsonco.com or 816-556-3624 at least fifteen (15) days in advance of entry and BEFORE YOU DIG, CALL (800) 533-2891 (option 7).***

Licensee must ensure that each of its employees, contractors, agents or invitees entering upon the premises completes the safety orientation program at the website www.BNSFcontractor.com prior to entering upon the premises. The certification is good for one year, and each person entering the premises must possess the card certifying completion.

No encroachment above, below or on BNSF Right-of-Way will be allowed without the presence of an Inspector Coordinator and Flagman. You must contact BNSF's Scheduling Agent to arrange for those services. The scheduling agent may be contacted at wilsoncompany.utility.ic@wilsonco.com or 816-556-3624. The installation contractor must comply with all applicable sections of this agreement, including the requirements of section 16 regarding safety requirements prior to encroaching on BNSF Right-of-Way. The installation contractor must present and maintain a copy of the executed agreement on site for the duration of the installation activities.

Please note that a copy of the executed agreement must be available upon request at job site(s) allowing authorization to do the work.

If you need additional information, please contact me at (817) 230-2690.

Sincerely,

Jessica Dudley
Manager - Permits

Enclosure

cc: wilsoncompany.utility.ic@wilsonco.com
BNSF.info@railpros.com
Joshua Sanders - BNSF Roadmaster – Joshua.Sanders2@bnsf.com

PIPELINE LICENSE

THIS PIPELINE LICENSE ("**License**") is made to be effective July 8, 2021 (the "**Effective Date**") by and between **BNSF RAILWAY COMPANY**, a Delaware corporation ("**Licensor**") and **CITY OF NORMAN/ NORMAN UTILITIES AUTHORITY** ("**Licensee**").

In consideration of the mutual covenants contained herein, the parties agree to the following:

GENERAL

1. Grant of License. Licensor hereby grants Licensee a non-exclusive license, subject to all rights, interests, and estates of third parties, including, without limitation, any leases, use rights, easements, liens, or other encumbrances, and upon the terms and conditions set forth below, to construct and maintain, in strict accordance with the drawings and specifications approved by Licensor as part of Licensee's application process (the "**Drawings and Specifications**"), one (1) pipeline, 8 inches in diameter inside an 18 inch steel casing (collectively, the "**Pipeline**"), across or along Licensor's rail corridor at or near the station of Norman, County of Cleveland, State of Oklahoma, Line Segment 7400, Mile Post 400.25 as shown on the attached Drawing No. 81514, dated May 5, 2021, attached hereto as **Exhibit "A"** and incorporated herein by reference (the "**Premises**").
2. Term. This License shall commence on the Effective Date and shall continue into perpetuity, subject to prior termination as hereinafter described.
3. Existing Improvements. Licensee shall not disturb any improvements of Licensor or Licensor's existing lessees, licensees, easement beneficiaries or lien holders, if any, or interfere with the use, repair, maintenance or replacement of such improvements.
4. Use of the Premises. Licensee shall use the Premises solely for construction, maintenance, and use of the Pipeline in accordance with the Drawings and Specifications. The Pipeline shall carry drinking water, and Licensee shall not use the Pipeline to carry any other material or use the Premises for any other purpose. Licensee is expressly prohibited from using or allowing any telecommunication facilities or equipment within the Premises, or using or allowing the use of the Premises for any other purpose.
5. Alterations. Except as set forth in this License, Licensee may not make any alterations to the Premises or permanently affix anything to the Premises or any buildings or other structures adjacent to the Premises without Licensor's prior written consent.
6. License Fee. Licensee shall pay Licensor, prior to the Effective Date, a one-time payment (in lieu of recurring periodic fixed license fees) in the amount the sum of seven thousand four hundred and No/100 Dollars (\$7,400.00) as compensation for the use of the Premises.
7. Costs and Expenses.
 - 7.1 For the purpose of this License, "cost" or "costs" and "expense" or "expenses" includes, but is not limited to, actual labor and material costs including all assignable additives, and material and supply costs at current value where used.
 - 7.2 Licensee agrees to reimburse Licensor (pursuant to the terms of **Section 8** below) for all costs and expenses incurred by Licensor in connection with Licensee's use of the Premises or the presence, construction and maintenance of the Pipeline, including but not limited to the furnishing of Licensor's flaggers and any vehicle rental costs incurred, inspection coordination, safety, mobilization and/or other observation services described in this License (collectively, the "**Services**"). Licensee shall bear the cost of the Services, when deemed necessary by Licensor's representative. Flagging costs shall include, but not be limited to, the following: pay for at least an eight (8) hour basic day with time and one-half or double time for overtime, rest days and holidays (as applicable); vacation allowance; paid holidays (as applicable); railway and unemployment insurance; public liability and property damage insurance; health and welfare benefits; transportation; meals; lodging and supervision. Negotiations for railway labor or

collective bargaining agreements and rate changes authorized by appropriate Federal authorities may increase flagging rates. Flagging rates in effect at the time of performance by the flaggers will be used to calculate the flagging costs pursuant to this **Section 7**.

- 7.3 Licensors, at its sole discretion, may elect to designate a third party (the "**Scheduling Agent**"), to perform and/or arrange for the performance of the Services.
8. Payment Terms. All invoices are due thirty (30) days after the date of invoice. If Licensee fails to pay any monies due to Licensors within thirty (30) days after the invoice date, then Licensee shall pay interest on such unpaid sum from the due date until paid at an annual rate equal to the lesser of (i) the prime rate last published in *The Wall Street Journal* in the preceding December plus two and one-half percent (2-1/2%), or (ii) the maximum rate permitted by law.

LICENSOR'S RESERVED RIGHTS

9. Reserved Rights of Use. Licensors excepts and reserves the right, to be exercised by Licensors and any other parties who may obtain written permission or authority from Licensors:
- 9.1 to maintain, use, operate, repair, replace, modify and relocate any utility, power or communication pipe/lines/cables and appurtenances (other than the Pipeline) and other facilities or structures of like character upon, over, under or across the Premises existing as of the Effective Date;
 - 9.2 to construct, maintain, renew, use, operate, change, modify and relocate any tracks or additional facilities, structures and related appurtenances upon, over, under or across the Premises; or
 - 9.3 to use the Premises in any manner as Licensors in its sole discretion deems appropriate, provided Licensors uses all commercially reasonable efforts to avoid material interference with the use of the Premises by Licensee for the purpose specified in **Section 4** above.
10. Right to Require Relocation. If at any time during the term of this License, Licensors desires the use of its rail corridor in such a manner as would, in Licensors's reasonable opinion, be interfered with by the Pipeline, Licensee shall, at its sole expense, within thirty (30) days after receiving written notice from Licensors to such effect, make such changes in the Pipeline as in the sole discretion of Licensors may be necessary to avoid interference with the proposed use of Licensors's rail corridor, including, without limitation, the relocation of the Pipeline, or the construction of a new pipeline to replace the Pipeline. Notwithstanding the foregoing, Licensee agrees to make all emergency changes and minor adjustments, as determined by Licensors in its sole discretion, to the Pipeline promptly upon Licensors's request.

LICENSEE'S OPERATIONS

11. Construction and Maintenance of the Pipeline.
- 11.1 Licensee shall not enter the Premises or commence construction unless accompanied by Licensors's representative, the Scheduling Agent or its designee. Licensee shall notify Licensors's Roadmaster, Joshua Sanders at (405) 670-7693 or Joshua.Sanders2@BNSF.com, at least ten (10) business days prior to installation of the Pipeline and prior to entering the Premises for any subsequent maintenance thereon. In the event of emergency, Licensee shall notify Licensors of Licensee's entry onto the Premises at the telephone number above as soon as practicable and shall promptly thereafter follow up with written notice of such entry.
 - 11.2 Licensee's on-site supervisors shall retain/maintain a fully executed copy of this License at all times while on the Premises.
 - 11.3 While on the Premises, Licensee shall use only public roadways to cross from one side of Licensors's tracks to the other.
 - 11.4 Any contractors or subcontractors performing work on the Pipeline or entering the Premises on behalf of Licensee shall be deemed servants and agents of Licensee for purposes of this License.

- 11.5 Under no conditions shall Licensee be permitted to conduct any tests, investigations or any other activity using mechanized equipment and/or machinery, or place or store any mechanized equipment, tools or other materials, within twenty-five (25) feet of the centerline of any railroad track on the Premises unless Licensee has obtained prior written approval from Licensor. Licensee shall, at its sole cost and expense, perform all activities on and about the Premises, including without limitation all construction and maintenance of the Pipeline, in such a manner and of such materials as not at any time to endanger or interfere with (i) the existence or use of present or future tracks, roadbeds, or property of Licensor, (ii) the safe operation and activities of Licensor or existing third parties, or (iii) the rights or interests of third parties. If ordered to cease using the Premises at any time by Licensor's personnel due to any hazardous condition, Licensee shall immediately do so. Notwithstanding the foregoing right of Licensor, the parties agree that Licensor has no duty or obligation to monitor Licensee's use of the Premises to determine the safe nature thereof, it being solely Licensee's responsibility to ensure that Licensee's use of the Premises is safe. Neither the exercise nor the failure by Licensor to exercise any rights granted in this Section will alter the liability allocation provided by this License.
- 11.6 Licensee shall, at its sole cost and expense, construct and maintain the Pipeline in such a manner and of such material that the Pipeline will not at any time endanger or interfere with (i) the existence or use of present or future tracks, roadbeds, or property of Licensor, (ii) the safe operation and activities of Licensor or existing third parties, or (iii) the rights or interests of third parties. The construction of the Pipeline shall be completed within one (1) year of the Effective Date, and any subsequent maintenance shall be completed within one (1) year of initiation. Within fifteen (15) days after completion of the construction of the Pipeline or the performance of any subsequent maintenance thereon, Licensee shall, at Licensee's own cost and expense, restore the Premises to substantially their state as of the Effective Date, unless otherwise approved in advance by Licensor in writing. On or before expiration or termination of this License for any reason, Licensee shall, at its sole cost and expense, surrender the Premises to Licensor pursuant to the terms and conditions set forth in **Section 24** hereof.
- 11.7 Licensor may direct one or more of its field engineers or inspectors to observe or inspect the construction and/or maintenance of the Pipeline at any time for compliance with the Drawings and Specifications and Legal Requirements (defined below). Licensee shall reimburse Licensor for the cost of such observation or inspection related services pursuant to **Section 8**. If ordered at any time to halt construction or maintenance of the Pipeline by Licensor's personnel due to non-compliance with the Drawings and Specifications or any other hazardous condition, Licensee shall immediately do so. Notwithstanding the foregoing right of Licensor, the parties agree that Licensor has no duty or obligation to observe or inspect, or to halt work on, the Pipeline, it being solely Licensee's responsibility to ensure that the Pipeline is constructed and maintained in strict accordance with the Drawings and Specifications and in a safe and workmanlike manner in compliance with all terms hereof. Neither the exercise of, nor the failure by Licensor to exercise, any right granted by this Section will alter in any way the liability allocation provided by this License. If at any time Licensee shall, in the sole judgment of Licensor, fail to properly perform its obligations under this **Section 11**, Licensor may, at its option and at Licensee's sole expense, arrange for the performance of such work as it deems necessary for the safety of its operations and activities. Licensee shall promptly reimburse Licensor for all costs and expenses of such work, pursuant to the terms of **Section 8**. Licensor's failure to perform any obligations of Licensee shall not alter the liability allocation hereunder.

12. Boring and Excavation.

- 12.1 Prior to Licensee conducting any boring, excavation, or similar work on or about any portion of the Premises, Licensee shall contact the applicable State's call-before-you-dig utility location service to have 3rd parties mark the location of utilities. Licensee shall explore the proposed location for such work with hand tools to a depth of at least three (3) feet below the surface of the ground to determine whether pipelines or other structures exist below the surface, provided, however, that in lieu of the foregoing hand-tool exploration, Licensee shall have the right to use suitable detection equipment or other generally accepted industry practice (e.g., consulting with

the United States Infrastructure Corporation) to determine the existence or location of pipelines and other subsurface structures prior to drilling or excavating with mechanized equipment. Licensee shall request information from Licensor concerning the existence and approximate location of Licensor's underground lines, utilities, and pipelines at or near the vicinity of the proposed Pipeline by contacting Licensor's Telecommunications Helpdesk, currently at 1-800-533-2891 (option 1, then option 7), at least ten (10) business days prior to installation of the Pipeline. Upon receiving Licensee's timely request, Licensor will provide Licensee with the information Licensor has in its possession regarding any existing underground lines, utilities, and pipelines at or near the vicinity of the proposed Pipeline and, if applicable, identify the location of such lines on the Premises pursuant to Licensor's standard procedures. Licensor does not warrant the accuracy or completeness of information relating to subsurface conditions of the Premises and Licensee's operations will be subject at all times to the liability provisions herein.

- 12.2 For all bores greater than 26-inch diameter and at a depth less than 10.0 feet below bottom of rail, a soil investigation must be performed by Licensee and reviewed by Licensor prior to construction. This study is to determine if granular material is present, and to prevent subsidence during the installation process. If the investigation determines in Licensor's reasonable opinion that granular material is present, Licensor may select a new location for Licensee's use, or may require Licensee to furnish for Licensor's review and approval, in Licensor's sole discretion, a remedial plan to deal with the granular material. Once Licensor has approved any such remedial plan in writing, Licensee shall, at Licensee's sole cost and expense, carry out the approved plan in accordance with all terms thereof and hereof.
- 12.3 No wells shall be installed without prior written approval from Licensor.
- 12.4 Any open hole, boring, or well constructed on the Premises by Licensee shall be safely covered and secured at all times when Licensee is not working in the actual vicinity thereof. Following completion of that portion of the work, all holes or borings constructed on the Premises by Licensee shall be:
 - 12.4.1 filled in to surrounding ground level with compacted bentonite grout; or
 - 12.4.2 otherwise secured or retired in accordance with any applicable Legal Requirement. No excavated materials may remain on Licensor's property for more than ten (10) days, but must be properly disposed of by Licensee in accordance with applicable Legal Requirements.

LIABILITY AND INSURANCE

13. Liability and Indemnification.

- 13.1 For purposes of this License: (a) "**Indemnitees**" means Licensor and Licensor's affiliated companies, partners, successors, assigns, legal representatives, officers, directors, shareholders, employees, and agents; (b) "**Liabilities**" means all claims, liabilities, fines, penalties, costs, damages, losses, liens, causes of action, suits, demands, judgments, and expenses (including, without limitation, court costs, reasonable attorneys' fees, costs of investigation, removal and remediation, and governmental oversight costs) environmental or otherwise; and (c) "**Licensee Parties**" means Licensee and Licensee's officers, agents, invitees, licensees, employees, or contractors, or any party directly or indirectly employed by any of them, or any party they control or exercise control over.
- 13.2 **TO THE FULLEST EXTENT PERMITTED BY LAW, LICENSEE SHALL, AND SHALL CAUSE ITS CONTRACTOR TO, RELEASE, INDEMNIFY, DEFEND AND HOLD HARMLESS INDEMNITEES FOR, FROM, AND AGAINST ANY AND ALL LIABILITIES OF ANY NATURE, KIND, OR DESCRIPTION DIRECTLY OR INDIRECTLY ARISING OUT OF, RESULTING FROM, OR RELATED TO (IN WHOLE OR IN PART):**

- 13.2.1 **THIS LICENSE, INCLUDING, WITHOUT LIMITATION, ITS ENVIRONMENTAL PROVISIONS,**
- 13.2.2 **ANY RIGHTS OR INTERESTS GRANTED PURSUANT TO THIS LICENSE,**
- 13.2.3 **LICENSEE'S OCCUPATION AND USE OF THE PREMISES,**
- 13.2.4 **THE ENVIRONMENTAL CONDITION AND STATUS OF THE PREMISES CAUSED BY OR CONTRIBUTED TO BY LICENSEE, OR**
- 13.2.5 **ANY ACT OR OMISSION OF ANY LICENSEE PARTY.**
- 13.3 **TO THE FULLEST EXTENT PERMITTED BY LAW, LICENSEE NOW AND FOREVER WAIVES AND WILL INDEMNIFY, DEFEND, AND HOLD THE INDEMNITEES HARMLESS FROM ANY AND ALL CLAIMS THAT BY VIRTUE OF ENTERING INTO THIS LICENSE, LICENSOR IS A GENERATOR, OWNER, OPERATOR, ARRANGER, OR TRANSPORTER FOR THE PURPOSES OF THE COMPREHENSIVE ENVIRONMENTAL RESPONSE, COMPENSATION, AND LIABILITY ACT, AS AMENDED ("CERCLA") OR OTHER ENVIRONMENTAL LAWS (DEFINED BELOW). NOTHING IN THIS LICENSE IS MEANT BY EITHER PARTY TO CONSTITUTE A WAIVER OF ANY INDEMNITEE'S COMMON CARRIER DEFENSES AND THIS LICENSE SHOULD NOT BE SO CONSTRUED. IF ANY AGENCY OR COURT CONSTRUES THIS LICENSE TO BE A WAIVER OF ANY INDEMNITEE'S COMMON CARRIER DEFENSES, LICENSEE AGREES TO INDEMNIFY, HOLD HARMLESS, AND DEFEND INDEMNITEES FOR ANY LIABILITIES RELATED TO THAT CONSTRUCTION OF THIS LICENSE. IN NO EVENT AS BETWEEN LICENSOR AND LICENSEE AS TO USE OF THE PREMISES AS CONTEMPLATED BY THIS LICENSE SHALL LICENSOR BE RESPONSIBLE TO LICENSEE FOR THE ENVIRONMENTAL CONDITION OF THE PREMISES.**
- 13.4 **IF ANY EMPLOYEE OF ANY LICENSEE PARTY ASSERTS THAT HE OR SHE IS AN EMPLOYEE OF ANY INDEMNITEE, TO THE FULLEST EXTENT PERMITTED BY LAW, LICENSEE SHALL, AND SHALL CAUSE ITS CONTRACTOR TO, RELEASE, INDEMNIFY, DEFEND, AND HOLD THE INDEMNITEES HARMLESS FROM AND AGAINST ANY LIABILITIES ARISING OUT OF OR RELATED TO (IN WHOLE OR IN PART) ANY SUCH ASSERTION INCLUDING, BUT NOT LIMITED TO, ASSERTIONS OF EMPLOYMENT BY AN INDEMNITEE RELATED TO THE FOLLOWING OR ANY PROCEEDINGS THEREUNDER: THE FEDERAL EMPLOYERS' LIABILITY ACT, THE SAFETY APPLIANCE ACT, THE LOCOMOTIVE INSPECTION ACT, THE OCCUPATIONAL SAFETY AND HEALTH ACT, THE RESOURCE CONSERVATION AND RECOVERY ACT, AND ANY SIMILAR STATE OR FEDERAL STATUTE.**
- 13.5 **THE FOREGOING OBLIGATIONS OF LICENSEE SHALL NOT APPLY TO THE EXTENT LIABILITIES ARE PROXIMATELY CAUSED BY THE GROSS NEGLIGENCE OR WILLFUL MISCONDUCT OF ANY INDEMNITEE, BUT SHALL APPLY TO ALL OTHER LIABILITIES, INCLUDING THOSE ARISING FROM OR ATTRIBUTED TO ANY OTHER ALLEGED OR ACTUAL NEGLIGENCE, INTENTIONAL ACTS, OR STRICT LIABILITY OF ANY INDEMNITEE.**
- 13.6 Upon written notice from Licensor, Licensee agrees to assume the defense of any lawsuit or other proceeding brought against any Indemnatee by any entity, relating to any matter covered by this License for which Licensee has an obligation to assume liability for and/or save and hold harmless any Indemnatee. Licensee shall pay all costs and expenses incident to such defense, including, but not limited to, reasonable attorneys' fees, investigators' fees, litigation and appeal expenses, settlement payments, and amounts paid in satisfaction of judgments.
14. **Personal Property Risk of Loss. ALL PERSONAL PROPERTY, INCLUDING, BUT NOT LIMITED TO, FIXTURES, EQUIPMENT, OR RELATED MATERIALS UPON THE PREMISES WILL BE AT THE RISK OF LICENSEE ONLY, AND NO INDEMNITEE WILL BE LIABLE FOR ANY DAMAGE THERETO OR THEFT THEREOF, WHETHER OR NOT DUE IN WHOLE OR IN PART TO THE NEGLIGENCE OF ANY INDEMNITEE.**

15. Insurance. Licensee shall, at its sole cost and expense, procure and maintain during the term of this License the following insurance coverage:

15.1 Commercial General Liability "CGL" Insurance.

- a. The policy will provide a minimum of \$5,000,000 per occurrence and an aggregate limit of at least \$10,000,000 but in no event will the coverage be in an amount less than the amount otherwise carried by Licensee. Coverage must be purchased on a post 2004 ISO occurrence form or equivalent and include coverage for, but not limited to, the following:
 - Bodily Injury and Property Damage
 - Personal Injury and Advertising Injury
 - Fire legal liability
 - Products and completed operations
 - Contractual Liability for an "Insured Contract" consistent with the definition under the standard ISO general liability policy form.
- b. This policy will include the following endorsements or language, which shall be indicated on or attached to the certificate of insurance:
 - The definition of "Insured Contract" will be amended to remove any exclusion or other limitation for any work being done within 50 feet of Licensor's property;
 - Waiver of subrogation in favor of and acceptable to Licensor;
 - Additional insured endorsement in favor of and acceptable to Licensor and Jones Lang LaSalle Brokerage, Inc. to include coverage for ongoing and completed operations;
 - Separation of insureds;
 - The policy shall be primary and non-contributing with respect to any insurance carried by Licensor.
- c. The parties agree that the workers' compensation and employers' liability related exclusions in the CGL policy(s) are intended to apply to employees of the policyholder and will not apply to Licensor's employees.
- d. No other endorsements that limit coverage with respect to Licensee's obligations under this agreement may be included on the policy.

15.2 Business Automobile Insurance.

- a. The insurance will provide minimum coverage with a combined single limit of at least \$1,000,000 per accident, and include coverage for, but not limited to the following:
 - Bodily injury and property damage.
 - Any and all vehicles owned, used or hired.
- b. The policy will include the following endorsements or language, which will be indicated on or attached to the certificate of insurance:
 - Waiver of subrogation in favor of and acceptable to Licensor;
 - Additional insured endorsement in favor of and acceptable to Licensor;
 - Separation of insureds;
 - The policy shall be primary and non-contributing with respect to any insurance carried by Licensor.

15.3 Workers' Compensation and Employers' Liability Insurance.

- a. The policy will provide coverage of all employees performing any part of the installation or maintenance of the Pipeline including coverage for, but not limited to:
 - Licensee's statutory liability under the workers' compensation laws of the state(s) in which the work or services under this agreement are to be performed. The policy will cover all of Licensee's employees, regardless of whether such coverage is optional under the law of that state(s).

- Employers' Liability (Part B) with limits of at least \$500,000 each accident, \$500,000 by disease policy limit, \$500,000 by disease each employee.
 - b. The policy will include contain the following endorsements or language, which shall be indicated on or attached to the certificate of insurance:
 - Waiver of subrogation in favor of and acceptable to Licensors.
- 15.4 Railroad Protective Liability Insurance. The policy will name only Licensors as the Insured and will provide coverage of at least \$5,000,000 per occurrence and \$10,000,000 in the aggregate. The coverage obtained under this policy shall only be effective during the initial installation and/or construction of the Pipeline. **THE CONSTRUCTION OF THE PIPELINE SHALL BE COMPLETED WITHIN ONE (1) YEAR OF THE EFFECTIVE DATE.** If further maintenance of the Pipeline is needed at a later date, an additional Railroad Protective Liability Insurance Policy shall be required. The policy will be issued on a standard ISO form CG 00 35 12 04 and include the following:
- Endorsed to include the Pollution Exclusion Amendment.
 - Endorsed to include the Limited Seepage and Pollution Endorsement.
 - Endorsed to remove any exclusion for punitive damages.
 - Endorsed to include Evacuation Expense Coverage Endorsement.
 - No other endorsements restricting coverage may be added.
 - The original policy must be provided to Licensors and Licensee shall not perform any work or services of any kind under this agreement until Licensors has reviewed and approved the policy.
 - The definition of "Physical Damage to Property" will be endorsed to read: "means direct and accidental loss of or damage to all property owned by any named insured and all property in any named insured's care, custody and control (including, but not limited to rolling stock and their contents, mechanical construction equipment or motive power equipment, railroad tracks, roadbeds, catenaries, signals, tunnels, bridges and buildings) arising out of the acts or omissions of the contractor named on the Declarations."

In lieu of providing a Railroad Protective Liability Policy, for a period of one (1) year from the Effective Date, Licensee may participate in Licensors's Blanket Railroad Protective Liability Insurance Policy available to Licensee or its contractor. The limits of coverage are the same as above. The cost is \$1,266.00.

☒ Licensee may **elect** to participate in Licensors's Blanket Policy;

☐ Licensee **declines** to participate in Licensors's Blanket Policy.

15.5 Intentionally Deleted.

15.6 Other Requirements:

- 15.6.1 Where allowable by law, no exclusion for punitive damages may be included in any policy.
- 15.6.2 Licensee agrees to waive its right of recovery against Licensors for all claims and suits against Licensors. In addition, Licensee's insurers, through the terms of the policy or policy endorsement, waive their right of subrogation against Licensors for all claims and suits. Licensee further waives its right of recovery, and its insurers also waive their right of subrogation against Licensors for loss of Licensee's owned or leased property or property under Licensee's care, custody, or control.
- 15.6.3 Allocated Loss Expense, including but not limited to defense costs and expenses, will be in addition to all policy limits for coverage under the insurance requirements.
- 15.6.4 Licensee is not allowed to self-insure without the prior written consent of Licensors. If Licensors allows Licensee to self-insure, Licensee shall directly cover any self-insured retention or other financial responsibility for claims in lieu of insurance. Any and all

Licensor liabilities that would otherwise be covered by Licensee's insurance in accordance with the provisions of this agreement, will be covered as if Licensee elected not to include a self-insured retention or other financial responsibility for claims.

- 15.6.5 Prior to entering the Premises or commencing any work related to the installation or subsequent maintenance of the Pipeline, Licensee shall furnish to Licensor an acceptable certificate(s) of insurance from an authorized representative evidencing the required coverage(s), endorsements, and amendments.
- 15.6.6 Licensee shall notify BNSF in writing at least 30 days prior to any cancellation, non-renewal, substitution or material alteration of any insurance requirement.
- 15.6.7 Any insurance policy shall be written by a reputable insurance company acceptable to Licensor or with a current Best's Guide Rating of A- and Class VII or better, and authorized to do business in the state(s) in which the service is to be provided.
- 15.6.8 If the coverage provided by any of the insurance policies required by this agreement is purchased on a "claims made" basis, Licensee hereby agrees to maintain coverage in force for a minimum of three years after expiration, cancellation or termination of this agreement.
- 15.6.9 Licensee agrees to provide evidence to Licensor that it has the required coverage in place at least annually or in the event of a renewal or material change of coverage
- 15.6.10 Licensee represents that this License has been thoroughly reviewed by Licensee's insurance agent(s)/broker(s), and that Licensee has instructed them to procure the insurance coverage required by this License.
- 15.6.11 Not more frequently than once every five years, Licensor may, at its discretion, reasonably modify the insurance requirements to reflect the then-current risk management practices in the railroad industry and underwriting practices in the insurance industry.
- 15.6.12 If Licensee will subcontract any portion of the operation, Licensee shall require that the subcontractor provide and maintain insurance coverage(s) as set forth herein, naming Licensor as an additional insured. In addition, Licensee shall require that the subcontractor shall release, defend and indemnify Licensee to the same extent and under the same terms and conditions as Licensee is required to release, defend and indemnify Licensor under this agreement.
- 15.6.13 Failure to provide evidence as required by this section shall entitle, but not require, Licensor to terminate this License immediately. Acceptance of a certificate that does not comply with this section shall not operate as a waiver of Licensee's obligations hereunder.
- 15.6.14 The fact that Licensee obtains insurance (including, without limitation, self-insurance) shall not release or diminish Licensee's liabilities or obligations including, without limitation, the liabilities and obligations under the indemnity provisions of the License. Damages recoverable by Licensor shall not be limited by the amount of the required insurance coverage.
- 15.6.15 In the event of a claim or lawsuit involving BNSF arising out of this Agreement, Licensee will make the policy covering such claims or lawsuits available to BNSF.
- 15.6.16 If Licensee maintains broader coverage and/or higher limits than the minimum requirements in this Agreement, BNSF requires and shall be entitled to the broader coverage and/or the higher limits. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to BNSF.

15.6.17 These insurance provisions are intended to be a separate and distinct obligation on the part of the Licensee. Therefore, these provisions shall be enforceable and Licensee shall be bound thereby regardless of whether or not indemnity provisions are determined to be enforceable in the jurisdiction in which the work or services are performed under this License.

15.6.18 For purposes of this **Section 15**, Licensors shall mean "Burlington Northern Santa Fe, LLC", "BNSF Railway Company" and the subsidiaries, successors, assigns and affiliates of each.

COMPLIANCE WITH LAWS, REGULATIONS, AND ENVIRONMENTAL MATTERS

16. Compliance with Laws, Rules, and Regulations.

- 16.1 Licensee shall observe and comply with any and all applicable federal, state, local, and tribal laws, statutes, regulations, ordinances, orders, covenants, restrictions, or decisions of any court of competent jurisdiction ("**Legal Requirements**") relating to the construction, maintenance, and use of the Pipeline and the use of the Premises.
- 16.2 Prior to entering the Premises, Licensee shall and shall cause its contractor(s) to comply with all of Licensors applicable safety rules and regulations. Licensee must ensure that each of its employees, contractors, agents or invitees entering upon the Premises completes the safety orientation program at the Website "www.BNSFcontractor.com" (the "**Safety Orientation**") within one year prior to entering upon the Premises. Additionally, Licensee must ensure that each and every employee of Licensee, its contractors, agents and invitees possess a card certifying completion of the Safety Orientation prior to entering upon the Premises. Licensee must renew (and ensure that its contractors, agents or invitees, as applicable, renew) the Safety Orientation annually.
- 16.3 Licensee shall obtain on or before the date it or its contractor enters the Premises, any and all additional rights-of way, easements, licenses and other agreements relating to the grant of rights and interests in and/or access to the Premises (collectively, the "**Rights**") and such other rights, licenses, permits, authorizations, and approvals (including without limitation, any necessary local, state, federal or tribal authorizations and environmental permits) that are necessary in order to permit Licensee to construct, maintain, own and operate the Pipeline and otherwise to perform its obligations hereunder in accordance with the terms and conditions hereof.
- 16.4 Licensee shall either require that the initial stated term of each such Rights be for a period that does not expire, in accordance with its ordinary terms, prior to the last day of the term of this License or, if the initial stated term of any such Right expires in accordance with its ordinary terms on a date earlier than the last day of the term of this License, Licensee shall, at its cost, exercise any renewal rights thereunder, or otherwise acquire such extensions, additions and/or replacements as may be necessary, in order to cause the stated term thereof to be continued until a date that is not earlier than the last day of the term of this License.
- 16.5 Upon the expiration or termination of any Right that is necessary in order for Licensee to own, operate or use the Pipeline in accordance with the terms and conditions of this License, this License thereby shall automatically expire upon such expiration or termination of the Right.

17. Environmental.

- 17.1 Licensee shall strictly comply with Environmental Laws (as defined below). Licensee shall not maintain a treatment, storage, transfer or disposal facility, or underground storage tank, as defined by Environmental Laws on the Premises. Licensee shall not release or suffer the release of oil or Hazardous Materials (as defined below) on or about the Premises.
- 17.2 Except as specifically set forth in Section 4 of this License, Licensee covenants that it will not handle or transport Hazardous Materials through the Pipeline or on Licensors property. Upon

request by Licensor, Licensee agrees to furnish Licensor with proof, satisfactory to Licensor, that Licensee is in compliance with the provisions of this **Section 17.2**.

- 17.3 Licensee shall give Licensor immediate notice to Licensor's Resource Operations Center at (800) 832-5452 of any known (i) release of Hazardous Materials on, from, or affecting the Premises, (ii) violation of Environmental Laws, or (iii) inspection or inquiry by governmental authorities charged with enforcing Environmental Laws with respect to Licensee's use of the Premises. Licensee shall use its best efforts to immediately respond to any release on, from, or affecting the Premises. Licensee also shall give Licensor prompt notice of all measures undertaken on behalf of Licensee to investigate, remediate, respond to or otherwise cure such release or violation.
- 17.4 If Licensor has notice from Licensee or otherwise of a release or violation of Environmental Laws arising in any way with respect to the Pipeline which occurred or may occur during the term of this License, Licensor may require Licensee, at Licensee's sole risk and expense, to take timely measures to investigate, remediate, respond to or otherwise cure such release or violation affecting the Premises or Licensor's right-of-way.
- 17.5 Licensee shall immediately report to Licensor's Resource Operations Center at (800) 832-5452 any conditions or activities upon the Premises known to Licensee which create a risk of harm to persons, property or the environment and shall take all reasonable actions necessary to prevent injury to persons, property, or the environment arising out of such conditions or activities; provided, however, that Licensee's reporting to Licensor shall not relieve Licensee of any obligation whatsoever imposed on it by this License. Licensee shall promptly respond to Licensor's request for information regarding said conditions or activities.
- 17.6 During the term of this License, Licensor may, at Licensor's option, require Licensee to conduct an environmental audit, including but not limited to sampling, of the Premises through an environmental consulting engineer acceptable to Licensor, at Licensee's sole cost and expense, to determine if any noncompliance or environmental damage to the Premises has occurred during occupancy thereof by Licensee. The audit shall be conducted to Licensor's satisfaction and a copy of the audit report shall promptly be provided to Licensor for its review. Licensee shall pay all expenses for any remedial or corrective action that may be required as a result of said audit to correct any noncompliance or environmental damage, and Licensee shall diligently pursue and complete all necessary work prior to termination of this License. Licensee's obligations under this Section 17.6 shall survive termination of this License.
- 17.7 Notwithstanding anything in this Section 17, the parties agree that Licensor has no duty or obligation to monitor Licensee's use of the Premises to determine Licensee's compliance with Environmental Laws, it being solely Licensee's responsibility to ensure that Licensee's use of the Premises is compliant. Neither the exercise nor the failure by Licensor to exercise any rights granted in this Section will alter the liability allocation provided by this License.
- 17.8 **"Environmental Law(s)"** shall mean any federal, state, local, or tribal law, statute, ordinance, code, rule, regulation, policy, common law, license, authorization, decision, order, or injunction which pertains to health, safety, any Hazardous Material, or the environment (including but not limited to ground, air, water, or noise pollution or contamination, and underground or above-ground tanks) and shall include, without limitation, CERCLA 42 U.S.C. §9601 et seq.; the Resource Conservation and Recovery Act, 42 U.S.C. §6901 et seq.; the Hazardous Materials Transportation Act, 49 U.S.C. §5101 et seq.; the Federal Water Pollution Control Act, 33 U.S.C. §1251 et seq.; the Clean Air Act, 42 U.S.C. §7401 et seq.; the Toxic Substances Control Act, 15 U.S.C. §2601 et seq.; the Safe Drinking Water Act, 42 U.S.C. §300f et seq.; the Emergency Planning and Community Right-to-Know Act, 42 U.S.C. 11001 et seq.; the Federal Insecticide, Fungicide and Rodenticide Act, 7 U.S.C. 136 to 136y; the Oil Pollution Act, 33 U.S.C. 2701 et seq.; and the Occupational Safety and Health Act, 29 U.S.C. 651 et seq.; all as have been amended from time to time, and any other federal, state, local, or tribal environmental requirements, together with all rules, regulations, orders, and decrees now or hereafter promulgated under any of the foregoing, as any of the foregoing now exist or may be changed or amended or come into effect in the future.

- 17.9 **"Hazardous Material(s)"** shall include but shall not be limited to any substance, material, or waste that is regulated by any Environmental Law or otherwise regulated by any federal, state, local, or tribal governmental authority because of toxic, flammable, explosive, corrosive, reactive, radioactive or other properties that may be hazardous to human health or the environment, including without limitation asbestos and asbestos-containing materials, radon, petroleum and petroleum products, urea formaldehyde foam insulation, methane, lead-based paint, polychlorinated biphenyl compounds, hydrocarbons or like substances and their additives or constituents, pesticides, agricultural chemicals, and any other special, toxic, or hazardous (i) substances, (ii) materials, or (iii) wastes of any kind, including without limitation those now or hereafter defined, determined, or identified as "hazardous chemicals", "hazardous substances," "hazardous materials," "toxic substances," or "hazardous wastes" in any Environmental Law.
- 17.10 Intentionally Deleted.
- 17.11 Intentionally Deleted.
- 17.12 Intentionally Deleted.

DISCLAIMER OF WARRANTIES

18. No Warranties.
- 18.1 **LICENSOR'S DUTIES AND WARRANTIES ARE LIMITED TO THOSE EXPRESSLY STATED IN THIS LICENSE AND SHALL NOT INCLUDE ANY IMPLIED DUTIES OR IMPLIED WARRANTIES, NOW OR IN THE FUTURE. NO REPRESENTATIONS OR WARRANTIES HAVE BEEN MADE BY LICENSOR OTHER THAN THOSE CONTAINED IN THIS LICENSE. LICENSEE HEREBY WAIVES ANY AND ALL WARRANTIES, EXPRESS OR IMPLIED, WITH RESPECT TO THE PREMISES OR WHICH MAY EXIST BY OPERATION OF LAW OR IN EQUITY, INCLUDING, WITHOUT LIMITATION, ANY WARRANTY OF MERCHANTABILITY, HABITABILITY OR FITNESS FOR A PARTICULAR PURPOSE.**
- 18.2 **LICENSOR MAKES NO WARRANTY, REPRESENTATION OR CONDITION OF ANY KIND, EXPRESS OR IMPLIED, CONCERNING (A) THE SCOPE OF THE LICENSE OR OTHER RIGHTS GRANTED HEREUNDER TO LICENSEE OR (B) WHETHER OR NOT LICENSEE'S CONSTRUCTION, MAINTENANCE, OWNERSHIP, USE OR OPERATION OF THE PIPELINE WILL VIOLATE OR INFRINGE UPON THE RIGHTS, INTERESTS AND ESTATES OF THIRD PARTIES, INCLUDING, WITHOUT LIMITATION, ANY LEASES, USE RIGHTS, EASEMENTS AND LIENS OF ANY THIRD PARTY.**
19. Disclaimer of Warranty for Quiet Enjoyment. **LICENSOR DOES NOT WARRANT ITS TITLE TO THE PREMISES NOR UNDERTAKE TO DEFEND LICENSEE IN THE PEACEABLE POSSESSION OR USE THEREOF. NO COVENANT OF QUIET ENJOYMENT IS MADE.**
20. Eviction at Risk of Licensee. In case of the eviction of Licensee by anyone owning, claiming title to, or claiming any interest in the Premises, or by the abandonment by Licensor of the affected rail corridor, Licensor shall not be liable (i) to refund Licensee any compensation paid hereunder, except for the pro-rata part of any recurring charge paid in advance, or (ii) for any damages or costs Licensee sustains in connection with the eviction.

LIENS AND TAXES

21. Liens and Charges. Licensee shall promptly pay and discharge any and all liens arising out of any construction, alterations or repairs done, suffered or permitted to be done by Licensee on the Premises. Licensor is hereby authorized to post any notices or take any other action upon or with respect to the Premises that is or may be permitted by law to prevent the attachment of any such liens to the Premises; provided, however, that failure of Licensor to take any such action shall not relieve Licensee of any obligation or liability under this **Section 21** or any other Section of this License.

22. Taxes. Licensee shall pay when due any taxes, assessments or other charges (collectively, "**Taxes**") levied or assessed by any governmental or quasi-governmental body upon the Pipeline or any other improvements constructed or installed on the Premises by or for Licensee (collectively, the "**Improvements**") or any Taxes levied or assessed against Licensor or the Premises that are attributable to the Improvements.

DEFAULT, TERMINATION, AND SURRENDER

23. Default and Termination. In addition to and not in limitation of Licensor's right to terminate for failure to provide evidence of insurance as required pursuant to the terms of **Section 15**, the following events are also deemed to be events of default pursuant to which Licensor has the right to terminate as set forth below:

- 23.1 If default shall be made in any of Licensee's covenants, agreements, or obligations contained in this License and Licensee fails to cure said default within thirty (30) days after written notice is provided to Licensee by Licensor, or in case of any assignment or transfer of this License in violation of **Section 26** below, Licensor may, at its option, terminate this License by serving five (5) days' notice in writing upon Licensee. Notwithstanding the foregoing, Licensor shall have the right to terminate this License immediately if Licensee fails to provide evidence of insurance as required in **Section 15**.
- 23.2 Should Licensee not comply fully with the obligations of **Section 17** regarding the handling or transporting of Hazardous Materials, notwithstanding anything contained in any other provision of this License, Licensor may, at its option, terminate this License by serving five (5) days' notice in writing upon Licensee.
- 23.3 Any waiver by Licensor of any default or defaults shall not constitute a waiver of the right to terminate this License for any subsequent default or defaults, nor shall any such waiver in any way affect Licensor's ability to enforce any Section of this License. The remedies set forth in this **Section 23** shall be in addition to, and not in limitation of, any other remedies that Licensor may have at law or in equity.
- 23.4 In addition to and not in limitation of Licensor's rights to terminate this License for failure to provide evidence of insurance or occurrence of defaults as described above, this License may be terminated by either party, at any time, by serving thirty (30) days' written notice of termination upon the other party. Such termination shall not release either party hereto from any liability or obligation under the License, whether of indemnity or otherwise, resulting from any acts, omissions or events happening prior to the date of termination or thereafter in case by the terms of the License it is provided that anything shall or may be done after termination hereof.

24. Surrender of the Premises.

- 24.1 On or before expiration or termination of this License for any reason, Licensee shall, at its sole cost and expense:
- 24.1.1 if so directed by Licensor in writing, remove the Improvements, the Pipeline and all appurtenances thereto, or, at the sole discretion of Licensor, fill and cap or otherwise appropriately decommission the Pipeline with a method satisfactory to Licensor;
- 24.1.2 report and restore any damage to the Premises or Licensor's other property arising from, growing out of, or connected with Licensee's use of the Premises;
- 24.1.3 remedy any unsafe conditions on the Premises created or aggravated by Licensee; and
- 24.1.4 leave the Premises in substantially the condition which existed as of the Effective Date, or as otherwise agreed to by Licensor.

- 24.2 Upon any expiration or termination of this License, if Licensee fails to surrender the Premises to Licensors or if Licensee fails to complete its obligations under **Section 24.1** above (the "**Restoration Obligations**"), Licensee shall have a limited license to enter upon the Premises solely to the extent necessary for Licensee to complete the Restoration Obligations, and all liabilities and obligations of Licensee hereunder shall continue in effect until the Premises are surrendered and the Restoration Obligations are completed. Neither termination nor expiration shall release Licensee from any liability or obligation under this License, whether of indemnity or otherwise, resulting from any acts, omissions or events happening prior to the date of termination, or, if later, the date when Licensee surrenders the Premises and all of the Restoration Obligations are completed.
- 24.3 If Licensee fails to complete the Restoration Obligations within thirty (30) days after the date of such termination of its tenancy, then Licensors may, at its election, either: (i) remove the Pipeline and the other Improvements or otherwise restore the Premises, and in such event Licensee shall, within thirty (30) days after receipt of bill therefor, reimburse Licensors for cost incurred, (ii) upon written notice to Licensee, take and hold the Pipeline and the other Improvements and personal property as its sole property, without payment or obligation to Licensee therefor, or (iii) specifically enforce Licensee's obligation to restore and/or pursue any remedy at law or in equity against Licensee for failure to so restore. Further, if Licensors has consented to the Pipeline and the other Improvements remaining on the Premises following termination, Licensee shall, upon request by Licensors, provide a bill of sale in a form acceptable to Licensors conveying the Pipeline and the other Improvements to Licensors for no additional consideration.

MISCELLANEOUS

25. Successors and Assigns. All provisions contained in this License shall be binding upon, inure to the benefit of, and be enforceable by the respective successors and assigns of Licensors and Licensee to the same extent as if each such successor and assign was named a party to this License.
26. Assignment.
- 26.1 Licensee may not sell, assign, transfer, or hypothecate this License or any right, obligation, or interest herein (either voluntarily or by operation of law, merger, or otherwise) without the prior written consent of Licensors, which consent may not be unreasonably withheld or delayed by Licensors. Any attempted assignment by Licensee in violation of this **Section 26** shall be a breach of this License and, in addition, shall be voidable by Licensors in its sole and absolute discretion.
- 26.2 For purposes of this **Section 26**, the word "assign" shall include without limitation (a) any sale of the equity interests of Licensee following which the equity interest holders of Licensee immediately prior to such sale own, directly or indirectly, less than 50% of the combined voting power of the outstanding voting equity interests of Licensee, (b) any sale of all or substantially all of the assets of (i) Licensee and (ii) to the extent such entities exist, Licensee's parent and subsidiaries, taken as a whole, or (c) any reorganization, recapitalization, merger or consolidation involving Licensee. Notwithstanding the foregoing, any reorganization, recapitalization, merger or consolidation following which the equity interest holders of Licensee immediately prior to such reorganization, recapitalization, merger or consolidation own, directly or indirectly, at least 50% of the combined voting power of the outstanding voting equity interests of Licensee or any successor thereto or the entity resulting from such reorganization, recapitalization, merger or consolidation shall not be deemed an assignment. THIS LICENSE SHALL NOT RUN WITH THE LAND WITHOUT THE EXPRESS WRITTEN CONSENT OF LICENSORS, SUCH CONSENT TO BE IN LICENSORS'S SOLE DISCRETION.
- 26.3 Notwithstanding the provisions of **Section 26.1** above or anything contained in this License to the contrary, if Licensee sells, assigns, transfers, or hypothecates this License or any interest herein in contravention of the provisions of this License (a "**Purported Assignment**") to another party (a "**Purported Transferee**"), the Purported Transferee's enjoyment of the rights and privileges granted under this License shall be deemed to be the Purported Transferee's agreement to be bound by all of the terms and provisions of this License, including but not limited to the obligation

to comply with the provisions of **Section 15** above concerning insurance requirements. In addition to and not in limitation of the foregoing, Licensee, for itself, its successors and assigns, shall indemnify, defend and hold harmless Licensors for all Liabilities of any nature, kind or description of any person or entity directly or indirectly arising out of, resulting from or related to (in whole or in part) a Purported Assignment. The provisions of this **Section 26.3** shall survive the expiration or earlier termination of this License.

26.4 Licensors shall have the right to transfer and assign, in whole or in part, all of its rights and obligations under this License, and upon any such transfer or assignment, Licensors shall be released from any further obligations hereunder, and Licensee agrees to look solely to the successor in interest of Licensors for the performance of such obligations.

27. Notices. Any notice, invoice, or other writing required or permitted to be given hereunder by one party to the other shall be in writing and the same shall be given and shall be deemed to have been served and given if (i) placed in the United States mail, certified, return receipt requested, or (ii) deposited into the custody of a nationally recognized overnight delivery service, addressed to the party to be notified at the address for such party specified below, or to such other address as the party to be notified may designate by giving the other party no less than thirty (30) days' advance written notice of such change in address.

If to Licensors: Jones Lang LaSalle Brokerage, Inc.
4200 Buckingham Road, Suite 110
Fort Worth, TX 76155
Attn: Permits/Licenses

with a copy to: BNSF Railway Company
2650 Lou Menk Dr.
Fort Worth, TX 76131
Attn: Senior Manager Real Estate

If to Licensee: City of Norman/ Norman Utilities Authority
PO Box 370
Norman, OK 73070
Attn: _____

28. Survival. Neither termination nor expiration will release either party from any liability or obligation under this License, whether of indemnity or otherwise, resulting from any acts, omissions or events happening prior to the date of termination or expiration, or, if later, the date when the Pipeline and the other Improvements are removed and the Restoration Obligations are completed in accordance with the terms hereof.

29. Recordation. It is understood and agreed that this License shall not be placed or allowed to be placed on public record.

30. Applicable Law. All questions concerning the interpretation or application of provisions of this License shall be decided according to the substantive laws of the State of Texas without regard to conflicts of law provisions.

31. Severability. To the maximum extent possible, each provision of this License shall be interpreted in such manner as to be effective and valid under applicable law, but if any provision of this License shall be prohibited by, or held to be invalid under, applicable law, such provision shall be ineffective solely to the extent of such prohibition or invalidity, and this shall not invalidate the remainder of such provision or any other provision of this License.

32. Integration. This License is the full and complete agreement between Licensors and Licensee with respect to all matters relating to Licensee's use of the Premises, and supersedes any and all other agreements between the parties hereto relating to Licensee's use of the Premises as described herein. However, nothing herein is intended to terminate any surviving obligation of Licensee or Licensee's obligation to defend and hold Licensors harmless in any prior written agreement between the parties.

33. Joint and Several Liability. If Licensee consists of two or more parties, all the covenants and agreements of Licensee herein contained shall be the joint and several covenants and agreements of such parties.
34. Waiver. The waiver by Licensor of the breach of any provision herein by Licensee shall in no way impair the right of Licensor to enforce that provision for any subsequent breach thereof.
35. Interpretation.
- 35.1 This License shall be interpreted in a neutral manner, and not more strongly for or against any party based upon the source of the draftsmanship; both parties hereby agree that this License shall not be subject to the principle that a contract would be construed against the party which drafted the same. Article titles, headings to sections and paragraphs and the table of contents (if any) are inserted for convenience of reference only and are not intended to be a part or to affect the meaning or interpretation hereof. The exhibit or exhibits referred to herein shall be construed with and as an integral part of this License to the same extent as if they were set forth verbatim herein.
- 35.2 As used herein, "include", "includes" and "including" are deemed to be followed by "without limitation" whether or not they are in fact followed by such words or words of like import; "writing", "written" and comparable terms refer to printing, typing, lithography and other means of reproducing words in a visible form; references to any person are also to that person's successors and permitted assigns; "hereof", "herein", "hereunder" and comparable terms refer to the entirety hereof and not to any particular article, section, or other subdivision hereof or attachment hereto; references to any gender include references to the masculine or feminine as the context requires; references to the plural include the singular and vice versa; and references to this License or other documents are as amended, modified or supplemented from time to time.
36. Counterparts. This License may be executed in multiple counterparts, each of which shall, for all purposes, be deemed an original but which together shall constitute one and the same instrument, and the signature pages from any counterpart may be appended to any other counterpart to assemble fully executed documents, and counterparts of this License may also be exchanged electronically and any electronic version of any party's signature shall be deemed to be an original signature for all purposes.
37. Licensor's Representative. Jones Lang LaSalle Brokerage, Inc. is acting as representative for BNSF Railway Company.

END OF PAGE – SIGNATURE PAGE FOLLOWS

This License has been duly executed by the parties hereto as of the Effective Date.

LICENSOR:

BNSF Railway Company, a Delaware corporation

By: Jones Lang LaSalle Brokerage, Inc.
4200 Buckingham Road, Suite 110
Fort Worth, TX 76155

By: Shane Krueger
By: Shane Krueger
Title: Vice President - Permits & Special Projects

LICENSEE:

City of Norman/ Norman Utilities Authority

By: Brea Clark
By: Brea Clark
Title: Mayor/Chairman

ATTEST:

Brenda Hall
City Clerk/Chairman



Approved by City of Norman Legal Department

Date: 6/18/21

EXHIBIT "A"

ATTACHED TO CONTRACT BETWEEN
BNSF RAILWAY COMPANY
AND

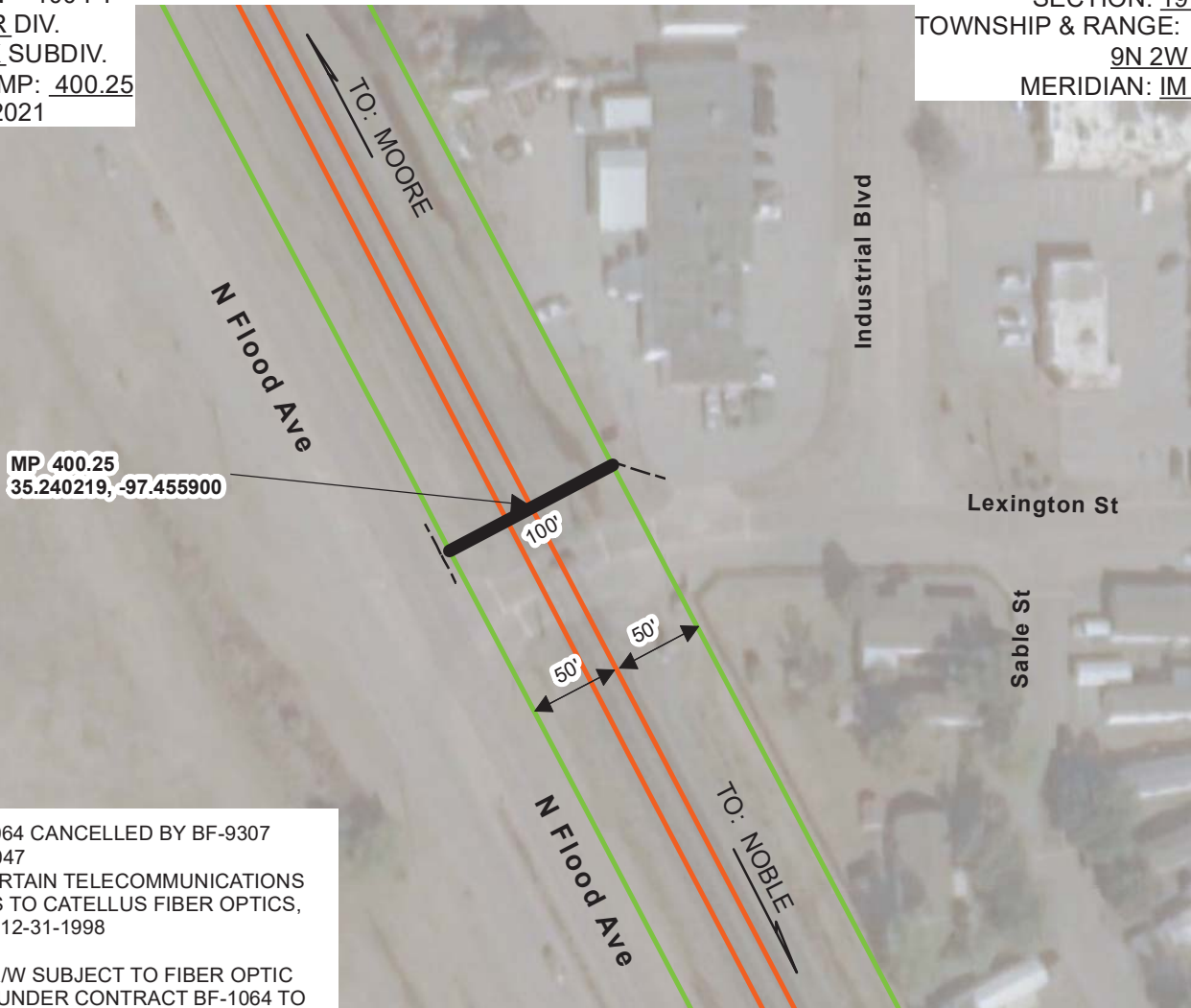


CITY OF NORMAN / NORMAN UTILITIES AUTHORITY

SCALE: 1 IN = 100 FT
RED RIVER DIV.
RED ROCK SUBDIV.
L.S. 7400 MP: 400.25
DATE: 5/5/2021

SECTION: 19
TOWNSHIP & RANGE:
9N 2W
MERIDIAN: 1M

MAP REF. 50



NOTE: BF-1064 CANCELLED BY BF-9307
BNSF-3447-047
SALE OF CERTAIN TELECOMMUNICATIONS
EASEMENTS TO CATELLUS FIBER OPTICS,
LLC, DATED 12-31-1998

NOTE: ALL R/W SUBJECT TO FIBER OPTIC
EASEMENT UNDER CONTRACT BF-1064 TO
QWEST COMMUNICATIONS, DATED 2/21/1997
FROM TOPEKA, KS. TO FT. WORTH, TX, AS
SHOWN ABOVE.

DESCRIPTION OF PIPELINE PIPELINE SHOWN BOLD

	CARRIER PIPE	CASING PIPE		CARRIER PIPE	CASING PIPE
SIZE:	8"	18"	LENGTH ON R/W:	100'	100'
CONTENTS:	DRINKING WATER		WORKING PRESSURE:	65 PSI	
PIPE MATERIAL:	PVC	STEEL	BURY: BASE/RAIL TO TOP OF CASING		9.31'
SPECIFICATIONS / GRADE:	C900-DR18	35,000 PSI	BURY: NATURAL GROUND		6'
WALL THICKNESS:	1"	0.25"	BURY: ROADWAY DITCHES		6'
COATING:	-	BITUMASTIC	CATHODIC PROTECTION		-

VENTS: NUMBER 2 SIZE 2" HEIGHT OF VENT ABOVE GROUND 4'

NOTE: CASING TO BE JACKED OR DRY BORED ONLY

NORMAN
COUNTY OF CLEVELAND

STATE OF OK

NAF



Jones Lang LaSalle Brokerage, Inc.
4200 Buckingham Rd., Suite 110
Fort Worth, Texas 76155
tel +1 817-230-2600, fax +1 817 306-8265

EMAILED IN LIEU OF CERTIFIED MAIL

February 23, 2022

City of Norman/ Norman Utilities Authority
Attention: Ms. Rachel Croft
PO Box 370
Norman, OK 73070

Re: Norman, OK; Agreement # BF-89128/21W-10515

Dear Ms. Croft:

This is in regard to the Exhibit "A" print for the above referenced permit with BNSF Railway Company. The print is being revised to show the change of pipeline specifications.

Please substitute the attached Exhibit "A", drawing no. 81514, dated January 28, 2022, in place of the drawing dated May 05, 2021, originally attached to the above referenced permit.

Licensee shall not enter the Premises or commence construction unless accompanied by Licensor's representative, the Scheduling Agent or its designee. Licensee shall notify Licensor's Roadmaster, Joshua Sanders at (405) 670-7693 or Joshua.Sanders2@BNSF.com, at least ten (10) business days prior to installation of the Pipeline and prior to entering the Premises for any subsequent maintenance thereon. In the event of emergency, Licensee shall notify Licensor of Licensee's entry onto the Premises at the telephone number above as soon as practicable and shall promptly thereafter follow up with written notice of such entry.

This letter is a supplement to your Permit, which will remain in effect except as hereby amended.

We suggest that you file this notice with your copy of the above referenced permit.

Jones Lang LaSalle Brokerage Inc. is acting as representative for BNSF Railway Company, formerly known as The Burlington Northern and Santa Fe Railway Company.

Please call me at 817-230-2690 if you have any questions or wish to discuss this further.

END OF PAGE – SIGNATURE PAGE FOLLOWS



Jones Lang LaSalle Brokerage, Inc.
4200 Buckingham Rd., Suite 110
Fort Worth, Texas 76155
tel +1 817-230-2600, fax +1 817 306-8265

Sincerely,

Agreed and Accepted:

Jessica Dudley
Jessica Dudley
Permit Manager

By: _____
Staff Engineer

Printed Name: Rachel Croft

Date: _____

Enclosure

NORMAN UTILITIES AUTHORITY

APPROVED as to form and legality this _____ day of _____, 20 ____.

By: _____
City Attorney

Printed Name: Heather Poole

APPROVED as to form and legality this _____ day of _____, 20 ____.

NORMAN UTILITIES AUTHORITY

ATTEST

By: _____
Mayor/Chairman

City Clerk/Secretary

Printed Name: Breea Clark

Printed Name: Brenda Hall

EXHIBIT "A"

ATTACHED TO CONTRACT BETWEEN
BNSF RAILWAY COMPANY
AND



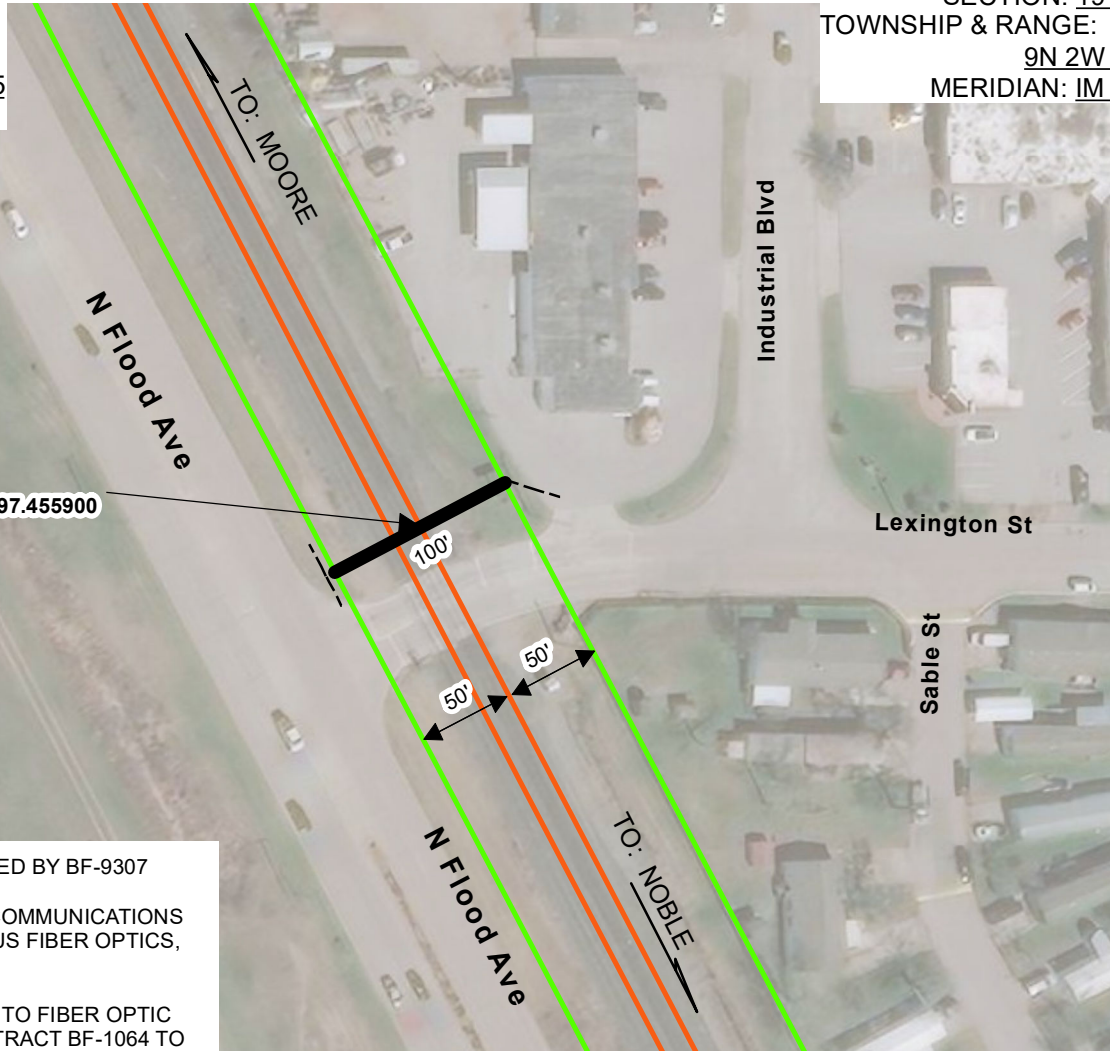
CITY OF NORMAN / NORMAN UTILITIES AUTHORITY

SCALE: 1 IN = 100 FT
RED RIVER DIV.
RED ROCK SUBDIV.
L.S. 7400 MP: 400.25
DATE: 1/28/2022

SECTION: 19
TOWNSHIP & RANGE:
9N 2W
MERIDIAN: IM

MAP REF. 50

MP 400.25
35.240219, -97.455900



NOTE: BF-1064 CANCELLED BY BF-9307
BNSF-3447-047
SALE OF CERTAIN TELECOMMUNICATIONS
EASEMENTS TO CATELLUS FIBER OPTICS,
LLC, DATED 12-31-1998

NOTE: ALL R/W SUBJECT TO FIBER OPTIC
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DESCRIPTION OF PIPELINE PIPELINE SHOWN BOLD

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SPECIFICATIONS / GRADE:	C900-DR18	35,000 PSI	BURY: NATURAL GROUND		6'
WALL THICKNESS:	1"	0.25"	BURY: ROADWAY DITCHES		6'
COATING:	-	BITUMASTIC	CATHODIC PROTECTION		-

VENTS: NUMBER 2 SIZE 2" HEIGHT OF VENT ABOVE GROUND 4'
NOTE: CASING TO BE INSTALLED BY HORIZONTAL DIRECTIONAL DRILL

NORMAN
COUNTY OF CLEVELAND

STATE OF OK

JNC

File Attachments for Item:

35. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER NO. ONE TO CONTRACT K-2122-
3: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND RDNJ, L.L.C.,
D/B/A A-TECH PAVING, INCREASING THE CONTRACT AMOUNT BY \$109,659.74
FOR A REVISED AMOUNT OF \$853,885.99 AND ADDING 14 CALENDAR DAYS TO
THE CONTRACT FOR THE URBAN CONCRETE PROJECT, FYE 2022 LOCATIONS-
BID 2.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 3/22/2022

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 CHANGE ORDER NO. ONE TO CONTRACT K-2122-3: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND RDNJ, L.L.C., D/B/A A-TECH PAVING, INCREASING THE CONTRACT AMOUNT BY \$109,659.74 FOR A REVISED AMOUNT OF \$853,885.99 AND ADDING 14 CALENDAR DAYS TO THE CONTRACT FOR THE URBAN CONCRETE PROJECT, FYE 2022 LOCATIONS-BID 2.

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) Urban Asphalt Street Rehabilitation, (2) Urban Concrete Street Rehabilitation, (3) Urban Road Reconstruction, (4) Rural Road Rehabilitation, and (5) Preventive Maintenance. Prior to the election, the City provided a list of all streets included in the program based upon the pavement condition data from the City's current Pavement Management System. The following is the list of the FYE 2022 Urban Concrete Pavement project locations included in this project:

Shiloh Heights Additions

Triad Village Drive (12th Ave. NE / S. 300 Blk)

Triad Village Drive (Alameda St. / S. 300 Blk)

Edgemere Additions

Rosedale Drive (Boyd St. / Camden Way)

Westfield Manor Addition

Berry Road (Lindsey St. / Main St.)

Lincoln Terrace Addition

Barkley Avenue (Boyd St. / Mockingbird Ln.)

Woodslawn Addition

Regent Street (Denison Dr. / Berry Rd.)

Denison Drive (Berry Rd. / Sherry Ave.)

The roadways included in this project are located in established residential neighborhoods. This project involves rehabilitation of the existing pavement including concrete panel replacement.

During the rehabilitation of the Westfield Manor Addition (Berry Road between Lindsey Street and Boyd Street), additional concrete panels were identified as needing replacement. After discussion between Staff, it was determined that the panels should be replaced to leave the best possible finished product.

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 to be reimbursed based on the actual quantity of materials and/or labor used.

Of the twenty-four (24) bid items, four (4) items had a quantity change. These increases resulted from additional concrete panels needing to be replaced as determined during field work and observation. The original engineer's estimate accounted for enough panel replacement to meet the preliminary budget that was assigned to this location, but because the bids for this project came in less than the budget, more panels were able to be added. The increases were concrete curb and pavement removal and construction. The concrete panel construction is utilizing high early strength concrete so that the new sections of roadway can be opened up sooner minimizing impacts to traffic. The quantity changes resulted in increased cost for an overall contract increase of \$109,659.74 or 14.73%. The contract increased from \$744,226.25 to \$853,885.99 (please see the attached Change Order No. 1 for a complete list of bid item cost increases).

If approved, the change order will be funded from the 2021 Street Maintenance Bond Urban Concrete Project (Org 50593393; Object 46101; Project BP0492) in the FYE 2022 Capital Budget.

RECOMMENDATION 1:

Staff recommends that Change Order No. 1, increasing Contract K-2122-3 for the FYE 2022 Street Maintenance Bond - Urban Concrete, Project 2 with RDNJ LLC dba A-Tech Paving by \$109,659.74 from \$744,226.25 to \$853,885.99 be approved.

CHANGE ORDER SUMMARY
CITY OF NORMAN
CLEVELAND COUNTY, OKLAHOMA

CHANGE ORDER NO. 1

DATE: March 22, 2022

CONTRACT NO.: K-2122-3

SUBMITTED BY: Joseph Hill

PROJECT: FYE 2022 Street Maintenance Bond – Urban Concrete Project 2

CONTRACTOR: RDNJ, LLC dba: A-Tech Paving
500 N. Vickie Dr.
Oklahoma City, Oklahoma 73117

Original Completion Date: March 21, 2022

Previous Completion Date: March 21, 2022

ORIGINAL CONTRACT AMOUNT \$ 744,226.25

(Increase) this change order 14 Calendar Days

New Completion Date: April 4, 2022

PRESENT CONTRACT AMOUNT \$ 744,226.25

DESCRIPTION	INCREASE	DECREASE
Change in Pay Quantities	\$109,659.74	\$0.00

NET CHANGE \$109,659.74

REVISED CONTRACT AMOUNT \$853,885.99

See Detailed Quantity Change on Page 2 of 2:

Detailed Quantity Change:

K-2122-3 FYE 2022 Urban Concrete, Project 2

Change Order No. 1

ITEM	DESCRIPTION	UNIT	QUANTITY	QUANTITY INCREASE	QUANTITY DECREASE	COST INCREASE	COST DECREASE
6	Remove integral curb with slab (6)	L.F.	5621.50	621.50	0.00	\$2,703.53	\$0.00
7	Remove existing pavement (1,6)	S.Y.	10736.57	1636.57	0.00	\$13,174.39	\$0.00
11	3000 PSI high-early strength concrete 6" pa	S.Y.	1736.57	1636.57	0.00	\$88,374.78	\$0.00
22	6" Integral curb	L.F.	7621.50	621.50	0.00	\$5,407.05	\$0.00
TOTALS						\$109,659.74	\$0.00
DIFFERENCE						\$109,659.74	

CONTRACTOR: Jim [Signature]

DATE: 03/09/2022

ENGINEER: [Signature]

DATE: 3/15/22

CITY ATTORNEY: [Signature]

DATE: 3/15/22

ACCEPTED BY: _____

DATE: _____

(Mayor)

File Attachments for Item:

36. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2122-51: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND THE NORMAN ARTS COUNCIL FOR THE 2022 ARTFUL INLETS PROGRAM.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 3/22/2022

REQUESTER: Jason Murphy, Stormwater Program Manager

PRESENTER: Shawn O'Leary, Director of Public Works

TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2122-51: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND THE NORMAN ARTS COUNCIL FOR THE 2022 ARTFUL INLETS PROGRAM.

BACKGROUND:

The City of Norman (City) was designated by rule under 40 CFR §122.32(a)(1) as a Phase II Municipal Separate Storm Sewer System (MS4) City subject to the 1999 Phase II Stormwater Final Rule promulgated by the U.S. Environmental Protection Agency (EPA). On September 9, 1997, EPA delegated responsibility for stormwater discharges associated with construction sites, industrial sites, and Phase I and II MS4s to the Oklahoma Department of Environmental Quality (DEQ). Under this delegation authority, DEQ issued General Permit OKR04 for Stormwater Discharges Associated with Municipal Separate Storm Sewer Systems in Small Cities, Urbanized Areas, and Other County Areas in the State of Oklahoma on February 8, 2005. On March 17, 2017, Authorization No. OKR040015 was reauthorized by DEQ and required that the Stormwater Management Program and all associated activities must be fully implemented by the end of the 5-year permit term.

The Stormwater Management Program outlines the activities that the City will implement during the permit cycle to reduce pollution in stormwater runoff. One of the ways that the City does this is through public education. The Stormwater Division conducts public education in a number of different ways, including distributing utility bill inserts with a stormwater message to residents, conducting workshops, and participating in community events and festivals such as 2nd Friday Art Walk and Downtown Fall Festival.

Stormwater education can also be done with posters, videos, and public art. One way that cities across the country have combined public art and stormwater education is through storm inlet art programs. These programs bring together stormwater experts and the arts community to draw attention to often hidden stormwater infrastructure, such as storm drains and inlets, to raise awareness of stormwater pollution and the actions the general public can take to reduce the amount of pollution that is discharged to local creeks and streams by using the infrastructure as the canvas for artwork. Several cities in Arkansas and Oklahoma including Fayetteville,

Springdale, Rogers, and Bentonville, AR, and Muskogee, OK, have implemented inlet art programs with great success.

At the request of Councilmember Bierman and with support from Mayor Miller, the Public Works Department, Stormwater Division, began to research and develop an inlet art program in consultation with the Norman Arts Council (NAC) in the fall of 2019. The first set of five (5) Artful Inlets were installed in April 2019 as part of Earth Month and 2nd Friday Art Walk. The inaugural year was such a great success and received so many positive responses from the community that the City and NAC agreed to partner again in 2020 and 2021. Despite the pandemic, 5 additional Artful Inlets were installed in October 2020 and were showcased during the October Virtual 2nd Friday Art Walk. Another 5 Artful Inlets were added in May 2021 and were showcased during the first in-person 2nd Friday Art Walk since the pandemic began.

Given the success of the 2019, 2020, and 2021 Artful Inlets, the City and the NAC desire to partner again in 2022 to facilitate the selection, location, and installation of public art on five (5) additional storm inlets in Norman as part of the 2022 Artful Inlets Program. The NAC will provide \$3,750 in Public Arts Board funding for the project in order to pay a stipend to the selected artists. The City will provide \$3,750 in funding for materials needed for the selected artwork from Miscellaneous Supplies and Materials (account 10550225-43199) as well as in-kind services to ensure the inlets are properly prepared and protected for art installation.

DISCUSSION:

In order to continue the Artful Inlets Program and select artists to install storm inlet art, the City and the NAC wish to enter into Services Agreement, Contract K-2122-51. The NAC, Public Arts Board, and City will invite artists to submit designs that will transform city storm drains into works of public art. These artful inlets will educate and raise awareness that pollutants that go down storm drains have a devastating impact on our local water quality.

Five (5) storm drains/inlets have been identified for this project. They will all be located in or near Lions Park. The artwork will have a stormwater and/or water quality theme and must be adaptable to any of the five specified locations. Each selected artist will incorporate their original design into the prescribed area around the storm drain.

This Council action is to approve Contract K-2122-51 between the City and the NAC for implementation of the 2022 Artful Inlets Program.

RECOMMENDATION:

Staff recommends approval of Services Agreement, Contract K-2122-51, with the Norman Arts Council for implementation of the 2022 Artful Inlets Program.

**SERVICES AGREEMENT
BETWEEN THE CITY OF NORMAN AND THE NORMAN ARTS COUNCIL**

This Services Agreement (“Agreement”), made and entered into on this ____ March, 2022, the Effective Date, is by and between the Norman Arts Council (“NAC”) and the City of Norman, Oklahoma (“City”);

WHEREAS, the City is a charter municipality vested with the power to enter into contracts, and the NAC is a non-profit corporation with the powers of a corporation, including the authority to contract; and

WHEREAS, the existence of public art fosters a broader sense of community and improves the City’s image locally, regionally, and nationally; and

WHEREAS, the City and the NAC desire to continue to partner to facilitate the selection, location, and installation of public art on storm inlets in Norman (the “Artful Inlets Program”); and

WHEREAS, the City and the NAC desire to enter into this Agreement to continue such a partnership.

NOW, THEREFORE, the parties agree as follows:

I. SELECTION AND INSTALLATION OF ARTWORK.

1. The NAC agrees to serve as the administrator for the selection and installation of public art for the Artful Inlets Program. As administrator, the NAC will work cooperatively with the City to select appropriate works of art for each of the five (5) storm inlets selected by the City for inclusion in the program. The deadline for 2022 submissions is March 25, 2022, and art will be installed during FYE 2022.
2. Selection Process. Design proposals shall have a stormwater and/or water quality theme that serves to educate and raise awareness about the impact of pollutants in the stormwater system.
3. Execution Process. The NAC will coordinate with the City’s Stormwater Program Manager or his/her designee, and the Environment and Sustainability Manager or her/his designee for the execution of each selected project. The following parameters apply to the execution and installation of the art.
 - a. Art must stay within the parameters of the storm drain canvas.
 - b. Safety equipment shall be used during installation of the art work as may be necessary and appropriate given the design and location of the storm inlet, including, but not limited to, safety vests, traffic

- cones, and street lane closures if approved in advance by the City of Norman Public Works Department.
- c. No additional wording or images can be added to the art that deviates from the approved design without prior approval from the NAC.
 - d. While some deviation from the original design is acceptable due to the variation of sizes in storm drain structures, the principal theme and imagery of the approved design may not be changed.
 - e. All art must be completed within the timeframe set forth in the contract with the artist.
4. Funding. The NAC will provide \$3,750.00 in Public Arts Board funding for the project in order to pay a stipend to the selected artist(s). The City will provide \$3,750.00 in funding for materials needed for the selected artwork as well as in-kind services to ensure the inlets are properly prepared for art installation.

II. RIGHTS TO INSTALLED ARTWORK

- 1. Finished pieces of art will be the property of the City of Norman. The City and the NAC will be granted the exclusive right to reproduce copies of the work for fundraising, educational, and promotional materials.
- 2. Art installed as part of the Artful Inlets Program is subject to removal at any time for any purpose deemed necessary by the City.

III. MISCELLANEOUS PROVISIONS.

- 1. Hold Harmless Clause.
 - a. To the extent allowed by law, NAC does hereby agree to waive all claims against, release, and hold harmless City and all of its officials, officers, agents, and employees, in both their public and private capacities, for any and all liability, claims, suits, demands, losses, damages, attorneys' fees, including all expenses of litigation or settlement, or causes of action which may arise by reason of injury or death of any person or for loss of, damage to, or loss of use of any property arising out of or in connection with this Agreement.
 - b. To the extent allowed by law, City does hereby agree to waive all claims against, release, and hold harmless NAC and all of its officials, officers, agents, and employees, in both their public and private capacities, for any and all liability, claims, suits, demands, losses, damages, attorneys' fees, including all expenses of litigation or settlement, or causes of action which may arise by reason of

injury or death of any person or for loss of, damage to, or loss of use of any property arising out of or in connection with this Agreement.

- c. It is the intention of both Parties that this mutual hold harmless clause shall be interpreted to mean that each party shall only be responsible for the actions of each party's own employees, officials, officers and agents. The Parties agree that the City has not waived its sovereign immunity by entering into and performing its obligations under this Agreement.
2. The commissioning of artists shall be implemented without preference to racial or ethnic origins, sex, sexual orientation, religious affiliation, disability or age.
3. This Agreement shall be binding upon the parties hereto, their successors and assigns, and constitutes the entire Agreement between the parties. No other Agreements, oral or written, pertaining to the performance of this Agreement exists between the parties. This Agreement can only be modified by written agreement of both parties.

[Remainder of Page Left Blank Intentionally]

IN WITNESS WHEREOF, the City and the NAC have executed this Agreement on the Effective Date set forth herein.

CITY OF NORMAN, OKLAHOMA

By: _____
Mayor

ATTEST:

By: _____
City Clerk

Approved as to form and legality this 15 day of March, 2022.

Clisabeth Luckala
City Attorney

NORMAN ARTS COUNCIL

By: Gavin Grogan
Executive Director

ATTEST:

By: [Signature]
Board President



2022 Artful Inlets Proposed Locations - Lions Park



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 50 100 Feet

January 27, 2022



File Attachments for Item:

37. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER NO. TWO TO CONTRACT K-2122-59: BY AND BETWEEN THE CITY OF NORMAN AND HASKELL LEMON CONSTRUCTION COMPANY INCREASING THE CONTRACT AMOUNT BY \$358,613.17 FOR A REVISED CONTRACT AMOUNT OF \$1,945,806.17 FOR THE IMHOFF BRIDGE EMERGENCY REPAIR PROJECT AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 3/22/2022

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 CHANGE ORDER NO. TWO TO CONTRACT K-2122-59: BY AND BETWEEN THE CITY OF NORMAN AND HASKELL LEMON CONSTRUCTION CO., INCREASING THE CONTRACT AMOUNT BY \$358,613.17 FOR A REVISED CONTRACT AMOUNT OF \$1,945,806.17 FOR THE IMHOFF BRIDGE EMERGENCY REPAIR PROJECT AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT

BACKGROUND:

On Tuesday, September 14, 2021, City Council declared an emergency for the Imhoff Road Bridge and approved Contract No. K-2122-59 selecting Haskell Lemon Construction Co., to perform the necessary emergency repairs on the West Imhoff Road Bridge, NBI No. 18958, which had previously been selected for maintenance activities as part of the FYE 2022 Bridge Maintenance Program. The repairs were in response to the discovery of the failure of the Southeast wing wall on July 29, 2021 and subsequent closure of the bridge. On August 24, 2021, H.W. Lochner Inc. was issued a Notice to Proceed to prepare plans for the emergency repair with a completion date of September 8, 2021. The repairs identified by H.W. Lochner Inc. included the following:

- Demolition of all four existing wing walls
- Construction of four new wing walls and accompanying doweled tie-ins
- Construction of concrete aprons on the North and South ends
- Construction of curtain walls on the North and South ends
- Connection of a new drainage structure on the Southeast side
- Installation of rip rap for erosion control
- Resurfacing of the roadway

Haskell Lemon Construction Co. began repair operations on September 28, 2021 with an estimated completion date of March 24, 2021.

City Council approved Change order #1 to Contract K-2122-59 on February 22, 2022 increasing the contract value by \$146,498.00 for a revised contract amount of \$1,587,198.00. Identified in the plan set from H.W. Lochner Inc. was the connection of a new drainage structure on the

Southeast side of the bridge. The existing storm sewer line is a 32" reinforced concrete pipe. Demolition and excavation in the area revealed the proposed solution would need to be amended to fit the conditions. Staff determined that the most cost effective and time saving solution would be the installation of a Nyloplast inlet and high-performance polypropylene pipe. On the North side of the bridge, utility lines spanned the gap between the two wing walls; one 8" sanitary sewer line, one 8" potable water line, and one 4" gas line. Mid-way between the span, the existing utility lines rested on concrete pedestals that also needed to be removed to accommodate the new casing for the utility lines. Staff coordinated with both ONG and the Utilities Department to cut and cap each of lines in preparation for removal. Because of the strict regulations concerning the installation of potable water line, Haskell Lemon Construction Co. elicited a quote from a sub-contractor for the installation of the new sanitary sewer and potable water line.

To offset the referenced cost increases on this project, the project team has had success in finding alternate solutions on the project that allowed for savings and/or avoidance of increased costs while still maintaining a very aggressive repair schedule. One instance being the decision to change the toe wall material from concrete to steel sheet piling. The change was initially suggested due to adverse site conditions in the bottom of channel, but also saved approximately \$30,000.00 in project costs. This change, which was approved by the Engineer of Record (EOR), resulted in avoidance of additional earth retainage and excavation quantities. In an effort to maintain the schedule for reopening of Imhoff Road Bridge, City Staff will also be taking over some of the incidental items needed to complete this project including sod, sidewalk, handrail, and some storm drainage repair located on the northwest corner of project. This work will occur in short phases following the reopening of Imhoff Road Bridge with minimal short term impacts to traffic.

Weather delays have also been a factor on this project. To date, over 40 weather days have been recorded. In an effort to maintain the project schedule, the contractor has worked some additional weekends and extended daytime operating hours to accommodate the emergency needs of this project.

DISCUSSION:

In addition to the necessary changes to the project referenced in the background, additional quantities are required to complete the final stages of project construction. The initial design work for this project accounted for excavation quantities necessary in relation to the design parameters. As work has progressed, the field conditions to construct this project have required a substantial overrun in excavation quantities for equipment access and constructability as well as safety requirements necessary to maintain working slopes based upon soil conditions. Additionally, to ensure the structural integrity of the roadway and a smooth transition onto the Imhoff Road Bridge deck, concrete approach slabs need to be installed on the east and west roadway approaches to Imhoff Road Bridge. This addition includes concrete approach slabs roughly 30 feet in width and 23 feet in length on a skew to abut the Imhoff Road Bridge deck joint while maintaining a perpendicular joint with the roadway.

Due to the emergency nature of this project and the need to restore traffic on Imhoff Road as quickly as possible, it was determined necessary to continue the earthwork while staff was preparing a representative change order in order to maintain the projects aggressive schedule.

Due to the need for over excavation on this project, additional quantities will also be required for traffic rail and asphalt pavement repair as the excavation quantities and field conditions have created the need to remove additional length of these referenced items. As stated in the background, City Staff will be taking over the installation of sidewalk and handrail in effort to provide some cost savings on the project.

During construction, the quantity of materials and/or labor is verified in the field and the contractor is to be reimbursed on the actual quantity of materials and/or labor used.

Of the thirty-seven (37) items from the original contract and Change Order No. 1, seventeen (17) items had a quantity change. Eleven (11) quantity changes resulted in a cost increase and six (6) quantity changes resulted in a cost decrease. Additionally, one (1) item was added to the scope of the project. The quantity changes on Change Order No. 2 resulted in an increased cost for an overall contract increase of \$358,613.17 or 24.89% of the original contract amount. If approved, the present contract will increase from \$1,587,193.00 to \$1,945,806.17 or 18.4%. Please see the attached Change Order No. 2 for a complete list of item cost increases.

Staff recommends that funding for Change Order No. 2 be appropriated from the FYE 2022 Capital Fund Balance:

Project No.	Amount
Capital Fund Balance	\$358,613.17
Total:	\$358,613.17

RECOMMENDATION 1:

Staff recommends the transfer of funds in the amount of \$358,613.17 from the FYE 2022 Capital Fund Balance to Acct No. 50593352-46101 Project TC0281 Imhoff Road Bridge Emergency Repair Project.

RECOMMENDATION 2:

Staff further recommends approval of Change Order No.2, increasing Contract K-2122-59 for the Imhoff Road Bridge Emergency Repair Project with Haskell Lemon Construction Co., by \$358,613.17 for a total contract amount of \$1,945,806.17.

Reviewed by: Joseph Hill, Streets Program Manager
 Scott Sturtz, City Engineer
 Shawn O'Leary, Director of Public Works
 Clint Mercer, Chief Accountant
 Anthony Francisco, Director of Finance
 Kathryn Walker, City Attorney
 Darrel Pyle, City Manager

CHANGE ORDER SUMMARY
CITY OF NORMAN
CLEVELAND COUNTY, OKLAHOMA

CHANGE ORDER NO. 2DATE: March 22, 2022CONTRACT NO.: K-2122-59SUBMITTED BY: Joseph HillPROJECT: Imhoff Bridge Emergency Repairs

CONTRACTOR: Haskell Lemon Construction Co.,
PO Box 75608
Oklahoma City, Oklahoma 73147

Original Completion Date: March 24, 2022Previous Completion Date: April 23, 2022ORIGINAL CONTRACT AMOUNT \$ 1,440,695.00(Increase) this change order 0 Calendar DaysNew Completion Date: April 23, 2022PRESENT CONTRACT AMOUNT \$ 1,587,193.00

DESCRIPTION	INCREASE	DECREASE
Change in Pay Quantities	\$468,005.67	\$109,392.50

NET CHANGE \$358,613.17REVISED CONTRACT AMOUNT \$1,945,806.17

See Detailed Quantity Change on Page 2 of 2:

Detailed Quantity Change:

K-2122-59 Imhoff Bridge Emergency Repairs Change Order No. 2								
ITEM	DESCRIPTION	UNIT	QUANTITY	QUANTITY INCREASE	QUANTITY DECREASE	UNIT PRICE	COST INCREASE	COST DECREASE
1	Unclassified Borrow	C.Y.	580.00		505.00	120.00		\$60,600.00
3	Slab Sod (4)	S.Y.	370.00		370.00	16.50		\$6,105.00
4	Aggregate Base Type A	C.Y.	11.00		11.00	450.00		\$4,950.00
5	Tack Coat	GAL	4.00	31.00		5.00	\$155.00	
6	Superpave, Type S4(PG 64-22 OK)	TON	30.00	20.00		375.00	\$7,500.00	
8	Substructure Excavation Common	C.Y.	940.00	2460.00		135.00	\$332,100.00	
9	CLSM Backfill	C.Y.	108.00		68.00	375.00		\$25,500.00
11	Concrete Parapet	LF.	30.00	36.00		220.00	\$7,920.00	
14	Class C Concrete	C.Y.	15.00		15.00	675.00		\$10,125.00
15	Reinforcing Steel	LB	94930.00	9496.00		1.85	\$17,567.60	
17	Type I-A Filter Blanket	TON	80.00		32.50	65.00		\$2,112.50
18	Curb and Gutter (6" Barrier)	LF.	30.00	115.00		115.00	\$13,225.00	
19	6" Concrete Sidewalk	S.Y.	30.00	95.00		190.00	\$18,050.00	
23	Removal of Asphalt Pavement	S.Y.	100.00	271.87		49.50	\$13,457.57	
24	Removal of Existing Parapet	LF.	30.00	36.00		67.50	\$2,430.00	
30	R/C900 - 8"	LF.	120.00	90.00		176.00	\$15,840.00	
35	SDR 35 - 8"	LF.	120.00	90.00		184.50	\$16,605.00	
39	Approach Slab	S.Y.	0.00	129.00		179.50	\$23,155.50	
TOTALS							\$468,005.67	\$109,392.50
DIFFERENCE							\$358,613.17	

CONTRACTOR: Jay LennDATE: 3-14-2022ENGINEER: Brandon BrantDATE: 3/15/22CITY ATTORNEY: Phil BooleDATE: 3/15/22

ACCEPTED BY: _____

DATE: _____

(Mayor)

File Attachments for Item:

38. CONSIDERATION OF AWARDING, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF BID 2122-7 AND CONTRACT K-2122-83: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND RUDY CONSTRUCTION COMPANY, INC., IN THE AMOUNT OF \$89,825 FOR THE ADA RAMP REPAIR PROJECT; FYE 2022 LOCATIONS; PERFORMANCE BOND B-2122-59; STATUTORY BOND B-2122-60; MAINTENANCE BOND MB-2122-45; AND RESOLUTION R-2122-77 GRANTING TAX-EXEMPT STATUS; AND BUDGET TRANSFERS AS OUTLINED IN THE STAFF REPORT.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 03/2/2022

REQUESTER: Joseph Hill, Streets Program Manager

PRESENTER: Shawn O'Leary, Director of Public Works

ITEM TITLE: CONSIDERATION OF AWARDING, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF BID 2122-7 AND CONTRACT K-2122-83: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND RUDY CONSTRUCTION COMPANY, INC., IN THE AMOUNT OF \$89,825 FOR THE ADA RAMP REPAIR PROJECT; FYE 2022 LOCATIONS; PERFORMANCE BOND B-2122-59; STATUTORY BOND B-2122-60; MAINTENANCE BOND MB-2122-45; AND RESOLUTION R-2122-77 GRANTING TAX-EXEMPT STATUS; AND BUDGET TRANSFERS 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.

On July 13, 2021 Council awarded contract K-2122-4 to Silver Star Construction Company for 2021 Street Maintenance Bond Asphalt Maintenance. Silver Star completed asphalt paving on Iowa Street, Classen Boulevard, Flood Avenue, Pickard Avenue, Bishops Court, and Franklin Road. The locations tabulated below now require pedestrian sidewalk ramp improvements to comply with the Americans with Disabilities Act.

STREET NAME	INTERSECTION: QUADRANT
Classen-Miller Addition	
Classen Blvd.	Alameda St: NE, SE, SW
Classen Blvd.	Castro St: NW, NE, SW
Classen Blvd.	Keith St: SW
Classen Blvd.	Emelyn St: NW, NE
Classen Blvd.	Boyd St: NW, NE

STREET NAME	INTERSECTION: QUADRANT
Parsons Addition	
Flood Avenue	McNamee St: NW
Oakridge Addition	
Pickard Avenue	Greenway Ct: NW, SW
Pickard Avenue	Joe Keeley Dr: NW, SW
Berkley Addition	
Bishops Court	Astor Dr: NW, NE

DISCUSSION:

Bid documents for the Street Maintenance Bond Program – ADA Ramp Repairs – FYE 2022 Locations were advertised on February 3, 2022 and February 10, 2022 in accordance with State Law. Four contractors attended a pre-bid conference on February 10, 2022. Four bids were submitted and opened on February 24, 2022.

The low bid was submitted by Rudy Construction Company, Inc., of Oklahoma City, Oklahoma in the amount of \$89,825. This is \$12,546.97, or 16.2%, over the Engineer's Estimate. The other bids ranged from 18-89% over the estimate. Staff compared the bids and believes this bid is competitive, represents a fair price, and may be a reflection of changing market conditions for materials and labor.

Rudy Construction Company, Inc., is a responsible bidder. They have successfully completed numerous projects in the City of Norman.

This project will be funded through the previously completed projects associated with FYE '22 Asphalt Pavement Maintenance project which was constructed by Silver Star Construction Company. Transfer of funds as follows:

Project #	Project Name	Transfer Amount
BP0496	Franklin Road Interstate Drive to 48 th Avenue NW	\$38,500
BP0485	Pickard Avenue Elmwood Drive to Lindsey Street	\$46,400
BP0483	Classen Boulevard Alameda Street to South 2400 Block	\$4,925
Total:		\$89,825

If approved, construction of the Street Maintenance Bond Program – ADA Ramp Repair, FYE 2022 Locations Project will begin in about 10 days. The construction time for this project is 60 days with an estimated completion of June 2022.

RECOMMENDATION:

Staff recommends the approval of Contract K-2122-83 with Rudy Construction Company, Inc., in the amount of \$89,825 for construction of the Street Maintenance Bond Program – ADA Ramp Repair, FYE 2022 Locations Project.

Staff further recommends that, upon approval of Contract K-2122-83, the following bonds be approved:

Performance Bond B-2122-59
Statutory Bond B-2122-60
Maintenance Bond MB-2122-45

Staff further recommends that Rudy Construction Company, be authorized as Project Agent via Resolution R-2122-77.

Staff further recommends transferring funds as outlined above.

BID RECORD
City of Norman

Item 38.

BID: 2122-7

TITLE: ADA RAMP REPAIR FYE 2022 LOCATIONS

DATE: 2/24/22

BIDDER NAME	TOTAL BID				
1. Engineer's Estimste	\$ 77,278.03	\$	\$	\$	\$
2. A-Tech Paving	\$ 119,284.41	\$	\$	\$	\$
3. EMC Services LLC	\$ 91,160.00	\$	\$	\$	\$
4. Rudy Construction Co	\$ 89,825.00	\$	\$	\$	\$
5. Tricore	\$ 145,185.67	\$	\$	\$	\$
6.	\$	\$	\$	\$	\$
7.	\$	\$	\$	\$	\$
8.	\$	\$	\$	\$	\$
9.	\$	\$	\$	\$	\$
10.	\$	\$	\$	\$	\$
11.	\$	\$	\$	\$	\$
12.	\$	\$	\$	\$	\$
13.	\$	\$	\$	\$	\$

Received and Opened by: Esther N. Rojas

Date: 2.24.22

CONTRACT

THIS CONTRACT made and entered into this _____ day of _____, 20____, by and between
Rudy Construction Co. as Party of the First Part, hereinafter designated as the
 CONTRACTOR, and the City of Norman, a municipal corporation, hereinafter designated as the CITY,
 Party of the Second Part.

WITNESSETH

WHEREAS, the CITY has caused to be prepared in accordance with law, specifications, and other bidding documents for the work hereinafter described and has approved and adopted all of said bidding documents, and has caused Notice to Bidders to be given and advertised as required by law, and has received sealed proposals for the furnishing of all labor and materials for the following projects:

BID 2122-7 STREET MAINTENANCE BOND PROGRAM – ADA RAMP REPAIR, FYE
2022 LOCATIONS

as outlined and set out in the bidding documents and in accordance with the terms and provisions of said CONTRACT; and,

WHEREAS, the CONTRACTOR in response to said Notice to Bidders, has submitted to the CITY in the manner and at the time specified, a sealed proposal in accordance with the terms of this Contract; and,

WHEREAS, the CITY, in the manner provided by law, has publicly opened, examined, and canvassed the proposals submitted and has determined and declared the above-named CONTRACTOR to be the lowest and best Bidder on the above-prepared project, and has duly awarded this CONTRACT to said CONTRACTOR, for the sum named in the proposal, to wit:

(WRITTEN) Eighty Nine Thousand Eight Hundred Twenty Five & 00/100 (DOLLARS);

(NUMERALS) (\$89,825.00) _____.

NOW, THEREFORE, for and in consideration of the mutual agreements and covenants herein contained, the parties to this CONTRACT have agreed, and hereby agree, as follows:

1) The CONTRACTOR shall, in a good and first-class, workman-like manner at his own cost and expense, furnish all labor, materials, tools, and equipment required to perform and complete said work in strict accordance with this CONTRACT and the following CONTRACT Documents: The Bid Notice published in the Journal Record, the Notice to Bidders, Instructions to Bidders, the Contractor's Bid or Proposal, the Specifications, Provisions, and Bonds thereto, all of which documents are on file in the Office of the Purchasing Agent of the City of Norman, and are made a part of this CONTRACT as fully as if the same were set out at length.

Contract No. K-2122-83
 Page 1 of 4

2) The CITY shall make payments as stipulated in the contract documents to the CONTRACTOR in the following manner: On or about the first day of each month, the project engineer, or other appropriate person, will make accurate estimates of the value, based on CONTRACT prices, or work done, and materials incorporated in the work and of materials suitably stored at the site thereof during the preceding calendar month. The CONTRACTOR shall furnish to the project engineer, or other appropriate person, such detailed information as he may request to aid him as a guide in the preparation of the monthly estimates.

Each monthly estimate for payment must contain or have attached an affidavit in accordance with the Constitution of the State of Oklahoma, Title 62, Section 310.9.

On completion of the work, but prior to the acceptance thereof by the CITY, it shall be the duty of the project engineer, or other appropriate person, to determine that said work has been completely and fully performed in accordance with said CONTRACT Documents; and upon making such determinations, said official shall make his final certificate to the CITY.

The CONTRACTOR shall furnish proof that all claims and obligations incurred by him in connection with the performance of said work have been fully paid and settled; said information shall be in the form of an affidavit, which shall bear the approval of the surety on the CONTRACT Bonds for payment of the final estimate to the CONTRACTOR; thereupon, the final estimate (including retainages) will be approved and paid.

3) It is further agreed that the CONTRACTOR will commence said work within 10 days following receipt of a NOTICE-TO-PROCEED, and prosecute the same vigorously and continuously. Any suspension of work must be approved by the engineer or the engineer's representative. The contract period is as follows:

**STREET MAINTENANCE BOND PROGRAM – ADA RAMP REPAIR, FYE 2022
LOCATIONS**

60 Calendar Days

1. 60 Calendar Days does not include weather days
 - i) Weather days to be determined by the engineer or Staff Engineer

4) That the CITY shall pay the CONTRACTOR for the work performed as follows:

- a. Payment for unit price items shall be at the unit price bid for actual construction quantities.
- b. Construction items specified but not included as bid items shall be considered incidental and shall not be paid for directly, but shall be included in the bid price for any or all of the pay quantities.
- c. Should any defective work or materials be discovered or should a reasonable doubt rise as to the quality of any work completed, there will be deducted from the next estimate an amount equal to the value of the defective or questionable work and shall not be paid until the defects are remedied.
- d. And that the CONTRACTOR'S bid is hereby made a part of this Agreement.

5) The amount of retainage with respect to progress payments will be 5%.

6) That the CONTRACTOR will not undertake to furnish any materials or to perform any work not specifically authorized under the terms of this Agreement unless additional materials or work are authorized by written Change Order, executed by the CITY; and that in the event any additional materials or work are provided by the CONTRACTOR without such authorization, the CONTRACTOR shall not be entitled to any compensation therefore whatsoever.

Contract No. K-2122-83
Page 2 of 4

7) That if any additional work is performed or additional materials provided by the CONTRACTOR upon authorization by the CITY, the CONTRACTOR shall be compensated therefore at the unit price and as agreed to by both parties in the execution of the Change Order.

8) That the CONTRACTOR shall perform the work and provide the materials strictly in accordance with the specifications as to quality and kind, and all work and materials shall be subject to rejection by the CITY through its authorized representatives for failure to meet such requirements, and in the event of such rejection, the CONTRACTOR shall replace the work and materials without compensation therefore by the CITY.

9) The CONTRACTOR shall complete the work in accordance with the terms of this Agreement. The CONTRACTOR further agrees to pay liquidated damages, as stipulated in the contract document and the General Conditions included in the City of Norman Standard Specifications and Construction Drawings, for each calendar day thereafter.

10) The CONTRACTOR shall furnish surety bonds and certificate of insurance as specified herein which bonds and insurance must be approved by the CITY prior to issuance of the Work Order and commencement of work on the project. The CONTRACTOR shall provide written documentation from the Maintenance Bond Company that all work, including Change Orders, is covered by the Maintenance Bond before final acceptance of the project.

11) IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed, in four (4) duplicate originals, the day and year first above written.

12) To that end, no provision of this CONTRACT or of any such aforementioned document shall be interpreted or given legal effect to create an obligation on the part of the CITY to third persons, including, by way of illustration but not exclusion, sureties upon performance bonds, payment bonds or other bonds, assignees of CONTRACTOR, subcontractors, and persons performing labor, furnishing material or in any other way contributing to or assisting in the performance of the obligations of the CONTRACTOR; nor shall any such provisions be interpreted or given legal effect to afford a defense against any obligation owed or assumed by such third person to the CITY or in any way to restrict the freedom of the third person to the CITY or in any way to restrict the freedom of the CITY to exercise full discretion in its dealing with the Contractor.

13) The sworn, notarized statement below must be signed and notarized before this Contract will become effective.

STATE OF Oklahoma)
) ss:
COUNTY OF Oklahoma)

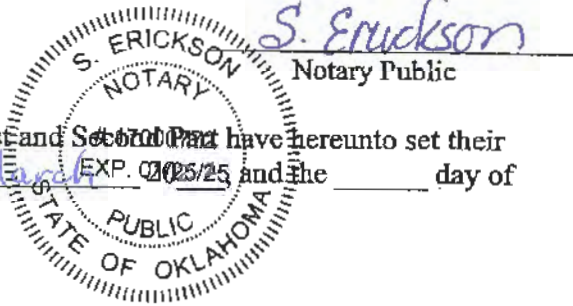
Doug Walker, of lawful age, being first duly sworn, on oath says that (s)he is the agent authorized by CONTRACTOR to submit the above CONTRACT to the CITY. Affiant further states that CONTRACTOR has not paid, given or donated or agreed to pay, give, or donate to any officer or employee of the CITY any money or other thing of value, either directly or indirectly, in the procuring of the CONTRACT.

Rudy Construction Co.


Contractor

Contract No. K-2122-83
Page 3 of 4

Subscribed and sworn to before me this 3rd day of March, 2022.



IN WITNESS WHEREOF, the said parties of the First and Second Part have hereunto set their hands and seals respectively the 3rd day of March, 2022.

(Corporate Seal) (where applicable)

Principal Rudy Construction Co.

Signed: [Signature]

Title: President

Address P.O. Box 14575, Oklahoma City, OK 73113

Telephone: (405) 478-9900

CITY OF NORMAN:

Approved as to form and legality this 15 day of March, 2022.

[Signature]
City Attorney

Approved by the Council of the City of Norman, this ____ day of _____, 20__.

ATTEST:

City Clerk

Mayor

Contract No. K-2122-83
Page 4 of 4

PERFORMANCE BOND

Bond No.: 107575983

Know all men by these presents, that Rudy Construction Co. as PRINCIPAL, and Travelers Casualty and Surety Company of America Corporation organized under the laws of the State of Connecticut and authorized to transact business in the State of Oklahoma, as SURETY, are held and firmly bound unto THE CITY OF NORMAN, a Municipal Corporation of the State of Oklahoma, herein called CITY, in the sum of ^{Eighty Nine Thousand} ~~Eight Hundred Twenty Five & 00/100~~ DOLLARS, (\$ 89,825.00), for the payment of which sum PRINCIPAL and SURETY bind themselves, their heirs, executors, administrators, successors and assigns jointly and severally.

WHEREAS, the conditions of this obligation are such that the PRINCIPAL, being the lowest and best Bidder on the following PROJECT:

BID 2122-7 STREET MAINTENANCE BOND PROGRAM – ADA RAMP REPAIR, FYE 2022 LOCATIONS

has entered into a written CONTRACT (K-2122-83) with THE CITY OF NORMAN, dated this _____ day of _____, 20____ for the erection and construction 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 said CONTRACT and all specifications and covenants thereto; and if the PRINCIPAL shall promptly pay or cause to be paid all indebtedness incurred for labor and materials and repairs to and parts for equipment furnished in the making of this PROJECT, whether incurred by the PRINCIPAL or subcontractors; and if the PRINCIPAL shall protect and hold harmless the CITY from all loss, damage, and expense to life or property suffered or sustained by any person, firm, or corporation caused by PRINCIPAL or his or its agents, servants, or employees in the construction of the PROJECT, or by or in consequence of any negligence, carelessness or misconduct in guarding and protecting the same, or from any act or omission of PRINCIPAL of his or its agents, servants, or employees; and if the PRINCIPAL shall protect and save the CITY harmless 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 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), and the _____ day of _____, 20____ 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 day of _____, 20____.

Performance Bond No. B-2122-59
Page 1 of 3

(Corporate Seal) (where applicable)

ATTEST:

Principal Rudy Construction Co.
Signed: [Signature]

Authorized Representative

Title: PresidentAddress: P.O. Box 14575Oklahoma City, OK 73113Telephone: (405) 478-9900Surety: Travelers Casualty and Surety Company
of AmericaSigned: [Signature]
Authorized RepresentativePrinted: Dillon Rosenbamer
Authorized RepresentativeTitle: Attorney-in-FactAddress: 5100 N. Classen Blvd., Suite 300
Oklahoma City, OK 73118Telephone: (405) 523-2100

(Corporate Secretary (where applicable)

ATTEST:

Jana Taylor
Jana Taylor, Witness**CORPORATE ACKNOWLEDGEMENT**STATE OF Oklahoma)
) ss:
COUNTY OF Oklahoma)

The foregoing instrument was acknowledged before me this 3rd day of March, 2022, by Doug Walker President (Name and Title), of Rudy Construction Co, a(n) corporation, on behalf of the corporation.

WITNESS my hand and seal this 3rd day of March, 2022.

My Commission Expires:

01/25/25S. Erickson
Notary Public

Performance Bond No. B-2122-59

Page 2 of 3

INDIVIDUAL ACKNOWLEDGEMENT

STATE OF _____)
) ss:
 COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 20____,
 by _____ (Name and Title) of _____,
 a(n) corporation.

WITNESS my hand and seal this _____ day of _____, 20__.

 Notary Public

My Commission Expires:

PARTNERSHIP ACKNOWLEDGEMENT

STATE OF _____)
) ss:
 COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____,
 20____, by _____ (Name and Title) _____
 (partner/agent) on behalf of _____, a partnership.

WITNESS my hand and seal this _____ day of _____, 20__.

 Notary Public

My Commission Expires:

CITY OF NORMAN

Approved as to form and legality this 15 day of March, 2022.

Herbode
 City Attorney

Approved by the Council of the City of Norman this _____ day of _____, 20__.

ATTEST:

 City Clerk

 Mayor

Performance Bond No. B-2122-59
 Page 3 of 3

STATUTORY BOND

Bond No.: 107575983

Know all men by these presents that Rudy Construction Co. as PRINCIPAL, and Travelers Casualty and Surety Company of America a corporation organized under the laws of the State of Connecticut, and authorized to transact business in the State of Oklahoma, as Surety, are held and firmly bound unto the State of Oklahoma in the sum of Eighty Nine Thousand Eight Hundred Twenty Five & 00/100 DOLLARS (\$89,825.00), or 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:

BID 2122-7 STREET MAINTENANCE BOND PROGRAM - ADA RAMP REPAIR, FYE 2022 LOCATIONS

has entered into a written CONTRACT (K-2122-83) with THE CITY OF NORMAN, dated this ____ day of ____, 20__, for the erection and construction of this PROJECT, that CONTRACT being incorporated herein by reference as if fully set forth.

NOW, THEREFORE, if the PRINCIPAL, shall properly and promptly complete the work on this PROJECT in accordance with the CONTRACT, and shall well and truly pay all indebtedness incurred for labor and materials and repairs to 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. §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 ____ day of ____, 20__, 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 ____ day of ____, 20__.

(Corporate Seal) (where applicable)

ATTEST

Corporate Secretary (where applicable)

Principal Rudy Construction Co.

Signed: [Signature]

Authorized Representative

Title: President

Address: P.O. Box 14575

Oklahoma City, OK 73113

Telephone: (405) 478-9900

Statutory Bond No. B-2122-60

Page 1 of 3

(Corporate Seal) (where applicable)

Surety: Travelers Casualty and Surety Company of A

Item 38.

ATTEST:

Jana Taylor, Witness



Signed: [Signature]
Authorized Representative

Printed: Dillon Rosenhamer
Authorized Representative

Title: Attorney-in-Fact

Address: 5100 N. Classen Blvd, Suite 300
Oklahoma City, OK 73118

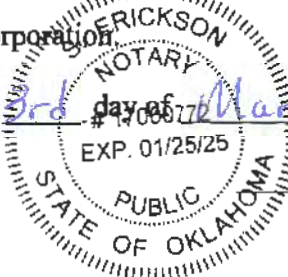
Telephone: (405) 523-2100

CORPORATE ACKNOWLEDGEMENT

STATE OF Oklahoma)
) ss:
COUNTY OF Oklahoma)

The foregoing instrument was acknowledged before me this 3rd day of March, 2022, by Doug Walker - Pres (Name and Title), of Rudy Construction Co, a(n) corporation, on behalf of the corporation.

WITNESS my hand and seal this 3rd day of March, 2022.



S. Erickson
Notary Public

My Commission Expires:

01/25/25

INDIVIDUAL ACKNOWLEDGEMENT

STATE OF _____)
) ss
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____ (Name and Title) of _____

a(n) corporation.

WITNESS my hand and seal this _____ day of _____, 20____.

Notary Public

My Commission Expires:

Statutory Bond No. B-2122-60
Page 2 of 3

PARTNERSHIP ACKNOWLEDGEMENT

Item 38.

STATE OF _____)
) ss:
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 20____,
by _____ (Name and Title) _____
(partner/agent) on behalf of _____, a partnership.

WITNESS my hand and seal this _____ day of _____, 20____.

Notary Public

My Commission Expires:

CITY OF NORMAN

Approved as to form and legality this 15 day of March, 2022
[Signature]
City Attorney

Approved by the Council of the City of Norman this _____ day of _____, 20____.

ATTEST:

City Clerk

Mayor

Statutory Bond No. B-2122-60
Page 3 of 3

CITY OF NORMAN

MAINTENANCE BOND

Bond No.: 107575983

Know all men by these presents that Rudy Construction Co., as Principal, and Travelers Casualty and Surety Company of America, a corporation organized under the laws of the State of Connecticut, and authorized to transact business in the State of Oklahoma, as SURETY, are held and firmly bound unto THE CITY OF NORMAN, a Municipal Corporation of the State of Oklahoma, herein called CITY, in the sum of ^{Eighty Nine Thousand} ~~Eight Hundred Twenty Five & 00/100 (\$89,825.00)~~ DOLLARS (\$), such sum being equal to the contract price and being in force for a period of one year from the date of the acceptance of the below described improvements by the City Council, 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:

BID 2122-7 STREET MAINTENANCE BOND PROGRAM – ADA RAMP REPAIR, FYE 2022 LOCATIONS

has entered into a written CONTRACT (K-2122-83) with the CITY OF NORMAN, dated this ____ day of _____, 20__ for the erection and construction of this PROJECT, that CONTRACT being incorporated herein by references as if fully set forth; and,

WHEREAS, under the ordinances of the CITY the PRINCIPAL is required to furnish to the CITY a maintenance bond covering said construction of this PROJECT, the bond to include the terms and provisions hereinafter set forth, as a condition precedent to final acceptance of the PROJECT.

NOW, THEREFORE, if the PRINCIPAL shall keep and maintain, subject to normal wear and tear, the construction, except for defects not occasioned by improper workmanship, materials, or failure to protect new work until it is accepted, and if the PRINCIPAL shall promptly repair, without notice from the CITY or expense to the CITY any and all defects arising from improper workmanship, materials, or failure to protect new work until it is accepted; all for a period of one (1) year from the date of the written final acceptance by the CITY, then this obligation shall be null and void. The amount of the Maintenance Bond shall be 100 % of the contract amount. Otherwise, this obligation shall remain in full force and effect at all times.

Provided further, however, that upon neglect, failure or refusal of the PRINCIPAL to maintain or make any needed repairs upon the construction on the PROJECT, as set out in the preceding paragraph, within ten (10) days after the mailing of notice to the PRINCIPAL by letter deposited in the United States Post Office at Norman, Oklahoma, addressed to the PRINCIPAL at the address set forth below, then the PRINCIPAL and SURETY shall jointly and severally be liable to the CITY for the cost and expense for making such repair, or otherwise maintaining the said construction.

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 obligations of this Bond.

Maintenance Bond No. MB-2122-45

Page 1 of 3

IN WITNESS WHEREOF, the said PRINCIPAL has caused these presents to be executed in its name and its corporate seal (where applicable) to be hereunto affixed by its duly authorized representative(s), on the ____ day of _____, 20____, and the SURETY has caused these presents to be executed in its name its corporate seal to be hereunto affixed by its authorized representative(s) on the ____ day of _____, 20____.

(Corporate Seal) (where applicable)

ATTEST:

(Corporate Secretary (where applicable))

Witness

Principal Rudy Construction Co.

Signed: [Signature]

Authorized Representative

Title: President

Address: P.O. Box 14575

Oklahoma City, OK 73113

Telephone: (405)478-9900

(Corporate Seal) (where applicable)

ATTEST:

Jana Taylor, Witness

Surety: Travelers Casualty and Surety Company of America

Signed: [Signature]

Authorized Representative

Printed: Dillon Rosenhamer

Authorized Representative

Title: Attorney-in-Fact

Address: 5100 N. Classen Blvd., Suite 300
Oklahoma City, OK 73118

Telephone: (405) 523-2100

CORPORATE ACKNOWLEDGEMENT

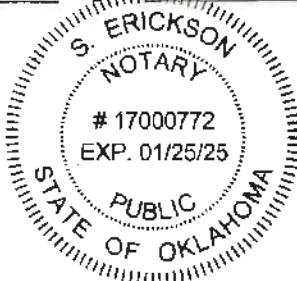
STATE OF Oklahoma)
) ss:
COUNTY OF Oklahoma)

The foregoing instrument was acknowledged before me this 3rd day of March, 2022 by DOUG WALKER - President (Name and Title), of Rudy Construction Co a(n) corporation, on behalf of the corporation.

WITNESS my hand and seal this 3rd day of March, 2022

My Commission Expires:

01/25/25



S. Erickson

Notary Public

Maintenance Bond No. MB-2122-45
Page 2 of 3

INDIVIDUAL ACKNOWLEDGEMENT

STATE OF _____)
) ss:
 COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by
 _____ (Name and Title) of _____,
 a(n) corporation.

WITNESS my hand and seal this _____ day of _____, 20____.

 Notary Public

My Commission Expires:

PARTNERSHIP ACKNOWLEDGEMENT

STATE OF _____)
) ss:
 COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by
 _____ (Name and Title) _____ (partner/agent)
 on behalf of _____, a partnership.

WITNESS my hand and seal this _____ day of _____, 20____.

 Notary Public

My Commission Expires:

CITY OF NORMAN

Approved as to form and legality this 15 day of March, 2022.

Deborah
 City Attorney

Approved by the Council of the City of Norman this _____ day of _____, 20____.

ATTEST:

 City Clerk

 Mayor

Maintenance Bond No. MB-2122-45
 Page 3 of 3

Resolution

R-2122-77

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING AND APPOINTING RUDY CONSTRUCTION COMPANY, INC., AS PROJECT AGENT FOR THE ADA RAMP REPAIR PROJECT, FYE 2022 LOCATIONS, FOR THE CITY OF NORMAN.

- § 1. WHEREAS, the City of Norman, Oklahoma, does hereby acknowledge that the tax-exempt status of this political subdivision is a significant factor in determining the agreed contract price bid by Rudy Construction Company, Inc., for the ADA Ramp Repair Project, FYE 2022 Locations; and
- § 2. WHEREAS, the City of Norman, Oklahoma, in compliance with State law, desires to confer on Rudy Construction Company, Inc., its special State and Federal sales tax exemptions and in order to achieve such end, finds it necessary to appoint as its direct purchasing agent, Rudy Construction Company, Inc., to purchase materials which are in fact used for the ADA Ramp Repair Project, FYE 2022 Locations; and
- § 3. WHEREAS, this limited agent status is conferred with the express understanding that Rudy Construction Company, Inc., shall appoint employees and subcontractors as subagents who shall be authorized to make purchases on their behalf.

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

- § 4. That the City of Norman, Oklahoma, on the 22nd day of March, 2022, did appoint Rudy Construction Company, Inc., who is involved with the ADA Ramp Repair Project, FYE 2022 Locations, an agent of the City of Norman, Oklahoma, solely for the purpose of purchasing, on a tax-exempt basis, materials and tangible personal property to be used exclusively for the ADA Ramp Repair Project, FYE 2021 Locations.

PASSED AND ADOPTED THIS 22nd day of March, 2022.

Mayor

ATTEST:

City Clerk



File Attachments for Item:

39. CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AN OKLAHOMA GAS & ELECTRIC (OG&E) GROWTH GRANT IN THE AMOUNT OF \$300 FROM OG&E ENERGY CORPORATION AND MANAGED BY KEEP OKLAHOMA BEAUTIFUL TO BE USED BY THE ENVIRONMENTAL SERVICES DIVISION TO PURCHASE SUPPLIES FOR THE GREAT AMERICAN CLEANUP ACTIVITIES, CONTRACT K-2122-112, AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT .



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 03/08/22

REQUESTER: Michele Loudenback, Environmental and Sustainability Manager

PRESENTER: Chris Mattingly, Director of Utilities

ITEM TITLE: CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AN OKLAHOMA GAS & ELECTRIC (OG&E) GROWTH GRANT IN THE AMOUNT OF \$300 FROM OG&E ENERGY CORPORATION AND MANAGED BY KEEP OKLAHOMA BEAUTIFUL TO BE USED BY THE ENVIRONMENTAL SERVICES DIVISION TO PURCHASE SUPPLIES FOR THE GREAT AMERICAN CLEANUP ACTIVITIES, CONTRACT K-2122-112, AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT .

BACKGROUND:

Keep Oklahoma Beautiful (KOB) is a statewide nonprofit organization founded in 1965 and is a state affiliate of Keep America Beautiful-a nonprofit organization founded in 1953 with a national network of nearly 1,000 participating organizations working together to improve communities through litter prevention, waste reduction and beautification. KOB's mission is to empower Oklahoma citizens to preserve and enhance the state's natural beauty and ensure a healthy, sustainable environment. One of the programs they coordinate and implement is the Great American Cleanup in Oklahoma, an annual grassroots spring-cleaning movement across Oklahoma. Registered participants, like Norman, receive free supplies for their local events.

DISCUSSION:

The City of Norman is a KOB affiliate, and as such, we participate in the annual Great American Cleanup in Oklahoma movement. This year, Norman volunteers will remove litter from City parks and other sites throughout the months of March and April. Additionally, a rain/pollinator garden will be installed in Prairie Creek Park and concrete in the area will be painted. Public Works, Parks and Recreation, and Utilities have partnered to implement these activities. On March 2, 2022, The City of Norman was awarded a \$300 OG&E Growth Grant from Oklahoma Gas and Electric Corporation (OG&E) to help purchase supplies for these activities. This grant will be administered and managed by KOB.

If accepted, the \$300 grant will be appropriated to the Environmental Services General Supplies (32955343-43015) and be used towards purchasing supplies for Norman's Great American Cleanup activities. When the funds are received, they will be recorded into revenue account Donations – Organizations (329-363373).

RECOMMENDATION:

Staff recommends acceptance of the OG&E Growth Grant Funding in the amount of \$300 and approval of Contract K-2122-112. Staff also recommends appropriation of \$300 from Wastewater Fund Balance (32-29000) to Environmental Services General Supplies (32955343-43015). When the funds are received, they will be recorded into revenue account Donations – Organizations (329-363373).

BOARD OF DIRECTORS

MONTIE SMITH
Board President
Policy & Legislative Administrator
OK Dept of Transportation

VIRGIL TURNER
President Elect
Unit Sales Manager
PepsiCo

RHONDA POWELL
Secretary
Purchasing/Risk Management
OK Turnpike Authority

PATRICK RILEY
Treasurer
Environment Projects Manager
OK Dept of Enviro Quality

ED FITTE
Past President
Vice President for Rivers Operations & Water Quality
Grand River Dam Authority

BRITTANY EAGLESTON
Municipal Marketing Manager / Construction Sales
Representative
Waste Connections of Oklahoma

JEFFERY EVERETT
Environmental Regulatory Manager
OG&E Energy Corp.

JAMES (Jim) EVERS
State Governmental & Environmental Affairs
Manager
Public Service Company of OK

JERRY FOWLER
Neighborhood Coordinator
OSNE-Owasso CARES

PATRICK GAINES, Sr.
President
Gaines Government Services, Inc

KATIE GIRARDI
Retirement Plan Administrator
OK Municipal Retirement

SCOTT HUFF
Forestry Services
OK Department of Agriculture

CHRIS KNIGHT
Waste Management Director
The City of Stillwater

NICOLA LANE
Digital Media Manager
Jones, Public Relations, Inc.

BRAD MIRTH
Resident Engineer
Benchmark Construction Services, LLC

PETE SCHULTZE
District Manager of Disposal Operations
Waste Management

JENNIFER WASINGER
Account Director
Freese & Nichols, Inc

STAFF
JEANETTE NANCE
Executive Director

DILLON WEHBA
Programs Coordinator

MIKE WAUGH
Education/Recycle Coordinator

JUSTIN WILSON
Office Administrator



March 2, 2022

Michele Loudonback
City of Norman
3500 Jenkins
Norman, OK 73072

Dear Ms. Loudonback,

On behalf of the Keep Oklahoma Beautiful and OG&E Energy Corp., it is my pleasure to inform you of the status of your grant application. Your Growth application was selected to receive **\$300** towards your proposed project.

We have enclosed a copy of the grant agreement - which we still need you to complete. **Please sign and return this document promptly so we can ensure your funds get to you.**

- Complete your GACinOK project(s) as described in your grant application
- **Name Keep Oklahoma Beautiful and OG&E Energy Corp.** as official project sponsors in all press releases and publicity
- Document your activities before, during, and after photos, and
- Complete the official Wrapup Report **NO LATER than Thursday, JUNE 30th**

Within the next week, KOB will be issuing news releases concerning your grant award to your area newspaper(s). Should a story run concerning this grant or anything else related to your GACinOK project(s), please forward them to our office.

Please keep in mind, your completed GACinOK projects will be eligible for the 2022 [Environmental Excellence Celebration](#). More information about the awards and nomination will be available on our website this summer.

We wish you much success in your Great American Cleanup project(s) and in all you do to help Keep Oklahoma beautiful!

Best Regards,

Dillon Wehba
Programs Coordinator
dillon@keepoklahomabeautiful.com



OG&E Grant Agreement

Dear OG&E Grant Recipient:

Please sign the statement below and return it to Keep Oklahoma Beautiful (KOB) or fax to: 405-286-5952.

By signing below, I agree to:

- Complete the project as described and **document it** with digital (before, during & after) photos;
- **Mention Keep Oklahoma Beautiful and grant sponsor OG&E Energy Corp** in any press releases or publications relating to the project/program described (logos available upon request);
- Forward any copies of press related to my grant award or Great American Cleanup activity to Keep Oklahoma Beautiful;
- **Submit the WrapUP** report and any photos to Keep Oklahoma Beautiful no later than **June 30, 2022** and;
- Thank OG&E Energy Corp. for its generosity in sponsoring the Growth Grant. All letters should be directed to:

- **Jeff Everett**

OG&E Energy Corp

PO Box 321

Oklahoma City, OK 73101-0321

I understand that failure to submit the WrapUP report to KOB will result in our ineligibility for GAC supplies or grants in the future.

Signature: _____

Print Name: _____

Name of Group/Organization: _____

Today's Date: _____

Please return original to Keep Oklahoma Beautiful and retain the copy.

Keep Oklahoma Beautiful, Inc.
720 W Wilshire Blvd, Suite 118
Oklahoma City, OK 73116
405-286-9141 fax 405-286-5952

File Attachments for Item:

40. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF RESOLUTION R-2122-106: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, DECLARING THE NEED FOR FURTHER STUDY OF ACCESS OKLAHOMA'S IMPACT ON LAKE THUNDERBIRD; CITING THE LACK OF INFORMATION TO SUPPORT THE KICKAPOO TURNPIKE EXTENSION THROUGH NORMAN, AND EXPRESSING THE CITY'S OPPOSITION TO THE OKLAHOMA TURNPIKE AUTHORITY'S 'ACCESS OKLAHOMA' PLAN AS IT IMPACTS NORMAN.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 03/22/2022

REQUESTER: City Council

PRESENTER: Kathryn Walker, City Attorney

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF RESOLUTION R-2122-106: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, DECLARING THE NEED FOR FURTHER STUDY OF ACCESS OKLAHOMA'S IMPACT ON LAKE THUNDERBIRD; CITING THE LACK OF INFORMATION TO SUPPORT THE KICKAPOO TURNPIKE EXTENSION THROUGH NORMAN, AND EXPRESSING THE CITY'S OPPOSITION TO THE OKLAHOMA TURNPIKE AUTHORITY'S 'ACCESS OKLAHOMA' PLAN AS IT IMPACTS NORMAN.

BACKGROUND:

Since the announcement of its long range plan entitled "Access Oklahoma" by the Oklahoma Turnpike Authority ("OTA") on February 22, 2022, Council has discussed the plan with impacted constituents and staff. Staff has received multiple requests from Councilmembers for a formal resolution opposing the Access Oklahoma plan.

DISCUSSION:

Resolution R-2122-106 notes the legislative and policy history in the development of OTA's Access Oklahoma Plan as well as the concerns related to the water quality of Lake Thunderbird and the effort of Norman to positively impact the quality of the Lake. It also notes the City's planning history related to land use and transportation. The resolution establishes the City's position that the OTA should study the impact of the proposed turnpike on the Lake Thunderbird watershed prior to moving forward and make the results of such study publicly available, that insufficient information exists to support the construction of the Kickapoo turnpike extension through Norman, and that the City opposes the construction of all aspects of Access Oklahoma proposed to occur within Norman without this information.

RECOMMENDATION:

Staff forwards Resolution R-2122-106 for Council's consideration.

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, DECLARING THE NEED FOR FURTHER STUDY OF ACCESS OKLAHOMA'S IMPACT ON LAKE THUNDERBIRD; CITING THE LACK OF INFORMATION TO SUPPORT THE KICKAPOO TURNPIKE EXTENSION THROUGH NORMAN, AND EXPRESSING THE CITY'S OPPOSITION TO THE OKLAHOMA TURNPIKE AUTHORITY'S 'ACCESS OKLAHOMA' PLAN AS IT IMPACTS NORMAN.

- § 1. WHEREAS, in 1987, the Oklahoma Legislature authorized the Oklahoma Turnpike Authority (OTA) to construct "[A]ll or any part of an Oklahoma City Outer Loop expressway system beginning in the vicinity of I-35 and the Turner Turnpike and extending west into Canadian County and then south to I-40; and then south and east to I-35 in the vicinity of Moore and Norman; and then extending east and north to I-40 east of Tinker Field; and then extending north to the Turner Turnpike to complete the Outer Loop (69 O.S. §1705.E.20); and
- § 2. WHEREAS, in 1993, the Oklahoma Legislature authorized the OTA to construct "[A] new turnpike and bridge or any parts thereof from a point in the vicinity of the city of Mustang southerly across the South Canadian River to the H.E. Bailey Turnpike in the vicinity of the city of Tuttle; and then easterly across the South Canadian River to a point in the vicinity of the city of Norman" (69 O.S. §1705.E.28); and
- § 3. WHEREAS, in 1995, the Association of Central Oklahoma Governments (ACOG) adopted the Encompass 2020 Long Range Transportation Plan for Central Oklahoma recommending, among other things, the construction of a freeway outer loop in the north, west and south parts of the Oklahoma City region and reservation of a "conceptual corridor" east of I-35 for the eventual construction of an eastern section to the loop when traffic volumes warrant such a facility; and
- § 4. WHEREAS, at its meeting of February 25, 1997, the City Council adopted the NORMAN 2020 Land Use and Transportation Plan which included a proposed alignment for an Outer Loop generally entering Norman at Indian Hills and 48th Avenue NW and going southeast between Franklin Road and Tecumseh Road and then heading north east and exiting Norman east of 48th Avenue NE; and
- § 5. WHEREAS, in the late 1990's, an Outer Loop Major Investment Study (MIS) was commissioned by ACOG, the Oklahoma Department of Transportation (ODOT), and the OTA;
- § 6. WHEREAS, ODOT was also studying the viability of a possible Interstate 35 Trade Corridor Bypass around the Oklahoma City Metropolitan Area; and

- § 7. WHEREAS, after learning that a connection between ODOT's possible Trade Corridor Bypass and the Outer Loop was being considered, the City Council adopted Resolution R-9899-65 supporting a "no-build" option; and
- § 8. WHEREAS, the MIS demonstrated that only the southwest portion of the Outer Loop was viable; and
- § 9. WHEREAS, ACOG's Encompass 2025 Plan showed only the southwestern portion of the Outer Loop that had been determined to be viable and the Encompass 2030 Plan designated this portion of the Loop as an alternate due to difficulties in obtaining rights of way reported by Oklahoma City and Moore; and
- § 10. WHEREAS, no portion of the Outer Loop was included in subsequent Encompass Plans, including 2035, 2040, and 2045; and
- § 11. WHEREAS, at its meeting of November 16, 2004, the City Council adopted the Norman 2025 Land Use and Transportation Plan, which initially showed a proposed outer loop along a brief section of the northern City limits boundary between 48th Avenue NW and I-35; and
- § 12. WHEREAS, the City adopted its first standalone Comprehensive Transportation Plan in May 2014 after a 45 member Citizen Oversight Committee worked closely with the City and its consultant to develop the proposed plan; and
- § 13. WHEREAS, the City's Comprehensive Transportation Plan did not contemplate the construction of any turnpikes within Norman; and
- § 14. WHEREAS, Lake Thunderbird serves as the primary drinking water supply source for Del City, Midwest City and Norman; and
- § 15. WHEREAS, Lake Thunderbird was designated a sensitive water supply by the State of Oklahoma in 2002 pursuant to the Oklahoma Water Quality Standards anti-degradation policy; and
- § 16. WHEREAS, Lake Thunderbird was placed on the Oklahoma Department of Environmental Quality's 303(d) list of Impaired Waterbodies in 2010 because it was not meeting minimum standards for water quality; and
- § 17. WHEREAS, the primary reason for Lake Thunderbird being placed on the 303(d) list of Impaired Waterbodies was nutrient and sediment loading, like nitrogen, phosphorus, and suspended solids that result in large part from stormwater runoff in developed areas of the Lake Thunderbird watershed; and
- § 18. WHEREAS, in 2010, in an effort to protect Lake Thunderbird from further deterioration, the City adopted its Water Quality Protection Zone ordinance to limit development adjacent to streams in the Lake Thunderbird watershed; and

- § 19. WHEREAS, in 2013, the City also adopted a fertilizer ordinance to restrict the application of phosphorus to lawns in order to positively impact the effects of urbanized run-off flowing into Lake Thunderbird; and
- § 20. WHEREAS, since the issuance by the Oklahoma Department of Environmental Quality of total maximum daily load limits of controllable pollutants, the Cities of Norman, Oklahoma City, and Moore have been required to undertake certain pollution reduction measures as part of each city's municipal separate storm sewer systems (MS4) permit to protect and improve the quality of Lake Thunderbird; and
- § 21. WHEREAS, the proposed Access Oklahoma turnpike routes in Norman are located in the Lake Thunderbird watershed and in the Little River drainage area, one of the largest tributaries to Lake Thunderbird.

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

- § 22. That, OTA should conduct an extensive study of its proposed construction and its impact on the Lake Thunderbird watershed prior to moving forward on any plans for construction and share the results of such study publicly and with the City of Norman; and
- § 23. That, insufficient information exists to support the construction of the Kickapoo turnpike extension through rural areas of Norman; and
- § 24. That, without this information, the City of Norman opposes the construction of all aspects of Access Oklahoma that are proposed to occur within Norman, including construction of the Outer Loop and the extension of the Kickapoo Turnpike south through Norman and connecting to I-35 south of Goldsby.

PASSED AND ADOPTED this _____ day of _____, 2022.

Mayor Breea Clark

ATTEST:

City Clerk

File Attachments for Item:

41. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2122-40 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 21-107(B) OF CHAPTER 21 OF THE CODE OF THE CITY OF NORMAN INCREASING WATER LINE CONNECTION CHARGES; AND PROVIDING FOR THE SEVERABILITY THEREOF.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 03/22/22

REQUESTER: Chris Mattingly, Director of Utilities

PRESENTER: Chris Mattingly, Director of Utilities

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2122-40 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 21-107(B) OF CHAPTER 21 OF THE CODE OF THE CITY OF NORMAN INCREASING WATER LINE CONNECTION CHARGES; AND PROVIDING FOR THE SEVERABILITY THEREOF.

BACKGROUND:

The City of Norman currently collects a "Connection Charge" from anyone wishing to connect to the City's water and/or sewer service. The Connection Charge is paid prior to the furnishing of such service or prior to the issuance of a building permit. The Connection Charge increases as the water service meter size increases due to the maximum flow rate for continued operation for different sized meters. The current Connection Charges were last increased on August 1, 2016. The current Connection Charges are split between the Water Fund and the Wastewater Fund (\$1,000 for the water portion and \$275 for the sewer portion based on a ¾-inch meter equivalent).

In 2021, the City engaged Raftelis Financial Consultants, Inc. (Raftelis) to update their 2016 Final Water and Wastewater Connection Charge Study to determine whether the current fee captured the cost of additional capacity required to serve new development. The results of Raftelis' analysis were presented to City Council for discussion in multiple meetings on November 2, 2021, December 7, 2021 (briefly), January 25, 2022, and February 22, 2022.

Within the Raftelis 2022 Water and Wastewater Connection Fee Study Update, three alternatives for connection fees are presented based upon alternative sources of water. The three water supply alternatives evaluated were:

1. Augmentation: Augmenting or supplementing the water supplies in Lake Thunderbird with treated water from Norman's Water Reclamation Facility (WRF). The primary goal of this alternative is to increase the reliable yield from the lake.
2. OKC: Purchasing more wholesale water from Oklahoma City in lieu of constructing new facilities to meet future supply needs.
3. Wells: Drilling additional groundwater supply wells in the Garber-Wellington.

The resulting fee alternatives for the water portion in the following table (for a 3/4-inch meter equivalent) as determined by Raftelis were:

Alternative	Connection Fee (Charge) per 3/4-Inch Meter Equivalent
Current	\$1,000
Alternative 1: Augmentation	\$3,180
Alternative 2: OKC	\$2,010
Alternative 3: Wells	\$2,150

For the sewer or wastewater component of the connection charge, Raftelis evaluated the combined connection charge (sewer portion) and wastewater excise tax to determine if the combined charges were sufficient. Their analysis determined that the combined fee would be approximately \$3,280. This fee is relatively equal with the fees collected for a 2,280 square-foot house which fits within the range of typical homes constructed in Norman. Based on these findings, Raftelis recommended no change to the sewer connection charges.

DISCUSSION:

Ordinance O-2122-40 proposes to raise the Connection Charge found in Chapter 21-107(b) of the City Code to provide additional funding to cover costs associated with new connections to water service. After presentation and discussion with the City Council, Staff was directed to bring forward an ordinance amendment that would implement a 25 percent increase in the portion of the connection charge attributable to new water connections. The proposed 25 percent increase in the portion of the connection charge attributable to new water connections does not exceed any of the three fee alternatives presented by Raftelis. The current fees and proposed changes are set out below:

Water Service Size	Current Connection Charge	Proposed Connection Charge
3/4"	\$1,275.00	\$1,525.00
1"	\$2,217.00	\$2,633.75
1 1/2"	\$4,433.00	\$5,266.25
2"	\$8,592.00	\$10,258.75
3"	\$19,292.00	\$22,958.75
4"	\$35,988.00	\$42,988.13

Water Service Size	Current Connection Charge	Proposed Connection Charge
6"	\$76,048.00	\$90,464.75

The proposed increase to the water portion was discussed by Council and is equal to the percentage increase requested through the proposed water rate increase. Additionally, staff will be able to have better information regarding reuse and its viability as a water supply option for Norman at the next biennial review of the connection charge.

Based on Raftelis' recommendation, Council agreed there was no need to increase the sewer portion of the connection fee.

RECOMMENDATION:

Staff recommends approval of Ordinance O-2122-40 upon Second and Final Reading.

AN ORDINANCE OF THE COUNCIL OF THE CITY OF
NORMAN, OKLAHOMA, AMENDING SECTION 21-107(B)
OF CHAPTER 21 OF THE CODE OF THE CITY OF NORMAN
INCREASING WATER LINE CONNECTION CHARGES; AND
PROVIDING FOR THE SEVERABILITY THEREOF.

- § 1. WHEREAS, connection charges set forth in Section 21-107 of the City Code are fees associated with new connections to the City's water and sewer system intended to capture costs associated with providing additional water and sewer capacity associated with new connections; and
- § 2. WHEREAS, the portion of the connection charge set forth in Section 21-107 attributable to water connections were last increased by the City effective August 1, 2016; and
- § 3. WHEREAS, the adequacy of the connection charges have been reviewed at least biennially since the last effective rate increase in 2016; and
- § 4. WHEREAS, the City engaged Raftelis Financial Consultants, Inc. ("Raftelis") to update its 2015 Study of the City's connection charges to determine whether the current fee captured the cost of additional capacity required to serve new development; and
- § 5. WHEREAS, Raftelis has examined the portion of the connection charge set forth in Section 21-107 that is attributable to capacity needs for new sewer connections is adequate and not in need of an increase; and
- § 6. WHEREAS, in light of 68 O.S. §895, Raftelis has evaluated an increase in the portion of the connection charge set forth in Section 21-107 attributable to water connections and provided three different fee alternatives based on different supply sources that may be accessed to support capital projects that increase water system capacity; and
- § 7. WHEREAS, after presentation and discussion with the City Council, Staff was directed to bring forward an ordinance amendment that would implement a 25% increase in the portion of the connection charge attributable to new water connections; and
- § 8. WHEREAS, a 25% increase in the portion of the connection charge attributable to new water connections does not exceed any of the three fee alternatives presented by Raftelis.

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

- § 9. That Section 21-107 of Chapter 21 of the Code of the City of Norman, Oklahoma, **Fees and Charges**, shall be amended read as follows:
 - (a) *Capital improvement charge.* The City Controller shall increase, charge, and collect for sewer or water service furnished by the City, to all consumers and users for such service the following monthly rates or charges, which shall be in addition to the rates of sections 21-111, 21-112, and 21-113 of this Code; to wit:

- (1) Two dollars (\$2.00) per each residence, apartment or mobile home to be applied fifty cents (\$0.50) to sewer line maintenance and one dollar and fifty cents (\$1.50) to water line maintenance.
- (2) Sixty (60) percent of the sewer rate as calculated per section 21-112 of this Code, for all rooming, boarding, or fraternal housing institutions, industrial users, and commercial establishments.
- (b) *Connection charge.* The following charges shall be assessed based upon the size of the water service line leading into and to be utilized for the furnishing of water to any use or structure:

(1) *Multi-family residential structures:*

<i>Water Service Size</i>	<i>Connection Charge</i>
¾" 1-4 living units 1" 5-8 living units 1½" 9-16 living units 2" 17-28 living units 3" 29-64 living units 4" 65-114 living units 6" 115-257 living units	\$1,525.00 per living unit

(2) *Single family, commercial, industrial and other users not otherwise listed:*

<i>Water Service Size</i>	<i>Connection Charge</i>
¾"	\$ 1,525.00
1"	\$ 2,633.75
1½"	\$ 5,266.25
2"	\$10,258.75
3"	\$22,958.75
4"	\$42,988.13
6"	\$90,464.75

These connection charges shall be collected prior to the furnishing of water or sewer service, or prior to the issuance of a building permit for the construction of or addition to any residential, commercial, or industrial structural unit located within five hundred (500) feet of any water or sewer line owned and operated by the City.

Should a request be made to connect a use, structure or group of structures to the water or sewer systems, by an applicant under conditions not requiring the issuance of a building permit, or if such connection is otherwise required by law or by this Code, and no charge

has theretofore been collected which is attributable to such use, structure or group of structures, then, and in that event, the charges herein authorized, based upon the size of the water service line leading into and furnishing water to such use, structure or group of structures, shall be paid and a separate receipt for each use, structure or group of structures will be issued which shall constitute the permit to make such connection by the applicant.

Where an addition is to be made to any use, structure or group of structures, and such addition will require the installation of a larger water service line to service the total structure after alteration, the charge for such addition, which shall be the difference between the rate set for the line originally installed to serve said structure and the rate for the larger line to be installed shall be paid.

The City Controller shall establish and create an appropriate account into which all connection charges shall be daily deposited. All funds deposited in such account shall be expended for the acquisition, construction, replacement and extension of the water and sewer systems of the City, including water and sewer plants, or for the payment of bonds issued for the same purposes, and for no other. The account shall be a special utility account, created on a revolving basis pursuant to the law, in such case made and provided, without the necessity of appropriation. However, no expenditures for the acquisition, construction, replacement or extension of the water and sewer systems shall be made without an appropriation having been made for the specific expenditures to be undertaken.

City Council shall begin reviewing the connection fees no later than November 1, 2016, and on a regular basis thereafter, to determine the appropriateness of the fees in accordance with Oklahoma Statutes, Title 62, Section 895.

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§ 10. 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 _____, 2022.

NOT ADOPTED this _____ day of _____, 2022.

Breea Clark, Mayor

Breea Clark, Mayor

ATTEST:
Brenda Hall, City Clerk

AN ORDINANCE OF THE COUNCIL OF THE CITY OF
NORMAN, OKLAHOMA, AMENDING SECTION 21-107(B) OF
CHAPTER 21 OF THE CODE OF THE CITY OF NORMAN
INCREASING WATER LINE CONNECTION CHARGES; AND
PROVIDING FOR THE SEVERABILITY THEREOF.

- § 1. WHEREAS, connection charges set forth in Section 21-107 of the City Code are fees associated with new connections to the City's water and sewer system intended to capture costs associated with providing additional water and sewer capacity associated with new connections; and
- § 2. WHEREAS, the portion of the connection charge set forth in Section 21-107 attributable to water connections were last increased by the City effective August 1, 2016; and
- § 3. WHEREAS, the adequacy of the connection charges has been reviewed at least biennially since the last effective rate increase in 2016; and
- § 4. WHEREAS, the City engaged Raftelis Financial Consultants, Inc. ("Raftelis") to update its 2015 Study of the City's connection charges to determine whether the current fee captured the cost of additional capacity required to serve new development; and
- § 5. WHEREAS, Raftelis has examined the portion of the connection charge set forth in Section 21-107 that is attributable to capacity needs for new sewer connections is adequate and not in need of an increase; and
- § 6. WHEREAS, in light of 68 O.S. §895, Raftelis has evaluated an increase in the portion of the connection charge set forth in Section 21-107 attributable to water connections and provided three different fee alternatives based on different supply sources that may be accessed to support capital projects that increase water system capacity; and
- § 7. WHEREAS, after presentation and discussion with the City Council, Staff was directed to bring forward an ordinance amendment that would implement a 25% increase in the portion of the connection charge attributable to new water connections; and
- § 8. WHEREAS, a 25% increase in the portion of the connection charge attributable to new water connections does not exceed any of the three fee alternatives presented by Raftelis.

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

- § 9. That Section 21-107 of Chapter 21 of the Code of the City of Norman, Oklahoma, **Fees and Charges**, shall be amended read as follows:
 - (a) *Capital improvement charge.* The City Controller shall increase, charge, and collect for sewer or water service furnished by the City, to all consumers and users for such service the following monthly rates or charges, which shall be in addition to the rates of sections 21-111, 21-112, and 21-113 of this Code; to wit:

- (1) Two dollars (\$2.00) per each residence, apartment or mobile home to be applied fifty cents (\$0.50) to sewer line maintenance and one dollar and fifty cents (\$1.50) to water line maintenance.
 - (2) Sixty (60) percent of the sewer rate as calculated per section 21-112 of this Code, for all rooming, boarding, or fraternal housing institutions, industrial users, and commercial establishments.
- (b) *Connection charge.* The following charges shall be assessed based upon the size of the water service line leading into and to be utilized for the furnishing of water to any use or structure:

(1) *Multi-family residential structures:*

<i>Water Service Size</i>	<i>Connection Charge</i>
3/4" 1-4 living units 1" 5-8 living units	Effective May 11, 2007 \$850 per living unit
1 1/2" 9-16 living units	Effective August 1, 2015:
2" 17-28 living units	\$1,075 per living unit
3" 29-64 living units	Effective August 1, 2016:
4" 65-114 living units	\$1,275 per living unit
6" 115-257 living units	<u>\$1,525.00 per living unit</u>

(2) *Single family, commercial, industrial and other users not otherwise listed:*

<i>Water Service Size</i>	<i>Connection Charge Effective May 11, 2007</i>	<i>Connection Charge Effective August 1, 2015</i>	<i>Connection Charge Effective August 1, 2016</i>	<i>Connection Charge</i>
3/4"	\$850	\$ 1,075	\$ 1,275	<u>\$ 1,525.00</u>
1"	\$1,420	\$ 1,883	\$ 2,217	<u>\$ 2,633.75</u>
1 1/2"	\$2,840	\$ 3,767	\$ 4,483	<u>\$ 5,266.25</u>
2"	\$5,670	\$ 7,258	\$ 8,592	<u>\$10,258.75</u>
3"	\$13,600	\$16,358	\$19,292	<u>\$22,958.75</u>
4"	\$23,800	\$30,388	\$35,988	<u>\$42,988.13</u>
6"	\$52,140	\$64,514	\$76,048	<u>\$90,464.75</u>

These connection charges shall be collected prior to the furnishing of water or sewer service, or prior to the issuance of a building permit for the construction of or addition to any residential, commercial, or industrial structural unit located within five hundred (500) feet of any water or sewer line owned and operated by the City.

Should a request be made to connect a use, structure or group of structures to the water or sewer systems, by an applicant under conditions not requiring the issuance of a building permit, or if such connection is otherwise required by law or by this Code, and no charge

has theretofore been collected which is attributable to such use, structure or group of structures, then, and in that event, the charges herein authorized, based upon the size of the water service line leading into and furnishing water to such use, structure or group of structures, shall be paid and a separate receipt for each use, structure or group of structures will be issued which shall constitute the permit to make such connection by the applicant.

Where an addition is to be made to any use, structure or group of structures, and such addition will require the installation of a larger water service line to service the total structure after alteration, the charge for such addition, which shall be the difference between the rate set for the line originally installed to serve said structure and the rate for the larger line to be installed shall be paid.

The City Controller shall establish and create an appropriate account into which all connection charges shall be daily deposited. All funds deposited in such account shall be expended for the acquisition, construction, replacement and extension of the water and sewer systems of the City, including water and sewer plants, or for the payment of bonds issued for the same purposes, and for no other. The account shall be a special utility account, created on a revolving basis pursuant to the law, in such case made and provided, without the necessity of appropriation. However, no expenditures for the acquisition, construction, replacement or extension of the water and sewer systems shall be made without an appropriation having been made for the specific expenditures to be undertaken.

City Council shall begin reviewing the connection fees no later than November 1, 2016, and on a regular basis thereafter, to determine the appropriateness of the fees in accordance with Oklahoma Statutes, Title 62, Section 895.

* * * * *

§ 10. 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
_____, 2022.

NOT ADOPTED this_____day of
_____, 2022.

Breea Clark, Mayor

Breea Clark, Mayor

ATTEST:
Brenda Hall, City Clerk

**NORMAN PLANNING COMMISSION
REGULAR SESSION MINUTES**

MARCH 10, 2022

The Planning Commission of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in Conference Room D, Building A of the Norman Municipal Building, 201 West Gray Street, on the 10th day of March, 2022.

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 6:34 p.m.

* * *

Item No. 1, being:

ROLL CALL

MEMBERS PRESENT

Erin Williford
Kevan Parker
Steven McDaniel
Erica Bird
Shaun Axton

MEMBERS ABSENT

Dave Boeck
Michael Jablonski

A quorum was present.

STAFF MEMBERS PRESENT

Jane Hudson, Director, Planning &
Community Development
Lora Hoggatt, Planning Services Manager
Logan Hubble, Planner I
Colton Wayman, Planner I
Roné Tromble, Recording Secretary
Bryce Holland, Multimedia Specialist
Beth Muckala, Asst. City Attorney
Heather Poole, Asst. City Attorney
Jack Burdett, Subdivision Development
Coordinator
Todd McLellan, Development Engineer
Jami Short, Traffic Engineer
Chris Mattingly, Director of Utilities
Nathan Madenwald, Utilities Engineer

* * *

Item No. 12, being:

O-2122-40 – CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE No. O-2122-40: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 21-107(B) OF CHAPTER 21 OF THE CODE OF THE CITY OF NORMAN INCREASING WATER LINE CONNECTION CHARGES; AND PROVIDING FOR THE SEVERABILITY THEREOF.

ITEMS SUBMITTED FOR THE RECORD:

1. Staff Report
2. Annotated Ordinance No. O-2122-40

PRESENTATION BY STAFF:

1. Nathan Madenwald reviewed a presentation about the proposed changes.
2. Mr. McDaniel asked about wastewater connection fees compared to other communities. Mr. Madenwald responded.
3. Ms. Bird asked whether any of the other communities in the chart are required to have utility increases voted on. Mr. Madenwald responded.
4. Ms. Williford asked for clarification on when connection fees are applied. Mr. Madenwald responded.
5. Mr. Parker asked about impact on commercial businesses. Mr. Madenwald responded.
6. Mr. McDaniel expressed concern about remaining competitive with other communities.
7. Ms. Bird made comments, and asked about the revenue increase. Mr. Madenwald responded.

AUDIENCE PARTICIPATION:

None

DISCUSSION AND ACTION BY THE PLANNING COMMISSION:

Kevan Parker moved to recommend adoption of Ordinance No. O-2122-40 to City Council. Shaun Axton seconded the motion.

There being no further discussion, a vote on the motion was taken with the following result:

YEAS	Erin Williford, Kevan Parker, Steven McDaniel, Erica Bird, Shaun Axton
NAYES	None
MEMBERS ABSENT	Dave Boeck, Michael Jablonski

Ms. Tromble announced that the motion, to recommend adoption of Ordinance No. O-2122-40 to City Council, passed by a vote of 5-0.

File Attachments for Item:

42. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2122-102: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA APPROVING AN APPEAL OF THE TEMPORARY ADMINISTRATIVE DELAY TO ALLOW THE SUBMITTAL OF A DEMOLITION APPLICATION FOR THE DWELLING STRUCTURE AT 209 WEST APACHE STREET.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 03/22/2022

REQUESTER: CSO Development

PRESENTER: Jane Hudson, Director of Planning & Community Development

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2122-102: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA APPROVING AN APPEAL OF THE TEMPORARY ADMINISTRATIVE DELAY TO ALLOW THE SUBMITTAL OF A DEMOLITION APPLICATION FOR THE DWELLING STRUCTURE AT 209 WEST APACHE STREET.

BACKGROUND: City Council adopted Resolution No. R-2122-76 on December 14, 2021, creating a six-month Temporary Administrative Delay for residential building, demolition, paving, platting or rezoning applications within the Central Norman Study Area. Further, R-2122-76 allows for an appeal process, which is the purpose for this resolution. Application for the demolition of a dwelling structure was submitted on March 7, 2022, and denied by staff due to the property being located within the Temporary Administrative Delay area.

DISCUSSION: The subject property is located at 209 West Apache Street, Lots 5 and 6, of Block 7 in Larsh's 1st Addition as shown on the location map. This lot is designated as Townhouse/Small Apartment Frontage within the Center City Form-Based Code.

Per the applicant's request submitted to the City Clerk, the application is to demolish the dwelling structure. The applicant views the structure as not consistent with the intent of the Center City Form-Based Code. The lot is 7,000 square feet. A demolition would be allowed on this lot if the Administrative Delay was not in place. Approval of this appeal would only authorize the issuance of a demolition permit; the applicant has submitted an application for construction on this lot which is the subject of a separate appeal also on the agenda for Council's consideration (R-2122-103).

Per R-2122-76, the City Council shall consider the following in determining whether appeals of denied applications for COCs, demolition permit, or CCPUDs should be granted:

- The City's interest in protecting the public's health, safety and general welfare;
- The City's interest in avoiding the creation of uses or structures that may not be in harmony with the intent and purpose behind the Center City Form Based Code and vision;
- The extent to which the proposed use, if applicable, will negatively impact the values of the property and the neighboring property; and
- The economic impact and hardship of the delay upon the owner.

This request is submitted to City Council for their consideration in accordance with the appeal process approved in R-2122-76.

R-2122-102

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN,
OKLAHOMA APPROVING AN APPEAL OF THE TEMPORARY
ADMINISTRATIVE DELAY TO ALLOW THE SUBMITTAL OF A
DEMOLITION APPLICATION FOR THE DWELLING STRUCTURE
AT 209 WEST APACHE STREET.

- § 1. WHEREAS, City Council passed Resolution R-2122-76 on December 14, 2021 declaring a temporary administrative delay for a period of six months for an area identified as the Center City Study Area; and
- § 2. WHEREAS, the administrative delay approved by Resolution R-2122-76 adopted the temporary delay for all properties within the Center City Study Area; and
- § 3. WHEREAS, Resolution R-2122-76 provides a property owner or applicant the right to appeal to City Council if the property owner or applicant believes that the decision not to accept applications for Certificates of Compliance (COC), demolition permits, or Center City Planned Unit Developments (CCPUD) is unreasonable; and
- § 4. WHEREAS, the applicant is responsible for establishing that processing the application will not undermine the current character of the Center City Study Area nor will it overburden the existing infrastructure; and
- § 5. WHEREAS, the property at 209 West Apache Street is within the Center City Study Area and subject to the administrative delay; and
- § 6. WHEREAS, the applicant has provided information indicating why this appeal should be granted; and
- § 7. WHEREAS, the applicant submitted an application for the demolition of the dwelling structure at 209 West Apache Street

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

- § 8. That the appeal is granted and applicant may file, and the City of Norman shall accept, an application for demolition for the property located at 209 West Apache Street.

PASSED AND ADOPTED this _____ day of _____, 2022.

(Mayor)

ATTEST:

(City Clerk)

R-2122-76

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, DECLARING A TEMPORARY ADMINISTRATIVE DELAY FOR A PERIOD OF SIX (6) MONTHS ON THE ACCEPTANCE OF ALL APPLICATIONS FOR CERTIFICATES OF COMPLIANCE ("COC"), DEMOLITION PERMITS, OR CENTER CITY PLANNED UNIT DEVELOPMENTS ("CCPUD") IN THE CENTER CITY STUDY AREA OF NORMAN; DECLARING POSSIBLE EXCEPTIONS; DECLARING A PROCEDURE FOR ADMINISTRATIVE REVIEW AND APPEALS PROCESS; AND PROVIDING FOR THE SEVERABILITY THEREOF.

- § 1. WHEREAS, the Center City Study Area ("Center City"), more specifically delineated on the attached map, is a portion of the oldest developed area within the Norman community, and was rezoned to the Center City Form Based Code effective May 23, 2017, and made subject to the Center City Project Plan December 19, 2017; and
- § 2. WHEREAS, Center City connects the Downtown area to the Campus Corner area and borders two historic districts, as well as the University of Oklahoma; and
- § 3. WHEREAS, the unique nature of the Center City, as addressed in the Center City vision, makes it a prime location for promoting development using a form-based tool to include housing and mixed-uses that promote a walkable and "park once" environment; and
- § 4. WHEREAS, infrastructure, including roads, alleys, parking, sewer lines, water lines, and electric grids, are aging and may not be able to continue to support their users if the area continues to gain in density as Center City has been developed following the adoption of the Center City Form Based Code; and
- § 5. WHEREAS, development and redevelopment pressures threaten to erode Center City's character and vision as a destination with a desirable mix of land uses that complement and protect the adjacent neighborhoods; and
- § 6. WHEREAS, the future of an attractive, economically healthy Center City depends in no small part on the preservation of healthy neighborhoods within it as well as the development of appropriate mixed uses recognizing the intent behind the adoption of the Center City Form Based Code; and
- § 7. WHEREAS, the City Council is elected and is duty-bound to promote the community's health, safety, and moral and general welfare, which duty includes the preparation of plans, strategies, and ordinances designed to effectuate the coordinated development of the City, and that in accordance with existing and future needs, will best promote the general welfare, as well as conserve property values and encourage the most appropriate use of land throughout the City; and



- § 8. WHEREAS, generally, when it becomes apparent there is a need to amend existing plans or ordinances, or to adopt new plans, strategies, or ordinances to promote the health, safety, and general welfare, a “race of diligence” may ensue in property owners seeking to establish vested rights under existing law and the City Council seeking to enact or amend a plan or ordinance, or adopt new plans, strategies, or ordinances, before such vested rights are established; thereby creating additional safety and welfare problems; and
- § 9. WHEREAS, such a “race of diligence” is counterproductive to both individual property owners and the City as a whole, because landowners rush to submit applications that may not have received adequate consideration and to gain approval of such applications, and the City rushes to adopt a plan or ordinance amendments, strategies, or ordinances that may not have received thorough analysis or been subject to full public debate with respect to the issues, goals, and policies of the proposed development controls, and therefore may not be as responsive to either the City’s or the applicant’s goals and needs or received the degree of community input and debate as would otherwise be possible and appropriate; and
- § 10. WHEREAS, a temporary administrative delay of development applications within a defined geographic boundary of the City by resolution of the City Council, based upon the likelihood that proposed amendments to the Center City Form Based Code or planning policies may impact the nature of development applications, is an appropriate remedy to counteract the effects of a “race of diligence”; and
- § 11. WHEREAS, this Resolution is considered because the City Council has determined that some applications for COCs, demolition permits, or CCPUDs in Center City, may adversely affect the ability of Center City to remain and redevelop as a unique, vibrant place; and
- § 12. WHEREAS, a limited number of applications will seek permits for projects that may have little or no effect on the future of Center City, in order to cause the least disruption to property owners affected by this Resolution; and
- § 13. WHEREAS, the City Council recognizes that an administrative delay is an extraordinary remedy that should be used judiciously and only after serious evaluation and analysis by staff and City Council and based upon staff’s carefully considered recommendation; and,
- § 14. WHEREAS, to ensure that the City Council successfully, fairly, and rationally fulfills this duty, it is necessary to delay temporarily the acceptance of applications for COCs, demolition permits, and CCPUDs; and
- § 15. WHEREAS, the Council also recognizes that it has an equally important duty to fully consider applications for the issuance or approval of COCs, demolition permits, and CCPUDs whenever such applications are consistent with the City’s Code of Ordinances, including the Center City Form Based Code, and that it is necessary that delay be enacted for the shortest amount of time; and

- § 16. WHEREAS, the City Council has determined that it is appropriate and necessary to provide an expeditious appeal process to individuals or entities affected by this administrative delay in order to ensure proper due process; and
- § 17. WHEREAS, it is anticipated that certain public improvements will be recommended to be accomplished in furtherance of the future smart growth of Center City, and that funding sources to accomplish those public improvements will need to be identified.

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

- § 18. That for a period of six (6) months, the Council of the City of Norman hereby formally adopts a temporary policy of delaying the acceptance of applications for COCs, demolition permits, and CCPUDs in the area defined by Exhibit A. This Resolution may be rescinded if the City completes those tasks in less than six (6) months; and
- § 19. That the Planning and Community Development and Public Works Departments of the City of Norman are directed not to accept applications for COCs, demolition permits, and CCPUDs in the area defined by Exhibit A; and
- § 20. That it is the intent of this action to protect the character of Center City by protecting the area from development inconsistent with the Center City vision, by addressing concerns in the implementation of certain provisions of the Center City Form Based Code and its Project Plan, including more recent revisions to the Center City Form Based Code, and to realize the community's vision for a vital Center City that accommodates an attractive balance of commercial, residential, mixed-use and institutional land uses; and
- § 21. That applicants shall have the right to appeal the temporary Administrative Delay of Applications to the City Council of the City of Norman if the applicant believes that the decision not to accept COC, demolition permit, or CCPUD applications is unreasonable. Such appeal shall be filed with the Clerk of the Council within ten (10) business days after receiving written notification of a determination; and
- § 22. That, after receipt of the applicant's written statement of appeal, the Clerk of the Council shall schedule the appeal for hearing by the City Council on the next regular agenda, or as soon thereafter as practicable in the normal course of managing Council agendas. The applicant shall be notified of the time of the hearing at least seven (7) days prior to such hearing. Proper mailing to the address shown on the original application shall be adequate notification. The decision and order of the City Council on such appeal shall be final and conclusive; and
- § 23. That the applicant shall bear the burden of establishing by a preponderance of the evidence that processing the application for COCs, demolition permits, or CCPUDs will not undermine the current character of Center City, obviate the purpose of the Center City Form Based Code or Vision, directly implicate issues that are set to be addressed during this

temporary administrative delay, and will not place undue additional burden on the existing infrastructure; and

§ 24. That the City Council shall consider the following in determining whether appeals of denied applications for COCs, demolition permits, or CCPUDs should be granted:

- The City's interest in protecting the public's health, safety and general welfare;
- The City's interest is avoiding the creation of uses or structures that may not be in harmony with the intent and purpose behind the Center City Form Based Code and vision;
- The extent to which the proposed use, if applicable, will negatively impact the values of the property and the neighboring property;
- The economic impact and hardship of the delay upon the owner; and

§ 25. That the provisions of this resolution are temporary in nature and are intended to be removed in totality or replaced by subsequent legislative enactment. The temporary administrative delay of applications for COCs, demolition permits, and CCPUDs as specified in this resolution shall terminate six (6) months from the date of adoption.

§ 26. This temporary administrative delay is also expressly tied to the formation of the Center City Form Based Code Ad Hoc Committee ("CCFBC Ad Hoc Committee") and to that committee's participation in the review and potential recommendation to the City Council of alterations to the Center City Form Based Code directly addressing current concerns presently identified by City Staff, and as further set forth in a future resolution formally appointing said CCFBC Ad Hoc Committee.

§ 27. Severability. If any section, subsection, sentence, clause, phrase or portion of this resolution 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 resolution.

PASSED AND ADOPTED this 14th day of December, 2021.

Mayor

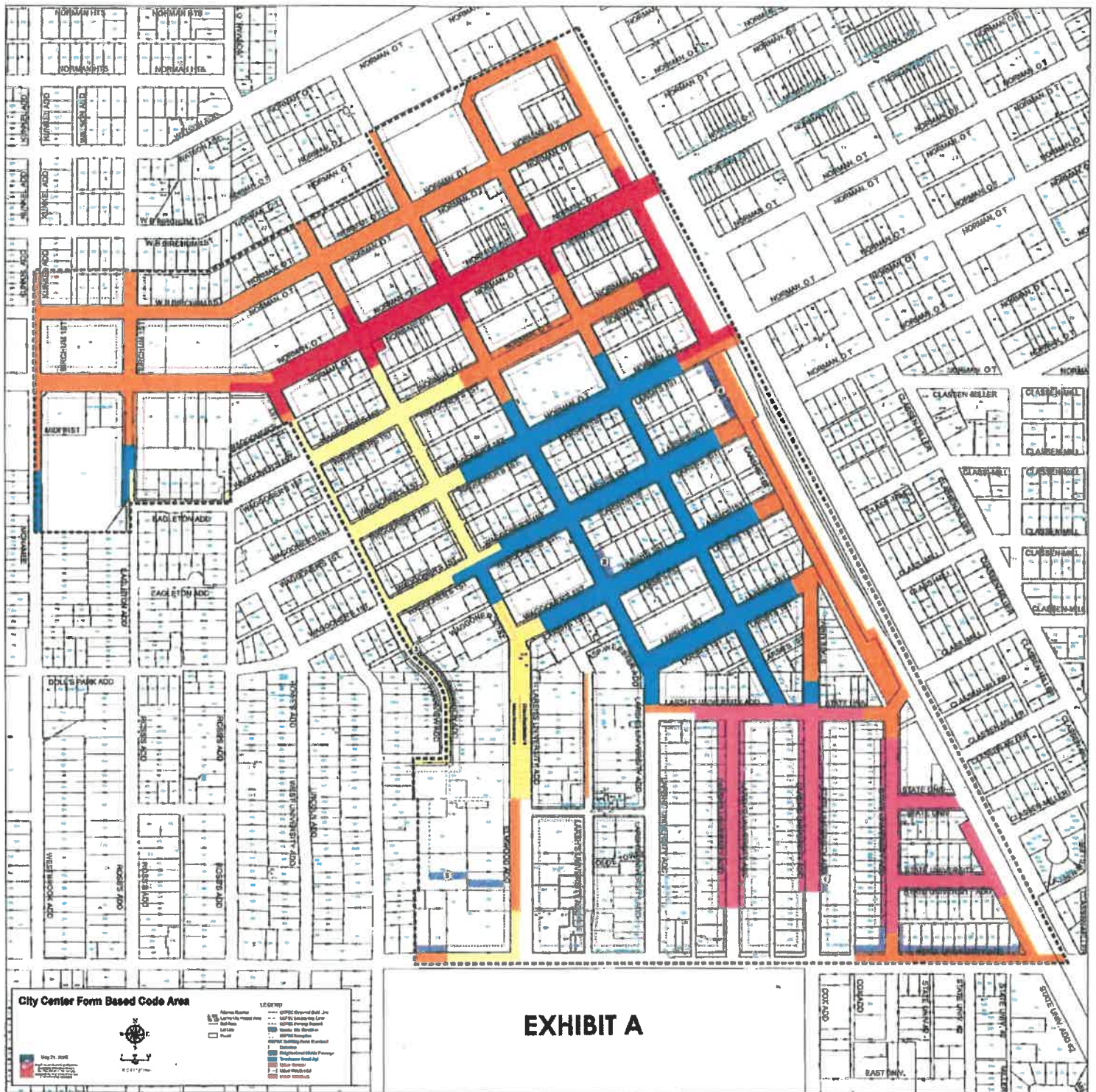
ATTEST:

City Clerk

(Deputy)

City Attorney







Center City Form Based Code District
ADMINISTRATIVE DELAY APPEAL

Case No. 22

Item 42.

City of Norman Planning & Community Development - 201 W. Gray St., Bldg. A - Norman, OK 73069 — (405) 366-5433 Phone - (405) 366-5274 Fax

APPLICANT(S)

C-30 DEVELOPMENT

ADDRESS OF APPLICANT

~~1111~~ 209 W. APACHE ST.
NORMAN OK 73069

NAME AND PHONE NUMBER OF CONTACT PERSON(S)

PETER PETROMILLI
(405) 821-4434

EMAIL ADDRESS

PJP@CSOOKC.COM

Legal Description of Property: LARSH'S 1ST LOT 5+6 BLK 7

Requests Hearing for:

CCFBC ADMINISTRATIVE DELAY

Detailed Justification for above appeal (refer to attached Resolution and justify request according to requirements therefor):

APPLICANT BELIEVES THE PROPOSAL MEETS THE REQUIREMENTS
OF THE CCFBC ZONING AND IS ACCEPTABLE SOLUTION.
THE EXISTING BLDG IS NOT IN HARMONY W/ THE INTENT &
PURPOSE BEHIND THE CITY CENTER FBC.

(Attach additional sheets for your justification, as needed.)

SIGNATURE OF PROPERTY OWNER(S):

ADDRESS AND TELEPHONE:

~~14708~~ 14708 STONE MASON DR
OK, OK 73142
(405) 821-4434

FILED IN THE OFFICE
OF THE CITY CLERK
ON 3-7-22

Date Submitted:

Checked by:

OFFICE
USE
ONLY

Temporary Administrative Delay – Center City Form-Based Code Area
Resolution No. R-2122-76

Date: 3/7/22
 Address: 209 W. Apache St.
 Owner/Applicant Rep.: Peter Petroilli

Your application(s) for a Certificate of Compliance for demolition of existing structure at the above address has been denied based on the City Council adopted "Temporary Administrative Delay" for the "Center City Form-Based Code Area" (see attached map). City Council adopted this Resolution on December 14, 2021, and your property is located within the area and scope of the Administrative Delay. This Administrative Delay is for a period of six (6) months and includes applications for COCs, demolition permits, and CCPUDs in the area defined by Exhibit A.

Included in the Resolution of the Administrative Delay is the option to appeal the denial. City Council recognized that applicants should have the right to appeal a denial if the applicant believes the decision to deny an application is unreasonable. Such appeal shall be filed with the Clerk of the Council within ten (10) business days after receiving this written notification.

For your reference, attached is a copy of Resolution No. R-2122-76. Included in the copy are the steps to file your appeal with the Clerk, page 3, §21-22, as well as the map outlining the area covered by the Administrative Delay.

Owner/Applicant Rep. Signature: [Signature]

Printed Name: Peter Petroilli

E-Mail & Phone: pjp@csodk.com

Application Number for Tracking Purposes Only: 22-05

Planning & Community Development
 Current Planning
 405-307-7112
Current.planning@normanok.gov

Title: [Signature]

Date: 3/7/22

RECEIVED

Development Services

Item 42.

Demolition Permit Application

Permit No. 22-001

MAR 07 2022

City of Norman Development Services Division 201 W. Gray St., Bldg. A Norman, OK 73069 (405) 366-5339 Permits (405) 366-5445 Fax

PROJECT ADDRESS <u>209 W. APACHE ST</u>		BLOCK <u>7</u>	LOT <u>5+6</u>	DIVISION (SEE ATTACHED SHEET <input type="checkbox"/>)	
OWNER NAME: <u>CSD - REPRESENTATIVE</u>			CONTRACTOR: <u>CSD DEVELOPMENT</u>		
ADDRESS: <u>14708 STONE MANOR DR</u>			ADDRESS: <u>14708 STONE MANOR DR</u>		
CITY: <u>OKC</u>		STATE: <u>OK</u>	CITY: <u>OKC</u>		STATE: <u>OK</u>
PHONE: <u>(405) 821-4434</u>		FAX:	PHONE: <u>(405) 821-4434</u>		FAX:
CELL PHONE #:			CELL PHONE #:		
E-MAIL ADDRESS: <u>pjp@csookc.com</u>			E-MAIL ADDRESS: <u>pjp@csookc.com</u>		
# OF STORIES <u>1</u>	# OF UNITS <u>2</u>	DESCRIBE WORK: <u>DEMOLITION</u>		DISPOSAL SITE:	
PLANNING DEPARTMENT		CURRENT ZONING: <u>BLUE</u>	PROPOSED FUTURE USE OF SITE: <u>BLUE</u>		
IF PROPOSED FUTURE USE IS NOT ALLOWED BY ZONING, APPLICANT MUST SIGN THE FOLLOWING STATEMENT BEFORE PROCEEDING: I UNDERSTAND THAT MY PROPOSED USE FOR THIS SITE IS NOT ALLOWED UNDER THE CURRENT ZONING & THAT REZONING WILL BE REQUIRED BEFORE A BUILDING PERMIT WILL BE ISSUED.					
SIGNATURE: _____			DATE: _____		
CONSTRUCTION TRAFFIC CONTROL		PROJECT: <input type="checkbox"/> WILL <input checked="" type="checkbox"/> WILL NOT REQUIRE PERMIT TO WORK IN PUBLIC RIGHT OF WAY.			
		<input type="checkbox"/> WILL <input checked="" type="checkbox"/> WILL NOT REQUIRE APPROVED TRAFFIC MANAGEMENT PLAN.			
UTILITY DISCONNECTS	ELECTRICITY <input type="checkbox"/> YES <input type="checkbox"/> NO	APPLICANT CONTACTS ELECTRICAL UTILITY (USUALLY OEC, 321-2024, OR OG&E, 272-1010) TO REQUEST ELECTRIC METER AND SERVICE DISCONNECT TO BE PULLED. CONFIRMATION SHOULD BE FAXED TO THE CITY OF NORMAN, BUILDING PERMIT DESK, FAX 366-5445.			
		CONFIRMATION RECEIVED: <input type="checkbox"/> YES <input type="checkbox"/> NO CONNECTION		BY: _____	
	FUEL GAS <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> PROPANE	APPLICANT CONTACTS FUEL GAS SUPPLIER (USUALLY ONG, 551-4000 OR LOCAL PROPANE DISTRIBUTOR) TO REQUEST DISCONNECTION OF GAS METER. CONFIRMATION TO BE FAXED TO THE CITY OF NORMAN, BUILDING PERMIT DESK, FAX 366-5445.			
		CONFIRMATION RECEIVED: <input type="checkbox"/> YES <input type="checkbox"/> NO CONNECTION		BY: _____	
	SEWER A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> PUBLIC <input type="checkbox"/> PRIVATE	APPLICANT CONTACTS CITY OF NORMAN SEWER LINE MAINTENANCE SUPERVISOR AT 329-0703 AND REQUESTS "SEWER CAP REVIEW". SUPERVISOR WILL MEET WITH YOU AND LIST REQUIREMENTS BELOW, AND SIGN THIS FORM.			
	SEWER CAP REVIEW → SEWER MUST BE SEALED AS FOLLOWS: _____ _____ _____ LINE MAINTENANCE SEWER OFFICIAL: _____ DATE: _____				
SEWER B	APPLICANT IS REQUIRED TO COMPLETE WORK AS NOTED ABOVE AND CALL SEWER LINE MAINTENANCE SUPERVISOR AT 329-0703 FOR A "SEWER CAP FINAL" INSPECTION BEFORE COVERING WORK. PLEASE GIVE LINE MAINTENANCE AS MUCH LEAD TIME AS POSSIBLE WHEN COORDINATING THIS INSPECTION.				
	SEWER SEALED TO CITY SPECIFICATIONS & APPROVED BY: _____ DATE: _____				
WATER <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> PUBLIC <input type="checkbox"/> PRIVATE <input type="checkbox"/> CONSTRUCTION METER	PERMIT DESK WILL FAX A COPY OF THIS APPLICATION TO LINE MAINTENANCE WHICH SERVES AS NOTICE TO DISCONNECT WATER SERVICE AND PULL WATER METER.				
	WATER METER REMOVAL → REMOVED AFTER SEWER CAP FINAL APPROVED: LINE MAINTENANCE PERSONNEL: _____ DATE: _____				
*CITY OF NORMAN LINE MAINTENANCE WILL NOTIFY BUILDING PERMIT DESK BY RETURN FAX TO 366-5445 UPON COMPLETION OF THE SEWER & WATER TASKS.					
READ & SIGN		The granting of this permit shall not be construed as permission to violate any laws; additional requirements may be printed on the permit. All requirements and laws will be complied with whether specified herein or not. This permit expires if no inspections are obtained within a six month period. This permit requires final inspections. I agree to abide by all laws and ordinances governing this type of work whether specified herein or not and hereby certify that I have read and examined this application and know the same to be true & correct.			
Printed Name: <u>Pete Peremilli</u>		Signature: <u>[Signature]</u>		Date: <u>3.7.22</u>	

NOTICE: ALL ITEMS MUST BE COMPLETED BEFORE PERMIT WILL BE ISSUED

PERMIT MANAGER: _____

TRAFFIC ENGINEER: _____

PLANNING DIRECTOR: _____

FEE \$ _____

645

LEGEND

□ Parcels



March 2021 Aerial Photography

209 W. Apache Street

March 8, 2022

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 20 Feet



APACHE ST



File Attachments for Item:

43. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2122-103: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA APPROVING AN APPEAL OF THE TEMPORARY ADMINISTRATIVE DELAY TO ALLOW THE SUBMITTAL OF A PERMIT APPLICATION FOR THE CONSTRUCTION OF AN APARTMENT BUILDING WITH A REAR PARKING AREA AT 209 WEST APACHE STREET.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 03/22/2022

REQUESTER: CSO Development

PRESENTER: Jane Hudson, Director of Planning & Community Development

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2122-103: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA APPROVING AN APPEAL OF THE TEMPORARY ADMINISTRATIVE DELAY TO ALLOW THE SUBMITTAL OF A PERMIT APPLICATION FOR THE CONSTRUCTION OF AN APARTMENT BUILDING WITH A REAR PARKING AREA AT 209 WEST APACHE STREET.

BACKGROUND: City Council adopted Resolution No. R-2122-76 on December 14, 2021, creating a six-month Temporary Administrative Delay for residential building, demolition, paving, platting or rezoning applications within the Central Norman Study Area. Further, R-2122-76 allows for an appeal process, which is the purpose for this resolution. Application for the construction of a six-unit apartment building was submitted on March 7, 2022, and denied by staff due to the property being located within the Temporary Administrative Delay area.

DISCUSSION: The subject property is located at 209 West Apache Street, Lots 5 and 6 of Block 7 in Larsh's First Addition as shown on the location map. This lot is designated as Townhouse/Small Apartment Frontage within the Center City Form-Based Code.

Per the applicant's request submitted to the City Clerk, the application is to build a six-unit apartment building with three bedrooms per unit. The applicant believes that the proposed structure is in harmony with the intent of the City Center Form-Based Code. The lot is 7,000 square feet. The Center City Form-Based Code Certificate of Compliance application indicates that the building and paving meet the design requirements of the Urban Townhouse/Small Apartment Frontage area. If this request is granted, staff will be allowed to accept and process the application; however, the applicant must still undergo the Certificate of Compliance process to be eligible to receive a building permit.

Per R-2122-76, the City Council shall consider the following in determining whether appeals of denied applications for COCs, demolition permit, or CCPUDs should be granted:

- The City's interest in protecting the public's health, safety and general welfare;
- The City's interest in avoiding the creation of uses or structures that may not be in harmony with the intent and purpose behind the Center City Form Based Code and vision;
- The extent to which the proposed use, if applicable, will negatively impact the values of the property and the neighboring property; and
- The economic impact and hardship of the delay upon the owner.

This request is submitted to City Council for their consideration in accordance with the appeal process approved in R-2122-76.

R-2122-103

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA APPROVING AN APPEAL OF THE TEMPORARY ADMINISTRATIVE DELAY TO ALLOW THE SUBMITTAL OF AN APPLICATION FOR THE CONSTRUCTION OF A NEW APARTMENT BUILDING WITH REAR PARKING AREA AT 209 WEST APACHE STREET.

- § 1. WHEREAS, City Council passed Resolution R-2122-76 on December 14, 2021 declaring a temporary administrative delay for a period of six months for an area identified as the Center City Study Area; and
- § 2. WHEREAS, the administrative delay approved by Resolution R-2122-76 adopted the temporary delay for all properties within the Center City Study Area; and
- § 3. WHEREAS, Resolution R-2122-76 provides a property owner or applicant the right to appeal to City Council if the property owner or applicant believes that the decision not to accept applications for Certificates of Compliance (COC), demolition permits, or Center City Planned Unit Developments (CCPUD) is unreasonable; and
- § 4. WHEREAS, the applicant is responsible for establishing that processing the application will not undermine the current character of the Center City Study Area nor will it overburden the existing infrastructure; and
- § 5. WHEREAS, the property at 209 West Apache Street is within the Center City Study Area and subject to the administrative delay; and
- § 6. WHEREAS, the applicant has provided information indicating why this appeal should be granted; and
- § 7. WHEREAS, the applicant submitted an application for the demolition of the dwelling structure at 209 West Apache Street

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

- § 8. That the appeal is granted and applicant may file, and the City of Norman shall accept, an application for a Certificate of Compliance for the property located at 209 West Apache Street.

PASSED AND ADOPTED this _____ day of _____, 2022.

(Mayor)

ATTEST:

(City Clerk)

R-2122-76

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, DECLARING A TEMPORARY ADMINISTRATIVE DELAY FOR A PERIOD OF SIX (6) MONTHS ON THE ACCEPTANCE OF ALL APPLICATIONS FOR CERTIFICATES OF COMPLIANCE ("COC"), DEMOLITION PERMITS, OR CENTER CITY PLANNED UNIT DEVELOPMENTS ("CCPUD") IN THE CENTER CITY STUDY AREA OF NORMAN; DECLARING POSSIBLE EXCEPTIONS; DECLARING A PROCEDURE FOR ADMINISTRATIVE REVIEW AND APPEALS PROCESS; AND PROVIDING FOR THE SEVERABILITY THEREOF.

- § 1. WHEREAS, the Center City Study Area ("Center City"), more specifically delineated on the attached map, is a portion of the oldest developed area within the Norman community, and was rezoned to the Center City Form Based Code effective May 23, 2017, and made subject to the Center City Project Plan December 19, 2017; and
- § 2. WHEREAS, Center City connects the Downtown area to the Campus Corner area and borders two historic districts, as well as the University of Oklahoma; and
- § 3. WHEREAS, the unique nature of the Center City, as addressed in the Center City vision, makes it a prime location for promoting development using a form-based tool to include housing and mixed-uses that promote a walkable and "park once" environment; and
- § 4. WHEREAS, infrastructure, including roads, alleys, parking, sewer lines, water lines, and electric grids, are aging and may not be able to continue to support their users if the area continues to gain in density as Center City has been developed following the adoption of the Center City Form Based Code; and
- § 5. WHEREAS, development and redevelopment pressures threaten to erode Center City's character and vision as a destination with a desirable mix of land uses that complement and protect the adjacent neighborhoods; and
- § 6. WHEREAS, the future of an attractive, economically healthy Center City depends in no small part on the preservation of healthy neighborhoods within it as well as the development of appropriate mixed uses recognizing the intent behind the adoption of the Center City Form Based Code; and
- § 7. WHEREAS, the City Council is elected and is duty-bound to promote the community's health, safety, and moral and general welfare, which duty includes the preparation of plans, strategies, and ordinances designed to effectuate the coordinated development of the City, and that in accordance with existing and future needs, will best promote the general welfare, as well as conserve property values and encourage the most appropriate use of land throughout the City; and



- § 8. WHEREAS, generally, when it becomes apparent there is a need to amend existing plans or ordinances, or to adopt new plans, strategies, or ordinances to promote the health, safety, and general welfare, a “race of diligence” may ensue in property owners seeking to establish vested rights under existing law and the City Council seeking to enact or amend a plan or ordinance, or adopt new plans, strategies, or ordinances, before such vested rights are established; thereby creating additional safety and welfare problems; and
- § 9. WHEREAS, such a “race of diligence” is counterproductive to both individual property owners and the City as a whole, because landowners rush to submit applications that may not have received adequate consideration and to gain approval of such applications, and the City rushes to adopt a plan or ordinance amendments, strategies, or ordinances that may not have received thorough analysis or been subject to full public debate with respect to the issues, goals, and policies of the proposed development controls, and therefore may not be as responsive to either the City’s or the applicant’s goals and needs or received the degree of community input and debate as would otherwise be possible and appropriate; and
- § 10. WHEREAS, a temporary administrative delay of development applications within a defined geographic boundary of the City by resolution of the City Council, based upon the likelihood that proposed amendments to the Center City Form Based Code or planning policies may impact the nature of development applications, is an appropriate remedy to counteract the effects of a “race of diligence”; and
- § 11. WHEREAS, this Resolution is considered because the City Council has determined that some applications for COCs, demolition permits, or CCPUDs in Center City, may adversely affect the ability of Center City to remain and redevelop as a unique, vibrant place; and
- § 12. WHEREAS, a limited number of applications will seek permits for projects that may have little or no effect on the future of Center City, in order to cause the least disruption to property owners affected by this Resolution; and
- § 13. WHEREAS, the City Council recognizes that an administrative delay is an extraordinary remedy that should be used judiciously and only after serious evaluation and analysis by staff and City Council and based upon staff’s carefully considered recommendation; and,
- § 14. WHEREAS, to ensure that the City Council successfully, fairly, and rationally fulfills this duty, it is necessary to delay temporarily the acceptance of applications for COCs, demolition permits, and CCPUDs; and
- § 15. WHEREAS, the Council also recognizes that it has an equally important duty to fully consider applications for the issuance or approval of COCs, demolition permits, and CCPUDs whenever such applications are consistent with the City’s Code of Ordinances, including the Center City Form Based Code, and that it is necessary that delay be enacted for the shortest amount of time; and

- § 16. WHEREAS, the City Council has determined that it is appropriate and necessary to provide an expeditious appeal process to individuals or entities affected by this administrative delay in order to ensure proper due process; and
- § 17. WHEREAS, it is anticipated that certain public improvements will be recommended to be accomplished in furtherance of the future smart growth of Center City, and that funding sources to accomplish those public improvements will need to be identified.

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

- § 18. That for a period of six (6) months, the Council of the City of Norman hereby formally adopts a temporary policy of delaying the acceptance of applications for COCs, demolition permits, and CCPUDs in the area defined by Exhibit A. This Resolution may be rescinded if the City completes those tasks in less than six (6) months; and
- § 19. That the Planning and Community Development and Public Works Departments of the City of Norman are directed not to accept applications for COCs, demolition permits, and CCPUDs in the area defined by Exhibit A; and
- § 20. That it is the intent of this action to protect the character of Center City by protecting the area from development inconsistent with the Center City vision, by addressing concerns in the implementation of certain provisions of the Center City Form Based Code and its Project Plan, including more recent revisions to the Center City Form Based Code, and to realize the community's vision for a vital Center City that accommodates an attractive balance of commercial, residential, mixed-use and institutional land uses; and
- § 21. That applicants shall have the right to appeal the temporary Administrative Delay of Applications to the City Council of the City of Norman if the applicant believes that the decision not to accept COC, demolition permit, or CCPUD applications is unreasonable. Such appeal shall be filed with the Clerk of the Council within ten (10) business days after receiving written notification of a determination; and
- § 22. That, after receipt of the applicant's written statement of appeal, the Clerk of the Council shall schedule the appeal for hearing by the City Council on the next regular agenda, or as soon thereafter as practicable in the normal course of managing Council agendas. The applicant shall be notified of the time of the hearing at least seven (7) days prior to such hearing. Proper mailing to the address shown on the original application shall be adequate notification. The decision and order of the City Council on such appeal shall be final and conclusive; and
- § 23. That the applicant shall bear the burden of establishing by a preponderance of the evidence that processing the application for COCs, demolition permits, or CCPUDs will not undermine the current character of Center City, obviate the purpose of the Center City Form Based Code or Vision, directly implicate issues that are set to be addressed during this

temporary administrative delay, and will not place undue additional burden on the existing infrastructure; and

§ 24. That the City Council shall consider the following in determining whether appeals of denied applications for COCs, demolition permits, or CCPUDs should be granted:

- The City's interest in protecting the public's health, safety and general welfare;
- The City's interest is avoiding the creation of uses or structures that may not be in harmony with the intent and purpose behind the Center City Form Based Code and vision;
- The extent to which the proposed use, if applicable, will negatively impact the values of the property and the neighboring property;
- The economic impact and hardship of the delay upon the owner; and

§ 25. That the provisions of this resolution are temporary in nature and are intended to be removed in totality or replaced by subsequent legislative enactment. The temporary administrative delay of applications for COCs, demolition permits, and CCPUDs as specified in this resolution shall terminate six (6) months from the date of adoption.

§ 26. This temporary administrative delay is also expressly tied to the formation of the Center City Form Based Code Ad Hoc Committee ("CCFBC Ad Hoc Committee") and to that committee's participation in the review and potential recommendation to the City Council of alterations to the Center City Form Based Code directly addressing current concerns presently identified by City Staff, and as further set forth in a future resolution formally appointing said CCFBC Ad Hoc Committee.

§ 27. Severability. If any section, subsection, sentence, clause, phrase or portion of this resolution 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 resolution.

PASSED AND ADOPTED this 14th day of December, 2021.

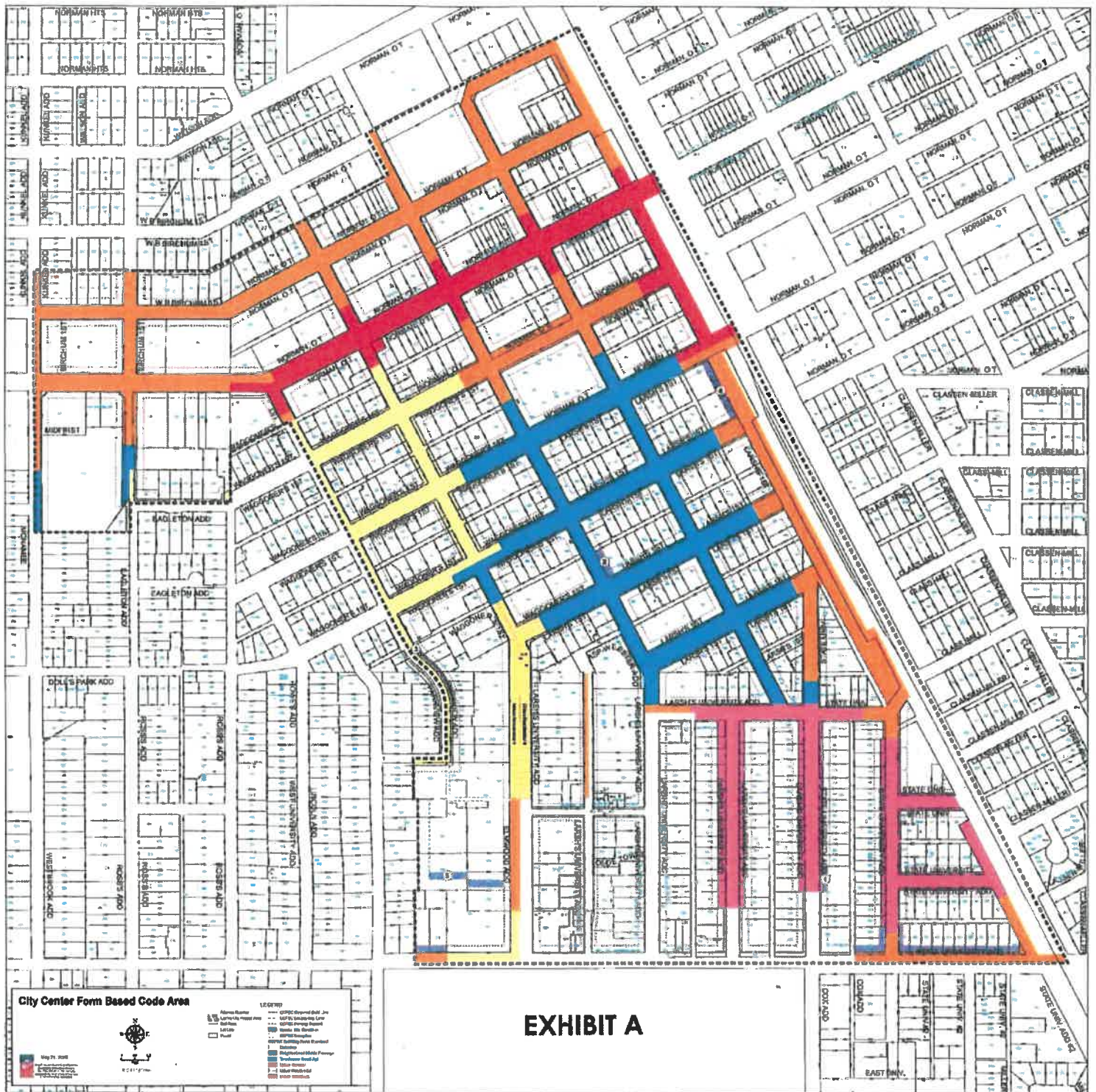
Mayor

ATTEST:

Ellen Lacey
City Clerk (Deputy)

Mr. [Signature]
City Attorney







Center City Form Based Code District
ADMINISTRATIVE DELAY APPEAL

Case No. 22 Item 43.

City of Norman Planning & Community Development - 201 W. Gray St., Bldg. A - Norman, OK 73069 — (405) 366-5433 Phone - (405) 366-5274 Fax

APPLICANT(S) <u>CSO DEVELOPMENT</u>	ADDRESS OF APPLICANT <u>209 W. APACHE ST</u> <u>NORMAN OK 73069</u>
NAME AND PHONE NUMBER OF CONTACT PERSON(S) <u>PETER PETROMILLI</u> <u>(405) 821-4434</u>	EMAIL ADDRESS <u>PJP@CSOOKC.COM</u>

Legal Description of Property: CARSH'S 1ST LOT 5+6 BLK 7

Requests Hearing for:

CCFBC ADMINISTRATIVE DELAY

Detailed Justification for above appeal (refer to attached Resolution and justify request according to requirements therefor):

R-2127-76

APPLICANT BELIEVES THE PROJECT MEETS THE VISION OF THE CODE.

(Attach additional sheets for your justification, as needed.)

SIGNATURE OF PROPERTY OWNER(S):

ADDRESS AND TELEPHONE:

14708 STEEPE MANOR DR

OKC, OK 73142

(405) 821-4434

FILED IN THE OFFICE
OF THE CITY CLERK
ON 3-7-22

Date Submitted:

Checked by:

OFFICE
USE
ONLY

Temporary Administrative Delay – Center City Form-Based Code Area
Resolution No. R-2122-76

Date: 3/7/22
 Address: 209 W. Apache St.
 Owner/Applicant Rep.: Peter Petromilli

Your application(s) for a Certificate of Compliance for construction in town house / small apt. property at the above address has been denied based on the City Council adopted "Temporary Administrative Delay" for the "Center City Form-Based Code Area" (see attached map). City Council adopted this Resolution on December 14, 2021, and your property is located within the area and scope of the Administrative Delay. This Administrative Delay is for a period of six (6) months and includes applications for COCs, demolition permits, and CCPUDs in the area defined by Exhibit A.

Included in the Resolution of the Administrative Delay is the option to appeal the denial. City Council recognized that applicants should have the right to appeal a denial if the applicant believes the decision to deny an application is unreasonable. Such appeal shall be filed with the Clerk of the Council within ten (10) business days after receiving this written notification.

For your reference, attached is a copy of Resolution No. R-2122-76. Included in the copy are the steps to file your appeal with the Clerk, page 3, §21-22, as well as the map outlining the area covered by the Administrative Delay.

Owner/Applicant Rep. Signature: [Signature]

Printed Name: PETER PETROMILLI

E-Mail & Phone: pjpc@codec.com

Application Number for Tracking Purposes Only: 22-06

Planning & Community Development
 Current Planning
 405-307-7112
Current.planning@normanok.gov

Title: [Signature]

Date: 3/7/22



Application for
CENTER CITY FORM-BASED CODE CERTIFICATE OF COMPLIANCE

Case No. _____
 Bldg Permit _____

City of Norman Planning & Community Development - 201 W. Gray St., Bldg. A - Norman, OK 73069 — (405) 366-5433 Phone - (405) 366-5274 Fax

APPLICANT(S) <u>CSD DEVELOPMENT</u>	ADDRESS OF APPLICANT <u>209 W. APACHE ST</u>
--	---

NAME AND PHONE NUMBER OF CONTACT PERSON(S) <u>PETER PETROMILLI (405) 821-4434</u>	CENTER CITY FORM-BASED CODE BUILDING FORM FRONTAGE: <u>TOWNHOUSE / SMALL APARTMENT</u>
EMAIL: <u>pjp@csodkc.com</u>	

DATE OF PRE-APPLICATION CONFERENCE: 3.4.22

STREET ADDRESS OR LOCATION: 209 W. APACHE ST

LEGAL DESCRIPTION AND AREA OF REQUEST: LARSEN'S 1ST LOT 5+6 BLK 7

SIZE OF PROJECT AREA: 7,000 SF

The application for a **CERTIFICATE OF COMPLIANCE** shall include:

- ☐ Brief NARRATIVE describing the Development Proposal
- ☒ Five (5) sets of **COMPLETED PLANS FOR THE DEVELOPMENT PROPOSAL** at a scale sufficient to read [Site Plans at 1"=50', Building Plans and Elevations at 1"=20', Details as necessary to demonstrate form-based code compliance at 1"=4' to 1"=10'] as required by the City and including the following information, which shall be submitted on the following sheets:
- (i) Location and dimensions of all proposed buildings and other construction;
 - (ii) Internal roadways, streets and/or street-spaces, alleys, common access easements, and access ways to adjacent Public roadways;
 - a. Location and dimensions of all parking areas,
 - b. Utility strategy,
 - c. Architectural drawings of all proposed building facades.
- ☒ Completed **FORM-BASED DISTRICT REVIEW CHECKLIST**
- ☐ Any other documents and/or materials required by the Director to determine compliance with the FBC.
- ☐ SIGN DEPOSIT (REFUNDABLE) \$20

SIGNATURE OF PROPERTY OWNER(S):

ADDRESS AND TELEPHONE:

14708 STONE MARJOR DR
OKC, OK 73142
(405) 821-4434

OFFICE USE ONLY:

Design Review Team Meeting Date: _____

Approved by: _____

Date: _____

LEGEND

□ Parcels



March 2021 Aerial Photography

209 W. Apache Street

March 8, 2022

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

20 Feet



APACHE ST



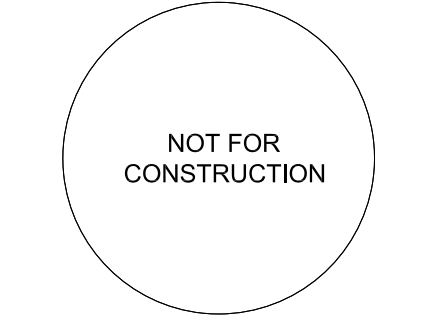
CSO
DEVELOPMENT
14708 Stone Manor Dr.
Oklahoma City, OK 73142
P: 405.821.4434
pjp@csokc.com

209 W. Apache Street
Norman, OK

Owner:

Project Number:
22-003

Seal:



Date - Issue:
03.07.2022
CCFBC Design Review Set

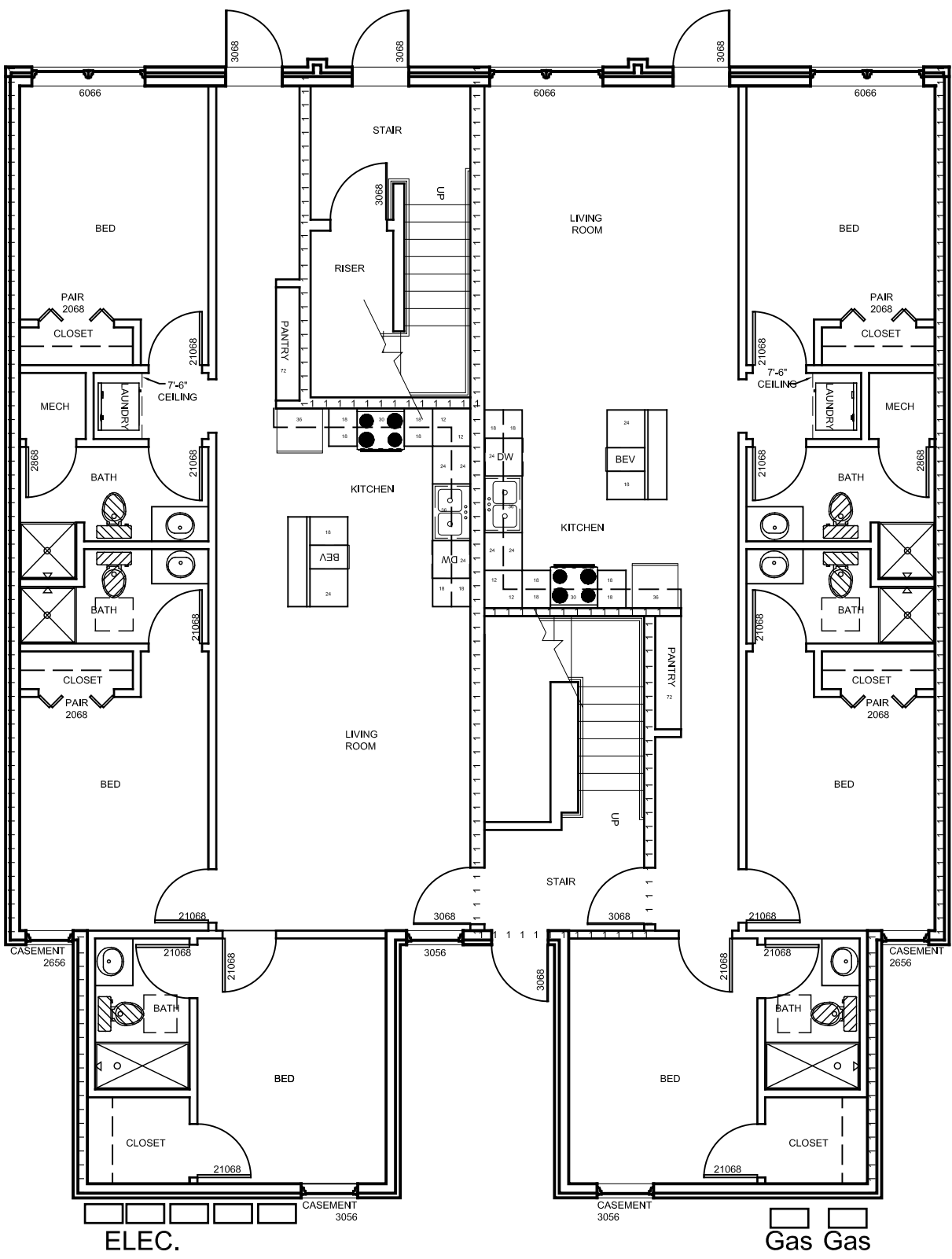
Revisions:

Sheet Title:
FLOOR PLANS &
ROOF PLAN

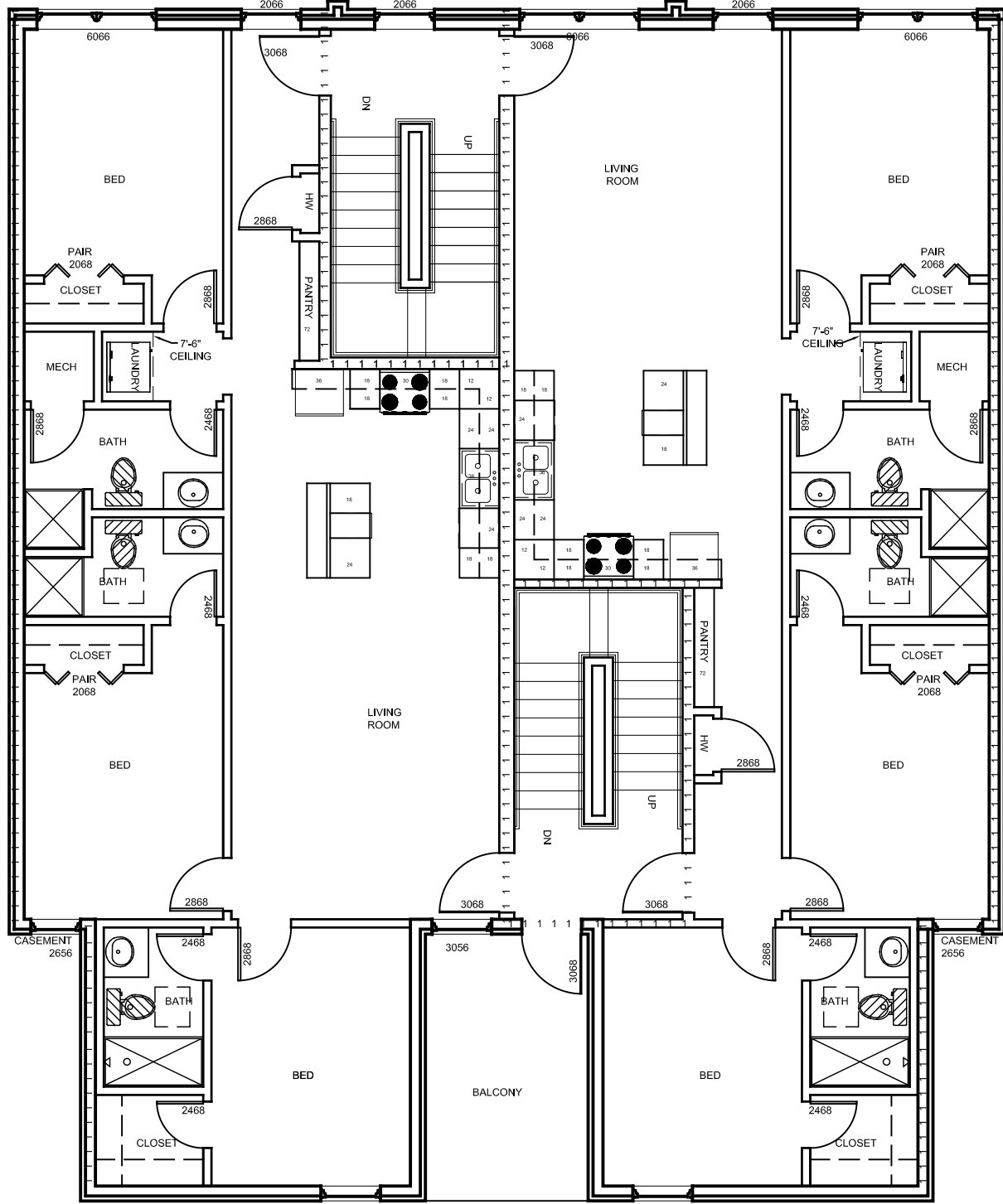
Sheet Number:

G-102

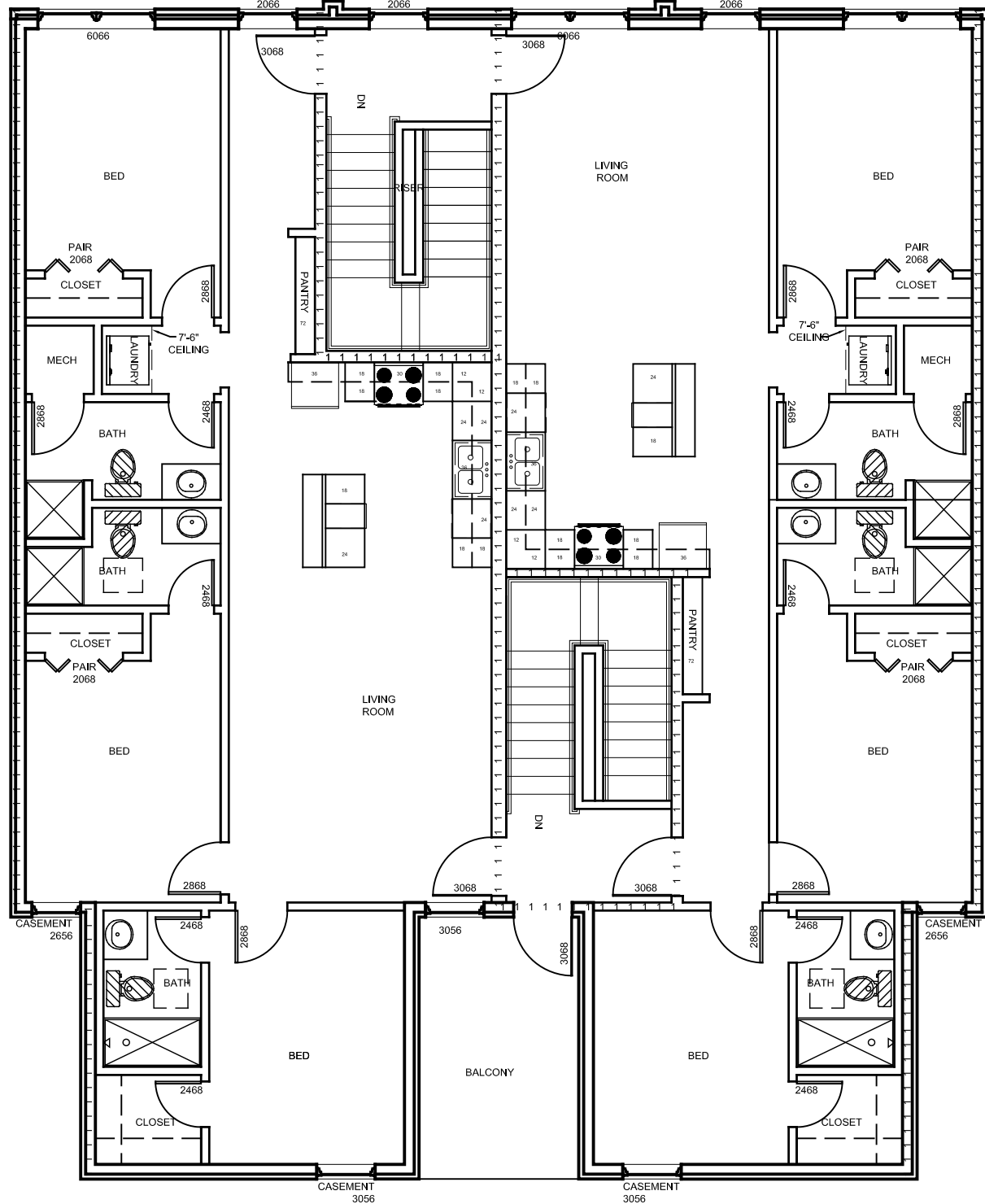
©Copyright 2022 CSO All Rights Reserved



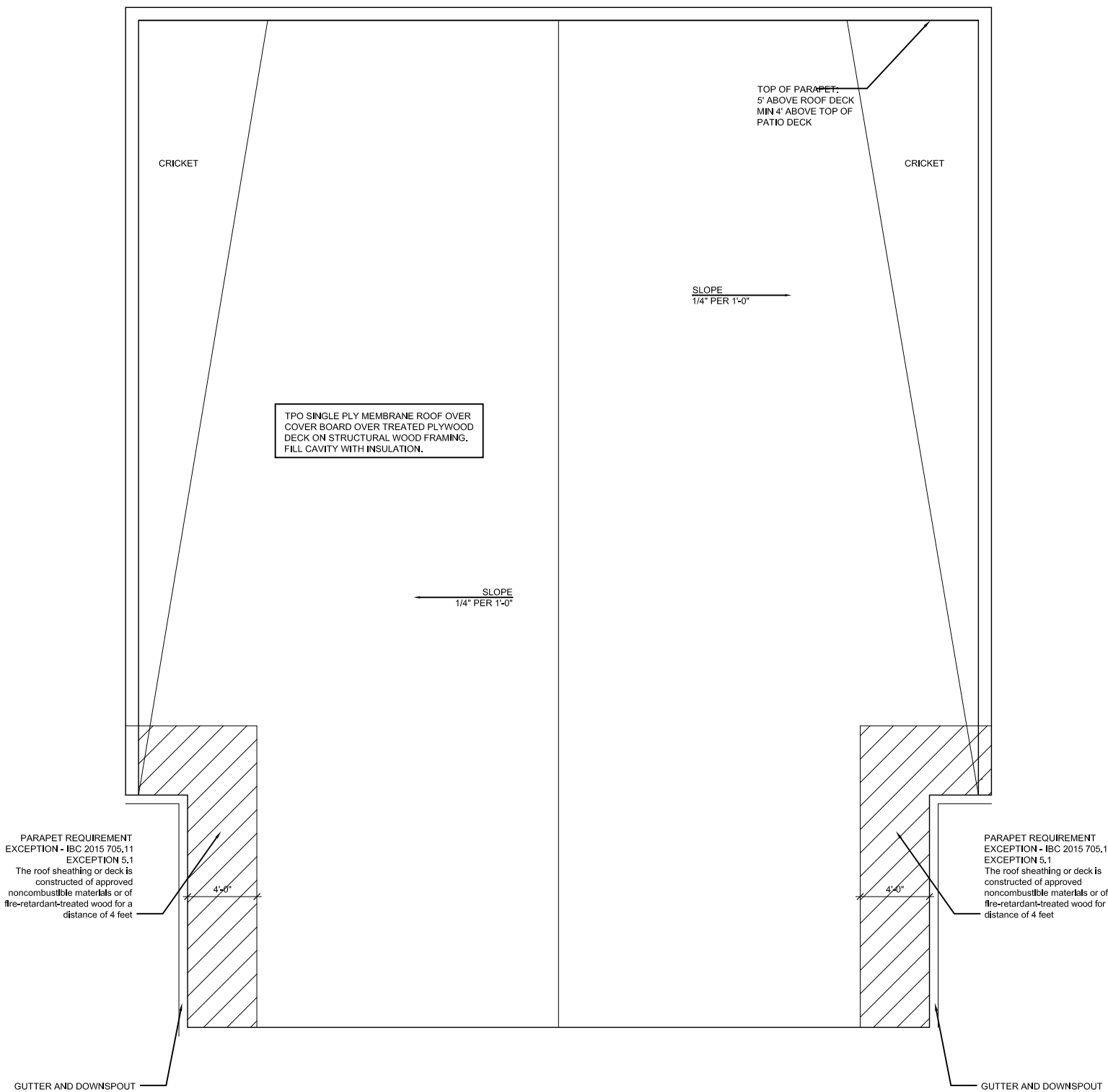
1 FIRST FLOOR PLAN
SCALE: 1/8" = 1'-0"



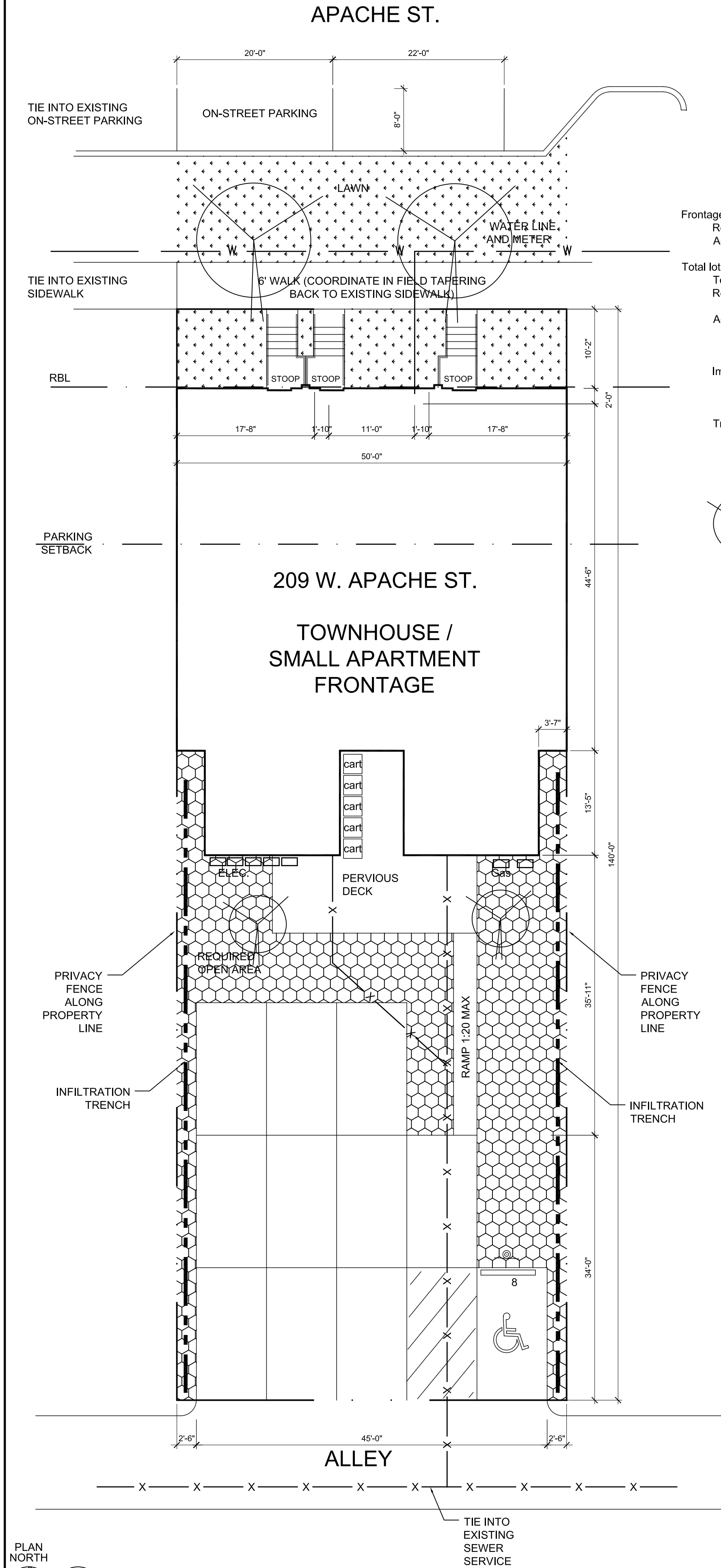
2 SECOND FLOOR PLAN
SCALE: 1/8" = 1'-0"



3 THIRD FLOOR PLAN
SCALE: 1/8" = 1'-0"



4 ROOF PLAN
SCALE: 1/8" = 1'-0"



Frontage along Symmes 50' total length
Required - 100% = 50'-0"
Actual - 100% = 50'-0"

Total lot area - 7,000 sf
Total Buildable Area = 6,400
Required Open Area - 15% = 960 sf
Actual Open Area - 26% = 1,608sf
At Grade - 1,608sf

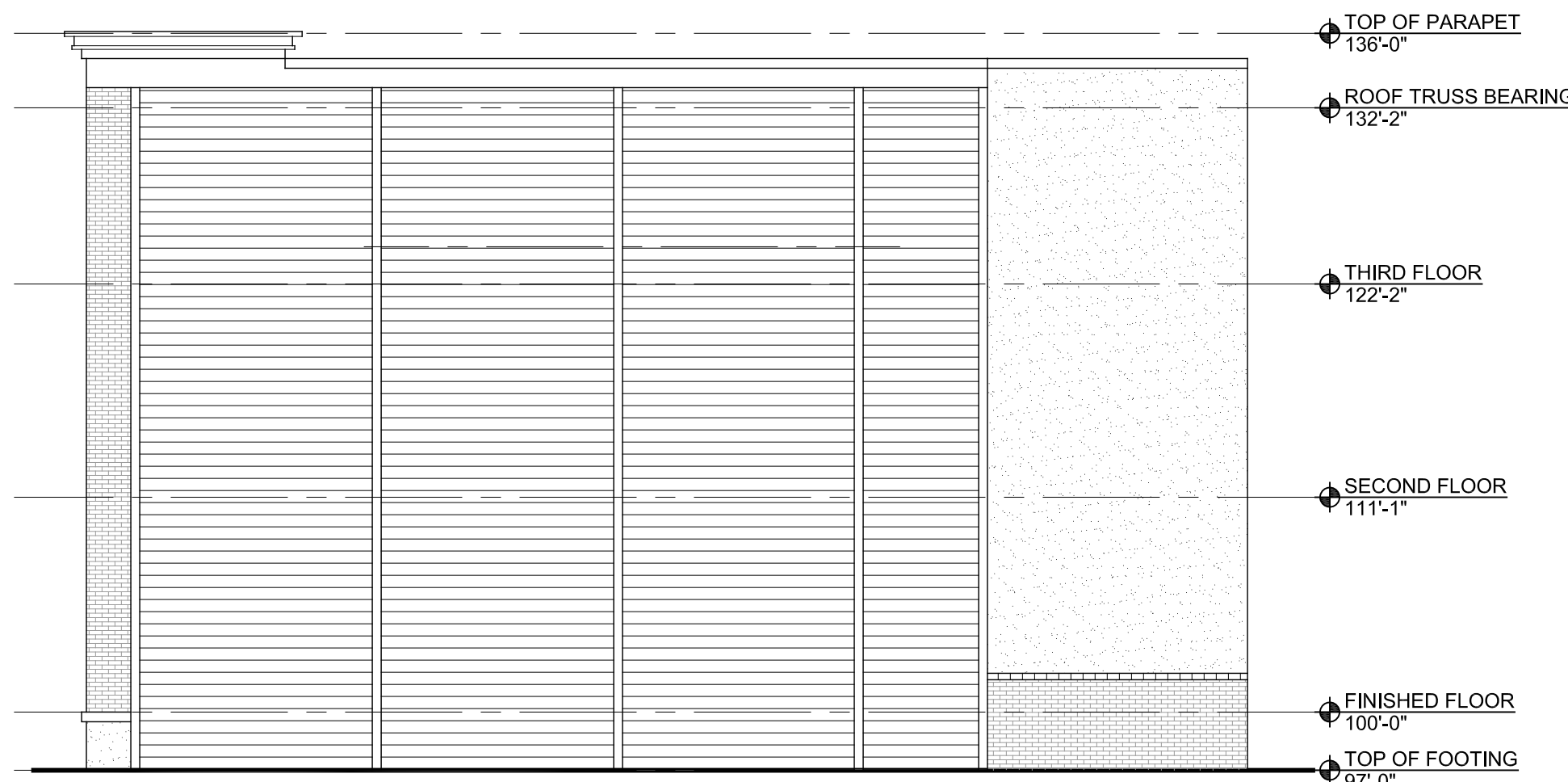
Impervious Coverage
4,845 sf of impervious coverage = 69%

Trees (2.5 diameter min x 2)

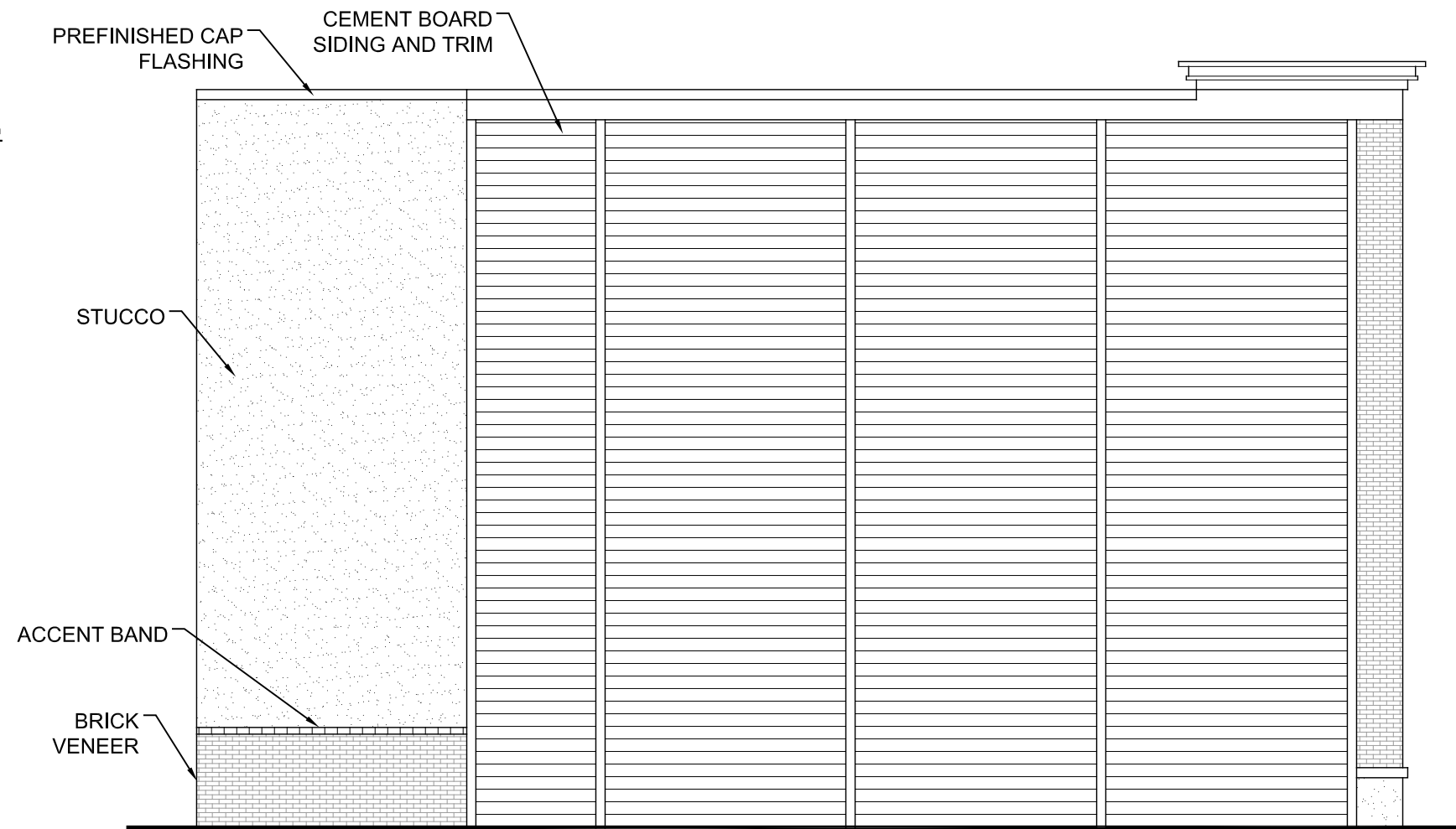
(street tree) EXISTING TREE



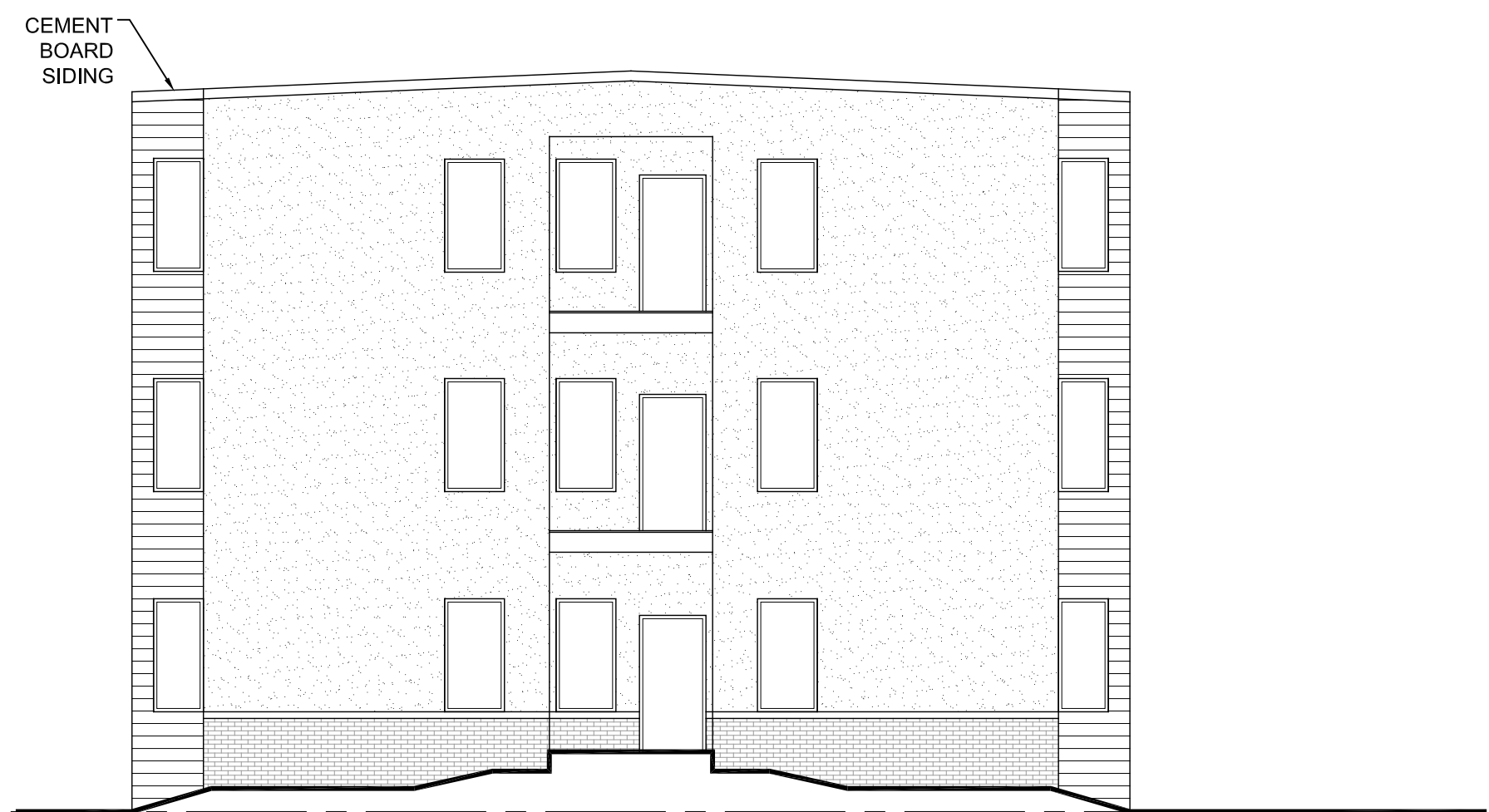
2 FRONT ELEVATION
SCALE: 1/8" = 1'-0"



4 EAST ELEVATION
SCALE: 1/8" = 1'-0"



3 WEST ELEVATION
SCALE: 1/8" = 1'-0"



5 REAR ELEVATION
SCALE: 1/8" = 1'-0"

File Attachments for Item:

44. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF ORDINANCE O-2122-36 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 460 OF CHAPTER 22 OF THE CODE OF THE CITY OF NORMAN SO AS TO GRANT SPECIAL USE FOR BAR, LOUNGE OR TAVERN, AND A SPECIAL USE FOR A MIXED BUILDING, IN THE C-3, INTENSIVE COMMERCIAL DISTRICT FOR LOT THREE (3), BLOCK FOURTEEN (14), NORMAN ORIGINAL TOWNSITE, CLEVELAND COUNTY, OKLAHOMA; AND PROVIDING FOR THE SEVERABILITY THEREOF. (205 EAST MAIN STREET)



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 03/22/2022

REQUESTER: James L. Adair

PRESENTER: Jane Hudson, Director of Planning & Community Development

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF ORDINANCE O-2122-36 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 460 OF CHAPTER 22 OF THE CODE OF THE CITY OF NORMAN SO AS TO GRANT SPECIAL USE FOR BAR, LOUNGE OR TAVERN, AND A SPECIAL USE FOR A MIXED BUILDING, IN THE C-3, INTENSIVE COMMERCIAL DISTRICT FOR LOT THREE (3), BLOCK FOURTEEN (14), NORMAN ORIGINAL TOWNSITE, CLEVELAND COUNTY, OKLAHOMA; AND PROVIDING FOR THE SEVERABILITY THEREOF. (205 EAST MAIN STREET)

SYNOPSIS:

The applicant is requesting two Special Uses for the property at 205 E. Main Street. The first request is for a Bar, Lounge, or Tavern to be on the ground floor of the existing building. The second request is for a Mixed Building to allow for commercial use on the ground floor and residential units on the second floor. The property is currently zoned C-3, Intensive Commercial District.

HISTORY:

The subject property was zoned C-3, Intensive Commercial District, with Ordinance 884. The applicant was previously granted Special Use for a Mixed Building for this property with Ordinance O-1819-11. The Special Use has expired after not being utilized for over two years.

ZONING ORDINANCE CITATION:

A Special Use request shall be reviewed and evaluated on the following criteria according to the Zoning Ordinance 22:434.1, Special Uses:

1. Conformance with applicable regulations and standards established by the Zoning Regulations.
2. Compatibility with existing or permitted uses on abutting sites, in terms of building height, bulk and scale, setbacks and open spaces, landscaping and site development, and access and circulation features.

3. Potentially unfavorable effects or impacts on other existing or permitted uses on abutting sites, to the extent such impacts exceed those which reasonably may result from use of the site by a permitted use. (NOTE: Throughout this Section, "Permitted Use" means any use authorized as a matter of right under the applicable zoning district.)
4. Modifications to the site plan which would result in increased compatibility, or would mitigate potentially unfavorable impacts, or would be necessary to conform to applicable regulations and standards and to protect the public health, safety, morals, and general welfare.
5. Safety and convenience of vehicular and pedestrian circulation in the vicinity, including traffic reasonably expected to be generated by the proposed "Special Use" and other uses authorized and anticipated in the area, considering existing zoning and land uses in the area.
6. That any conditions applicable to approval are the minimum necessary to minimize potentially unfavorable impacts on nearby uses and to ensure compatibility of the proposed "Special Use" with existing or permitted uses in the surrounding area.

EXISTING ZONING: The property is currently zoned C-3, Intensive Commercial District, which allows for a Bar, Lounge, or Tavern with Special Use approval. The C-3 zoning also allows for a Mixed Building with Special Use approval; the residential component may only be on the upper floor(s) as long as the use on the ground floor is a permitted use within the zoning district.

ANALYSIS: The applicant has partnered with 405 Brewing Co., which has a brewery in Norman at 1716 Topeka Street. The proposal is to have a taproom serving 405 Brewing Co. products.

The applicant is proposing loft apartments on the second floor of the existing building. Within the last decade there have been several Special Use permits granted for mixed buildings on Main Street. The loft apartments have been a successful housing type for Downtown Norman.

ALTERNATIVES/ISSUES:

IMPACTS: The C-3 zoning district doesn't have a parking requirement to provide off-street parking for any use. In downtown Norman, Main Street has on-street parking available, as well as a parking lot across the alley to the north. Parking for this proposal will not create adverse impacts.

POLICY: The NORMAN 2025 Plan established goals and policies significant when establishing a general statement of intent for the future growth and development of the City. One of these encourages additional residential in the downtown area as follows:

Goal 3: Housing and neighborhoods

Encourage and support diversified housing types and densities in order to serve different income levels, family structures and ownership.

4. *Foster and encourage construction of new residential units, and conversion of underutilized buildings into residential units, in downtown Norman.*

OTHER AGENCY COMMENTS:

PARK BOARD: This application does not go to the Parks Board as it is an existing building on platted property.

PUBLIC WORKS: This property was platted as part of the Original Town site plat of Norman. No additional public improvements are required for this proposal.

PREDEVELOPMENT: PD22-01, January 27, 2022

No neighbors attended this Predevelopment meeting.

CONCLUSION: Staff forwards this request for Special Use for a Mixed Building and a Bar, Lounge, or Tavern and proposed Ordinance O-2122-36 to City Council for consideration. At their meeting of February 10, 2022, the Planning Commission unanimously recommended adoption of Ordinance O-2122-36, by a vote of 7-0.

O-2122-36

AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 460 OF CHAPTER 22 OF THE CODE OF THE CITY OF NORMAN SO AS TO GRANT SPECIAL USE FOR BAR, LOUNGE OR TAVERN, AND A SPECIAL USE FOR A MIXED BUILDING, IN THE C-3, INTENSIVE COMMERCIAL DISTRICT FOR LOT THREE (3), BLOCK FOURTEEN (14), NORMAN ORIGINAL TOWNSITE, CLEVELAND COUNTY, OKLAHOMA; AND PROVIDING FOR THE SEVERABILITY THEREOF. (205 East Main Street)

- § 1. WHEREAS, James L. Adair has made application to have Special Use for a Bar, Lounge or Tavern, and renew Special Use for a Mixed Building, on the property described below in the C-3, Intensive Commercial 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 460 of Chapter 22 of the Code of the City of Norman, Oklahoma, is hereby amended so as to grant Special Use for a Bar, Lounge or Tavern, and renew Special Use for a Mixed Building, in the C-3, Intensive Commercial District, for the following described property, to wit:

Lot Three (3), Block Fourteen (14), NORMAN ORIGINAL TOWNSITE, Cleveland County, Oklahoma.

Said tract contains 3,500 square feet, more or less.

Ordinance No. O-2122-36

Page 2

§ 5. Further, pursuant to the provisions of Section 22:434.1 of the Code of the City of Norman, as amended, the following conditions are hereby attached to the zoning of the tract:

a. The site shall be developed in accordance with the Site Plan and supporting documentation submitted by the applicant and approved by the Planning Commission on February 10, 2022.

§ 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

NOT ADOPTED this _____ day of

_____, 2022.

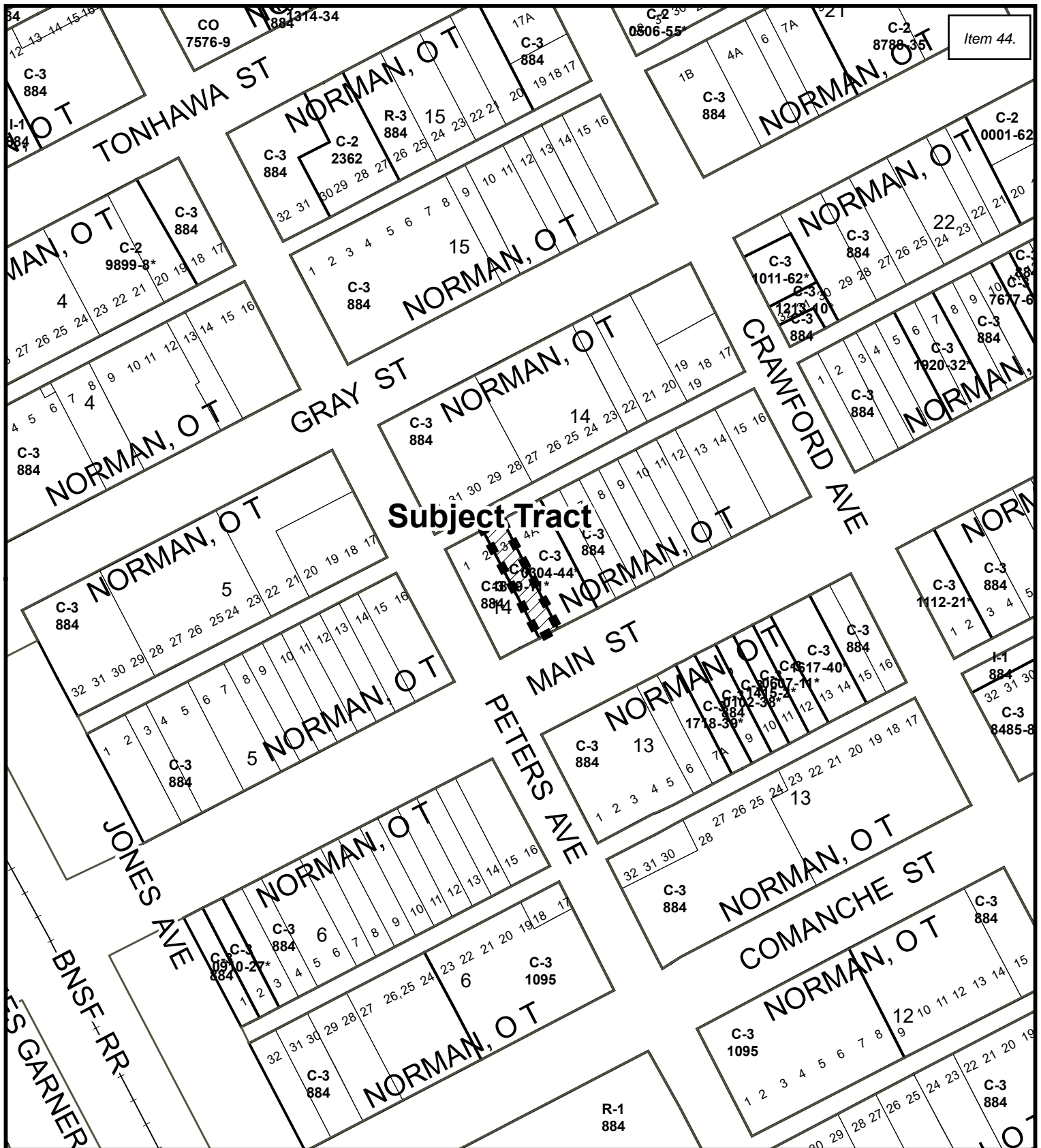
_____, 2022.

(Mayor)

(Mayor)

ATTEST:

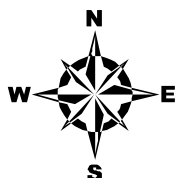
(City Clerk)



Location Map



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



January 4, 2022

0 75 150 Ft.



Subject Tract



Zoning

673

ORDINANCE NO. O-2122-36

ITEM NO. 3

STAFF REPORT**GENERAL INFORMATION**

APPLICANT	James L. Adair
REQUESTED ACTION	Special Use for a Bar, Lounge or Tavern and renewal of Special Use for a Mixed Building
EXISTING ZONING	C-3, Intensive Commercial District
SURROUNDING ZONING	North: C-3, Intensive Commercial District East: C-3, Intensive Commercial District South: C-3, Intensive Commercial District West: C-3, Intensive Commercial District
LOCATION	205 E. Main Street
SIZE	3,500 square feet
PURPOSE	Mixed use building with a taproom on the ground floor and residential units on the second floor
EXISTING LAND USE	Vacant
SURROUNDING LAND USE	North: Commercial East: Commercial South: Commercial West: Commercial
LAND USE PLAN DESIGNATION	Commercial

SYNOPSIS: The applicant is requesting two Special Uses for the property at 205 E. Main Street. The first request is for a Bar, Lounge, or Tavern to be on the ground floor of the existing building. The second request is for a Mixed Building to allow for commercial use on the ground floor and residential units on the second floor. The property is currently zoned C-3, Intensive Commercial District.

HISTORY: The subject property was zoned C-3, Intensive Commercial District, with Ordinance No. 884. The applicant was previously granted Special Use for a Mixed Building for

this property with Ordinance No. O-1819-11. The Special Use has expired after not utilized for over two years.

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2. Compatibility with existing or permitted uses on abutting sites, in terms of building height, bulk and scale, setbacks and open spaces, landscaping and site development, and access and circulation features.
3. Potentially unfavorable effects or impacts on other existing or permitted uses on abutting sites, to the extent such impacts exceed those which reasonably may result from use of the site by a permitted use. (NOTE: Throughout this Section, "Permitted Use" means any use authorized as a matter of right under the applicable zoning district.)
4. Modifications to the site plan which would result in increased compatibility, or would mitigate potentially unfavorable impacts, or would be necessary to conform to applicable regulations and standards and to protect the public health, safety, morals, and general welfare.
5. Safety and convenience of vehicular and pedestrian circulation in the vicinity, including traffic reasonably expected to be generated by the proposed "Special Use" and other uses authorized and anticipated in the area, considering existing zoning and land uses in the area.
6. That any conditions applicable to approval are the minimum necessary to minimize potentially unfavorable impacts on nearby uses and to ensure compatibility of the proposed "Special Use" with existing or permitted uses in the surrounding area.

EXISTING ZONING: The property is currently zoned C-3, Intensive Commercial District, which allows for a Bar, Lounge, or Tavern with Special Use approval. The C-3 zoning also allows for a Mixed Building with Special Use approval; the residential component may only be on the upper floor(s) as long as the use on the ground floor is a permitted use within the zoning district.

ANALYSIS: The applicant has partnered with 405 Brewing Co., which has a brewery in Norman at 1716 Topeka Street. The proposal is to have a taproom serving 405 Brewing Co. products.

The applicant is proposing loft apartments on the second floor of the existing building. Within the last decade there have been several Special Use permits granted for mixed buildings on Main Street. The loft apartments have been a successful housing type for Downtown Norman.

ALTERNATIVES/ISSUES:

IMPACTS: The C-3 zoning district doesn't have a parking requirement to provide off-street parking for any use. In downtown Norman, Main Street has on-street parking available, as well

as a parking lot across the alley to the north. Parking for this proposal will not create any impacts.

POLICY: The NORMAN 2025 Plan established goals and policies significant when establishing a general statement of intent for the future growth and development of the City. One of these encourages additional residential in the downtown area as follows:

Goal 3: Housing and neighborhoods

Encourage and support diversified housing types and densities in order to serve different income levels, family structures and ownership.

4. Foster and encourage construction of new residential units, and conversion of underutilized buildings into residential units, in downtown Norman.

OTHER AGENCY COMMENTS:

PARK BOARD: This application does not go to the Parks Board as it is an existing building on platted property.

PUBLIC WORKS: This property was platted as part of the Original Town site plat of Norman. No additional public improvements are required for this proposal.

PREDEVELOPMENT: PD22-01, January 27, 2022

No neighbors attended this Predevelopment meeting.

CONCLUSION: Staff forwards this request for Special Use for a Mixed Building and a Bar, Lounge, or Tavern and proposed Ordinance No. O-2122-36 to the Planning Commission for a recommendation to City Council.

Applicant: James L. Adair

Project Location: 205 E Main Street

Case Number: PD22-01

Time: 5:30 p.m.

Applicant/Representative

James L. Adair

Attendees

There were no neighbors or other interested parties attending the meeting.

City Staff

Jack Burdett, Subdivision Development Coordinator

Beth Muckala, Assistant City Attorney

Logan Hubble, Planner

Colton Wayman, Planner

Application Summary

The applicant is requesting Special Use to allow for a Bar, Lounge or Tavern, and is requesting renewal of Special Use for a Mixed Use Building.

Neighbor's Comments/Concerns/Responses

No neighbors attended the meeting.

**NORMAN PLANNING COMMISSION
REGULAR SESSION MINUTES**

FEBRUARY 10, 2022

The Planning Commission of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in Conference Room D, Building A of the Norman Municipal Building, 201 West Gray Street, on the 10th day of February, 2022.

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 6:30 p.m.

* * *

Item No. 1, being:

ROLL CALL

MEMBERS PRESENT

Erin Williford
Kevan Parker
Steven McDaniel
Erica Bird
Dave Boeck
Shaun Axton
Michael Jablonski

MEMBERS ABSENT

None

A quorum was present.

STAFF MEMBERS PRESENT

Jane Hudson, Director, Planning &
Community Development
Lora Hoggatt, Planning Services Manager
Roné Tromble, Recording Secretary
Bryce Holland, Multimedia Specialist
Beth Muckala, Asst. City Attorney
Ken Danner, Subdivision Development
Manager
Jami Short, Traffic Engineer

* * *

Chair Bird welcomed Shaun Axton to the Planning Commission. Mr. Axton introduced himself and his background.

NON-CONSENT ITEMS

Item No. 3, being:

O-2122-36 – CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE NO. O-2122-36, FOR JAMES L. ADAIR REQUESTS SPECIAL USE FOR A BAR, LOUNGE OR TAVERN, AND RENEWAL OF SPECIAL USE FOR A MIXED BUILDING, FOR PROPERTY CURRENTLY ZONED C-3, INTENSIVE COMMERCIAL DISTRICT, LOCATED AT 205 EAST MAIN STREET.

ITEMS SUBMITTED FOR THE RECORD:

1. Location Map
2. Staff Report
3. Aerial Photo Site Plan
4. Pre-Development Summary

PRESENTATION BY STAFF:

1. Lora Hoggatt reviewed the staff report, a copy of which is filed with the minutes.

PRESENTATION BY THE APPLICANT:

1. Jim Adair, 111 N. Peters Avenue, the applicant, presented the project.
2. Mr. Boeck asked how many residential units; Mr. Adair responded one is currently planned and will be built out, but they may use it as their personal offices for a while.

AUDIENCE PARTICIPATION:

None

DISCUSSION AND ACTION BY THE PLANNING COMMISSION:

1. Mr. Boeck acknowledged the presence of several Regional and City Planning students in the audience. He spoke in support of the project bringing more business and more housing to downtown.

Kevan Parker moved to recommend adoption of Ordinance No. O-2122-36 to City Council. Erin Williford seconded the motion.

There being no further discussion, a vote on the motion was taken with the following result:

YEAS	Erin Williford, Kevan Parker, Steven McDaniel, Erica Bird, Dave Boeck, Shaun Axton, Michael Jablonski
NAYES	None
MEMBERS ABSENT	None

Ms. Tromble announced that the motion, to recommend adoption of Ordinance No. O-2122-36 to City Council, passed by a vote of 7-0.
