CITY OF NORMAN, OK
CITY COUNCIL REGULAR MEETING -AMENDED
Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069
Tuesday, March 24, 2026 at 6:30 PM

AGENDA

AMENDED

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

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

You are required to sign up in advance of the meeting on the City's webpage, by calling the City Clerk's Office (405-366-5406), or at the Council Chambers prior to the start of the meeting with your name, ward, and item you wish to speak to including whether you are a proponent or opponent. When the time comes for public comments, the Clerk will call your name and you can make your way to the podium. Comments may be limited on items of higher interest, if so, the Mayor will announce that at the beginning of the meeting. Participants may speak one time only up to 4 minutes per person per item. There will be no yielding of time to another person. Sign up does not guarantee you will get to speak if the allotted time for that item has already been exhausted. If there is time remaining after those registered to speak have spoken, persons not previously signed up may have the opportunity to speak. Comments received must be limited to the motion on the floor only.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

PROCLAMATIONS

1. CONSIDERATION OF ACKNOWLEDGING RECEIPT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2526-35: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING FRIDAY, APRIL 24, 2026, AS ARBOR DAY 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 2 through Item 30 be placed on the consent docket.

APPROVAL OF MINUTES

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

   CITY COUNCIL, NORMAN UTILITIES AUTHORITY, NORMAN MUNICIPAL AUTHORITY, AND NORMAN TAX INCREMENT FINANCE AUTHORITY MEETING MINUTES OF FEBRUARY 10, 2026 AND FEBRUARY 24, 2026.

   CITY COUNCIL STUDY SESSION MEETING MINUTES OF FEBRUARY 17, 2026.

   CITY COUNCIL CONFERENCE MEETING MINUTES OF FEBRUARY 24, 2026.

   CITY COUNCIL SPECIAL MEETING MINUTES OF MARCH 3, 2026.

   CITY COUNCIL OVERSIGHT COMMITTEE MEETING MINUTES OF FEBRUARY 12, 2026.

   CITY COUNCIL FINANCE COMMITTEE MEETING MINUTES OF FEBRUARY 19, 2026.

   CITY COUNCIL COMMUNITY PLANNING AND TRANSPORTATION COMMITTEE MEETING MINUTES OF JANUARY 22, 2026, AND FEBRUARY 26, 2026

Appointments

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

   CENTRAL OKLAHOMA MASTER CONSERVANCY DISTRICT
   TERM: 06-28-26 TO 06-28-30, AMANDA NAIRN – WARD 6
   TERM: 06-28-26 TO 06-28-30, DR. EDGAR O'REAR – WARD 8

   BICYCLE ADVISORY COMMITTEE
   TERM: 03-10-26 TO 02-13-29, PETER SOPPELSA – WARD 2

   HISTORIC DISTRICT COMMISSION
   TERM: 03-10-26 TO 10-26-26, TRENT BAGGETT – WARD 4

   SOCIAL AND VOLUNTARY SERVICES COMMISSION
   TERM: 03-10-26 TO 12-09-28, LISA SCHMIDT – WARD 2

Reports/Communications

4. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF THE MONTHLY DEPARTMENTAL REPORT FOR THE MONTH OF FEBRUARY 2026.

5. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF RECEIPT OF THE FINANCE DIRECTOR'S INVESTMENT REPORT AS OF FEBRUARY 28, 2026, AND DIRECTING THE FILING THEREOF.

6. CONSIDERATION OF SUBMISSION, ACKNOWLEDGEMENT, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF RECEIPT OF REPORT ENTITLED "THE CITY OF NORMAN SINGLE AUDIT REPORT FOR THE YEAR ENDED JUNE 30, 2025," AS PREPARED BY THE CITY OF NORMAN FINANCE DEPARTMENT AND AUDITED BY THE FIRM OF FORVIS MAZARS, L.L.P., FOR THE CITY OF NORMAN, OKLAHOMA, NORMAN UTILITIES AUTHORITY, NORMAN MUNICIPAL AUTHORITY, NORMAN ECONOMIC DEVELOPMENT AUTHORITY AND NORMAN TAX INCREMENT FINANCE AUTHORITY.

Bids

7. CONSIDERATION OF AWARDING, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF BID-2526-31: SUBMITTED BY RCC TRAFFIC, L.L.C, FOR INSTALLED PAVEMENT MARKINGS FOR THE TRAFFIC CONTROL DIVISION AS OUTLINED IN THE STAFF REPORT.

Conveyance of Deed

8. CONSIDERATION OF APPROVAL, ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-128: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, COMPLETING A WARRANTY DEED FROM THE CITY OF NORMAN, OKLAHOMA, TO MONTEREY DEVELOPMENT COMPANY, L.L.C., FOR A 0.0059 ACRE STRIP OF LAND ADJACENT TO MONTEREY III ADDITION AS PART OF THE FINAL PARK LAND DEDICATION AMOUNT REQUIRED FOR MONTEREY ADDITION.

Contracts

9. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT FOUR TO CONTRACT K-1617-105: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN AND GARVER, L.L.C., INCREASING THE CONTRACT AMOUNT BY $174,906.00 FOR A REVISED CONTRACT AMOUNT OF $644,256.00 TO PROVIDE ADDITIONAL DESIGN SERVICES FOR THE JAMES GARNER AVENUE PROJECT FROM ACRES STREET TO FLOOD AVENUE (WARD 4)

10. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT ONE TO CONTRACT K-1920-96: A CONTRACT BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND CH2MHILL ENGINEERS, INC. INCREASING THE CONTRACT AMOUNT BY $121,687 FOR A REVISED CONTRACT AMOUNT OF $401,934 FOR THE ROBINSON 30-INCH TRANSMISSION MAIN, 12TH AVE NE TO 24TH AVE NE, PROJECT. (WARDS 4 AND 6)

11. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT TWO TO CONTRACT K-2021-67: BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND GREELEY AND HANSEN, L.L.C., INCREASING THE CONTRACT AMOUNT BY $149,700 FOR A REVISED CONTRACT AMOUNT OF $587,301 FOR THE NORMAN WATER RECLAMATION MAIN CONTROL BUILDING RENOVATION AND WATER RECLAMATION FACILITY NEW MAINTENANCE STORAGE BUILDING PROJECTS AND FUND TRANSFER AS OUTLINED IN THE STAFF REPORT. (CITY)

12. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER THREE FOR CONTRACT K-2324-70: BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND KRAPFF REYNOLDS CONSTRUCTION COMPANY INC., INCREASING THE CONTRACT AMOUNT BY $161,798.25 FOR A REVISED CONTRACT AMOUNT OF $5,582,788.75 FOR THE SEWER MAINTENANCE PROGRAM 2019, FINAL ACCEPTANCE AND FINAL PAYMENT OF THE PROJECT. (WARD 2)

13. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER ONE TO CONTRACT K-2425-69: BY AND BETWEEN THE CITY OF NORMAN AND SAC SERVICES, INC., DECREASING THE CONTRACT AMOUNT FROM $1,406,744.80 TO $1,275,786.55, FINAL ACCEPTANCE AND FINAL PAYMENT OF $66,220.72 FOR THE BOYD STREET STORM SEWER REPLACEMENT PROJECT (WARD 4)

14. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE FINAL ACCEPTANCE OF CONTRACT K-2425-92: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND DOWNEY CONTRACTING, L.L.C., FOR THE ALAMEDA STORMWATER PARK CONSTRUCTION PROJECT AND FINAL PAYMENT OF $54,002.51. (WARD 4)

15. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER ONE TO CONTRACT K-2425-96: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA AND ELLSWORTH CONSTRUCTION OKC, L.L.C., INCREASING THE CONTRACT AMOUNT FROM $940,547.29 TO $958,371.31, FINAL ACCEPTANCE AND FINAL PAYMENT OF $47,918.54 FOR THE FYE 2025 URBAN RECONSTRUCTION PROJECT. (WARD 4)

16. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER ONE TO CONTRACT K-2425-105: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA AND FIRST WATER CONTRACTING, L.L.C., DECREASING THE CONTRACT AMOUNT FROM $1,794,115.75 TO $1,768,055.75, FINAL ACCEPTANCE AND FINAL PAYMENT OF $26,060.00 FOR THE ASPHALT PAVEMENT – FYE 2025 LOCATIONS PROJECT. (WARDS 3, 4, 5 AND 8)

17. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER ONE TO K-2425-113: BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND SOUTHWEST WATER WORKS, L.L.C., INCREASING THE CONTRACT BY $348,120 FOR A REVISED CONTRACT AMOUNT OF $1,933,470 AND INCREASING THE CONTRACT TIME BY 60 CALENDAR DAYS FOR PROJECT WEST BROOKS WATERLINE PROJECT AND APPROPRIATION AND TRANSFER AS OUTLINED IN THE STAFF REPORT. (WARDS 2 & 3)

18. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER ONE TO CONTRACT K-2526-11: BY AND BETWEEN THE CITY OF NORMAN AND ARROYO'S CONCRETE, L.L.C., INCREASING THE CONTRACT AMOUNT BY $2,235.55 FOR A REVISED AMOUNT OF $191,065.55, FINAL ACCEPTANCE, FINAL PAYMENT OF $9,553.27 FOR THE ALLEYS CENTER CITY TAX INCREMENT FINANCING – ALLEY RECONSTRUCTION PROJECT #1, AND BUDGET APPROPRIATION AS OUTLINED IN STAFF REPORT. (WARD 4)

19. CONSIDERATION OF APPROVAL, ACCEPTANCE, AMENDMENT, REJECTION, AND/OR POSTPONEMENT OF AWARDING BID 2526-27, CONTRACT K-2526-25: BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND VORTEX SERVICES, L.L.C., IN THE AMOUNT OF $5,302,033, PERFORMANCE BOND B-2526-47, STATUTORY BOND B-2526-48, AND MAINTENANCE BOND MB-2526-39 FOR THE SEWER MAINTENANCE PROJECT (SMP) FOR FISCAL YEAR ENDING 2018, BUDGET TRANSFERS, AND APPROPRIATION AS OUTLINED IN THE STAFF REPORT. (WARD 2 and 4)

20. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER ONE TO CONTRACT K-2526-33: BY AND BETWEEN THE CITY OF NORMAN AND K&R BUILDERS, INCREASING THE CONTRACT AMOUNT FROM $622,795.38 TO $703,039.17, FINAL ACCEPTANCE AND FINAL PAYMENT OF $103,754.26 FOR THE POST OAK BRIDGE REPLACEMENT PROJECT. (WARD 5)

21. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-109: BY AND BETWEEN NORMAN UTILITIES AUTHORITY AND COWAN GROUP ENGINEERING, L.L.C., IN THE AMOUNT OF $344,000 TO PROVIDE PROFESSIONAL ENGINEERING SERVICES FOR THE FISCAL YEAR ENDING 2024 SEWER MAINTENANCE PROJECT AND BUDGET TRANSFERS AS OUTLINED IN THE STAFF REPORT. (WARD 1)

22. CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A GRANT IN THE AMOUNT OF $1518.00 FROM PETCO LOVE TO BE USED BY THE ANIMAL WELFARE DIVISION OF THE POLICE DEPARTMENT AS A STIPEND FOR ADMINISTERING 506 VACCINES TO OWNED PETS AT NO COST TO RESIDENTS; APPROVAL OF CONTRACT K-2526-154; AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT.

23. CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A GRANT IN THE AMOUNT OF $7,448.96 TO THE CITY OF NORMAN, FROM OKLAHOMA STATE BUREAU OF INVESTIGATION (OSBI) THROUGH THE INTERNET CRIMES AGAINST CHILDREN (ICAC) TASK FORCE TO BE USED BY THE NORMAN POLICE DEPARTMENT TO PURCHASE COMPUTER EQUIPMENT; CONTRACT K-2526-155; AND BUDGET APPROPRIATION FROM THE SPECIAL GRANT FUND BALANCE AS OUTLINED IN THE STAFF REPORT.

24. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-159: BY AND BETWEEN THE CITY OF NORMAN AND E & E LAWN CARE, INC., FOR MOWING, SECURING OF STRUCTURES, AND THE REMOVAL OF HEALTH NUISANCES FOR THE CODE COMPLIANCE DIVISION FROM APRIL 1, 2026, THROUGH MARCH 31, 2027.

25. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-160: BY AND BETWEEN THE CITY OF NORMAN AND GIVENS PROPERTY MAINTENANCE AND WEED CONTROL, L.L.C., FOR MOWING, SECURING OF STRUCTURES, AND THE REMOVAL OF HEALTH NUISANCES FOR THE CODE COMPLIANCE DIVISION FROM APRIL 1, 2026, THROUGH MARCH 31, 2027.

26. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RFP-2526-5 AND CONTRACT K-2526-161: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND CLARION ASSOCIATES, INC., IN THE AMOUNT OF $480,335, FOR THE DEVELOPMENT CODE UPDATE AND PARKING STUDY BEGINNING MARCH 25, 2026. (City)

27. CONSIDERATION OF ADOPTION, APPROVAL, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CONTRACT K-2526-161: A TERM SHEET BETWEEN SOONER FASHION MALL, L.L.C., AND THE CITY OF NORMAN, OKLAHOMA, SETTING FORTH PROPOSED TERMS FOR A SALES TAX REBATE AGREEMENT.

Resolutions

28. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-125: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROPRIATING $30,288.15 FROM REFUNDS / REIMBURSEMENTS MISCELLANEOUS ACCOUNTS TO PAY FOR REPAIRS TO CITY OF NORMAN VEHICLES DAMAGED BY OTHER DRIVERS IN TRAFFIC COLLISIONS.

29. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-126: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA REQUESTING $14,468.65 APPROPRIATION OF FUNDS FROM RISK MANAGEMENT MISCELLANEOUS REIMBURSEMENTS/REFUNDS ACCOUNT TO REPAIR AND REPLACE TRAFFIC SIGNAL EQUIPMENT OR TRAFFIC SIGNS DAMAGED IN TRAFFIC COLLISIONS.

30. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-31 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF CHAPTER 36 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE A REPLAT OF THE EAST 236 FEET OF LOT SIX (6) AND THE EAST 200 FEET OF LOT SEVEN (7), OF ELMWOOD ADDITION, AND LOT TWELVE (12), IN BLOCK ONE (1), OF PARKVIEW ADDITION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM A CCPUD, CENTER CITY PLANNED UNIT DEVELOPMENT, AND PLACE SAME IN A CCPUD, CENTER CITY PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (THE NOUN HOTEL 542 AND 534 S. UNIVERSITY BOULEVARD; WARD 4) ***APPLICANT REQUESTED POSTPONEMENT TO APRIL 14, 2026.***

NON-CONSENT ITEMS

Second Reading Ordinance

31. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CONTRACT K-2526-139: BY AND BETWEEN THE CITY OF NORMAN AND THE OKLAHOMA TURNPIKE AUTHORITY FOR THE EAST-WEST CONNECTOR UTILITY RELOCATION AGREEMENT, FOR THE RELOCATION OF WATER WELLS AND WATERLINES GENERALLY BETWEEN 48TH AVENUE NW AND 24TH AVENUE NW AND ASSOCIATED BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT. (WARDS 3 & 8)

32. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-156: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND OKLAHOMA TURNPIKE AUTHORITY (OTA), IN THE AMOUNT OF $2,200,000 FOR THE CONSTRUCTION OF 36TH AVENUE NW PHASE 2 PROJECT FROM 700 FEET NORTH FRANKLIN ROAD TO INDIAN HILLS ROAD AND RELATING TO THE EAST-WEST CONNECTOR AND ASSOCIATED MAINTENANCE AND ACCESS AGREEMENTS, AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT. (WARD 3)

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 four minutes or less.

ADJOURNMENT

File Attachments for Item:

1. CONSIDERATION OF ACKNOWLEDGING RECEIPT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2526-35: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING FRIDAY, APRIL 24, 2026, AS ARBOR DAY IN THE CITY OF NORMAN.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 03/24/2025

REQUESTER: Jason Olsen, Director of Parks and Recreation

PRESENTER: Michele, Loudenback, Environmental & Sustainability Manager

ITEM TITLE: CONSIDERATION OF ACKNOWLEDGING RECEIPT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2526-35: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING FRIDAY, APRIL 24, 2026, AS ARBOR DAY IN THE CITY OF NORMAN.

Proclamation

P-2526-35

A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING FRIDAY, APRIL 24, 2026, 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 twenty-second consecutive year, **Tree City USA** status by the Arbor Day Foundation; and

§ 6. WHEREAS, the City Utilities Department – Division of Environmental Resilience and Sustainability (DoERS), City of Norman Parks and Recreation and Norman Board of Park Commissioners have scheduled an Arbor Day observance Sunday, April 26, 2026, at 3:00 p.m., at the Earth Day Festival in Reaves Park with a tree planting and presentation.

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

§ 7. Do hereby proclaim Friday, April 24, 2026, 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 24th day of March, 2026.

_____
Mayor, Stephen T. Holman

ATTEST:

_____
City Clerk

File Attachments for Item:

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

CITY COUNCIL, NORMAN UTILITIES AUTHORITY, NORMAN MUNICIPAL AUTHORITY, AND NORMAN TAX INCREMENT FINANCE AUTHORITY MEETING MINUTES OF FEBRUARY 10, 2026 AND FEBRUARY 24, 2026.

CITY COUNCIL STUDY SESSION MEETING MINUTES OF FEBRUARY 17, 2026.

CITY COUNCIL CONFERENCE MEETING MINUTES OF FEBRUARY 24, 2026.

CITY COUNCIL SPECIAL MEETING MINUTES OF MARCH 3, 2026.

CITY COUNCIL OVERSIGHT COMMITTEE MEETING MINUTES OF FEBRUARY 12, 2026.

CITY COUNCIL FINANCE COMMITTEE MEETING MINUTES OF FEBRUARY 19, 2026.

CITY COUNCIL COMMUNITY PLANNING AND TRANSPORTATION COMMITTEE MEETING MINUTES OF JANUARY 22, 2026, AND FEBRUARY 26, 2026

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 03/24/2026

REQUESTER: Jamie Meyer, Interim City Clerk

PRESENTER: Jamie Meyer, Interim City Clerk

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

CITY COUNCIL, NORMAN UTILITIES AUTHORITY, NORMAN MUNICIPAL AUTHORITY, AND NORMAN TAX INCREMENT FINANCE AUTHORITY MEETING MINUTES OF FEBRUARY 10, 2026 AND FEBRUARY 24, 2026.

CITY COUNCIL STUDY SESSION MEETING MINUTES OF FEBRUARY 17, 2026.

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CITY COUNCIL SPECIAL MEETING MINUTES OF MARCH 3, 2026.

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CITY COUNCIL COMMUNITY PLANNING AND TRANSPORTATION COMMITTEE MEETING MINUTES OF JANUARY 22, 2026, AND FEBRUARY 26, 2026

CITY OF NORMAN, OK
CITY COUNCIL REGULAR MEETING
Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069
Tuesday, February 10, 2026 at 6:30 PM

MINUTES

The City Council, Norman Utilities Authority, Norman Municipal Authority, and Norman Tax Increment Finance Authority of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in the Council Chambers in the Municipal Building, on Tuesday, February 10, 2026, at 6:30 PM, and notice of the agenda of the meeting was posted at the Norman Municipal Building at 201 West Gray and on the City website at least 24 hours prior to the beginning of the meeting.

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 4 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

Mayor Holman called the meeting to order at 6:30 p.m.

ROLL CALL

PRESENT
Mayor Stephen Holman
Councilmember Ward 1 David Gandesbery
Councilmember Ward 2 Matthew Peacock
Councilmember Ward 3 Robert Bruce
Councilmember Ward 4 Helen Grant
Councilmember Ward 5 Brandon Nofire
Councilmember Ward 6 Joshua Hinkle
Councilmember Ward 7 Kimberly Blodgett
Councilmember Ward 8 Scott Dixon

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mayor Holman.

PROCLAMATIONS

1. CONSIDERATION OF ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2526-25: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE MONTH OF FEBRUARY 2026, AS BLACK HISTORY MONTH IN THE CITY OF NORMAN.

   Motion made by Councilmember Ward 6 Hinkle, Seconded by Councilmember Ward 2 Peacock.

   Participants in discussion:
   1. Ms. Sharina Perry made comments and thanked the Council.

   Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Bruce, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

   Proclamation P-2526-25 was Acknowledged.

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COUNCIL ANNOUNCEMENTS

Ward 1 – Councilmember Gandesbery
Councilmember Gandesbery thanked Dr. Evelyn Kwanza, Norman Public Schools FIne Arts Director for the celebration of Black History Month that she helped facilitate. He thanked voters and candidates that took their time to run for Council. Councilmember Gandesbery announced that he will have a Q & A session at the East Norman Library on February 20, 2026, at 5:00 p.m.

*

Ward 2 - Councilmember Peacock
Councilmember Peacock commended the candidates that ran for Council.

*

Ward 3 – Councilmember Bruce
Councilmember Bruce expressed appreciation for the conversations he had while campaigning and expressed his desire to continue serving Ward 3.

*

Ward 4 – Councilmember Grant
Councilmember Grant announced that there is a first courthouse annual meeting on February 28, 2026, from 10:00 a.m. to noon at the Development Center. She shared the 2nd Friday Art Walk on February 13, 2026, 6:00 p.m. to 9:00 p.m.

*

Ward 5 – Councilmember Nofire
Councilmember Nofire thanked the Candidates who ran for Council.

*

Ward 7 – Councilmember Blodgett
Councilmember Blodgett shared that on February 22, 2026, from 1:00 p.m. to 3:00 p.m. at Cobblestone Creek Golf Club, she will host a listen and learn event.

*

Mayor Holman
Mayor Holman encouraged public attendance at the Artwalk on Friday. He thanked participants and facilitators for organizing the Mardi Gras parade this past Saturday. Mayor Holman reported attending the Oklahoma Municipal League Congress of Mayors, where city-related legislative policies were discussed and a range of perspectives was presented. He stressed the importance of voting in all elections and expressed gratitude to all candidates.

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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 2 through Item 21 be placed on the consent docket.

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 2 Peacock.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Bruce, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

Items 2 through 21 were placed on the Consent Docket.

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APPROVAL OF MINUTES

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

   CITY COUNCIL OVERSIGHT COMMITTEE MEETING MINUTES OF JANUARY 8, 2026.

   CITY COUNCIL FINANCE COMMITTEE MEETING MINUTES OF JANUARY 15, 2026.

   CITY COUNCIL, NORMAN UTILITIES AUTHORITY, NORMAN MUNICIPAL AUTHORITY, AND NORMAN TAX INCREMENT FINANCE AUTHORITY MEETING MINUTES OF JANUARY 13, 2026.

   Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 2 Peacock.

   Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Bruce, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

   The minutes were Approved.

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First Reading Ordinance

3. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-28 UPON FIRST READING BY TITLE: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE A TRACT OF LAND BEING A PART OF THE SOUTHWEST QUARTER (SW/4) OF SECTION TWENTY-SEVEN (27), TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE C-2, GENERAL COMMERCIAL DISTRICT, AND R-1, SINGLE-FAMILY DWELLING DISTRICT, AND PLACE THE SAME IN THE RM-6, MEDIUM-DENSITY APARTMENT DISTRICT, OF SAID CITY; AND PROVIDING FOR THE SEVERABILITY THEREOF. (NORTHEAST CORNER OF THE INTERSECTION OF 24TH AVENUE N.E. AND E. ALAMEDA STREET; WARD 6)

   Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 2 Peacock.

   Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Bruce, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

   Ordinance O-2526-28 was Adopted on First Reading by title.

4. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF O-2526-37 UPON FIRST READING BY TITLE: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, DETACHING PROPERTY WITHIN THE CORPORATE LIMITS OF THE CITY OF NORMAN, OKLAHOMA, AND DESIGNATING THE AREAS OR TRACTS INCLUDED IN SUCH DETACHMENTS; REPEALING ALL OTHER ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH; AND PROVIDING FOR THE SEVERABILITY THEREOF (CERTAIN PROPERTIES ADDRESSED 2800 AND 2801 HENSLEY ROAD; WARD 5).

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 2 Peacock.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Bruce, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

Ordinance O-2526-37 was Adopted on First Reading by title.

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5. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-22 UPON FIRST READING BY TITLE: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN AMENDING SECTION 32-426 TO INCLUDE CONSUMPTION OF MARIJUANA; INHALING SECONDHAND MARIJUANA SMOKE AND OPEN CONTAINER THAT CONTAINS MARIJUANA IN PASSENGER AREA OF MOTOR VEHICLE

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 2 Peacock.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Bruce, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

Ordinance O-2526-22 was Adopted on First Reading by title.

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6. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-41 UPON FIRST READING BY TITLE: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN AMENDING SECTION 32-509 TO INCLUDE PROHIBITING THE USE OF HANDHEALD ELECTRONIC DEVICES WHILE OPERATING A MOTOR VEHICLE IN DESIGNATED SCHOOL ZONES AND ACTIVE CONSTRUCTION WORK ZONES

Item 6, continued:

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 2 Peacock.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Bruce, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

Ordinance O-2526-41 was Adopted on First Reading by title.

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Appointments

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

BOARD OF ADJUSTMENT
TERM: 02-10-26 TO 12-22-28, TAYLOR DAVIS - WARD 4

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 2 Peacock.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Bruce, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

The Appointments were Approved.

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Reports/Communications

8. CONSIDERATION OF ACKNOWLEDGEMENT, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF THE RECEIPT OF THE ANNUAL REPORT FROM NORMAN SPORTS COMMISSION TO THE BOARD OF PARK COMMISSIONERS

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 2 Peacock.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Bruce, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

The Annual Report from Norman Sports Commission to the Board of Park Commissioners was Acknowledged.

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Donation

9. CONSIDERATION OF ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A DONATION IN THE AMOUNT OF $8,500 FROM THE CAVINS GROUP, L.L.C., OF NORMAN TO BE USED TO PURCHASE SERVICES AND ITEMS FOR NORMAN POLICE DEPARTMENT COMMUNITY OUTREACH EVENTS, AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT.

   Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 2 Peacock.

   Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Bruce, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

   The Donation from the Cavins Group, L.L.C., was Accepted.

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Contracts

10. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT ONE TO CONTRACT K-2122-58: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND OLSSON, INC. IN THE AMOUNT OF $100,800.00 FOR THE DESIGN OF THE 36TH AVENUE NW (PHASE 3) WIDENING PROJECT FROM INDIAN HILLS ROAD TO MOORE CITY LIMITS. (Ward 3 and 8)

    Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 2 Peacock.

    Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Bruce, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

    Amendment one to Contract K-2122-58 was Approved.

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11. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE FINAL ACCEPTANCE OF CONTRACT K-2526-54: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND MUSCO SPORTS LIGHTING, L.L.C., FOR THE WESTWOOD TENNIS COURTS LIGHTING IMPROVEMENTS PROJECT AND FINAL PAYMENT OF $37,339.00. (Ward 2)

Item 11, continued:

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 2 Peacock.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Bruce, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

Final Acceptance and Final Payment of Contract K-2526-54 were Approved.

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12. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF WORK ORDER PW1 TO ON-CALL CONTRACT K-2526-79: BY AND BETWEEN THE CITY OF NORMAN AND OLSSON, INC., IN THE AMOUNT OF $170,809.00 FOR ENVIRONMENTAL SERVICES FOR THE 36TH AVENUE NW BOND PROJECTS. (Ward 3 and 8)

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 2 Peacock.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Bruce, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

Work Order PW1 to Contract K-2526-79 was Approved.

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Acting as the City Council, the Norman Municipal Authority, and the Norman Utilities Authority

13. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CONTRACT K-2526-85: BY AND BETWEEN THE CITY OF NORMAN, NORMAN MUNICIPAL AUTHORITY, AND NORMAN UTILITIES AUTHORITY, AND STV INCORPORATED FOR ON-CALL ENGINEERING SERVICES ON AN AS-NEEDED BASIS. (City)

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 2 Peacock.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Bruce, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

Contract K-2526-85 was Approved.

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Acting as the Norman Utilities Authority

14. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CONTRACT K-2526-114: A CONTRACT BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND KIMLEY-HORN AND ASSOCIATES, INC., IN THE AMOUNT OF $234,900 FOR ENGINEERING SERVICES FOR FLOOD AVENUE WATER LINE REPLACEMENT — BOYD STREET TO ROBINSON STREET (WARDS 4 AND 8)

    Motion made by Trustee Ward 4 Grant, Seconded by Trustee Ward 2 Peacock.

    Voting Yea: Chairman Holman, Trustee Ward 1 Gandesbery, Trustee Ward 2 Peacock, Trustee Ward 3 Bruce, Trustee Ward 4 Grant, Trustee Ward 5 Nofire, Trustee Ward 6 Hinkle, Trustee Ward 7 Blodgett, Trustee Ward 8 Dixon

    Contract K-2526-114 was Approved.

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15. CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A GRANT IN THE AMOUNT OF $11,000 FROM THE OKLAHOMA MONARCH SOCIETY TO INSTALL POLLINATOR HABITAT AND PROVIDE POLLINATOR PUBLIC EDUCATION; APPROVAL OF CONTRACT K-2526-130 BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND THE OKLAHOMA MONARCH SOCIETY; AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT. (Ward 4)

    Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 2 Peacock.

    Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Bruce, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

    The grant from The Oklahoma Monarch Society was Accepted and Contract K-2526-130 and Budget Appropriation were Approved.

    *****

16. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-135: A SERVICE AGREEMENT BY AND BETWEEN THE CITY OF NORMAN AND NORMAN ARTS COUNCIL, FOR THE 2026 ARTFUL INLETS PROJECT. (Ward 2)

Item 16, continued:

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 2 Peacock.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Bruce, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

Contract K-2526-135 was Approved.

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17. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-141: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND STREETS MECHANICAL, L.L.C., IN THE AMOUNT OF $199,494.00 FOR THE NORMAN INVESTIGATION CENTER (NIC) AIR HANDLER REPLACEMENT; PERFORMANCE BOND B-2526-17, STATUTORY BOND B-2526-18, AND MAINTENANCE BOND MB-2526-48. (Ward 2)

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 2 Peacock.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Bruce, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

Contract K-2526-141 and all associated Bonds were Approved.

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18. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-144: BY AND BETWEEN THE CITY OF NORMAN AND THE VORTEX SERVICES, L.L.C., IN THE AMOUNT OF $172,630.00 FOR THE HALIFAX AND RIDGEMONT STORMWATER PIPE LINING PROJECT, AND OF MAINTENANCE BOND MB-2425-41, PERFORMANCE BOND B-2425-55 AND STATUTORY BOND B-2425-56, AND BUDGET TRANSFER AS OUTLINED IN THE STAFF REPORT. (Ward 6 and 8)

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 2 Peacock.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Bruce, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

Contract K-2526-144, all associated Bonds, and Budget Transfer were Approved.

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Resolutions

19. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-98: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROPRIATING $70,418.24 FROM THE CAPITAL FUND TO FINANCE A PORTION OF THE CLASSEN BOULEVARD SIGNALS CONSTRUCTION PROJECT. (Ward 7 and 5)

    Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 2 Peacock.

    Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Bruce, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

    Resolution R-2526-98 was Adopted

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20. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF RESOLUTION R-2526-43: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, APPROPRIATING $151,563.00 FROM OPIOID SETTLEMENT FUNDS CASH ACCOUNT TO OPIOID SETTLEMENT FUNDS EXPENDITURE ACCOUNTS TO FUND COUNCIL APPROVED PROJECTS WITH THE DISTRIBUTORS SETTLEMENT AGREEMENT FUNDS PROVIDED FROM THE STATE THROUGH CONTRACT K-2425-44.

    Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 2 Peacock.

    Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Bruce, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

    Resolution R-2526-43 was Adopted.

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21. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-14 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE PART OF THE NORTHEAST QUARTER (NE/4) OF SECTION SIX (6), TOWNSHIP EIGHT (8) NORTH, RANGE TWO (2) WEST, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE R-1, SINGLE-FAMILY DWELLING DISTRICT, AND PLACE SAME IN A SPUD, SIMPLE PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (1107 & 1111 S. CHAUTAUQUA AVENUE; WARD 7) ***POSTPONED INDEFINITELY DUE TO THE APPLICANT WITHDRAWING THE APPLICATION***

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 2 Peacock.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Bruce, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

Ordinance O-2526-14 was Postponed Indefinitely due to the Applicant Withdrawing the Application.

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NON-CONSENT ITEMS

Second Reading Ordinance

22. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-6 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE THE SOUTHWEST QUARTER (SW/4) OF SECTION FOUR (4), TOWNSHIP EIGHT NORTH (T8N), RANGE TWO WEST (R2W) OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE A-2, RURAL AGRICULTURAL DISTRICT, AND I-1, LIGHT INDUSTRIAL DISTRICT, AND PLACE SAME IN A PUD, PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (1751 E. IMHOFF ROAD; WARD 1)

Motion to adopt on Second Reading section by section made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 8 Dixon.

Participants in discussion:

1. Mr. Gunner Joyce, Rieger Sadler Joyce
2. Ms. Sherylann Densow Wards 4 and 6, proponent
3. Ms. Chelsea Gravel Ward 4, proponent
4. Ms. Karlinda Gravel Ward 4, made comments

Item 22, continued:

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Bruce, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

Ordinance O-2526-6 Was Adopted on Second Reading Section by Section.

Motion to adopt on Final Reading as a whole made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 6 Hinkle.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Bruce, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

Ordinance O-2526-6 was Adopted on Final Reading as a whole.

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23. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PP-2526-7: PRELIMINARY PLAT FOR COLERAINE MULTIFAMILY, A PLANNED UNIT DEVELOPMENT, GENERALLY LOCATED 1500-FEET EAST OF CLASSEN BOULEVARD ON THE NORTH SIDE OF IMHOFF ROAD. (WARD 1).

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

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Bruce, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

Preliminary Plat PP-2526-7 was Approved.

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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 four minutes or less.

Dan Munson - Ward 7
Mr. Munson supported raising Councilmember pay, highlighted Olympic-related opportunities, and asked how arena and parking garage spending will prioritize local labor and suppliers to keep tax revenue in Norman.

*

Miscellaneous comments, continued

Mayumi Windler – Ward 2
Ms. Windler asked whether sales tax generation varies by ward and expressed curiosity about utility and water connection costs for the arena site. She warned that denying residents a vote on arena financing could erode trust and lead petition supporters to oppose future City projects and bonds.

*

Andrew Rosenow - Ward 6
Mr. Rosenow emphasized the public's right to vote on the arena and urged council to reconsider or challenge the previous ordinance. He argued the arena threatens public safety by worsening traffic at the Tecumseh and Flood intersection, a critical route to Norman Regional Hospital.

*

Gary King – Ward 5
Mr. King requested an update on the Western Farmers OEC project, expressing frustration with delays. He stated that construction planning has begun and urged Council to act before it is too late, citing concerns about the project's impact near his home.

*

Sherylann Densow - Ward 4 and 6
Ms. Densow reminded Council that residents are closely watching their actions. She criticized moving forward with large projects despite unresolved infrastructure, utility, and traffic problems. She expressed concern about long-term financial burdens from the arena.

*

Chelsey Gravel – Ward 4
Ms. Gravel congratulated Council members on the election and discussed neighborhood concerns near the shelter site. She noted state and local ordinances prohibit camping on the land and said the City is required to enforce removal of tents.

*

Karlinda Gravel - Ward 4
Ms. Gravel questioned zoning decisions related to Food and Shelter, asking why institutional zoning requirements were not applied consistently. She also shared a recent personal safety concern after an unsettling encounter near her home and urged attention to crime issues.

*

Robert Castleberry – Ward 3
Castleberry thanked Council for their service and encouraged attention to upcoming budget challenges. He urged revisiting a stormwater utility fee as a key tool for improving revenue, infrastructure funding, and water quality. He began addressing misconceptions about the arena Tax Increment Finance District, noting the county, not the City would issue the debt.

ADJOURNMENT

The Meeting was Adjourned at 7:43 p.m.

ATTEST:

City Clerk

Mayor Stephen T. Holman

CITY OF NORMAN, OK
CITY COUNCIL REGULAR MEETING - AMENDED

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069
Tuesday, February 24, 2026 at 6:30 PM

MINUTES

The City Council of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in the Council Chambers in the Municipal Building, on Tuesday, February 24, 2026 at 6:30 PM, and notice of the agenda of the meeting was posted at the Norman Municipal Building at 201 West Gray and on the City website at least 24 hours prior to the beginning of the meeting.

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 4 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

Mayor Holman called the meeting to order at 6:30 p.m.

ROLL CALL

PRESENT
Mayor Stephen Holman
Councilmember Ward 1 David Gandesbery
Councilmember Ward 2 Matthew Peacock
Councilmember Ward 3 Robert Bruce
Councilmember Ward 4 Helen Grant
Councilmember Ward 5 Brandon Nofire
Councilmember Ward 6 Joshua Hinkle
Councilmember Ward 8 Scott Dixon

ABSENT
Councilmember Ward 7 Kimberly Blodgett

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mayor Holman.

AWARDS AND PRESENTATIONS

1. ADMINISTERING THE OATH OF OFFICE TO AND SEATING OF COUNCILMEMBER-ELECT ROBERT BRUCE, WARD 3.

   Councilmember Ward 3 Bruce was Sworn in by Judge Nichols and took his Seat on the Dias.

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2. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-103: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, HONORING AND RECOGNIZING JENNIFER BAKER FOR HER EXCEPTIONAL CONTRIBUTIONS TO ARTS EDUCATION AND HER RECEIPT OF THE ARTS IN EDUCATION AWARD AT THE FORTY-SIXTH GOVERNER'S ARTS AWARDS.

   Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 2 Peacock.

   Participants in discussion:
   1. Ms. Jennifer Baker thanked Council and made comments.

   Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Bruce, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 8 Dixon

   Resolution R-2526-103 was Adopted.

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3. PRESENTATION OF AWARDS FROM THE OKLAHOMA MUNICIPAL LEAGUE T THE FOLLOWING CITY OF NORMAN EMPLOYEES WHO HAVE COMPLETED 25 YEARS OF CONTINUOUS SERVICE:

   1. CHRISTOPHER MATTINGLY, DIRECTOR OF UTILITIES, UTILITIES DEPARTMENT
   2. CELESTE GULLEY, TREASURY ASSOCIATE, FINANCE DEPARTMENT
   3. JUDSON LEROI, WEB AND APPLICATIONS DEVELOPER, INFORMATION TECHNOLOGY DEPARTMENT
   4. MARGUERITE “MAGGIE” GRIFFITH, DEPUTY COURT CLERK, MUNICIPAL COURT
   5. JAMES BRIGGS, PARK DEVELOPMENT MANAGER, PARKS AND RECREATION DEPARTMENT
   6. KARLA SITTON, ADMINISTRATIVE TECHNICIAN IV, PARKS AND RECREATION DEPARTMENT
   7. BRIAN SULLIVAN, GOLF MAINTENANCE SUPERVISOR, PARKS AND RECREATION DEPARTMENT
   8. LARRY DURHAM, BUILDING INSPECTOR, PLANNING DEPARTMENT
   9. RUSSELL ANDERSON, COMMUNICATION SYSTEMS MANAGER, POLICE DEPARTMENT
   10. JOHN HENSLEY, PARKING OFFICER, POLICE DEPARTMENT
   11. MICHAEL “BRIAN” CHURCHWELL, FLEET EQUIPMENT SUPPORT SUPERVISOR, PUBLIC WORKS DEPARTMENT
   12. ROBIN GONNERMAN, PAVEMENT MAINTENANCE COORDINATOR, PUBLIC WORKS DEPARTMENT
   13. MARK JORDAN, ENGINEERING TECHNICIAN, PULIC WORKS DEPARTMENT
   14. BRIAN MCNABB, TRAFFIC SIGNAL SUPERVISOR, PUBLIC WORKS DEPARTMENT
   15. ROBERT DANIELS, ADMINISTRATIVE TECHNICIAN III, UTILITIES DEPARTMENT
   16. CARL LANGLANAIS, SWING SHIFT OPERATOR, UTILITIES DEPARTMENT
   17. JENNIFER MATTHEWS, ADMINISTRATIVE TECHNCIAN III, UTILITIES DEPARTMENT

   Mayor Stephen T. Holman presented awards to Ms. Celeste Gully, Treasury Associate, Finance Department; Mr. Judson Leroi, Webb and Applications Developer, Information Technology Department; Ms. Maggie Griffith, Deputy Court Clerk, Municipal Court; James Briggs, Park Development Manager, Parks and Recreation Department; Ms. Karla Sitton, Administrative Technician IV, Parks and Recreation Department; Mr. Larry Durham, Building Inspector, Planning Department; Mr. Brian Churchwell, Fleet Equipment Support Supervisor, Public Works Department; Mr. Mark Jordan, Engineering Technician, Public Works Department; Mr. Brian Mcnabb, Trafic Signal Supervisor, Public Works Department; Mr. Christopher Mattingly, Director of Utilities, Utilities Department; Ms. Jennifer Matthews, Administrative Technician III, Utilities Department.

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COUNCIL ANNOUNCEMENTS

Ward 1 - Councilmember Gandesbery

Councilmember Gandesbery congratulated the award recipients for their 25 years of service, expressing appreciation for their dedication. He also recognized the Chamber's recent annual awards event, congratulating Carla Atkinson of Norman Public Schools as Volunteer of the Year, The Standard as Small Business of the Year, and Riverwind as Large Business of the Year, and encouraged residents to thank those businesses for their contributions to the community.

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Ward 2 - Councilmember Peacock

Councilmember Peacock congratulated those honored during the meeting and gave special recognition to Jennifer Baker and the staff of the historic Sooner Theatre, encouraging residents to attend performances and support the institution to help preserve it as a treasured part of Norman.

*

Ward 3 - Councilmember Bruce

Councilmember Bruce expressed gratitude for the community's confidence, ongoing conversations, calls, and engagement, and shared appreciation for the opportunity to serve and continue working with residents.

*

Ward 4 - Councilmember Grant

Councilmember Grant congratulated Jennifer Baker and employees celebrating 25 years of service, noting the significance of that milestone. She also recognized Ward Four resident Bronte Bagwell for serving on the Social and Voluntary Services Committee.

*

Ward 5 - Councilmember Nofire

Councilmember Nofire thanked all employees reaching 25 years of service, emphasizing that the City functions well because of their dedication. He also expressed appreciation to Mr. Mark Emerson and Ms. Pamela Post for accepting volunteer appointments, noting the importance of volunteer service to the City's operations.

*

Ward 6 - Councilmember Hinkle

Councilmember Hinkle thanked Jennifer Baker and the Sooner Theatre staff for their contributions to the community and highlighted approval of a long-awaited, voter-approved park project in the Sutton Place neighborhood. He congratulated 25-year employees for their service and reminded residents about the upcoming April 2, 2026, bond election. He also extended condolences to the family of Mr. Dennis Bigham, recognizing his extensive service to the Norman Arts Council, Tourism Board, Parks Board, and Rotary.

*

Council announcements continued:

Ward 8 - Councilmember Dixon
Councilmember Dixon thanked Mr. Nicholas Heflin, a Ward 8 resident, for volunteering to serve on the Public Safety Oversight Committee, emphasizing the importance of engaged residents.

*

Mayor Holman
Congratulated The Standard and Riverwind for their recognition as outstanding local businesses, noting The Standard's role in revitalizing downtown Norman and Riverwind's economic and philanthropic contributions to the area. He announced an upcoming Community Planning and Transportation Committee meeting to discuss public transit updates, the upcoming transit budget, downtown parking policies, and Oklahoma Department of Transportation and Oklahoma Turnpike Authority-related projects. He encouraged residents to update their voter registration and participate in the April 7, 2026 election, including the Ward Five runoff, and highlighted consent agenda funding for long-awaited upgrades to Eagle Cliff Park in Ward 7.

*

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 4 through Item 26 be placed on the consent docket.

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 6 Hinkle.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Bruce, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 8 Dixon

Items 4 through 26 were placed on the Consent Docket.

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Councilmember Ward 2, Peacock was recognized for an abstention on item 5.

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 6 Hinkle.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 3 Bruce, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6, Hinkle, Councilmember Ward 8 Dixon

Voting Abstaining: Councilmember Ward 2 Peacock

Councilmember Ward 2, Peacock was allowed to abstain from Item 5.

*****

APPROVAL OF MINUTES

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

   CITY COUNCIL, NORMAN UTILITIES AUTHORITY, NORMAN MUNICIPAL AUTHORITY, AND NORMAN TAX INCREMENT FINANCE AUTHORITY MEETING MINUTES OF AUGUST 12, 2025; JANUARY 27, 2026, AND FEBRUARY 10, 2026.

   CITY COUNCIL SPECIAL MEETING MINUTES OF FEBRUARY 10, 2026.

   CITY COUNCIL STUDY SESSION MEETING MINUTES OF JANUARY 20, 2026.

   CITY COUNCIL CONFERENCE MEETING MINUTES OF JANUARY 27, 2026.

   CITY COUNCIL BUSINESS AND COMMUNITY AFFAIRS COMMITTEE MEETING MINUTES OF DECEMBER 4, 2025; JANUARY 7, 2026, AND FEBRUARY 5, 2026.

   Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 6 Hinkle.

   Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Bruce, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 8 Dixon

   The minutes were Approved.

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First Reading Ordinance

5. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-40 UPON FIRST READING BY TITLE: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE 1010- THE REVV, LOT 1, BLOCK 1, AND A TRACT OF LAND IN THE NORTHEAST QUARTER (NE/4) OF SECTION SIX (6), TOWNSHIP EIGHT (8) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE R-1, SINGLE-FAMILY DWELLING DISTRICT, AND R-3, MULTIFAMILY DWELLING DISTRICT, AND PLACE SAME IN A SPUD, SIMPLE PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (1107 THROUGH 1111 CHAUTAUQUA AVENUE AND 601 THROUGH 615 HOOVER STREET AND 1010 THROUGH 1030 COLLEGE AVENUE; WARD 7)

Item 5, continued:

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 6 Hinkle.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 3 Bruce, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 8 Dixon

Voting Abstaining: Councilmember Ward 2 Peacock

Ordinance O-2526-40 was Adopted on First Reading by title.

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Appointments

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

PUBLIC SAFETY OVERSIGHT COMMITTEE (PSST)
TERM: 02-24-26 TO 02-10-29, NICHOLAS HEFLIN – WARD 8
TERM: 02-10-26 TO 02-10-29, MARK EMERSON – WARD 5
TERM: 02-10-26 TO 02-10-29, RUSSELL RICE – WARD 2

SOCIAL AND VOLUNTARY SERVICES COMMITTEE (SVSC)
TERM: 02-24-26 TO 12-09-27, PAMELA POST – WARD 5
TERM: 02-24-26 TO 12-09-27, BRONTE BAGWELL – WARD 4

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 6 Hinkle.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Bruce, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 8 Dixon

The Appointments were Approved.

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Reports/Communications

7. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF THE MONTHLY DEPARTMENTAL REPORT FOR THE MONTH OF JANUARY 2026.

   Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 6 Hinkle.

   Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Bruce, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 8 Dixon

   Receipt of the Monthly Departmental Reports was Acknowledged.

   *****

8. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF RECEIPT OF THE FINANCE DIRECTOR'S INVESTMENT REPORT AS OF JANUARY 31, 2026, AND DIRECTING THE FILING THEREOF.

   Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 6 Hinkle.

   Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Bruce, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 8 Dixon

   Receipt of the Finance Director's Investment Report was Acknowledged.

   *****

9. 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.

   Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 6 Hinkle.

   Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Bruce, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 8 Dixon

   Receipt of the City Manager’s Contract and Change Order Report was Acknowledged.

   *****

Donation

10. CONSIDERATION OF ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A DONATION IN THE AMOUNT OF $2,241.00 FROM THE CLEVELAND COUNTY PUBLIC SAFETY SALES TAX COMMITTEE (CCPSST) FOR THE PURCHASE OF SWIFTWATER PERSONAL PROTECTIVE EQUIPMENT (PPE) TO BE USED BY THE NORMAN FIRE DEPARTMENT AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT.

    Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 6 Hinkle.

    Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Bruce, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 8 Dixon

    The Donation from the Cleveland County Public Safety Sales Tax Committee and Budget Appropriation were Accepted.

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Contracts

Acting as the Norman Utilities Authority

11. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER ONE FOR CONTRACT K-2425-120: BY AND BETWEEN NORMAN UTILITIES AUTHORITY AND KRAPFF REYNOLDS CONSTRUCTION COMPANY INC. INCREASING THE CONTRACT AMOUNT BY $82,024.50 FOR A REVISED CONTRACT AMOUNT OF $830,574.50 FOR THE BISHOP CREEK EMERGENCY SEWER LINE REPAIR PROJECT, FINAL ACCEPTANCE AND FINAL PAYMENT OF THE PROJECT. (WARD 7)

    Motion made by Trustee Ward 4 Grant, Seconded by Trustee Ward 6 Hinkle.

    Voting Yea: Chairman Holman, Trustee Ward 1 Gandesbery, Trustee Ward 2 Peacock, Trustee Ward 3 Bruce, Trustee Ward 4 Grant, Trustee Ward 5 Nofire, Trustee Ward 6 Hinkle, Trustee Ward 8 Dixon

    Change Order one to Contract K-2425-120 and final acceptance and final payment were Approved.

*****

Acting as the Norman Utilities Authority

12. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CONTRACT K-2526-108: A CONTRACT BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND BENHAM DESIGN, L.L.C., IN THE AMOUNT OF $170,000 FOR ENGINEERING SERVICES FOR THE WESTWOOD ESTATES WATER LINE REPLACEMENT PROJECT (WARDS 4 AND 8)

Motion made by Trustee Ward 4 Grant, Seconded by Trustee Ward 6 Hinkle.

Voting Yea: Chairman Holman, Trustee Ward 1 Gandesbery, Trustee Ward 2 Peacock, Trustee Ward 3 Bruce, Trustee Ward 4 Grant, Trustee Ward 5 Nofire, Trustee Ward 6 Hinkle, Trustee Ward 8 Dixon

Contract K-2526-108 was Approved.

*****

Acting as the Norman Utilities Authority

13. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CONTRACT K-2526-115: A CONTRACT BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND PARKHILL, IN THE AMOUNT OF $73,400 FOR ENGINEERING SERVICES FOR THE URBAN WATERLINE REPLACEMENTS PROJECT (WARD 6)

Motion made by Trustee Ward 4 Grant, Seconded by Trustee Ward 6 Hinkle.

Voting Yea: Chairman Holman, Trustee Ward 1 Gandesbery, Trustee Ward 2 Peacock, Trustee Ward 3 Bruce, Trustee Ward 4 Grant, Trustee Ward 5 Nofire, Trustee Ward 6 Hinkle, Trustee Ward 8 Dixon

Contract K-2526-115 was Approved.

*****

14. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF RFP-2526-18 AND CONTRACT K-2526-148: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND PLAY BY DESIGN, INC., IN THE AMOUNT OF $185,000.00, MAINTENANCE BOND MB-2526-49, PERFORMANCE BOND B-2526-66; AND STATUTORY BOND B-2526-67 FOR THE SUTTON PLACE PARK PLAYGROUND PROJECT, AND RESOLUTION R-2526-106, GRANTING TAX EXEMPT STATUS. (Ward 6)

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 6 Hinkle.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Bruce, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 8 Dixon

Request for Proposal RFP-2526-18 was Accepted, Contract K-2526-148 and all associated Bonds were Approved, and Resolution R-2526-106 was Adopted.

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15. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RFP-2526-17 AND CONTRACT K-2526-149: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND HAPPY PLAYGROUNDS, LLC, IN THE AMOUNT OF $230,000.00, MAINTENANCE BOND MB-2526-50, PERFORMANCE BOND B-2526-68; AND STATUTORY BOND B-2526-69 FOR THE NORTHEAST LIONS PARK PLAYGROUND PROJECT, AND RESOLUTION R-2526-107, GRANTING TAX EXEMPT STATUS. (Ward 6)

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 6 Hinkle.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Bruce, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 8 Dixon

Request for Proposal RFP-2526-17 was Accepted, Contract K-2526-149 and all associated Bonds were Approved, and Resolution R-2526-107 was Adopted.

*****

16. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF RFP-2526-19 AND CONTRACT K-2526-150: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND PS COMMERCIAL PLAY L.L.C., D/B/A PLAY AND PARK STRUCTURES, IN THE AMOUNT OF $200,000.00, MAINTENANCE BOND MB-2526-51, PERFORMANCE BOND B-2526-70; AND STATUTORY BOND B-2526-71 FOR THE EAGLE CLIFF PARK PLAYGROUND PROJECT, AND RESOLUTION R-2526-108, GRANTING TAX EXEMPT STATUS. (Ward 7)

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 6 Hinkle.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Bruce, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 8 Dixon

Request for Proposal RFP-2526-19 was Accepted, Contract K-2526-150 and all associated Bonds were Approved, and Resolution R-2526-108 was Adopted.

*****

Resolutions

17. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-100: TRANSFER OF FUNDS IN THE AMOUNT OF $151,255.00 TO FUND A STORMWATER DRAINAGE REPAIR PROJECT NEAR SUMMIT HOLLOW DRIVE AND BUDGET APPROPRIATIONS AS OUTLINED IN THE STAFF REPORT.

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 6 Hinkle.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Bruce, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 8 Dixon

Resolution R-2526-100 was Adopted

*****

18. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-104: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, ACCEPTING AND ADOPTING THE 2026-2031 HAZARD MITIGATION PLAN UPDATE THAT INCLUDES THE CITY OF NORMAN WHICH IS MANAGED BY THE CLEVELAND COUNTY EMERGENCY MANAGEMENT OFFICE.

    Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 6 Hinkle.

    Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Bruce, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 8 Dixon

    Resolution R-2526-104 was Adopted.

*****

19. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-114: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROPRIATING $14,056.17 FROM THE REFUNDS / REIMBURSEMENTS MISCELLANEOUS ACCOUNTS TO PAY FOR REPAIRS TO CITY OF NORMAN VEHICLES DAMAGED BY OTHER DRIVERS IN TRAFFIC COLLISIONS.

    Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 6 Hinkle.

    Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Bruce, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 8 Dixon

    Resolution R-2526-114 was Adopted.

*****

20. CONSIDERATION OF ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-101: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA AND THE TRUSTEES OF THE NORMAN TAX INCREMENT AUTHORITY, NORMAN MUNICIPAL AUTHORITY, NORMAN ECONOMIC DEVELOPMENT AUTHORITY, NORMAN PARKING AND TRANSIT AUTHORITY, AND NORMAN UTILITIES AUTHORITY AMENDING THE INVESTMENT POLICY APPLICABLE TO EACH ENTITY.

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 6 Hinkle.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Bruce, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 8 Dixon

Resolution R-2526-101 was Adopted.

*****

21. CONSIDERATION OF ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-115: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORMAN, STATE OF OKLAHOMA, APPROVING THE ENTRANCE INTO THE INTERLOCAL AGREEMENT ESTABLISHING THE OKLAHOMA COOPERATIVE LIQUID ASSETS SECURITY SYSTEM ('OKLAHOMA CLASS') WITH OTHER GOVERNMENTAL PARTICIPANTS FOR THE PURPOSE OF EXERCISING INVESTMENT POWER JOINTLY TO INVEST FUNDS IN CONCERT WITH OTHER PARTICIPANTS; PROVIDING AN EFFECTIVE DATE.

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 6 Hinkle.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Bruce, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 8 Dixon

Resolution R-2526-115 was Adopted.

*****

22. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-116: A RESOLUTION OF THE TRUSTEES OF THE NORMAN TAX INCREMENT FINANCE AUTHORITY, AN OKLAHOMA PUBLIC TRUST, APPROVING THE ENTRANCE INTO THE INTERLOCAL AGREEMENT ESTABLISHING THE OKLAHOMA COOPERATIVE LIQUID ASSETS SECURITY SYSTEM ('OKLAHOMA CLASS') WITH OTHER GOVERNMENTAL PARTICIPANTS FOR THE PURPOSE OF EXERCISING INVESTMENT POWER JOINTLY TO INVEST FUNDS IN CONCERT WITH OTHER PARTICIPANTS; PROVIDING AN EFFECTIVE DATE.

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 6 Hinkle.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Bruce, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 8 Dixon

Resolution R-2526-116 was Adopted.

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23. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-117: A RESOLUTION OF THE TRUSTEES OF THE NORMAN MUNICIPAL AUTHORITY, AN OKLAHOMA PUBLIC TRUST, APPROVING THE ENTRANCE INTO THE INTERLOCAL AGREEMENT ESTABLISHING THE OKLAHOMA COOPERATIVE LIQUID ASSETS SECURITY SYSTEM ('OKLAHOMA CLASS') WITH OTHER GOVERNMENTAL PARTICIPANTS FOR THE PURPOSE OF EXERCISING INVESTMENT POWER JOINTLY TO INVEST FUNDS IN CONCERT WITH OTHER PARTICIPANTS; PROVIDING AN EFFECTIVE DATE.

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 6 Hinkle.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Bruce, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 8 Dixon

Resolution R-2526-117 was Adopted.

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24. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-118: A RESOLUTION OF THE TRUSTEES OF THE NORMAN ECONOMIC DEVELOPMENT AUTHORITY, AN OKLAHOMA PUBLIC TRUST, APPROVING THE ENTRANCE INTO THE INTERLOCAL AGREEMENT ESTABLISHING THE OKLAHOMA COOPERATIVE LIQUID ASSETS SECURITY SYSTEM ('OKLAHOMA CLASS') WITH OTHER GOVERNMENTAL PARTICIPANTS FOR THE PURPOSE OF EXERCISING INVESTMENT POWER JOINTLY TO INVEST FUNDS IN CONCERT WITH OTHER PARTICIPANTS; PROVIDING AN EFFECTIVE DATE.

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 6 Hinkle.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Bruce, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 8 Dixon

Resolution R-2526-118 was Adopted.

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25. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-119: A RESOLUTION OF THE TRUSTEES OF THE NORMAN PARKING AND TRANSIT AUTHORITY, AN OKLAHOMA PUBLIC TRUST, APPROVING THE ENTRANCE INTO THE INTERLOCAL AGREEMENT ESTABLISHING THE OKLAHOMA COOPERATIVE LIQUID ASSETS SECURITY SYSTEM ('OKLAHOMA CLASS') WITH OTHER GOVERNMENTAL PARTICIPANTS FOR THE PURPOSE OF EXERCISING INVESTMENT POWER JOINTLY TO INVEST FUNDS IN CONCERT WITH OTHER PARTICIPANTS; PROVIDING AN EFFECTIVE DATE.

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 6 Hinkle.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Bruce, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 8 Dixon

Resolution R-2526-119 was Adopted.

*****

26. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-120: A RESOLUTION OF THE TRUSTEES OF THE NORMAN UTILITIES AUTHORITY, AN OKLAHOMA PUBLIC TRUST, APPROVING THE ENTRANCE INTO THE INTERLOCAL AGREEMENT ESTABLISHING THE OKLAHOMA COOPERATIVE LIQUID ASSETS SECURITY SYSTEM ('OKLAHOMA CLASS') WITH OTHER GOVERNMENTAL PARTICIPANTS FOR THE PURPOSE OF EXERCISING INVESTMENT POWER JOINTLY TO INVEST FUNDS IN CONCERT WITH OTHER PARTICIPANTS; PROVIDING AN EFFECTIVE DATE.

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 6 Hinkle.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Bruce, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 8 Dixon

Resolution R-2526-120 was Adopted.

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NON-CONSENT ITEMS

Second Reading Ordinance

27. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-28 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE A TRACT OF LAND BEING A PART OF THE SOUTHWEST QUARTER (SW/4) OF SECTION TWENTY-SEVEN (27), TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE C-2, GENERAL COMMERCIAL DISTRICT, AND R-1, SINGLE-FAMILY DWELLING DISTRICT, AND PLACE THE SAME IN THE RM-6, MEDIUM-DENSITY APARTMENT DISTRICT, OF SAID CITY; AND PROVIDING FOR THE SEVERABILITY THEREOF. (NORTHEAST CORNER OF THE INTERSECTION OF 24TH AVENUE N.E. AND E. ALAMEDA STREET; WARD 6)

Motion to adopt upon Second Reading Section by Section made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 2 Peacock.

Participants in Discussion:

1. Mr. Sean Rieger, Rieger Sadler Joyce
2. Ms. Cindy Rogers Ward 4, made comments
3. Ms. Sherylann Densow Ward 4 and 6, made comments

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Bruce, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 8 Dixon

Voting Nay: Councilmember Ward 6 Hinkle

Ordinance O-2526-28 was Adopted on Second Reading Section by Section.

Motion to adopt on Final Reading as a whole, made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 2 Peacock.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Bruce, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 8 Dixon

Voting Nay: Councilmember Ward 6 Hinkle

Ordinance O-2526-28 was Adopted on Final Reading as whole.

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28. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PP-2526-13: PRELIMINARY PLAT FOR NORMAN A24 ADDITION, LOCATED AT THE NORTHEAST CORNER OF THE INTERSECTION OF ALAMEDA STREET AND 24TH AVENUE N.E. (WARD 6)

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 2 Peacock.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Bruce, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 8 Dixon

Voting Nay: Councilmember Ward 6 Hinkle

Preliminary Plat PP-2526-13 was approved

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29. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF O-2526-37 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, DETACHING PROPERTY WITHIN THE CORPORATE LIMITS OF THE CITY OF NORMAN, OKLAHOMA, AND DESIGNATING THE AREAS OR TRACTS INCLUDED IN SUCH DETACHMENTS; REPEALING ALL OTHER ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH; AND PROVIDING FOR THE SEVERABILITY THEREOF (CERTAIN PROPERTIES ADDRESSED 2800 AND 2801 HENSLEY ROAD; WARD 5).

Motion to Adopt upon Second Reading Section by Section made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 5 Nofire.

Participants in discussion:

1. Ms. Beth Muckala, Assistant City Attorney
2. Ms. Sherylann Densow Wards 4 and 6, proponent
3. Mr. Billy Jewell Ward 5, asked questions
4. Mr. Trey Kirby Ward 5, asked questions

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Bruce, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 8 Dixon

Ordinance O-2526-37 was Adopted on Second Reading Section by Section.

Motion to adopt on Final Reading as a whole, made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 2 Peacock.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Bruce, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 8 Dixon

Ordinance O-2526-37 was Adopted on Final Reading as whole.

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30. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-22 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN AMENDING SECTION 32-426 TO INCLUDE CONSUMPTION OF MARIJUANA; INHALING SECONDHAND MARIJUANA SMOKE AND OPEN CONTAINER THAT CONTAINS MARIJUANA IN PASSENGER AREA OF MOTOR VEHICLE.

Motion to adopt upon Second Reading Section by Section made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 2 Peacock.

Participants in discussion:

1. Ms. Jeanne Snider, Assistant City Attorney
2. Major Brent Barbour, Norman Police Department
3. Mr. Paul Wilson Ward 1, asked questions
4. Mr. Steve Ellis Ward 4, asked questions
5. Mr. Ben Plummer Ward 4, made comments
6. Mr. Trey Kirby Ward 5, made comments
7. Ms. Sherylann Densow Ward 4 and 6, made comments
8. Mr. Cullen Bieger Ward 3, asked questions
9. Mr. Billy Jewell Ward 5, made comments

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Bruce, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 8 Dixon

Ordinance O-2526-22 was Adopted on Second Reading Section by Section.

Motion to adopt on Final Reading as a whole, made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 2 Peacock.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Bruce, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 8 Dixon

Ordinance O-2526-22 was Adopted on Final Reading as whole.

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31. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-41 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN AMENDING SECTION 32-509 TO INCLUDE PROHIBITING THE USE OF HANDHELD ELECTRONIC DEVICES WHILE OPERATING A MOTOR VEHICLE IN DESIGNATED SCHOOL ZONES AND ACTIVE CONSTRUCTION WORK ZONES.

Motion to adopt upon Second Reading Section by Section made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 6 Hinkle.

Participants in discussion:

1. Ms. Jeanne Snider, Assistant City Attorney
2. Mr. Paul Wilson Ward 1, made comments
3. Mr. Steve Ellis Ward 4, made comments
4. Mr. Ben Plummer Ward 4, made comments
5. Ms. Sherylann Densow Ward 4 and 6, proponent
6. Mr. Billy Jewell Ward 5, made comments
7. Ms. Mayumi Windler Ward 2, asked questions

Item 31, continued:

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Bruce, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 8 Dixon

Ordinance O-2526-41 was Adopted on Second Reading Section by Section.

Motion to adopt on Final Reading as a whole made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 4 Grant.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Bruce, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 8 Dixon

Ordinance O-2526-41 was Adopted on Final Reading as whole.

*****

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 four minutes or less.

Paul Wilson – Ward 1
Mr. Wilson supported proceeding with the arena Tax Increment Finance District (TIF), citing former Finance Director Anthony Francisco's advice to implement the ordinance after the court ruling. He warned that repealing it could create significant financial liability for the City, potentially leading to higher property taxes and rents, and urged Council not to take that risk.

*

Steve Ellis – Ward 4
Mr. Ellis urged Council to repeal the TIF, arguing that no finalized arena plans are in place and that acting now would minimize potential costs. He stated that potential legal damages would likely be limited and encouraged Council to seek additional legal guidance before proceeding.

*

Ben Plummer – Ward 4
Mr. Plummer reiterated his opposition to the TIF, criticized the development process, and suggested the City should have sought more public input. He proposed that, if the project proceeds, the City should consider recouping funds through mechanisms such as ticket surcharges.

*

Miscellaneous comments continued:

Trey Kirby – Ward 5
Mr. Kirby asked whether repealing the TIF could lead to additional legal claims beyond a court judgement and requested clarification on the City's potential financial exposure.

*

Rob Norman – Ward 3
Mr. Norman stated that voters have called for halting the arena TIF unless approved by a public vote. He argued that legal risks of repeal have been overstated and cited provisions of state law and the development agreement that he believes limit liability.

*

Dr. John Scamehorn – Ward 1
Dr. Scamehorn expressed concern about ongoing budget deficits and urged prioritization of core services. He discussed relocation programs used in other cities as a potential tool to address homelessness and reduce financial strain.

*

Mayumi Windler – Ward 2
Ms. Windler asked about the status of the City's Information Technology upgrades and raised concerns about declining revenues and budget decisions. She also questioned why Norman's TIF does not allocate a portion of ad valorem taxes to schools, as she noted is done in Tulsa.

*

Cindy Rogers – Ward 4
Ms. Rogers discussed how TIF financing limits the City's obligation to collected increment revenues and protects the general fund. Speaking on behalf of Oklahomans for Responsible Economic Development, she reiterated the goal of bringing the arena project to a public vote.

*

Carlinda Gravel – Ward 4
Ms. Gravel warned of serious consequences if the City adopts a deficit budget, including possible state oversight and service reductions. She urged fiscal caution and greater financial accountability.

*

Cullen Beiger – Ward 3
Mr. Bieger emphasized transparency, particularly regarding campaign finance reporting, and encouraged Council members to honor commitments made to voters about allowing a public vote on the TIF.

*

Miscellaneous comments continued:

Ella Crenshaw – Ward 6
Ms. Crenshaw requested interim safety improvements at the intersection of James Garner Avenue and Acres Street, she said that a public vote is the best way to determine community support for the TIF.

*

Sherylann Densow – Ward 4 and 6
Ms. Densow emphasized that residents are paying attention to City decisions and urged Council to remain accountable and work toward a prosperous future for Norman.

*

ADJOURNMENT

The Meeting was Adjourned at 9:38 p.m.

ATTEST:

_____ _____
City Clerk Mayor Stephen T. Holman

CITY OF NORMAN, OK
CITY COUNCIL STUDY SESSION

Municipal Building, Executive Conference Room, 201 West Gray, Norman, OK 73069
Tuesday, February 17, 2026 at 5:30 PM

MINUTES

The City Council Study Session of the City of Norman, Cleveland County, State of Oklahoma, will meet in Regular Session in the Executive Conference Room in the Municipal Building, on Tuesday, February 17, 2026 at 5:30 PM, and notice of the agenda of the meeting was posted at the Norman Municipal Building at 201 West Gray and on the City website at least 24 hours prior to the beginning of the meeting.

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

CALL TO ORDER

Mayor Holman called the meeting to order at 5:30 p.m.

PRESENT
Mayor Stephen Holman
Councilmember Ward 2 Matthew Peacock
Councilmember Ward 3 Robert Bruce
Councilmember Ward 4 Helen Grant
Councilmember Ward 5 Brandon Nofire
Councilmember Ward 6 Joshua Hinkle
Councilmember Ward 7 Kimberly Blodgett
Councilmember Ward 8 Scott Dixon

ABSENT
Councilmember Ward 1 David Gandesbery

OTHERS PRESENT
Mr. Darrel Pyle, City Manager
Ms. Shannon Stevenson, Assistant City Manager
Mr. Rick Knighton, City Attorney
Mr. Scott Sturtz, Public Works Director
Mr. Chris Mattingly, Utilities Director
Mr. Clint Mercer, Chief Accountant
Ms. Kimberly Coffman, Budget Manager
Ms. Michele Loudenback, Environmental and Sustainability Manager
Ms. Megan Phelan, Park Planner
Ms. Jamie Meyer, Interim City Clerk
Ms. Jane Hudson, Planning and Community Development Director
Mr. Rob Norman, Resident

AGENDA ITEMS

1. DISCUSSION REGARDING THE MONARCH SOCIETY GRANT HABITAT INSTALLATION, EDUCATION AND MURAL AT CITY HALL.

   Ms. Michele Loudenback, Environmental and Sustainability Manager, presented information regarding a partnership with the Oklahoma Monarch Society, funded through the Kerr Foundation, for habitat installation, public education, and public art in Norman. She explained that Norman was one of only two cities selected for the program and that the project would expand upon the City's existing pollinator habitat and conservation efforts.

   Ms. Loudenback reviewed plans for installation of native pollinator gardens at City Hall, including educational signage, community programming, and a mural by Oklahoma artist Rick Sinnett. She stated the project is intended to serve as a visible public demonstration site and to support broader education and environmental stewardship efforts. She also reviewed the anticipated timeline, including spring planting activities, community workshops, and fall programming.

   Council discussed butterfly tagging, the use of native and drought-tolerant plants, long-term maintenance expectations, and opportunities for public participation. Councilmembers expressed support for the project and commended staff for their work.

2. DISCUSSION ABOUT THE OKLAHOMA SUPREME COURT'S DECISION IN ALLISON ET AL. V. MCCOY-POST ET AL., CASE NO. DF-122,946, AND SUBMISSION OF ORDINANCE NO. O-2425-2 TO THE REGISTERED VOTERS OF THE CITY, OR ALTERNATIVELY, REPEALING ORDINANCE NO. O-2425-2.

   Mr. Rick Knighton, City Attorney, presented an overview of the Oklahoma Supreme Court's decision affirming the district court's ruling regarding the referendum petition challenging Ordinance No. O-2425-2. He reviewed the remaining procedural steps in the case, including the deadline for filing a petition for rehearing and the issuance of the Court's mandate.

Mr. Knighton also addressed whether the City Council could independently submit the ordinance to a vote of the people. He explained staff's legal position that there is no statutory authority allowing the City to call such an election for this purpose. He reviewed relevant provisions of state law, the Local Development Act, and the City Charter in support of that conclusion.

Mr. Knighton further discussed the possibility of repealing the Ordinance creating the Tax Increment Finance Districts. He advised that while a future Council may repeal an Ordinance, doing so could expose the City to significant legal risk, including potential breach of contract and contract clause claims arising from the Economic Development Agreement. He also discussed potential litigation exposure, possible financial consequences, and concerns regarding overlapping obligations of Councilmembers serving as trustees of the Tax Increment Finance Authority.

Council discussed the Supreme Court ruling, the anticipated timing of final resolution of the litigation, prior examples involving tax increment financing, the authority to submit questions to voters by charter amendment, and the legal and financial risks associated with repeal or further action. Discussion also included the need to address amended deadlines under the Economic Development Agreement if the litigation concludes and the matter proceeds.

Mr. Rob Norman, resident, also addressed Council and offered a differing legal interpretation regarding repeal authority, voter submission, and potential litigation outcomes.

No formal action was taken.

ADJOURNMENT

The meeting was adjourned at 6:39 p.m.

ATTEST:

City Clerk

Mayor

CITY OF NORMAN, OK
CITY COUNCIL CONFERENCE

Municipal Building, Executive Conference Room, 201 West Gray, Norman, OK 73069
Tuesday, February 24, 2026 at 5:30 PM

MINUTES

The City Council Conference of the City of Norman, Cleveland County, State of Oklahoma, will meet in Regular Session in the Executive Conference Room in the Municipal Building, on Tuesday, February 24, 2026 at 5:30 PM, and notice of the agenda of the meeting was posted at the Norman Municipal Building at 201 West Gray and on the City website at least 24 hours prior to the beginning of the meeting.

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

CALL TO ORDER

Mayor Holman called the meeting to order at 5:30 p.m.

PRESENT
Mayor Stephen Holman
Councilmember Ward 1 David Gandesbery
Councilmember Ward 2 Matthew Peacock
Councilmember Ward 3 Robert Bruce
Councilmember Ward 4 Helen Grant
Councilmember Ward 5 Brandon Nofire
Councilmember Ward 6 Joshua Hinkle
Councilmember Ward 8 Scott Dixon

ABSENT
Councilmember Ward 7 Kimberly Blodgett

OTHERS PRESENT
Mr. Darrel Pyle, City Manager
Ms. Shannon Stevenson, Assistant City Manager
Mr. Rick Knighton, City Attorney
Ms. Kathryn Walker, Assistant City Attorney
Mr. James Briggs, Park Development Manager
Mr. Jason Olsen, Parks and Recreation Director
Mr. Chris Mattingly, Utilities Director
Mr. Scott Sturtz, Public Works Director
Mr. Clint Mercer, Chief Accountant
Ms. Kimberly Coffman, Budget Manager
Ms. Jamie Meyer, Interim City Clerk
Mr. Mitchell Richardson, Recreation Manager
Mr. Jacob Huckabaa, Budget Technician

AGENDA ITEMS

1. UPDATE REGARDING THE FINANCIAL STATUS OF THE NORMAN FORWARD PROGRAM.

Mr. Jason Olsen, Parks and Recreation Director, presented an update regarding the financial status of the Norman Forward Program. He reviewed the original and revised project budgets and noted that the majority of Norman Forward projects have been completed or are near completion. He stated that the program is now primarily focused on the remaining pay-as-you-go projects.

Mr. Olsen identified the remaining projects as including Canadian River Park, Saxon Park, neighborhood park development, neighborhood park renovations, and trail development. He then reviewed financial projections prepared in coordination with Finance, noting that with conservative growth assumptions and current debt service schedules, the program could end with an estimated remaining fund balance of approximately $11 million after completion of the remaining authorized projects, which were estimated at approximately $22.7 million.

Mr. Olsen presented a preliminary list of potential Norman Forward-eligible projects that could be considered if excess funds remain available. Possible projects discussed included:

- Purchase of the Sutton Wilderness property currently leased from the State;
- Acquisition of property for a future softball/football complex;
- Addition of a multi-purpose gym at the Adult Wellness and Education Center;
- Replacement of kidspace and/or construction of a Miracle Field at Reaves Park;
- Playground and restroom improvements at Griffin Park;
- Pond and restroom improvements at Andrews Park;
- Improvements related to the Young Family Athletic Center, including a weight room addition or payoff of existing debt;
- Ruby Grant trail and cross-country course upgrades;
- A new feature at Westwood Family Aquatic Center; and
- Systemwide park signage and wayfinding improvements.

Item 1, continued

Mr. Olsen explained that the projects were presented for discussion only and were not listed in any order of priority. He stated that staff intends to gather input from Council, the Parks Board, and the Citizen's Financial Oversight Board before bringing recommendations back for final Council consideration. He also noted that some funds may need to be reserved for maintenance or replacement of Norman Forward improvements as facilities age.

Council discussed the projected remaining balance and confirmed that any excess Norman Forward funds must be used only for Norman Forward-authorized purposes. Discussion also included the process for prioritizing future projects, timing of Council decisions, and the possibility of Council submitting individual priorities to staff for review and compilation.

Councilmembers specifically discussed the need for improvements at Andrews Park, including the restroom and associated stormwater and grading work, and noted the park's importance for downtown events and public use. Council also discussed the Canadian River Park project and the uncertainty associated with land acquisition, as well as questions the public may raise regarding whether any remaining funds could be reserved for the Central Library. Staff advised that library repair is not currently a viable option for these funds due to ongoing litigation and the need to preserve the site as evidence.

Council expressed appreciation for the update and indicated interest in continued discussion regarding project prioritization as additional information becomes available.

ADJOURNMENT

The meeting was adjourned at 6:06 p.m.

ATTEST:

City Clerk

Mayor

CITY OF NORMAN, OK
CITY COUNCIL SPECIAL MEETING

Municipal Building, Executive Conference Room, 201 West Gray, Norman, OK 73069
Tuesday, March 03, 2026 at 5:30 PM

MINUTES

The City Council Special Meeting of the City of Norman, Cleveland County, State of Oklahoma, will meet in Regular Session in the Council Chambers in the Municipal Building, on Tuesday, March 03, 2026 at 5:30 PM, and notice of the agenda of the meeting was posted at the Norman Municipal Building at 201 West Gray and on the City website at least 48 hours prior to the beginning of the meeting.

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

CALL TO ORDER

Mayor Holman called the meeting to order at 5:30 p.m.

PRESENT
Mayor Stephen Holman
Councilmember Ward 1 David Gandesbery
Councilmember Ward 3 Robert Bruce
Councilmember Ward 4 Helen Grant
Councilmember Ward 6 Joshua Hinkle
Councilmember Ward 7 Kimberly Blodgett
Councilmember Ward 8 Scott Dixon

ABSENT
Councilmember Ward 2 Matthew Peacock
Councilmember Ward 5 Brandon Nofire

OTHERS PRESENT
Mr. Darrel Pyle, City Manager
Mr. Tim Powers, Information Technology Director
Mr. Rick Knighton, City Attorney
Mr. Jacob Huckabaa, Budget Technician
Ms. Jane Hudson, Planning and Community Development Director
Mr. Chris Mattingly, Utilities Director
Ms. Joyce Green, GIS Services Manager
Mr. Tim Miles, City Engineer
Mr. Joseph Hill, Streets Program Manager
Mr. Jason Murphy, Stormwater Program Manager
Ms. Kimberly Coffman, Budget Manager
Mr. Travis King, Fire Chief
Mr. Kevin Foster, Chief of Police
Mr. Jason Olsen, Parks and Recreation Direction
Ms. Jamie Meyer, Interim City Clerk
Major Chad Vincent, Norman Police Department
Mr. Clint Mercer, Chief Accountant

AGENDA ITEMS

1. DISCUSSION REGARDING THE FYE 2027 CAPITAL IMPROVEMENTS PROGRAM BUDGET AND THE FYE 2027-2030 CAPITAL IMPROVEMENTS PLAN.

   Ms. Kimberly Coffman, Budget Manager, and Mr. Jacob Huckabaa, Budget Technician, presented an overview of the Fiscal Year Ending 2027 Capital Improvements Program (CIP) Budget and the Fiscal Year Ending 2027 through 2031 Capital Improvements Plan. Staff reviewed the current budget process and advised that the next CIP-related budget discussion is scheduled for May 5, 2026, when the City Manager's preliminary budget will be presented.

   Staff reviewed the recurring capital work programs funded by the capital sales tax and explained that these recurring projects form the base of the annual capital budget. Projects discussed included street maintenance, stormwater drainage improvements, park amenities, tree planting, information technology hardware and software, capital outlay for fleet and equipment replacement, personnel costs funded through the capital fund, maintenance of existing facilities, sidewalk programs, ADA compliance projects, ODOT audit adjustment, pay-as-you-go bridge maintenance, traffic calming, regional transportation authority participation, and GIS mapping updates.

   Council discussed the recurring capital allocations, the size of the debt service component within the "other projects" category, and requested that future graphics separate debt service into its own category for clarity. Staff also explained how fleet and technology replacement schedules are tracked and prioritized, noting increased costs for vehicles and equipment in recent years. Council requested additional benchmarking information regarding fleet age and comparisons with similarly sized municipalities.

Staff also reviewed the recurring sidewalk program for Fiscal Year 2027, including specific planned locations for school and arterial sidewalks, sidewalk accessibility improvements, the citywide 50/50 sidewalk replacement program, downtown sidewalk improvements, sidewalks and trails, and the horizontal saw cut program. Council discussed the value of the 50/50 sidewalk program and the horizontal saw cut program, as well as the relationship between these projects and separate CDBG sidewalk work.

Staff then reviewed the status of several voter-approved bond programs. With respect to the 2021–2026 Street Maintenance Bond Program, staff reported that all project categories are substantially complete, with only a small number of urban concrete pavement projects remaining under construction. Staff noted that the proposed renewal of the street maintenance bond program will appear on the April 7, 2026 ballot as a no-new-tax extension for five years in the amount of $35 million.

Staff also provided updates on the final project in the 2012 Transportation Bond Program, noting that federal grant funding had been secured to advance phases of the project. Updates were also provided regarding the 2019 Transportation Bond Program, including completed projects, projects currently underway, federal funding received, and continued efforts to secure grant funding for remaining projects. Staff further reviewed the 2023 Bridge Maintenance Bond Program, noting completed projects, projects currently in design, and additional outside funding received to support bridge rehabilitation work.

Staff discussed the April 7, 2026 bond proposition for a permanent homeless shelter and resource facility, noting that if approved, the project would be included in the capital budget, while operations would be funded separately through the General Fund.

Using midpoint revenue projections and current appropriations, staff reported that the capital fund is projected to have a negative available balance for new projects in Fiscal Year 2027, demonstrating that most available capital revenue is already committed to recurring work programs and existing obligations.

Staff also provided a brief update regarding the Public Safety Sales Tax Fund and the remaining critical capital need for Fire Station No. 5. Council discussed the timing of Fire Station No. 5, the relationship between the Public Safety Sales Tax and previously approved projects, and whether the fund should continue to be tracked separately after current voter-approved capital obligations are completed. Staff noted that the upcoming Council agenda will include funding requests related to implementation of the fire service matrix assessment and next steps for station planning and design.

Finally, staff referenced the Norman Forward Fund, noting that a projected surplus may be available in later years and that Council is not required to make immediate decisions on those funds prior to budget adoption. Staff advised that budget amendments can be brought forward later as project priorities are refined.

Item 1, continued

Council discussed the importance of legal compliance in budget preparation, as well as the separate policy decisions involved in determining future priorities, additions, reductions, and risk-based funding decisions. Staff advised that additional information and the preliminary budget books would be provided to Council in advance of the next scheduled budget discussion.

2. CONSIDERATION OF ADJOURNING INTO AN EXECUTIVE SESSION AS AUTHORIZED BY OKLAHOMA STATUTES TITLE 25 § 307(B)(4) TO DISCUSS PENDING LITIGATION ASSOCIATED WITH BAD DAY TOWING AND RECOVERY COMPANY, INC. VS. CITY OF NORMAN ET AL., OKLAHOMA SUPREME COURT CASE NO. SD-123,329.

   Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 6 Hinkle.

   Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 3 Bruce, Councilmember Ward 4 Grant, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

   The City Council adjourned into Executive Session at 6:26 p.m. Mr. Darrel Pyle, City Manager; Ms. Shannon Stevenson, Assistant City Manager; Mr. Rick Knighton, City Attorney, were in attendance at the Executive Session.

   Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 6 Hinkle.

   Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 3 Bruce, Councilmember Ward 4 Grant, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

   The Executive Session was adjourned out of and the Special Session was reconvened at 6:48 p.m.

   The pending litigation associated with Bad Day Towing and Recovery Company, Inc. vs. City of Norman et al., Oklahoma Supreme Court Case No. SD-123,329 was discussed. No action was taken and no votes were cast.

ADJOURNMENT

The meeting was adjourned at 6:49 p.m.

ATTEST:

_____ _____

City Clerk Mayor

CITY OF NORMAN, OK
CITY COUNCIL OVERSIGHT COMMITTEE MEETING

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

Thursday, February 12, 2026 at 4:00 PM

MINUTES

The Oversight Committee of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in the Executive Conference Room in the Municipal Building, on Thursday, February 12, 2026 at 4:00 PM, and notice of the agenda of the meeting was posted at the Norman Municipal Building at 201 West Gray and on the City website at least 24 hours prior to the beginning of the meeting.

CALL TO ORDER
Chair, Helen Grant called the meeting to order at 4:00 pm.

MEMBERS PRESENT
Councilmember Ward 4 Helen Grant, Chair
Councilmember Ward 1 David Gandesbery
Councilmember Ward 5 Brandon Nofire
Councilmember Ward 8 Scott Dixon

OTHERS PRESENT
Councilmember Ward 3 Robert Bruce
Councilmember Ward 6 Joshua Hinkle
Mayor Stephen Holman
Mr. Darrel Pyle, City Manager
Ms. Kathryn Walker, Assistant City Attorney IV
Ms. Beth Muckala, Assistant City Attorney III
Ms. Katherine Griffith, Admin Tech III, City Clerk

AGENDA ITEMS

1. DISCUSSION REGARDING POSSIBLE HOUSING INCENTIVES AND OTHER INCOME BASED PROGRAMS WITHIN THE HISTORIC DISTRICT AREA.

City Manager Darrel Pyle discussed potential housing incentive programs and funding mechanisms that could support homeownership and preservation efforts within the City's historic districts.

Staff noted that existing income-qualified programs funded through Community Development Block Grant (CDBG) may be available for eligible households; however, property values in some historic neighborhoods may limit eligibility under federal guidelines. Staff indicated that Tax Increment Financing (TIF) could provide a potential local funding source for historic district incentive programs. Council previously designated an East Main TIF district, and staff noted that TIF revenues could potentially support initiatives such as historic preservation grants, housing assistance programs, or revolving loan funds.

Staff explained that a revolving loan fund capitalized through TIF revenue could provide long-term support for housing improvements or homebuyer assistance and could continue operating after the TIF district expires. Staff also noted that the City currently has three historic districts—Miller, Chautauqua, and Southridge—and discussed concerns regarding increasing short-term rental and investor ownership in these neighborhoods. Councilmembers discussed the possibility of developing programs that encourage owner-occupied housing and long-term residency.

Staff indicated that potential housing assistance could include first-time homebuyer programs structured as forgivable loans or repayable assistance. If locally funded through TIF or other sources rather than federal programs, the City would have greater flexibility in establishing eligibility thresholds and program requirements.

Additional potential funding sources discussed included repayment of funds from the Crimson Flats project originally supported by American Rescue Plan Act funding, which Council directed to be reinvested in affordable housing initiatives.

Staff proposed scheduling a future study session to provide additional information regarding CDBG funding, including eligible uses, the Section 108 Loan Program, and other housing and economic development tools available to the City.

*****

2. CONTINUED DISCUSSION OF THE CITY PROCESS WHEN CREATING A TAX INCREMENT FINANCE DISTRICT.

Ms. Kathryn Walker, Assistant City Attorney IV, continued discussion from the previous meeting regarding the process for establishing Tax Increment Financing (TIF) districts and potential improvements to the City's review procedures.

Item 2, continued

Staff noted that the City has previously adopted four TIF districts—Campus Corner, University North Park (UNP), Center City, and the Arena—each developed without a standardized application or evaluation process. Councilmembers discussed concerns about transparency and early stakeholder input during the formation of future TIF districts and expressed interest in developing a more structured policy framework.

Staff reviewed potential elements of a formalized TIF application and review process, including standardized application requirements, stakeholder engagement, use of existing advisory boards such as the Economic Development Advisory Board, and independent economic and risk analysis for proposed projects. Councilmembers discussed the value of third-party financial analysis to evaluate project feasibility, general fund impacts, and overall risk before Council consideration.

Councilmembers also discussed potential policy priorities for future TIF projects, including affordable housing components for residential developments, quality job standards, protections against economic cannibalization, relocation assistance for displaced residents, and safeguards to ensure responsible use of public incentives. Additional discussion included possible caps on certain types of project costs funded through TIF revenues and the use of application fees to fund independent economic analysis.

Staff reviewed the statutory review committee required under the Oklahoma Local Development Act, which includes representatives from local taxing jurisdictions and other designated members who evaluate the fiscal impacts of proposed TIF districts. Councilmembers discussed the possibility of adding a local stakeholder advisory process prior to the statutory review stage to improve community input and project prioritization.

Staff also advised that requiring a supermajority vote for certain TIF approvals, particularly those involving sales tax increments, may require a City Charter amendment to avoid legal conflicts with existing Charter provisions. Councilmembers discussed potential timing for a future election should a Charter amendment be pursued.

Council emphasized the importance of balancing strong policy safeguards, transparency, and economic competitiveness while developing a formal TIF application and evaluation framework. Staff will prepare draft policy language and return with additional information for future discussion. A study session regarding Community Development Block Grant programs will also be scheduled.

*****

ADJOURNMENT

The meeting was adjourned at 5:20 pm.

ATTEST:

City Clerk

Mayor

CITY OF NORMAN, OK
CITY COUNCIL FINANCE COMMITTEE MEETING

Municipal Building, Executive Conference Room, 201 West Gray, Norman, OK 73069
Thursday, February 19, 2026 at 4:00 PM

MINUTES

The City Council Finance Committee of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in the Executive Conference Room in the Municipal Building, on Thursday, February 19, 2026 at 4:00 PM, and notice of the agenda of the meeting was posted at the Norman Municipal Building at 201 West Gray and on the City website at least 24 hours prior to the beginning of the meeting.

CALL TO ORDER

PRESENT
Councilmember Ward 6 Chair Joshua Hinkle
Councilmember Ward 1 David Gandesbery
Councilmember Ward 3 Robert Bruce
Councilmember Ward 4 Helen Grant

OTHERS
Mayor Stephen Holman
Councilmember Ward 8 Scott Dixon
Bryce Holland, Multimedia Specialist
Clint Mercer, Chief Accountant
Dannielle Risenhoover, Admin. Tech IV
Darrel Pyle, City Manager
Devra Smith, NFD Admin. Tech
Jacob Huckabaa, Budget Analyst
Jamie Vaughn, Treasury Support Supervisor
Jason Murphy, Stormwater Program Manager
Jason Olsen, Director of Parks & Recreation
Kathryn Walker, Asst. City Attorney
Kim Coffman, Budget Manager
Lisa Krieg, CDBG Grants Manager
Tara Reynolds, CDBG Financial Management Analyst
Andy Couch, Firehouse Art Center Executive Director & Curator
Danielle Tipton, The Depot
Shari Jackson, Norman Music Festival & The Depot
Cody Giles, Norman Music Festival
David Floyd, Attorney

AGENDA ITEMS

1. DISCUSSION AND REVIEW OF OUTSIDE AGENCY REPORTS AND/OR REQUESTS FROM THE FOLLOWING:

Social and Voluntary Services Commission

Veteran's Day Parade Committee
Center for Children and Families
Firehouse Art Center
Cleveland County Historical Museum
Sooner Theatre
Aging Services - Kiwanis Kruiser
Performing Arts Studio (The Depot)
Norman Economic Development Coalition

The Finance Committee heard statements from outside agencies that are requesting additional operating funds out of the City's General Fund during Fiscal Year 2027. Five outside agencies were represented at the meeting and presented their rationale for their requests for repeat or increased funding. The agencies were: the Social and Voluntary Services Commission (SVSC), the Firehouse Art Center, The Depot/Performing Arts Studio, the Veteran's Day Parade, and the Norman Music Festival. Some of these outside agencies also receive funding from additional sources such as United Way and City of Norman Room Tax allocations.

The Social and Voluntary Services Committee is asking the City for $275,000. The Firehouse Art Center is asking for $150,000. The Depot/Performing Arts Studio is asking for $67,000. The Veteran's Day Parade is asking for $500 for parade insurance, and the Norman Music Festival is asking for $50,000. The following outside agencies were not present at the meeting, but are asking the City for the following funding:

Center for Children & Families Inc.: $150,000
Historical Museum: $50,000
Sooner Theatre: $88,381
Aging Services Inc. – Kiwanis Kruiser: $14,500
Wildcare: $65,000

Tara Reynolds, CDBG Financial Management Analyst, spoke on behalf of SVSC. "City Council allocates funding to the Social and Voluntary Services Commission every year to disperse among the social service agencies of Norman," Reynolds said. "If you are a registered 501c3 serving the citizens of Norman, you are eligible to apply." She stated that nonprofit organizations can apply for up to a $10,000 grant from the City of Norman through SVSC. One of the unique things about SVSC is that it is one of the few funding sources that are eligible for general operation expenses, like utility costs; whereas, most funding sources to foundations, and other grants, require funds to be used for a specific program. Each year the SVSC Commission goes through an application process to determine the funding amounts for each applicant.

Firehouse Art Center Executive Director and Curator Andy Couch stated that they have increased their funding request from $120,000/year to $150,000/year because they have expanded their services and they're "not sure that grants are going to work out". Couch stated, "Last fiscal year we were serving around seven to 8,000 people. That number has drastically changed to 29,000 people. We're trying our best to figure out a way to put money away; or to save; or how to sustain the growth that we're experiencing right now." The Firehouse Art Center has also received funds from the Norman Public School Foundation, The McCasland Foundation, and the Katherine B. Wells Macmillan Foundation to fund their fifth-grade art program. Couch stated that any increase in funding would go directly to the expansion of operations.

Shari Jackson with The Depot/Performing Arts Studio addressed the Committee with her request for additional funding. The Depot runs a 365 day a year waiting room for the Amtrak train service. The City granted The Depot/Performing Arts Studio $56,400 last year. "This year we did just a slight increase (in our funding request) because we kind of calculated what it took," Jackson said. "That funding allowed us to get a part-time facilities manager and receptionist."

Shari Jackson also represented the Norman Music Alliance which produces the Norman Music Festival. Jackson stated that the Norman Music Festival is the 10th largest, free music event in the country and that it brought in visitors from over 30 states last year. "For our open call this year, we received 820 applications from 44 states and 21 other countries," Jackson said. "Big bands are applying through our open call now, hoping to get to come play." Monster (energy drink company) is a national sponsor of the Norman Music Festival and other sponsors are being pursued as well.

Chair Hinkle asked the City Budget Manager Kim Coffman if there was an estimate on what the budget deficit or surplus was going to be for fiscal year 2027. Coffman replied, "There are a lot of different projections and scenarios. Right now, we're working on trying to keep the General Fund in the black for fiscal year '27. This includes 4% cuts to all expenditures and that includes salaries and benefits in the way of freezing merits for this year."

City Manager Darrel Pyle added, "With the 4% reductions that are in the current fiscal year, carried over in the next fiscal year, and a freeze on merit increases to the salary schedule, and of course all of the associated costs that are a percentage of payroll, right now it looks like we can deliver you a budget with revenues in excess of expenditure projections by $300,000 or $400,000. If we put the 4% merits in there, we're in the red by about $1.2 million."

Coffman made it clear that the City is not the only source of income for the outside agencies. She also highlighted some of the documents that the City requests when agencies apply for funding. "These organizations submit a packet every year for this meeting. We request that they submit financial statements, tax forms, a list of all revenue sources, a detail of their ask and how they spend funds that they receive," Coffman said. "If you look at the packets, you'll notice that they're not all uniform. Some submit tax forms, some don't. Every ask is pretty different." What we want to propose for fiscal year 2027 is that we combine all of the arts and events organizations into a category called Arts, Culture, and Event Organizations." Coffman recommended that the Parks Board vet and evaluate the applications to decide which organizations receive funds and how much. "Council would still determine, obviously, the amount to be spent; but we felt that there is some benefit to a more refined evaluation and application process," Coffman said. City staff does recommend an 8% cut to the City's 2026 contribution level for the outside agencies.

Councilmember Dixon stated, "If we're looking at cuts for the City and looking at cutting sanitation workers, police officers, firefighters, billing clerks, whatever…I think this entire $845,381 (donation) should probably go away."

Councilmember Grant stated, "I'm leaning towards that (an 8% cut to the funding of the outside agencies) just because there are some things being funded especially through social and voluntary services that help keep our seniors housed and that is the fastest growing segment of our unhoused population."

Mayor Holman stated, "I'm supportive of continuing to fund these things, it's such a small percent of our total budget; but, when it comes down to it, we're looking at a tight budget, and every

penny really matters. So, take into consideration what's the benefit of these things versus wh they cost."

Chair Hinkle stated that Council will continue to review what the funding will look like.

2. DISCUSSION REGARDING PROPOSED INTERLOCAL AGREEMENT ESTABLISHING AND PARTICIPATING IN THE OKLAHOMA COOPERATIVE LIQUID ASSETS SECURITY SYSTEM AND RELATED CHANGES TO THE CITY'S INVESTMENT POLICY.

Assistant City Attorney Kathryn Walker led the discussion. Walker discussed the opportunity to make an amendment to the City's investment policy. "A State Senate bill was passed recently that allows municipalities to start investing in qualified pooled investments with other municipalities, public trust, political subdivisions, etc..," Walker said. Because this bill was passed, the City has an opportunity to join the Oklahoma Cooperative Liquid Assets Security System. However, Walker stated, "To do that, we would need to amend our investment policy first, to match the new state statute and authorize this kind of investment; and then, we would need to do a resolution for the City and each public trust, approving and joining the interlocal agreement."

City Manager Darrel Pyle added, "Typically such pools are utilized for liquidity management, daily cash management, and the equivalent prior to this tool being made available would be a money market account in a local bank. In a pooled scenario, you're able to potentially invest with a little more clout. It's actually a much more important tool for smaller communities in the state of Oklahoma."

According to Pyle, participation in the agreement would not cost the City anything and it would generate returns like that of a money market account. "It provides a stable investment platform for all municipalities in the state of Oklahoma," Pyle said. "We see it as an additional tool in our toolbox. It doesn't remove any tools, and we think it is really a solid benefit."

With no objections to amending the City's investment policy to allow for joining the Oklahoma Cooperative Liquid Assets Security System, Kathryn Walker will move forward by putting the appropriate documents on Council's consent agenda.

3. DISCUSSION REGARDING MONTHLY REVENUE AND EXPENDITURE REPORTS.

Kim Coffman gave the report. February sales tax revenue was 13.6% higher than the sales tax revenue received in February of 2025. The year-to-date City revenue is 2.13% above the projected sales tax budget.

There is a proposed 2% increase in both the police and fire pensions circulating in the legislature. If this passes, Darrel Pyle believes it will be another $600,000 or $700,000 "hit" to the General Fund. Additional cuts to the City's General Fund will have to be made if this increase is approved.

Coffman closed with, "Our top two priorities right now, as we work on the fiscal year '27 budget, are figuring out how to make the General Fund expenditures meet the revenue that's coming in each year and not dipping into fund balance; and then, figuring out how to bring the Risk Management Fund back to a positive figure."

ADJOURNMENT

Chair Hinkle adjourned the meeting at approximately 5:35 PM.

ATTEST:

_____ _____

City Clerk Stephen Tyler Holman, Mayor

CITY OF NORMAN, OK
CITY COUNCIL COMMUNITY PLANNING & TRANSPORTATION COMMITTEE MEETING

Municipal Building, Executive Conference Room, 201 West Gray, Norman, OK 73069
Thursday, January 22, 2026 at 4:00 PM

MINUTES

The Community Planning & Transportation Committee of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in the Executive Conference Room in the Municipal Building, on Thursday, January 22, 2026 at 4:00 PM, and notice of the agenda of the meeting was posted at the Norman Municipal Building at 201 West Gray and on the City website at least 24 hours prior to the beginning of the meeting.

CALL TO ORDER
Chairman Holman called the meeting to order at 4:00 pm.

MEMBERS PRESENT
Mayor Stephen Holman, Chair
Councilmember Ward 3 Robert Bruce
Councilmember Ward 5 Brandon Nofire
Councilmember Ward 7 Kimberly Blodgett

OTHERS PRESENT
Councilmember Ward 1 David Gandesbery
Councilmember Ward 4 Helen Grant
Councilmember Ward 6 Joshua Hinkle
Mr. Anthony Purinton, Assistant City Attorney
Mr. Taylor Johnson, Transit Parking and Program Manager
Mr. Scott Sturtz, Director of Public Works
Mr. Tim Miles, City Engineer
Ms. Megan Phelan, Park Planner
Mr. Chris Mattingly, Utilities Director
Mr. Jason Olsen, Parks and Recreation Director
Mr. James Briggs, Park Development Manager
Ms. Katherine Griffith, Administrative Tech III, City Clerk

1. PRESENTATION OF THE DECEMBER PUBLIC TRANSIT REPORT.

Mr. Taylor Johnson, Transit and Parking Program Manager, presented the December Public Transit Report.

Mr. Johnson informed Council that one of the City's new cutaway transit vehicles was recently involved in a high-speed collision when a suspect fleeing police struck the parked EMBARK vehicle. The vehicle was deemed a total loss. Because the vehicle was purchased with federal funds and the driver involved did not have insurance, the City must either replace the vehicle using local funds or return the federal funding used for the original purchase. A request to authorize reallocation of funds to replace the vehicle at an estimated cost of $192,000 will appear on an upcoming City Council agenda. Councilmembers discussed insurance recovery, restitution possibilities, and federal funding requirements, and generally indicated that replacing the vehicle would be preferable to returning the federal funds.

Mr. Johnson also provided an update on the Central Oklahoma Long-Range Transit Plan prepared by the Association of Central Oklahoma Governments and EMBARK. The plan has been approved by the ACOG board and will be presented to City Council for acknowledgement of receipt.

Staff reviewed December 2025 ridership data, noting that fixed-route ridership increased to 43,899 rides compared to 38,424 rides in December 2024. Bicycle usage also increased significantly during the same period. EMBARK Plus paratransit service recorded approximately 2,000 rides in December 2025 compared to 1,818 in December 2024. Staff attributed the overall ridership increase in part to favorable weather conditions.

Staff also reported that Norman On-Demand service recorded approximately 1,800 rides in December 2025 compared to approximately 3,400 rides during the same period in 2024. While ridership declined, staff noted that lower demand has improved wait times and reduced walking distances for users, while also generating some operational cost savings.

Councilmembers inquired about a recent increase in denied rides, and staff indicated they will review trip data to identify potential causes and explore ways to reduce denied trips. Staff also reported that operations at the Transit Center continue to run smoothly, with security present and recent facility improvements completed without issue.

*****

2. PROJECT UPDATE AND DISCUSSION OF THE ACCESS OKLAHOMA - EAST/WEST CORRIDOR.

Mr. Scott Sturtz, Public Works Director, provided an update on the Access Oklahoma East/West Connector project led by the Oklahoma Turnpike Authority (OTA).

Mr. Sturtz reported that OTA has awarded the contract for construction of the segment crossing the Canadian River between Newcastle and Norman, extending past 72nd Street. Preliminary work is expected to begin in mid-February with construction activity anticipated in late February or early March. OTA's stated goal is to allow two-way traffic between Newcastle and Interstate 35 by the end of 2027, although the full project buildout may continue beyond that timeframe.

Item 2, continued

Staff reviewed the anticipated construction schedule for upcoming segments of the project, noting that several portions of the corridor, including improvements near 36th Avenue NW, will be bid over the next several months with construction activity expected to extend through 2027. Staff noted that the overlapping schedules will result in significant construction activity in the area.

Staff also discussed ongoing coordination efforts between the City of Norman, Cleveland County, the City of Moore, and the Oklahoma Turnpike Authority related to drainage improvements and project sequencing along 36th Avenue NW. Staff indicated that public communication efforts, including updates and public service announcements, will be provided as construction progresses to help residents navigate traffic impacts.

Mr. Sturtz also provided an update on a recently awarded federal grant related to the project. Staff will be working with the Federal Highway Administration and the United States Department of Transportation to coordinate project timing and funding requirements. Staff noted that the grant is the largest federal grant the City has received to date and that additional coordination will be necessary to determine how the funding may align with Turnpike Authority construction schedules.

Staff advised that future agreements with the Turnpike Authority may come before Council once additional information regarding the grant and project coordination becomes available. Council thanked staff for the update and emphasized the importance of continued transparency and communication as the project moves forward.

*****

3. DISCUSSION REGARDING STREETSCAPE DESIGNS FOR DIFFERENT COMMERCIAL DISTRICTS.

Mr. Tim Miles, City Engineer, and Ms. Megan Phelen, Park Planner, presented information regarding streetscape design approaches for the City's commercial districts.

Staff provided an overview of the City's streetscape philosophy, emphasizing the use of Complete Streets principles and best practices intended to support walkability, bicycle access, transit use, and vehicle mobility. Staff highlighted recent and ongoing projects reflecting this approach, including the Porter Avenue Streetscape project, the Gray Street two-way conversion, and the Main Street Median improvements.

Staff discussed typical streetscape elements such as pedestrian zones, landscaping buffers, street trees, bike facilities, transit access, and street furniture. Discussion also focused on pedestrian safety measures including medians, curb bump-outs, and refuge islands designed to shorten crossing distances and improve accessibility.

Item 3, continued

Staff provided updates on several projects. The Gray Street project includes decorative intersection treatments, landscaping, street furniture, and lighting improvements, with additional visual enhancements expected in the coming months. Staff also reviewed the completed Porter Avenue Streetscape project, noting improvements to sidewalks, bus stops, landscaping, and lighting. Committee members discussed concerns regarding planter placement, sidewalk width, and traffic speeds along Porter Avenue. Staff acknowledged these challenges and noted that lessons learned will inform future streetscape designs.

Staff also reviewed the Main Street Median project, which focuses on replacing turf with native and drought-tolerant plantings to reduce long-term maintenance while improving aesthetics and safety. Committee members expressed support for incorporating pollinator-friendly landscaping where feasible.

Staff discussed the development of a proposed Street Tree Ordinance intended to support tree canopy preservation and long-term maintenance in both residential and commercial areas. Staff also outlined potential funding mechanisms for future streetscape projects, including bond funding, grants, tax increment financing districts, and private partnerships.

Committee members discussed potential opportunities for future streetscape planning along several corridors, including North Flood Avenue and East Main Street, particularly in areas experiencing redevelopment or increased investment. Additional discussion included opportunities to improve pedestrian safety, expand on-street parking where feasible, and better define transitions between commercial corridors and adjacent residential areas.

Staff noted that future streetscape improvements will require continued coordination with redevelopment efforts, funding opportunities, and long-range planning initiatives.

*****

4. DISCUSSION OF GRANTS RECENTLY AWARDED TO THE CITY.

Mr. Scott Sturtz, Public Works Director, provided an overview of recently secured and active grant funding totaling more than $84 million for transportation, infrastructure, and transit-related projects.

Staff reported that since December 23, 2025, the City has secured significant funding through multiple federal and regional programs, including the Federal Emergency Management Agency Building Resilient Infrastructure and Communities program, Hazard Mitigation grants, the Federal Highway Administration and United States Department of Transportation programs, the Safe Streets and Roads for All (SS4A) program, Surface Transportation Block Grant funding through Association of Central Oklahoma Governments, Federal Transit Administration grants, and the Bridge Investment Program in partnership with the Absentee Shawnee Tribe of Oklahoma.

Item 4, continued

Staff highlighted a $25 million SS4A grant awarded for the 36th Avenue Northwest corridor project between Tecumseh Road and 34th Street. The total project value is estimated at approximately $40 million. Staff noted that Norman and Oklahoma City were the only two cities nationwide to receive the full $25 million SS4A award. Implementation of the project will begin with environmental review and planning, with Council action anticipated to authorize the study.

Additional recent awards include more than $16 million in transportation funding through ACOG programs, as well as funding for several transportation and safety projects including intersection improvements, traffic signal upgrades, pavement markings, transit vehicle replacement, and a roundabout project at Acres Street and James Garner Avenue. Staff also reported a Bridge Investment Program grant of approximately $13.5 million for replacement of the Porter Street Bridge, which will significantly reduce the City's anticipated bond-funded cost for that project.

Staff discussed several pending grant applications, including a BUILD grant for improvements to Cedar Lane Road and 36th Avenue Southeast, a Rural Surface Transportation grant application in partnership with the Absentee Shawnee Tribe for improvements along 24th Avenue Northeast, and a planning grant for a Tecumseh Road rail grade separation study in partnership with BNSF Railway. If awarded, these pending applications could provide up to $27 million in additional funding.

Councilmembers expressed appreciation for staff efforts in securing competitive grant funding and coordinating with regional and federal partners. Staff noted that while the volume of awarded grants presents logistical challenges, departments are prepared to move forward with project implementation and will continue coordinating public communication efforts regarding the awards.

*****

ADJOURNMENT
The Meeting was adjourned at 5:31pm.

ATTEST

City Clerk

Mayor

CITY OF NORMAN, OK
CITY COUNCIL COMMUNITY PLANNING & TRANSPORTATION COMMITTEE MEETING

Municipal Building, Executive Conference Room, 201 West Gray, Norman, OK 73069
Thursday, February 26, 2026 at 4:00 PM

MINUTES

The Community Planning & Transportation Committee of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in the Executive Conference Room in the Municipal Building, on Thursday, February 26, 2026 at 4:00 PM, and notice of the agenda of the meeting was posted at the Norman Municipal Building at 201 West Gray and on the City website at least 24 hours prior to the beginning of the meeting.

CALL TO ORDER
The meeting was called to order by Chairman, Mayor Stephen Holman at 4:00 pm.

MEMBERS PRESENT
Mayor Stephen Holman, Chairman
Councilmember Ward 2 Matthew Peacock
Councilmember Ward 3 Robert Bruce
Councilmember Ward 5 Brandon Nofire
Councilmember Ward 7 Kimberly Blodgett

OTHERS PRESENT
Councilmember Ward 1 David Gandesbery
Councilmember Ward 4 Helen Grant
Councilmember Ward 6 Joshua Hinkle
Councilmember Ward 8 Scott Dixon
Mr. Darrel Pyle, City Manager
Ms. Kathryn Walker, Assistant City Attorney IV
Mr. Anthony Purinton, Assistant City Attorney II
Mr. Taylor Johnson, Transit and Parking Program Manager
Mr. Scott Sturtz, Director of Public Works
Mr. Chris Mattingly, Director of Utilities
Mr. Mike Anderson, Safety Manager
Mr. Larry Wyatt, EMBARK Operations Specialist
Mr. Kharlie Barnaby, EMBARK Assistant Director of Operations
Ms. Katherine Griffith, Admin Tech III, City Clerk

AGENDA ITEMS

1. PRESENTATION OF THE JANUARY PUBLIC TRANSIT REPORT.

Mr. Taylor Johnson, Transit and Parking Program Manager, presented the January Public Transit Report and provided an update on current transit operations.

Mr. Johnson reported that three large buses are currently on order. The bus that was totaled in a recent accident has not yet been reordered due to unresolved liability issues, and staff anticipate addressing the replacement in the upcoming fiscal year.

Staff also advised the committee of potential cost increases related to tariffs affecting vehicle parts and goods. The bus manufacturer, Gillig, received an amendment through the State of Washington contract allowing the possibility of passing along tariff-related cost increases. Although the buses are assembled in the United States, certain components may be subject to tariffs. Staff will continue to monitor the situation and report any potential budget impacts.

Mr. Johnson reviewed January 2026 ridership data for EMBARK Norman. Total ridership was just under 35,000 rides compared to approximately 40,000 rides in January 2025. Staff noted the decrease may be attributed to one fewer weekday of service and four weather-related service impact days in January 2026 compared to one in January 2025.

Despite the overall decrease, several areas experienced increases. PLUS ridership increased by approximately 1,000 riders, use of bicycles and mobility devices increased from 608 to 926, airport route ridership increased approximately 21 percent, and Saturday fixed-route service increased 29.7 percent, with the Westheimer route experiencing a 92 percent increase.

Mr. Johnson also reported that Norman On-Demand service recorded 1,813 riders in January 2026 compared to 3,272 riders in January 2025. Staff indicated the decline may be partially related to the rate increase implemented in September 2025. The service operator, VIA, has adjusted service hours in response to demand to help control costs, which may result in fiscal year savings while maintaining the ability to increase service capacity if ridership rebounds.

*****

2. DISCUSSION REGARDING THE FYE 2027 TRANSIT BUDGET.

Mr. Taylor Johnson, Transit and Parking Program Manager, presented an overview of the City's transit program and discussed preliminary considerations for the Fiscal Year Ending 2027 transit budget.

Mr. Johnson briefly reviewed the transition of transit operations from the University of Oklahoma to the City in July 2019 and the subsequent voter approval of the dedicated Public Transit Sales Tax in November 2019. He also highlighted major milestones since the transition, including adoption of the Go Norman Transit Plan, construction of the Transit/Public Safety Maintenance Facility, and opening of the Norman Transit Center.

Item 2, continued

Staff outlined guiding principles used in developing the transit budget, including maintaining self-sustaining operations when possible, expanding service incrementally as funding allows, and pursuing grant funding for capital needs.

Projected FY27 transit revenues are estimated at approximately $6.9 million with major sources including Federal Transit Administration funding, the dedicated transit sales tax, Oklahoma Department of Transportation funding, Norman Regional contributions, and advertising revenue. The EMBARK operations contract is projected to cost approximately $4.9 million. Based on current projections, staff indicated a potential surplus of approximately $589,000 but cautioned that using the full amount would eliminate the fund balance in Fund 27. Staff emphasized the importance of maintaining reserves to address unexpected expenses and avoid reliance on the General Fund.

Staff then reviewed several potential expenditures not currently included in the FY27 budget, including continuation of the Norman On-Demand micro transit service, a proposed frequency increase for Route 110, potential financial assistance to maintain the Norman–Oklahoma City Route 24 service, and expanded security coverage at the Norman Transit Center.

Councilmembers discussed the costs and benefits of continuing the Norman On-Demand micro transit service, noting both its relatively high cost per ride and its role in providing late-night, Sunday, and ADA-accessible transportation options. Council also discussed possible adjustments to service hours or coverage areas to reduce costs.

Councilmembers expressed general support for expanding security coverage at the Norman Transit Center and discussed the possibility of assisting with funding for Route 24 to maintain the Norman–Oklahoma City connection while longer-term regional transit solutions are explored. Several Councilmembers suggested delaying the proposed Route 110 frequency increase due to current budget constraints.

Staff also provided updates regarding the City's application for the EMBARK Well grant program through the Tobacco Settlement Endowment Trust, which would provide funding for a pilot transportation program serving older adults if awarded.

Based on discussion, Council expressed preliminary interest in continuing the micro transit program at a reduced service level, expanding transit center security coverage, exploring short-term support for Route 24, delaying the Route 110 frequency increase, and maintaining a portion of the fund balance in Fund 27. Staff will continue refining budget scenarios and return with additional information as the FY27 budget process progresses.

Transit budget discussions will continue during upcoming meetings prior to final budget adoption.

*****

3. DISCUSSION REGARDING DOWNTOWN PARKING.

Staff presented background information regarding downtown parking operations and recent questions from business owners and Cleveland County officials related to timed and paid parking in the downtown area. Staff noted that parking and transit operations are coordinated through Public Works and include paid parking management, timed parking coordination with the Police Department, traffic control, permit administration, and Municipal Court processing of parking violations.

Staff reviewed recent updates to the Parking Management Plan adopted by Council on December 9, 2025, which consolidated the Downtown and Campus Corner parking plans and updated operational policies, payment options, and parking rates. Updated rates include an increase in the Grey Street Lot and courthouse-area on-street parking from $0.25 per hour to $0.50 per hour and an increase in the Grey Street annual permit from $450 to $600. Staff also presented an overview map showing the various downtown parking designations, including no-limit parking, short-term loading zones, timed parking areas, and paid parking locations.

Council discussed inconsistencies in downtown parking time limits and expressed interest in simplifying parking regulations. Several Councilmembers suggested establishing more uniform parking durations in key downtown corridors to improve clarity for visitors and support downtown businesses. Council generally supported maintaining short-term loading zones while considering a consistent two-hour time limit for most downtown parking areas.

Cleveland County Commissioner Jacob McHughes addressed Council regarding parking access near the Cleveland County Courthouse. Commissioner McHughes noted that the County is pursuing construction of a parking structure near the courthouse and requested consideration of timed parking rather than paid parking for courthouse visitors to improve public access. Council discussed the request and acknowledged the challenges associated with courthouse parking demand.

Council also discussed broader downtown parking considerations, including future structured parking opportunities, shared-use parking arrangements, and potential funding mechanisms for long-term parking infrastructure. Staff noted that parking enforcement is primarily intended to encourage turnover and compliance rather than generate revenue.

Following discussion, Council reached consensus to convert current one-hour downtown parking areas to two-hour parking and to evaluate converting courthouse-area paid parking spaces to two-hour timed parking. Specialized areas such as loading zones and certain no-time-limit parking areas will remain unchanged. Staff indicated that required signage changes would be manageable and can be adjusted if necessary.

Council noted that additional discussion regarding courthouse-area parking and long-term downtown parking strategies may occur in future meetings.

*****

4. PROJECT UPDATES AND DISCUSSION OF THE ACCESS OKLAHOMA - EAST/WEST CORRIDOR.

Staff provided an update on the Access Oklahoma east/west corridor project led by the Oklahoma Turnpike Authority.

Staff reported that the contract for the Canadian River bridge has been awarded, with contractor mobilization expected in early March and construction activity to begin shortly. Staff also discussed coordination related to Phase Two improvements at 36th Avenue NW. Under a proposed agreement, the Turnpike Authority would construct the improvements while the City contributes approximately $2.2 million, including in-kind services, resulting in an estimated City savings of $3.5 to $4 million. The agreement is anticipated to come before Council on March 10.

Staff reviewed the tentative construction schedule for upcoming segments of the east/west corridor, including future interchange and roadway improvements between 60th Avenue NW and Interstate 35. The Turnpike Authority anticipates east-west traffic between I-44 and I-35 to be operational by the end of 2027.

Staff also provided updates on other transportation projects, including ongoing improvements to Oklahoma State Highway 9 led by the Oklahoma Department of Transportation. Construction began in September 2024 and is nearing completion. Staff noted that ODOT is conducting a corridor study for the Highway 9 segment between I-35 and East 24th Avenue and will present results from a Highway 9 safety audit at a future committee meeting.

Councilmembers also discussed the ongoing I-35 corridor study between Robinson Street and Fourth Street and encouraged review of ODOT's public meeting materials outlining potential access and interchange changes along the corridor.

Staff confirmed the anticipated future agenda placement for the Turnpike Authority agreement and briefly discussed considerations related to sales tax allocation for large infrastructure projects. Council thanked staff for the update and noted that parking discussions will continue at a future committee meeting.

ADJOURNMENT

The meeting was adjourned at 5:38 p.m.

ATTEST

City Clerk

Mayor

File Attachments for Item:

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

CENTRAL OKLAHOMA MASTER CONSERVANCY DISTRICT

TERM: 06-28-26 TO 06-28-30, AMANDA NAIRN – WARD 6

TERM: 06-28-26 TO 06-28-30, DR. EDGAR O'REAR – WARD 8

BICYCLE ADVISORY COMMITTEE

TERM: 03-10-26 TO 02-13-29, PETER SOPPELSA – WARD 2

HISTORIC DISTRICT COMMISSION

TERM: 03-10-26 TO 10-26-26, TRENT BAGGETT – WARD 4

SOCIAL AND VOLUNTARY SERVICES COMMISSION

TERM: 03-10-26 TO 12-09-28, LISA SCHMIDT – WARD 2

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 03/24/2026

REQUESTER: Mayor Stephen T. Holman

PRESENTER: Jamie Meyer, Interim City Clerk

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

CENTRAL OKLAHOMA MASTER CONSERVANCY DISTRICT
TERM: 06-28-26 TO 06-28-30, AMANDA NAIRN – WARD 6
TERM: 06-28-26 TO 06-28-30, DR. EDGAR O'REAR – WARD 8

BICYCLE ADVISORY COMMITTEE
TERM: 03-10-26 TO 02-13-29, PETER SOPPELSA – WARD 2

HISTORIC DISTRICT COMMISSION
TERM: 03-10-26 TO 10-26-26, TRENT BAGGETT – WARD 4

SOCIAL AND VOLUNTARY SERVICES COMMISSION
TERM: 03-10-26 TO 12-09-28, LISA SCHMIDT – WARD 2

Amanda Nairn and Dr. Edgar O'Rear are reappointments. Peter Soppelsa is replacing Paul Warren who resigned. Trent Baggett is replacing Gregory Heiser who resigned. Lisa Schmidt is replacing Karen Webb who resigned.

File Attachments for Item:

4. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF THE MONTHLY DEPARTMENTAL REPORT FOR THE MONTH OF FEBRUARY 2026.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 03/24/2026

REQUESTER: Stacey Parker, Executive Assistant

PRESENTER: Stacey Parker, Executive Assistant

ITEM TITLE: CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF THE MONTHLY DEPARTMENTAL REPORT FOR THE MONTH OF FEBRUARY 2026.

City of Norman

Monthly Departmental Report

February 2026

MONTHLY PROGRESS

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CITY CLERK 1

CITY CLERK

MONTHLY PROGRESS REPORT
February 2026

ACTION CENTER				
DEPARTMENT	CALLS	CALLS YTD	ADDITIONAL CONTACTS	ADDITIONAL CONTACTS YTD
Animal Welfare	22	175	1	6
Bus Service	0	4	0	5
CDBG	2	7	0	12
City Clerk	76	584	2	13
City Manager/Mayor	3	43	0	12
City Wide Garage Sale	0	0	0	0
Code Enforcement	36	368	0	24
Finance	6	22	0	1
Fire/Civil Defense	6	33	0	3
Human Resources	13	95	0	1
I.T.	7	29	0	1
Legal	4	56	0	3
Line Maintenance	42	347	0	6
Municipal Court	11	78	0	0
Noise Complaint	0	0	0	0
Norman Forward Questions	0	0	0	0
Outreach	1	24	1	7
Parks & Recreation	11	193	0	23
Permits/Inspections	127	732	0	7
Planning	16	131	0	7
Police/Parking	21	216	0	30
Public Works	16	134	1	14
Recycling	0	1	0	0
Sanitation	57	608	1	16
Sidewalks	0	0	0	20
Storm Debris	0	0	0	0
Storm Water	3	71	5	17
Streets	31	307	1	24
Streets Lights	5	9	0	1
Traffic	14	129	0	15
Utilities	130	860	4	27
WC Questions	0	0	0	0
WC Violations	0	0	0	0
February 2026 Total: 674	**658**	**5256**	**16**	**295**

LICENSES

32 new business licenses and **2 Special Event permits** were issued during the month of February. The following is a list of types of business licenses issued in February and YTD totals:

LICENSE TYPE	NUMBER ISSUED	FYE YTD	LICENSE TYPE	NUMBER ISSUED	FYE YTD
Bee Keeper	0	0	Retail Beer	0	3
Brewer	0	0	Retail Spirits Store	2	3
Coin-Operated Devices	0	5	Retail Wine	0	3
Distiller	0	0	Salvage Yard	0	0
Food	3	34	Sidewalk Dining	0	0
Game Machines	0	114	Solicitor/Peddler (30 day)	8	30
Impoundment Yard	0	0	Solicitor/Peddler (60 day)	7	22
Kennel	0	2	Solicitor/Peddler (one day)	0	0
Medical Marijuana Dispensary	3	3	**Special Event**	**2**	**20**
Medical Marijuana Grower	0	3	Strong Beer & Wine/Winemaker	0	1
Medical Marijuana Processor	0	0	Taxi/Motorbus/Limousine	0	0
Medical Marijuana Testing Laboratory	0	0	Transient Amusement	0	0
Mixed Beverage	1	9	Mobile Food (one day)	1	8
Mixed Beverage/Caterer	0	0	Mobile Food (30 day)	0	8
Pawnbroker	0	0	Mobile Food (180 day)	0	13
Pedicab	0	24	Mobile Food (Annual)	7	28
	7	**194**	**(not including Special Events)**	**25**	**139**

NEW ESTABLISHMENT LICENSES		
NAME	ADDRESS	LICENSE TYPE(S)
The Gas Station	2305 W Lindsey	Medical Marijuana Dispensary
University Wellness Center	751 Canadian Trails Dr.	Medical Marijuana Dispensary
Humboldt Cannabis	457 W Gray	Medical Marijuana Dispensary
Chipotle Mexican Grill #5723	3170 Classen Blvd	Food Service; Mixed Beverage
Slice Sweet Shop	2274 W Main	Food Service
Main Street Trading Post	424 E Main	Food Service

MOBILE FOOD SERVICE LICENSES			
Annual	180 DAY	30 DAY	ONE DAY
Beanstalk Sno to Go			Wicked Hangry
Taqueria San Tadeo			
The Royal Duck Beverage Company			
Black Cat Coffee Company			
Carnival Eats & Treats			
The Belgian Press			
Sassy Sifter			

SOLICITOR/PEDDLER LICENSES		
One Day	30 Day	60 Day
	Weed Man Lawn Care (8)	Allstate Termite & Pest Control (5)
		Mack Daddy Lawn & Pest (2)

RECORD REQUESTS RECEIVED

MONTH	NUMBER RECEIVED	YEAR-TO-DATE
July	64	64
August	37	101
September	45	146
October	51	197
November	49	246
December	57	303
January	43	346
February	40	386
March		
April		
May		
June		

CLAIMS FILED

DATE FILED	NAME	JUSTIFICATION	AMOUNT
02/02/2026	Bryan & Brooke Jackson	After the City installed a new water meter at my home at 2117 Reynolds Court; a leak was found and due to an alleged incorrect diagnosis of a leak by City personnel on 12/26/2025 we had an unnecessary plumbing bill.	$600.00
02/02/2026	Charles & Tammy Pasque	Allegedly a City backhoe hit their stone mailbox at 2504 OJ Talley Circle on 01/27/2026 and it was destroyed.	$2,000.00
02/02/2026	Clifford Jemison	Allegedly a Parks & Recreation employee driving a City vehicle failed to stop & yield at W Lindsey & Lahoma on 2/26/2026 and struck my 2020 Ford Fusion, causing damage & injuries.	$122,500.00
02/09/2026	Stephen Long	On 02/04/2026 a City Recycle truck allegedly backed into my brick mailbox, destroying it.	$600.00
02/10/2026	OG&E (CMR)	On 02/25/2025, allegedly City employees hit a street light and caused damage at 1305 Northern Hills Lane.	Undetermined
02/19/2026	Karl Hillerman	Due to alleged excavation efforts at 3813 Northridge Road in late November/December 2025 damage occurred to the water line which caused a huge leak and increased bill.	$1,500.00

SPECIAL SESSION

On February 10, 2026, City Council met in Special Session and adjourned to Executive Session to discuss pending litigation associated with Wattie Wolfe Co, Inc. vs. G.E. Johnson Et Al., Cleveland County Case CJ-2025-1366.

STUDY SESSION

On February 17, 2026, City Council met to discuss the Monarch Society Grant Habitat Installation, Education and Mural at City Hall. Additionally, there was discussion about the Oklahoma Supreme Court's

decision in Allison Et Al. v. McCoy-Post Et Al, Case No. DF-122,946 and submission of Ordinance No. O-2425-2 to the registered voters of the city or alternatively, repealing Ordinance O-2425-2.

CONFERENCE

On February 24, 2026, City Council met in Conference to receive an update regarding the financial status of the Norman Forward program.

CITY MANAGER 2

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

FINANCE 3

CITY OF NORMAN

Department of Finance
Monthly Report – February 2026

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

Treasury Division:

In the month of February, the Treasury Division processed 40,394 payments in person and over the phone, an increase of 2.5% from last month. Paymentus (the City's 3rd party processor of online and automated telephone payments) processed 15,104 payments in February, an increase of 1% from last month.

General Fund Revenues & Expenditures:

When comparing General Fund revenue sources versus budgeted levels, revenues are below target for the month of February by -1.9%. Revenues from the City's largest single source of revenue, sales tax, are below target by -0.19% for the year to date and 1.7% above last fiscal year. Following is a summary table regarding General Fund revenues and expenditures to-date.

	FYE 26 Budget To Date	FYE 26 Actual To Date	FYE 25 Actual To Date	FYE 24 Actual To Date
Sales Tax Revenue	$37,522,165	$37,594,322	$36,956,044	$37,333,903
General Fund Revenue	$71,420,861	$70,093,648	$68,528,051	$68,531,075
General Fund Expenses	$76,544,511	$74,631,717	$74,080,386	$73,567,416

Administration Division

	FYE 26		FYE 25	
	February	YTD	February	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	160.00	2,320.00	320.00	2,880.00
Total Comp Time Available	1.25	8.25	1.75	17.75
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	161.25	2,328.25	321.75	2,897.75
Benefit Hours Taken	16.00	330.25	32.00	446.00
TOTAL ACCOUNTABLE STAFF HOURS	145.25	1,998.00	289.75	2,451.75
PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

ACCOUNTING 3A

Accounting Division

	FYE 26		FYE 25	
	February	YTD	February	YTD
Total Regular Hours Available	1,120.00	10,080.00	1,120.00	9,920.00
Total Comp Time Available	7.00	62.25	0.50	16.75
Total Overtime Hours	0.50	16.00	1.00	51.75
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	1,127.50	10,158.25	1,121.50	9,988.50
Benefit Hours Taken	166.50	1,779.00	192.50	1,713.25
TOTAL ACCOUNTABLE STAFF HOURS	961.00	8,379.25	929.00	8,275.25
PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

CITY REVENUE REPORTS 3B

City Revenue Report

	FY 26 January	FYE 26 February	Plus/Minus
Total Revenue Received ($)	$4,754,007	$4,938,327	$184,320
Utility Payments - Office (#)	39,409	40,394	985
Utility Payments - Office ($)	$4,558,889	$4,709,933	$151,044
Paymentus (#)	14,986	15,104	118
Paymentus ($)	$1,501,274	$2,198,795	$697,521
Lockbox (#)	6,921	7,022	101
Lockbox ($)	$1,167,104	$1,190,153	$23,050
E-Lockbox (#)	3,221	3,340	119
E-Lockbox ($)	307,809	298,285	($9,524)
Bank Draft Payments (#)	11963	12531	568
Bank Draft Payments ($)	$1,210,706	$1,284,845	$74,139
Utility Deposits (#)			$0
Utility Deposits ($)			$0
Fix Payments (#)			$0
Fix Payments ($)			$0
Processed Return Checks (#)	117	116	(1)
Processed Return Checks ($)	($13,713)	($14,354)	($642)
Other Revenue Transactions (#)			$0
Other Revenue Received ($)			$0
Accounts Receivable Payments ($)	264,007	166,952	($97,055)
Municipal Court - Fines/Bonds ($)	196,618	228,394	$31,776
Municipal Court - Credit Card (#)	521	573	52
Municipal Court - Credit Card ($)	102,513	123,652	21,139
Building Permits Cash Report ($)	77,690	42,030	($35,660)
Building Permits Credit Card (#)	200	186	-14
Building Permits Credit Card ($)	$38,338	$20,507	($17,831)
Occupational License - Bldg Insp. ($)	$0	$0	$0
Occupational License - Bldg Insp. CC (#)	0	0	0
Occupational License - Bldg Insp. CC ($)	$0	$0	$0
Business License - City Clerk ($)	15,360	3,330	($12,030)
Accounts Receivable Billed ($)	$431,993	$598,966	$166,973

Building Permits/Planning/City Clerk went to a new system in the beginning of November, 2023 and is recorded in a different system. We've included the numbers per a citizen's request.

Budget Services Division

	FYE 26		FYE 25	
	February	YTD	February	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	320.00	2,880.00	320.00	2,880.00
Total Comp Time Available	0.25	1.75	0.25	0.75
Total Overtime Hours	2.50	4.25	3.75	5.00
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	322.75	2,886.00	324.00	2,885.75
Benefit Hours Taken	25.50	574.25	46.25	544.00
TOTAL ACCOUNTABLE STAFF HOURS	297.25	2,311.75	277.75	2,341.75
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 26		FYE 25	
	February	YTD	February	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	800.00	7,025.00	800.00	7,200.00
Total Comp Time Available	22.50	146.75	8.75	92.25
Total Overtime Hours	38.25	365.00	31.00	216.75
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	860.75	7,536.75	839.75	7,509.00
Benefit Hours Taken	164.50	1,491.25	193.50	1,756.25
TOTAL ACCOUNTABLE STAFF HOURS	696.25	6,045.50	646.25	5,752.75
PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

UTILITY 3C

Utility Division

	FYE 26		FYE 25	
	February	YTD	February	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	1,064.00	10,024.00	1,120.00	9,661.00
Total Comp Time Available	7.25	61.50	16.25	64.00
Total Overtime Hours	29.25	324.25	26.75	511.75
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	1,100.50	10,409.75	1,163.00	10,236.75
Benefit Hours Taken	73.50	2,071.75	142.25	1,562.50
TOTAL ACCOUNTABLE STAFF HOURS	1,027.00	8,338.00	1,020.75	8,674.25
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

Drive-up Window and Mail Payments - FYE 2026

	Jan, 2026	Feb, 2026
Mail Payments - Lockbox	6,921	7,022
Mail Payments - E-Lockbox	3,221	3,340
Mail Payments - Office	88	97
Total Mail Payments - Subtotal	**10,230**	**10,459**
Night Deposits	137	138
Paymentus Payments	14,986	15,104
Without assistance paymnts - Subtotal	**15,123**	**15,242**
Office Payments	2,067	2,136
With assistance payments - Subtotal	**2,067**	**2,136**
Total Payments Processed - Subtotal	**27,420**	**27,837**
Bank Draft (ACH) Payments	11963	12531
Total Payments (Utility)	**39,383**	**40,368**
Total Payments	**54,840**	**55,674**

Utility Division Activity Report - FYE 2026

	FYE 26		FYE 25	
	February	YTD	February	YTD
STATUS REPORT				
Regular Utility Accounts Billed	45,952	366,034	44,482	362,890
New Deposit Ons Billed	553	5,677	572	5,793
Final Accounts Billed	618	5,275	579	5,151
TOTAL METERS READ	47,123	376,986	45,633	373,834

FIRE DEPARTMENT 4

February 2026 Fire Prevention Activity Summary

Prevention Department Update and Activities

Training	36 hours	Legal Aspects, Fire Tactics, Medical, Individual/Local, Fatality Fire Investigation
Inspections/Re-Inspections	132 hours	Inspections (77), Violations cited (55), Violations cleared (8), Violations Remaining (47)
Smoke Detectors	11 calls	Check/Install Smoke Detectors/Replace Batteries/Bed Shakers
Investigations	14	Structure (3), Vehicle (5), Wildland (3), Other (3)
Investigative Activities	99 hours	Fire Investigations, Report Writing, Reviewing Video, Subpoena prep, etc
Department Meetings	27 (28 hours)	Department Meetings, Officers Meetings, Shift Briefings, Evaluations
Station & Equipment Maintenance	52 hours	Daily checks, supplies replenishing, cleaning & organization, drone updates and maintenance
Public Service/Education & Special Events	15.5 hours	Public Service/Education, Citizen Complaints

Planning Officer Activities

Fire Planning Activities	Number	Staff Hours
Building Plan Reviews/ Fire Protection System Plan Reviews	51	60
Fire Inspections/Re-inspections	54	50
Meetings	5	10
Training (Target Solutions)	4	8
Communication	N/A	10
Totals		**138**
Time Off (VAC, SICK, Holiday)	N/A	10

NFD Monthly Progress Report

February 2026

Total Calls by Unit & First-In Calls by Station with Average Response Times

Station 1

	Total # of Responses	District 1	District 2	District 3	District 4	District 5	District 6	District 7	District 8	District 9
Engine 1	372	338	2	3		1	1	17	3	7
Brush 1	11	7					1		1	2
Ladder 1	88	65	2	1				17		3
**Chief 301	91	15	8	7	1	1	1	46	10	2
Station 1 Total	562	First-In Calls - 372 / Average Response Time 5:07								

Station 2

	Total # of Responses	District 1	District 2	District 3	District 4	District 5	District 6	District 7	District 8	District 9
Engine 2	208	1	185	2	3			16	1	
Brush 2	6		5						1	
Ladder 2	21	3	5					12		1
HAZMAT	87	11	10	10	3	3	3	36	6	5
Station 2 Total	322	First-In Calls - 188 / Average Response Time 5:38								

Station 3

	Total # of Responses	District 1	District 2	District 3	District 4	District 5	District 6	District 7	District 8	District 9
Engine 3	255	4	3	233		1	1	6		7
Brush 3	6	1	1	2		1				1
Brush 32										
Station 3 Total	261	First-In Calls - 232 / Average Response Time 6:18								

Station 4

	Total # of Responses	District 1	District 2	District 3	District 4	District 5	District 6	District 7	District 8	District 9
Engine 4	194	3	4	1	169		1	9	7	
Brush 4	3								3	
Station 4 Total	197	First-In Calls - 169 / Average Response Time 5:26								

Station 5

	Total # of Responses	District 1	District 2	District 3	District 4	District 5	District 6	District 7	District 8	District 9
Engine 5	22					20	2			
EMS Brush 5	87					83	4			
Station 5 Total	109	First-In Calls - 83 / Average Response Time 11:21								

Station 6

	Total # of Responses	District 1	District 2	District 3	District 4	District 5	District 6	District 7	District 8	District 9
Engine 6	24	1				4	17			2
EMS Brush 6	73	1				4	65			3
Brush 92	1									1
Station 6 Total	98	First-In Calls - 66 / Average Response Time 9:37								

Station 7

	Total # of Responses	District 1	District 2	District 3	District 4	District 5	District 6	District 7	District 8	District 9
Rescue 7	2							2		
Squad 7	188	10	1		1		1	167	7	1
Brush 7	9	1					1	2	5	
Station 7 Total	199	First-In Calls - 166 / Average Response Time 5:49								

Station 8

	Total # of Responses	District 1	District 2	District 3	District 4	District 5	District 6	District 7	District 8	District 9
Engine 8	49				1			11	37	
Brush 8	115							12	103	
Tanker 8	5					1		2	2	
Station 8 Total	169	First-In Calls - 133 / Average Response Time 5:33								

Station 9

	Total # of Responses	District 1	District 2	District 3	District 4	District 5	District 6	District 7	District 8	District 9
Engine 9	37	5	1	1		3	3	5		19
EMS Brush 9	232	6	2	5	1	3	4	4		207
Brush 92	1									1
Tanker 9	7			1		2	2		1	1
**Chief 401	60	6	3	5		10	8	16	4	8
Station 9 Total	337	First-In Calls - 207 / Average Response Time 6:03								

Fire Prevention										
	Total # of Responses	District 1	District 2	District 3	District 4	District 5	District 6	District 7	District 8	District 9
Fire Marshal 1	5	2		1				1	1	
Fire Marshal 2	5	1	1			2	1			
**Fire Marshal 3	34	6	3	1	1	1		15	4	3
Prev. Totals	44									
Specialty Units										
	Total # of Responses	District 1	District 2	District 3	District 4	District 5	District 6	District 7	District 8	District 9
MA	1							1		
Specialty Totals	1									
Notified Units										
	Total # of Responses	District 1	District 2	District 3	District 4	District 5	District 6	District 7	District 8	District 9
EM1*	14	2						11		1
EMS1*	14	2						11		1
NFD3*	14	2						11		1
Notified Total	42									
Fire Admin										
	Total # of Responses	District 1	District 2	District 3	District 4	District 5	District 6	District 7	District 8	District 9
NFD2	1							1		
	Totals	Total by District								
	2342	493	236	273	180	140	116	430	196	277

*EM1, EMS1 and NFD3 are "notified" of certain calls. They may or may not actually go on scene.
**As of 1/1/25 all All Assistant Chiefs will be designated 301, All Battalion Chiefs 401 and all On-Shift Fire Inspectors FM3

Incident Response Type Summary		
Incident Type	Total	% of Total
Fire	48	2.96%
Hazardous Situation	58	3.58%
Incident Type Undefined	22	1.36%
Medical	945	58.37%
No Emergency	332	20.51%
Public Service	209	12.91%
Rescue	1	0.06%
Incomplete	4	0.25%
Total Incident Count (Unique Calls)	1619	100.00%

Community Outreach		
Tours and Community Events	5	School Tours, Chili Supper, Military Appreciation, Polar Plunge
Burn Permits		
Burn Permits Issued	58	Conditions were favorable for burning 4 days in February - There was a county burn ban in effect from the 17th - 28th
Training		
Total Personnel Training Hour	*1496	Mgmt/Supvsr, Hazmat, Wildland, Special Healthcare, Swiftwater, Peer Support, Elevator

* This number may be updated. Training data entered in the new software is improving.

EMERGENCY MANAGEMENT DIVISION

February 2026

Regular Monthly Scheduled Activities

Meetings will be held at the Robinson EOC (2801 W. Robinson) unless otherwise posted

Outdoor Warning System

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 provides information about if a unit needs maintenance and if it is operating properly. For special requests the audible test may not be completed. Such requests would be large event venues such as an OU home football game or the annual Medieval Fair.

The South Canadian Amateur Radio Society provided volunteering monitoring service of the system during the weekly audible test.

An audible test of the outdoor warning system is conducted for 60 seconds each Saturday if conditions are favorable. Three units are sounded for 20 seconds due to being a public park venue. They are located at Griffin Park, Reeves Park and the Animal Control facility.

National Weather Service Weekly Weather Meetings

Each Monday morning at 10:00 am, the National Weather Service conducts a video call regarding the upcoming weekly weather. A mid-week call is done on Thursday afternoons at 2 pm. Special conference calls are made during times of severe weather as the NWS deems necessary.

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. National Weather Service Storm Spotter Training is located on their website at www.weather.gov/OUN

South Canadian Amateur Radio Society
SCARS (www5nor.org)

-SCARS is a vital preparedness partner with Emergency Management and is included in the City Emergency Operations Plan. They operate within the SKYWARN program for Norman, provide testing for amateur licenses, provide technical advice and service to the AUXCOM radio operation in the EOC. They participate in many community preparedness events throughout the year.

-Each Tuesday evening at 6:30 pm, ELMER night with the Amateur radio club. The club mentors' other HAMS, which works on projects and equipment, provides general support to the City and Public on Amateur operations. This is held at the Fire Training Center.

-Each Wednesday morning at 9:15 am a communication test with state emergency management partners is conducted by the various geographical areas. This tests the local and statewide capability for various communication means across the state in preparedness for disaster operations.

-Each first Thursday evening of the month is amateur radio testing night at 6:00 pm at the Fire Training Center. 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.

EMERGENCY MANAGEMENT DIVISION
February 2026

-Each Saturday 12:00 Outdoor Warning audible test. This test is supported by the Amateur radio club to assist in identifying and verifying units needing maintenance.

Residents can assist by "Adopting a Pole" and reporting the siren status they adopt at the website www.w5nor.org. The Club meeting is the second Saturday of each month, 9 am at the Fire Training Center.

Local Emergency Preparedness Committee

Meets quarterly at the Wellness Center (The Well) under the management of the Cleveland County Emergency Management office. The public is welcome to address any concerns regarding emergency planning or SARA Title III information. The LEPC is part of the oversight for the Citizens CORPS Council of Norman. A report on activities is provided each meeting. Meetings occur on the first Wednesday of each quarter.

Emergency Management Activities

The Emergency Operations Plan

Norman EM received approval for funding a third-party vendor to conduct a comprehensive update to the City plan in FY 27. Currently the plan is formatted in the All-Hazards County format. Consideration will be to maintain the format or follow the Community Planning Guide 101 format. The current plan is valid and provides the tasks duties and responsibilities for the City Departments during disaster operations. Emergency Management is responsible for maintenance of the plan.
The Request for Proposal has been released with suspense due for the end of April 2026.

Plans and Grants

The mitigation plan is current, and a required update is in process. Norman Participates in a County plan. This format strengthens the justification for mitigation projects by showing common hazards of multiple jurisdictions. The updated plan has been received by FEMA and is undergoing review. The FEMA approval was delayed due to a federal shutdown.
Critical facility generator review project. The grant for funding to review the critical facilities need for generators has been completed and submitted to FEMA. The mitigation plan has been completed and submitted to the City Clerk for placing on an agenda item for Council review. The plan was accepted by the Council on January 24, 2026. When the County collects the rest of the approvals it will then go to FEMA for final approval.

Open Disaster Operations

The wildfire from March 14 Fire Mutual Assistance Grant (FMAG). Initial documentation was provided for reimbursement and the process is ongoing. We were advised by OEM there was a complete data loss of the information that was submitted. They have attempted to recover it but to no avail. They are working with the jurisdiction to recreate the documents. The process will take an undeterminable amount of time.

Norman Emergency Response Volunteers

Special Response Teams Available

There are several specialty teams available for response or community preparation events. The Norman EM Unmanned Aerial Vehicle team, the Small Animal Response Team (SMart), The Oklahoma Large Animal Response Team (OLAFR), The MRC State Stress Response Team (OKSRT, a mental health asset) can support with coordination through Norman EM.

EMERGENCY MANAGEMENT DIVISION
February 2026

The SmART received a grant through the OK Health Dept. This grant will assist in training and equipment purchasing. It will be managed by SmART. All of the teams are available to Incident Command through dispatch and in coordination with Norman EM.
Norman EM will be requesting a review of the Volunteer program to ensure it is current within City guidelines. The program has existed for twenty years, and process and policy reviews are needed to ensure the protection of the volunteers and the City. This is still on going.

Red Cross Coordination

We have dedicated volunteers that can respond quickly to the resident's need for assistance. The primary task is to ensure a burnout family has assistance from the Red Cross if they request it and to stay involved until Red Cross is on scene or the family confirms connection with the Red Cross.
In February 2026 NERV responded to 3 burn out residential fires

Auxiliary Communications
(AUXCOM)

The AUXCOM capability is a work in progress. The Section is operational and developing new capacity for alternate communications means. Recruiting for operators is ongoing. Plans for future budget requests from PSST are being completed. At some point the routing of the antenna coax cables needs corrected. The building design was flawed and has caused increased cost and interface in transmission capability. To further delay matters our primary volunteer has fallen ill and not been able to continue. Alternate means to continue are being researched.

Events

February 2026 has been an active month. Single family fires with displaced residents are still assisted by EM personnel to help coordinate the Red Cross support. The new vehicle for the Division is still not available as the dealership is troubleshooting the issues. Return date unknown. The dealership did provide EM with a loaner vehicle for the duration.
The annual Emergency Management Conference was conducted at the new OKANA resort and hotel in OKC. During this conference Amy Goodin was recognized as completing the requirements for the Oklahoma Certified Emergency Manager. Amy has worked diligently for the last two years in meeting this requirement. Along with day-to-day volunteerism in EM, Amy responds to any emergency event requiring EM presence. She has responded to single family fires and spent many hours completing the community outreach requirement for the update to the hazard mitigation plan. The OKSmART team conducted animal response training at the OKC\County Health Dept. south complex. This training was provided for by a grant from the STRONG grant. The training team was brought in from Florida. Along with the basic animal response training, they also conducted a train-the-trainer course to certify more volunteers in conducting animal response training across the state. In total 20 participants received the training. Also, they traveled to Kansas for a one day training on animal response.
The weather condition for February was more of fire weather than severe weather. Many small fires started in Norman, but none were major. Across the state there were a few major fires that caused extreme damage. The severe weather experience in Norman on Feb 13-14 caused the carport for the vehicles at the fire training center to be destroyed. No replacement is expected.

Response Provided

2 Red Cross liaison support events occurred in February

EOC Operations and Facility

EMERGENCY MANAGEMENT DIVISION
February 2026

A discussion paper is attached concerning the EOC operations and the facility since the opening.

Siren Operations

The system is performing at 98% or better. Current maintenance activities for the system include updating batteries that are more than three years old. Vegetative maintenance and other safety issues as identified. The portable control station has been upgraded and back in the possession of the EOC. IT is continuing to develop a sister control system for testing operations with the intent to move the computer system to the city network. There have been some items identified that have been provided to IT for resolution. Currently there is no static backup control station.



Discussion and Considerations of tl

HUMAN RESOURCES 5

HUMAN RESOURCES

Total number of Employees: 991
Orientations: 2 – 4 new hires
Terminations: 14

ADMINISTRATION

- FMLA cases – 8 new cases
- Processed invoices and reconciled expense accounts
- Coordinated Birthday/Anniversary post card mail outs
    - 71 birthdays and 70 anniversaries

BENEFITS

New Enrollments: 3

Benefit Participation		
	#	%
Medical	819	91%
Dental	819	91%
Vision	635	70%
Disability	450	48%
Supplemental Life	461	51%

Total Benefit Eligible Population: 872

Claims	
Rx Claims	$448,585.90
Medical Claims	$987,286.69
Dental Claims	$100,796.12

PERSONNEL ACTIONS

FTE New Hires – 4 ***Temp/Seasonal – 2** **Total - 6**

Dept./Div.	Position	Number of Employees
Human Resources	Human Resources Recruiter	1
Parks & Rec/ Facility Maintenance	Laborer*	1
Parks & Rec/ Facility Maintenance	Tradesworker	1
Parks & Rec/Recreation	Recreation Center Specialist*	1
Planning/Current Planning	Planner I	1
Utilities/SLM	Utility Collection Worker I	1

Promotions – 3

Dept./Div.	Position	Number of Employees
Fire/Suppression	Fire Driver Engineer	1
Planning/Current Planning	Admin Tech IV	1
Utilities/Sanitation	Sanitation Worker II	1

HUMAN RESOURCES
Monthly Report
February 2026

FTE Separations – 8 ***Temp/Seasonal Separations – 6** **Total - 14**

Dept./Div.	Position	Number of Employees
Finance/Customer Service	Utility Billing Service Rep	1
Fire/Suppression	Fire Driver Engineer	1
Fire/Suppression	Firefighter	1
Parks & Rec/Concessions	Food & Beverage Tech I*	2
Parks & Rec/WW Pool	Head Lifeguard*	1
Parks & Rec/Recreation	Recreation Leader I	1
Parks & Rec/Recreation	Recreation Center Specialist*	1
Parks & Rec/Recreation	Tennis Shop Attendant*	1
Planning & Comm Dev/Planning	Admin Tech IV	1
Police/Animal Welfare	Animal Welfare Technician	1
Public Works/Traffic	Traffic Management Center Operator*	1
Utilities/WRF	Water Reclamation Plant Manager	1
Utilities/WTP	Plant Operator C	1

TURNOVER STATS – does not include Temp/Seasonal stats

Department	No. of Employees	No. of Terminated Employees	Turnover Rate
City Manager	16		0.00%
City Clerk	6		0.00%
Finance	23	1	4.35%
Fire	164	1	0.61%
Human Resources	9		0.00%
Information Technology	19		0.00%
Legal Department	9		0.00%
Municipal Court	12		0.00%
Parks & Recreation	108	1	0.93%
Planning & Comm Dev.	39	1	2.56%
Police	260	1	0.38%
Public Works	125	1	0.08%
Utilities	164	2	1.22%

RECRUITMENT

Positions Requisitioned for Refill by Department/Division (# of vacancies) *included positions are Full Time unless otherwise indicated as Part Time (PT) or Seasonal PT*	
City Manager	
Community Services Manager	Community Outreach Social Worker
Finance	
Director of Finance	
Parks & Recreation	
Seasonal PT* Recreation Center Specialist (4)	PT* Recreation Leader I

PT* Lifeguard Leader (2)	Tradesworker - Electrician
PT* Recreation Technician	Seasonal PT* Concessions Cashier I
Seasonal PT* Concessions Cashier II	Seasonal PT* Food and Beverage Tech I
Seasonal PT* Concessions Manager	Seasonal PT* Admissions Clerk I
Seasonal PT* Admissions Clerk II	Head Lifeguard
Seasonal PT* Slide & Gate Attendant	Seasonal PT*Swim Instructor
Seasonal PT* Aquatic Manager	Seasonal PT* Deep Water Lifeguard
Seasonal PT* Assistant Aquatic Manager	Seasonal PT* Aquatic Facility Maintenance I
Seasonal PT* Aquatic Facility Maintenance II	Program Coordinator
Seasonal PT* Laborer	Maintenance Worker I – Park Maintenance
Tennis Shop Attendant	
Planning	
Planner I	Admin Tech IV
Police	
Communications Officer I	Animal Welfare Officer
Utilities	
Utility Collection Worker I	Sanitation Worker I
Utilities Supervisor	Utility Distribution Worker I
Sanitation Worker II	Plant Mechanic - WRF
Plant Operator A-D-WTP	Heavy Equipment Operator-WLM

Days to fill

Full Time Position	Date Posted	Offer Date	Days to fill
Planner I	12/18/2025	1/29/26	42 days
Laborer-Facility Maintenance	11/19/25	2/9/26	82 days
Utility Collection Worker I	1/8/26	2/4/26	27 days
Tradesworker Electrician	9/11/2025	2/6/26	148 days

*Offer Date reflected for accurate days to fill numbers, all started in current month

*403 registrations/applications to our openings, 9 new requisitions opened.

SAFETY

RECORDABLE INJURIES – OSHA

Department/Division	Nature of Injury	How Sustained	Prognosis	Prevention Method
Fire/Suppression	Left knee/back	Stumbled on debris while carrying heavy bag	TBD	Caution & awareness
Fire/Suppression	Right eye	Conjunctivitis while doing polar plunge	Back at work	Chlorine levels down due to season

CURRENT NUMBER OF "AT FAULT" VEHICLE COLLISIONS PER CALENDAR YEAR:

2026*	2025	2024
5	28	40

**CY2025 is current YTD*

CURRENT NUMBER OF "AT FAULT" VEHICLE COLLISIONS PER FISCAL YEAR:

2026	2025	2024
23	41	14

RECORDABLE INJURIES PER CALENDAR YEAR:

2026*	2025	2024
5	39	80

**CY2025 is current YTD*

RECORDABLE INJURIES PER FISCAL YEAR:

2026	2025	2024
18	65	62

INFORMATION TECHNOLOGY 6

CITY OF NORMAN

Information Technology Department
Monthly Report –February 2026.

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, Parks and Rec, and Permits Management through newer technology, software, and business review processes.	Implementation Complete – Project refinement ongoing: The CoN team has completed implementation work on all major core software. However, work continues in Utility Billing for auto meter infrastructure, HR, Planning, Budgeting, and Parks to refine these new systems.
Main Site data center upgrades	Necessary upgrades to current infrastructure are needed to enhance capabilities and continue with power saving and cooling efforts by reducing the number of physical servers through virtualization. New equipment is being implemented to replace the old and increase security and speed requirements.	Ongoing: IT Network staff are in implementation and testing of major networking and security appliances, as well as virtual upgrades. This includes expansion of equipment for new buildings and replacement of old switch infrastructure. Funded through CIP.
Data storage migration	The IT Department through a grant has purchased new data storage for the city's critical data.	In Progress. Implementation of the hardware is complete; configuration, and data load balancing is ongoing.

Fiber Optic Installation for redundant loop at WTP and EOC	IT and the Utilites Department will be using capital funds to connect a microwave antenna from Fire station 9 to the Water treatment plant and connect to the Emergency Operations Center once that building is complete. This will create a redundant loop for the WTP and EOC in case of lost service from the main connection.	Awaiting Approval, Working with Utilities Department, land acquisition complete, right of way in negotiation
IT Security training efforts for all network and email users at the City of Norman.	Increase awareness and stay current on all new and rapidly changing cyber-attack methods so that the CON network is protected by every employee who utilizes the network for business.	Ongoing monthly training continues with our cybersecurity education suite, as well as penetration testing of the city network and improvements from the pen test results.
Endpoint Security Review	Review current endpoint security appliances and software and make upgrades and improvements as necessary.	Ongoing
Print consolidation	Work with outside vendors to consolidate all print, fax, and copy machines in CON facilities.	In Progress estimated full completion in 2027
Automated Meter Infrastructure	Implement and integrate AMI for meter reading and utility billing.	In Progress – customer portal configuration in progress. Communication radios installation is in production. Project more than 75% implemented.
Virtualization migration	The city is moving to a new virtualization platform to reduce maintenance costs.	In Planning: The IT Department is testing the new platform and we hope to have it implemented and functional by the beginning of FYE27.

Network Infrastructure Improvements	Utilize Network Engineer who will work closely with the Network and Infrastructure Manager, to review and improve our cabling, switching, and network configuration.	In Progress: The IT Department has been granted access to 5% of the annual capital funds for business-critical software and infrastructure needs.
Implementation of Traffic Management Center	The Public Works Department has acquired grant funding for a Traffic Management Solution and will need networking to bring the centers online.	In progress. IT network and security staff are working in two locations to set up and configure networks for the TMC and a backup TMC.
Move existing secondary IT Datacenter to new location.	Move all equipment from the current secondary site to a new more robust and secure site.	In Progress: Physical and virtual moves for the data center began May 2024. All moves have been complete, and additional cleanup is ongoing at the old location.
VoIP Solution upgrade	The IT Department is working to upgrade our VoIP system. The current system is over 12 years old and requires an upgrade.	In planning. Current plans and evaluations of the system are ongoing as well as finding a funding solution for the upgrade. Estimated implementation 2028
IT inventory system upgrade.	The current IT inventory system is old and mostly manual. The IT Development team is working with the IT Support center to develop an automated tracking system for all IT equipment.	In Progress: Development of the inventory forms and database is currently in progress.

City of Norman Intranet upgrade.	The IT Department is working to upgrade our Intranet and information offered there for internal use. Once complete, important information across various departments will be available for all CoN employees.	In planning. Current plans on data sources, content, content managers, and page development are in the design phase.

Support Tickets:

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

Users Supported:

The following statistics show the number of network users supported by the IT Department. The city network is important for all business initiatives for the city of Norman. The number of devices supported reflects the growth in dependence on technology for daily operations (see **IT Table 2**).

Email Security Appliance:

The City of Norman's IT Department has an email filter that has enhanced reporting and filtering capabilities that protect the City's systems from malicious attacks from the outside. Email is one of the preferred methods of the delivery of malicious software and viruses. The IT department monitored 246,051 attempted incoming emails in February 2026. A total of 204,172 messages were delivered, while 41,879 total incoming messages were considered Spam or hazardous e-mails by our email-filtering appliance and were quarantine or filtered (see **IT Table 3**). This number represents 17% of our inbound mail. This percentage has decreased significantly from previous months because of the IT Department's implementation of a new and more modern appliance. The IT Department has made the decision to block inbound traffic from specific sources with known malicious traffic that constantly try to affect our network. We continue to monitor and analyze the situation daily. Inbound email messages of this nature mean increased vulnerabilities and attack vectors into the city. Without the email filter appliance, our email server would have received more mail, which increases the opportunity for entrance of a virus into the network. It also creates waste, reduces productivity, and decreases valuable storage space.

Web Site:

The City of Norman's web site is hosted, updated and maintained by the IT Department. In the month of February 2026, the City of Norman's web site had 138,564 individual web sessions access the web site for 221,583 total page views. Of those sessions, 89,792 were identified as Users to view content on the city web site (see **IT Table 4a and 4b**). Since its completion in June 2020, the site has had a few major upgrades including a new search feature and this has contributed to more relevant search results. The site boasts a build in engine that allows it to function as an app on mobile devices and tablets.

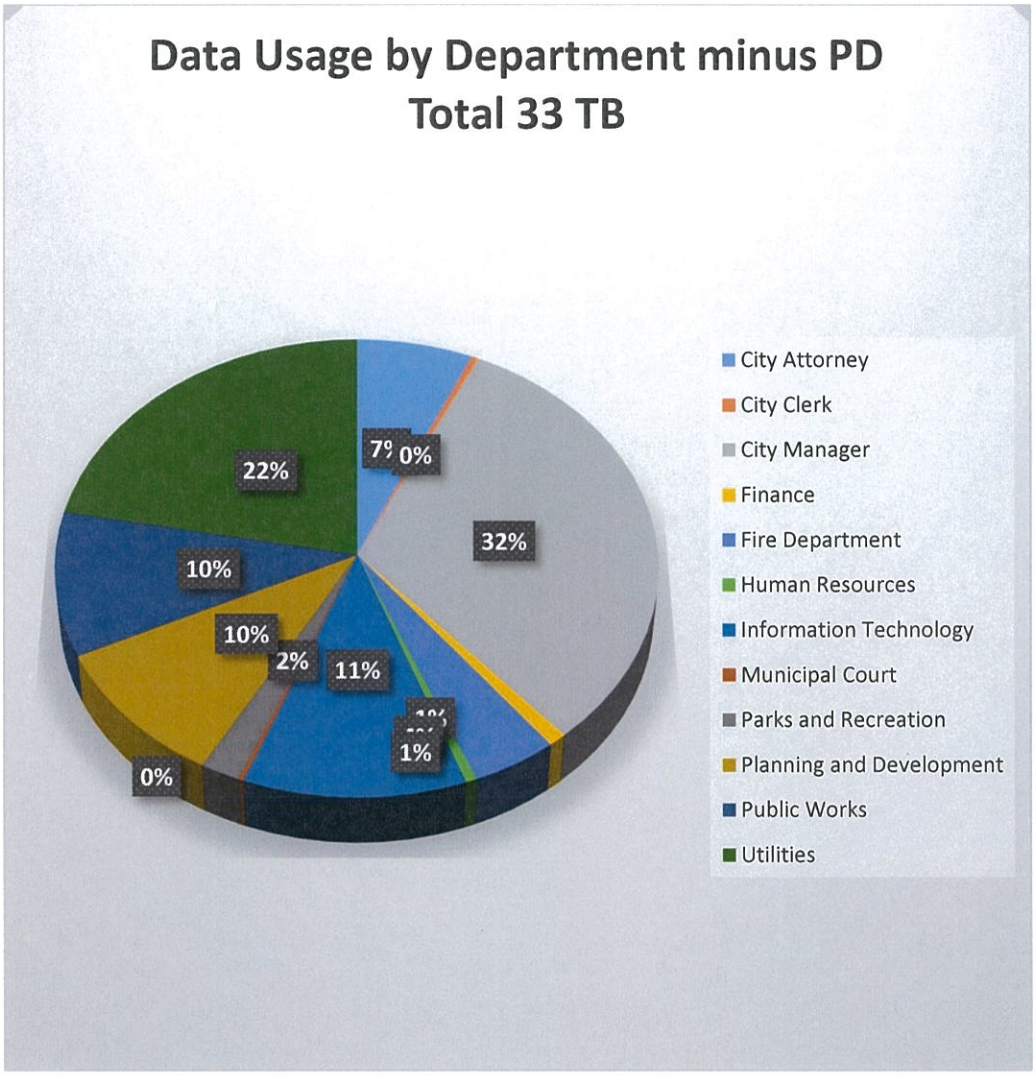
Data Storage:

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

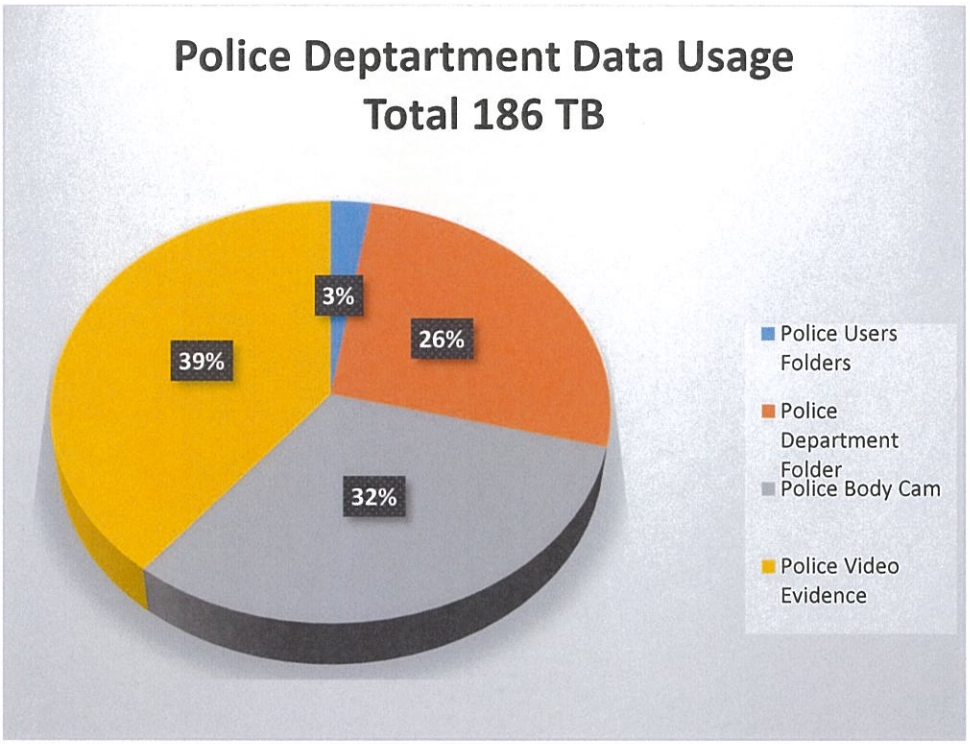
ERP Project Implementation Progress:

This project began in January of 2018 and was delayed for multiple reasons by the 2020 pandemic. The project's final implementations are complete as of March 2024. The City Council approved approximately $6 Million to replace the outdated software systems that run our daily business operations. Although because of constant efforts to improve this project is never fully complete. The city now has enhanced automated services and web services for our citizen base as well as the employees who conduct business and track their daily work with these systems. The IT Department completed implementation of all major pieces of the ERP business systems software packages. These include Parks and Rec software (x 2), Municipal Court software, Financial Systems software, Utility Billing software, Payroll, Human Resource Management, Work Orders (Tyler EAM), Time and Attendance, and Planning and Community Services software packages. Daily work continues for these systems as well as additional training, enhancements, and configuration. We will continue to evaluate and enhance each of these systems moving forward. Our current efforts include a review of the HR Systems, post launch troubleshooting of Planning and Community Dev software, an upgraded Parks and Rec software package to help with golf management, concessions, and food carts. We Are also preparing for AMI (Automatic Meter Infrastructure), and integration with a customer portal for Utility Billing Systems software as well as a review of the current time and attendance software. The IT Department is currently reviewing a new option for Time and Attendance to improve automation of this function.

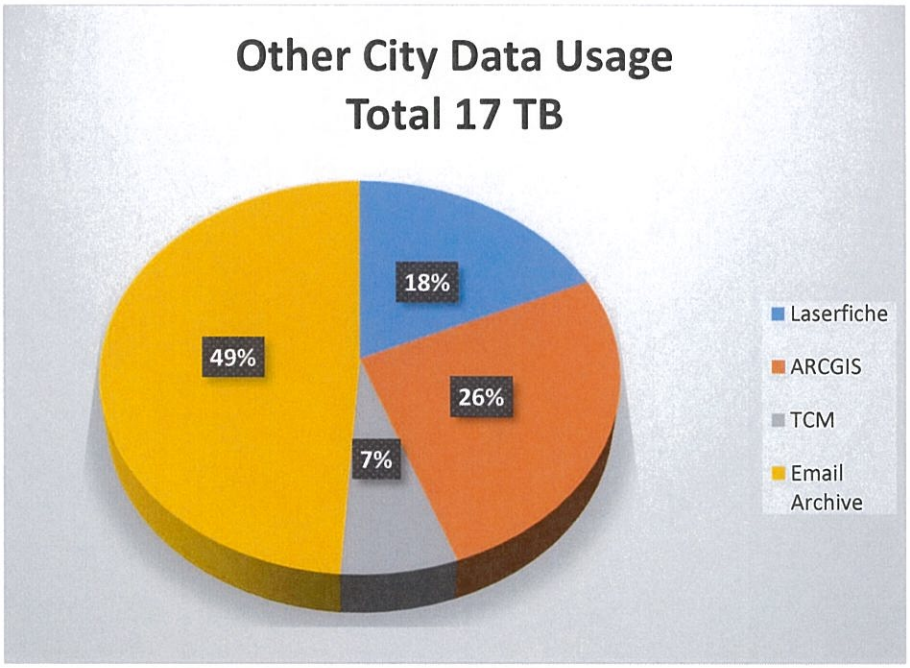
IT Table A



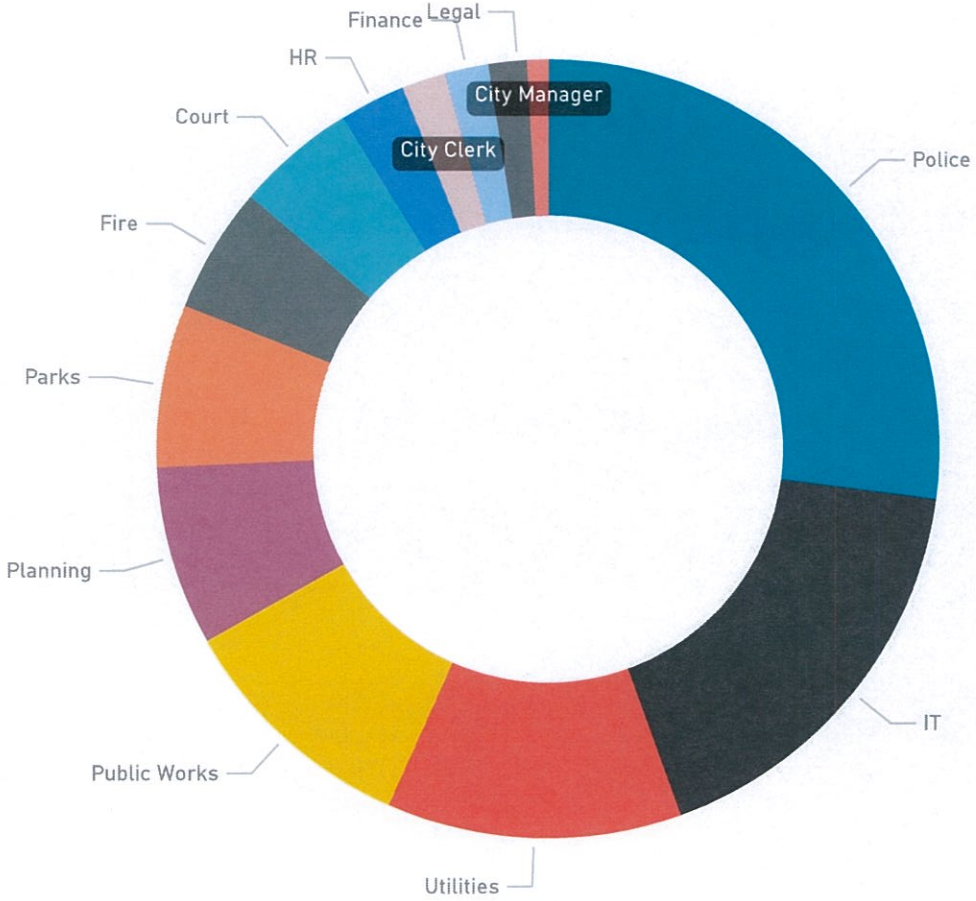
IT Table B


Police Deptartment Data Usage
Total 186 TB
3%
26%
39%
32%
Police Users Folders
Police Department Folder
Police Body Cam
Police Video Evidence

IT Table C


Other City Data Usage
Total 17 TB
18%
49%
26%
7%
Laserfiche
ARCGIS
TCM
Email Archive

Tickets by Department



New Tickets

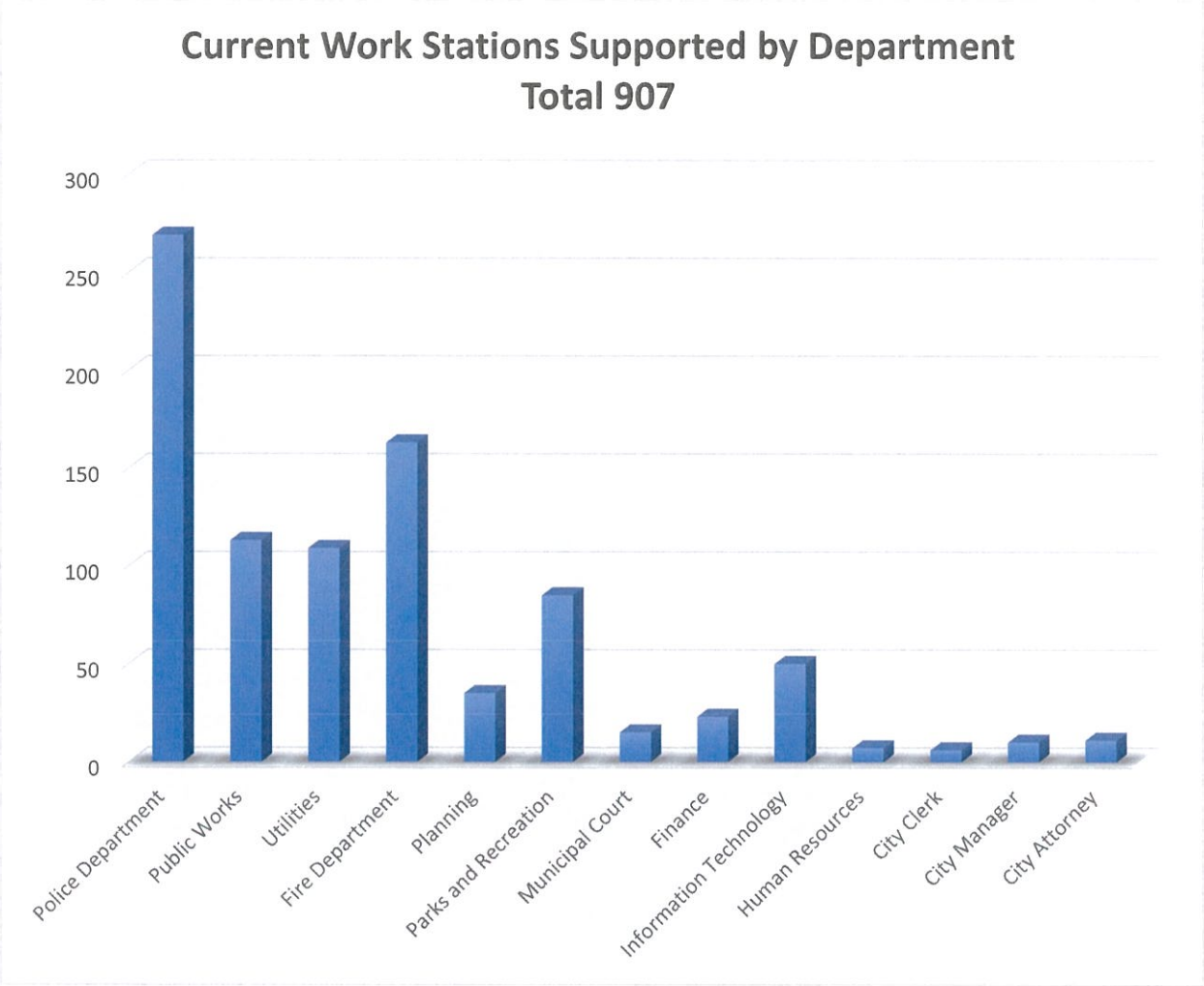
443

Department	Created	Closed
City Clerk	8	8
City Manager	4	4
Court	22	21
Finance	8	8
Fire	23	19
HR	12	12
IT	77	77
Legal	7	7
Parks	30	27
Planning	33	30
Police	120	94
Public Works	45	44
Utilities	54	52
Total	**443**	**395**

Police had the highest Ticket Count at 120, followed by IT and Utilities. City Manager had the lowest Ticket Count at 4.

Police accounted for 27.09% of Ticket Count.

Table 2


Current Work Stations Supported by Department
Total 907
300
250
200
150
100
50
0
Police Department
Public Works
Utilities
Fire Department
Planning
Parks and Recreation
Municipal Court
Finance
Information Technology
Human Resources
City Clerk
City Manager
City Attorney

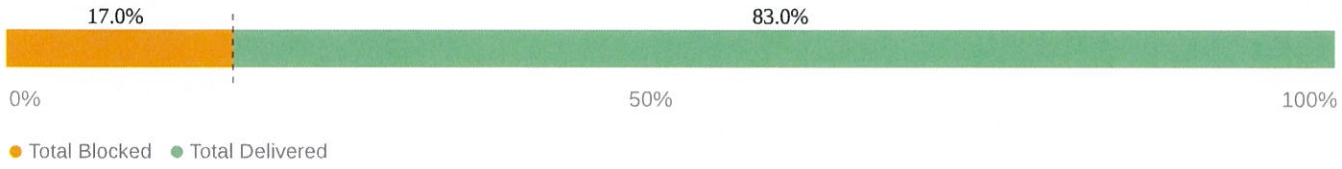
Inbound Email Summary

Statistics of messages from external users to internal users and domains.
2026/02/01 00:00:00 - 2026/03/01 00:00:00 (UTC)

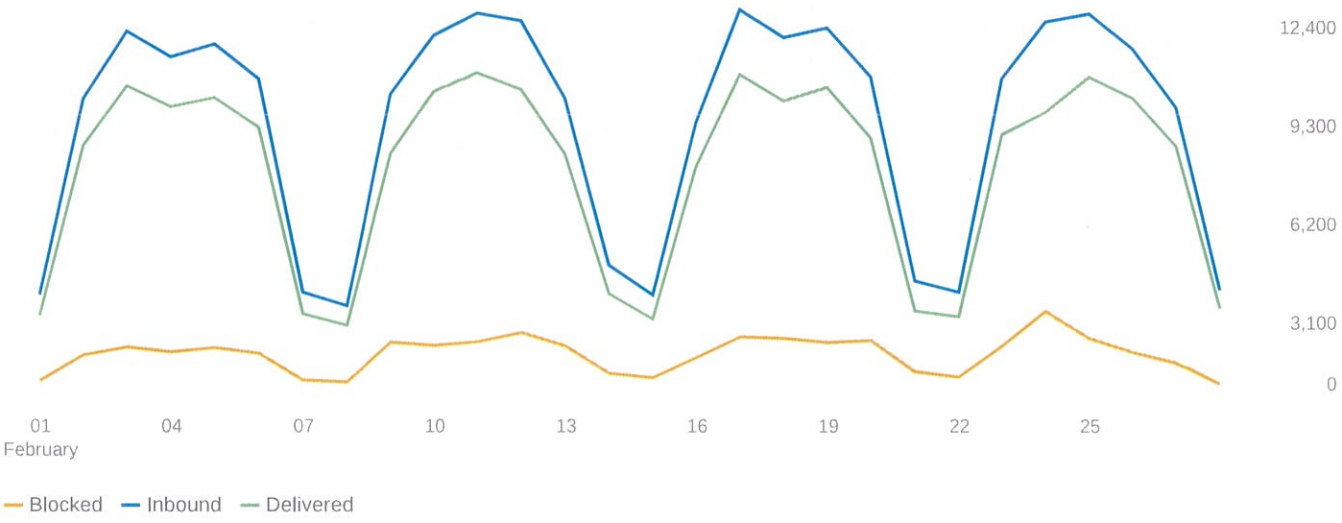
Total Inbound
246,051
↓ 14.9% vs Previous month

Total Blocked
41,879 17.0%
↑ 6.8% vs Previous month

Total Delivered
204,172 83.0%
↓ 18.3% vs Previous month



Total Inbound, Blocked and Delivered Volume Trend



Total Blocked by Category

Category	% of Total Inbound	Messages	vs Previous month
Threats	2.1%	5,231	- 10.8%
Spam	7.6%	18,600	+ 1.6%
Bulk	1.0%	2,456	- 2.9%
Others	6.3%	15,592	+ 24.6%
Total Blocked	17.0%	41,879	+ 6.8%

Top 5 Inbound Recipients

Envelope Recipient	Messages(% of Total Inbound)	vs Previous month
jason.redden@normanok.gov	4,166 (2.2%)	- 32.2%
robert.gruver@normanok.gov	3,617 (1.9%)	- 83.6%
esther.rojo@normanok.gov	3,259 (1.7%)	+ 1.5%
devra.smith@normanok.gov	3,229 (1.7%)	- 16.3%
frederick.duke@normanok.gov	2,783 (1.5%)	- 3.6%

Top 5 Inbound Senders

Envelope Sender	Messages(% of Total Inbound)	vs Previous month
noreply@normanok.gov	15,638 (8.2%)	- 3.6%
Pager@ci.norman.ok.us	9,925 (5.2%)	- 1.8%
<no domain>	4,044 (2.1%)	- 17.0%
iadmin@s0u1rnm.vida.local	3,764 (2.0%)	+ 1315.0%
pa01@normanok.gov	3,348 (1.8%)	- 91.9%

Top 5 Inbound Receiving Domains

Envelope Receiving Domain	Messages(% of Total Inbound)	vs Previous month
normanok.gov	226,492 (92.1%)	- 15.3%
ci.norman.ok.us	10,373 (4.2%)	- 15.1%
sms.normanok.gov	9,119 (3.7%)	- 4.4%
cucpub.ci.norman.ok.us	67 (0.0%)	+ 1.5%
-	-	-

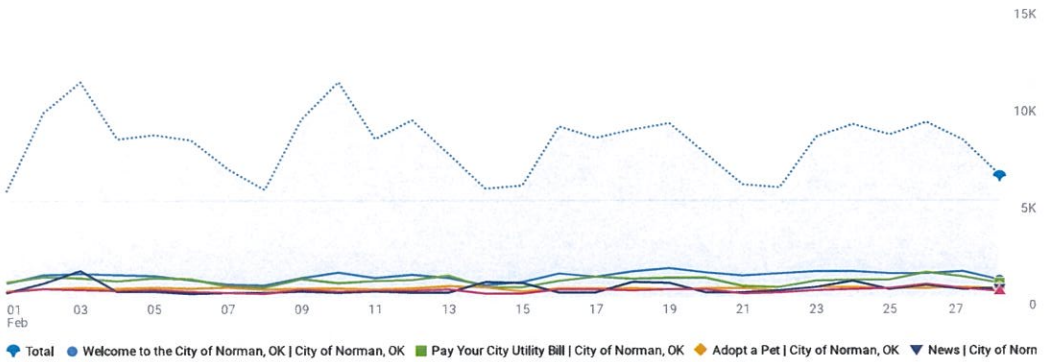
Top 5 Inbound Sending Domains

Envelope Sending Domain	Messages(% of Total Inbound)	vs Previous month
normanok.gov	35,807 (15.6%)	- 53.2%
ci.norman.ok.us	12,234 (5.3%)	- 12.0%
in.constantcontact.com	7,971 (3.5%)	+ 9.1%
gmail.com	5,595 (2.4%)	- 2.5%
<no domain>	4,027 (1.8%)	- 15.6%

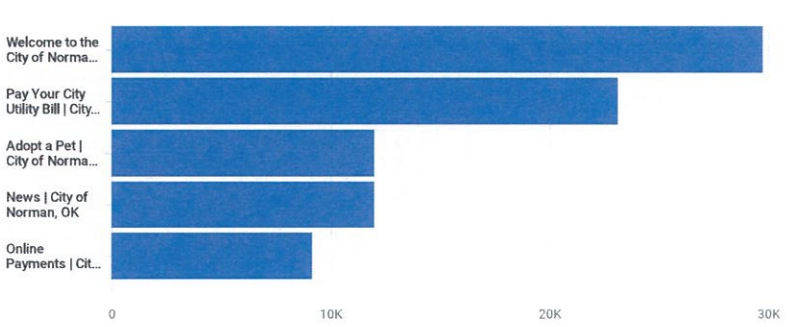
Monthly Page Views

Add filter

Views by Page title and screen class over time



Views by Page title and screen class



Plot rows Search... Rows per page: 10 Go to: 1 1-10 of 2883

		Page title and screen class	Views	Active users	Views per active user	Average engagement time per active user	Event count (All events)
☑		Total	221,583 100% of total	89,792 100% of total	2.47 Avg 0%	37s Avg 0%	657,426 100% of total
☑	1	**Welcome to the City of Norman, OK | City of Norman, OK**	29,721 (13.41%)	17,234 (19.19%)	1.72	13s	81,136 (12.34%)
☑	2	**Pay Your City Utility Bill | City of Norman, OK**	23,103 (10.43%)	12,263 (13.66%)	1.88	14s	85,163 (12.95%)
☑	3	**Adopt a Pet | City of Norman, OK**	11,978 (5.41%)	4,681 (5.21%)	2.56	41s	24,883 (3.78%)
☑	4	**News | City of Norman, OK**	11,978 (5.41%)	12,344 (13.75%)	0.97	1s	36,396 (5.54%)
☑	5	**Online Payments | City of Norman, OK**	9,139 (4.12%)	5,968 (6.65%)	1.53	9s	21,844 (3.32%)
☐	6	**Animal Welfare | City of Norman, OK**	8,272 (3.73%)	4,660 (5.19%)	1.78	12s	25,354 (3.86%)
☐	7	**Job Opportunities | City of Norman, OK**	6,636 (2.99%)	4,035 (4.49%)	1.64	56s	20,051 (3.05%)
☐	8	**Election | City of Norman, OK**	3,318 (1.5%)	2,124 (2.37%)	1.56	47s	11,836 (1.8%)
☐	9	**Department Activity Reports | City of Norman, OK**	3,310 (1.49%)	1,427 (1.59%)	2.32	44s	20,253 (3.08%)
☐	10	**Page not found | City of Norman, OK**	3,192 (1.44%)	3,055 (3.4%)	1.04	1s	9,496 (1.44%)

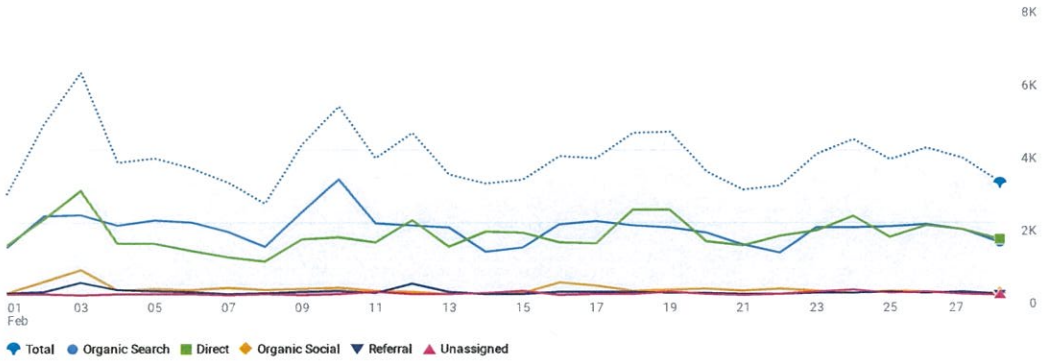
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All Users | Add comparison | Custom Feb 1 - Feb 28, 2026

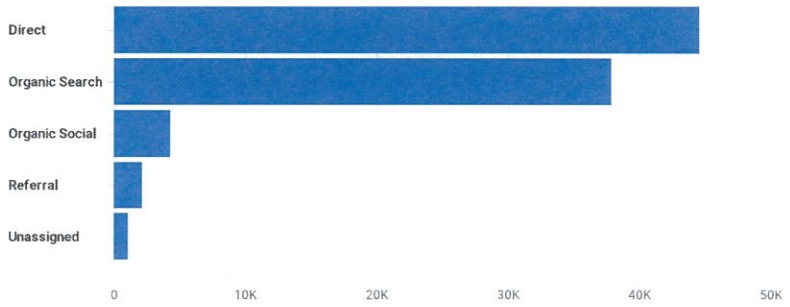
Monthly Site Traffic

Add filter

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



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



Plot rows | Search... | Rows per page: 10 | 1-8 of 8

		Session primary...Channel Group)	Active users	Sessions	Engaged sessions	Average engagement time per session	Engaged sessions per active user	Events per session	Engagement rate	Event count (All events)	Session key event rate (All events)
☑		Total	89,792 100% of total	138,564 100% of total	60,276 100% of total	24s Avg 0%	0.67 Avg 0%	4.74 Avg 0%	43.5% Avg 0%	657,426 100% of total	0%
☑	1	**Direct**	44,534 (49.6%)	52,142 (37.63%)	11,480 (19.05%)	8s	0.26	3.88	22.02%	202,360 (30.78%)	0%
☑	2	**Organic Search**	37,820 (42.12%)	76,016 (54.86%)	45,453 (75.41%)	34s	1.20	5.40	59.79%	410,486 (62.44%)	0%
☑	3	**Organic Social**	4,257 (4.74%)	5,234 (3.78%)	1,989 (3.3%)	30s	0.47	4.05	38%	21,173 (3.22%)	0%
☑	4	**Referral**	2,119 (2.36%)	3,376 (2.44%)	1,755 (2.91%)	34s	0.83	5.36	51.98%	18,085 (2.75%)	0%
☑	5	**Unassigned**	1,059 (1.18%)	1,167 (0.84%)	146 (0.24%)	16s	0.14	2.29	12.51%	2,668 (0.41%)	0%
☐	6	**Paid Social**	546 (0.61%)	597 (0.43%)	169 (0.28%)	19s	0.31	4.39	28.31%	2,621 (0.4%)	0%
☐	7	**Email**	7 (<0.01%)	7 (<0.01%)	0 (0%)	0s	0.00	3.00	0%	21 (<0.01%)	0%
☐	8	**Organic Video**	2 (<0.01%)	2 (<0.01%)	2 (<0.01%)	59s	1.00	6.00	100%	12 (<0.01%)	0%

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LEGAL 7

MONTHLY REPORT - LEGAL DEPARTMENT
February 2025 Report
(Submitted March 13, 2026)

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COURT OF CRIMINAL APPEALS

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City of Norman v. Tietsort Revocable Trust, et al., CJ-2013-775 (M)
City of Norman v. Apex Properties, LLC, et al., CJ-2021-221 (M)
City of Norman v. D&J Land, LLC, et al., CJ-2022-251 (M):
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D. ***Municipal Court Appeals***

None

E. ***Small Claims Court***

None

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

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A. ***Grievance & Arbitration Proceedings***
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FOP Grievance FYE-26 – (Kaidee Monroe – Discipline)

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Rena M. Frakes – Lack of Work

MUNICIPAL COURT PROSECUTIONS

The chart below represents cases prosecuted by the City Attorney's Office in the Municipal Criminal Court through February 2026. The chart does not represent those cases disposed of prior to Court through actions of the City Attorney and the Court.

	ADULT CASES			JUVENILE CASES			COURT SESSIONS		
Month	FYE 24	FYE 25	FYE 26	FYE 24	FYE 25	FYE 26	FYE 24	FYE 25	FYE 26
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SEPT	295	395	473	18	11	11	8	10	13
OCT	346	420	440	7	13	14	11	10	11
NOV	292	246	356	11	15	13	10	6	7
DEC	163	314	378	9	13	13	4	8	8
JAN	280	419	489	9	11	20	5	12	13
FEB	338	318	450	20	0	4	12	6	13
MAR	466	464		8	16		10	10	
APR	443	621		11	3		14	11	
MAY	430	546		26	10		10	12	
JUNE	333	463		7	15		9	10	
TOTALS / YTD	4,191	4,858	3,685	144	138	103	119	119	89

WORKERS' COMPENSATION COURT

A total of 20 cases were pending during the month of February 2026. 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 26 CASES	FYE 25 CASES	FYE24 CASES	FYE23 CASES
Fire	Suppression	10	4	8	3	9
Fire	Prevention					
Parks/Rec	Facility Maintenance			1		
Parks/Rec.	Park Maintenance	1	1			
Parks/Rec	Westwood Pool					
Police	Criminal Investigation					
Police	Patrol	5	2		2	1
Police	Staff Services	1	1			
Police	Administration					
Public Works	Street Maintenance			1		
Public Works	Fleet	1		1	1	
Public Works	Storm Water				2	
Public Works	Traffic Control					1
Utilities	Line Maintenance					1
Utilities	Water Reclamation	1	1			
Utilities	Sanitation	1	1			1
TOTALS		20	10	11	8	13

List of Pending Cases

Bernhardt, Jefferson B. v. City of Norman, CM-2025-04357 A
(Fire, Suppression/Fire Captain, L Knee, (Denied) Whole Body

Boxford, Steven Lee v. City of Norman, CM-2022-03698 N
(Police, Patrol, Master Police Officer, Left Shoulder, Neck, Left Hand, Left Arm, Left Hip, Right Knee + Other – Left Side of Face, Left Eye + *Reinjury 11/26/25 Aggravation Left Arm*)

Edwards, Brian v. City of Norman, CM-2025-05523 H
(Fire, Suppression, Fire Captain, L Shoulder, Right Knee, Lower Back)

Gober, Allen v. City of Norman, CM-2025-06478 L
(Utilities, Sanitation, SWI, Right Knee)

Hambrick, John v. City of Norman, CM-2023-02469 K
(Fire, Suppression, Firefighter, Cancer, Body as Whole)

Lewis, Brian K. v. City of Norman, CM-2022-02245 H
(Fire, Suppression, Fire Driver Engineer, Neck, Back UNS, Left Knee, Left Leg)

Littleton, Charles v. City of Norman, CM-2025-06298 P
(Fire, Suppression, Fire Driver Engineer, Other – Cancer, Body As Whole

Massie, Nathan v. City of Norman, CM-2024-03408 H
(Public Works, Fleet, Service Technician, Neck + Lower Back, Ears+Bilateral Ears and Lumbar as Consequential Injuries, Middle Back + Both Shoulders, Both Arms + Consequential Psych Overlay; Bilateral Shoulders & Bilateral Arms as Consequential Injuries)

McCawley, Billy v. City of Norman, CM-2025-03486 L
(Fire, Suppression, Fire Driver Engineer, Right Shoulder)

Mohrmann, Noel v. City of Norman, CM-2025-02034 P
(Fire, Suppression, Fire Driver Engineer, L Shoulder, Left Arm & Left Hand)

Moring, Barry v. City of Norman, CM-25-00042 J
(Fire, Suppression, Fire Captain, Cancer, Body as a Whole

Newell, Richard v. City of Norman, CEC-2022-15014 H
(Request to Reopen – Change in Condition for the Worse)
(Police, Narcotics, Master Police Officer-Sergeant, Right Knee)

Paczosa, Donald v. City of Norman, CM-2026-00253K
Parks, Park Maintenance, Maintenance Worker II, Neck, Whole Back, Left Hand, Left Arm

Pierce, Daniel Ray v. City of Norman, CM-2024-02999 H
(Police, Patrol, Master Police Officer-Sergeant, Right Knee, Reinjured)

Simons, Michael v. City of Norman, CM-2024-04104 L
(Fire, Suppression, Firefighter, Right Knee)

Skelly, Gregory D. v. City of Norman, CM-2025-01674 M
(Fire, Suppression, Asst. Fire Chief, Lungs, Respiratory System, Heart, Trachea)

Steele, Spencer v. City of Norman, CM-2025-06362 H
(Police, Patrol, Master Police Officer, Cervical Spine, Thoracic Spine, Lumbar Spine)

Steele, Spencer v. City of Norman, CM-2025-06683 Q
(Police, Patrol, Master Police Officer, Left Foot, Right Shoulder, Whole Back, Both Knees, Consequential to Altered Gate)

Sterling, James v. City of Norman, CM-2026-00346K
(Utilities, Water Reclamation Facility, Heavy Equipment Operator, Head, Whole Back, Right Shoulder, Right Eye, Right Arm, Right Hand

Wansick, Brandon Kyle v. City of Norman, CM-2025-06855 A
(Police, Staff Services, Sergeant, Both Legs

TORT CLAIMS

The following is a breakdown of the Tort Claims activity through February 2026.

DEPARTMENT	FYE 26 Month	FYE 26 YTD	FYE 25 YTD	FYE 24 YTD	FYE 23 YTD
Animal Control			1		2
Finance – IT			1		
Fire				2	
Legal					
Other	1	1	4	5	5
Parks			9	2	1
Planning		2	2		1
Police		7	3	9	8
Public Works – other			2	2	5
Public Works – Stormwater					
Public Works – Engineering			1		
Public Works – Streets	1	6	13	13	8
Utilities – other				2	
Utilities – Water	2	8	5	5	16
Utilities – Sanitation	1	6	11	11	7
Utilities – Sewer		4	8	10	3
TOTAL CLAIMS	**5**	**34**	**60**	**61**	**56**

CURRENT CLAIM STATUS	FYE 26 TO DATE	FYE 25	FYE 24	FYE 23
Claims Filed	34	61	61	56
Claims Open and Under Consideration	5	0	0	0
Claims Not Accepted Under Statute/Other	0	2	1	4
Claims Paid Administratively	9	23	26	25
Claims Paid Through Council Approval	0	6	5	2
Claims Resulting in a Lawsuit for FY	0	4	1	0
Claims Barred by Statute (No Further Action Allowed)	0	25	28	25
Claims in Denied Status (Still Subject to Lawsuit)	20	1	0	0

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Police	Staff Services	1	1			
Police	Administration					
Public Works	Street Maintenance			1		
Public Works	Fleet	1		1	1	
Public Works	Storm Water				2	
Public Works	Traffic Control					1
Utilities	Line Maintenance					1
Utilities	Water Reclamation	1	1			
Utilities	Sanitation	1	1			1
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Boxford, Steven Lee v. City of Norman, CM-2022-03698 N
(Police, Patrol, Master Police Officer, Left Shoulder, Neck, Left Hand, Left Arm, Left Hip, Right Knee + Other – Left Side of Face, Left Eye + *Reinjury 11/26/25 Aggravation Left Arm*)
Edwards, Brian v. City of Norman, CM-2025-05523 H
(Fire, Suppression, Fire Captain, L Shoulder, Right Knee, Lower Back)
Gober, Allen v. City of Norman, CM-2025-06478 L
(Utilities, Sanitation, SWI, Right Knee)
Hambrick, John v. City of Norman, CM-2023-02469 K
(Fire, Suppression, Firefighter, Cancer, Body as Whole)
Lewis, Brian K. v. City of Norman, CM-2022-02245 H
(Fire, Suppression, Fire Driver Engineer, Neck, Back UNS, Left Knee, Left Leg)
Littleton, Charles v. City of Norman, CM-2025-06298 P
(Fire, Suppression, Fire Driver Engineer, Other – Cancer, Body As Whole
Massie, Nathan v. City of Norman, CM-2024-03408 H
(Public Works, Fleet, Service Technician, Neck + Lower Back, Ears+Bilateral Ears and Lumbar as Consequential Injuries, Middle Back + Both Shoulders, Both Arms + Consequential Psych Overlay; Bilateral Shoulders & Bilateral Arms as Consequential Injuries)
McCawley, Billy v. City of Norman, CM-2025-03486 L
(Fire, Suppression, Fire Driver Engineer, Right Shoulder)
Mohrmann, Noel v. City of Norman, CM-2025-02034 P
(Fire, Suppression, Fire Driver Engineer, L Shoulder, Left Arm & Left Hand)
Moring, Barry v. City of Norman, CM-25-00042 J
(Fire, Suppression, Fire Captain, Cancer, Body as a Whole
Newell, Richard v. City of Norman, CEC-2022-15014 H
(Request to Reopen – Change in Condition for the Worse)
(Police, Narcotics, Master Police Officer-Sergeant, Right Knee)
Paczosa, Donald v. City of Norman, CM-2026-00253K
Parks, Park Maintenance, Maintenance Worker II, Neck, Whole Back, Left Hand, Left Arm
Pierce, Daniel Ray v. City of Norman, CM-2024-02999 H
(Police, Patrol, Master Police Officer-Sergeant, Right Knee, Reinjured)
Simons, Michael v. City of Norman, CM-2024-04104 L
(Fire, Suppression, Firefighter, Right Knee)
Skelly, Gregory D. v. City of Norman, CM-2025-01674 M
(Fire, Suppression, Asst. Fire Chief, Lungs, Respiratory System, Heart, Trachea)
Steele, Spencer v. City of Norman, CM-2025-06362 H
(Police, Patrol, Master Police Officer, Cervical Spine, Thoracic Spine, Lumbar Spine)
Steele, Spencer v. City of Norman, CM-2025-06683 Q
(Police, Patrol, Master Police Officer, Left Foot, Right Shoulder, Whole Back, Both Knees, Consequential to Altered Gate)
Sterling, James v. City of Norman, CM-2026-00346K
(Utilities, Water Reclamation Facility, Heavy Equipment Operator, Head, Whole Back, Right Shoulder, Right Eye, Right Arm, Right Hand

Wansick, Brandon Kyle v. City of Norman, CM-2025-06855 A
(Police, Staff Services, Sergeant, Both Legs

TORT CLAIMS

The following is a breakdown of the Tort Claims activity through February 2026.

DEPARTMENT	FYE 26 Month	FYE 26 YTD	FYE 25 YTD	FYE 24 YTD	FYE 23 YTD
Animal Control			1		2
Finance – IT			1		
Fire				2	
Legal					
Other	1	1	4	5	5
Parks			9	2	1
Planning		2	2		1
Police		7	3	9	8
Public Works – other			2	2	5
Public Works – Stormwater					
Public Works – Engineering			1		
Public Works – Streets	1	6	13	13	8
Utilities – other				2	
Utilities – Water	2	8	5	5	16
Utilities – Sanitation	1	6	11	11	7
Utilities – Sewer		4	8	10	3
TOTAL CLAIMS	**5**	**34**	**60**	**61**	**56**

CURRENT CLAIM STATUS	FYE 26 TO DATE	FYE 25	FYE 24	FYE 23
Claims Filed	34	61	61	56
Claims Open and Under Consideration	5	0	0	0
Claims Not Accepted Under Statute/Other	0	2	1	4
Claims Paid Administratively	9	23	26	25
Claims Paid Through Council Approval	0	6	5	2
Claims Resulting in a Lawsuit for FY	0	4	1	0
Claims Barred by Statute (No Further Action Allowed)	0	25	28	25
Claims in Denied Status (Still Subject to Lawsuit)	20	1	0	0

MUNICIPAL COURT 8

MUNICIPAL COURT
MONTHLY REPORT
FEBRUARY - FY '26

CASES FILED

	FY 26		FY 25	
	FEBRUARY	Y-T-D	FEBRUARY	Y-T-D
Traffic	1,184	8,309	1,194	6,817
Non-Traffic	265	2,477	206	2,071
SUB TOTAL	1,449	10,786	1,400	8,888
Parking	539	4,760	579	6,150
GRAND TOTAL	1,988	15,546	1,979	15,038

CASES DISPOSED

	FY 26		FY 25	
	FEBRUARY	Y-T-D	FEBRUARY	Y-T-D
Traffic	990	8,902	932	6,395
Non-Traffic	225	2,113	288	2,097
SUB TOTAL	1,215	11,015	1,220	8,492
Parking	418	4,080	498	5,520
GRAND TOTAL	1,633	15,095	1,718	14,012

REVENUE

	FY 26		FY 25	
	FEBRUARY	Y-T-D	FEBRUARY	Y-T-D
Traffic	$ 119,955.88	$ 1,006,361.17	$ 106,118.44	$ 680,440.51
Non-Traffic	$ 26,906.05	$ 195,800.22	$ 14,350.32	$ 150,903.10
SUB TOTAL	$ 146,861.93	$ 1,202,161.39	$ 120,468.76	$ 831,343.61
Parking	$ 16,680.00	$ 157,405.00	$ 20,625.00	$ 207,328.00
GRAND TOTAL	$ 163,541.93	$ 1,359,566.39	$ 141,093.76	$ 1,038,671.61

PARKS AND RECREATION 9

Park Development Activities
February 2026

Neighborhood Parks



Work has begun on the construction of walking trails and the installation of trees in Bluestem Park (a new neighborhood park) in south Norman. It's located directly south of The Links apartment community, south of Cedar Lane Road, just east of Classen Boulevard (Hwy 77). The project is being funded through the Norman Forward New Neighborhood Park account and is being built according to the in-house design by our Park Planner. The contract for the Bluestem Park playground will be awarded in March, while we work to complete the remaining parts of the park, including a sand volleyball area, a half-court basketball court, a picnic shelter, and large areas of native plants/wildlife habitat. We will schedule a grand opening later this year, once construction is complete.

Work also continued at Bishop Creek Eco Park, with much of the construction by Downey Contracting wrapped up, and all remaining work being done by local contractors under the direction of the Park Development Division. In February, we had all the remaining tree
clean-up and mulch removal done in preparation for a hydro-seeding contractor to install erosion control measures and extensive seed in a large portion of the park on both sides of the creek that divides the park into a north and south section. We are also getting quotes for new fencing on the north boundary and along the south sidewalk along Alameda Street. Final landscape plans are being completed and ordered, as are the park furniture and educational signage. A ribbon cutting and grand opening will be scheduled for later this spring, once all work is complete.

Forestry



We are working on the next phase of the forest restoration project at Sutton Urban Wilderness as winter draws to a close. We will establish understory trees and shrubs and plant hundreds of seedlings acquired from the State Forestry program. We are also planning the next areas to begin privet and other invasive species removals in a similar method used last summer, where a forestry mulcher machine attachment was used to clear the 3-acre area we are now re-planting with native species. All these projects will help us develop our Standard Operating Procedure (SOP) for habitat and landscape management in forested areas and the prairie areas near them, which we plan to establish in as many parks as we can in the coming years.

Special Projects

Staff is reviewing a design package for new signs in all our parks. We will replace the neighborhood park signs by using the existing steel frames for the current signs and adding more information about park hours and rules on a back panel for those locations. The community park signs will be larger "monument" signs that help create a grander,

more recognizable entry to these high-use, often tournament-hosting parks. We are also working to unify our trail signs, special rules signs, and educational signage in all parks, while the Park Board finishes work on reviewing and updating all sections of the City-wide Park Rules—to be approved by the Park Board and City Council later this year.

FEBRUARY 2026 PARK MAINTENANCE DIVISION				
SAFETY REPORT	**FY26 MTD**	**FY26 YTD**	**FY25 MTD**	**FY25 YTD**
On-The-Job Injuries	0	1	2	6
Vehicle Accidents	0	0	0	0
Employee responsible	0	0	0	0
ROUTINE ACTIVITIES	**Total Man Hours**		**Total Man Hours**	
Ballfield Maintenance	**66**	226.00	18	921.50
Big Mowing	**0**	865.50	0	1140.00
Bike Racks	**0**	67.25	0	106.50
Carpentry/Project Building	**7**	210.50	511.75	1971.75
Chemical Spraying/Fertilization	**58**	662.75	44	870.50
Christmas Setup/Repair/Removal	**391.75**	1741.00	245.25	1377.50
Concrete/Masonry	**8**	285.25	0	102.00
Dirt/Sand/Mulch/Gravel Work	**117**	691.50	0	314.00
Equipment Maintenance/Service	**97**	728.75	163.75	2609.25
Equipment Repair	**97.75**	956.25	0	499.75
Equipment Transport	**7**	41.00	0	140.50
Events	**0**	1387.75	32	1466.00
Fence Repairs	**0**	44.00	38	347.00
Homeless Camp Cleanup	**0**	211.00	0	135.00
Landscape Maintenance	**233**	1141.75	276.25	2294.00
Material Hauling	**53**	390.25	150.25	749.50
Office Work/Planning/Supervision	**274.75**	2196.25	20	1375.75
Painting	**0**	32.00	40	162.50
Park Tree Work	**305.75**	1199.50	209	323.00
Playground Inspection	**73.5**	1431.50	0	2362.75
Playground Maintenance	**119.5**	1658.00	16	1089.50
Powerwashing	**0**	217.50	0	39.00
Purchasing Parts/Supplies	**84.5**	996.50	0	118.75
Recycling	**28.25**	73.75	0	24.00
Restroom Maintenance	**9**	91.00	18	262.50
Seasonal City Cleanups	**57**	383.00	0	314.25

Seeding/Sodding	0	329.50	0	196.50
Sign Maintenance/Flags	0	219.00	0	164.25
Snow/Ice Removal/Ice Melt	27	180.00	113.75	538.50
Sprinkler Maintenance	711.25	1441.50	113.5	1710.25
Street Tree Work/Storm Damage	91	756.50	0	506.50
Stump Grinding	0	381.75	0	94.00
Trail Maintenance	52.25	263.75	0	363.00
Training (Safety/CEU's)	29	377.25	0	334.75
Trash Maintenance	30.5	1387.25	267.75	3705.25
Trim Mowing	291.5	4374.25	8	5603.00
Vandalism Repair	0	604.25	8	298.00
Vector Control	9	82.00	8	141.50
Watering	0	82.50	0	151.50
Welding	0	48.00	0	68.50
Shopping Carts (by cart, not hours)	6	156.00	1	186.00

FEBRUARY 2026
RECREATION DIVISION
MONTHLY REPORT

Little Axe Community Center: The month of February began with 21 children enrolled in the afterschool program, with an average daily attendance of 14 students. Throughout the month, the program was filled with fun and engaging activities, including crafts, movies, and Valentine's Day celebrations. The children also enjoyed spending as much time as possible outdoors. The center also hosted monthly Bingo and provided space for the Oklahoma Home Community Education (OHCE) group. It has been a pleasure working alongside them, and we truly appreciate the positive impact they continue to make in the community and with local youth. Additionally, the center partnered with Little Axe High School through the W.A.T. (Work Adjustment Training) program to help teach young students valuable job skills. Due to tax season, the center's library and computer lab experienced high usage this month, as community members utilized these resources for tax preparation and other needs. The center held its monthly food pantry on Mondays, where we served 74 community members.

12th Avenue Recreation Center: This month, the after-school program averaged 35 students per day. Families were able to start purchasing the weekly-renewing membership through Rec.us for after-school program fees. A day camp was held on the 13th in early observance of Presidents' Day. There were 40 campers enrolled. AARP began its Senior Tax Assistance Program scheduling through the City of Norman Recreation Website. 12th Avenue held its monthly Nerf Night on the 27th with around 100 participants showing up! Raffles for the evening included our Chick-fil-A dessert cards, holiday basket raffles, and a Family Fun Pass to Main Event in Norman. Additionally, the Recreation staff helped at the Annual Daddy Daughter Dance on the weekend of the 7th.

Irving Recreation Center: This month, we had a total of 20 enrolled in our program. We had 277 total visits, averaging 16 students per day. The kids spent a lot of time outside enjoying the nice spring weather.

Whittier Recreation Center: This month, the Whittier Recreation Center continued with 16 kids enrolled. We have been encouraging the kids to read more during D.E.A.R.S. time, and many have been reading during free time without being asked. We have also been spending time without the TV on during free time and have been playing music upon arrival.

FACILITY ATTENDANCE:	Month	Year to Date
Little Axe Community Center	455	4,420
12th Avenue Recreation Center	1,206	9,240
Irving Recreation Center	277	1,952
Whittier Recreation Center	237	2,137
Reaves Center	300	2,100
Tennis Center	3,175	23,323

YOUNG FAMILY ATHLETIC CENTER
FEBRUARY 2026

	FYE 2026 MTD	FYE 2026 YTD
YFAC Memberships	$16,875.00	$176,001.00
YFAC Day Passes	$761.00	$1,500.00
YFAC Gym Passes	$0.00	$18,717.00
YFAC Aqua Class/Camp	$1,425.00	$1,425.00
YFAC GYM Class/Camp	$5,440.00	$40,489.25
YFAC Misc Class/Camp	$24,025.00	$49,221.00
YFAC POOL Rental	$300.00	$71,023.78
YFAC GYM Rental	$8,333.32	$42,835.62
YFAC MISC Rental	$50.00	$325.86
YFAC POOL Tournament	$0.00	$0.00
YFAC GYM Tournament	$9,490.00	$94,004.00
YFAC Leases	$0.00	$0.00
YFAC Other Revenue/Advertising	$0.00	$44,776.61
YFAC Leagues	$165.00	$208,876.00
TOTAL INCOME	**$66,864.32**	**$749,195.12**
YFAC GYM Expenditures	$13,449.50	$107,447.25
YFAC POOL Expenditures	$19,139.73	$169,517.71
EXPENDITURES	**$32,589.23**	**$276,964.96**
Income vs. Expenditures	$34,275.09	$472,230.16

WESTWOOD/NORMAN MUNICIPAL AUTHORITY 9A

FEBRUARY 2026

Westwood Golf Course Division Monthly Progress Report

ACTIVITY	FEB FYE 26	FEB FYE 25
Regular Green Fees	546	301
Senior Green Fees	349	193
Junior Fees	164	85
School Fees (high school golf team players)	201	236
Advanced Fees (high school golf team pre-pay)	0	0
Annual Fees (Regular, Senior & Junior Members)	658	189
Employee Comp Rounds	154	86
Golf Passport Rounds	0	0
9-Hole Green Fee	265	86
2:00 Fees	301	157
Dusk Fees or 5:00 Fees	26	29
PGA Comp Rounds	0	1
*Rainchecks (not counted in total round count)	14	7
Misc Promo (bday, plyrs cards, OU student & military)	24	32
Green Fee Adjustments (fee difference on rainchecks)	148	0
Total Rounds (*not included in total round count)	**2836**	1395
% change from FY '25	103.30%	
Range Tokens	**527**	1817
% change from FY '25	-71.00%	
Golf Carts		
18 - Hole Golf Carts	74	47
1/2 18 - Hole Golf Carts	923	485
9 - Hole Golf Carts	39	13
½ 9 - Hole Golf Carts	236	97
Total Carts	**1272**	642
% change from FY '25	98.13%	
TOTAL REVENUE	$102,319.45	62947.11
% change from FY '25	62.55%	

FEBRUARY 2026
WESTWOOD GOLF DIVISION
MONTHLY PROGRESS REPORT

SAFETY REPORT				
	FY 2026	FY 2026	FY 2025	FY 2025
	MTD	YTD	MTD	YTD
Injuries On The Job	0	0	0	0
City Vehicles Damaged	0	0	0	0
Vehicle Accidents Reviewed	0	0	0	0
FINANCIAL INFORMATION				
	FY 2026	FY 2026	FY 2025	FY 2025
	MTD	YTD	MTD	YTD
Green Fees	$41,963.82	$387,238.59	$21,381.58	$242,847.54
Driving Range	$2,635.00	$101,487.00	$7,268.00	$71,028.00
Cart Rental	$20,613.51	$205,872.08	$10,181.27	$131,842.12
Golf Classes	$0.00	$96.00	$0.00	$0.00
Golf Shop Rentals	$269.03	$3,444.56	$164.44	$2,107.72
USGA Handicap Fees	$0.00	$0.00	$0.00	$0.00
Golf Cart Capital	$1,660.56	$15,245.00	$889.61	$10,368.04
Golf Merchandise	$9,285.79	$171,275.63	$7,043.61	$125,617.32
Restaurant	$9,236.31	$141,456.17	$4,535.50	$95,619.50
Golf Membership	$16,438.69	$131,027.91	$11,383.79	$85,014.01
Interest Earnings	$216.74	$4,506.99	$99.31	$11,925.05
TOTAL INCOME	**$102,319.45**	**$1,161,649.93**	**$62,947.11**	**$723,545.69**
Expenditures	$103,318.08	$736,766.18	$114,799.68	$1,018,869.00
Income vs Expenditures	-$998.63	$424,883.75	-$51,852.57	-$295,323.31
Rounds of Golf	2,836	23,726	1,395	19,975

Greens are is excellent shap, starting to grow and have a quality rating of 95%. The irrigation system is operating optimal. Golf course accessories and mowing equipment are being prepared for the 2026 golfing season. All turf areas on the golf course and perimeter areas have been treated with preemergent applications for grassy weeds (crabgrass and goosegrass). The driving range in-house renovation project is almost complete. The only remaining part of this project is the grassing.

FEBRUARY 2026
WESTWOOD FAMILY AQUATIC CENTER
MONTHLY PROGRESS REPORT

FINANCIAL INFORMATION				
	FY 2026 MTD	FY 2026 YTD	FY 2025 MTD	FY 2025 YTD
Swim Pool Passes	$5,290.00	$14,535.00	$2,895.00	$12,230.00
Swim Pool Gate Admission	$0.00	$222,234.00	$0.00	$189,589.00
Swim Lesson Fees	$0.00	$7,080.00	$3,278.00	$4,916.00
Swim Pool Rental	$5,000.00	$54,860.68	$0.00	$55,181.37
Swim Pool Classes	$0.00	$410.00	$850.00	$1,550.00
Swim Pool Merchandise Sales	$0.00	$936.12	$0.00	$336.58
Swim Pool Concessions	$459.77	$135,392.23	$0.00	$98,762.76
TOTAL INCOME	**$10,749.77**	**$435,448.03**	**$7,023.00**	**$369,588.71**
Expenditures	$10,536.98	$694,236.96	$20,257.20	$633,549.30
Income vs Expenditures	$212.79	-$258,788.93	-$13,234.20	-$263,960.59

ATTENDANCE INFORMATION	FY 2026 MTD	FY 2026 YTD		FY 2025 YTD
Pool Attendance	0	50829	0	17394
Adult Lap Swim Morning/Night	0	87	0	3458
Water Walkers	0	1317	0	922
Toddler Time	0	1026	0	1127
Water Fitness	0	136	0	768
Swim Team	0	156	0	38
Scuba Rentals	0	0	0	38
Scuba Participants	0	54	0	340
Swim Lesson	0	346	0	30
Private Swim Lessons	0	19	0	5
Special Events	0	1926	0	11
Party/Rentals	0	74	0	39663
TOTAL FY 2025 ATTENDANCE	**0**	**55970**	**0**	**18921**

ATTENDANCE INFORMATION MAY 2025 TO SEPTEMBER 2025		
	Pool Attendance	91,524
	Adult Lap Swim Morning/Night	123
	Water Walkers	1,618
	Toddler Time	1,421
	Water Fitness	323
	Swim Team	428
	Scuba Rentals	0
	Scuba Participants	72
	Swim Lesson	924
	Private Swim	48
	Special Events	3,910
	Party/Rentals	119
	TOTAL ATTENDANCE	100,510

FACILITY MAINTENANCE 9B

Cost by Building with Maint Type

Building	Maint Type	Total Cost	Labor	Supplies	Equipment	Inventory	Outsourcing	Overhead
12TH AVE REC	PLUMBING	80.87	80.87	0.00	0.00	0.00	0.00	0.00
CENTER - 1701	**Totals:**	80.87	80.87	0.00	0.00	0.00	0.00	0.00
A - COURTS -	HVAC	161.73	161.73	0.00	0.00	0.00	0.00	0.00
321 N WEBSTER	PLUMBING	286.25	202.17	84.08	0.00	0.00	0.00	0.00
	Totals:	447.98	363.90	84.08	0.00	0.00	0.00	0.00
ADULT	GENERAL	90.43	40.43	50.00	0.00	0.00	0.00	0.00
WELLNESS AND	HVAC	80.87	80.87	0.00	0.00	0.00	0.00	0.00
EDUCATION	PLUMBING	80.87	80.87	0.00	0.00	0.00	0.00	0.00
CENTER - 602 N	**Totals:**	252.17	202.17	50.00	0.00	0.00	0.00	0.00
AGING	ELECTRICAL	74.75	40.43	34.32	0.00	0.00	0.00	0.00
SERVICES - 329	**Totals:**	74.75	40.43	34.32	0.00	0.00	0.00	0.00
ANIMAL	HVAC	40.54	40.54	0.00	0.00	0.00	0.00	0.00
WELFARE - 3428	PLUMBING	207.48	161.73	45.75	0.00	0.00	0.00	0.00
S JENKINS	**Totals:**	248.03	202.28	45.75	0.00	0.00	0.00	0.00
B - POLICE DEPT	ELECTRICAL	110.75	80.87	29.88	0.00	0.00	0.00	0.00
-112 W DAWS	GENERAL	92.84	92.84	0.00	0.00	0.00	0.00	0.00
	HVAC	242.60	242.60	0.00	0.00	0.00	0.00	0.00
	Totals:	446.18	416.30	29.88	0.00	0.00	0.00	0.00
C - HR, IT - 313	GENERAL	121.30	121.30	0.00	0.00	0.00	0.00	0.00
N WEBSTER	HVAC	215.79	215.79	0.00	0.00	0.00	0.00	0.00
	PLUMBING	40.43	40.43	0.00	0.00	0.00	0.00	0.00
	Totals:	377.53	377.53	0.00	0.00	0.00	0.00	0.00
CITY HALL - 201	ELECTRICAL	63.68	40.43	23.25	0.00	0.00	0.00	0.00
W GRAY	HVAC	262.82	262.82	0.00	0.00	0.00	0.00	0.00
	PLUMBING	228.00	121.30	106.70	0.00	0.00	0.00	0.00
	Totals:	554.50	424.55	129.95	0.00	0.00	0.00	0.00

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D -	ELECTRICAL	121.30	121.30	0.00	0.00	0.00	0.00	0.00
DEVELOPMENT	GENERAL	532.56	532.56	0.00	0.00	0.00	0.00	0.00
CENTER - 225 N	HVAC	1,035.17	735.17	300.00	0.00	0.00	0.00	0.00
WEBSTER	PLUMBING	40.43	40.43	0.00	0.00	0.00	0.00	0.00
	Totals:	1,729.46	1,429.46	300.00	0.00	0.00	0.00	0.00
EMERGENCY	HVAC	101.19	101.19	0.00	0.00	0.00	0.00	0.00
COMMUNCATI	**Totals:**	101.19	101.19	0.00	0.00	0.00	0.00	0.00
ENVIRONMENT	HVAC	40.43	40.43	0.00	0.00	0.00	0.00	0.00
AL SERVICES -	**Totals:**	40.43	40.43	0.00	0.00	0.00	0.00	0.00
FIRE STATION 1 -	PLUMBING	101.08	101.08	0.00	0.00	0.00	0.00	0.00
411 E MAIN	**Totals:**	101.08	101.08	0.00	0.00	0.00	0.00	0.00
FIRE STATION 2 -	ELECTRICAL	159.52	80.87	78.65	0.00	0.00	0.00	0.00
2211 W BOYD	HVAC	161.73	161.73	0.00	0.00	0.00	0.00	0.00
	PLUMBING	101.08	101.08	0.00	0.00	0.00	0.00	0.00
	Totals:	422.33	343.68	78.65	0.00	0.00	0.00	0.00
FIRE STATION 3 -	GENERAL	80.87	80.87	0.00	0.00	0.00	0.00	0.00
500 E	PLUMBING	80.87	80.87	0.00	0.00	0.00	0.00	0.00
CONSTITUTION	**Totals:**	161.73	161.73	0.00	0.00	0.00	0.00	0.00
FIRE STATION 4 -	GENERAL	40.43	40.43	0.00	0.00	0.00	0.00	0.00
4145 W	HVAC	54.06	54.06	0.00	0.00	0.00	0.00	0.00
ROBINSON	**Totals:**	94.49	94.49	0.00	0.00	0.00	0.00	0.00
FIRE STATION 5 -	ELECTRICAL	276.87	80.87	196.00	0.00	0.00	0.00	0.00
1000 NE 168TH	HVAC	849.10	849.10	0.00	0.00	0.00	0.00	0.00
	Totals:	1,125.97	929.97	196.00	0.00	0.00	0.00	0.00
FIRE STATION 6 -	ELECTRICAL	3,684.66	1,349.25	2,335.41	0.00	0.00	0.00	0.00
7405 E	HVAC	107.90	107.90	0.00	0.00	0.00	0.00	0.00
ALAMEDA	PLUMBING	244.40	141.52	102.88	0.00	0.00	0.00	0.00
	Totals:	4,036.95	1,598.66	2,438.29	0.00	0.00	0.00	0.00
FIRE STATION 7 -	GENERAL	121.30	121.30	0.00	0.00	0.00	0.00	0.00
2207 GODDARD	HVAC	80.87	80.87	0.00	0.00	0.00	0.00	0.00
AVE	PLUMBING	80.87	80.87	0.00	0.00	0.00	0.00	0.00
	Totals:	283.03	283.03	0.00	0.00	0.00	0.00	0.00

FLEET	ELECTRICAL	1,088.12	363.90	724.22	0.00	0.00	0.00	0.00
MAINTENANCE -	GENERAL	40.43	40.43	0.00	0.00	0.00	0.00	0.00
1301 DAVINCI	PLUMBING	323.47	323.47	0.00	0.00	0.00	0.00	0.00
	Totals:	1,452.02	727.80	724.22	0.00	0.00	0.00	0.00
LEGACY PARK -	ELECTRICAL	80.87	80.87	0.00	0.00	0.00	0.00	0.00
1898 LEGACY	**Totals:**	80.87	80.87	0.00	0.00	0.00	0.00	0.00
LINE	HVAC	269.85	269.85	0.00	0.00	0.00	0.00	0.00
MAINTENANCE	PLUMBING	147.13	40.43	106.70	0.00	0.00	0.00	0.00
	Totals:	416.98	310.28	106.70	0.00	0.00	0.00	0.00
LIONS PARK -	ELECTRICAL	161.73	161.73	0.00	0.00	0.00	0.00	0.00
450 S FLOOD	**Totals:**	161.73	161.73	0.00	0.00	0.00	0.00	0.00
LITTLE AXE REC	ELECTRICAL	228.17	202.17	26.00	0.00	0.00	0.00	0.00
CENTER - 1000	HVAC	167.10	167.10	0.00	0.00	0.00	0.00	0.00
NE 168TH AVE	PLUMBING	80.87	80.87	0.00	0.00	0.00	0.00	0.00
	Totals:	476.14	450.14	26.00	0.00	0.00	0.00	0.00
NE LIONS PARK -	GENERAL	101.08	101.08	0.00	0.00	0.00	0.00	0.00
1800	PLUMBING	303.25	303.25	0.00	0.00	0.00	0.00	0.00
NORTHCLIFF	**Totals:**	404.33	404.33	0.00	0.00	0.00	0.00	0.00
NEIGHBORHOO	GENERAL	1,621.83	121.30	1,500.53	0.00	0.00	0.00	0.00
D PARKS	PLUMBING	2,442.94	1,594.68	848.26	0.00	0.00	0.00	0.00
	Totals:	4,064.77	1,715.98	2,348.79	0.00	0.00	0.00	0.00
NORMAN	HVAC	674.63	674.63	0.00	0.00	0.00	0.00	0.00
INVESTIGATION	**Totals:**	674.63	674.63	0.00	0.00	0.00	0.00	0.00
NORMAN	HVAC	472.35	472.35	0.00	0.00	0.00	0.00	0.00
PUBLIC LIBRARY	**Totals:**	472.35	472.35	0.00	0.00	0.00	0.00	0.00
NRH-	ELECTRICAL	80.87	80.87	0.00	0.00	0.00	0.00	0.00
HEALTHPLEX	**Totals:**	80.87	80.87	0.00	0.00	0.00	0.00	0.00
PARKS	ELECTRICAL	422.04	161.73	260.31	0.00	0.00	0.00	0.00
MAINTENANCE -	**Totals:**	422.04	161.73	260.31	0.00	0.00	0.00	0.00
POLICE	GENERAL	480.87	80.87	400.00	0.00	0.00	0.00	0.00
SHOOTING	PLUMBING	228.00	121.30	106.70	0.00	0.00	0.00	0.00
RANGE - 3942	**Totals:**	708.87	202.17	506.70	0.00	0.00	0.00	0.00

REAVES PARK -	ELECTRICAL	573.70	485.20	88.50	0.00	0.00	0.00	0.00
515 E	PLUMBING	121.30	121.30	0.00	0.00	0.00	0.00	0.00
CONSTITUTION	**Totals:**	695.00	606.50	88.50	0.00	0.00	0.00	0.00
RUBY GRANT	PLUMBING	101.08	101.08	0.00	0.00	0.00	0.00	0.00
PARK - 3110 W	**Totals:**	101.08	101.08	0.00	0.00	0.00	0.00	0.00
SANITATION	HVAC	80.87	80.87	0.00	0.00	0.00	0.00	0.00
	PLUMBING	343.57	283.03	60.54	0.00	0.00	0.00	0.00
	Totals:	424.44	363.90	60.54	0.00	0.00	0.00	0.00
SANTA FE	ELECTRICAL	121.30	121.30	0.00	0.00	0.00	0.00	0.00
RAILROAD	GENERAL	141.52	141.52	0.00	0.00	0.00	0.00	0.00
DEPOT	**Totals:**	262.82	262.82	0.00	0.00	0.00	0.00	0.00
SHOP TIME	GENERAL	1,253.44	1,253.44	0.00	0.00	0.00	0.00	0.00
	PLUMBING	40.43	40.43	0.00	0.00	0.00	0.00	0.00
	Totals:	1,293.87	1,293.87	0.00	0.00	0.00	0.00	0.00
TRANSFER	HVAC	445.21	445.21	0.00	0.00	0.00	0.00	0.00
STATION - 3901	PLUMBING	346.89	161.73	185.16	0.00	0.00	0.00	0.00
CHAUTAUQUA	**Totals:**	792.10	606.94	185.16	0.00	0.00	0.00	0.00
TRANSIT/PUBLI	ELECTRICAL	40.43	40.43	0.00	0.00	0.00	0.00	0.00
C SAFETY - 1310	**Totals:**	40.43	40.43	0.00	0.00	0.00	0.00	0.00
WATER	ELECTRICAL	404.33	404.33	0.00	0.00	0.00	0.00	0.00
RECLAMATION -	HVAC	269.85	269.85	0.00	0.00	0.00	0.00	0.00
WASTEWATER -	**Totals:**	674.18	674.18	0.00	0.00	0.00	0.00	0.00
WATER	HVAC	269.85	269.85	0.00	0.00	0.00	0.00	0.00
TREATMENT	**Totals:**	269.85	269.85	0.00	0.00	0.00	0.00	0.00
WESTWOOD	GENERAL	27.03	27.03	0.00	0.00	0.00	0.00	0.00
GOLF COURSE -	HVAC	168.77	168.77	0.00	0.00	0.00	0.00	0.00
2400	PLUMBING	986.09	363.90	622.19	0.00	0.00	0.00	0.00
WESTPORT DR	**Totals:**	1,181.89	559.70	622.19	0.00	0.00	0.00	0.00
WESTWOOD	ELECTRICAL	40.43	40.43	0.00	0.00	0.00	0.00	0.00
POOL - 1017	PLUMBING	1,936.51	256.23	1,680.28	0.00	0.00	0.00	0.00
FAIRWAY DR	**Totals:**	1,976.94	296.66	1,680.28	0.00	0.00	0.00	0.00
YOUNG	ELECTRICAL	80.87	80.87	0.00	0.00	0.00	0.00	0.00

FAMILTY	GENERAL	1,057.00	945.07	111.93	0.00	0.00	0.00	0.00
ATHLETIC	HVAC	593.43	593.43	0.00	0.00	0.00	0.00	0.00
CENTER - 2201	PLUMBING	1,111.55	828.88	282.67	0.00	0.00	0.00	0.00
TRAE YOUNG	**Totals:**	2,842.85	2,448.25	394.60	0.00	0.00	0.00	0.00

ACCESSIBILITY & CULTURE 9C

ACCESSIBILITY & CULTURE
FEBRUARY 2026

Accessibility:

Complaints	Resolutions

Culture:

Employee Resource Groups (ERGs): LGBTQ+ Alliance's next meeting is to be determined. The Alliance of Black Employees (ABE) held a meeting in February. The next meeting is scheduled is March 20, 2026.

Hosted the 3rd Annual Facts, Fraps, and Fruit in honor of Black History Month for employees.

Committees:

Human Rights Commission (HRC) – The monthly meeting took take place on Monday, February 23, 2026, at City Hall. The commission elected the chair and vice chair for the calendar year, finalized the proclamation list for 2026, discussed activities representing the commission, and reviewed the surveys from the 2026 Annual Mayor's Interfaith Breakfast. Possible discussion and action regarding the goals of the commission for the remainder of the year will be discussed at the next meeting. The next regular meeting is scheduled for Monday, March 23, 2026, at City Hall.

ADA Citizen's Advisory Committee. The next quarterly meeting is scheduled for Monday, March 9, 2026, at City Hall.

Cleveland County disABILITY Coalition – The monthly meeting took place on Tuesday, February 3, 2026, at United Way. The purpose of the Cleveland County disABILITY Coalition is to increase awareness of all disabilities, to identify community needs and to develop solutions to those needs. Updates from the ADA Committee and Transportation were given. Jeff Newton with the Oklahoma Department of Rehabilitation Services (DRS) was the scheduled speaker. Jeff shared his personal & professional connection with DRS. The program serves people with ALL types of disabilities with many different programs, including but not limited to Drivers Training, Career Tech, School Work Study, Vocational Evaluations, and Counselors (Kayla & Larry).
Upcoming Dates, Events, or Updates:

- YLF & PIP Application process is open
- Thunderbird Clubhouse is starting a Young Adult Program (18-35)
- 4th Annual CCDC Resource Fair at The Well in April – email to follow

The next meeting is scheduled for Tuesday, March 3, 2026, at United Way.

PLANNING AND COMMUNITY DEVELOPMENT 10

Monthly Permit Activity-February 2026

		2026		2025	
Group	Category	Permits	Valuation	Permits	Valuation
RESIDENTIAL	Multi-Family, Fire	6	$75,002.00	7	$584,859.00
	Multi-Family, New Multi-Unit Residential			10	$28,358,198.00
	Multi-Family, Repair			3	$230,000.00
	Residential, Accessory Dwelling Unit	1	$150,000.00	13	$1,278,679.60
	Residential, Accessory Structure	12	$627,885.00	96	$3,895,523.74
	Residential, Addition / Alteration	19	$2,018,974.99	101	$8,796,531.51
	Residential, Carport	5	$28,200.00	20	$133,341.00
	Residential, Demolition	5		26	$20,000.00
	Residential, Fire	2	$34,625.00	7	$87,285.00
	Residential, Manufactured Home	2	$419,228.00	17	$2,462,971.63
	Residential, Manufactured Home Replacement			5	$781,999.00
	Residential, New Single Family Dwelling	38	$15,632,690.00	320	$121,734,859.50
	Residential, New Two Family (duplex)			2	$1,228,000.00
	Residential, Pool	7	$853,301.00	84	$6,693,668.93
	Residential, Repair	1	$100,000.00	11	$672,308.09
	Residential, Solar	4	$98,533.70	55	$1,717,166.22
	Residential, Storm Shelter	30	$144,758.50	296	$1,831,866.00
	Residential, Water Well	1		16	
	Total	**133**	**$20,183,198.19**	**1,089**	**$180,507,257.22**
NON-RESIDENTIAL	Commercial, Accessory Structure	2	$26,000.00	2	$16,010.00
	Commercial, Addition / Alteration	19	$8,170,932.00	95	$39,244,891.42
	Commercial, Demolition	1		17	$80,500.00
	Commercial, Fire	9	$139,053.50	99	$19,403,117.76
	Commercial, Foundation Only	1	$5,500,000.00	3	$2,664,597.00
	Commercial, New Commercial Building	4	$4,450,000.00	44	$95,234,570.90
	Commercial, RCF/RDCF			4	
	Commercial, Repair	1	$40,000.00	4	$518,835.40
	Commercial, Solar	3	$343,800.00	4	$1,096,544.00
	Commercial, Utilities WM			3	
	Total	**40**	**$18,669,785.50**	**275**	**$158,259,066.48**
OTHER ACTIVITY	# of New Dwelling Units	40		495	
	All Field Inspections	3,034		20,160	
	Certificate of Completion (CC)	387		3,342	
	Certificate of Occupancy (CO)	71		681	
	Demo # of Dwelling Units	4		21	
	Electrical Permit	190		1,107	
	Garage Sale	28		781	
	Lot Line Adjustment	3			
	Mechanical Permit	152		1,191	
	Paving (PRIVATE PROPERTY)	10	$616,725.00	95	$3,457,274.00
	Plumbing Permit	253		1,388	
	Public Works	32	$901,066.45	266	$12,361,415.08
	Sign	38	$23,050.00	181	$110,375.00
	Solar			1	
	Structure Moving	2		29	$300,000.00
	Temporary Structure	1		22	
	Utilities WM	1		5	
	Total	**4,246**	**$1,540,841.45**	**29,765**	**$16,229,064.08**
Total		**4,419**	**$40,393,825.14**	**31,129**	**$354,995,387.78**

February 2026 Residential Permit Activity

Category	Permit	Date Issued	Address	Sq Ft	Zoning	Ward	Subdivision	Contractor	Valuation
Multi-Family, Fire	**6**								**$ 75,002.00**
Residential, Accessory Dwelling Unit	PRADU202600198	2026-02-12	11002 WILDFLOWER LN	3600	A-2	5	BLACKBERRY RIDGE	CRISTEN MINARD	$ 150,000.00
	1								**$ 150,000.00**
Residential, Accessory Structure	PRAB202505456	2026-02-03	1738 CLASSEN BLVD	558	R-1	4	SOUTHRIDGE ADD	GARRETT MAPLES HOMES LLC	$ 30,000.00
	PRAB202600097	2026-02-20	818 N BERRY RD	750	R-1	2	WOODSLAWN 3RD ADD	WILLIE LONG	$ 20,000.00
	PRAB202600144	2026-02-02	910 N COCKREL AVE	384	R-1	4	CARPENTER ADD	ROBBIN L RICE	$ 10,000.00
	PRAB202600251	2026-02-12	10002 144TH AVE NE	2350	A-2	5	PRIDE 034	RYAN JOHNSON	$ 117,000.00
	PRAB202600494	2026-02-26	2802 DAFFODIL CT	1200	RE	5	HANSMEYER HGTS 1 CORR	EOC DIRTWORKS LLC	$ 60,000.00
	5								**$ 237,000.00**
Residential, Addition / Alteration	PRAD202503135	2026-02-24	624 SINCLAIR DR	2265	RM-2	1	COLONIAL EST 8	SOONER RENOVATIONS CONSTRUCTION AND	$ 100,000.00
	PRAD202505170	2026-02-16	325 KEITH ST	2493	R-1	4	CLASSEN-MILLER ADD	SCISSORTAIL ROOFING & CONST	$ 300,000.00
	PRAD202505521	2026-02-19	3798 68TH AVE NE	600	A-2	5	OAKWOOD HAVEN	DAVID ALAN BERRY	$ 10,000.00
	PRAD202600289	2026-02-25	2804 MEADOW AVE	500	R-1	2	SMOKING OAKS SOUTH	LEDCO CONSTRUCTION & ROLL OFFS LLC	$ 80,000.00
	PRAD202600292	2026-02-25	2615 WILDWOOD LN NE	312	R-1	6	WILDWOOD ESTATES 3	FREDGREN, TOM	$ 140,000.00
	PRAD202600318	2026-02-20	531 S BERRY RD	736	R-1	4	WEST PARK ADDITION	ED OTOOLE	$ 20,000.00
	PRAD202600386	2026-02-26	4001 120TH AVE SE	50	A-2	5	NOT SUBDIVIDED	GROUNDWORKS OKC	$ 18,979.00
	PRAD202600392	2026-02-20	1901 QUAIL CREEK DR	613	RE	5	QUAIL CREEK ACRES 1	BBD HANDYMAN CONSTRUCTION LLC	$ 28,000.00
	PRAD202600554	2026-02-25	116 E BEAL ST	50	R-3	4	NORMAN, O T	GROUNDWORKS OKC	$ 8,803.00
	9								**$ 705,782.00**
Residential, Carport	PRCP202505380	2026-02-20	916 BARKLEY CIR	240	R-1	4	HALRAY ADD	LOCKLEAR, ARTHUR	$ 2,500.00
	PRCP202600342	2026-02-24	828 DENISON DR	200	R-1	4	WOODSLAWN ADD	CIHLAR, CHRISTOPHER L	$ 6,000.00
	2								**$ 8,500.00**
Residential, Demolition	PRDE202600082	2026-02-09	8601 E FRANKLIN RD		A-2	5	NOT SUBDIVDED	ALMA MORALES	N/A
	PRDE202600362	2026-02-11	9610 144TH AVE NE		A-2	5	PRIDE 034	AMERICAN DEMOLITION & SITE SERVICES	N/A

February 2026 Residential Permit Activity

	PRDE202600412	2026-02-23	502 MACY ST		R-1	4	SOUTHRIDGE ADD	BIRD DOG CONSTRUCTION	N/A	
	3								**N/A**	
Residential, Fire	**2**								**$**	**34,625.00**
Residential, Manufactured Home	PRMF202600266	2026-02-10	1523 142ND AVE SE	2240	RE	5	THUNDERBIRD HILLS	MCKINNON CAPITAL RESIDENTIAL INCOME	$	240,000.00
	1								**$**	**240,000.00**
Residential, New Single Family Dwelling	PRSF202505219	2026-02-24	11022 SPENCER CIR	6748	A-2	5	PRIDE 003	NATHANIEL STEPHENSON	$	450,000.00
	PRSF202600116	2026-02-02	4220 MOORGATE CT	5062	R-1	8	CARRINGTON PLACE ADD SEC. 13	C.A. MCCARTY CONSTRUCTION LLC	$	900,000.00
	PRSF202600196	2026-02-05	5201 N BROADWAY	5358	A-2	6	ROLLING MEADOWS COS	CARLOS MEDRANO	$	405,600.00
	PRSF202600203	2026-02-03	4019 ABINGDON DR	3273	R-1	5	BELLATONA ADD SEC 4	HOME CREATIONS, INC	$	386,250.00
	PRSF202600210	2026-02-06	3808 MESA RD	3602	PUD	6	RED CANYON RANCH SEC 8	IDEAL HOMES OF NORMAN, LP	$	447,620.00
	PRSF202600242	2026-02-03	3715 EUREKA DR	2063	PUD	8	FLINT HILLS ADDITION SECTION 2	IDEAL HOMES OF NORMAN, LP	$	194,040.00
	PRSF202600317	2026-02-12	3807 ALTA VISTA DR	2063	PUD	8	FLINT HILLS ADDITION SECTION 2	IDEAL HOMES OF NORMAN, LP	$	191,520.00
	PRSF202600348	2026-02-12	1305 WILMOT ST	3031	PUD	8	SPRINGS AT FLINT HILLS SEC 1	LANDMARK FINE HOMES, LP	$	370,000.00
	PRSF202600349	2026-02-12	3711 HARDY DR	2841	PUD	8	SPRINGS AT FLINT HILLS SEC 1	LANDMARK FINE HOMES, LP	$	360,000.00
	PRSF202600384	2026-02-18	3804 EUREKA DR	2776	PUD	8	FLINT HILLS ADDITION SECTION 2	IDEAL HOMES OF NORMAN, LP	$	194,040.00
	PRSF202600426	2026-02-27	3601 BUCKINGHAM DR	3497	R-1	8	CASTLEROCK 6	SHERIDAN HOMES LLC	$	420,000.00
	PRSF202600428	2026-02-27	2013 JACKSON DR	2473	R-1	6	ALAMEDA PARK ADD. SEC. 3	SHERIDAN HOMES LLC	$	286,000.00
	PRSF202600511	2026-02-25	3923 ABINGDON DR	2570	R-1	5	BELLATONA ADD SEC 4	HOME CREATIONS, INC	$	360,360.00
	PRSF202600584	2026-02-27	4011 EUREKA DR	2829	PUD	8	FLINT HILLS ADDITION SECTION 2	IDEAL HOMES OF NORMAN, LP	$	293,220.00
	PRSF202600636	2026-02-27	3913 EUREKA DR	2485	PUD	8	FLINT HILLS ADDITION SEC 2	IDEAL HOMES OF NORMAN, LP	$	194,000.00
	15								**$**	**5,452,650.00**
Residential, Pool	PRPO202600017	2026-02-11	4203 CRITTENDEN WAY	1600	PUD	8	ASHTON GROVE ADD SEC 4	ARTISTIC POOLS	$	171,000.00
	PRPO202600372	2026-02-23	2214 HIDDEN LAKE DR	896	RE	8	HIDDEN LAKE EST	SIGNATURE CUSTOM POOLS	$	113,000.00

February 2026 Residential Permit Activity

	PRPO202600475	2026-02-25	4119 CARRINGTON LN	520	R-1	8	CARRINGTON PLACE ADD SEC 9	ARTISTIC POOLS	$	50,000.00
	PRPO202600507	2026-02-20	2012 PROVIDENCE DR	1050	R-1	6	HALLBROOKE ADD., SEC 6	ARTISTIC POOLS	$	85,000.00
	PRPO202600528	2026-02-23	6250 BLUE HILLS CT	2090	PUD	5	BLUE CREEK EST ADD PUD	SPARTAN POOLS & PATIO	$	100,000.00
	5								**$**	**519,000.00**
Residential, Solar	PRSO202600296	2026-02-02	4015 GREEN HILLS DR		R-1	3	CHERRY CREEK SEC 1	TRU-FUSE ELECTRICAL	$	15,533.70
	1								**$**	**15,533.70**
Residential, Storm Shelter	PRSS202600108	2026-02-18	2002 TRAILPINE CT		R-1	2	TRAILS ADD	BRYAN RAY	$	3,900.00
	PRSS202600170	2026-02-02	2812 SUMMIT CROSSING PKWY		R-1	1	SUMMIT LAKES ADD. SEC. 11	DIANA ACERO	$	4,800.00
	PRSS202600227	2026-02-02	2001 OAKVILLE PL		R-1	5	SUMMIT VALLEY ADD. SEC. 3	BAILEY K FOWLER	$	4,550.00
	PRSS202600235	2026-02-09	905 N LAHOMA AVE		R-1	4	STONEGATE ADD	ALISA SMITH	$	5,625.00
	PRSS202600291	2026-02-02	11201 RED FERN LN		A-2	5	WOODLAND HILLS	DOERNEMAN, RANDALL	$	2,800.00
	PRSS202600293	2026-02-02	4524 BELLINGHAM LN		R-1	8	CARRINGTON PLACE ADD. SEC. 14	BLAKE WARD	$	3,900.00
	PRSS202600316	2026-02-09	4005 SLOANE ST		R-1	8	BERKELEY ADD #5	TODD SHROPSHIRE	$	2,800.00
	PRSS202600330	2026-02-04	1925 ELMHURST DR		R-1	1	OAKHURST ADD	CARA DICKERSON	$	4,550.00
	PRSS202600339	2026-02-05	3621 VINTAGE CREEK DR		PUD	6	VINTAGE CREEK ADDITION	JAN GUERRERO	$	4,500.00
	PRSS202600366	2026-02-11	1200 CLASSEN BLVD		R-3	4	CLASSEN-MILLER ADD	OZ SAFEROOMS	$	8,500.00
	PRSS202600367	2026-02-06	408 NANTUCKET BLVD		PUD	6	THE VINEYARD PHASE III	MELINDA MORAN	$	4,500.00
	PRSS202600368	2026-02-11	3860 24TH AVE NE		A-2	6	NOT SUBDIVIDED	BIGGS BACKHOE	$	5,150.00
	PRSS202600395	2026-02-10	1704 ATTICUS AVE		R-1	7	CEDAR LANE SEC. III	STORM SAFE SHELTERS	$	3,800.00
	PRSS202600423	2026-02-12	4204 ELF OWL CT		R-1	7	EAGLE CLIFF SOUTH ADD. SEC. 3	RANDAL YAGER	$	4,000.00
	PRSS202600456	2026-02-13	404 TRINIDAD DR		R-1	3	WESTERN VIEW SEC 1	REDGUARD DIVERSIFIED STRUCTURES	$	4,694.50
	PRSS202600460	2026-02-16	1740 BRANDON CIR		R-1	1	SHILOH HEIGHTS	STORM SAFE SHELTERS	$	3,900.00
	PRSS202600487	2026-02-19	716 72ND AVE SE		A-2	5	NOT SUBDIVIDED	OZ SAFEROOMS	$	8,500.00
	PRSS202600508	2026-02-17	1118 ZARA ST		PUD	8	TRAILWOODS ADD. SEC. 12	DOUG GUY	$	3,999.00
	PRSS202600517	2026-02-19	1916 INGLENOOK DR		R-1	5	SUMMIT VALLEY ADD. SEC. 2	DOUG GUY	$	4,500.00

February 2026 Residential Permit Activity

	PRSS202600526	2026-02-18	5510 WINDSTONE LN	PUD	3	GLENRIDGE ADD. SEC. 3	JONNY LOTH	$ 2,800.00
	PRSS202600593	2026-02-23	5600 WINDSTONE DR	PUD	3	GLENRIDGE ADD SEC 3	BRIAN SELF	$ 2,800.00
	PRSS202600639	2026-02-26	2800 MISTY LAKE CT	R-1	1	SUMMIT LAKES ADDITION SEC 1	MORGAN MATTHEWS	$ 4,500.00
	PRSS202600672	2026-02-26	1401 GRAY FOX DR	PUD	6	FROST CREEK	GREG REX	$ 3,500.00
	23							**$ 102,568.50**
Residential, Water Well	PRWL202600539	2026-02-25	4504 ASHTON CIR	PUD	8		BRAUCKMANN, DAVID M-TRTEE	N/A
	1							N/A
Total	**74**							**$ 7,540,661.20**

February 2026 Residential Permit Activity

Category	Permits	Valuation
Multi-Family, Fire	6	$ 75,002.00
Residential, Accessory Dwelling Unit	1	$ 150,000.00
Residential, Accessory Structure	5	$ 237,000.00
Residential, Addition / Alteration	9	$ 705,782.00
Residential, Carport	2	$ 8,500.00
Residential, Demolition	3	N/A
Residential, Fire	2	$ 34,625.00
Residential, Manufactured Home	1	$ 240,000.00
Residential, New Single Family Dwelling	15	$ 5,452,650.00
Residential, Pool	5	$ 519,000.00
Residential, Solar	1	$ 15,533.70
Residential, Storm Shelter	23	$ 102,568.50
Residential, Water Well	1	N/A
Total	74	$ 7,540,661.20

February 2026 Non-Residential Activity

Category	Permit	Date Issued	Address	Sq Ft	Zoning	Ward	Subdivision	Contractor	Tenant	Valuation
Commercial, Accessory Structure	PRAB202505476	2026-02-05	723 ASP AVE	1200	C-2	4	LARSH'S UNIVERSITY ADD	VIVA MARKETS LLC	MARIO ROCHA	$ 6,000.00
	PRAB202600237	2026-02-09	151 12TH AVE SE	114	C-2	1	ANATOLE ADD	BALLARD TOW LLC DBA PRECISION	BANK OF OKLAHOMA	$ 20,000.00
	2									**$ 26,000.00**
Commercial, Addition / Alteration	PRAD202500466	2026-02-25	3110 N INTERSTATE DR	5569	PUD	8	NRH MEDICAL PARK WEST SEC 5	WINDSTONE CONSTRUCTION	WINDSTONE OFFICE REMODEL	$ 400,000.00
	PRAD202505061	2026-02-20	1226 W LINDSEY ST	4000	SPUD	2	ZAYDENS PLACE SFP	STEVE NGUYEN	VELVET NAIL LOUNGE	$ 50,000.00
	PRAD202505461	2026-02-03	1133 W MAIN ST	400	R-1	4	NOT SUBDIVIDED - NORMAN PUBLIC SCHOOLS	MILLER TIPPENS	NORMAN PUBLIC SCHOOLS-HEALTH	$ 534,000.00
	PRAD202505525	2026-02-17	1123 W LINDSEY ST	7121	SPUD	4	PICKARD ACRES	HAL SMITH RESTAURANT GROUP	MAMA ROJA	$ 800,000.00
	PRAD202600221	2026-02-23	300 NORMAN CENTER CT	2400	C-2	3	STRAWBERRY LAKE 6	SUN CONSTRUCTION SERVICES	PIONEER LIBRARY SYSTEM	$ 744,895.00
	PRAD202600229	2026-02-13	3550 W ROBINSON ST	8375	C-1	3	SPRING BROOK 03	LUKE BALL	POLSTON TAX RESOLUTION	$ 225,000.00
	PRAD202600250	2026-02-12	242 24TH AVE NW	3600	I-1	2	TWENTY-FOURTH AVE IND PARK	CADDELL & CO LLC	OKLAHOMA ELECTRIC COOPERATIVE	$ 308,000.00
	PRAD202600255	2026-02-12	3110 N INTERSTATE DR	6000	PUD	8	NRH MEDICAL PARK WEST SECTION 5	LAW CONSTRUCTION	INTERVENTIONAL PAIN MANAGEMENT	$ 100,000.00
	8									**$ 3,161,895.00**
Commercial, Fire	**5**									**$ 67,337.00**
Commercial, Foundation Only	PRFO202505116	2026-02-19	2804 12TH AVE NW	27500	I-2	8	NORMAN BIBLE CHURCH	FULLER MILLER CONSTRUCTION LLC	NORMAN BIBLE CHURCH	$ 5,500,000.00
	1									**$ 5,500,000.00**
Commercial, New Commercial Building	PRNR202505252	2026-02-09	7303 E FRANKLIN RD	10816	A-2	5	FRANKLIN	AZTEC BUILDING SYSTEMS, INC.	FRANKLIN BAPTIST CHURCH	$ 2,000,000.00
	1									**$ 2,000,000.00**
Commercial, Solar	PRSO202600184	2026-02-02	2600 TECHNOLOGY PL		I-1	5	NORMAN BUSINESS PARK	OKLAHOMA'S FINEST ELECTRIC, HEATING &	LEGEND CARE PHARMACY	$ 63,800.00
	PRSO202600444	2026-02-17	1251 TRIAD VILLAGE DR		C-2	1	TRIAD SEC 8	EIGHTTWENTY	THUNDERBIRD CLUBHOUSE	$ 126,000.00
	2									**$ 189,800.00**
Total	**19**									**$ 10,945,032.00**

February 2026 Non-Residential Permit Activity

Category	Permits	Valuation
Commercial, Accessory Structure	2	$ 26,000.00
Commercial, Addition / Alteration	8	$ 3,161,895.00
Commercial, Fire	5	$ 67,337.00
Commercial, Foundation Only	1	$ 5,500,000.00
Commercial, New Commercial Building	1	$ 2,000,000.00
Commercial, Solar	2	$ 189,800.00
Total	19	$ 10,945,032.00

POLICE 11

NORMAN POLICE DEPARTMENT

MONTHLY DEPARTMENT OVERVIEW

@normanokpd

FEBRUARY | 2026

MONTHLY ACTIVITY OVERVIEW

SUMMARY OF REPORTED OFFENSES	2026	5-YEAR AVERAGE	2025
MURDER	1	0	0
SEXUAL ASSAULTS	14	13	12
ROBBERY	1	2	2
AGGRAVATED ASSAULTS	12	19	20
BURGLARY OF BUILDING	20	28	19
LARCENY/THEFT	187	179	139
MOTOR VEHICLE THEFT	14	25	18
ARSON	0	0	1
KIDNAPPING	0	1	1
FRAUD/FORGERY	62	65	69
DUI/APC	17	28	25
PUBLIC INTOXICATION	37	37	41
RUNAWAYS	33	27	34
DRUG VIOLATIONS	64	52	78
THREATS/HARASSMENT	30	29	28
VANDALISM	48	55	39
OTHER	609	562	586
TOTAL REPORTED OFFENSES	**1,149**	**1,123**	**1,112**
TOTAL ARRESTS:	**642**	**595**	**654**
PROTECTIVE CUSTODY:	47	67	42
TOTAL CASE REPORTS*	**889**	**901**	**848**
COLLISIONS	**155**	**164**	**145**
FATALITY	1	1	0
INJURY	18	19	17
NON-INJURY	136	145	128
NUMBER OF PEOPLE INJURED	26	25	23
CITATIONS & WARNINGS	**3,651**	**3,117**	**3,761**
TRAFFIC CITATIONS	1,083	857	1,160
TRAFFIC WARNINGS	2,032	1,590	2,032
PARKING CITATIONS & WARNINGS	536	669	569

COMMUNICATIONS CENTER ACTIVITY OVERVIEW

911 CALLS TAKEN: 4,451

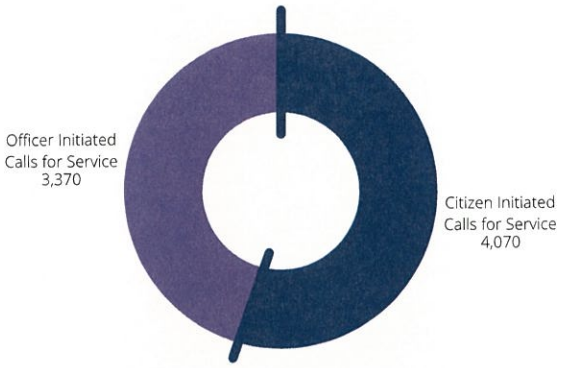
NON-EMERGENCY CALLS TAKEN: 13,562

TOTAL INCOMING CALLS: 18,013

TOTAL CALLS FOR SERVICE GENERATED: 10,900

POLICE CALLS FOR SERVICE: 7,440
- OFFICER INITIATED: 3,370
- CITIZEN INITIATED: 4,070

OTHER CAD ACTIVITY:
- NORMAN FIRE: 1,609
- EMSSTAT: 1,851



TOP FIVE POLICE CALLS FOR SERVICE

1. CONTACT A SUBJECT: 494
2. DISTURBANCE / DOMESTIC : 453
3. WELFARE CHECK: 356
4. CHECK AREA: 306
5. ALARM: 280

INVESTIGATIONS ACTIVITY

CASES OPEN DURING REPORTING PERIOD: 143

CASES ASSIGNED DURING THE CURRENT REPORTING PERIOD: 78

CASES CLOSED DURING REPORTING PERIOD: 458
- CLEARED BY ARREST / WARRANT: 14
- CLEARED BY EXCEPTION: 33
- COP FOLLOW-UP: 13
- DEACTIVATED: 242
- DEACTIVATED DUE TO STAFFING: 88
- MISSING PERSONS RECOVERED: 7
- REFERRED INTERNALLY: 24
- UNFOUNDED: 37

ANIMAL WELFARE

- INTAKES: 206
- LIVE RELEASES: 245
- LIVE OUTCOME RATE: 94%
- ANIMALS FOSTERED: 67
- VOLUNTEER HOURS: 313

RECORDS

CUSTOMER SERVICE CONTACTS: 1,995
- IN-PERSON CONTACTS: 682
- PHONE CONTACTS: 677
- EMAIL CONTACTS: 636

DEPARTMENT STAFFING

AUTHORIZED COMMISSIONED: 184
ACTUAL EMPLOYED: 176
AVAILABLE FOR ASSIGNMENT: 163**

AUTHORIZED PROFESSIONAL STAFF: 76
ACTUAL EMPLOYED: 71
AVAILABLE FOR ASSIGNMENT: 70**

*This number is less than reported crime due to multiple offenses occurring or being reported as part of one case report.
**This number reflects personnel available for assignment. This does not include individuals on non-discretionary leave, in the police academy, or in field training.

ANIMAL CONTROL 11A

Norman Animal Welfare Monthly Statistical Report
February 2026

IN SHELTER ANIMAL COUNTS

	2025			2026			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Beginning	75	47	122	65	57	122	0	0%
Ending	96	53	149	61	35	96	(53)	-36%

ANIMAL INTAKES

	2025			2026			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Stray at Large	103	45	148	81	42	123	(25)	-17%
Owner Relinquish	17	28	45	13	18	31	(14)	-31%
Owner Intended Euth	1	0	1	0	0	0	(1)	-100%
Transfer In	0	0	0	0	0	0	0	
Other Intakes*	7	2	9	9	30	39	30	333%
Returned Animal	13	5	18	7	6	13	(5)	-28%
TOTAL LIVE INTAKES	141	80	221	110	96	206	(15)	-7%

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

OTHER STATISTICS

	2025	Total	2026	Total	Comparisons Difference	Percent
Wildlife Collected (DOA)	0	0	0	0	0	
Dog Collected (DOA)	1	1	2	2	1	100%
Cat Collected (DOA)	3	3	2	2	(1)	-33%
Wildlife Transferred	0	0	0	0	0	
Intake Horses	0	0	0	0	0	
Intake Cows	0	0	0	0	0	
Intake Goats	0	0	6	6	6	
Intake Sheep	0	0	0	0	0	
Intake Rabbits	1	1	0	0	(1)	-100%
Intake Pigs	0	0	0	0	0	
Intake Other	3	3	0	0	(3)	-100%
TOTAL OTHER ITEMS	8	8	10	10	2	25%

LENGTH OF STAY (DAYS)

	2025	2026
Dog	16.8	14
Cat	16.9	13

OWNER SURRENDER PENDING INTAKE

	Canine	Feline	Other	Total
Animals	77	7	2	86

Norman Animal Welfare Monthly Statistical Report
February 2026

LIVE ANIMAL OUTCOMES

	2025			2026			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Adoption	81	55	136	68	85	153	17	13%
Return To Owner	28	1	29	38	2	40	11	38%
Transferred Out	2	1	3	3	0	3	0	0%
Returned to Field	0	16	16	0	32	32	16	100%
Returned to Owner in Field	17	0	17	17	0	17		
TOTAL LIVE OUTCOMES	128	73	201	126	119	245	44	22%

OTHER ANIMAL OUTCOMES

	2025			2026			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Died in Care	1	0	1	1	1	2	1	100%
Lost in Care	1	0	1	0	0	0	(1)	-100%
Shelter Euth	6	1	7	6	6	12	5	71%
Owner Intended Euth	1	0	1	1	1	2	1	100%
TOTAL OTHER OUTCOMES	9	1	10	8	8	16	6	60%

TOTAL OUTCOMES

	2025			2026			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Total Live Outcomes	128	73	201	126	119	245	44	22%
Total Other Outcomes	9	1	10	8	8	16	6	60%
TOTAL OUTCOMES	137	74	211	134	127	261	50	24%

SHELTER EUTHANASIA DATA

	Canine	Feline	Other	Total	Percentage
Medical - Sick	0	5	0	5	42%
Medical - Injured	0	1	0	1	8%
Behavior - Aggressive	3	0	0	3	25%
Behavior - Other	3	0	0	3	25%
TOTAL EUTHANASIA	6	6	0	12	

MONTHLY LIVE RELEASE RATE

2025	2026
95.7%	94.6%

Live Outcomes / (Total Outcomes - Owner Int Euth)

PUBLIC WORKS 12

DEPARTMENT OF PUBLIC WORKS
MONTHLY PROGRESS REPORT
CITY OF NORMAN, OKLAHOMA
February 2026

ENGINEERING DIVISION

DEVELOPMENT

The Development Manager processed no items for Planning Commission and the Development Committee. The Interim Development Engineer reviewed four (4) sets of construction plans and one (1) punch list items. There were 101 permits reviewed and/or issued. Fees were collected in the amount of $3,623.52.

CAPITAL PROJECTS:

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

On April 2, 2019, the citizens of Norman voted in favor of a Bond Issue to finance the local share of 19 transportation improvement projects. The Gray Street Two-Way 2019 Bond Project consists of the conversion of Gray Street from a one-way street to a two-way street between University Avenue and Porter Avenue, and the installation of streetscape elements along Gray Street. The intersection with James Garner Avenue will be entirely reconstructed to accommodate the future James Garner Phase 3 2019 Bond Project. In addition to the roadway and streetscape work, improvements are required to the railroad crossing just east of James Garner Avenue. The total construction cost for the project is approximately $7.5 million. Of that, approximately $4.9 million will be paid by federal grants. The remaining $2.6 million will be paid for through the City of Norman 2019 Bond Program.

The Oklahoma Department of Transportation (ODOT) conducted a bid opening on March 21, 2024, for the Gray Street Two-Way 2019 Bond Project. The low bidder was Ellsworth Construction, LLC of Oklahoma City, Oklahoma. ODOT awarded the project on April 1, 2024. Construction started on Monday, August 5, 2024 and there were 360 calendar days in the project. Due to weather, so far, there have been 35 days added to the contract, bringing the total duration to 395 days. Final roadway contract items are now being wrapped up while the BNSF Railroad completes the necessary railroad crossing improvements. The project is now expected to be completed by the end of April 2026. Steps are being taken to ensure that the ongoing construction activities do not interfere with upcoming events in the downtown area. The Oklahoma Department of Transportation is administering the construction of this project, with the assistance of WSB.

Proposed improvements include:

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

As of the last pay application on 1/31/26, 59.04% of the total contract amount has been expended. Through 1/31/26, 107.09% of the contract time expired.

The contractor's activities this month were as follows:

- Continued construction of irrigation lines
- Made water taps for new irrigation meters
- Completed Gray Street construction in the BNSF right of way
- Completed mainline paving operations on Gray Street.
- Completed James Garner pavement reconstruction except for top lift of asphalt
- Completed fire hydrant relocations at James Garner Avenue
- Began pouring of signal pole bases at the James Garner Avenue intersection

Jenkins Avenue 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 (19) transportation improvement projects. The Jenkins Avenue 2019 Bond Project consists of widening and reconstruction of Jenkins Avenue between Imhoff Road and Lindsey Street.

The total construction cost for the project is approximately $15.52 million. Of that, approximately $10.25 million will be paid by federal grants and the remaining $5.27 million will come from the City of Norman 2019 Bond Program.

The Oklahoma Department of Transportation conducted a bid opening on October 10, 2024, for the Jenkins Avenue 2019 Bond Project. The low bidder was Silver Star Construction Company, Inc. of Moore, Oklahoma. ODOT awarded the project on November 4, 2024. Construction started on Monday, March 3, 2025. There are 540 calendar days in the project, which will likely require approximately 2 years to complete, taking into account weather days. The Oklahoma Department of Transportation is administering the construction of this project.

Proposed improvements include:

- New 4-lane roadway with raised median
- Realignment of Imhoff Road and Constitution Street with a new roundabout
- Realigned Timberdell Road intersection
- New 4-legged intersection at Stinson Street
- New decorative traffic signals at Timberdell Road and Stinson Street intersections
- New 10-foot multi-use trails and sidewalks
- Landscaping
- Pedestrian safety improvements
- Improved storm drainage pipeline system

Phase 2 construction is underway through January 2026, which includes the east half of Jenkins Avenue from Reaves Park Road to the north project limits near Lindsey Street. The contractor's activities this month on Phase 2 were as follows:

- Finished installing curb and gutter between Timberdell Road and Reaves Park Road
- Completed constructing 10-foot multiuse path on east side of road between Lindsey Street and Timberdell Road
- Finished mainline concrete paving on east side of road between Stinson Street and Timberdell Road
- Started constructing concrete retaining walls on east side of Jenkins Avenue and north of Stinson Street

Saxon Industrial Park Phase III:

The City of Norman and Norman Economic Development Coalition (NEDC) have been collaborating since 2015 in support of an economic development project in Saxon Industrial Park that will make another 47.43 acres available for industrial development. This project is intended to capitalize on federal funds to expand City infrastructure in this industrial area to allow for expansion of existing businesses and promote new businesses.

NEDC contracted with SMC Consulting, P.C. (SMC) to develop a preliminary plat for approximately 47.43 acres of land generally located south of State Highway 9 between Technology Place and Saxon Park. The contract for the design of the roadway project was approved by Norman City Council on April 14, 2020.

The City of Norman Streets Division is constructing the roadway project. The project began December 5, 2025, and is anticipated to be complete by Summer 2026.

Proposed improvements include:

- New asphalt roadway that connects Technology Place, John Saxon Boulevard and 36th Avenue SE
- New storm sewer, sanitary sewer and water line infrastructure

During the month of February, a pre-construction meeting was held with Davenport, Utility Contractor, regarding the sanitary sewer and water line installation, which is scheduled to begin in March 2026. The Norman Streets Division completed installation of the outlet storm sewer pipe and has commenced installation of the storm sewer running west to east. In addition, the division will begin roadway grading on the west end of the project in March 2026.

Sidewalk Programs:

12th Ave NE and W Brooks Street Sidewalk Project This project is 80% funded through an ACOG grant and is being facilitated by ODOT for construction. This project will include new and replacement sidewalks, ramps, and driveways along 12th Avenue NE from East Robinson Street to East Rock Creek Road and Brooks Street from Pickard Avenue to Wylie Road. Plans are complete and bids were advertised by ODOT. Parathon Construction was selected as the contractor for this project and construction began the first week of October with project oversight provided by Hudson Prince Engineering. During the month of February, the contractor completed approximately 65% of sidewalk, ramp and driveways along 12th Avenue NE, with work along Brooks Street underway.

State Highway 9 Multi Use Path This project is 80% funded through an ACOG grant. This project will include the construction of a 10' wide Multi Use Path from 48th Ave SE to 72nd Ave SE along the north side of State Highway 9. Construction is anticipated to start in the spring of 2026. Oklahoma Department of Transportation conducted a bid opening on November 20, 2025, and after review awarded the contract to Ellsworth Construction Inc. We are anticipating a pre-work meeting and project start date in spring of 2026.

Street Maintenance Bond Programs:

FYE 2026 Street Maintenance Bond Urban Concrete Pavement 1

The FYE 2026 Urban Concrete Pavement 1 bids were opened on August 21, 2025. Eight bids were received and the contract was awarded on October 14, 2025, to Arroyo's Concrete LLC, in the amount of $1,043,546.00. The project consists of concrete pavement rehabilitation for the following locations: Wyckham Place from Brookhaven Boulevard to the end of the cul-de-sac, Rosewood Drive from Dakota Street to Crestmont Street, Crestmont Street from 24th Ave NW to Mercedes Drive, Sundown Drive from Forest Drive to Iowa Street, Foreman Avenue from Holiday Drive to Main Street, and Richmond Drive from Brooks Street to the end of the cul-de-sac. The project is anticipated to be completed by June of 2026. The contractor is set to start mobilization to the jobsite in March of 2026.

FYE 2026 Street Maintenance Bond Urban Concrete Pavement 2

The FYE 2026 Urban Concrete Pavement 2 bids were opened on August 21, 2025. Eight bids were received and the contract was awarded on October 14, 2025, to Arroyo's Concrete LLC, in the amount of $1,150,517.00. The project consists of concrete pavement rehabilitation for the following locations: 26th Ave NW from Hemphill Drive to 26th Avenue, Parkway Drive from Interstate Drive to 26th Avenue NW, Hemphill Drive from 24th Avenue NW to 26th Avenue NW, Westwood Drive from Sundown Drive to Fairway Drive, Sundown Drive from Dakota Street to Westwood Drive, Connelly Lane from Pickard Avenue to the end of the cul-de-sac, Whispering Pines Drive from Pickard Avenue to Whispering Pines Circle, Willow Lane from Pickard Avenue to Fairfield Drive, and Houston Avenue from Louise Lane to Lindsey Street. The project is anticipated to be completed by June of 2026. During the month of February 2026, the contractor finished sections of Whispering Pines Drive, Willow Lane, and in March 2026 will mobilize to Parkway Drive.

FYE 2026 Street Maintenance Bond Urban Reconstruction Project

The FYE 2026 Urban Reconstruction Project bids were opened on October 2, 2025. Nine bids were received and the contract was awarded on November 25, 2025, to Ellsworth Construction OKC, LLC, in the amount of $732,866.40. The project consists of concrete pavement removal, soil stabilization and concrete placement for the following locations: Danfield Lane, from Danfield Drive to Brookhaven Boulevard, and N. Sherry Avenue, from Main Street to Holiday Street. The project is anticipated to be completed by June of 2026. In February of 2026, Danfield Lane has been completed, and the contractor is finishing intersection panel replacements on N. Sherry Avenue.

TRANSIT AND PARKING DIVISION

PUBLIC TRANSIT

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

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

recommended in the plan. Recent work includes:

Fleet Maintenance & Vehicle Procurement (upgrades and standardization)

- City Fleet Maintenance staff continue to ensure that the transit fleet is in operational condition each morning for line up.
  - Of the City's 27 revenue vehicles in the Transit Fleet and not accounting for vehicles which already have replacements authorized or on order, there is only one unit remaining, in the paratransit fleet, which is eligible to be retired and replaced according to FTA useful life standards. The wheelchair lift in this unit has recently failed causing this unit to be out of service.
  - On January 27, 2026, City Council authorized staff to move forward with purchase of a replacement CNG Cutaway transit bus for paratransit service in the transit fleet. On July 28, 2025, unit 5-2471 had been in service just eight weeks when it was struck in a head-on collision with another vehicle actively attempting to elude authorities and totaled. The bus had been parked at the time of the collision. Because federal grant funds were used in the purchase of the bus, the City had the option to use the FTA's Like-Kind Exchange Policy to replace the bus and transfer the Federal Transit Administration (FTA) interest, $135,255, from the totaled bus to the new bus, or to refund the $135,255 amount to the FTA. Following Council's authorization, staff have submitted a procurement order to TESCO using the same specifications as the original purchase at the quoted price of $192,455.

Service Expansion Priorities

Following implementation of the new route network in October 2023, and then increasing the frequency of service on Route 112 (West Lindsey) from 60 minutes to 30 minutes (*priority 2*), City Transit staff continue to review the next priorities recommended by the Go Norman Transit Plan:

- Priority 1: Sunday Service – Proposed Sunday service span and trip frequencies would match current Saturday service levels. Sunday transit service is currently being offered and evaluated as part of the Norman On-Demand microtransit pilot program.
- Priority 3: Increased Frequency on Route 110 – This service expansion upgrades the trip frequency of Route 110 (Main St/24th Ave NW) from 60 minutes to 30 minutes. Following direction from the Council Community Planning and Transportation Committee on October 23, staff are including cost estimates for implementation of this priority in the FY27 budget process.
- Priority 4: Implementation of New Route 113 – This service expansion would add a new route in Southeast Norman operating with a 30-minute frequency. The proposed route, as recommended in the plan, would operate along Classen Blvd, Constitution St, Oak Tree Ave, 12th Ave SE, Cedar Ln and then turnaround near Cedar Ln and Classen Blvd.

Microtransit Pilot Program with Via Transportation – Norman On-Demand

Funding for fiscal year ending 2026 was approved as a budget amendment, and Council approved contract amendments with Via Transportation and the University of Oklahoma on July 8, 2025, to extend the service through June 30, 2026. Following direction from Council at the Community Planning and Transportation Committee meeting on February 26, 2026, staff are working with the service provider to identify any cost saving measures for fiscal year 2027. More details regarding operations can be found in the attached monthly performance report for this service, named Norman On-Demand.

Transit Monthly Performance Reports

Attached are both the EMBARK Norman Performance Report and the Norman On-Demand Performance Report for January 2026.

PARKING

Asp Avenue Replacement Pay Station Installation

Technical difficulties encountered while installing three new pay stations in the Campus Corner area, two in the Asp Avenue Parking Lot and one near Asp Avenue and White Street, on January 14th, 2026, have been resolved. Staff collaborated with the company that provides these machines to reinstall software and conduct updates bringing these pay stations to fully operational status.

Downtown Parking Changes

Following directions from Council at the February 26, 2026, Community Transportation and Planning Committee meeting, staff are developing an implementation plan for requested changes to parking regulations in the downtown area. This includes transitioning from metered paid parking to timed parking around the Cleveland County Courthouse and updates to timed parking regulations in the downtown area generally.

STREET DIVISION

ASPHALT PROJECTS

- Streets paving crews completed an asphalt repair on 48th Avenue NE from Rock Creek Road to Tecumseh Road. This asphalt deep patch required 2,901.99 tons to complete the repair.
- Streets paving crew completed an asphalt repair on 60th Avenue NE from Rock Creek Road to Tecumseh Road. The asphalt deep patch required 1,209.45 tons to complete the repair.

CONCRETE PROJECTS

- North Interstate Drive and Parkway Drive crews replaced concrete panels that required 124.50 cubic yards of concrete and resulted in over 408 square yards repaired.

ROADSIDE OPERATIONS

- Routine pothole patching operations used approximately 7.72 tons of asphalt.

STORMWATER DIVISION

Lower Imhoff Channel Stabilization Project

The 2009 Storm Water Master Plan (SWMP) recommended the design and installation of stream bank stabilization along segments of Imhoff Creek. The identified problem in the SWMP is severe bank erosion along both banks beginning at the upstream face of Highway 9 to approximately 2,000 feet upstream of Imhoff Road. The erosion along the banks has caused property fences and trees to fall into the creek. According to a hydraulic report produced by Wood, INC. in 2022, the erosion rate is 6" of bank erosion per year, or approximately 1300 cubic yards of bank erosion per year.

On July 8, 2025, City Council approved Contract K-2526-16 with Cimarron Construction Co., in the amount of $5,499,994.00 for the Lower Imhoff Creek Bank Stabilization Project. This project is to stabilize the eastern bank of the channel utilizing reverse gabion baskets containing a growable media to allow for vegetative cover over time as well as install rock toe revetments on the west bank and install live staked trees to encourage the regrowth of tree canopy in the years that follow the completion of construction. The construction began on September 2, 2025, and has a construction duration of 548 days with an estimated completion in February 2027. During the month of February, the contractor began work on the final segment of the new SierraScape retaining wall on the east side of Lower Imhoff channel.

Misty Lake Dam Rehabilitation Project

Misty Lake Dam was reclassified by OWRB as a high-hazard dam on March 16, 2011, followed by an emergency order on March 20, 2015, a hearing on April 14, 2015, and issuance of a Consent Order on July 8, 2015, requiring the POAs to lower the lake level and submit engineering plans. Cardinal Engineering completed plans on May 3, 2019, but due to repair costs estimated between $595,000 and $700,000, the POAs sought assistance from the Developer and the City of Norman, prompting multiple City Council discussions through 2017. Council approved a participation agreement on June 27, 2017, and later Amendment No. 1 on January 1, 2021, granting the city necessary easements. A CMaR was selected through RFQ 2122-11, culminating in an October 12, 2021, contract with Downey Contracting, but the Guaranteed Maximum Price submitted on December 9, 2021 ($1,085,088.90) was rejected. The City then pursued FEMA's High Hazard Potential Dam Grant, and after approving related documents on March 26, 2024, was notified in June 2025 that the project had been awarded $1.15 million, with the City contributing the required local match through already-collected project funds. On June 24, 2025, Council formally accepted the grant under Contract K-2425-137.

Bid documents were advertised on July 30 and August 6, 2025, with four bids opened on August 21, 2025. The low bid was submitted by C-P Integrated Services (C-PI) at $580,672.50, which was 44.9% below the engineer's estimate of $1,053,700. After federal compliance adjustments, including BABAA, Davis-Bacon, and DBE requirements, the contractor confirmed its ability to comply, resulting in a revised contract amount of $750,600.00, which remains nearly $50,000 lower than the next lowest bid and within budget. Construction

began on October 14, 2025, with a project duration of 90 days. This project has experienced delays due to soil testing and is expected to be delayed by 45 days. The updated estimated completion date is April 2026.

During the month of February, the contractor began adding material to reface the dam.

STORMWATER MAINTENANCE

WORK ORDER RESPONSE

- Stormwater Division received 22 new work order requests, and 22 work orders were closed.

INFRASTRUCTURE MAINTENANCE

- Flume replacement project began at 2305 Regis Court.
- Temporary repair for failed pipe at 1210 Woodland Drive.
- Temporary repair and fencing added for stormwater washout at 708 N. Findlay Avenue.
- Concrete flume repaired at 1522 Canterbury Street.

CHANNEL MAINTENANCE

- Cleared concrete flume at Saddleback Boulevard.
- Removed large debris drift from Hollywood Channel.
- Installed temporary fence along perimeter of Reed Avenue property at Bishop Creek.

URBAN STREET SWEEPING/CAMERA VAN OPERATION

- Cleaned and swept Lindsey Yard in preparation for Annual Stormwater Site Inspection.
- 317 lane miles were swept in February, resulting in the removal of approximately 137.18 tons of debris.
- The Camera Crew completed 113 linear feet of stormwater infrastructure inspection.

INLET CLEARING OPERATIONS

- 557 inlets were inspected and cleaned, resulting in the removal of 6.5 tons of debris in Wards 2, 3, 4, and 6.

FLEET DIVISION

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

FUEL REPORT

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

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

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

MAINTENANCE REPORT

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

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

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

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

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

Preventative Maintenance Services: This is the number 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.

ENGINEERING DEVELOPMENT & PERMIT REVIEW

February 2026

Subdivision Development

Planning Commission:

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

City Council:

Norman Rural Cert of Survey	0
Preliminary Plat	2
Final Plats	0
Certificate of Plat Correction	0
Encroachment	0
Easements	0
Closure	0
Release of Deferral	0

Development Committee:

Final Plats	0

Permits Reviewed/Issued

Single Family	15
Commercial	19
Multi-Family	6
Addition/Alteration	9
House Moving	1
Paving Only	5
Storage Building	5
Swimming Pool	5
Storm Shelters	23
Public Improvements	0
Temporary Encroachments	0
Fire Line Pits/Misc	1
Franchise Utilities	12
Flood Plain	0
Total Permits	**101**

Fees Collected

	February	January	FY Total
Development	$2,520.00	$0.00	$130,847.53
Permit	$1,103.52	$14,890.16	$170,056.76
Grand Total	$3,623.52	$14,890.16	$284,885.72

Construction Plan Review within 10 days	4	7	508	
Punch List Within 1 day of Final Inspection	1	2	57	
Single Family Permit review within 3 days	15	23	304	100% of Plan Review Achieved
Commercial Permit review within 7 days	19	21	263	
Final Plat Review within 10 days	1	2	53	

EMBARK NORMAN

PERFORMANCE REPORT

City of Norman
Public Works Department

Summary of Services Table: January 2025

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 January FY26	FY26 YTD	FY25 YTD	Service Profile	January FY26	January FY25
Fixed Routes (M-F)	1,389	264,694	252,539	Weekdays	21	22
Fixed Routes (Sat)	680	25,371	24,101	Saturdays	5	4
PLUS (M-F)	86	13,720	14,745	Gamedays	0	0
-Zone 1*	86	13,720	10,589	Holidays	2	2
-Zone 2**	0	0	4,156	Weather	4	1
PLUS (Sat)***	16	561	569	Fiscal YTD Days	180	179
				Cal. YTD Days	27	26

*Requires ¾ mile
**Zone 2 operated on weekdays until 7pm
***Operates only in Zone 1

Strategic Performance Measures

MEASURE	FY 26 YTD	FY 26 Targets	
# of Norman fixed-route passenger trips provided	290,065	500,000	●
# of Norman paratransit trips provided	14,281	26,000	▲
% of on-time Norman paratransit pick-ups	89.37%	98.58%	▲
# of Norman bus passengers per service hour, cumulative	20.71	22.29	◆
# of Norman bus passengers per day, average	1,611	800*	●
% of Norman required paratransit pick-ups denied due to capacity	0.00%	0.00%	●
% of on-time fixed-route arrivals	68.88%	75.00%	●

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

Norman On-Demand

City of Norman
Public Works Department

Performance Report

Microtransit Pilot Program Performance Report — January 2026

Purpose

This report provides a summary of service performance measures used to evaluate the performance of the Norman On-Demand microtransit transportation system for the City of Norman. The key performance indicator goals were outlined in the request for proposals (RFP) and include average walking distance, maximum walking distance, average rider wait time, maximum rider wait time, and the percentage of ride requests picked up within 20 minutes.

Service Profile, Hours, and Pricing

Norman On-Demand is a pilot microtransit service which launched for late night and Sunday service in core Norman on August 21, 2023. Norman On-Demand is a turnkey service provided by TransitTech provider Via. The Norman On-Demand app is available on the Apple App Store and the Google Play Store. This service provides access to safe and affordable public transportation through technology, particularly during evening hours and on Sundays when other public transit options are limited. Through a collaboration with the University of Oklahoma, the Norman On-Demand Program also operates the University's SafeRide Program, which is designed to provide safe and free late night transportation to OU students. Because this is a pilot program, there may be changes to service area, hours of operations, or other aspects of the service while the City focuses the program to efficiently serve the needs and desires of our community.

Service Hours		Pricing	
Monday-Wednesday	7pm – 1am	First Passenger	$3.00**
Thursday-Saturday	7pm – 3am*	Each Additional Passenger	$1.00
OU SafeRide: Thursday-Saturday	10pm – 3am*	OU SafeRide (OU Students using OU email address during SafeRide hours)	Free
Sunday	10am – 6pm		

ADA/Wheelchair Accessible Vehicles available upon request.

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

***First passenger fare increased from $2 to $3 in August 2025*

Key Performance Indicator Measures

Measure	Target	Fiscal Year to Date (YTD) (07/01/25 – 01/31/26)	January 2026	January 2025	Year Over Year (YOY) Service
Average Walking Distance	<0.10 miles	0.06 miles	0.06 miles	0.07 miles	-14.29%
Maximum Walking Distance	0.25 miles	0.37 miles	0.37 miles	0.37 miles	0% (no change)
Average Rider Wait Time*	<15 min	22.6 min	20.2 min	27.4 min	-27.01%
Maximum Rider Wait Time*	20 min	105.0 min*	47.0 min*	47.0 min*	0% (no change)
Percent of Ride Requests Picked Up in 20min	>80%	50.84%**	60.95%**	36.13%**	+40.72%

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

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

ADDITIONAL PERFORMANCE MEASURES

Ridership

Ridership	Fiscal YTD (07/01/25 – 01/31/26)	January		YOY Service
		2026	2025	
Total Number of Riders	16,071	1,813	3,272	-44.59%
Total # of Completed Trips	11,037	1,270	2,184	-41.85%
# of Completed Trips Requesting WAV	140	12	52	-76.92%
Ridership Per Service Hour (RPSH)	4.8	4.4	6.1	-27.87%

Norman On-Demand completed 1,813 rides in January 2026, which is a 0.77% decrease from the December 2025 total of 1,799. The fiscal year to date ridership for January FY26 is 16,071 which is a 40.80% decrease from the January FY25 fiscal year to date ridership of 27,147. There were a total of 12 completed trips requesting a WAV or wheelchair accessible vehicle in January 2026. Ridership per service hour (RPSH) is a ratio of the number of riders making use of the service in relation to how much service is being provided (i.e. one vehicle providing one hour of service would be one 'service hour').

Rider Experience

Rider Experience	Fiscal YTD (07/01/25 – 01/31/26)	January		YOY Service
		2026	2025	
Average Ride Duration (in minutes)	10.9 minutes	10.3	8.2	+20.39%
Average Ride Distance (in miles)	3.3 miles	3.1	2.8	+9.68%
Average Ride Rating (5 stars scale)	4.9 stars	5.0	4.8	+4.00%

Approximately 10.9% of all completed rides during FY26 to date received a rating, of which 95.9% were rated five out of five stars. The system includes an automated feed-back process where all ride ratings with four stars or fewer that have actual written feedback attached are reviewed by customer support agents. Poor ride ratings alone are not categorized as complaints. In January there were only three rides that were rated less than 5 stars, representing less than a rounding error of all the ratings received resulting in the average rating being a perfect five stars. Two complaints were reported to Via in the month of January, representing 1.10 complaints per 1000 rides provided. One complaint was regarding the behavior of another rider, the other was regarding the driver not showing up.

Program Engagement and Rider Growth

Engagement – Service to Date (8/16/23 – 01/31/2026)		
App Accounts Created Since Launch	15,880	
OU Accounts (as of 02/02/2026)	3,919	24.68%
Active Accounts*	11,325	71.31%
Rider Accounts**	8,216	51.74%
Repeat Rider Accounts***	6,679	42.05%

**accounts with user engaging w/ ride requests at least once*
***accounts with at least 1 completed ride*
****accounts with at least 2 completed rides*

Since the Norman On-Demand App launched on August 16, 2023, a total of 15,880 individual accounts have been created, which is a 2.04% increase over the December 2025 service to date total of 15,555 and a 36.43% increase over the January 2025 service to date total of 10,095. Of these accounts more than half of them (51.74%) have utilized the service at least once and nearly a third (4,582 or 28.85%) have completed more than five rides. Riders are also able to call 405-643-8638 to schedule rides without using the App.

Accidents and Vehicles

No accidents or incidents were reported in January, for a total of zero accidents and zero incidents reported in FY26. Four of seven vehicles were in active service during the month of January, which meets the target fleet availability. A Chrysler airbag recall for 2022-2025 Voyager & Pacifica vehicles and an abundance of caution impacted the ability to maintain the use of the full fleet of seven vehicles. Some temporary replacement vehicles were borrowed from another program run by our partner Via and are operating with magnetic side decals instead of full vehicle wraps. Riders have in-app and email messages making them aware and keeping them up to date.

STORMWATER DIVISION	FYE 2026 Feb, 2026	FYE 2026 Feb, 2026	Year to Date	Year to Date	FYE26
PERFORMANCE INDICATORS	**ACTUAL**	**PERCENT**	**ACTUAL**	**PERCENT**	**PROJECTED**
Respond to stormwater complaints and drainage concerns within 24 hours	100%	100%	100%	100%	99%
Mechanically sweep 500 curb miles per month (6,000 Annually)	317	63%	2,369	39%	85%
Inspect and clean 100% of the urban drainage inlets three times per year.	557	45%	9,408	63%	65%
Mow 2,271,548 square-feet (52 acres) of open drainage ways, six times per year.	-	0%	4,012,932	29%	70%
Permit all floodplain activities as appropriate.	-	100%	23	100%	95%
Camera Stormwater Infrastructure to inspect and identify. (4 grids per month)	0.00	0%	0	0%	85%
*Camera map grids identified in FY24. Program is transitioning to proactive inspection.					
Camera Stormwater Infrastructure Inspections (as needed in linear feet)	113	N/A	2,318	N/A	N/A
Repond to 100% of Okie calls within 72 hours of request	101	100%	1,692	100%	100%

SERVICE EFFORTS AND ACCOMPLISHMENTS FYE 2026

STREET DIVISION	FYE 2026 February 2026	FYE 2026 February 2026	Year to Date	Year to Date	FYE 2026
PERFORMANCE INDICATORS	**ACTUAL**	**PERCENT**	**ACTUAL**	**PERCENT**	**PROJECTED**
Respond to all Action Center requests within 24 hour period	100%	100%	288	100%	400
Maintain up to 10 miles of asphalt roadway within capital program for given fiscal year	1.00	10%	3	10%	10
Maintain up to 2,000 square yards of concrete roadway within capital program for given fiscal year	408.00	20%	2124	106%	2000
Mow rural and urban routes citywide 8 times per year	-	0%	4.25	53%	8
Debris Removal – issue notice to proceed/task order within 48 hours of storm event	0%	0%	0	0%	100%
Street Maintenance Bond Program - Contract all selected project categories for the bond within the same fiscal year	0	0%	5	100%	5
Bridge bond program - contract all selected project categories for the bond within the same fiscal year	-	0%	4	133%	3

PUBLIC WORKS
FLEET DIVISION
ACTIVITY REPORT

February 2026

IN GALLONS **FYE 2026** **FUEL REPORT**

	UNLEADED PURCHASED	DIESEL PURCHASED	CNG PURCHASED
Internal pumps	21,096.00	21,270.00	23,571.13
Outside - sublet	779.00	217.00	3,752.16
TOTAL	**21,875.00**	**21,487.00**	**27,323.29**

TOTAL Consumption	UNLEADED CONSUMED	DIESEL CONSUMED	CITY CNG CONSUMED	PUBLIC CNG CONSUMED
	20,507.40	**19,903.00**	**23,571.13**	**3,752.16**

FYE 2026 TO DATE CONSUMPTION

TOTAL Consumption	UNLEADED CONSUMED	DIESEL CONSUMED	CITY CNG CONSUMED	PUBLIC CNG CONSUMED
	208,392.30	**232,580.70**	**263,598.69**	**17,110.60**

INTERNAL PRICE PER GALLON:					EXTERNAL PRICE PER GALLON:				
UNLEADED	High	$2.14	Low	$1.72	UNLEADED	High	$1.88	Low	$1.82
DIESEL	High	$2.50	Low	$2.27	DIESEL	High	$2.41	Low	$2.38
CNG	High	$0.63	Low	$0.63	CNG	High	$2.10	Low	$2.10

CONSUMABLE PARTS PURCHASED	
REPAIR PARTS	$150,107.05
OILS/FLUIDS	$13,577.85
TIRES	$29,254.32
SUBLET REPAIRS	$43,800.88
TOTAL SPENT ALL Parts/Sublet	**$236,740.10**

PUBLIC CNG SALES	
Month Total Public CNG Sales	$3,752
FYE 2026 To Date Public Sales	$34,776
LIFE TO DATE CNG GAS GALLON EQUIVALENT	
Total Sold Gallons Life To Date	1,138,426
Total Gross Sales Life To Date	$1,712,725
Life To Date CNG Gas Gallon Equivalent	
Total Public/City **Through-Put CNG Gallons** @ Station:	4,258,858

Light Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	0	9	1	21
EMERGENCY ROAD CALLS	1	11	15	70
PM SERVICES	19	96	114	770
INCLEMENT WEATHER	0	1	0	1
WORK ORDERS	57	178	203	1,275
SCHEDULED REPAIRS	55	85	130	864
NON SCHEDULED REPAIRS	1	72	73	465

Heavy Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	14	0	10	70
EMERGENCY ROAD CALLS	18	26	17	142
PM SERVICES	41	42	50	361
INCLEMENT WEATHER	0	0	0	0
WORK ORDERS	158	227	126	1,238
SCHEDULED REPAIRS	38	32	51	372
NON SCHEDULED REPAIRS	89	127	75	742

Transit Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	0	0	0	1
EMERGENCY ROAD CALLS	5	1	3	14
PM SERVICES	90	3	19	165
INCLEMENT WEATHER	0	0	0	0
WORK ORDERS	153	52	61	510
SCHEDULED REPAIRS	90	49	60	507
NON SCHEDULED REPAIRS	58	2	1	83

EVT Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	0	0	0	2
EMERGENCY ROAD CALLS	3	2	1	11
PM SERVICES	25	4	4	70
INCLEMENT WEATHER	0	0	0	0
WORK ORDERS	66	42	48	308
SCHEDULED REPAIRS	58	32	46	271
NON SCHEDULED REPAIRS	5	8	2	32

COMBINED SHOPS	CURRENT MONTH	LAST MONTH	TWO MONTHS AGO	YEAR TO DATE
ROAD SERVICE	14	9	11	85
EMERGENCY ROAD CALLS	27	40	36	197
PM SERVICES	175	145	187	1,221
INCLEMENT WEATHER	0	1	0	0
WORK ORDERS	434	499	438	2,926
SCHEDULED REPAIRS	241	198	287	1,751
NON SCHEDULED REPAIRS	153	209	151	1,122

FLEET DIVISION
INVENTORY
February 2026

FUEL

WESTWOOD GOLF	877.6	gallons	UNLEADED	@	1.750	$ 1,535.80
WESTWOOD GOLF	938.5	gallons	DIESEL	@	2.010	$ 1,886.39
NORTH BASE	5,723.0	gallons	UNLEADED	@	1.770	$ 10,129.71
NORTH BASE	5,984.0	gallons	DIESEL	@	2.180	$ 13,045.12
FIRE STATION #5	372.7	gallons	UNLEADED	@	1.860	$ 693.22
FIRE STATION #5	417.3	gallons	DIESEL	@	2.410	$ 1,005.57
FIRE STATION #6	297.8	gallons	UNLEADED	@	1.850	$ 550.93
FIRE STATION #6	369.1	gallons	DIESEL	@	2.400	$ 885.84
BULK TANKS	1,200.0	gallons	DIESEL	@	2.180	$ 2,616.00

TOTAL	GALLONS:	DOLLAR:
UNLEADED	7,271.1	$ 12,909.66
DIESEL	8,908.9	$ 19,438.92

PUBLIC WORKS FLEET DIVISION
PM COMPLIANCE REPORT
FEBRUARY FYE 2026

Industry Standard Compliance: Not To Exceed 5%

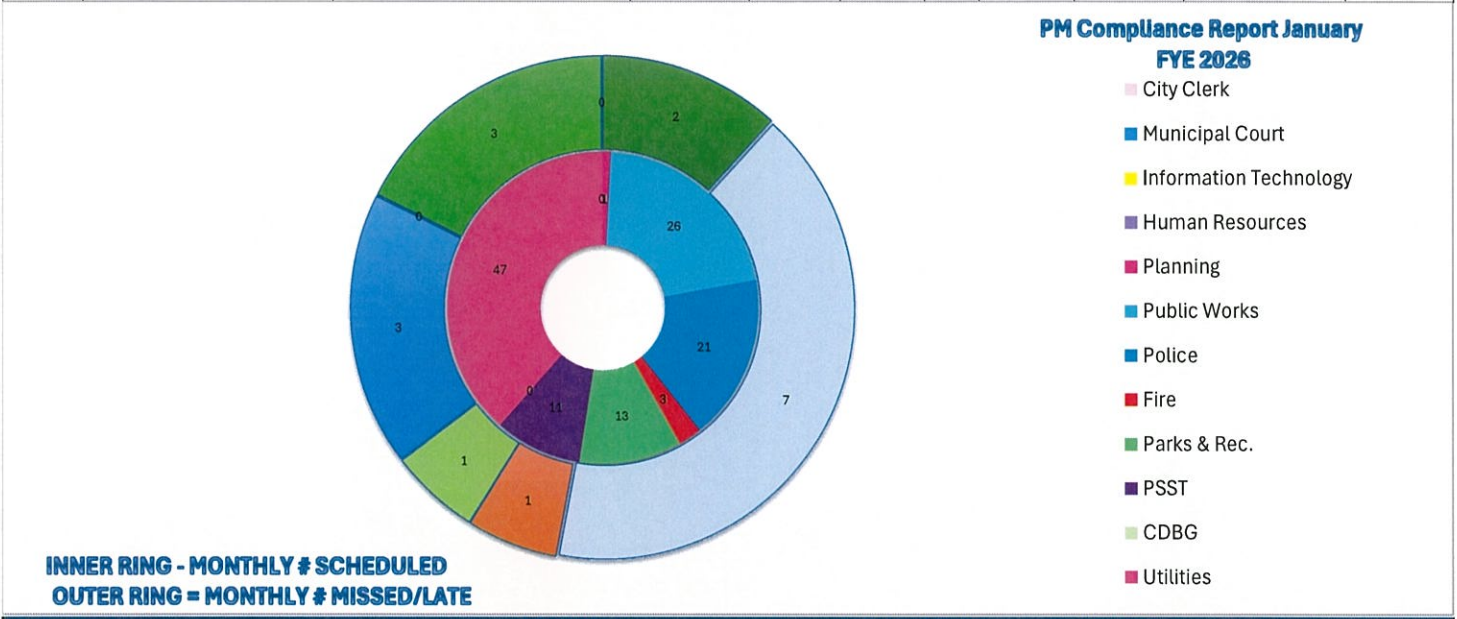
Department/Division	Number of PMs Scheduled	Number of PMs Completed On Time	Number of PMs Completed LATE	Number of PMs Missed	Current % PENDING	YearToDate Non-Compliance Trend
CITY COUNCIL					0%	0%
CITY MANAGER					0%	0%
BUILDING ADMINISTRATION					0%	0%
MUNICIPAL COURT						
MUNICIPAL COURT					0%	100%
INFORMATION TECHNOLOGY						
INFORMATION TECHNOLOGY					0%	0%
HUMAN RESOURCES					0%	0%
HUMAN RESOURCES					0%	0%
					0%	0%
PLANNING						
PLANNING					0%	133%
BUILDING INSPECTIONS					0%	0%
CODE COMPLIANCE	1	1			0%	0%
PUBLIC WORKS						
PW ADMIN					0%	0%
ENGINEERING	2	1	1	1	50%	100%
STREETS	10	13			0%	25%
STORMWATER	5	6			0%	38%
TRAFFIC	8	8			0%	38%
FLEET	1	8			0%	100%
TRANSIT					0%	0%
POLICE						
ANIMAL CONTROL	2			2	100%	40%
POLICE ADMINISTRATION					0%	0%
POLICE STAFF SERVICES	1			1	100%	100%
POLICE CRIMINAL INVESTIGATIONS	1	2			0%	50%
POLICE PATROL	13	13	1	1	8%	44%
POLICE SPECIAL INVESTIGATIONS	4	4	1	1	25%	63%
POLICE EMERGENCY COMMUNICATIONS					0%	0%
FIRE						
FIRE ADMINISTRATION					0%	100%
FIRE TRAINING					0%	0%
FIRE PREVENTION	1	2			0%	0%
FIRE SUPPRESSION	2	2	1		0%	50%
FIRE DISASTER PREPAREDNESS					0%	0%
PARKS & RECREATION						
PARK MAINTENANCE	12	11	1		0%	37%
PARKS & RECREATION					0%	100%
CUSTODIAL					0%	0%
FACILITY MAINTENANCE	1	1			0%	0%
PARKS FORESTRY					0%	0%
PUBLIC SAFETY SALES TAX (PSST)						
PSST POLICE PATROL	7	5	2	1	14%	50%
PSST POLICE CRIMINAL INVESTIGATIONS	1	1			0%	0%
PSST FIRE SUPPRESION	2	2			0%	0%
PSST SRO	1	1			0%	100%
					0%	0%
CDBG						
PLANNING CDBG					0%	0%
UTILITIES WATER						
UTILITIES ADMINISTRATION					0%	0%
WATER TREATMENT PLANT					0%	0%
WATER PLANT					0%	0%
WATER PLANT WELLS					0%	0%
WATER PLANT LAB					0%	0%
LINE MAINTENANCE ADMIN.					0%	0%
WATER LINE MAINTENANCE	8	7	1		0%	54%
UTILITIES INSPECTOR					0%	0%
UTILITIES WRF						
WRF ADMIN	2	2			0%	0%
WRF INDUSTRIAL					0%	0%
WRF BIOSOLIDS	2	4			0%	50%
WRF OPERATIONS					0%	0%
SEWER LINE MAINTENANCE	7	8			0%	40%
UTILITIES SANITATION						
SANITATION ADMINISTRATION					0%	0%
SANITATION RESIDENTIAL	11	10	1	1	9%	68%
SANITATION COMMERCIAL	5	5			0%	89%
SANITATION TRANSFER	7	8			0%	0%
SANITATION COMPOST	1	1			0%	0%
SANITATION RECYCLE	3	3			0%	50%
SANITATION YARD WASTE	1	1			0%	75%
					0%	0%
UTILITIES EVIROMENTAL					0%	0%
ENVIROMENTAL & SUSTAINABILITY					0%	0%
CITYWIDE TOTAL	**122**	**130**	**9**	**8**	**7%**	**50%**

Fleet Management Division
PM Past Due Report

PUBLIC WORKS FLEET DIVISION
PM COMPLIANCE DETAIL REPORT
FEBRUARY FYE 2026

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
1130	2018 FORD INTERCEPTOR	PD STAFF SERVICES	36858	36194	-664	MILES	2/17/2026	LD	PM-C	6/2/2025



Department	Scheduled	Missed/Late	% Late
City Clerk	0	0	0.0%
Municipal Court	0	0	0.0%
Information Technology	0	0	0.0%
Human Resources	0	0	0.0%
Planning	1	0	0.0%
Public Works	26	2	7.7%
Police	21	7	33.3%
Fire	3	1	33.3%
Parks & Rec.	13	1	7.7%
PSST	11	3	27.3%
CDBG	0	0	0.0%
Utilities	47	3	6.4%
Citywide Total	**122**	**17**	**13.9%**

PUBLIC WORKS
FLEET DIVISION
Technician Productivity
Report

FYE 2026

February 2026

MECHANIC	DIRECT LABOR HOURS	PRODUCTIVITY GOAL	INDIVIDUAL PRODUCTIVITY *ACTUAL*	*DIFFERENCE*	*TOTAL HOURS*
497	119.80	72%	*74.9%*	*2.9%*	*160.00*
1554	115.70	72%	*72.3%*	*0.3%*	*160.00*
1676	103.98	72%	*65.0%*	*-7.0%*	*160.00*
2098	118.96	72%	*74.4%*	*2.4%*	*160.00*
2495	126.38	72%	*79.0%*	*7.0%*	*160.00*
2745	102.43	72%	*64.0%*	*-8.0%*	*160.00*
3001	125.68	72%	*78.6%*	*6.6%*	*160.00*
3151	145.74	72%	*91.1%*	*19.1%*	*160.00*
3167	101.10	72%	*63.2%*	*-8.8%*	*160.00*
3502	99.50	72%	*62.2%*	*-9.8%*	*160.00*
3968	176.13	72%	*110.1%*	*38.1%*	*160.00*
4033	96.99	72%	*60.6%*	*-11.4%*	*160.00*
4192	161.41	72%	*100.9%*	*28.9%*	*160.00*
4303	147.09	72%	*91.9%*	*19.9%*	*160.00*
4310	38.71	72%	*24.2%*	*-47.8%*	*160.00*
4316	111.55	72%	*69.7%*	*-2.3%*	*160.00*
4529	128.93	72%	*80.6%*	*8.6%*	*160.00*

DIRECT LABOR HOURS	2020.08
TOTAL AVAILABLE HOURS	2720.00
PRODUCTIVITY GOAL	72.0%
ACTUAL PRODUCTIVITY	**74.3%**

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

FEBRUARY 2026	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%	136	136	100%	864	864	100%
Provide information requested by citizens within 7 days	95%	136	136	100%	864	864	100%
Complete traffic engineering studies within 45 days.	99%	6	6	100%	16	14	100%
Review subdivision plats, construction traffic control plans, traffic impact statements, and other transportation improvement plans within 7 days.	95%	32	32	100%	248	248	100%
Worker Hours Per Gallon of Paint Installed.	0.80	Gallons	Worker Hours	Percentage	Gallons	Worker Hours	Percentage
		15	12.5	0.83	735	369.75	0.50
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
		1.69	28	16.57	5.51	64	11.62
Preventative Maintenance on each traffic signal once a year. Approximately 11 will be performed each month.	100%	Number Performed	Goal Met	Percentage Met	Number Performed	Goal Met	Percentage Met
		15	15	100%	129	129	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
		11	11	100%	105	105	100%
Response to reports of sign damage:	Percentage						
High Priority Stop or Yield Signs within one hour	99%	37	37	100%	166	166	100%
Lower Priority all other signs within one day	90%	34	34	100%	306	306	100%
Street Name Signs within two weeks	90%	20	20	100%	288	288	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
		3040	0	0.00	55700	0	0.00

UTILITIES 13

Monthly Report

February 2026

LINE MAINTENANCE:

Waterline Capital Projects

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

Staff has completed the Crest Court project. Staff has completed the 12th AVE NE project. Staff has completed the Beaumont project. Staff has completed the Page Street project. Crail Project materials have been ordered – project on hold pending lead surveys. Ashton Grove project has been completed. Sutton Place project has been completed. Park Hill lift station pumps have been installed.

Water Line Breaks Total – 10 in February
Water Lines Hit by Contractor – 2

Sewer Line Data

- Total obstruction service requests February – 22
- Private Plumbing: 21
- City Infrastructure: 1
- Sanitary Sewer Overflows: 2 on private side, 0 on city side

Lift Station D Flows:

- Days – 28
- Average daily flow: 1.120 MGD
- Total Monthly flow: 31.360 MG

WASTEWATER PROJECTS:

Bishop Creek Emergency Sewer Line Repair (WW0212): On May 7, 2025, Utilities Department Line Maintenance staff were advised that an 18-inch sewer aerial crossing over Bishop Creek in the general vicinity of 730 Stinson Street had failed and sewage was discharging into the creek. Due to the risk to the environment, the City Manager authorized emergency repairs to prevent further sewage discharge. Under this emergency declaration, staff first received verbal price quotes to lease bypass pumps and appurtenances for temporarily diverting flow and verbal bids to mobilize a contractor for an immediate, but temporary, reconnection of the piping. This work was completed at 10:00 p.m. on May 7, 2025, which eliminated the discharge for the short term. It did not, however, restore the structural integrity of the crossing.

Subsequent to completion of this temporary repair, staff mobilized Garver Engineers under their current on-call contract to prepare an expedited design to replace the existing, failed aerial crossing, while Utilities Department Staff prepared Bidding Documents. Drawings and Bidding Documents were completed and issued to potential bidders on May 19, 2025. On May 20, 2025 Bids were opened and the lowest and best bidder was deemed to be Krapff-Reynolds Construction Co. with a bid of $748,550.00. During the last week of May 2025, Contract was executed, Notice to Proceed was Issued, and clearing and procurement activities commenced. On June 10, 2025, City Council ratified the emergency declaration and all resulting actions.

In July 2025, Norman Utilities Staff was advised that Oklahoma Water Resources Board (OWRB) has a grant program to assist utility owners in paying for emergency projects like this one. On August 12, 2025, City Council authorized an application for the grant and staff completed the application immediately thereafter. In September, OWRB announced that a grant in the maximum allowable amount of $100,000.00 had been approved. By the end of the month, Finance had commenced drawing down those grant funds.

Work on this project has proceeded continuously since Notice to Proceed was issued. During the month of October 2025, KRCC completed restoration activities. On October 24, 2025 a punchlist inspection convened, and during January 2026, work on punchlist was satisfactorily completed. Final Acceptance and Final Payment were approved by City Council on February 24, 2026.

Engineer: Garver LLC (Michael Nguyen)/Norman Utilities Staff (Ken Giannone)

WRF Reuse Pilot Study (WW0317) – Project is a pilot study designed to consider treatment alternatives to produce highly treated effluent at the WRF suitable for Indirect Potable Reuse (IPR) by discharging it into Lake Thunderbird to supplement Norman's available raw water supply. NUA approved a contract with Garver LLC on February 11, 2020 to design the pilot project for various alternative treatment processes to determine if reuse is feasible and, if so, to recommend the best and most economic treatment technologies for the implementation of a reuse program. In July 2020, NUA approved Amendment No. 1 to Garver's contract which consolidated all pilot study tasks, including procurement/rental of treatment equipment for alternative treatment trains, temporary construction/installation of pilot study equipment and eventual removal of all pilot study equipment, into Garver's contract. During the remainder of 2020, Garver completed pilot study design, and during winter 2020/2021 and spring 2021, temporary construction of Phase I treatment trains, which consisted of one train using an Aqua Nereda patented process and one train using a modified University of Cape Town (mUCT) process was completed. By June 2021, both trains had been commissioned and were operating as intended. As a result, WRF and Garver staff were able to commence the Phase I testing and sampling regimens. In November 2021 and February 2022, skids and trailers containing advanced tertiary processes that were to be pilot tested as part of Phase II and Phase III, respectively, were delivered; temporary construction needed to place them into service was completed; and Phase II and Phase III testing and sampling regimens commenced. Phases I, II, and III and all associated testing and sampling were completed as of June 1, 2022, and Garver's construction subcontractor completed removal of all temporary process equipment by late summer 2022. A first draft copy of the engineering report was submitted for review in December 2022. A second draft was submitted to NUA and, informally, to Oklahoma Department of Environmental Quality (ODEQ) in March 2023. For the rest of 2023, Garver convened regular meetings with ODEQ to review the draft report findings and conclusions in detail, and on March 18, 2024, ODEQ issued a letter of "support" for the results of the pilot study. Upon receiving ODEQ's letter and as per their Contract, Garver submitted their draft final report to an "Independent Advisory Panel" consisting of independent industry experts who will review results and recommendations, deliberate among themselves, and, finally, issue recommendations regarding the report and its conclusions. A technical orientation with the panel members, NUA, and Garver convened on August 28, 2024. This was followed by a half-day workshop on December 17, 2024 during which Garver described the finer details of the pilot test, the data obtained, and their conclusions, and ended with an extended question and answer session. On March 4, 2025, NWRI submitted their final report in the form of a technical memorandum. The report generally concurred with Garver's conclusions but included some recommendations for making any an future IPR process as robust as practical. Neither Garver nor NUA had any comments on NWRI's final report so this project is now considered complete. During the month of January 2026, Garver prepared final signed and sealed versions of the report for NUA's files. Copies were submitted to NUA during February 2026.

In December 2019, NUA learned that Bureau of Reclamation (BOR) had approved a grant of up to $700,000 that would pay up to 25% of all costs incurred on this project. Grant contract was approved by NUA and BOR and fully executed in September 2021. As of March 2023, all funds authorized by this Grant have been received by City of Norman. During the month of February 2026, NUA worked on preparing final reports for BOR to closeout this grant. These reports should be completed and submitted in March 2026.

In October 2021, NUA learned that it has been awarded a second grant from BOR, a green infrastructure grant to evaluate what role a constructed wetland could play in further improving quality of stormwater and/or effluent water entering Lake Thunderbird as part of the future reuse program that is the subject of the pilot study. This grant includes $209,824 worth of in-kind funds from various federal agency resources to be expended in (Federal) Fiscal Years 2022

through 2024 for research and investigations, and grant can be extended with additional funds added in future years a conclusions are reached and recommendations made based on the work done during the initial years' funding. The project was officially kicked off in early November 2021, and work (research and data gathering) is ongoing. A workshop to review alternatives and select the best convened in August 2024. No additional funding has been authorized for FYE 2025 so project work will not progress to a pilot sized wetland or a wetland design, but some funding in the original grant has not yet been exhausted and compilation of deliverables including a final report and conclusions is still ongoing so the team continues to meet on a semi-regular basis to discuss and coordinate. During the month of February 2026, Norman Utilities Department staff continued to assist with preparation of maps and graphics for final project report including adding additional detail to draft conceptual layout of a potential demonstration wetland (on the City's old landfill south of the Norman Water Reclamation Facility which could be used by BOR and United States Geological Survey (USGS) to seek further grants to possibly advance a design and potentially construct a demonstration wetland.

In April 2022, NUA learned that a third grant from BOR associated with possible IPR had been authorized. The third grant was an applied science grant for $148,339 to create a Predictive Lake Optimization Tool (PLOT) for Lake Thunderbird. The PLOT will use weather and climatological data and forecasts and data specific to Lake Thunderbird and its watershed to create a preliminary model that will furnish predictions on the theoretical best times, quantities, and manner for adding supplemental IPR flows to the lake. This would allow both for the best possible economic evaluation of infrastructure alternatives for a future IPR program but also for the efficient management of such a future IPR program if/when one is implemented. A resolution authorizing acceptance of the grant was approved by City Council in September 2022, and a Contract with Garver in the amount of $196,190 (of which $148,339.00 would be reimbursable from BOR Applied Science Grant) was approved by City Council on March 14, 2023. During the remainder of 2023 and continuing into the Spring of 2024, Garver and their subconsultants completed research and created the PLOT, and, on June 11, 2024, they convened a workshop presenting the preliminary conclusions. Based on the workshop, Norman requested that additional information and analysis be provided to clarify some minor questions. Once these questions were resolved, an additional workshop with Bureau of Reclamation (BOR) and Central Oklahoma Master Conservancy District (COMCD) staff convened on August 15, 2024. Garver addressed all questions raised in this workshop and made a standing offer to BOR and COMCD for them to use the PLOT tool to analyze historical droughts that are part of an unrelated grant project on which they are working. All direct work on this project is complete, and the PLOT tool remains available for NUA use as needed. During August 2025, NUA drew down remaining grant funds and filed final paperwork to close out the grant.

Engineer: Garver LLC (Michael "Cole" Niblett)

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

Garver completed and submitted 60% design documents for review in August 2022 and 90% design documents in January 2023 with design review meetings convening two weeks after each submission. In March 2023, ODEQ Permit to Construct application was submitted to ODEQ and the permit was issued in April 2023. Also, in April 2023, NUA learned that it has been approved for a federal community funding grant for FYE September 30, 2024 in the amount of $5,000,000.00 for this project. However, because the Federal Budget for FY 2024 is not yet approved, funds for the grant have not been earmarked and EPA has not allocated them, and there is no certainty on when or if these funds

will be approved. Because of the critical nature of this project and based on conversations with EPA and with grant experts at Garver, it has been determined that the best course of action for Norman Utilities Authority is to bid the project now and include all requirements for EPA Community Grant projects in the bidding documents. EPA has advised that, as long as the contract meets their requirements for the grant, we can apply for the funds at whatever time in the future they are officially allocated. EPA should then be able to approve "after the fact" and Norman Utilities can seek reimbursement for funds already spent at that point.

Based on further discussions, an additional concern arose based on the fact that until funding is approved by Congress, exact details is grant requirements will remain uncertain. Garver advised and EPA Community Grant staff affirmed that, for grants issued up to and including Fiscal Year 2024, if project is receiving funding via another Federal Program and project meets requirements of that program, EPA Community Grants will approve project on that basis. As a result, NUA has applied for and received a Clean Water State Revolving Fund (CWSRF) loan from Oklahoma Water Resources Board (OWRB). The loan request was worded to also cover other planned projects at the WRF so, assuming EPA Community Grant is eventually made, the CWSRF loan funds will be directed to those other projects as well. OWRB has advised that, as with the EPA Community Grant, the project could start before the loan was granted. Then, once approved, NUA could immediately start seeking reimbursement for all work completed on the project prior to loan approval. It should also be noted that the use of CWSRF loans for upcoming capital projects at the WRF was recommended by the Raftelis report for upcoming wastewater capital spending.

Based on the above-described EPA Community Grant and CWSRF loan processes and timing and the critical nature of this project, NUA chose to proceed with bidding and obtain reimbursement from EPA and/or CWSRF when those financial instruments were approved. As a result, project was advertised on August 30, 2023 and bids were opened on Thursday, October 19, 2023. Crossland Heavy Contractors were deemed the lowest and best Bidder with a base bid in the amount of $3,320,000, and Contract was awarded at the November 28, 2023 Council Meeting. Pre-Work Meeting convened in December 2023. Notice to Proceed was issued in January 2024, and shop drawing approval and procurement processes commenced immediately thereafter.

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

During June 2025, GEA and Crossland completed testing, commissioning and training for Centrifuge No. 1. During August 2025, Crossland did the same for Centrifuge No. 2, and both centrifuges are now in service. However, due to capacity issues associated with the existing sludge pumps that feed the centrifuges and a segment of the existing conveyor that transports dewatered-biosolids to sludge-hauling trucks, neither centrifuge had previously been testing to its maximum capacity as required by the contract. During October 2025, Crossland was able to complete a temporary fix that addressed the capacity issues sufficiently to allow them to successfully test both centrifuges to their maximum capacity. Since the Contract included a 30-day operations test, this meant that NUA was able to take beneficial possession of the centrifuges as of November 19, 2025. Between December 2025 and February 2026, Crossland worked on punchlist including investigation of a collapsed line adjacent to the WRF headworks, which was change order work, and they anticipate completing the final punchlist items in March 2026 after which they will demobilize from the project site temporarily.

Garver has previously been directed to prepare specifications both new sludge pumps and a new conveyor that will sufficiently increase system capacity to allow each centrifuge to comfortably operate at their design capacity. During the month of December, a contract amendment was negotiated with Garver to reimburse them for any associated design costs not covered by their original contract. This Amendment will be submitted to City Council for approval on March 10, 2026.

Crossland has agreed to remain under contract until this additional design is complete, and, assuming a change order can be negotiated and executed they will remobilize and perform the additional work after new equipment is fabricated and delivered in late 2026. In the interim, the dewatering system in its current state, has ample capacity to meet current biosolids production. Project will likely be ready for final acceptance in late 2026.

Engineer: Garver LLC (Michael "Cole" Niblett)

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

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

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

In March 2022, NUA elected to defer construction of this project for one fiscal year to FY 2023 for budgetary reasons. For this reason, while Construction Manager at Risk (CMaR) was originally being considered as the project delivery method, the project will instead be delivered by a traditional Design/Bid/Build method with Greeley Hansen completing a bid-ready final design during the remainder of 2022 but project will not bid until Spring 2023.

During August 2022, Greeley Hansen submitted 95% design documents. At time of submittal, it was agreed that a design review meeting would convene in February/March 2023 so that all comments and corrections noted can be addressed at one time just prior to advertisement, which was then projected to occur in May 2023. Since that time, the decision was made to defer construction of this project for two additional years, until FY 2026.

As noted above in the discussion for WRF Dewatering Centrifuge Replacement (WW0326) project, NUA received an EPA Community Funding Grant in the amount of $5,000,000 for that project. For several reasons, a request for a "Technical Correction" was made to EPA to allow for the grant funds to be instead allocated to this project (and the WRF Blower Replacement project which is discussed elsewhere in this report). This request was approved by EPA in September 2024. During the month of September 2025, EPA indicated that the grant was formally awarded to Norman Utilities Authority to fund this project. Due to the Federal Government shutdown which was in effect during October 2025, City of Norman was unable to access those funds, however, once shutdown is resolved, no further impact is anticipated.

The EPA grant comes with additional conditions that will impact the bidding and construction of the project. In order to meet these conditions, revisions to the bidding documents will be required. As a result, Greely Hansen has requested a Contract Amendment to reimburse them for resultant additional costs. Negotiations for this Amendment are complete and the Amendment will be submitted to City Council for approval on March 24, 2026.

Upon approval of Amendment, Greely Hansen will immediately proceed with final revisions to bidding documents. This should allow project to be bid by July 2026 with construction commencing by September 2026 and project completion in September 2027.

Engineer: TYLin (formerly Greely and Hansen LLC) (John Schmidt)

SMP-19 Sewer Maintenance Program (WW0321): In 2001, the citizens of Norman approved a five-dollar per month sewer maintenance fee to provide for the systematic replacement of aged and deteriorating neighborhood sewer lines. The FYE 2019 study area is generally bounded by Lindsey Street and Timberdell Road and 24th Avenue SW and South Berry Road. Project will replace approximately 31,000 LF of 8" and 12" sanitary sewer lines using pipe-bursting techniques, and rehabilitate an additional 1,000 LF of 8" sanitary sewer lines using cast-in-place pipe lining techniques along with rehabilitation or replacement of 160 manholes and 610 services.

On November 30, 2021, City Council approved the use of on-call Contracts of Parkhill and Lemke Land Surveying to prepare bidding documents for this project. During May 2023, a preliminary set of plans was submitted for City of Norman review and a review meeting convened and in July 2023, 95% plans were submitted and a review meeting convened. Final Plans and Bidding Documents were completed and project was advertised on September 14, 2023. Bids were opened on October 5, 2023, and Krapff-Reynolds Construction Co. (KRCC) has been deemed the lowest and best bidder with a base bid plus bid alternate cost of $5,468,900.50. City Council approved Contract Award on November 14, 2023. A Pre-Work Meeting convened in January 2024. After an extended procurement process, KRCC mobilized to the project in late March 2024, and sanitary sewer replacement and manhole rehabilitation is now nearing completion. During the month of February 2026, staff continued reviewing CCTVs of the completed work while KRCC completed work on punchlist. Final Acceptance, Final Change Order and Final Payment will be presented to City Council on March 24, 2026.

Engineer: Parkhill (Sara Senyondo)

Sewer Maintenance Project (SMP) FYE 2024 (WW0337): In 2001, the citizens of Norman approved a five-dollar per month sewer maintenance fee to provide for the systematic replacement of aged and deteriorating neighborhood sewer lines. The Sewer Maintenance Project FYE 2024 (SMP-24) study area is generally bounded by Lindsey Street and Alameda Street and 12th Ave SE and 24th Avenue SE. Project will replace approximately 32,000 LF of 8" and 12" sanitary sewer lines using pipe-bursting techniques and/or cast-in-place pipe lining techniques along with rehabilitation or replacement of 130 manholes.

On August 14, 2025, proposals were received for the design of SMP-19, and, on September 15, 2025, the Norman Utilities Authority Evaluation Committee met and completed evaluation of the proposals. The committee selected Cowan Group (Cowan) of Oklahoma City, OK as the best design engineer for the project, and Cowan was informed on October 1, 2025. A meeting to discuss project scope convened with Cowan on November 18, 2025, and a draft scope and fee was submitted for NUA consideration on January 19, 2026. During the month of February 2026, a fee and scope of work was negotiated and contract in the amount of $344,000.00 will be submitted for City Council approval on March 24, 2026. Per the contract, design will commence immediately after approval and project should be ready for bid in August 2026. Construction contract would then be awarded in October 2026, and construction would proceed for approximately 2 years thereafter.

Engineer: Cowan Group (TBD)

Lift Station D Condition Assessment (WW0344): The City of Norman wastewater collection is composed of two major sewersheds due to the ridge along the north side of the City which separates the Little River and South Canadian River sewersheds. Wastewater in the South Canadian River sewershed is conveyed by sewer interceptors directly to the Norman Water Reclamation Facility (WRF). Wastewater flows from the Little River sewershed are conveyed by interceptors to Lift Station D which pumps flow into a force main, which, in turn, drains into adequately sized interceptors which then flow to WRF. In recent years, Lift Station D has been experiencing decreasing levels of service, and due to its critical role in Norman's wastewater collection system, Utilities Department proposes to have an engineer complete a thorough condition assessment of all systems and equipment in the Lift Station and make prioritized recommendations for necessary repairs.

For the above reasons, RFP-2526-8 was issued requesting proposals from engineers to perform the assessment of Lift Station D. On August 14, 2025, proposals were received, and, on September 15, 2025, the Norman Utilities Authority Evaluation Committee convened to complete evaluation of those proposals.

The committee selected Garver of Norman, Oklahoma as the best design engineer for the project. Garver was informed of their selection on October 1, 2025. Between October and January 2026, several meetings convened between NUA and Garver to formalize project scope and negotiate fees. These negotiations are now nearly complete and project should be ready for City Council approval on April 14, 2026. A more detailed schedule for the project will be formalized as part of contract negotiations.

Engineer: Garver (TBD)

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

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

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

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

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

Following CIP discussions in January 2025, Digester #3 has been moved ahead of Digester #1 in digester cleanout projects. Digester #3 will be cleaned out as early as July 2025 for internal structural assessment of the digester and its roof, as well as to prepare the interior portion of the roof for a temporary fix. July 2025 is the beginning of FY 2026, which is when the next digester cleanout is scheduled. The temporary fix will be welding a metal plate over the exterior portion of the crack in the roof. The permanent roof replacement will likely happen in 2028 when more funds are available for the WRF to execute the full replacement for this CIP project. No changes were made in February with regard to executing the repair. Digester #3 will be cleaned out instead of Digester #1 as early as July. It will not happen earlier than July as the next digester cleanout project is budgeted for FY 26.

In April 2025, a scope and fee for the condition assessment of Digester No. 3's roof was received from Garver. The condition assessment includes an internal visual assessment of the digester roof, and will be used to determine the extent of the repair required.

At the start of FY26, WRF staff will begin preparing for the digester cleanout capital project. During this period, Garver's assessment scope will be finalized and they will be prepared for the internal assessment after the digester is cleaned out.

Bid opening for Digester No. 3 Cleanout occurred on October 2, 2025. Hodges Farms & Dredging, LLC was the lowest bidder at $444,000.

In October 2025, WRF staff investigated methods and processes to reduce the costs of present and future digester cleanouts. For this project, Hodges can install geotubes on the WRF berms to further dewater biosolids (decreasing weight and hauling costs), and WRF staff will investigate draining the digester as much as possible to reduce the volume of biosolids that needs to be cleaned out of the digester.

In November 2025, WRF staff furthered their efforts to reduce the cost of the Digester No. 3 cleanout project by draining as much of the digester's contents as possible. This reduced the volume of biosolids to be removed from the digester from 800,000 gallons to 500,000 gallons. Attempts were made to drain additional material. However, the remaining biosolids were too viscous to drain further.

It is anticipated that WRF or line maintenance staff will attempt to use wash water to break-up the remaining biosolids in the digester and drain them. The project will then be re-bid without the need to remove such a large volume of biosolids, which is the primary cost driver for this project. This is expected to bring this project's expenses more in-line with previous digester cleanout projects.

WRF staff successfully drained more biosolids in January, and the digester cleanout project will be rebid once WRF staff has exhausted the tools and methods available to remove more of the biosolids. In January, the scope and fee for Garver's Digester Assessment was finalized, and it will be executed in February 2026.

The Digester Assessment project with Garver was executed on March 10, 2026. Following this, the Digester Cleanout Project will now be rebid after meeting with WRF staff.

Engineer: Garver – On-Call services

Sewer Maintenance Project FYE18 (WW0316): Annual project will replace about 27,800 feet of deteriorated sewer lines with High Density Polyethylene (HDPE) pipe and rehabilitate or replace about 108 manholes. Project area is bounded by Westbrook Terrace to the north, McGee to the west, Highway 9 to the south and Berry Road to the east.

From an email from Parkhill on 12-05-24 the preliminary SMP-18 plans for review are expected before January 1, 2025.

NUA staff had a meeting with the new engineering team assigned to this project at Parkhill on January 30, 2025. From this meeting, plans are expected to be in-hand by mid-February 2025.

Final plans to be in hand on November 17, 2025. Bidding documents to be compiled and advertised in November 2025.

In December 2025, final plans were received, but one sheet still required editing by Parkhill. The specifications for this project are being reviewed by NUA staff, so bid documents can be prepared quickly following receipt and approval of the final plans. Bidding advertisement for this project is anticipated in January 2026.

Bidding for SMP 18 was advertised in late January 2026, and bids will be opened on February 26, 2026.

Bids were opened on February 26, 2026 and Vortex Services, LLC was awarded the base bid, as well as alternate B. A kickoff meeting will now be scheduled, and the timeline for when this work will begin will be established.

Engineer: Staff with assistance from Lemke Surveying

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

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

As of the end of November 2024, the sampling plan is in development. Equipment for the biosolids holding bins and plumbing to be acquired in February, after sampling plan review.

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

As of December 2024, the WRF land application permit and soil testing is being reviewed by Garver to begin finalizing the sampling plan. A review of sampling needs will take place in January 2025.

An onsite meeting with Garver was conducted in January 2025. During this meeting, Garver announced plans to conduct baseline sampling for the liquid and solid treatment trains at the WRF in February 2025. Also occurring in February 2025, NUA staff will begin mixing biosolids and yard clippings to create Class-A compost, specifically for use in the biosolids troughs that will be created and regularly sampled throughout the duration of this project.

Delays in receiving sampling bottles have pushed sampling of the liquid and solid treatment trains to mid April. Materials for the class-A compost sampling troughs are being procured as the compost develops.

Initial sampling of the solid and liquid trains began in late April and is expected to conclude in May. The Class-A compost being developed for this project is near completion and should be fully developed by the end of May, which is also when the equipment for the Class-A compost troughs is expected to arrive on-site.

The initial sampling is expected to conclude in June with sampling of the solids treatment train. Delivery of materials for construction of the pilot beds is also expected in the month of June 2025.

Delivery of materials has started at the WRF, and the experimental troughs are expected to be completed by the end of July. Sampling to begin after the bins have been constructed.

As of September, results from sampling the solids/liquids treatment trains are still under analysis at Eurofins and the University of Oklahoma. The experimental troughs are assembled, and dry/wet sampling of the troughts will begin in October.

Regular sampling of the experimental troughs has begun and is ongoing. If the weather is unexpectedly dry throughout the Winter and Spring, potable water will be used to simulate rain events, in an effort to sample runoff and leachate.

In November 2025, initial sampling results for PFOS constituents and micro plastics were received. Garver is compiling the data and will present the initial findings in December 2025.

In December 2025, Garver shared their initial findings and suggested that several points in the solids treatment train should be resampled. This was suggested as their initial sampling run of the solids treatment train was concurrent with the installation of new dewatering equipment, and the samples taken at that time are not representative of the current day-to-day operations of the dewatering process. The new samples of the solids train will be taken in January 2026.

Samples of the solids train were taken at the end of January 2026, and samples from the experimental troughs were also taken following the winter storm in January. Regular sampling of the experimental troughs will continue through April 2026.

As all of the remaining sampling of the treatment trains were completed in February 2026. Sampling of the experimental troughs will continue until April 2026.

Engineer: Garver (Bryce Callies)

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

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

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

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

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

On October 14, 2024 Crossland Heavy repaired the leak in the blower main line, which was a base bid item. This was originally expected to be done in November, and this expedient repair has put them ahead of schedule. Crossland is currently working on removal and replacement of the first turbo blower, which may be completed in November instead of December.

As of the end of November 2024, the first turbo blower has been placed on its concrete pedestal and delays in electrical equipment has prevented finalization of the installation of the blower. Even with this delay, the project is still expected to be on schedule, with both turbo blowers installed by the end of February 2025.

As of December 2024, the project has experienced no further delays and the first turbo blower is still on pace to have its installation completed by the end of February 2025.

As of January 2025, the complete installation of the first turbo blower and WRF staff blower training is expected to occur in mid to late February 2025.

As of March 2025, installation of Turbo Blower No. 5 is nearly complete. Turbo Blowers No. 5 and 6 will be tied into the WRF's Supervisory Control and Data Acquisition System (SCADA) in April 2025, and will be followed by testing, training, and then release.

As of April 2025, the network tie-in of Turbo Blowers No. 5 and 6 require an additional site visit from Atlas Copco to complete the work. Once this work is performed, Garver will then perform a site visit to connect Turbo Blowers No. 5 and 6 to the WRF's SCADA system.

Atlas Copco performed their final site visit in May, and Garver is expected to complete the SCADA Integration in June 2025. Final commissioning of the turbo blowers is expected to be done following this integration.

The centrifugal blowers are expected to be delivered in late July or early August. In the meantime, Crossland Heavy and Atlas Copco are working on adjusting the automated controls for the turbo blowers to fit WRF staff needs.

At the end of July 2025, Atlas Copco was procuring a new Rover for the aeration blowers at the WRF. The Rover will collect operational and system data of the blowers, which will then be used to diagnose and resolve existing issues with automation of the new turbo blowers.

As of August 29, 2025. Atlas Copco will be sending personnel to the WRF to resolve the automation control issues before mid September. VFDs for the centrifugal blowers nos. 1, 2, 3, and 4 have been received and VFD installation will begin on centrifugal blowers no. 1 and 2 in early September.

The issues with the turbo blower automation controls were resolved in September, and both turbo blowers are now fully installed and functioning properly. The centrifugal blower delivery has been delayed until October 28th. Install of the centrifugal blowers will begin once they arrive.

The centrifugal blowers arrived in late October and installation began in early November. The week of November 17, 2025 WRF staff will be trained on the use of the new centrifugal blowers.

In late November 2025, Centrifugal Blower No. 1 and 2 were installed. Centrifugal Blowers No. 3 and 4 will be installed in December, while training for the new blowers will be conducted in early January.

In December 2025, Centrifugal Blowers No. 3 and 4 were installed. The controls for the Centrifugal Blowers and their compatibility with the new Turbo Blowers will be finalized in January, followed by WRF staff training.

As of January 2026, all blowers are installed, but full integration into the SCADA controls has not been completed. Work for this project is anticipated to be completed in March 2026.

In February 2026, an issue was identified with the variable frequency drive (VFD) in the new Centrifugal Blower No. 3 that produced a fault. A replacement VFD will be delivered in March, and once installed, the 30-day period operational period will begin. Upon the completion of that period, Crossland Heavy will request a document indicating substantial completion of the project.

Engineer: Garver (Michael Nguyen)

Ashton Grove Lift Station Basin Study (WW0341): On April 9, 2024, the Norman Utilities Authority approved Contract K-2324-168 with Dukes Root Control, Inc. for $118,794.72 to assess sewer line conditions in the Ashton Grove Lift

Station Basin, located east of 48th Avenue NW and south of West Rock Creek Road. The study includes several forms of assessment, including utilizing a sewer line rapid assessment tool (SLRAT) for line assessment, manhole inspections, and flow tracking using 36 iTrackers to be placed in manholes throughout the project area. All assessments and field work completed in May 2024. During the 60-day iTracker period, the City has experienced several heavy rainfall events and will only need a 60-day period for the study instead of a 90-day period to gather sufficient inflow data.

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

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

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

During the Southwest American Water Works Association Conference, Peter met with Brian Conroy from Duke's in regard to inadequate data produced from several iTrackers in the project period. A follow-up meeting will be held in November to discuss what Duke's will do to resolve the gap in data.

Following discussion with Duke's staff, NUA produced a spreadsheet detailing the data issues with specific iTracker units. A follow-up meeting will be held with Duke's to determine how this issue may be compensated.

In a discussion regarding the meeting needs, a discrepancy between the Duke's iTracker flow out of the Ashton Grove Basin and NUA flow monitoring devices very near to the Ashton Grove Basin was discussed. The NUA flow values are to be given to Duke's for their evaluation and included in a January 2025 meeting.

Following the January 2025 meeting, Duke's reviewed the provided flow data and requested a February follow-up meeting so they can provide more details on the data provided and the study's performance. The goal of a more detailed data analysis is to identify specific areas in Ashton Grove for smoke testing to detect infiltration and inflow issues.

In the second meeting with Duke's they identified two keys areas that are candidates for smoke testing.

Duke's will perform smoke testing in the Ashton Grove area in late October 2025. The smoke testing will cover 10,000 linear feet of sanitary sewer line and will be focused on areas identified as having potential infiltration and inflow issues from the basin study.

The smoke testing was performed and completed on October 22, 2025. Duke's will transmit deliverables for the smoke testing on November 17, 2025. Deliverables will include any defects found and noted during the smoke testing.

Following the November deliverables meeting with Duke's, NUA staff requested a technical follow-up meeting to further discuss the severity of the defects found during smoke testing. This meeting will occur in December 2025.

The technical follow-up did not happen in December 2025 due to scheduling conflicts, and it is anticipated to occur in January or February 2026.

A technical follow-up to the smoke testing deliverables meeting was conducted in January 2026. The meeting assisted in identifying manhole and appurtenance defect repair priorities, but the results did not clearly indicate the primary source of inflow and infiltration into the Ashoton Grove basin.
Following the technical follow-up in January 2026, NUA will compile a list of significant manhole defects from the report, and will begin to repair them with respect to the severity of the defects.

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. This project was placed on hold while staff worked through the AIM Comprehensive Land Use Plan and associated wastewater master plan. With the completion of these efforts, staff will begin to incorporate the new projects into the long-term capital plan.

Bishop Creek Interceptor Project (WW0174): Project will replace or parallel approximately 20,600 feet of existing sewer interceptors in the in the Bishop Creek wastewater basin to accommodate the full build-out wastewater flows. The project area generally lies between Highway 9 and Constitution and between Jenkins and Classen Boulevard. This project was placed on hold while staff worked through the AIM Comprehensive Land Use Plan and associated wastewater master plan. With the completion of these efforts, staff will begin to incorporate the new projects into the long-term capital plan.

WATER PROJECTS:

Robinson Water Line: 24th Ave NE to 12th Ave NE (WA0242) – Jacobs Engineering was selected as the consultant for the 30-inch water line project from 24thAve NE to 12thAve NE. The contract was approved by NUA on November 26, 2019, and project kickoff meeting was held January 14th, 2020. On May 6, 2020, a preliminary plan review meeting convened with NUA and Jacobs staff in attendance, and updated preliminary plans were approved in August 2020. In February 2021, 65% plans and specifications were submitted, and, after review by NUA and additional investigations by Jacobs, the 65% plans were approved in late 2021 with a revised alignment that included 900 LF of pipeline being installed in the southernmost traffic lane of E. Robinson Avenue.

During April 2022, the decision was made to defer construction on this project until at least Fiscal Year 2023/24. From that point, it was agreed that Jacobs could schedule final design work and easement acquisition at a pace intended to synchronize completion of final design, receipt of permit, and purchase of all easements with this revised construction schedule. However, Jacobs encountered issues with their chosen alignment, largely associated with a previously-unidentified and currently-unused OG&E easement along Robinson Avenue in front of large, adjacent properties owned by the United States Department of Veterans Affairs and J.D. McCarty. OG&E has now given formal authorization for Norman Utilities to encroach on their easement as needed for this project so preparation of final plans and easement acquisitions can now proceed.

Due to the critical nature of the project and the delayed progress in finalizing design for bid, meetings convened between NUA and Jacobs on January 6 and February 20, 2025. In these meetings, Jacobs and NUA committed to close coordination and working together toward the goal of completing final design as well as obtaining easements and permits in order to advertise the project in Summer of 2025. During April 2025, engineering and line maintenance staff reviewed current design documents, walked the alignment, and convened a review meeting on April 18, 2025. The major recommendation arising from this review was to move as much of the alignment as practical and acceptable into Robinson Avenue. As a result, a meeting convened with Norman Utilities Engineering, Utilities Line Maintenance and Public Works staff on June 26, 2025, and Public Works staff approved moving alignment into Robinson. Immediately following the meeting, NUA's final comments on drawings (which included a new alignment largely in Robinson) were forwarded to Jacobs. Between October 2025 and January 2026, NUA The Amendment has been finalized and will be ready for City Council approval on March 24, 2026.

Per the revised schedule in Amendment No. 1, Permits should be issued and project ready for bid by August 2026. Construction contract should then be awarded by October 2026, and construction should continue until mid-2027.

Engineer: Jacobs Engineering (Lisa Cox, PE)

Robinson Water Line: 12thAve NE to Porter (WA0242 – Phase V) – On August 14, 2025, Proposals were received Project WA0242, Phase V and Phase VI, the final two segments of the Robinson Avenue 30" Water Line, which, upon completion, will increase transmission capacity between the Norman WTP and the west side of Norman. On September 15, 2025, the Norman Utilities Authority Evaluation Committee convened to complete evaluation of the proposals. The committee selected Ardurra of Oklahoma City, OK as the best design engineer for the Phase V, 12th Ave NE to Porter segment. During October 2025, a meeting to discuss contract scope convened, and an initial scope and budget proposal was received in late December 2025. Negotiations are ongoing and should be complete and engineering contract ready to present to City Council for approval in April 2026. Schedule for design, bidding and construction will be formalized as part of negotiations.

Engineer: Ardurra (TBD)

Various Urban Area Water Line Replacements (WA0381): On August 14, 2025, Proposals were received for Project WA0381, Various Urban Area Water Line Replacements, which consists of the replacement of approximately 3,200 LF of 6" and 8" water lines that have reached the end of their useful lives and the replacement of lead service lines. On September 15, 2025, the Norman Utilities Authority Evaluation Committee convened to complete evaluation of those proposals. The committee selected Parkhill of Oklahoma City, OK as the best design engineer for the project. Parkhill was informed of their acceptance on October 1, 2025. Contract K-2526-115 in the amount of $73,400 was approved by City Council on February 24, 2026, and a design kickoff meeting should convene in March 2026. Contract should be ready for bidding in July 2026 and a construction contract should be awarded to the low bidder in August 2026. Construction would then proceed from August 2026 through until the end of 2026.

Engineer: Parkhill (Sara Senyondo)

Westwood Estates Water Line Replacements (WA0387): On August 14, 2025, Proposals were received for Project WA0387, Westwood Estates Water Line Replacements, which consists of the replacement of approximately 10,000 LF of 6" and 8" water lines that have reached the end of their useful lives and replacement of lead service lines in Westwood Estates east of 24th Ave between Crestmont and Dakota. On September 15, 2025, the Norman Utilities Authority Evaluation Committee convened to complete evaluation of those proposals. The committee selected Benham of Oklahoma City, OK as the best design engineer for the project. Contract K-2526-108 in the amount of $170,000 was approved by City Council on February 24, 2026, and a design kickoff meeting should convene in March 2026. Contract should be ready for bidding in September 2026 and a construction contract should be awarded to the low bidder in November 2026. Construction would then likely proceed from January 2027 through June 2027.

Engineer: Benham (TBD)

Carter Avenue Area Water Line Replacements (WA0388): On August 14, 2025, Proposals were received for Project WA0388, Carter Avenue Area Water Line Replacements, which consists of approximately 5,300 LF of 6" and 12" water lines that have reached the end of their useful lives and replacement of lead service lines along and adjacent to Carter Avenue between Acres and Robinson. On September 15, 2025, the Norman Utilities Authority Evaluation Committee convened to complete evaluation of those proposals. The committee selected Halff of Oklahoma City, OK as the best design engineer for the project. Halff was informed of their acceptance on October 1, 2025, and a meeting convened on October 27, 2025 to discuss project scope. Contract negotiations are ongoing, and an engineering contract should be ready to present to City Council for approval in April 2026. Schedule for design, bidding and construction will be formalized as part of negotiations.

Engineer: Halff (TBD)

Water Treatment Plant Various Improvements (WA0390): In 2006, the Norman Utilities Authority (NUA) approved a design contract with Carollo Engineers Inc. (Carollo) for design of critical improvements at the Water Treatment Plant (WTP) as well as for the expansion of plant capacity from 14 million gallons per day (MGD) to 17 MGD. This project, Water Treatment Plant Phase I Expansion, was bid in July 2009 and completed in 2011. In 2012, a follow up contract with Carollo was approved for additional critical improvements focused on addressing taste and odor issues at the WTP. The resultant project, Water Treatment Plant Phase II Improvements, was bid in March 2017 and construction

was completed in 2020. As part of these two projects, Carollo identified other necessary but less critical upgrades that should be undertaken at the plant. In addition, once the upgraded processes constructed as part of the Phase I and Phase II project were placed into service, other processes in need of upgrade were exposed. As a result, a new project, Project WA0390, Water Treatment Plant Various Improvements, was created to address these various upgrades, which include:

- SCC Clarifier 3 Rehabilitation
- Filter Building HVAC and Roof Rehabilitation
- Ozone System Improvements — Modified monitoring and sampling
- Ozone System Improvements — 2 25-ton chillers
- On-Site Sodium Hypochlorite Generation System Improvements
- Combined Filter Effluent Sample Piping
- Chloramine Improvements
-

Regarding the WTP's SCC Clarifier 3 that is being rehabilitated, Clarifier No. 3 at the Norman Water Reclamation Facility (WRF) is the same model as the SCC Clarifier 3 at the WTP and it is also in need of rehabilitation. Given that the two clarifiers are of the same construction, dimensions and vintage, it made economic sense to include the rehabilitation of WRF Clarifier 3 in this project as well.

In addition, in 2015, Norman voters approved a rate increase to fund improvements to Norman's water supply, including expansion of Norman's well field. In 2016, NUA executed a contract with Carollo to furnish engineering services associated with this well field expansion. The well field expansion project included the evaluation and selection of ten (10) new well sites but, in order to ensure project could be completed within available budget, the original construction project included nine (9) wells and well houses. This project was bid in 2018 and the wells were accepted and placed into service in 2023. The project was completed under budget with sufficient remaining funds to construct the 10th well. For continuity reasons, Carollo will also design the well and well station for this well under this contract with permitting, bidding and construction administration to be performed by City Staff.

NUA has also recently experienced a failure of its Well No. 43. Since Carollo is preparing the design for one well, it made economic sense to also have them prepare a design for a re-drilled Well No. 43 at the same time under this project. As for the well described above, this project will be designed by Carollo with permitting, bidding and construction administration to be performed by City Staff.

Contract K-2526-17 for Carollo in the amount of $1,271,525 was approved **by City Council** on October 28, 2025. A kickoff meeting convened in November 2025 and design is now ongoing. It is anticipated that two well projects will be ready for bidding **to well drillers** in the **late** spring of 2026 with the pumps, piping and appurtenances to follow later in the year. The WTP Various improvements project is expected to be ready for bid during the summer of 2026 with contruction to follow starting in the Fall of 2026 and continuing through 2027.

Engineer: Carollo (Dan Ethington)

Tecumseh Water Line Replacement (WA0380): The existing 24-inch water line along Tecumseh Road is a vital component of the Norman water distribution system. The crossing of Interstate 35 is a portion that is extremely deep and is not able to be worked on by City staff due to this depth. This project will replace the pipe generally from Flood Avenue to Journey Parkway to provide more reliable and maintainable water service to the area and for transmission of water under Interstate 35. This project will also replace several ductile iron laterals along this corridor. Contract was executed on February 27, 2024. Proposed alignment was reviewed and comments sent back to Plummer in May 2024. Next steps are to meet with Public Works on the timing of Tecumseh Road Widening Project from 24th to Flood, in an effort to determine the best window to replace the waterline along that section of road.

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

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

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

In October 2024, Peter was informed that the Plummer engineers on the project, Alan Swartz and Tayler Kent, were leaving Plummer. A follow-up meeting was held to discuss the status of the project, and Robert Weinert, the engineer replacing Alan Swartz as the lead was introduced. Robert is a seasoned engineer and has worked on large projects for NUA in the past (Robinson Phase I and II WL Replacement).

A technical memorandum is expected in late November, with the 30% plans pushed back to early December.

The technical memorandum was received in December with 35% plans, and is being reviewed by NUA staff.

As of January 2025, the 35% plans are still under review. Utilities staff met with Public Works in February 2025 to ensure there are no future conflicts with projects Public Works has planned in the same area.

NUA staff to meet with Plummer in early April to review Plummer's response to NUA's comments on 30% plans. Following this meeting, Plummer will begin working on 60% plan set.

As of April 2025, Plummer continues to work on the 60% plans.

In late May 2025, Utilities staff received the final Technical Memorandum from Plummer. 60% plans are expected in June or July 2025.

Plummer provided an update at the end of January to let City Staff know that the 65% and the subsequent 95% plans will be completed by July or late August.

NUA staff met with Plummer engineers on August 15, 2025 about finalizing the 65% plans. Plans are expected in September.

In September 2025, the need for additional survey along the I-35 crossing was identified. Plummer will perform the additional survey work, as well as procure easement documentation for two buildings in the project alignment under an amendment for this project that will be executed in November 2025.

The amendment for additional survey was approved in the November 25, 2025 City Council Meeting. Plummer will now conduct the additional survey, and procure the easement documentation for the two buildings in the project alignment.

In December 2025, Plummer continued to develop the 65% plans and has proceeded with the additional survey amendment. 65% plans are anticipated in the first quarter of 2026.

Plummer delivered the 65% plans in the second week of February 2026, and these plans and specifications will be reviewed and commented on by NUA staff.

NUA will be meeting with Plummer with respect to the 65% plans on March 23, 2026.

Engineer: Plummer *(Robert Weinert)*

Danfield Water Line Replacement (WA0379): This project will replace the existing 6 and 8-inch lines running along Danfield from where it intersects Brookhaven Blvd on the south the north to where it intersects the same street to the north. The existing lines are ductile iron pipe that are 40-50 years old and have experienced a significant amount of corrosion that have impacted water service to the development. The project is approximately 4,000 linear feet. The final design will also include waterline replacement of all five cul-de-sacs located in this section of Danfield. As of the first week in February, design for the Master Alignment has been completed. As of the first week in March 2024, design is underway. Design phase completion is expected in late April 2024. Follow-up with Parkihill on May 7, 2024 has design phase expected completion on May 17.

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

Staff has completed review of plans and bid documents are being prepared while Parkhill addresses NUA comments on the design.

From a 12-5-24 update email, NUA expects to receive the completed plans by January 1, 2025.

The Parkhill engineer on this project has moved to a different company and a meeting with the new project manager a Parkhill will take place in January 2025. As the initial plans were already received by NUA and returned to Parkhill with NUA comments to address, the final plans are expected to come in January or February 2025. NUA staff will meet with the new project manager in January to determine how close Parkhill is to tendering final plans.

During the meeting with the new Parkhill team assigned to this project, Parkhill determined the final plans will be ready by mid-February. Bid specifications are being prepared and bidding is slated to be advertised in March.

Bids were received and opened on May 1, 2025. The lowest bid received was from Southwest Water Works, LLC in the amount of $1,585,350. The contract is expected to be awarded at the City Council regular meeting on June 10.

Construction to begin on this project on November 12, 2025, and notification of construction work to Brookhaven residents will be sent on October 13, 2025.

Construction began on November 12, 2025, and the project continues to progress as-scheduled.

Construction on this project continued through the month of December 2025 without any significant delays. This project is still progressing as-scheduled.

Constrution has continued as-scheduled through January 2026.

Construction has continued, and the project will likely finish ahead of schedule, as of March 13th, 2026.

Engineer: Parkhill (Sean Price)

Advanced Metering Infrastructure (WA0351): The City of Norman has an aged water meter population and current and improvement technology have improved such that advanced metering infrastructure would provide significant benefits for the City and its customers. The implementation of this technology will reduce staff requirements for the reading of meters and will ensure more timely and accurate readings. With daily water usage information accessible for staff and the customer, customers will be able to be notified of leaks and better understand how water is used at their property. This will also help with water conservation efforts and billing resolutions. In addition to water metering improvements, the system and technology will also be leveraged to the maximum extent possible for monitoring the water system and other City needs. The consultant has completed the assessment phase of the project. The procurement phase, specifically the generation of the Request for Proposal, began in November. In May 2022, the Bureau of Reclamation notified staff that the City was awarded a $500,000 grant under the Watersmart program or a $2,000,000 grant under the Bipartisan Infrastructure Law program. Upon direction from City Council, staff is moving forward with this project to fully implement the project. Request for Proposal (RFP) 2223-13 was issued on August 25, 2022. Proposals were received. Three vendors were short-listed and interviews were completed November 15-17, 2022. The top-ranked vendor was selected and contract negotiations are underway. A waiver from the BOR was received and the project is now moving forward with contracts awarded on April 9, 2024. The formal implementation kickoff was held in June. Radio network is installed and meters are communicating and reading on the system. Integration work for software is ongoing. Meter upgrades are about 95 percent complete and approximately 41,345 meters have been upgraded to-date. Importing reads into production for billing is ongoing as routes are substantially complete. The Customer Engagement Portal is currently in development but roll-out is being pushed further back to better align with completion of the meter installations.

Consultant: E Source (Alyssa Pourciau)

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

This project will determine the best location, layout, and treatment processes for blending and treating the 41 active groundwater wells utilized by the City of Norman. All active wells are currently in compliance with the standards set forth in the Safe Drinking Water Act and Public Water Supply Operations are not required to provide treatment and residual disinfectant under Oklahoma Administrative Code 252:631. However, the NUA also treats and distributes surface water from Lake Thunderbird. Since the water from the surface water source and the groundwater wells is blended in the distribution system piping, ODEQ has indicated that the system will need to be modified such that a minimum disinfectant residual of 1.0 mg/L of total chloramines ($NHCL_2$) should be found throughout all parts of the system in the future. In addition, maximum contaminant levels (MCLs) of total chromium and arsenic may be lowered by EPA, and a new MCL for hexavalent chromium may be established in the future, thus requiring additional treatment for the groundwater wells. NUA entered into a contract with Carollo Engineering, Inc. on June 22, 2021 in the amount

of $95,090 to develop preliminary layouts for the future build-out of the facility including immediate needs and futur treatment processes. The Notice to Proceed date was set for June 29, 2021 and a kick-off meeting and site field investigations are scheduled to be held on July 21, 2021. Staff met with SRB, LLC this month to obtain assistance for acquiring the land needed for the blending location which includes review of property records, survey and map, and negotiation assistance. A Purchase Order was created for $16,200 for these services, and a 28-acre parcel of land was approved to be purchased by Council on February 22, 2022 in the amount of $800,000. This 28-acres, which became for sale in 2021, is located near a potential site that was evaluated as being in a more favorable location based on the layout of our wellfield, as indicated by a hydraulic model conducted by Plummer Associates, LLC. A final Technical Memo was received from Carollo in August 2022 and was sent to Plummer. This memo will be utilized by Plummer to determine the layout and modeling needed for the preliminary disinfection system. The engineering contract with Plummer for design of the disinfection system was approved by Council on October 11, 2022 in the amount of $528,900. Staff had a kick-off meeting on November 1, 2022 with engineers. Staff held the chlorine demand and disinfection byproducts testing on December 19, 2022 at the WTP. No DBPs were detected and demand was very low, as expected. An additional sum of $49,286 was added to the contract for work needed to improve the design following public comments. The Planning Committee approved the revised platting/zoning for the location. Staff are reviewing the 90% submittal and staff is working on revisions to proposed Amendment 2 of the engineering contract. The Engineering Report has been submitted to the ODEQ for review.

Site Evaluation Engineer: Carollo Engineering, Inc. (Tom Crowley & Rebecca Poole)
Land Acquisition: Smith Roberts Baldischwiler (Bryan Mitchell)
Disinfection System Engineer: Plummer Associates (Alan Swartz)

Lead Service Line Inventory and Replacement (WA0384): The recent Lead and Copper Rule Revision will require new measures for utilities to comply with the rule. Specifically included within this proposed funding are 1) Inventory of approximately 5,000 service lines, 2) Distribution of pitchers to 20,000 locations, and 3) testing of 20,000 locations resulting from any disturbance. Costs for the inventory continue until completed. Reduced costs for the pitchers and testing are proposed in later years since the Advanced Water Metering project will be completed. Line Maintenance has continued to complete service line inventories and, based on the results of the surveys and discussions with the ODEQ, the estimated number of unknowns was reduced to approximately 4,500 services. The final inventory was submitted to the DEQ on October 16, 2024. Service line verification was completed for Norman schools and as requested by Voda.AI for their analysis. Staff is working with Voda regarding the updated analysis for potential presentation to the ODEQ.

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 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 Cowan Group Engineering, LLC in the amount of $93,800 on June 22, 2021. A kick-off meeting was held on February 15, 2022 after 60% streetscape plans were completed. Additional items were added to the project so an amendment will be brought to City Council for approval. This project will be completed in combination with the Public Works project to reduce overall restoration costs and impacts to the public. Project was bid but was over budget for the roadway portion of the work. Staff will work to amend the contract with the Engineer to bid the water line portion separately. Bidding documents have been received and staff is currently reviewing.

Engineer: Cowan Group Engineering, LLC (Jeff Cowan)

Jenkins Avenue Waterline Replacement (WA0353): This project will replace approximately 2,500 feet of existing 6-inch waterline with new 12-inch waterline in concert with the planned widening of Jenkins Avenue through the City of Norman Public Works Department. This project will also design a 1,000-foot extension of the Segment D transmission line recommended by the 2003 water mater plan. In addition, this project will install a non-potable reuse line from Imhoff Road to Constitution Street. Freese and Nichols, Inc. is currently under contract with Public Works to design the widening on Jenkins Avenue and also the intersection improvements at Jenkins Avenue/Constitution Street/Imhoff

Street, so staff determined that it would be in the best interest of the NUA to contract with Freese and Nichols, Inc. fo this waterline project in order to ensure a cohesive design for both street improvements and the new water lines in this area. The contract with Freese and Nichols was approved by council on April 27, 2021 in the amount of $95,740. Staff had a project kick-off meeting with engineers on May 27, 2021. Public Works will be combining the waterline work into the ODOT streetscape project. This will save money in restoration costs and allow for a shorter construction period for the entire project. ODOT has bid the project and awarded contract. Water line installation on this project is currently ongoing with all of the 12-inch water line installed from Timberdell to Lindsey. Additional work to be completed will be lowerings and extension of the 24-inch line from Constitution past the proposed traffic circle. Water work is completed to the level it can be until the next phase of the project.

Water Line Desktop Condition Assessment (WA0337): This contract provides for our consultant, Voda.AI, to complete a desktop condition assessment of the water lines within the distribution system. Each segment of water line within the City's database will be evaluated and scored for both likelihood and consequence of failure using information from GIS databases such as pipe age, material, soil conditions, and other factors relevant to pipe reliability. To prove their model's validity for our system, the model will be set up using historical data and the analysis will then be performed and compared against actual results for a test year. Staff have been working with the consultant to provide data and working through data cleanup. Initial results were provided in November. Staff reviewed the information in December and had modifications/corrections. Updated information provided and staff have reviewed the information. The project will be continued for the next 4 years with the information used as an input to identify future projects. Results for FYE 26 have been received and staff is utilizing information to create future projects.

SANITATION CAPITAL PROJECTS:

Compost Facility Scale House (SA0019):

This project will modify the existing City compost facility layout located at Bratcher Minor Road, west of Jenkins, to facilitate a more efficient operation for the public and facility, install scales used for weighing large loads of compost, and construction of a modular building with potable water and sanitary sewer for staff in charge of coordinating with customers. This building will also replace the prefabricated building purchased in 2003 that has become severely deteriorated and inadequate. Based on the project scope, staff appointed TriCore Group, LLC as the engineer responsible for design and bidding services. City Council approved the contract with TriCore Group in the amount of $30,500 on May 11, 2021. Staff met with Engineers on March 4, 2022 to discuss preliminary plans. It was determined that a permanent building be built, rather than a prefabricated building, to better accommodate operations. In order to do this, Engineers had to subcontract an architect for the design of the building. An amendment to the contract for architectural services was approved by Council on April 12, 2022, which increased the cost of engineering services to $39,000. The engineer requested an increase of $4,000 to the contract in order to pay for redesign of the architectural plans. Staff is working on revisions to the contract to approve a final contract amount of $43,000. Staff received final plans and specifications from the engineers on September 6, 2022 and are reviewing before starting the bid process. Planning reviewed the current set of plans and sent their comments on June 23, 2023. These were forwarded to the Engineer for incorporation to the final plan set. A quote for access control and cameras (Convergint) and low voltage (TransTel) was obtained by IT in June. The Engineer sent a revised set of plans this month. Upon review, there are pay items missing for concrete and asphalt work, as well as details and specifications missing for the storm shelter and other important components. Comments from Planning were not incorporated and a revised specifications book has not been sent. Updated plans and specifications are currently being prepared by TriCore. As of the first week in March 2024, City of Norman comments on the plans and specifications are currently being addressed by TriCore prior to entering the bidding phase of this project.

A discussion with Tricore took place on October 2, 2024 and they requested for Norman Utilities Staff to begin compiling bid documents. Bid documents are expected to be completed in November with the bidding process beginning in December. This project doesn't have the same priority as projects with federal or state funding window constraints such as the WRF Aeration Blowers and Biosolids CEC project, or projects that will have a greater impact on Norman residents such as the Danfield WL Replacement and SMP-18, which have all required significant input from the NUA in the period originally designated for producing the bid documents in October.

This project is expected to go out for bid in January or early February 2025. A request was made for Tricore to tender plans to Development Services for review while the bidding documents are finalized and the bidding process begins.

The project went out for bid in January and bid opening will be on March 20, 2025. As of March 2025, received bids are being evaluated before proceeding.

Following the evaluation of bids, Contract and Bonds have been sent to the lowest bidder WL McNatt & Company in the amount of $1,787,506. This exceeds the budget for this project, and a change order has been negotiated and sent to WL McNatt & Co., reducing the scope of work on this project to bring costs into alignment with budgetary constraints. The contract and change order for this project is expected to be awarded and approved in the last City Council regular meeting in May.

Contract was awarded at the May 27, 2025 City Council Regular Meeting and contract documents signed by CoN personnel were received on June 4, 2025. A preconstruction meeting will be held in June 2025 where a construction schedule will be set.

As of July 2025, submittals are undergoing the approval process with mobilization to follow.

As of October 2025, submittals are being reviewed by City Staff. Construction will not begin until submittals have been reviewed and approved.

As of November 2025, submittals have been reviewed and approved. Work will begin on the compost facility scale house in late November or early December.

The contractor is reviewing the grading plan CAD files before breaking ground on the project. The work will begin the second week of December 2025.

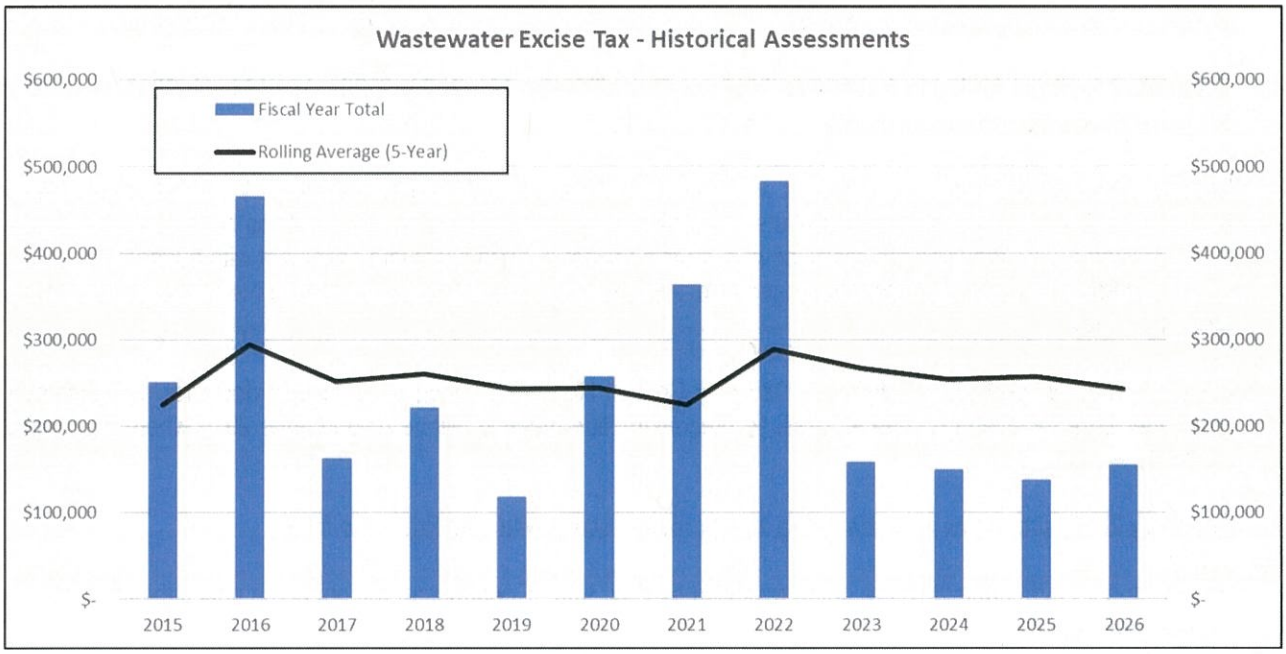
On December 29, 2025 construction began for this project. Construction began with pouring the foundation of the new compost facility building, and the facility has remained open during this portion of the construction.
In January 2026, the contractor completed the pour of the scale house foundation. A structural engineer's signature is required to begin work on the metal framing of the building, and the contractor is seeking a structural engineer to review and sign for the framing design.
A change-order was executed on March 10, 2026, which will provide supplemental structural engineering plan sheets as well as additional metal structural materials for the roof. This was done as the existing structural plan sheets for the building's metal framing were not adequate to proceed with.

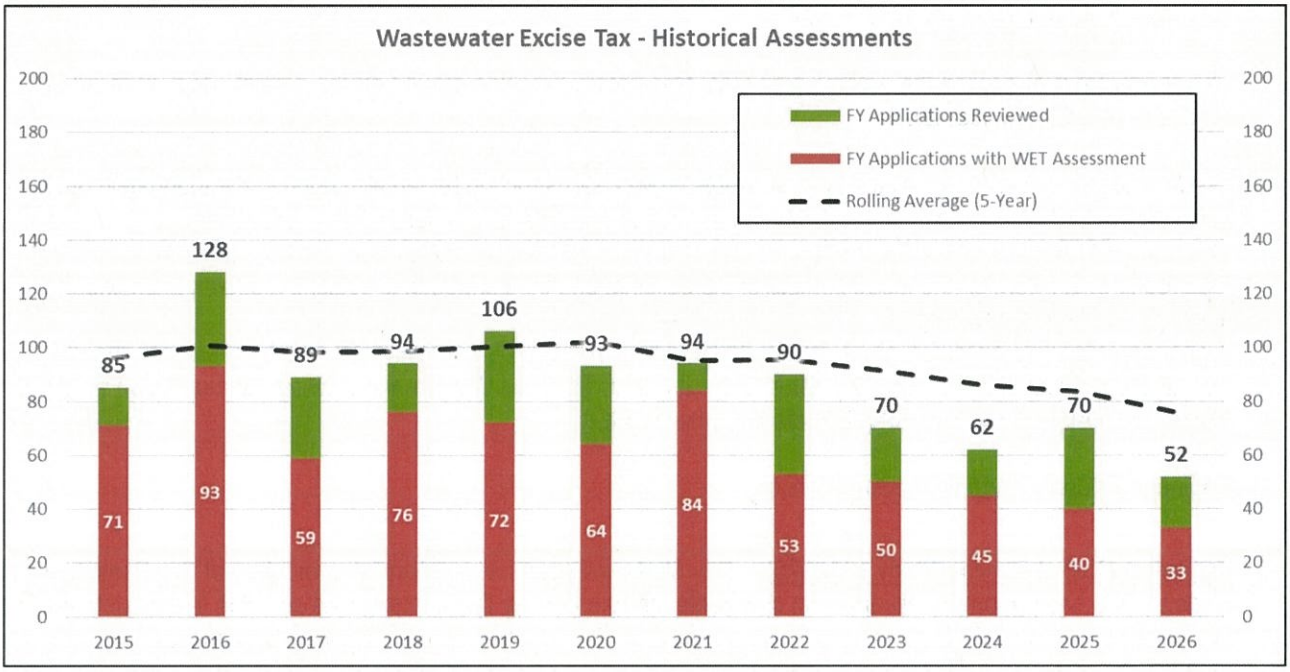
Engineer: TriCore Group, LLC (Greg Vance)

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

Wastewater Excise Tax – Non-Residential:

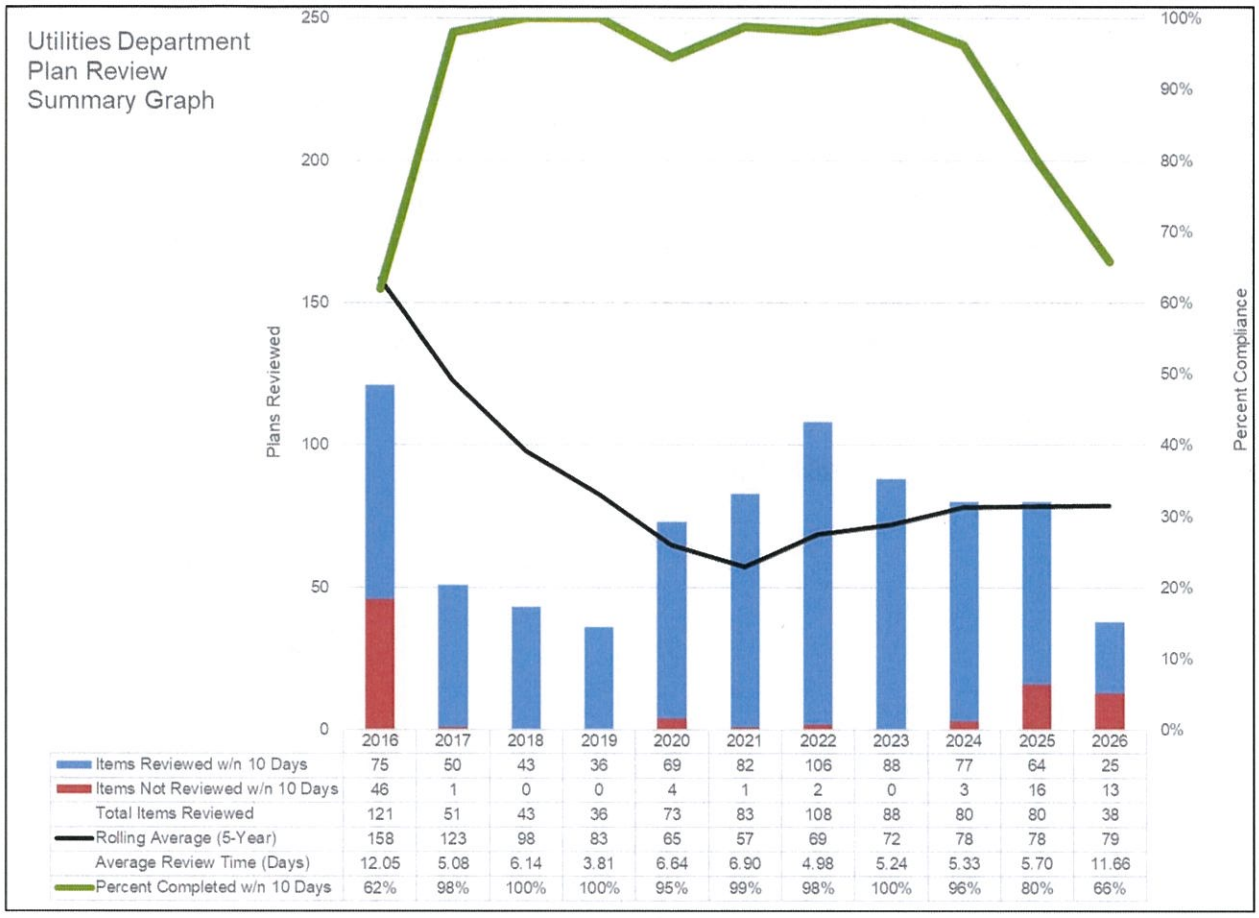
WRF Investment Fee/Wastewater Excise Tax: Staff evaluated the Wastewater Excise Tax on one commercial entity last month. The application was determined to increase wastewater flows over the previous use of the site. For the fiscal year, 48 commercial properties have been reviewed and a total of $145,798.14 has been assessed to the entities that will increase wastewater flows for their respective property. Below are graphs showing the amount assessed and the number reviewed.





PLAN REVIEW:

No plan sets were reviewed this past month. Staff has reviewed 38 plans for the current fiscal year with an average review time of 11.66 days and with 66 percent of plans reviewed within 10 days



	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
Items Reviewed w/n 10 Days	75	50	43	36	69	82	106	88	77	64	25
Items Not Reviewed w/n 10 Days	46	1	0	0	4	1	2	0	3	16	13
Total Items Reviewed	121	51	43	36	73	83	108	88	80	80	38
Rolling Average (5-Year)	158	123	98	83	65	57	69	72	78	78	79
Average Review Time (Days)	12.05	5.08	6.14	3.81	6.64	6.90	4.98	5.24	5.33	5.70	11.66
Percent Completed w/n 10 Days	62%	98%	100%	100%	95%	99%	98%	100%	96%	80%	66%

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

One Private well permit was issued in February, 2026 (PRWL202600539)

DIVISION OF ENVIRONMENTAL RESILIENCE AND SUSTAINABILITY February 2026 SUMMARY

	MONTHLY	YEAR-TO-DATE
STORMWATER CONSTRUCTION SW		
INSPECTIONS	103	771
ACTIVE SITES	102	754
CITATIONS	0	0
NOVS	0	0
CDOS	0	0
SWOS	0	0
ECPS	9	31

STORMWATER MS4 OPERATIONS		
ACTION CENTER	6	31
PWSTORMWATER	2	4
CALLS	13	36
OTHER	18	92
TOTAL INQUIRIES	39	163
OUTFALL INSPECTIONS	15	64
MCM 5 INSPECTIONS	0	129
MCM 6/P2 INSPECTIONS	12	21

PRETREATMENT/FATS, OILS, AND GREASE (FOG) PROGRAM		
FOG INSPECTIONS	28	202
FOOD LICENSE APPROVAL	3	19
SIU INSPECTIONS	0	17
SIU SITES SAMPLED	0	13
TABLE II MONITORING (%)	100%	100%
TABLE III MONITORING (%)	25%	25%

HOUSEHOLD HAZARDOUS WASTE		
HHWF: CARS SERVED	55	558
SWAP SHOP VISITS	4	69
OIL DISPOSED	1295	15603
ANTIFREEZE DISPOSED	0	5040
TIRES DISPOSED	4050	77760
HHW MATERIAL COLLECTED	3332.5	32640.5
E-WASTE: CARS SERVED	0	806
E-WASTE COLLECTED	0	47536
TOTAL CARS SERVED	55	1348
TOTAL MATERIAL COLLECTED	3332.5	79780

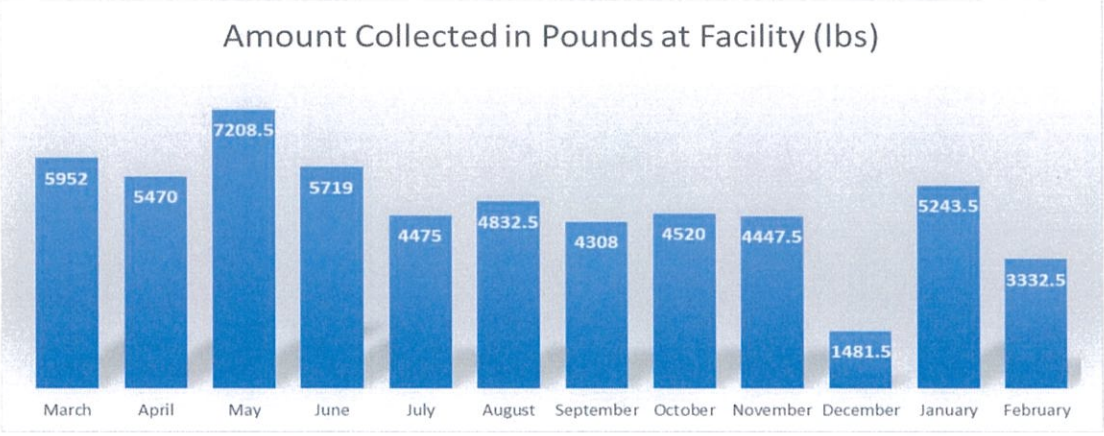
REVENUE		
FOG PROGRAM	$ 800.00	$ 15,400.00
SURCHARGE	$ 6,313.27	$ 70,056.97
LAB ANALYSIS RECOVERY	$ -	$ -
IND. Dischg. Permit fee	$ -	$ -
TOTAL	$ 7,113.27	$ 85,456.97

ACTIVITIES
ECAB
Provided staff liaison support including attending meetings, preparation of minutes, speaker scheduling and issue research.
Finishing meetings with appropriate and responsible staff
ECAB working on Poster Contest and other activities for the new year.
Working on efforts to reduce contamination in recycling
DoERS
Active participation on COSWA, OCASA, LTWA, LTWP, OKRA and IPC - R6 Boards.
On February 5, Loudenback presented to Parks Board regarding the OMS grant.
On February 9, Jason Murphy, Chao and Loudenback met with OWRB to set up the monitoring plan for the TMDL.
On February 10, Loudenback had a coordination meeting with members of Sam Noble museum and NPS.
On February 11, DoERS facilitated the first Quarterly Brown Bag with building and development community members.
On February 13 and 27, Loudenback attended the Water Short School planning meetings.
On February 18, Boteler facilitated bug picking with Blue Thumb in Dave Blue Creek.
On February 19, the kickoff meeting for the Sequoyah Trails pond retrofit was held.
On February 19, DoERS toured the sign fabrication shop at Lake Thunderbird State Park.
On February 19, the recycle bins in Rotary Park were installed and celebrated.
On February 20, Utilities Dept. team members participated in a career fair.
On February 24 through February 27, Boteler attended the in-person part fo the TWLA.

Upcoming Events:

	3/13/2026	Pretreatment Meeting
3/16 -3/20		Spring Break Camp - Environmental Ed
	3/22/2026	World Water Day at WRF
March 27-28		Rain Barrel distribution
	4-Apr	Plant workshop and Tree planting
	4/11/2026	Big Event installation of OMS habitat
	4/13/2026	Norman Newcomers presentation
	4/18/2026	Reastwood cleanup and invasive removal
	25-Apr	Reaves Park cleanup
	4/26/2026	Earth Day Festival
	5/16/2026	Electronics waste collection





CITY OF NORMAN
DEPARTMENT OF UTILITIES
LINE MAINTENANCE DIVISION

MONTHLY PROGRESS REPORT
WATER MAINTENANCE

	FYE 2026		FYE 2025	
February 2026	MONTH	YTD	MONTH	YTD
New Meter Sets:	**45**	**256**	**22**	**295**
Number Short Sets	45	255	21	279
Number Long Sets	0	1	1	16
Average Meter Set Time	5.47	5.59	5.45	5.95
Number of Work Orders:				
Service Calls	452	3,750	413	4,098
Meter Resets	0	3	0	4
Meter Removals	4	46	3	27
Meter Changes	25	169	17	374
Locates Completed	478	4,493	574	4,344
Number of Water Main Breaks	10	109	20	135
Average Time Water Off	0.52	1.76	1.22	1.53
Number of Water Leaks	81	598	26	372
Fire Hydrants:				
New	0	1	0	1
Replaced	0	4	0	7
Maintained	45	500	29	390
Number of Valves Exercised	99	1,022	132	904
Feet of Main Construction	0	400	0	0
Hours of Main Construction	0	596	0	0
Meter Changeovers	0	4	0	0
OJI's	0	2	0	5
Hours Flushing/Testing New Mains	14.43	192	5	94
Hours Worked Outside of Division	0.00	0.00	0	0

CITY OF NORMAN
DEPARTMENT OF UTILITIES
LINE MAINTENANCE DIVISION

MONTHLY PROGRESS REPORT
SEWER MAINTENANCE

	FYE 2026		FYE 2025	
February 2026	MONTH	YTD	MONTH	YTD
Obstructions:				
City Responsibility	1	10	3	13
Property Owner Responsibility	21	146	24	151
TOTAL	22	156	27	164
Number of Feet of Sewer Cleaned:				
Cleaned	120,601	698,653	71,433	806,049
Rodded	3,310	29,248	6,350	26,796
Foamed	0	60,012	0	60,484
SL-RAT	0	5,150	11,593	14,418
TOTAL	**123,911**	**793,063**	**89,376**	**907,747**
Sewer Overflows:				
Rainwater	0	0	0	0
Grease/Paper/Roots	1	5	0	1
Obstruction	0	1	0	1
Private	0	7	0	1
Other (Lift Station, Line Break, etc.)	0	0	0	0
Total Overflows	**1**	**13**	**0**	**3**
Feet of Sewer Lines Televised	27,953	230,512	33,630	301,086
Locates Completed	265	2,189	212	2,114
Manholes:				
Inspected	1,130	8,760	982	9,422
New	0	1	0	0
Raised	3	38	3	19
Repaired	2	21	0	14
Feet of Sewer Lines Replaced/Repaired	4.00	51.50	0	15
Hours Worked at Lift Station	33.73	395.05	52	417
Hours Worked for Other Departments	1.17	22.61	1.07	41.85
OJI's	0	3	0	1
Square Feet of Concrete	0	198	0	0
Average Response Time (Minutes)	17.00	22.88	19.00	21.40
Number of Claims	0.00	0.00	0.00	0.00

City of Norman, Oklahoma
Department of Utilities

Monthly Progress Report
Water Reclamation Facility
February 1-28, 2026

Flow Statistics

	FYE 2026		FYE 2025	
	This Month	YTD	This Month	YTD
Total Influent Flow (M.G.)	288.8	2551.2	307.0	2657.1
Total Effluent Flow (M.G.)	284.3	2414.5	305.4	2618.3
Influent Peak Flow (MGD)	11.9	16.8	13.0	25.0
Effluent Peak Flow (MGD)	11.6	14.0	13.0	24.2
Daily Avg. Influent Flow (MGD)	10.3	10.5	11.0	11.0
Daily Avg. Effluent Flow (MGD)	10.2	10.1	10.9	10.6
Precipitation (inches)	0.4	38.0	2.2	49.9

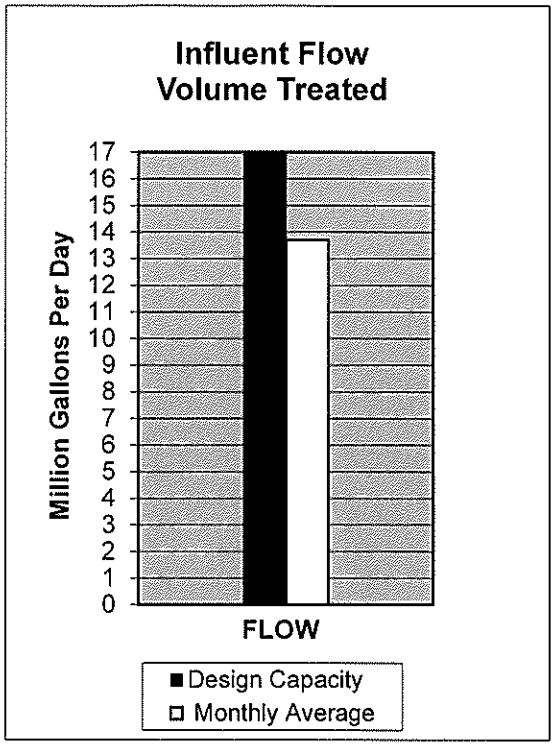
Discharge Monitoring Report Stats	EPA minimum percentage removal 85%	
5 day BOD:	Avg.	Avg.
Influent Total (mg/l)	163	127
Effluent Carbonaceous Total	4.6	4.4
Percent Removal	97.2	96.5
Total Suspended Solids:		
Influent (mg/L)	234	206
Effluent (mg/L)	26.8	40.7
Percent Removal	88.6	80.2
Dissolved Oxygen:		
Influent (min)	1.3	0.7
Effluent (min)	6.5	6.6
pH		
Influent (Low)	6.8	7.0
(High)	7.0	7.2
Effluent (Low)	6.5	6.7
(High)	6.8	7.1
Ammonia Nitrogen		
Influent (mg/L)	44.1	28.2
Effluent (mg/L)	0.8	3.1
Percent Removal	98.2	89.0

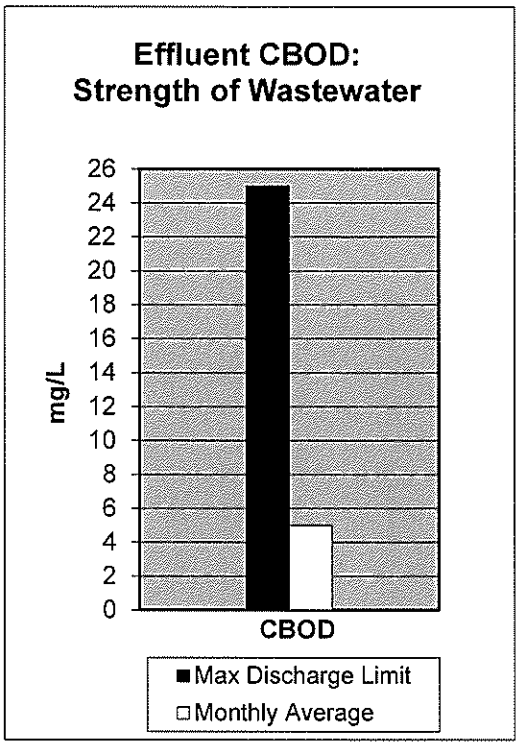
Utilities

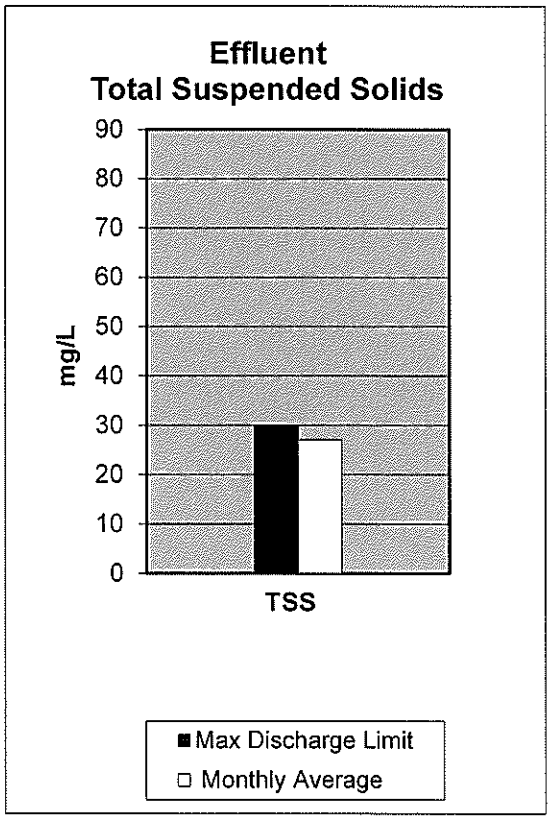
Electrical				
Total kWh Used (Plant wide)	435,640	3,819,500	543,740	4,085,700
Aeration Blowers,WSL&Headworks	142,800	1,171,300	117,700	1,023,000
UV Facility	40,400	491,800	53,200	599,600
Natural Gas				
Total cubic feet/day (plant wide)	726,000	4,072,360	741,000	3,487,000
Public Education (Tours)	1	1	1	3
Total Attendees for FYE 26		66		144
Reclaimed Water System (MG)				
OU Golf Course	1.8	40.8	1.7	81.1

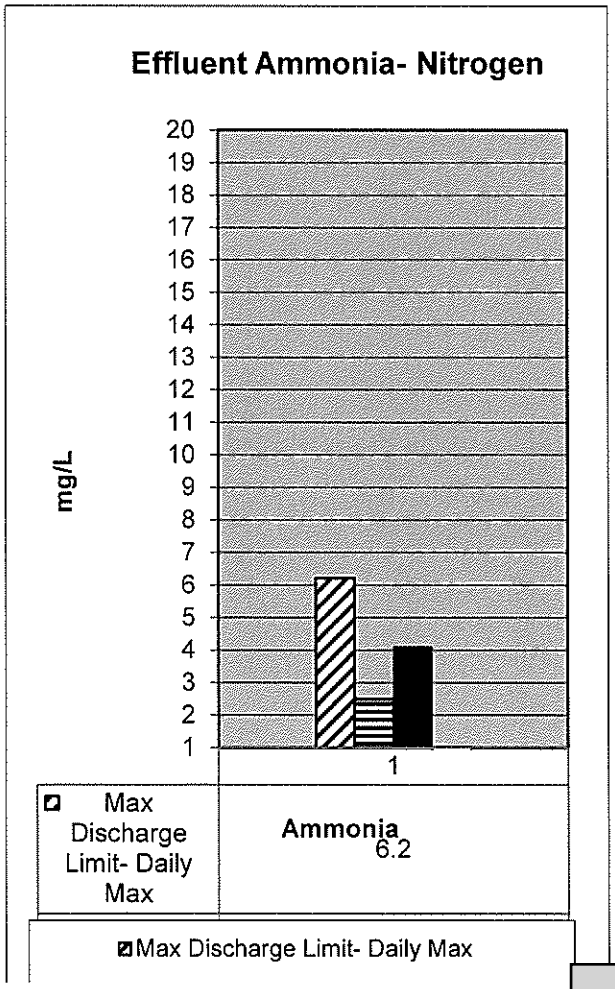
E.coli geometric mean for February 2026 50 MPN (Limit is 630)

CITY OF NORMAN
WATER RECLAMATION FACILITY
February 2026









Comments here

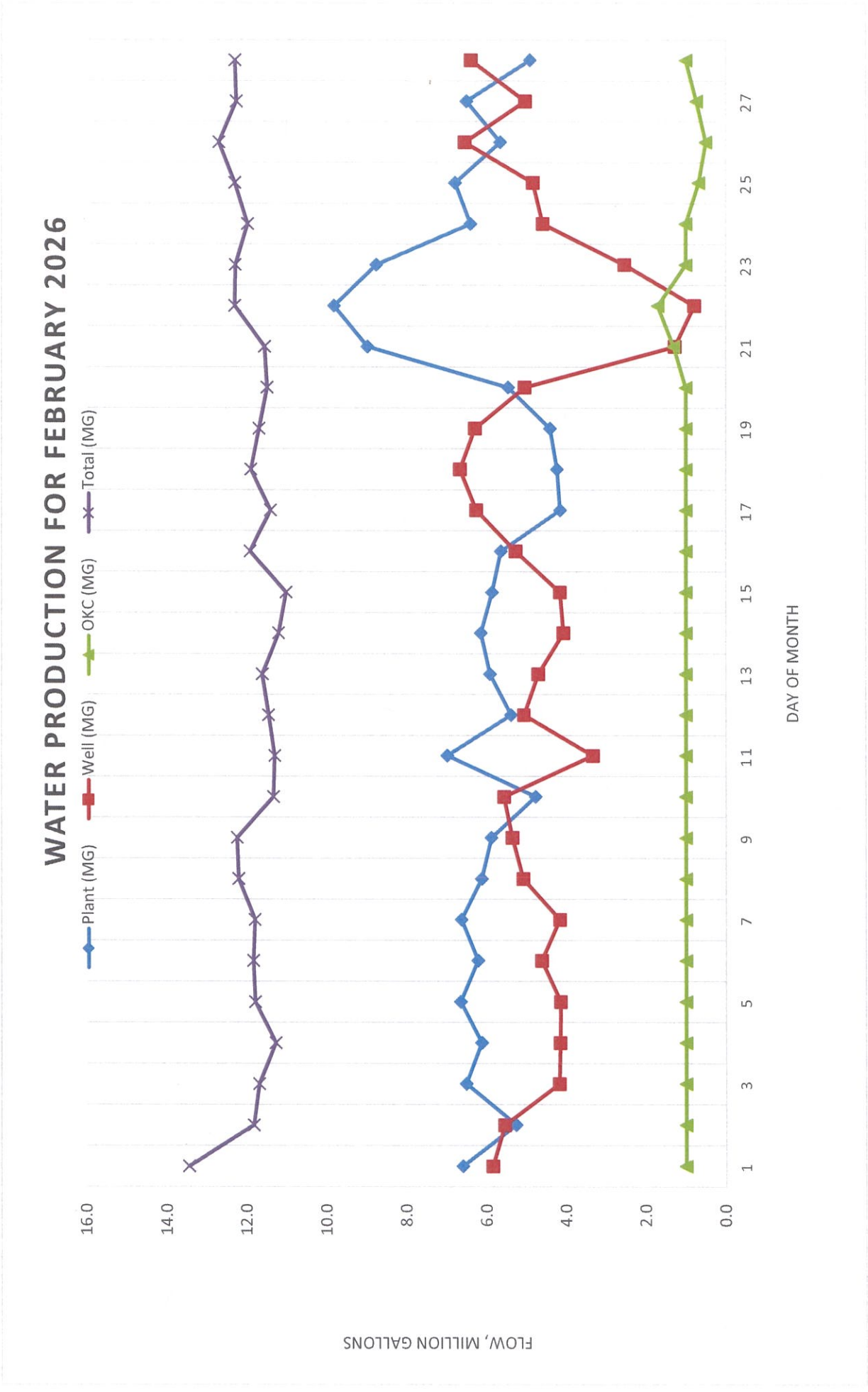
CITY OF NORMAN, OKLAHOMA
DEPARTMENT OF UTILITIES

MONTHLY PROGRESS REPORT

WATER TREATMENT DIVISION **MONTH: February-2026**

	FYE 2026		FYE 2025	
Water Supply	This month	Year to date	This month	Year to date
Plant Production (MG)	172.88	2661.80	252.31	2783.85
Well Production (MG)	131.63	642.48	62.58	705.07
Oklahoma City Water Used (MG)	27.93	242.74	27.99	238.78
Total Water Produced (MG)	332.44	3547.02	342.88	3727.70
Average Daily Production	11.87	14.60	12.25	15.34
Peak Day Demand				
Million Gallons	13.46	21.14	14.77	23.15
Date	2/1/2026	8/18/2025	2/22/2025	8/6/2024
System Capacity (see note 1)	30.34	30.34	30.34	30.34
Demand Above Capacity (Peak Day)	0.00	0.00	0.00	0.00
Note 1: 2024- system capacity updated to reflect actual firm capacity from all sources				
Costs				
Plant	$670,689.05	$5,715,418.84	$673,997.11	$5,586,752.50
Wells	$258,399.05	$1,823,273.09	$195,723.19	$1,885,929.42
OKC	$112,166.74	$908,503.45	$99,542.99	$800,335.88
Total	$1,041,254.84	$8,447,195.38	$969,263.29	$8,273,017.80
Cost per Million Gallons				
Plant	$3,879.53	$2,147.20	$2,671.26	$2,006.85
Wells	$1,963.15	$2,837.88	$3,127.77	$2,674.81
OKC	$4,015.85	$3,742.69	$3,555.87	$3,351.79
Total	$3,132.21	$2,381.49	$2,826.80	$2,219.34
Water Quality				
Bacterial Samples in Compliance	100	796	100	801
Bacterial Samples out of Compliance	0	16	0	2
Total number of inquiries (Note 2)	0	6	0	11
Total number of complaints (Note 2)	7	34	3	28
Number of complaints per 1000 service connections	0.17	0.83	0.07	0.65
Note 2: Prior to April 2016 complaints and inquiries were grouped together, listed as complaints, and not distinguished.				
Safety				
Hours lost to OJI	0	0	26	26
Hours lost to TTD	0	0	0	0
Total Hours Lost	0	0	26	26
Safety Training Sessions Held	0	8	0	0
Public Education				
Number of tours conducted	1	15	1	14
Number of people on tours	6	193	1	164

Notes:
Staff installed new level sensor in Lime Silo 4.
Well 31 returned to service.


WATER PRODUCTION FOR FEBRUARY 2026
Plant (MG)
Well (MG)
OKC (MG)
Total (MG)
FLOW, MILLION GALLONS
16.0
14.0
12.0
10.0
8.0
6.0
4.0
2.0
0.0
1
3
5
7
9
11
13
15
17
19
21
23
25
27
DAY OF MONTH

COMPOST MONTHLY REPORT

FEBRUARY 2026

	MONTH
TONS BROUGHT IN BY COMPOST CREWS:	173.01
LANDFILL TIPPING FEE'S	$ 21.75
SAVINGS FROM NOT DUMPING AT LANDFILL:	$ 3,762.97

TONS BROUGHT IN BY PUBLIC:	3,400.00
TONS BROUGHT IN BY CONTRACTORS :	0.00
TONS BROUGHT IN BY OTHER CITY DEPARTMENTS:	1,500.00
LANDFILL TIPPING FEE'S	$ 21.75
SAVINGS FROM NOT DUMPING AT LANDFILL:	$ 106,575.00

TOTAL SAVINGS FROM NOT DUMPING AT LANDFILL:	$ 110,337.97

REVENUE COLLECTED FROM COMPOST SALES:	**$880.00**
REVENUE COLLECTED FROM GATE SALES:	**$8,560.00**

TOTAL TONS COLLECTED	**5,073.01**

	MULCH CUBIC YDS MONTH	COMPOST CUBIC YDS MONTH
PARKS DEPT.	**500**	
ROAD & CHANNEL		
LINE MAINTENANCE		
STREET DEPT.	**2,000**	
WATER TREATMENT		
MURPHY PRODUCTS OKC		
SELF LOADING BIN	**500**	**500**
DRYING BEDS	**1,000**	
COMPOST SOLD BY CUBIC YARDS		**264**
MULCH SOLD BY CUBIC YARDS		
TOTAL:	**4,000**	**764**

CURBSIDE MONTHLY RECYCLING REPORT

Feb-26

PROGRAM STATISTICS	
	AVERAGE MONTH
SET OUT/PARTICIPATION RATE:	92%
AVERAGE TONS PER DAY :	13.28
POUNDS PER HOME:	15.64

COMMODITY BY TON		
	% of Total	**TONS**
ALUMINUM BEVERAGE CAN	2.10%	8.47
#1 PET	5.50%	22.18
NEWS	0.00%	0
GLASS CONTAINERS	5.72%	23.07
MIX PAPER	33.40%	134.69
PLASTIC FILM	0.57%	2.3
#2 NATURAL	0.90%	3.63
#2 COLOR	1.10%	4.44
#3-#7	0.00%	0
METAL	0.82%	3.31
RIGIDS	0.89%	3.59
TIN-STEEL SCRAP	3.30%	13.31
TRASH	28.30%	114.12
OCC	17.40%	70.17
TOTAL	**100.00%**	**403.28**

	MONTH
SERVICE CALLS (MISSES)	4
HOUSESIDE	0
REMINDER	0
SCATTERED	0
MISC.	0
REPAIR	3
NEW	30
ADD	4
MISSING	11
EXCHANGE	0
REPLACE	6
PICK UP	24
TOTAL CALLS	82.00

	MONTH
LANDFILL COST AVOIDANCE	$8,771.34

SANITATION DIVISION PROGRESS REPORT

SUMMARY 2026

	FYE 26 MONTH	FYE 26 YR-TO-DATE
Vehicle Accidents	**0**	7
On The Job Injuries	**0**	3
Bulk Pickups	**51**	453
Refuse Complaints	**112**	915
New Polycarts Requests	**42**	396
Polycarts Exchanges	**6**	37
Additional Polycart Requests	**53**	481
Replaced Stolen Polycarts	**16**	166
Replaced Damaged Polycarts	**47**	396
Polycarts Repaired	**22**	200

MONTHLY TRANSFER STATION REPORT
February 2026

	TONS PER MONTH	REVENUE PER MONTH
O.U.	353.51	$20,841.16
STANDARD GATE	862.30	$96,883.88
RESIDENTIAL	224.69	$10,125.80
MATTRESS		$625.00
TOTALS:	1,440.50	$128,475.84

		MONTH
# OF LOADS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.		420.00
# OF TONS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.		7547.79
# 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:		420.00
GRAND TOTAL TONS TO LANDFILLS		7,547.79
DISPOSAL COST PER TON (OKC)		$21.75
TIPPING FEE'S FOR DUMPING AT OKC:		$164,164.43
GRAND TOTAL TIPPING FEE'S		$164,164.43
# OF LOADS BROUGHT TO TRANSFER STATION COMMERCIAL SANITATION TRUCKS:		595.00
# OF TONS BROUGHT TO TRANSFER STATION COMMERCIAL SANITATION TRUCKS:		3453.27
# OF LOADS BROUGHT TO TRANSFER STATION RESIDENTIAL SANITATION TRUCKS:		387.00
# OF TONS BROUGHT TO TRANSFER STATION RESIDENTIAL SANITATION TRUCKS:		2643.19
TOTAL LOADS BROUGHT TO TRANSFER STATION:		982.00
TOTAL TONS BROUGHT TO TRANSFER STATION:		6096.46
MISCELLANEOUS TONS BROUGHT BY OTHER DEPTS.:		112.26
TOTAL TONS RECEIVED AT TRANSFER STATION		6208.72

Drop Center Report February 2026

MONTHLY UNIT PRICES	Revenue per ton	Proc. Fee	LBs Rejected	Tons Rejected	%	LNDFL Fee	Tons Diverted	$ Diverted
ALUMINUM:	$950.00	$0.00	0	0	0%	$21.75	248.55	$5,405.96
PLASTICS:	$0.00	$0.00						
STEEL CANS:	$0.00	$0.00						
MIXED OFFICE PAPER:	$0.00	$0.00						
CARDBOARD:	$20.00	$0.00						

RECYCLING CENTER DATA:	#9	Westwood	Hollywood	Transfer				
	TONS	TONS	Tons	Tons	Total Tons	PRO/FEE	Revenues	Net
ALUMINUM:	0.3	0.15	0.6	0.05	1.1	$0.00	$1,045.00	$1,045.00
PLASTICS:	2.05	0.58	3.59	0.32	6.54	$0.00	$0.00	$0.00
STEEL CANS:	0.3	0.15	0.6	0.05	1.1	$0.00	$0.00	$0.00
MIXED OFFICE PAPER:	2.69	2.36	5.63	0	10.68	$0.00	$0.00	$0.00
CARDBOARD:	16.39	8.95	26	1.23	52.57	$0.00	$1,051.40	$1,051.40
RECYCLING CENTER TOTALS:	21.73	12.19	36.42	1.65	71.99	$0.00	$2,096.40	$2,096.40

Commercial Cardboard Containers		Compactors		Glass
TONS	Revenues	TONS	Revenues	TONS
46.79	$935.80	16.75	$335.00	24.74

Expenses	Average hrly+ benefits		$26.78		
	Cage Rolloff	Cardboard	Occ Compact	MXD Office	Total
Hours	44	178.5	10	18	250.5
Labor $	$1,178.32	$4,780.23	$267.80	$482.04	$6,708.39
Vehicle cost	$0.00	$1,666.63	$0.00	$0.00	$1,666.63

Customer Revenue
$12,264.09

Total All Recycle and Cardboard	
Tons	Revenues
160.27	$3,367.20

Total Recycle Only	
Tons	Revenues
44.16	$1,045.00

Total Cardboard	
Tons	Revenues
116.11	$2,322.20

Revenue	Income	Expense	Net
	$15,631.29	$8,375.02	$ 7,256.27

File Attachments for Item:

5. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF RECEIPT OF THE FINANCE DIRECTOR'S INVESTMENT REPORT AS OF FEBRUARY 28, 2026, AND DIRECTING THE FILING THEREOF.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 03/24/2026

REQUESTER: Kim Coffman, Budget Manager

PRESENTER: Kim Coffman, Budget Manager

ITEM TITLE: CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF RECEIPT OF THE FINANCE DIRECTOR'S INVESTMENT REPORT AS OF FEBRUARY 28, 2026, AND DIRECTING THE FILING THEREOF.

DATE: March 11, 2026

TO: City Council

FROM: Clint Mercer, Chief Accountant

PREPARED BY: Debbie Whitaker, Municipal Accountant III

SUBJECT: Finance Director's Investment Report

	MONTHLY COMPARISON						ANNUAL COMPARISON			
FUND	MONTHLY BUDGETED INTEREST EARNINGS FYE 26	MONTHLY INTEREST EARNINGS February 2026	MONTHLY % INCREASE (DECREASE)	MONTHLY INTEREST % OF PORTFOLIO HOLDINGS	MONTH-END BALANCE February 2026	MONTHLY % OF PORTFOLIO HOLDINGS	ANNUAL BUDGETED INTEREST EARNINGS FYE26-YTD	INTEREST EARNINGS YTD FYE 26	YTD % INCREASE (DECREASE)	YTD % PORTFOLIO HOLDINGS
GENERAL FUND	$16,752	$26,051	55.51%	4.58%	9,854,115	4.13%	$134,013	$248,140	85.16%	5.06%
NET REVENUE STABILIZATION	$4,167	$12,156	191.73%	2.14%	5,108,239	2.14%	$33,333	$130,552	291.66%	2.66%
PUBLIC SAFETY SALES TAX FUND	$4,167	-$350	-108.40%	-0.06%	(143,992)	-0.06%	$33,333	$40,798	22.39%	0.83%
HOUSING	N/A	$0	100.00%	0.00%	3,805,831	1.60%	N/A	$1,095	100.00%	0.02%
SPECIAL GRANTS FUND	N/A	$10,494	100.00%	1.85%	11,394,470	4.78%	N/A	$132,237	100.00%	2.70%
ROOM TAX FUND	$208	$3,242	1456.03%	0.57%	1,341,933	0.56%	$1,667	$28,848	1630.89%	0.59%
YFAC FUND	$0	$721	0.00%	0.13%	(207,618)	-0.09%	$0	$2,707	0.00%	0.06%
SEIZURES	$42	$3,824	9078.44%	0.67%	1,752,424	0.73%	$333	$28,799	8539.80%	0.59%
CLEET FUND	N/A	$9	100.00%	0.00%	3,708	0.00%	N/A	$67	100.00%	0.00%
TRANSIT & PARKING FUND	$0	$0	0.00%	0.00%	(463,389)	-0.19%	$0	$23,158	0.00%	0.47%
ART IN PUBLIC PLACES FUND	N/A	$4	100.00%	0.00%	1,851	0.00%	N/A	$55	100.00%	0.00%
WESTWOOD FUND	$625	$217	-65.32%	0.04%	682,084	0.29%	$5,000	$4,507	-9.86%	0.09%
WATER FUND	$10,000	$133,547	1235.47%	23.50%	57,489,233	24.11%	$80,000	$1,273,942	1492.43%	25.96%
WASTEWATER FUND	$4,167	$19,403	365.67%	3.41%	8,267,641	3.47%	$33,333	$175,717	427.15%	3.58%
SEWER MAINTENANCE FUND	N/A	$43,336	100.00%	7.63%	18,637,539	7.82%	N/A	$459,844	100.00%	9.37%
DEVELOPMENT EXCISE	$5,833	$5,301	-9.13%	0.93%	2,143,109	0.90%	$46,667	$52,146	11.74%	1.06%
SANITATION FUND	$25,000	$26,508	6.03%	4.67%	11,160,643	4.68%	$200,000	$286,340	43.17%	5.84%
RISK MANAGEMENT FUND	N/A	$0	100.00%	0.00%	(1,960,524)	-0.82%	N/A	$4,940	100.00%	0.10%
CAPITAL PROJECTS FUND	$58,333	$161,506	176.87%	28.42%	66,178,925	27.76%	$466,667	$1,189,564	154.91%	24.24%
NORMAN FORWARD SALES TAX	$1,250	$34,045	2623.60%	5.99%	7,812,431	3.28%	$10,000	$197,699	1876.99%	4.03%
PARKLAND FUND	$833	$2,290	174.83%	0.40%	963,995	0.40%	$6,667	$24,038	260.57%	0.49%
UNP TAX INCREMENT DISTRICT	$0	$18,103	100.00%	3.19%	5,988,868	2.51%	$0	$139,378	100.00%	2.84%
CENTER CITY TAX INCREMENT DIS	$167	$16,674	0.00%	2.93%	7,036,621	2.95%	$1,333	$154,130	100.00%	3.14%
SINKING FUND	$2,083	$48,069	2207.32%	8.46%	20,303,953	8.52%	$16,667	$275,453	1552.72%	5.61%
SITE IMPROVEMENT FUND	N/A	$137	100.00%	0.02%	57,656	0.02%	N/A	$1,474	100.00%	0.03%
TRUST & AGENCY FUNDS	N/A	$26	100.00%	0.00%	11,112	0.00%	N/A	$284	100.00%	0.01%
ARTERIAL ROAD FUND	N/A	$2,887	100.00%	0.51%	1,213,415	0.51%	N/A	$30,789	100.00%	0.63%
	$133,627	$568,200	325.21%	100.00%	238,434,274	100.00%	$1,069,013	$4,906,699	358.99%	100.00%

City funds are invested in interest bearing accounts and investment securities, as directed by the City's Investment Policy. Rates of return on these investments relate directly to current Treasury and Money Market rates. Total funds on deposit of $238.43 million as of 02/28/26 are represented by working capital cash balances of all City funds of approximately $124.39 million, outstanding encumbrances of $44.04 million, General Obligation Bond proceeds of $51.25 million, NUA revenue bond proceeds of $8.55 million, NMA bond proceeds of $4.67 million, and UNP TIF reserve amounts of $5.53 million.

INVESTMENT BY TYPE

February 28, 2026

LIST BY TYPE	SEC. NO.	PURCHASED	MATURITY	YIELD	EARNED INTEREST	COST	MARKET
**Checking							
BANK OF OKLAHOMA	GEN'L DEP.			1.78%	$37,898.42	$31,829,335.73	$31,829,335.73
BANK OF OKLAHOMA	WARRANTS PAYABLE					($255,984.57)	($255,984.57)
BANK OF OKLAHOMA	PAYROLL					($8,124,173.15)	($8,124,173.15)
BANK OF OKLAHOMA	COURT BOND REFUNDS					$237,812.15	$237,812.15
BANK OF OKLAHOMA	INSURANCE CLAIMS					($104,941.01)	($104,941.01)
BANK OF OKLAHOMA	LOCK BOX					$1,488,438.19	$1,488,438.19
BANK OF OKLAHOMA	RETURN CHECKS					($62,209.90)	($62,209.90)
BANK OF OKLAHOMA	PARKS					$0.00	$0.00
BANK OF OKLAHOMA	FLEXIBLE SPENDING					($19,719.74)	($19,719.74)
BANK OF OKLAHOMA	WORKERS COMP					($151,724.29)	($151,724.29)
BANK OF OKLAHOMA	CDBG-CV			1.79%	$0.21	$140.28	$140.28
**Subtotal					$37,898.63	$24,836,973.69	$24,836,973.69
**Money Market							
BANCFIRST-NUA	MONEY MKT.			4.16%	$1,679.20	$1,013,324.14	$1,013,324.14
BANCFIRST-NMA Room Tax	MONEY MKT.			4.16%	$392.00	$216,362.50	$216,362.50
BANCFIRST-NUA Water	MONEY MKT.			4.20%	$16,433.68	$6,671,818.35	$6,671,818.35
BANCFIRST-NUA Clean Water	MONEY MKT.			4.16%	$1,440.29	$861,591.84	$861,591.84
BANCFIRST-NMA PSST	MONEY MKT.			4.20%	$6,499.11	$2,700,140.92	$2,700,140.92
BANCFIRST-NMA Norman Forward	MONEY MKT.			4.20%	$13,197.78	$1,749,404.78	$1,749,404.78
BANK OF OKLAHOMA UNP TIF	MONEY MKT.			3.80%	$17,128.44	$5,528,139.14	$5,528,139.14
BANK OF OKLAHOMA ARPA	MONEY MKT.			1.79%	$8,278.25	$5,211,003.24	$5,211,003.24
BANK OF OKLAHOMA-Westwood	MONEY MKT.			1.79%	$216.74	$0.00	$0.00
BANK OF OKLAHOMA-CW	MONEY MKT.			1.79%	$20.23	$13,545.10	$13,545.10
BANK OF OKLAHOMA	MONEY MKT.			1.79%	$126.11	$84,428.99	$84,428.99
BANK OF OKLAHOMA	MONEY MKT.			1.79%	$87.32	$58,463.61	$58,463.61
BANK OF OKLAHOMA-SW	MONEY MKT.			1.79%	$22.70	$15,197.06	$15,197.06
BANK OF OKLAHOMA-Opioid Abt	MONEY MKT.			1.79%	$2,089.42	$1,398,864.65	$1,398,864.65
BANK OF OKLAHOMA-Misty Lake	MONEY MKT.			1.79%	$969.36	$648,982.25	$648,982.25
BANK OF OKLAHOMA-Parks	MONEY MKT.			1.79%	$720.61	$517,446.74	$517,446.74
BANK OF OKLAHOMA-2023A	MONEY MKT.			1.79%	$38,532.92	$25,772,453.58	$25,772,453.58
BANK OF OKLAHOMA-2023B	MONEY MKT.			1.79%	$21,678.43	$14,356,835.40	$14,356,835.40
BANK OF OKLAHOMA-2021	MONEY MKT.			1.79%	$0.14	$102.04	$102.04
BANK OF OKLAHOMA-2024A	MONEY MKT.			1.79%	$16,864.73	$11,118,880.20	$11,118,880.20
**Subtotal					$146,377.46	$77,936,984.53	$77,936,984.53
**Sweep/Overnight							
GOLDMAN SACHS	GOVT SELECT 1237			3.65%	$2,337.80	$769,796.82	$769,796.82
BANK OF OKLAHOMA PORTFOLIO	SHORT TERM			6.89%	$155,974.28	$67,215,519.14	$67,215,519.14
**Certificate of Deposit							
FIRST FIDELITY BANK	CD	09/30/25	03/31/26	3.02%	$629.17	$250,000.00	$250,000.00
GREAT NATIONS BANK	CD	09/30/25	09/30/26	4.22%	$879.17	$250,000.00	$250,000.00
VALLIANCE BANK	CD	11/30/25	11/30/26	3.75%	$781.25	$250,000.00	$250,000.00
FIRST NATIONAL BANK	CD	12/28/25	12/28/26	3.19%	$656.25	$250,000.00	$250,000.00
**Subtotal					$2,945.84	$1,000,000.00	$1,000,000.00
**U.S. Treasury Securities/Agency Securities							
US T-Notes	91282CKY6	06/30/25	06/30/26	3.96%	25,197.99	7,500,000.00	$7,523,175.00
FNMA Notes	3135G0K36	12/30/25	04/24/26	3.55%	14,332.43	5,000,000.00	$4,988,000.00
US T-Bills	912797RF6	12/24/25	07/09/26	3.44%	12,950.00	5,000,000.00	$4,936,150.00
US T-Notes	91282CLH2	06/30/25	08/31/26	3.91%	24,316.94	8,000,000.00	$8,002,960.00
US T-Bills	912797RS8	12/24/25	09/03/26	3.46%	12,988.89	5,000,000.00	$4,910,100.00
FFCB	3133ERP96	12/31/24	09/24/26	4.24%	26,496.04	7,500,000.00	$7,521,750.00
US T-Bills	912797SK4	12/30/25	10/29/26	3.47%	12,988.89	5,000,000.00	$4,884,950.00
US T-Bills	912797SU2	12/30/25	11/28/26	3.45%	12,872.34	5,000,000.00	$4,872,300.00
TVA Note	880591EU2	11/26/25	02/01/27	3.58%	32,618.59	11,175,000.00	$11,104,597.50
FFCB	3133ET4Y0	01/07/26	09/22/28	3.52%	21,966.30	7,500,000.00	$7,515,000.00
FFCB	3133ETW86	01/07/26	11/20/28	3.63%	25,937.65		
					222,666.06	66,675,000.00	$66,258,982.50
TOTAL					568,200.07	238,434,274.18	$237,248,459.86

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

File Attachments for Item:

6. CONSIDERATION OF SUBMISSION, ACKNOWLEDGEMENT, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF RECEIPT OF REPORT ENTITLED “THE CITY OF NORMAN SINGLE AUDIT REPORT FOR THE YEAR ENDED JUNE 30, 2025,” AS PREPARED BY THE CITY OF NORMAN FINANCE DEPARTMENT AND AUDITED BY THE FIRM OF FORVIS MAZARS, L.L.P., FOR THE CITY OF NORMAN, OKLAHOMA, NORMAN UTILITIES AUTHORITY, NORMAN MUNICIPAL AUTHORITY, NORMAN ECONOMIC DEVELOPMENT AUTHORITY AND NORMAN TAX INCREMENT FINANCE AUTHORITY.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 03/24/2026

REQUESTER: Clint Mercer, Chief Accountant

PRESENTER: Clint Mercer, Chief Accountant

ITEM TITLE: CONSIDERATION OF SUBMISSION, ACKNOWLEDGEMENT, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF RECEIPT OF REPORT ENTITLED "THE CITY OF NORMAN SINGLE AUDIT REPORT FOR THE YEAR ENDED JUNE 30, 2025," AS PREPARED BY THE CITY OF NORMAN FINANCE DEPARTMENT AND AUDITED BY THE FIRM OF FORVIS MAZARS, L.L.P., FOR THE CITY OF NORMAN, OKLAHOMA, NORMAN UTILITIES AUTHORITY, NORMAN MUNICIPAL AUTHORITY, NORMAN ECONOMIC DEVELOPMENT AUTHORITY AND NORMAN TAX INCREMENT FINANCE AUTHORITY.

BACKGROUND:

Many of the federal and state grants that the City receives require an audit report to be reviewed by independent accountants, as directed by the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Award. The "Single Audit" report is included to meet those requirements.

On June 9, 2023, the Council accepted the proposal of Forvis Mazars, LLP, (RFP 2223-64), to provide independent auditing services for the City of Norman, the Norman Municipal Authority, Norman Utilities Authority, Norman Tax Increment Finance Authority and related entities for a period of three fiscal years with an option to extend the services for an additional two fiscal years.

DISCUSSION:

The audited financial statements of both the City and its Trusts were received by City Council on December 9, 2025. The Single Audit was not complete at that time.

The City received an unmodified ("clean") opinion from Forvis Mazars, LLP that the Single Audit fairly represents the City's grant operations as of June 30, 2025, in all material respects.

RECOMMENDATION:

It is recommended that the Fiscal Year 2024-2025 Single Audit Report be accepted. All documents are available for review in the City Clerk's Office.

City of Norman, Oklahoma

Single Audit Reports

June 30, 2025

City of Norman, Oklahoma
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June 30, 2025

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City of Norman, Oklahoma
Schedule of Expenditures of Federal Awards
Year Ended June 30, 2025

Federal Grantor/Pass-Through Grantor/ Program or Cluster Title	Federal Assistance Listing Number	Pass-Through Entity Identifying Number	Grant or Other Identifying Number	Passed Through to Subrecipients	Total Federal Expenditures
U.S. Department of Housing and Urban Development					
CDBG – Entitlement Cluster					
Community Development Block Grants/Entitlement Grants	14.218	None	#B-19 MC-40-0002	$ -	$ 31,801
Community Development Block Grants/Entitlement Grants		None	#B-21 MC-40-0002	-	73,955
Community Development Block Grants/Entitlement Grants		None	#B-23 MC-40-0002	-	56,925
Community Development Block Grants/Entitlement Grants		None	#B-24 MC-40-0002	-	607,733
COVID-19 – Community Development Block Grants/Entitlement Grants		None	#B-20 MW-40-0002 (CARES)	-	33,306
Total CDBG – Entitlement Cluster				-	***803,720***
HOME Investment Partnerships Program	14.239	None	#M-21 MC-40-0204	-	19,735
HOME Investment Partnerships Program		None	#M-22 MC-40-0204	-	12,356
HOME Investment Partnerships Program		None	#M-24 MC-40-0204	-	15,000
HOME Investment Partnerships Program		None	#M-21 MP-40-0204	-	20,150
Subtotal 14.239				-	*67,241*
Total U.S. Department of Housing and Urban Development				-	**870,961**
U.S. Department of Interior					
WaterSMART (Sustain and Manage America's Resources for Tomorrow)	15.507	None	R22AP00649-00	-	958,043
Applied Sciences Grants	15.557	None	R22AP00241-00	-	93,370
Pass-Through Oklahoma State Historic Preservation Office					
Historic Preservation Fund Grants-In-Aid	15.904	23-612	None	-	17,844
Total U.S. Department of Interior				-	**1,069,257**
U.S. Department of Justice					
Pass-Through Oklahoma District Attorney's Office					
VOCA Victim Assistance Grant	16.575	2023-VOCA-NORMAN-PD-191	None	-	15,757
Subtotal 16.575				-	*15,757*
Edward Byrne Memorial Justice Assistance Grant (JAG)	16.738	None	15PBJA-23-GG-03697-JAGX	-	40,500
Edward Byrne Memorial Justice Assistance Grant (JAG)		None	15PBJA-24-GG-05065-JAGX	-	27,017
Subtotal 16.738				-	*67,517*
Equitable Sharing Program	16.922	None	None	-	256,917
Total U.S. Department of Justice				-	**340,191**
U.S. Department of Transportation					
Pass-Through Association of Central Oklahoma Governments					
Highway Planning and Construction	20.205	None	J/P 11767	-	16,000
Highway Planning and Construction		None	FTA-PL-2025-03	-	100,000
Highway Planning and Construction		None	R1-2024(d) NORMAN	-	130,959
Highway Planning and Construction		None	R1-2024(c) NORMAN	-	349,697
Highway Planning and Construction		None	R1-2024(a) NORMAN	-	225,566
Subtotal 20.205				-	*822,222*
Highway Safety Cluster					
Pass-Through Oklahoma State Highway Safety Office					
State and Community Highway Safety	20.600	None	AL-25-03-14-01	-	43,711
Total Highway Safety Cluster				-	***43,711***
Federal Transit Cluster					
Federal Transit – Formula Grants	20.507	None	OK-2020-026-00	-	493,348
Federal Transit – Formula Grants		None	OK-2023-023-00	-	11,031
Federal Transit – Formula Grants		None	OK-2025-003-00	-	2,845,436
Federal Transit – Formula Grants		None	OK-2025-009-00	-	819,179
Total Federal Transit Cluster				-	***4,168,994***
Total U.S. Department of Transportation				-	**5,034,927**

The accompanying notes are an integral part of this Schedule.

City of Norman, Oklahoma
Schedule of Expenditures of Federal Awards
Year Ended June 30, 2025 (Continued)

Federal Grantor/Pass-Through Grantor/ Program or Cluster Title	Federal Assistance Listing Number	Pass-Through Entity Identifying Number	Grant or Other Identifying Number	Passed Through to Subrecipients	Total Federal Expenditures
U.S. Department of Treasury					
COVID-19 – Coronavirus State and Local Recovery Funds	21.027	None	None	$ -	$ 5,033,181
Total U.S. Department of Treasury				**-**	**5,033,181**
U.S. Environmental Protection Agency					
Congressionally Mandated Projects	66.202	None	02F94701	-	535,876
Total U.S. Environmental Protection Agency				**-**	**535,876**
U.S. Department of Health and Human Services					
Pass-Through National Association of County and City Health Officials					
Medical Reserve Corps Small Grant Program	93.008	MRC 20 - 0333	None	-	128
Medical Reserve Corps Small Grant Program		MRC 21 - 0333	None	-	390
Medical Reserve Corps Small Grant Program		MRC RISE22 - 0333	None	-	6,944
Medical Reserve Corps Small Grant Program		MRC 24 - 0333	None	-	2,500
Total U.S. Department of Health and Human Services				**-**	**9,962**
U.S. Department of Homeland Security					
Pass-Through Oklahoma Office of Homeland Security					
State and Local Cybersecurity Grant Program Tribal Cybersecurity Grant Program	97.137	None	1599.323	-	473,019
Total U.S. Department of Homeland Security				**-**	**473,019**
Total Expenditures of Federal Awards				**$ -**	**$ 13,367,374**

The accompanying notes are an integral part of this Schedule.

City of Norman, Oklahoma
Notes to Schedule of Expenditures of Federal Awards
June 30, 2025

Note 1. Basis of Presentation

The accompanying schedule of expenditures of federal awards (Schedule) includes the federal award activity of the City of Norman, Oklahoma (City) under programs of the federal government for the year ended June 30, 2025. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the City, it is not intended to and does not present the financial position, changes in financial position, or cash flows of the City.

Note 2. Summary of Significant Accounting Policies

Expenditures reported on the Schedule are reported on the modified accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance or other regulatory requirements, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Negative amounts shown on the Schedule represent adjustments or credits made in the normal course of business to amounts reported as expenditures in prior years.

Note 3. Indirect Cost Rate

The City has elected not to use the de minimis indirect cost rate allowed under the Uniform Guidance.

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Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With *Government Auditing Standards*

Independent Auditor's Report

Honorable Mayor and City Council
City of Norman, Oklahoma
Norman, Oklahoma

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States (*Government Auditing Standards*), the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Norman, Oklahoma (City) as of and for the year ended June 30, 2025 and the related notes to the financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated December 5, 2025.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Forvis Mazars, LLP

Oklahoma City, Oklahoma
December 5, 2025

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Report on Compliance for Each Major Federal Program; Report on Internal Control Over Compliance; and Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

Independent Auditor's Report

Honorable Mayor and City Council
City of Norman, Oklahoma
Norman, Oklahoma

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited the City of Norman, Oklahoma's (City) compliance with the types of compliance requirements identified as subject to audit in the *OMB Compliance Supplement* that could have a direct and material effect on each of the City's major federal programs for the year ended June 30, 2025. The City's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, the City complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2025.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*); and the audit requirements of Title 2 *U.S. Code of Federal Regulations* Part 200, *Uniform Administrative Requirements*, *Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the City and to meet our other ethical responsibilities in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the City's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the City's federal programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the City's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and, therefore, is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the City's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the City's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the City's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Other Matters

The results of our auditing procedures disclosed instances of noncompliance which are required to be reported in accordance with the Uniform Guidance and which are described in the accompanying schedule of findings and questioned costs as item 2025-001. Our opinion on each major federal program is not modified with respect to these matters.

Government Auditing Standards requires the auditor to perform limited procedures on the City's response to the noncompliance findings identified in our audit described in the accompanying schedule of findings and questioned costs. The City's response was not subjected to the other auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response. The City is responsible for preparing a corrective action plan to address each audit finding included in our auditor's report. The City's corrective action plan was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on it.

Report on Internal Control Over Compliance

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance and, therefore, material weaknesses or significant deficiencies may exist that were not identified. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, as discussed below, we did identify a certain deficiency in internal control over compliance that we consider to be a significant deficiency.

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance. We consider the deficiency in internal control over compliance described in the accompanying schedule of findings and questioned costs as item 2025-001 to be a significant deficiency.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

Government Auditing Standards requires the auditor to perform limited procedures on the City's response to the internal control over compliance findings identified in our audit described in the accompanying schedule of findings and questioned costs. The City's response was not subjected to the other auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response. The City is responsible for preparing a corrective action plan to address each audit finding included in our auditor's report. The City's corrective action plan was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on it.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City, as of and for the year ended June 30, 2025, and the related notes to the financial statements, which collectively comprise the City's basic financial statements. We have issued our report thereon dated December 5, 2025, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with GAAS. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

Forvis Mazars, LLP
Oklahoma City, Oklahoma
March 18, 2026

City of Norman, Oklahoma
Schedule of Findings and Questioned Costs
Year Ended June 30, 2025

Section I – Summary of Auditor's Results

Financial Statements

1. Type of report the auditor issued on whether the financial statements audited were prepared in accordance with GAAP:

   ☒ Unmodified ☐ Qualified ☐ Adverse ☐ Disclaimer

2. Internal control over financial reporting:

Significant deficiency(ies) identified?	☐ Yes	☒ None reported
Material weakness(es) identified?	☐ Yes	☒ No

3. Noncompliance material to the financial statements noted? ☐ Yes ☒ No

Federal Awards

4. Internal control over major federal program:

Significant deficiency(ies) identified?	☒ Yes	☐ None reported
Material weakness(es) identified?	☐ Yes	☒ No

5. Type of auditor's report issued on compliance for major federal program:

   ☒ Unmodified ☐ Qualified ☐ Adverse ☐ Disclaimer

6. Any audit findings disclosed that are required to be reported by 2 CFR 200.516(a)? ☒ Yes ☐ No

7. Identification of major federal program:

Assistance Listing Number(s)	Name of Federal Program or Cluster
14.218	Community Development Block Grant Cluster/Entitlement Grants
15.507	WaterSMART (Sustain and Manage America's Resources for Tomorrow)
20.507	Federal Transit Cluster

8. Dollar threshold used to distinguish between Type A and Type B programs: $750,000.

9. Auditee qualified as a low-risk auditee? ☒ Yes ☐ No

City of Norman, Oklahoma
Schedule of Findings and Questioned Costs
Year Ended June 30, 2025 **(Continued)**

Section II – Financial Statement Findings

Reference Number	Finding
	No matters are reportable.

Section III – Federal Award Findings and Questioned Costs

Reference Number	Finding
2025-001	Federal Program – Federal Transit Cluster: Federal Transit Criteria or Specific Requirement – Cash Management – 2 CFR §215.22 Condition – The City drew grant funds in excess of immediate cash needs. Questioned Costs – N/A Context – Out of a population of ten grant draws, four draws were selected for testing. For one draw, there were funds that exceeded the immediate cash need. Our sample was not, and was not intended to be, statistically valid. Effect – The City did not minimize the time elapsing from the time the federal funds were drawn to the time they were expended Cause – The City did not have a good control process in place to monitor grant disbursements and ensure that grant funds were not drawn in excess of immediate cash needs. Identification as a Repeat Finding, if Applicable – N/A Recommendation – The City should implement controls specific to the grant draw process to ensure that grant project funds are reconciled and are not drawn prior to incurring or paying the expenditures. Views of Responsible Officials and Planned Corrective Actions – City staff, in the roles of both preparation and review, will ensure that in the process of developing future grant drawdowns, funds are allocated appropriately and accurately

City of Norman, Oklahoma
Summary Schedule of Prior Audit Findings
Year Ended June 30, 2025

Reference Number	Summary of Findings	Status
	No matters are reportable.	

Forvis Mazars, LLP
Two Leadership Square South Tower, 211 N. Robinson Avenue, Suite 600
Oklahoma City, OK 73102
P 405.606.2580 | F 405.600.9799
forvismazars.us

Honorable Mayor, City Council, Finance Committee, and Management
City of Norman, Oklahoma

As part of our audits of the compliance of City of Norman, Oklahoma as of and for the year ended June 30, 2025, we wish to communicate the following to you.

AUDIT SCOPE AND RESULTS

Auditor's Responsibility Under Auditing Standards Generally Accepted in the United States of America and the Standards Applicable to Financial Audits Contained in *Government Auditing Standards*, Issued by the Comptroller General of the United States; and U.S. Office of Management and Budget (OMB) Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance)

An audit performed in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States and U.S. Office of Management and Budget (OMB) Uniform Guidance is designed to obtain reasonable, rather than absolute, assurance about whether noncompliance with the types of compliance requirements described in the OMB Compliance Supplement that could have a direct and material effect on a major federal award program occurred.

A compliance audit includes designing procedures to detect both intentional and unintentional material noncompliance. The auditor can obtain reasonable, but not absolute, assurance about the entity's compliance because of factors such as the need for judgment, the use of sampling, the inherent limitations of internal control over compliance with applicable compliance requirements, and the fact that much of the evidence available to the auditor is persuasive rather than conclusive in nature. Our engagement does not include a detailed audit of every transaction. Our contract more specifically describes our responsibilities.

Refer to letter dated December 5, 2025 for communications as the result of the financial statement audit.

These standards require communication of significant matters related to a compliance audit that are relevant to the responsibilities of those charged with governance in overseeing the compliance audit process. Such matters are communicated in the remainder of this letter or have previously been communicated during other phases of the audit. The standards do not require the auditor to design procedures for the purpose of identifying other matters to be communicated with those charged with governance.

An audit of compliance does not relieve management or those charged with governance of their responsibilities. Our contract more specifically describes your responsibilities.

Significant Unusual Transactions

Significant unusual transactions represent significant transactions that are outside the normal course of business for the entity or that otherwise appear to be unusual due to their timing, size, or nature. We have identified the following transactions that we consider to be significant and unusual.

- No matters are reportable.

Other Material Communications

Listed below is another material communication between management and us related to the audit:

- Management representation letter (attached)

We orally communicated to management other deficiencies in internal control over compliance identified during our audit that are not considered material weaknesses or significant deficiencies.

INTERNAL CONTROL OVER COMPLIANCE

In planning and performing our audit, we considered the Entity's internal control over compliance with the requirements that could have a direct and material effect on a major federal award program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Uniform Guidance.

However, this consideration was **not** for the purpose of expressing an opinion on the effectiveness of the Entity's internal control over compliance.

Accordingly, we do not express an opinion on the effectiveness of the Entity's internal control over compliance.

Our consideration of internal control over compliance was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control over compliance that might be significant deficiencies or material weaknesses and, therefore, there can be no assurance that all deficiencies, significant deficiencies, or material weaknesses have been identified.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct noncompliance with a type of compliance requirement of a federal award program on a timely basis.

A significant deficiency in internal control over compliance is a deficiency, or combination of deficiencies, in internal control over compliance that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

A material weakness in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal award program will not be prevented or detected and corrected on a timely basis.

We identified a certain deficiency in internal control over compliance that we consider to be a significant deficiency.

Significant Deficiency

Refer to the Independent Auditor's Report on Compliance for Each Major Program and Report on Internal Control Over Compliance.

Forvis Mazars, LLP

Oklahoma City, Oklahoma
March 18, 2026

Representation of:
City of Norman, Oklahoma
225 N. Webster
Norman, OK 73069

Provided to:
Forvis Mazars, LLP
Certified Public Accountants
211 N. Robinson Avenue, Suite 600
Oklahoma City Ok

The undersigned (We) are providing this letter in connection with Forvis Mazars' audit of our compliance with requirements applicable to each of our major federal awards programs as of and for the year ended June 30, 2025.

Our representations are current and effective as of the date of Forvis Mazars' report: March 18, 2026.

Our engagement with Forvis Mazars is based on our contract for services dated: July 9, 2025.

Consideration of Material Matters

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

Confirmation of Matters Specific to the Subject Matter of Forvis Mazars' Report

We confirm, to the best of our knowledge and belief, the following:

Broad Matters

1. We have fulfilled our responsibilities, as set out in the terms of our contract, for compliance with requirements applicable to each of our major federal awards programs.

2. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.

3. We have provided you with:

    a. Access to all information of which we are aware that is relevant to the compliance requirements applicable to each of our major federal awards programs.

    b. Additional information that you have requested from us for the purpose of the audit.

    c. Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.

    d. All significant contracts and grants.

4. We have responded fully and truthfully to all your inquiries.

Government Auditing Standards

5. We acknowledge that we are responsible for compliance with applicable laws, regulations, and provisions of contracts and grant agreements.

6. We have identified and disclosed to you any violations or possible violations of laws, regulations, including those pertaining to adopting, approving, and amending budgets, and provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for recognition and/or disclosure in the financial statements or for your reporting on noncompliance.

7. We have taken or will take timely and appropriate steps to remedy any fraud, abuse, illegal acts, or violations of provisions of contracts or grant agreements that you or other auditors report.

8. We have a process to track the status of audit findings and recommendations.

9. We have identified to you any previous financial audits, attestation engagements, performance audits, or other studies related to the objectives of your audit and the corrective actions taken to address any significant findings and recommendations made in such audits, attestation engagements, or other studies.

Federal Awards Programs (Uniform Guidance)

10. We have identified in the schedule of expenditures of federal awards all assistance provided (either directly or passed through other entities) by federal agencies in the form of grants, contracts, loans, loan guarantees, property, cooperative agreements, interest subsidies, commodities, insurance, direct appropriations, or in any other form.

11. We have disclosed to you all contracts or other agreements with service organizations, and we have disclosed to you all communications from the service organizations relating to noncompliance at the service organizations.

12. We have reconciled the schedule of expenditures of federal awards (SEFA) to the financial statements.

13. Federal awards-related revenues and expenditures are fairly presented, both in form and content, in accordance with the applicable criteria in the entity's financial statements.

14. We have evaluated all recipient organizations that received federal funding and have correctly identified all subrecipients on the schedule of expenditures of federal awards.

15. We have identified the types of compliance requirements described in the *U.S. Office of Management and Budget (OMB) Compliance Supplement* regarding activities allowed or unallowed; allowable costs/cost principles; cash management; eligibility; equipment and real property management; matching, level of effort, earmarking; period of performance of federal funds; procurement and suspension and debarment; program income; reporting; subrecipient monitoring; and special tests and provisions that are applicable to each of our federal awards programs. We have identified to you our interpretation of any applicable compliance requirements subject to varying interpretations.

16. We are responsible for complying, and have complied, with the requirements of Uniform Guidance.

17. We are responsible for understanding and complying with the requirements of federal statutes, regulations, and the terms and conditions of federal awards related to each of our federal awards programs and have disclosed to you any and all instances of noncompliance with those

requirements occurring during the period of your audit or subsequent thereto to the date of this letter of which we are aware. Except for any instances of noncompliance, we have disclosed to you, we believe the entity has complied with all applicable compliance requirements.

18. We are responsible for the design, implementation, and maintenance of internal controls over compliance that provide reasonable assurance we have administered each of our federal awards programs in compliance with federal statutes, regulations, and the terms and conditions of the federal awards.

19. We have made available to you all federal awards (including amendments, if any) and any other correspondence or documentation relevant to each of our federal awards programs and to our compliance with applicable requirements of those programs.

20. The information presented in federal awards program financial reports and claims for advances and reimbursements is supported by the books and records from which our financial statements have been prepared.

21. The costs charged to federal awards are in accordance with applicable cost principles.

22. The reports provided to you related to federal awards programs are true copies of reports submitted or electronically transmitted to the federal awarding agency, the applicable payment system, or pass-through entity in the case of a subrecipient.

23. Amounts claimed or used for matching were determined in accordance with Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), regarding cost principles.

24. We have disclosed to you any communications from federal awarding agencies and pass-through entities concerning possible noncompliance with the applicable compliance requirements for each of our federal awards programs, including any communications received from the end of the period of your audit through the date of this letter.

25. We have identified to you any previous compliance audits, attestation engagements, and internal or external monitoring related to the objectives of your compliance audit, including findings received and corrective actions taken to address any significant findings and recommendations made in such audits, attestation engagements, or other monitoring.

26. Except as described in the schedule of findings and questioned costs, we are in agreement with the findings contained therein and our views regarding any disagreements with such findings are consistent, as of the date of this letter, with the description thereof in that schedule.

27. We are responsible for taking corrective action on any audit findings and have developed a corrective action plan that meets the requirements of Uniform Guidance.

28. The reporting package does not contain any protected personally identifiable information.

29. No changes have been made in internal control over compliance or other factors that might significantly affect internal control, including any corrective action we have taken regarding significant deficiencies or material weaknesses in internal control over compliance subsequent to the period covered by the auditor's report.

Litigation, Laws, Rulings, & Regulations

30. We have no knowledge of communications, other than those specifically disclosed, from regulatory agencies, governmental representatives, employees, or others concerning investigations or

allegations of noncompliance with laws and regulations, deficiencies in financial reporting practices, or other matters that could have a material adverse effect on our compliance.

31. We have disclosed to you all known instances of violations or noncompliance or possible violations or suspected noncompliance with laws and regulations whose effects should be considered.

32. There are no regulatory examinations currently in progress for which we have not received examination reports.

Nonattest Services

33. You have provided nonattest services, including the following, during the period of this engagement:

    - Preparing a draft of the schedule of expenditures of federal awards
    - Completing the auditee portion of the Form SF-SAC (Data Collection Form) through the Federal Audit Clearinghouse

34. With respect to these services:

    a. We have designated a qualified management-level individual to be responsible and accountable for overseeing the nonattest services.

    b. We have established and monitored the performance of the nonattest services to ensure they meet our objectives.

    c. We have made any and all decisions involving management functions with respect to the nonattest services and accept full responsibility for such decisions.

    d. We have evaluated the adequacy of the services performed and any findings that resulted.

    e. We have established and maintained internal controls, including monitoring ongoing activities.

    f. When we receive final deliverables from you, we will store those deliverables in information systems controlled by us. We have taken responsibility for maintaining internal control over these deliverables.

Supplementary Information

35. With regard to supplementary information:

    a. We acknowledge our responsibility for the presentation of the supplementary information in accordance with the applicable criteria.

    b. We believe the supplementary information is fairly presented, both in form and content, in accordance with the applicable criteria.

    c. The methods of measurement and presentation of the supplementary information are unchanged from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.

    d. We believe the significant assumptions or interpretations underlying the measurement and/or presentation of the supplementary information are reasonable and appropriate.

e. If the supplementary information is not presented with the audited financial statements, we will make the audited financial statements readily available to intended users of the supplementary information no later than the date such information and the related auditor's report are issued.

Darrel Pyle
Darrel Pyle (Mar 18, 2026 12:35:55 CDT)

Darrel Pyle, City Manager
darrel.pyle@NormanOK.gov

Clint Mercer
Clint Mercer (Mar 18, 2026 11:51:10 CDT)

Clint Mercer, Chief Accountant
clint.mercer@NormanOK.gov

File Attachments for Item:

7. CONSIDERATION OF AWARDING, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF BID-2526-31: SUBMITTED BY RCC TRAFFIC, L.L.C, FOR INSTALLED PAVEMENT MARKINGS FOR THE TRAFFIC CONTROL DIVISION AS OUTLINED IN THE STAFF REPORT.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 03/24/2026

REQUESTER: Katherine Coffin

PRESENTER: Dennis Davis, Traffic Control Supervisor

ITEM TITLE: CONSIDERATION OF AWARDING, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF BID-2526-31: SUBMITTED BY RCC TRAFFIC, L.L.C, FOR INSTALLED PAVEMENT MARKINGS FOR THE TRAFFIC CONTROL DIVISION AS OUTLINED IN THE STAFF REPORT.

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 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 $50,920 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.

The City has also been successful in securing federal funds through the Association of Central Oklahoma Governments that pay 100% of the cost to stripe urban roadways over the past seven years. The typical project cost has been approximately $200,000, 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 60,000 feet of four-inch-wide stripe, 4,000 feet of 6-inch-wide stripes, 1,600 feet of 24-inch-wide stripes, nearly 100 left turn arrows and the removal of 25,000 feet of 4-inch-wide stripes, for a total cost of approximately $65,000.

The total estimated value of the pavement markings that have been applied throughout the City exceeds $ 2.5 million. 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 contract 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 No. 2526-31 was opened on Thursday, February 26, 2026, 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. RCC Traffic, LLC provided the most favorable bid for the provided specifications.

As in past accepted bids, Staff will closely monitor expenditure on 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, wintertime 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 2026.

The following funds are currently available in FYE 2026 and anticipated in FYE 2027:

FYE 2026:

$90,686 - General Fund, Pavement Marking (10550223-44235)

$139,000 - Capital Fund, Street Striping (50594406-46101; project TC0270)

Proposed for FYE 2027:

$90,686 - General Fund, Pavement Marking (10550223-44235)

$100,000 in Capital Fund, Street Striping (50594406-46101; project TC0270)

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 recommend that Bid 2526-31 (Sections I and II) be awarded to RCC Traffic, LLC, (Oklahoma City, Oklahoma) as the lowest bidder meeting specifications.

CONTRACT PROPOSAL

Purchasing Agent
City of Norman
PO Box 370
Norman, OK 73070

Dear Purchasing Agent:

The undersigned proposes to furnish by contract the following supplies, f.o.b., Norman, Oklahoma, on an as needed basis ready for immediate use as follows:

HOT APPLIED THERMOPLASTIC AND MULTI-POLYMER PAVEMENT MARKINGS AND RAISED PAVEMENT MARKER INSTALLATION

And according to the following specifications:

BIDDER SHALL RESPOND IN BIDDER'S PROPOSAL

GENERAL

BIDDER'S PROPOSAL

The Oklahoma Department of Transportation (ODOT) Standard Specifications for Highways Construction, 2009 Edition and any subsequent supplements shall apply.

The work shall consist of furnishing and applying necessary to produce thermoplastic and multi-polymer pavement markings and raised pavement markers on the roadway in accordance with these specifications and in reasonably close conformity with locations, lines dimensions and color as requested by the City of Norman. The work shall also consist of the proper removal of old pavement markings, as well as, the removal and reinstallation of raised pavement markers. **All assignments shall be performed in a professional workmanlike manner. So as not to impede rush hour traffic, no work shall be performed between 7:30am until 8:30am or any other hours that may be deemed necessary depending upon project location, as determined by the City of Norman.** Total amount of contract is estimated at no less than $100,000.00 per fiscal year.

MATERIALS. EQUIPMENT AND CONSTRUCTION METHODS

Plastic Pavement Markings, SPFHC Section 855 and ODOT Special Provisions for Plastic Traffic Stripe shall apply.

Multi-polymer Pavement Markings, SPFC Section 856 and ODOT Special Provision for Multi-polymer Pavement Traffic Stripe shall apply.

SURFACE PREPARATION

On existing pavements and when removal of existing pavement markings is required, remove existing pavement markings in accordance with SPFHC Section 805 Removal of Pavement Markings. Remove loose particles, dirt, tar, grease, residue of previous pavement markings and other deleterious material from surfaces to be striped. Removal shall take place the same day the pavement markings are to be applied.

TEMPORARY TRAFFIC CONTROL (TTC)

Appropriate advance warning signs and other TTC devices shall be installed prior to beginning assignments as necessary or required. A temporary traffic control plan shall be submitted to the City Transportation Engineer a minimum of 72 hours prior to the beginning of any work.

METHOD OF MEASUREMENT

Stripe will be measured by the linear foot of 4 inch, 6 inch, 8 inch, 12 inch or 24 inch wide traffic stripe material actually installed. Arrows, words, and symbols installed will be measured by each unit.

APPLICATION SCHEDULE

Weather permitting; each assignment shall be completed within 30 days after an assignment is received from the City of Norman. The City of Norman assures that striping assignments will total a minimum amount of $3,500.00.

CONTRACT PERIOD

Date approved by the City Council until December 31, 2026 or until 30 days after notice has been given by the City of Norman of its desire to terminate the contract.

***Estimated quantities shown are for information only and are not to be construed as actual amounts to be purchased.**

SECTION 1

PAVEMENT MARKINGS	PLASTIC Unit Bid Price	Estimated Quantity	MULTI-POLYMER Unit Bid Price
• White (W) / Yellow (Y)			
A. 4 inch wide W/Y line per linear foot	$ 1.00	70,000 LF	$ 1.00
B. 4 inch wide black line per linear foot	$ —	10,000 LF	$ 5.00
C. 6 inch wide W/Y line per linear foot	$ 1.00	40,000 LF	$ 1.25
D. 6 inch wide black line per linear foot	$ —	10,000 LF	$ 1.75
E. 8 inch wide W/Y line per linear foot	$ 2.00	3,000 LF	$ 3.00
F. 12 inch wide W/Y line per linear foot	$ 2.50	500 LF	$ 3.00
G. 24 inch wide white line per linear foot	$ 10.00	4,000 LF	$ 10.00
H. ONLY 8ft. x 5.9ft. (MUTCD Fig. 3B-23)	$ 100.00	10 EA	$ 100.00
I. Grade Crossing (RXR) 8ft. x 20ft. (MUTCD Fig. 8B-7(A))	$ 250.00	10 EA	$ 250.00
J. Turn Lane-Use Arrow 8ft. (MUTCD Fig. 3B-24(B) full-sized)	$ 65.00	60 EA	$ 65.00
K. Through Lane-Use Arrow 9.5ft. (MUTCD Fig. 3B-24(A) full-sized)	$ 75.00	10 EA	$ 75.00
L. Turn and Through Lane-Use Arrow 12.75ft. (MUTCD Fig. 3B(C) full-sized)	$ 150.00	10 EA	$ 150.00
M. Speed Hump Marking (MUTCD Fig. 3B-29(A))	$ 65.00	100 EA	$ 55.00
N. Bicycle Lane Marking (MUTCD Fig. 9C-3(A), Bike Symbol)	175.00	60 EA	$ 175.00
O. Shared Lane Marking (MUTCD Fig. 9C-9)	175.00	40 EA	$ 175.00
P. Yield Line Marking 12in. x 18in. segment (MUTCD Fig. 3B-16(a))	25.00	60 EA	$ 25.00

Q. Yield Line Marking 24in. x 36in. segment (MUTCD Fig. 3B-16(b))	$ 50.00	30 EA	$ 50.00
R. Two-Lane SCHOOL Marking (MUTCD Fig.7C-1)	$ 375 00	4 EA	$ 375 00

THERMOPLASTIC REMOVAL

Cleanup and proper disposal of debris is the responsibility of the contractor.	**PLASTIC** Unit Bid Price	**Estimated Quantity**	**MULTI-POLYMER** Unit Bid Price
S. Removal of pavement markings based on a 4" wide line per linear foot	$ 1.00	75,000 LF	$ 1.55
T. Removal of "Arrow" pavement marking symbol	$ 20.00	50 EA	$ 20.00
U. Removal of "Only" pavement marking legend	$ 20.00	20 EA	$ 20.00

SECTION II
RAISED PAVEMENT MARKERS

A. Installation of Ennis-Flint Lens Cradle Casting, Model 201 and retro-reflective marker lens, or approved equal	$ —	400 EA	$ 40.00
B. Replacement of retro-reflective marker lens in model 201	$ —	50 EA	$ 20 00
C. Removal of raised pavement marker casting and patch pavement where marker existed.	$ —	100 EA	$ 100.00

If awarded this contract on the basis of the above bid, we agree to provide all materials to the City of Norman within the delivery time specified as soon as the contract is awarded.

The bidder guarantees the bid prices for 45 days subsequent to the date of the bid; or if awarded, according to the expiration of the contract.

Signed: [signature]

By: Doug Walker



Address: 3101 NE 63rd St.

City State: OKC, OK

Zip: 73121

Telephone: 405-478-9900

Any exceptions to the specifications must be clearly detailed and described. In the event clarification of specifications is required, please contact:

Dennis Davis
Traffic Control Supervisor
PO Box 370
Norman, OK 73070
Office: 405-329-0528
Direct: 405-307-7241

AFFIDAVIT OF NON COLLUSION

STATE OF Oklahoma)

COUNTY OF Oklahoma)ss

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

Bidder

By: Doug Walker

Subscribed and sworn to before me on this 25 day of February, 2026

Kati Ratliff

KATI RATLIFF Notary # 10008003 EXP 09/24/26 STATE OF GEORGIA

My Commission Expires 09/24/26

CERTIFICATE OF NONDISCRIMINATION

In connection with the performance of work under this contract, the contractor agrees as follows.

A. The contractor agrees not to discriminate against any employee or applicant for employment because of race, color, religion, ancestry, national origin, age, place of birth, disability, sex, sexual orientation, gender identity or expression, familial status, or marital status, including marriage to a person of the same sex. The Contractor shall take affirmative action to ensure that employees are treated without regard to their race, color, religion, ancestry, national origin, age, place of birth, disability, sex, sexual orientation, gender identity or expression, familial status, or marital status, including marriage to a person of the same sex. Such actions shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruiting or recruitment, advertising, lay-off, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Contractor and Subcontractor shall agree to post in a conspicuous place, available to employees and applicants for employment, notices setting forth the provisions in this section.

B. In the event of the Contractor's noncompliance with this nondiscrimination clause, the contract may be canceled or terminated by the City Council. The Contractor may be declared by the City Council ineligible for further contracts with the said agency until satisfactory proof of intent to comply shall be made by the Contractor.

C. The Contractor agrees to include this nondiscrimination clause in any subcontracts connected with the performance of this agreement.

I have read the above stated clauses and agree to abide by their requirements.

RCC TRAFFIC, LLC LIMITED LIABILITY COMPANY SEAL STATE OF OKLAHOMA

Contractor

ATTEST

Logan Green Operations Manager

Name and Title

Signatory Notarization

STATE OF OKLAHOMA, COUNTY OF OKLAHOMA, SS:

Before me, the undersigned, a Notary Public in and for said Doug Walker of the RCC Traffic, LLC, its Manager, to me known to be the identical person(s) who executed the foregoing BID-2526-31 and acknowledged to me that they executed the same as their free and voluntary act and deed for the uses and purposes therein set forth.

WITNESS my hand and seal this 18th day of March, 2026.

My Commission Expires: December 4th, 2028



Notary Public: _____

CITY OF NORMAN
Office of the Purchasing Division
Norman, Oklahoma

INVITATION TO BID #2526-31

The City of Norman, Oklahoma **will** open sealed bids in the Conference Room of City of Norman, 225 N. Webster Avenue on the below listed item at 2:00 P.M. on Thursday, February 26, 2026.

Hot Applied Thermoplastic Pavement Markings and
Multi-Polymer Pavement Markings and Raised Pavement Marker Installation

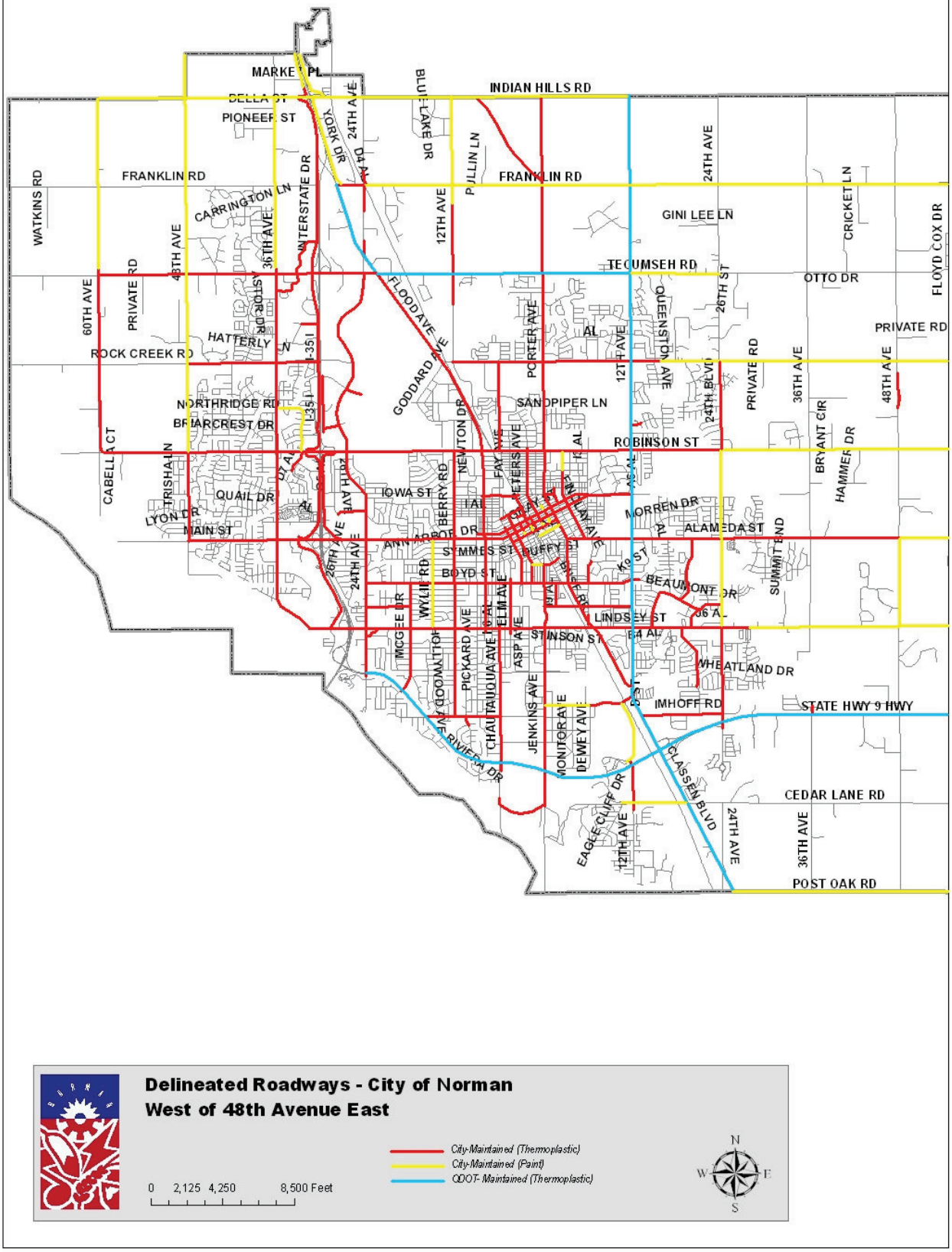
All bids **must** be in the Office of the Purchasing Division, 225 N. Webster Ave., Norman, Oklahoma 73069, **BEFORE THE FINAL CLOSING HOUR** as shown on the Invitation to Bid. If bid is mailed, to be considered it **should** be addressed as follows: Attention: Purchasing Division, Opening of Bids, City of Norman, P. O. Box 370, Norman, Oklahoma, 73070. In addition, the bid envelope **should** be plainly marked on both sides indicating the bid number.

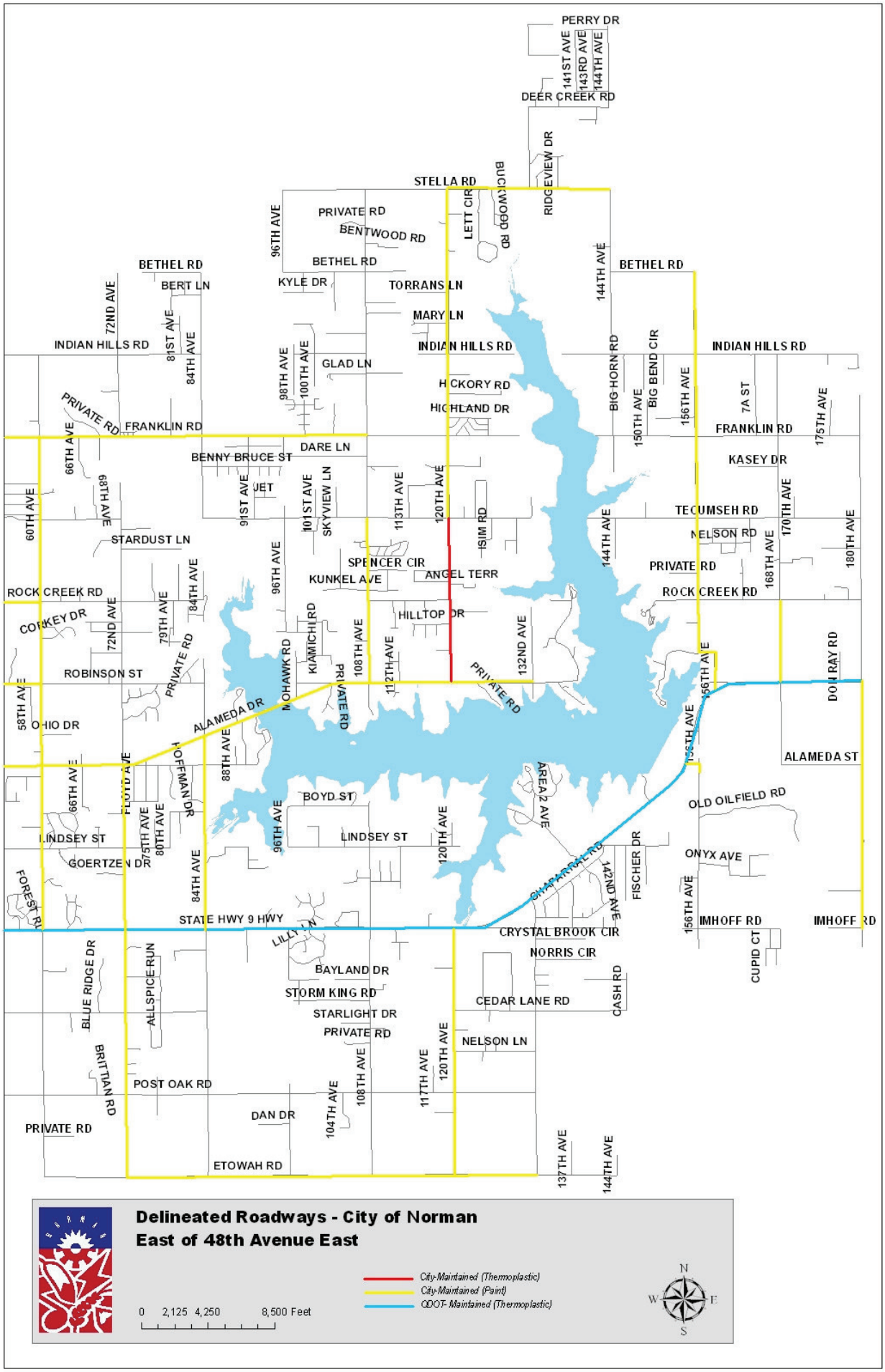
The unit price **must** be stated on all items and all totals extended, if required. **BIDDER GUARANTEES UNIT PRICES TO BE CORRECT**. To receive consideration, bids **must** be submitted on the City of Norman "Form for Bidders" and "Bidders Proposal" (if applicable), which are hereby made part of this Invitation to Bid.

Alternate bids **may** be considered. If bidding an alternate, so state on the face of the Form for Bidders and fully describe the merchandise and include Manufacturer's literature. Unless the bidder identifies on the Form for Bidders that an alternate is being bid, the vendor **will** be expected to deliver merchandise as specified. Alternate bids **shall** not be submitted to circumvent the specifications.

The Affairs of the City of Norman, whether in the conduct of its governmental or proprietary functions, involve the health, safety, and welfare of the public; and because the item(s) specified are necessary and proper for the conduct of said affairs, any delay in the delivery of the item(s) being bid can jeopardize the health, safety, and welfare of the public, and can result in the incurring of additional expenses to the City. For these reasons, it is understood by the bidder the date of delivery of the item(s) being bid herein is considered to be an integral part of this bid and **may** be considered in awarding the contract.

Discount and delivery date **must** be plainly stated on the Form for Bidders and Bidders Proposal. Use ink pen or typewriter in filling in quotation and initial any corrections. Bid and Affidavit **must** be signed in ink by an authorized representative of the company making the bid. ***Bidders should submit one original and one duplicate Form for Bidders and Proposals.*** All bids **will** be awarded by Section or Sections whichever is in the best interest of the City. Any bidder who fails to return the third consecutive invitation **will** be removed from the bid list. If the above procedures are not followed, bids **may** be disqualified. The right is reserved by the City to reject any or all bids or parts of bids. All bids are public records and are available during regular office hours


INDIAN HILLS RD
FRANKLIN RD
WATKINS RD
CARRINGTON LN
INTERSTATE DR
YORK DR
24TH AVE
BLUE LAKE DR
PULLIN LN
12TH AVE
GINI LEE LN
CRICKET LN
FLOYD COX DR
TECUMSEH RD
OTTO DR
48TH AVE
36TH AVE
PRIVATE RD
60TH AVE
ROCK CREEK RD
HATTERLY LN
FLOOD AVE
GODDARD AVE
PORTER AVE
QUEENSTON AVE
26TH ST
12TH AVE
24TH BLVD
NORTHRIDGE RD
BRIARCREST DR
SANDPIPER LN
NEWTON DR
FAY AVE
PETERS AVE
ROBINSON ST
BRYANT CIR
HAMMER DR
CABELLA CT
TRISHAN
QUAIL DR
LYON DR
MAIN ST
IOWA ST
BERRY RD
MORREN DR
ALAMEDA ST
ANN ARBOR DR
STUBBEMAN AVE
STIMMES ST
BOYD ST
WYLIE RD
MCGEE DR
ELM AVE
ASP AVE
LINDSEY ST
BEAUMONT DR
SUMMIT END
WHEATLAND DR
IMHOFF RD
STATE HWY 9 HWY
PICKARD AVE
CHAUTAUQUA AVE
JENKINS AVE
MONITOR AVE
DEWEY AVE
RIVIERA DR
CLASSEN BLVD
EAGLE CLIFF DR
CEDAR LANE RD
POST OAK RD
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
N
W
E
S


PERRY DR
141ST AVE
143RD AVE
144TH AVE
DEER CREEK RD
RIDGEVIEW DR
STELLA RD
BUCKWOOD RD
LETT CIR
PRIVATE RD
BENTWOOD RD
96TH AVE
BETHEL RD
BERT LN
KYLE DR
TORRANS LN
MARY LN
144TH AVE
BETHEL RD
72ND AVE
81ST AVE
84TH AVE
INDIAN HILLS RD
98TH AVE
100TH AVE
GLAD LN
HICKORY RD
HIGHLAND DR
BIG HORN RD
BIG BEND CIR
150TH AVE
156TH AVE
7A ST
175TH AVE
INDIAN HILLS RD
PRIVATE RD
FRANKLIN RD
66TH AVE
DARE LN
BENNY BRUCE ST
91ST AVE
JET
101ST AVE
SKYVIEW LN
113TH AVE
120TH AVE
ISIM RD
FRANKLIN RD
KASEY DR
60TH AVE
68TH AVE
STARDUST LN
TECUMSEH RD
NELSON RD
170TH AVE
144TH AVE
SPENCER CIR
ANGEL TERR
KUNKEL AVE
96TH AVE
84TH AVE
PRIVATE RD
168TH AVE
180TH AVE
ROCK CREEK RD
ROCK CREEK RD
CORKEY DR
72ND AVE
79TH AVE
HILLTOP DR
KIAMICHI RD
108TH AVE
112TH AVE
132ND AVE
PRIVATE RD
ROBINSON ST
PRIVATE RD
NOHAWK RD
156TH AVE
DON RAY RD
58TH AVE
OHIO DR
ALAMEDA DR
88TH AVE
HOFFMAN RD
156TH AVE
ALAMEDA ST
FLOYD AVE
66TH AVE
AREA 2 AVE
OLD OILFIELD RD
BOYD ST
LINDSEY ST
75TH AVE
80TH AVE
96TH AVE
120TH AVE
LINDSEY ST
ONYX AVE
GOERTZEN DR
84TH AVE
CHAPARRAL RD
142ND AVE
FISCHER DR
156TH AVE
FOREST RD
STATE HWY 9 HWY
LILLY LN
IMHOFF RD
IMHOFF RD
CRYSTAL BROOK CIR
NORRIS CIR
CUPID CT
BLUE RIDGE DR
ALLSPICE RUN
BAYLAND DR
STORM KING RD
CEDAR LANE RD
CASH RD
STARLIGHT DR
PRIVATE RD
NELSON LN
BRITTAN RD
POST OAK RD
104TH AVE
108TH AVE
117TH AVE
120TH AVE
DAN DR
PRIVATE RD
ETOWAH RD
137TH AVE
144TH AVE
Delineated Roadways - City of Norman
East of 48th Avenue East
City-Maintained (Thermoplastic)
City-Maintained (Paint)
ODOT-Maintained (Thermoplastic)
0 2,125 4,250 8,500 Feet
N
W
E
S

SECTION ONE - PAVEMENT MARKINGS #2526-31

			Action Safety Supply Oklahoma City, OK				RCC Traffic, LLC (Rudy) Oklahoma City, OK				Direct Traffic Control, Inc. Okahoma City, OK		RoadSafe Traffic Systems, Inc. Oklahoma City, OK		sharonp@eplanning.com		bids@aw-inc..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 W / Y Line (LF)	70,000	$1.31	$91,700.00	$1.05	$73,500.00	$1.00	$70,000.00	$1.00	$70,000.00	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
B.	4" Wide Black Line (LF)	10,000	NA	NA	$15.75	$157,500.00	NA	NA	$5.00	$50,000.00	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
C.	6" Wide W / Y Line (LF)	40,000	$1.73	$69,200.00	$1.21	$48,400.00	$1.00	$40,000.00	$1.25	$50,000.00	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
D.	6" Wide Black Line (LF)	10,000	NA	NA	$2.73	$27,300.00	NA	NA	$1.75	$17,500.00	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
E.	8" Wide W / Y Line (LF)	3,000	$2.57	$7,710.00	$2.52	$7,560.00	$2.00	$6,000.00	$3.00	$9,000.00	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
F.	12" Wide W / Y Line (LF)	500	$2.73	$1,365.00	$2.73	$1,365.00	$2.50	$1,250.00	$3.00	$1,500.00	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
G.	24" Wide White Line (LF)	4,000	$13.65	$54,600.00	$13.65	$54,600.00	$10.00	$40,000.00	$10.00	$40,000.00	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
H.	ONLY 8ft. X 5.9ft. (EA)	10	$54.60	$546.00	$54.60	$546.00	$100.00	$1,000.00	$100.00	$1,000.00	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
I.	Grade Crossing (RXR)	10	$341.25	$3,412.50	$341.25	$3,412.50	$250.00	$2,500.00	$250.00	$2,500.00	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
J.	Turn Lane-Use Arrow (EA)	60	$75.08	$4,504.80	$75.08	$4,504.80	$65.00	$3,900.00	$65.00	$3,900.00	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
K.	Through Lane-Use Arrow (EA)	10	$75.08	$750.80	$75.08	$750.80	$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	$81.90	$819.00	$81.90	$819.00	$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 Marking (EA)	100	$170.63	$17,063.00	$170.63	$17,063.00	$65.00	$6,500.00	$55.00	$5,500.00	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
N.	Bicycle Lane Marking (EA)	60	$204.75	$12,285.00	$204.75	$12,285.00	$175.00	$10,500.00	$175.00	$10,500.00	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
O.	Shared Lane Marking (EA)	40	$204.75	$8,190.00	$204.75	$8,190.00	$175.00	$7,000.00	$175.00	$7,000.00	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
P.	Yield Line Marking (EA) 12 in. X 18 in.	60	$27.30	$1,638.00	$27.30	$1,638.00	$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 (EA) 24 in. X 36 in.	30	$34.13	$1,023.90	$34.13	$1,023.90	$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	4	$425.25	$1,240.00	$425.25	$1,240.00	$375.00	$1,500.00	$375.00	$1,500.00	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	$1.21	$90,750.00	$1.21	$90,750.00	$1.00	$75,000.00	$1.55	$116,250.00	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
T.	Removal of "Arrow" pavement marking symbol	50	$31.50	$1,575.00	$31.50	$1,575.00	$20.00	$1,000.00	$20.00	$1,000.00	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
U.	Removal of "Only" pavement marking legend	20	$31.50	$630.00	$31.50	$630.00	$20.00	$400.00	$20.00	$400.00	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
	GRAND TOTAL			**$369,003.00**		**$514,653.00**		**$271,800.00**		**$392,800.00**								

SECTION TWO - RAISED PAVEMENT MARKERS - CLASS C BID 2526-31

		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				sharonp@eplannng.com				bids@aw-inc.com			
		Plastic		Multi-Polymer		Plastic		Multi-Polymer		Plastic		Multi-Polymer		Plastic		Multi-Polymer		Plastic		Multi-Polymer		Plastic		Multi-Polymer	
ITEM	QUANTITY	PRICE				PRICE				NO BID				NO BID				NO BID				NO BID			
A.) Installation of Ennis-Flint Model 201	400		$105.00		$42,000.00			$40.00	$16,000.00	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		$21.00		$1,050.00			$20.00	$1,000.00	NO BID		NO BID		NO BID		NO BID		NO BID		NO BID		NO BID		NO BID	
C.) Removal of Raised Pavement Markers	100		$105.00		$10,500.00		$0.00	$100.00	$10,000.00	NO BID		NO BID		NO BID		NO BID		NO BID		NO BID		NO BID		NO BID	
GRAND TOTAL			**$0.00**		$53,550.00		**$0.00**		$27,000.00																

Supervisor

File Attachments for Item:

8. CONSIDERATION OF APPROVAL, ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-128: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, COMPLETING A WARRANTY DEED FROM THE CITY OF NORMAN, OKLAHOMA, TO MONTEREY DEVELOPMENT COMPANY, L.L.C., FOR A 0.0059 ACRE STRIP OF LAND ADJACENT TO MONTEREY III ADDITION AS PART OF THE FINAL PARK LAND DEDICATION AMOUNT REQUIRED FOR MONTEREY ADDITION.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 3/24/2026

REQUESTER: James Briggs, Park Development Manager

PRESENTER: Jason Olsen, Director of Parks & Recreation

ITEM TITLE: CONSIDERATION OF APPROVAL, ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-128: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, COMPLETING A WARRANTY DEED FROM THE CITY OF NORMAN, OKLAHOMA, TO MONTEREY DEVELOPMENT COMPANY, L.L.C., FOR A 0.0059 ACRE STRIP OF LAND ADJACENT TO MONTEREY III ADDITION AS PART OF THE FINAL PARK LAND DEDICATION AMOUNT REQUIRED FOR MONTEREY ADDITION.

BACKGROUND:

In 2005, a preliminary plat was approved for land south of Cedar Lane Road and west of the BNSF Railroad Tracks for the development of Cedar Lane Addition. The Board of Park Commissioners accepted the staff recommendation at that time to provide an estimated 5 acres of park land from the developer to satisfy the City of Norman's Park Land Dedication ordinance. As time passed, the preliminary plat for Cedar Lane Addition split into two final plats—one for Monterey Addition and one for Cedar Lane Addition.

Each addition was responsible for its portion of the required park land as development continued, which would ultimately total 4.69 acres once all final plats were filed. In 2010, we received a deed for a 17-foot-wide, 0.3258-acre strip of land from Monterey, which covered their park dedication up to that date. The remainder of the Monterey Addition park land would come later as development continued and final plats were approved. Cedar Lane Addition also contributed all of the land they owed in a single dedication in 2011, totaling 4.3729 acres. The Monterey and Cedar Lane park land dedications are contiguous parcels. At that point, the city had enough land to proceed with the development of a large neighborhood park, which was completed as Songbird Park in 2019.

At that time, Monterey had not built any additional housing sections beyond its first phase. The land they would eventually have to deed to the city is a strip of uncleared land adjacent to their original 17-foot-wide land dedication, which is currently the western edge of Songbird Park. The additional land dedication will be easily added to Songbird by removing the fence that currently separates it from the City-owned property, allowing city crews to develop and maintain that area like the rest of the park.

DISCUSSION:

The developer of Monterey Addition has contacted the Parks and Recreation Department and is prepared to issue a warranty deed to the City of Norman for the remaining land they owe to fulfill their park land obligation, now that they are final-platting the remainder of their development. However, they have discovered that the 17-foot-wide strip of land they deeded to the city in 2005 needs to be adjusted by 2 feet to make the size of one of their residential lots adjacent to the current park land the proper size for final grading, fencing, and underground storm sewer clearance.

In order to do this, the amount of land described in the deed for the lot adjustment will be accounted for by a slight widening of the remaining park land they will deed to the city adjacent to Songbird Park. The south end of the Monterey Addition park land dedication being adjusted also provides a pedestrian connection from Monterey Addition to the park in the remaining 15-foot-wide strip adjacent to the house lot being adjusted on Presidio Drive (see overall park dedication exhibit). There is also a drainage easement being granted to the city from the developer that will cross the park land shown on the exhibit.

Accepting the additional park land and the drainage easement are normal actions handled by City staff. However, the conveyance of land from the city to a private party needs Council approval. This Item is being presented only to approve staff to execute the deed of the 0.0059-acre of land as shown in Exhibit A. All final deeds will be filed with the county upon approval.

RECOMMENDATION 1:

It is recommended that the City Council approve Resolution Number R-2526-128 and execute a Warranty Deed to convey 0.0059 acres of land from the original public park land dedication from Monterey Addition back to Monterey Development Company L.L.C., in order to provide a proper lot size for the Monterey III development.

RECOMMENDATION 2:

It is also recommended that the City Council accept a deed from Monterey Development Company for public park land in the amount of 0.7722 acres adjacent to Songbird Park, which will include their final park land dedication acreage, plus an amount of land equal to the .0059 acres of land being deeded back to Monterey via this action.

WARRANTY DEED

KNOW ALL MEN BY THESE PRESENTS:

THAT The City of Norman, Oklahoma (Grantor), a municipal corporation of Cleveland County, party of the first part, in consideration of the sum of TEN DOLLARS ($ 10.00), receipt of which is hereby acknowledged, and for and upon other good and valuable consideration do hereby grant, bargain, sell and convey unto the Monterey Development Company, LLC (Grantee), party of the second part, the fee simple title in and to the following described real property and premises, and including all right, title and interest in and to the airspace, light and view above the surface of the lands herein described, reserving and excepting the mineral interests, therein, to-wit::

See Exhibit "A" attached hereto.

Together with all improvements thereon and the appurtenances thereunto belonging, and warrant the title to the same.

To have and to hold said described premises unto said Grantee, its heirs and assigns forever, free clear and discharged of and from all former grants, charges, taxes, judgments, mortgages and other liens and encumbrances of whatsoever nature, reserving and excepting the mineral interests therein; provided, however, that any explorations or development of said reserved mineral rights shall not directly or indirectly interfere with the use of said land by the Grantee.

Signed and delivered this _____ day of _____, 2026.

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 _____ day of March, 2026, personally appeared _____(Grantor), to me known to be the identical person(s) who executed the foregoing grant of easement and acknowledged to me that they executed the same as their 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: _____ Notary Public: _____

Approved as to form and legality this 18 day of March, 2026.

_____
City Attorney

Approved and conveyed by the Council of the City of Norman, this _____ day of _____, 2026.

_____
Mayor

ATTEST:

_____
City Clerk

SEAL:

EXHIBIT "A"
LEGAL DESCRIPTION
for
MONTEREY SECTION III
PARK LAND REDUCTION

A Tract of land located in part of the Northwest Quarter (NW/4) of Section Sixteen (16), Township Eight (8) North, Range Two (2) West of the Indian Meridian, City of Norman, Cleveland County, Oklahoma, more particularly described as follows:

The west 2.00 feet of the south 128.5 feet of the tract of land described in a deed to the City of Norman found in Book 4789, Page 1468 in the records of the Cleveland County Clerk being further described as follows:

COMMENCING at the Southeast corner of said tract of land described in Deed of Book 4789, Page 1468;
Thence South 89°26'54" West along the south line of said tract a distance of 15.00 feet to the POINT OF BEGINNING;
Thence Continuing South 89°26'54" West along said south line a distance of 2.00 feet to the southwest corner of said deed tract;
Thence North 00°12'05" West along the west line of said deed tract, a distance of 128.50 feet;
Thence North 89°26'54" East, parallel with the south line of said deed tract, a distance of 2.00 feet;
Thence South 00°12'05" East, parallel with the west line of said deed tract, a distance of 128.50 feet, to the POINT OF BEGINNING;

Said area containing 0.0059 acre, more or less. (See Exhibit "A" drawing, attached).

Resolution

R-2526-128

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, COMPLETING A WARRANTY DEED FROM THE CITY OF NORMAN, OKLAHOMA, TO MONTEREY DEVELOPMENT COMPANY, L.L.C., FOR A 0.0059 ACRE STRIP OF LAND ADJACENT TO MONTEREY III ADDITION AS PART OF THE FINAL PARK LAND DEDICATION AMOUNT REQUIRED FOR MONTEREY ADDITION.

§ 1. WHEREAS, in 2005, the City Council approved a plat for Cedar Lane Addition that included a land decision from the Board of Park Commissioners to satisfy the Park Land Dedication requirements for this Addition; and

§ 2. WHEREAS, in 2010 the City Council accepted park land deeds from the developers building the Cedar Lane and Monterey Additions as separate final plats for the original Cedar Lane Addition after it split into two separate developments, including a 0.3258 acre deed from Monterey Addition for the land they owed for the section they were developing at that time; and

§ 3. WHEREAS, the City of Norman completed development of the land acquired from Cedar Lane and Monterey Additions as a public park named Songbird Park in 2019, with the understanding that additional park land would be donated to the City adjacent to Songbird Park by Monterey Addition as that developer filed the remainder of their final plats for their future additions; and

§ 4. WHEREAS, Monterey Addition is now moving forward with final platting for the remainder of their land, which includes a need to adjust the width of a small portion of their original park land dedication from 2010 by 2 feet for a distance of 128.5 feet in order to provide the proper width for a house lot adjacent to that land, with the total 0.0059 acre of land contained in that adjustment being accommodated in the additional park land being dedicated to the City of Norman to fulfill their remaining Park Land Dedication via a separate deed.

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

§ 5. That the Council approve executing a Warranty Deed to convey a 0.0059 acre tract of land from the original park land dedication from Monterey Addition back to Monterey Development Company, L.L.C., in order to complete the park land dedication required of Monterey III Addition.

PASSED AND ADOPTED THIS 24th DAY OF MARCH 2026.

_____
Mayor, Stephen T. Holman

ATTEST:

_____
City Clerk

File Attachments for Item:

9. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT FOUR TO CONTRACT K-1617-105: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN AND GARVER, L.L.C., INCREASING THE CONTRACT AMOUNT BY $174,906.00 FOR A REVISED CONTRACT AMOUNT OF $644,256.00 TO PROVIDE ADDITIONAL DESIGN SERVICES FOR THE JAMES GARNER AVENUE PROJECT FROM ACRES STREET TO FLOOD AVENUE (WARD 4)

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 03/24/2026

REQUESTER: Matheus Dias, Capital Projects Engineer

PRESENTER: Scott Sturtz, Public Works Director

ITEM TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT FOUR TO CONTRACT K-1617-105: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN AND GARVER, L.L.C., INCREASING THE CONTRACT AMOUNT BY $174,906.00 FOR A REVISED CONTRACT AMOUNT OF $644,256.00 TO PROVIDE ADDITIONAL DESIGN SERVICES FOR THE JAMES GARNER AVENUE PROJECT FROM ACRES STREET TO FLOOD AVENUE (WARD 4)

BACKGROUND:

On November 8, 2016, the Norman City Council approved programming Resolution R-1617-49 requesting federal funds to widen James Garner Avenue from Acres Street to Flood Avenue. This Resolution states the City's commitment to adhere to the terms and conditions of a federally funded project. Through the Association of Central Oklahoma Governments (ACOG), the Oklahoma Department of Transportation (ODOT) agrees to provide 80% of the cost of construction with a 20% matching share from the City of Norman. In order to receive the federal funding, the City of Norman is required to enter in an agreement with ODOT to complete the design, acquire all rights-of-way and relocate existing utilities/encroachments at City's cost.

In March of 2017, the Norman City Council approved the design contract, K-1617-105, with Cabbiness Engineering, in the amount of $427,000.00, for the James Garner Avenue Project from Acres Street to Flood Avenue, and Cabbiness began preliminary design for the project.

On August 27, 2019 the Norman City Council approved Contract Amendment No. 1 to contract K-1617-105, between the City of Norman and Cabbiness Engineering, in the amount of $2,275.00, for additional design services on the James Garner Avenue Project from Acres Street to Flood Avenue.

On March 23, 2021 the Norman City Council approved Contract Amendment No. 2 to contract K-1617-105, between the City of Norman and Garver, L.L.C., in the amount of $5,675.00, for additional design services on James Garner Avenue Project from Acres Street to Flood Avenue.

On April 12, 2022, the Norman City Council approved Contract Amendment 3 for contract K-1617-105, between the City of Norman and Garver, L.L.C., in the amount of $34,400.00, for

additional design services on the James Garner Avenue Project from Acres Street to Flood Avenue.

DISCUSSION:

This Norman Forward Street Improvement Project on James Garner Avenue has created a new entry into downtown. As anticipated, the intersection of Acres Street and James Garner Avenue now experiences high traffic volumes for north-south and east-west movements. Due to the adjacent proximity with BNSF railroad tracks, a 4-way stop cannot be used at this intersection because of the unsafe situation where westbound traffic would likely back up eastward beyond the railroad crossing and vehicles potentially would get stopped on the railroad tracks. The current configuration is a 2-way stop for north-south traffic and free flow for east-west traffic. As a result, drivers freely travel through Acres Street, but the James Garner Avenue movement is restricted by stop signs that generate long queues during peak hours. In addition, the frequency of train movements has created additional congestion in the area. The purpose of the James Garner Avenue and Acres Street intersection modification is to design a roundabout to ease congestion for local drivers and to provide safe passage for pedestrians and bicycles at this location. Roundabouts are effective in creating natural free flowing movements and safer conditions for public transit.

Approximately 80% of the construction cost will be funded by the Association of Central Oklahoma Governments (ACOG), which, on January 22, 2026, approved a grant for Congestion Mitigation and Air Quality (CMAQ) projects in the City of Norman. The federal amount to construct a roundabout at the intersection of Acres Street and James Garner Avenue is $815,111, and as part of the grant requirements, the City of Norman will be responsible for providing a minimum 20% match or approximately $204,000.

Garver, L.L.C., previously performed the design for the James Garner Avenue Phase 2 project from Acres Street to Flood Avenue so they are very familiar with this intersection and roundabout design. As a result, City staff has selected Garver, L.L.C., to extend their design farther south to include this roundabout. Contract Amendment No. 4 will provide the following engineering related services: design survey, geotechnical investigation, engineering plans, right-of-way acquisition support, utility relocation coordination, and bidding support with limited construction administration. If approved, Amendment No. 4 will increase the contract amount to fund the new design in the amount of $174,906.00 or 37% percent increase for a revised total of $644,256.

Funds for Amendment No. 4 are available in the Project Construction account (Project - NFP109, Account No. 51594405-46101) and will need to be transferred to the Project Design Account (Project - NFP109, Account No. 51594405-46201).

RECOMMENDATION No. 1:

City staff recommends a balance transfer in the amount of $174,906.00 from the Project Construction account (Project - NFP109, Account No. 51594405-46101) to the Project Design Account (Project - NFP109, Account No. 51594405-46201).

RECOMMENDATION No. 2:

City staff further recommend approval of Contract Amendment No. 4 for contract K-1617-105, between the City of Norman and Garver, L.L.C., in the amount of $174,906.00 for the design of the James Garner Avenue Project from Acres Street to Flood Avenue.

AMENDMENT NO. 4
TO CONTRACT NO. K-1617-105

Amendment No. 4 of the Contract K-1617-105 between Garver, LLC (CONSUTLANT) and the City of Norman, a municipal corporation (OWNER), is amended to include the following agreement of the parties.

RECITALS

WHEREAS, the Parties entered into Contract K-1617-105 on March 14, 2017 for professional survey, design, analysis and engineering services in connection with the James Garner Avenue Project from Acres Street to Flood Avenue (the "Project"), as set forth therein, for a total cost of **$469,350.00**.

WHEREAS, the Parties wish to amend CONSULTANT's provision of contract services, and to supplement those services as set forth herein, for an extended time period to end on April 15, 2027, and for an additional cost of **$174,906.00**, bringing the contract total to **$644,256.00**.

I. **ATTACHMENT A** to K-1617-105, Scope of Services, shall be supplemented and amended as follows:

SEE AMENDMENT NO. 4 - ATTACHMENT A

II. **ATTACHMENT B** to K-1617-105, Schedule, shall be amended so as to reflect provision of the services outlined in ATTACHMENT B, as follows:

SEE AMENDMENT NO. 4 - ATTACHMENT B

III. **ATTACHMENT C** to K-1617-105, Compensation, shall be supplemented so as to provide for CONSULTANT's compensation for the amended and supplemental services outlined in this amendment, as follows:

SEE AMENDMENT NO. 4 - ATTACHMENT C

IV. Contract K-1617-105 shall only be amended as required to give full force and effect to these amendments. All other terms of Contract K-1617-105 shall remain in full force and effect.

[THE REMAINDER OF THIS PAGE LEFT INTENTIONALLY BLANK]

Final payment shall not be deemed to waive any rights or obligation of the OWNER or the CONSULTANT to this AGREEMENT.

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

IN WITNESS WHEREOF, OWNER and CONTRACTOR have executed this Agreement.

DATED this ____ day of _____, 2026.

The City of Norman (OWNER)	Garver, LLC (CONTRACTOR)
Signature _____	Signature J. Bret Cabbiness
Name _____	Name J. Bret Cabbiness, PE
Title _____	Title Sr. Project Manager
Date _____	Date March 3, 2026
Attest:	Attest:
_____ City Clerk	John Strahan ~~Secretary~~ Witness

Approved as to form and legality this 13 day of March 2026.

Elizabeth C. Huckabee
City Attorney

Signatory Notarization

STATE OF Oklahoma, COUNTY OF Cleveland, SS:

Before me, the undersigned, a Notary Public in and for said J. Bret Cabbiness of the Garver, LLC, its Sr. Project Manager, to me known to be the identical person(s) who executed the foregoing AMENDMENT NO. 4 TO CONTRACT NO. K-1617-105 and acknowledged to me that they executed the same as their free and voluntary act and deed for the uses and purposes therein set forth.

WITNESS my hand and seal this 3rd day of March, 2026.

My Commission Expires: 10-26-28 / 24013423

Notary Public: Susan K Iwertz

SUSAN K IWERTZ
NOTARY PUBLIC
STATE OF OKLAHOMA
Commission # 24013423 Expires 10/25/28

AMENDMENT NO. 4 ATTACHMENT A
SCOPE OF SERVICES
James Garner Avenue and Acres Street Intersection Modifications

Article 3 of the AGREEMENT is amended and supplemented to include the following agreement of the parties. CONSULTANT shall, except as otherwise provided for herein, furnish all Engineering services, labor, equipment, and incidentals (SERVICES) as required for this AGREEMENT.

DESCRIPTION OF PROJECT

The CONSULTANT is to provide ENGINEERING SERVICES in connection with the reconfiguration of the existing conventional intersection at James Garner Avenue and Acres Street to a multi-leg roundabout intersection. It is the intent to leave as much of the existing asphalt concrete pavement intact and widen were necessary to create the ultimate roundabout footprint. Additionally, the project shall not encroach upon the existing BNSF Railroad right of way or negatively impact the Quiet Corridor improvements along Acres Street. The Project consists of the development of a new roundabout intersection roadway, stormwater hydrology & hydraulic design, utility relocation coordination, traffic engineering, final construction plans and specifications, bidding, and limited construction administration services for the James Garner Avenue and Acres Street Intersection Modifications ("the Project").

PROJECT OBJECTIVE

The general scope of work is to reconfigure and widen the existing conventional James Garner Avenue and Acres Street intersection into a multi-leg roundabout intersection. This includes all engineering services required for the preparation of preliminary and final construction plans, specifications and bid documents in accordance with the requirements of the City of Norman, ODOT and the American Association of State Highway and Transportation (AASHTO). The scope of work will include all meetings, on-site reviews, topographical survey, stormwater collection and conveyance design, traffic analysis, and roadway design, culminating in the delivery of final construction Plans, Specifications and Estimates (PS&E) submittal. The scope of work also includes right-of-way acquisition support, utility relocation coordination, limited bidding phase services and limited construction administration. It is understood the project will primarily be funded by the Association of Central Oklahoma Governments (ACOG) and the project will be let through the normal ODOT bidding process in Federal Fiscal Year 2029.

PROJECT EXTENTS

The Project begins along James Garner Avenue approximately three-hundred feet (300') north and south of Acres Street intersection in the City of Norman, Cleveland County. The western right-of-way line of the Burlington Northern Santa Fe (BNSF) Railroad at Acres Street will be the eastern edge of the project and extend approximately three-hundred feet (300') to the west of the existing intersection. It should be noted that all of the east side of James Garner, the northwest corner (Central Library) and southwest corner (Andrews Park) of the intersection is owned by the City of Norman.

PROJECT EXCEPTIONS

There are no anticipated construction exceptions within the Project extents.

DESIGN SERVICES

The following design services shall align with the tasks set forth in **Attachment C – Compensation**.

A. Roadway Design

The roadway design will be a reconfiguration of the existing conventional intersection and converted to a multi-leg roundabout intersection and follow the recommendations of the City of Norman's Comprehensive Transportation Plan (CTP) as a Minor Urban Arterial. It will extend approximately five hundred feet (500') along Acres Street from the western right-of-way line of the Burlington Northern Santa Fe (BNSF) Railroad at the Acres Street at-grade crossing. And extend along James Garner Avenue approximately three hundred feet (300') either side of the conventional intersection of James Garner Avenue at Acres Street. The proposed roadway will be a multi-leg roundabout intersection with asphalt concrete and six-inch (6") barrier concrete curb and gutter. With a curbed roadway section, storm sewer will be required to provide proper stormwater drainage. Connections of a ten-foot (10') wide trail and a five-foot (5') wide sidewalk will be added along adjacent to the roundabout.

The pavement typical section will follow the City of Norman standard drawing detail for an asphalt concrete pavement roadway to match the existing roadway material. The pavement design will be confirmed by the geotechnical engineer for completeness.

Due to the average daily traffic (ADT), the anticipated adjustment in the roadway's horizontal alignment, intersection layout and overall project constructability, we will recommend the existing road be closed to through traffic during construction. Accommodating detour routes are available along existing city streets and primarily along Porter Avenue, Flood Avenue, Robinson Street and Gray Street.

B. Geotechnical Investigations and Design

Geotechnical investigations and design will not be performed for this project as previous construction projects at or near this intersection will be used to determine the proposed pavement typical section.

C. Environmental

The Oklahoma Department of Transportation (ODOT) will be responsible for all environmental studies to support the NEPA document for the proposed project. The consultant will provide ODOT a NEPA Checklist, a Google Earth KMZ file of the project boundary, a general project location map from the USGS quadrangle, and a draft of the NEPA application.

D. Survey and Right-of-Way Documents

A survey will be required for the design of the project. Surveying shall be in accordance with the minimum standards for land surveying as stipulated by the Oklahoma State Board of Professional Engineers and Land Surveyors. The surveyor shall provide all Landowner Notifications prior to conducting any field work. Tract ownerships are to be based on observable evidence and reasonable public record research. Ownerships shown will not be conclusive to actual land title certificates.

1. Topographic Survey

   The surveyor shall:

   a. Establish horizontal and vertical control within the project limits necessary to collect all topographic and planimetric features, boundaries, Right-of-Way/easement in formation, and to serve as survey control for construction staking by the Construction

Contractor.

b. Provide field surveying to develop existing roadway cross sections at 50' intervals as well as intersections and driveways through the project.

c. Create contours and digital terrain model from the collected data to support the design.

d. Collect topographic data including surface features such as utilities, signs (including type and reference marker, if any), headwalls, retaining walls, curb and grate inlet locations, pipe and box culvert flowlines, driveway locations and profile.

e. Horizontal survey datum will be reference to the City of Norman Survey Control Network which is based on the Oklahoma State Plane Coordinate System, South Zone. The vertical survey datum will be referenced to the NAVD88. The ground/grid combined scale factor shall be computed for the project and noted on survey sheets.

f. Establish adequate monumentation for construction staking including horizontal control points and vertical benchmarks. The monumentation shall cover the project area with inter-visible control points set on prominent ground, avoiding short back sights. Points should be set where likelihood of disturbance by construction is minimized. Primary control should be brass cap in concrete. Secondary control should be iron pins with plastic cap identifying the survey company when practical.

2. Utility Locates
   a. The surveyor shall contact the Oklahoma One Call System ("OKIE811") via the "Web Ticket" system and maintain records of reported utility holders. Information on utility holders received from OKIE shall be shown on plan sheets. Utility drawings based on surface features, flagging, and records drawings shall be included in the plan sets. Any additional information received directly from the utility companies shall be included in the plan sets and identified.

3. Landowner Notifications
   a. Surveyor shall identify the owner names and addresses of the properties within the survey footprint from the Cleveland County Assessor. The Surveyor shall prepare a letter notifying the owners of the project and the intent to perform a topographical survey.

4. Survey Data Sheets
   a. The surveyor shall develop survey data and information in a format suitable to be incorporated into the Final Plan Set. The survey sheets shall be signed and sealed by a Licensed Surveyor in the State of Oklahoma and shall be submitted to the owner for review no later than the 30% Design Submittal Milestone. The survey sheets shall include contours and boundary information.

E. Right-of-Way Acquisition

It is anticipated that some additional right-of-way will be required at the roundabout widening for this project. The consultant will prepare the Right-of-Way plans, legal descriptions, and instruments of conveyance for partial and total take parcels in accordance with the ODOT "Right-of-Way Specifications Manual and Associated Materials."

1. R/W Acquisition Plans
2. R/W Acquisition Property Legal Descriptions
3. Ownership Information
4. Tract ownerships are to be based on observable evidence and reasonable public record research. Ownerships shown will not be conclusive to actual land title certificates.

F. Utility Relocation Coordination

The consultant will work with the owner's Utility Coordinator to ensure that all required utility relocations are consistent with project requirements and performed in a timely manner.

1. Utility Map (color-coded)
2. Maintain a color "Utility Relocation Map" showing existing and relocated utilities.
3. Utility Relocation Coordination
4. Coordinate with each individual utility company. Be persistent in requesting timely relocation plans and relocation activities.
5. Utility Meetings
6. Conduct up to two (2) individual meetings with each utility company to verify existing utilities and relocation plans.
7. Utility Relocation Plan Review
8. Review utility relocation plans for compatibility with project design.
9. Utility Relocation Design
10. Utility Relocation Design of owner-owned utilities can be added via an amendment to this agreement. owner has water lines near the project area, but it is not known if their relocation will be required.

G. Bidding Services

The consultant will prepare Plans, Specifications and Estimate (PS&E) documents for ODOT to advertise the project. The consultant will assist ODOT with the bidding process by providing support to address questions brought up by contractors prior to bid. The consultant will also attend one (1) pre-bid conference for this project and assist ODOT and/or the City with any presentations for that meeting. The Oklahoma Department of Transportation will open the bids for the project.

H. Limited Construction Services

The consultant will assist the City and ODOT during the construction phase, including assistance with material submittal reviews, shop drawing reviews, and Requests for Information (RFI) responses. The consultant will provide record drawings based upon the general contractor's and the construction inspector's field marked up plans at the completion of the project.

I. Conditional Services

The city has requested that scope of work items that may or may not be utilized for this project be placed under the header of "conditional services".

1. Limited Construction Management

   This section will include limited construction management as it relates to; attendance at monthly construction progress meetings, construction material and shop drawing submittal review, review of contractor RFI's, review of pay applications and change order requests. These limited construction assistance services are based on an estimated six (6) month construction duration.

MEETINGS

The CONSULTANT shall schedule monthly design progress meetings or conference calls with the OWNER to discuss current project status, upcoming milestones, and any issues arising on the project.

DESIGN CRITERIA

The design and plans shall conform to current Federal, State of Oklahoma, City of Norman, and American Association of State Highway and Transportation Officials (AASHTO) policies and standards unless modified in writing at the direction of the OWNER.

DELIVERABLES

The CONSULTANT shall provide monthly project status updates that include opinion of probable cost updates, schedule updates, action items, and the anticipated submittal date for upcoming milestones. CONSULTANT shall make available all design calculations upon request. CONSULTANT shall complete thorough quality control reviews prior to the submittal of all deliverables.

A. Design Plans – 30/60/90/Final Plans Milestone Schedule

1. Plan Requirements

CONSULTANT shall provide and submit the required number of plan sets to complete the PROJECT. Electronically submitted plans shall be 22 x 34-inches (full size) in PDF file format. Work in progress sets and progress meeting sets will be 11 x 17-inches (half-size) only and are included in this AGREEMENT.

2. Preliminary Construction Plans (30% Complete)

The 30% Complete Preliminary Design Submittal should include the following (some items may not be applicable to every project):

- ODOT 30% Complete Plans Checklist
- Title Sheet (with sheet index and standard drawings listed)
- Typical Section/Detail Sheet
- Roadway Plan and Profile Sheets
- Preliminary Estimate of Earthwork
- Bridge General Plan and Elevation
- Survey Data Sheets including Utility Data Sheets
- Opinion of Probable Cost
- Updated Design Schedule
- Draft H&H Technical Memorandum

3. Preliminary Construction Plans (60% Complete)

The 60% Complete Preliminary Design Submittal should include the following (some items may not be applicable to every project):

- ODOT 60% Complete Plans Checklist
- Title Sheet (with sheet index and standard drawings listed)
- Typical Section/Detail Sheet
- Drainage Map
- Drainage Design Details and Calculation Tables
- Storm Water Management Plan
- Roadway Plan and Profile Sheets
- Sign and Striping Sheets
- Signal Plans
- Demolition Sheets
- Estimate of Earthwork
- Bridge General Plan and Elevation
- Survey Data Sheets including Utility Data Sheets
- 404 Worksheets
- Preliminary Cross Sections
- Preliminary Construction Sequencing (to determine Right-of-Way requirements)
- Opinion of Probable Cost
- Updated Design Schedule

4. Right-of-Way Submittal (65% Complete)

- ODOT 65% Complete Plans Checklist
- Right-of-Way Plans with:
    - Owner Name & Information
    - Book and Page Information, if applicable
    - Easements with Book and Page Information
    - Parcel Numbers
    - Dimensions
    - Overall Parcel Map
- Legal Descriptions with:
    - Written Descriptions
    - Exhibits

5. Final Construction Plans for Review (90% Complete)

The 90% Complete Final Design Submittal should include the following (some items may not be applicable to every project):

- ODOT 90% Complete Plans Checklist
- Title Sheet
- Typical Section/Detail Sheet
- Pay Item Lists and Notes
- Summary Sheets
- Storm Water Management Plan
- Erosion Control Sheets
- Roadway Plan and Profile Sheets
- Signing and Striping Sheets
- Signal Plans

- Lighting Sheets
- Demolition Sheets
- Final Estimate of Earthwork
- Bridge Details
- Survey Data Sheets including Utility Data Sheets
- 404 Permit Worksheets
- Final Cross Sections
- Detail Sheets
- Environmental Mitigation Notes
- Sequence of Construction & Traffic Control Plans
- Opinion of Probable Cost
- Updated Design Schedule

6. Plans, Specifications, and Estimate (PS&E) Submittal

The 100% Complete Final Design Submittal should include the following (some items may not be applicable to every project):

- ODOT 100% Complete Plans Checklist
- Title Sheet
- Typical Section/Detail Sheet
- ODOT Pay Item Lists and Notes
- Summary Sheets
- Storm Water Management Plan
- Erosion Control Sheets
- Roadway Plan and Profile Sheets
- Signing and Striping Sheets
- Signal Plans
- Lighting Sheets
- Demolition Sheets
- Final Estimate of Earthwork
- Bridge Details
- Survey Data Sheets including Utility Data Sheets
- 404 Permit Worksheets
- Final Cross Sections
- Detail Sheets
- Environmental Mitigation Notes
- Sequence of Construction & Traffic Control Plans
- NOI Form (if applicable)
- Special Provisions Form
- ROW and Utilities Affidavit
- Final Opinion of Probable Cost – in required format
- Final H&H Technical Memorandum
- Bid Documents and/or Documentation as required by OWNER or bidding agency
- Final Design Calculations shall be made available upon request

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AMENDMENT NO. 4 ATTACHMENT B
PROJECT SCHEDULE

It is understood and agreed that the date of beginning, rate of progress, and the time of completion of SERVICES under this AGREEMENT are essential provisions of this AGREEMENT. It is further understood and agreed that the SERVICES under this AGREEMENT shall commence upon execution of the AGREEMENT between the OWNER and the CONSULTANT and after receipt of a written Notice to Proceed from the OWNER. The parties mutually agree that time is of the essence in the performance of this AGREEMENT in order for the OWNER to take advantage of existing funding. The CONSULTANT agrees to provide SERVICES for each phase of the PROJECT as stated in **Amendment No. 4 - Attachment A - Scope of Services**, in accordance with the time frame as stated below:

Design Schedule

TASK MILESTONE	ANTICIPATED COMPLETION DATE
Notice to Proceed	April 2026
Preliminary Plan Submittal (30% Complete)	September 2026
R/W & Utility Submittal (65% Complete)	November 2027
Final Plans for Review Submittal (90% Complete)	February 2027
Plans, Specifications and Estimate Submittal (PS&E)	April 2027

The parties further agree that the CONSULTANT will meet this schedule using standards and procedures for their submissions consistent with those currently used by Engineers/Surveyors practicing in Oklahoma. This schedule excludes the governing agency review time (except as provided above) and any time lost while the CONSULTANT is waiting for direction either by a government agency or the OWNER, and any excusable delays as described in ARTICLE 15 of the AGREEMENT.

Dates indicated are dependent upon timely review by the OWNER, environmental clearance, Right-of-Way acquisitions, utility relocations and other factors beyond direct control of the CONSULTANT.

AMENDMENT NO. 4 - ATTACHMENT C
COMPENSATION

The CONSULTANT agrees to perform the SERVICES identified in **Amendment No. 4 - Attachment A - Scope of Services**, in accordance with the limitations and conditions set forth in the AGREEMENT. The OWNER agrees, in accordance with the limitations and conditions set forth in the AGREEMENT to pay an amount not to exceed **$ 174,906.00** unless changed or modified by a mutually executed contact amendment between the OWNER and the CONSULTANT.

The OWNER shall pay the CONSULTANT for completion of the SERVICES of each task identified in **Amendment No. 4 - Attachment A - Scope of Services**, in accordance with the amounts stated below:

James Garner Avenue and Acres Street Intersection Modifications
Fees – Basic Services

Project Design Fees	
Task 1 – Design Survey	$ 34,617.00
Task 2 – Geotechnical Investigation & Design	$ 1,952.00
Task 3A – Preliminary Construction Plans (30% Complete)	$ 42,462.00
Task 3B – Right-of-Way Plans (65% Complete)	$ 40,150.00
Task 3C – Final Plans, Specifications, & Estimate (PS&E, 100% Completion)	$ 16,125.00
Task 4 – Environmental & Permitting (NOT INCLUDED)	$ 0.00
Task 5 – Right-of-Way Acquisition Support	$ 7,500.00
Task 6 – Utility Relocation Coordination	$ 8,600.00
Task 7 – Bidding and Limited Construction Services	$ 10,250.00
Total Design Fees	$ 161,656.00

James Garner Avenue and Acres Street Intersection Modifications Fees –
Conditional Services

Project Design Fees	
Task 8 – Limited Construction Management	$ 13,250.00
Total Design Fees	$ 13,250.00

Payment claims or invoices for incremental work completed on each task may be submitted by the CONSULTANT to the OWNER for prompt payment on a monthly basis.

Final payment shall not be deemed to waive any rights or obligation of the OWNER or the CONSULTANT to this AGREEMENT.



James Garner Ave. Project from Acres St. to Flood Ave
Amendment #4

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.

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File Attachments for Item:

10. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT ONE TO CONTRACT K-1920-96: A CONTRACT BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND CH2MHILL ENGINEERS, INC. INCREASING THE CONTRACT AMOUNT BY $121,687 FOR A REVISED CONTRACT AMOUNT OF $401,934 FOR THE ROBINSON 30-INCH TRANSMISSION MAIN, 12TH AVE NE TO 24TH AVE NE, PROJECT. (WARDS 4 AND 6)

CITY OF NORMAN, OK
STAFF REPORT

MEETING DATE: 03/24/2026

REQUESTER: Ken Giannone

PRESENTER: Ken Giannone, Capital Projects Engineer

ITEM TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT ONE TO CONTRACT K-1920-96: A CONTRACT BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND CH2MHILL ENGINEERS, INC. INCREASING THE CONTRACT AMOUNT BY $121,687 FOR A REVISED CONTRACT AMOUNT OF $401,934 FOR THE ROBINSON 30-INCH TRANSMISSION MAIN, 12TH AVE NE TO 24TH AVE NE, PROJECT. (WARDS 4 AND 6)

BACKGROUND:

The Robinson Waterline Replacement project will ultimately replace over 6 miles of 16, 24, and 30-inch transmission main between Brookhaven Water Tower and Norman Water Treatment Plant to increase reliability of Norman's water distribution system. To date, three phases of the project covering 3.5 miles of transmission main have been completed. This phase of the project covers 1.25 miles of 30-inch transmission main along Robinson Street from just west of 12th Ave NE to 24th Ave NE.

In the spring of 2019, Request for Proposal (RFP)-1819-05 was issued for this project, and CH2M Hill Engineers, Inc. (CH2M) was selected by the committee. On November 26, 2019, Contract K-1920-96 between Norman Utilities Authority (NUA) and CH2M Hill Engineers, Inc. (CH2M) in the amount of $280,247 (correction of previous staff report error) was awarded for professional engineering services associated with this project. Preliminary design commenced in January 2020. This design included an alignment with two long, deep directional-bores in front of properties owned by U.S. Veterans Administration and J.D. McCarty. However, before design was complete or any easements were purchased, NUA elected to defer this project in order to fund other critical work.

Before design was restarted in spring 2025, staff evaluated the proposed alignment and determined that the deep directional bores contemplated by the design could lead to future maintenance difficulties and decided to investigate feasibility of constructing the line under a traffic lane in Robinson Street. Initial review confirmed this revised alignment would be feasible and Norman Public Works Department affirmed the acceptability of this revised alignment as well. In June 2025, this revised alignment was forwarded to CH2M.

DISCUSSION:

Proposed Amendment No. 1has since been negotiated with CH2M and will provide the following additional services:

- Additional design service and bidding services fees associated with the revised alignment;
- Elimination of some potholing and easement acquisition efforts no longer required by the revised alignment; and
- Adding limited construction administration phase services, which were not included in the original contract.

Amendment No. 1 would increase the contract by $121,687 for a revised contract amount of $401,934. Funding for Amendment No. 1 is proposed to come from the Robinson Water Line design account (31996383-46201 / Project WA0242) which has an available balance of $711,664.22.

Upon approval, design work on the revised alignment would commence immediately and staff anticipates that project will have all permits and be ready to advertise for bidders in October 2026. Construction contract would then be awarded in December 2026 and construction would be complete in November 2027.

RECOMMENDATION:

Staff recommends the Norman Utilities Authority approve Amendment One to Contract K-1920-96 by and between Norman Utilities Authority and CH2MHill Engineers, Inc., increasing the contract by $121,687 for a revised contract total of $401,934 for the Robinson 30-Inch Transmission Main from 12th Ave NE to 24th Ave NE (Project WA0242).

AMENDMENT NO. 1
TO CONTRACT K-1920-96
FOR
ENGINEERING SERVICES

This Amendment No. 1, dated this _____ day of _____, 20**26** is made a part of Contract K-1920-96 (AGREEMENT) dated **November 26, 2019**, between Norman Utilities Authority (OWNER) and CH2MHill Engineers, Inc. (ENGINEER) for professional engineering services.

The following items are hereby amended and supplemented as described:

1. Scope of Services as amended and supplemented by Exhibit A to Amendment No. 1, attached hereto and incorporated by reference herein.
2. Project Schedule, as amended and supplemented by Exhibit B to Amendment No. 1, attached hereto and incorporated by reference herein.
3. Compensation, as amended and supplemented by Exhibit C to Amendment No. 1, attached hereto and incorporated by reference herein.

Acceptance of the terms of this Amendment is acknowledged by the following authorized signatures of the parties to the Agreement. All other particulars in the original Agreement and not specifically referenced in Amendment No. 1, remain in effect and unchanged.

IN WITNESS WHEREOF, OWNER and ENGINEER have executed this AMENDMENT dated this _____ day of _____, 20**26**.

CH2MHill Engineers, Inc.- ENGINEER

ATTEST

By: Douglas L. Smith

Printed Name: DOUGLAS L. SMITH

Title: DESIGNATED MANAGER

Amanda M. George

Amanda M. George

Notary

AMANDA M. GEORGE NOTARY PUBLIC Commission # 15011025 My Commission Expires 12-02-2021 STATE OF OKLAHOMA

Norman Utilities Authority- OWNER

APPROVED as to form and legality this 19th day of March, 20**26**.

City Attorney

APPROVED by the Trustees of the Norman Utilities Authority this _____ day of _____, 20**26**

ATTEST

By: _____ _____

Printed Name: _____ _____

Title: _____ _____

Jacobs

SECRETARY CERTIFICATE

I, Chasity Henry, Secretary of Jacobs Engineering Group Inc. (the "Company"), hereby certify that:

Douglas L. Smith is a Manager of Projects and Designated Manager for the West Central Geography of the Company and has been granted authority in accordance with our Signature Authority Policy to execute documents on behalf of the Company.

I hereby certify that the Secretary Certificate remains in full force and effect at the date of this Certification.

Dated this 17th day of March 2026

Chasity Henry

Chasity Henry, Secretary

JACOBS ENGINEERING GROUP INC CORPORATE SEAL DELAWARE

ATTACHMENT A CITY OF NORMAN ROBINSON WATER LINE REPLACEMENT 24TH NE TO WTP– SCOPE OF SERVICES

Original – December 17, 2018

Amendment – October 2025

1.0 BACKGROUND

This contract amendment will cover updates to the Robinson 30" Transmission Main 12th Ave NE to 24th Ave NE (Project).

- Project consists of approximately 6,600 LF of 30-inch waterline along Robinson Street beginning approximately 400 feet west of 12th Avenue NE where it will connect to the existing 16-inch water line (immediately west of the valve vault) on the north side of Robinson Street, crossing under Robinson Street and running along the south side of the road and ending approximately 400 feet east of 24th Avenue NE where it will connect to a 30-inch stub-out from a new valve vault (to be designed by others).
- Project received Notice to Proceed on November 26, 2019, with project kickoff on January 14, 2020. Preliminary design (35%) and one detailed design submittal (65%) and one draft detailed design submittal (95%) were completed. Project scope also included survey, geotechnical evaluations and easement acquisition support. Topographic survey has been completed as well as initially required geotechnical boring. Baseline schedule for project anticipated project design was to be completed by December 2020 with advertisement in January 2021. Project was put on hold; this amendment allows for project to move forward with new alignment per notes in drawing markups received July 2025.
- Total design fee for the project was $171,278 including bid phase services and time and material allowance for survey, geotechnical, SUE and easement preparation for $108,969. Various delays and issues have affected project schedule and budget, necessitating scope and fee revisions as follows.

The remaining scope for the Robinson 30" Transmission Main 12th Ave NE to 24th Ave NE scope of work is detailed below:

- Develop 95% and 100% Final Design (Issue for Bids) plans and specifications for the pipeline.
- Prepare ODEQ and Oklahoma Department of Transportation (ODOT) permits.
- Develop Opinion of Probable Construction Cost (OPCC) based upon Final Design plans and specifications.
- Provide ongoing engineering support through the bidding process.
- Provide support during construction.

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1.1 Purpose

The intent of this document is to amend the contract to allow for additional design and project management to re-evaluate the 95% design for additional city comments as well as changes to city standards that were issued in 2023. Design will be updated to realign into Robinson Ave. along the two southernmost lanes of traffic. The contract amendment incorporates ten (10) additional geotechnical borings that are necessary to allow for the revised alignment and additional length to extend the pipeline further to the west as a bid alternate. Real estate services will no longer be required; that remaining budget will be used for additional survey required for alignment change and bid alternate extension.

At the time of this document, the project is in the 95% design phase.

2.0 BASIC SERVICES

Basic Services provided by the ENGINEER will generally be covered under the following activities:

- Activity A – Project Coordination
- Activity B –Pipeline Design
- Activity C – Bid Phase Services
- Activity D – Construction Phase Services
- Activity E - Engineering Allowances Specific tasks for each activity are identified in the following sections.
- Activity D – Construction Phase Services

ACTIVITY A - PROJECT COORDINATION

Task 1 – Bi-Monthly Progress Meetings

Bi-Monthly Progress Meetings - ENGINEER will coordinate, prepare for, and conduct bi-monthly coordination meetings to review progress with the OWNER and the consultants working on the design. Meetings will take place at the OWNER's office in Norman.

a. ENGINEER will prepare an agenda for the meetings.

b. ENGINEER will moderate the meetings.

c. ENGINEER will prepare and distribute draft meeting minutes for review within 5 business days of the progress meeting. After receipt of comments, the meeting minutes will be finalized and distributed to the OWNER and sub-consultants for record purposes.

d. Up to two (2) bi-monthly progress meetings will be held.

Task 2 – Project Management

Provide project management for Activities A, B, and E. Project management will include, but not be limited to, developing and implementing a project management plan; tracking and managing internal schedules of work; monitoring and addressing issues related to the scope of work, budget and deliverables; preparing and processing monthly billings; providing labor resources necessary

to fulfill scoped work; scheduling and participating in quality control reviews; and providing updates to the OWNER on a regular basis.

Deliverables

a. Draft and Final Meeting Notes for the progress meeting

b. Monthly Invoices with Project Update

c. Baseline Design Schedule

ACTIVITY B – PIPELINE DESIGN

Task 1 – Quality Control Meetings

a. Participate in 95% and 100% design quality control review meetings with OWNER's personnel. The meetings will occur in concert with a monthly progress meeting. ENGINEER will furnish four sets of the draft plans, specifications, and bidding documents to the OWNER for each meeting.

b. Furnish additional sets to all utility companies affected by the PROJECT. Schedule and attend conference(s) with all affected utility companies to verify horizontal and vertical locations of their existing facilities as required. Revise documents as necessary to reflect utility company and OWNER comments. Obtain written approval from all affected utility companies as to correctness of existing facilities and proposed relocations shown on the revised plans.

c. Provide a written record of OWNER comments and the ENGINEER's responses.

Task 2 – Pipeline Detailed Design

a. Plans

ENGINEER will develop the plans as follows:

1. ENGINEER will update drawings based on below changes and provide to the OWNER 95% and 100% design submittal for review. The OWNER will review and comment. ENGINEER will provide a written response to OWNER comments and will modify drawings incorporating required changes.

   Changes to 95% Design:

   i. Update 95% design based on OWNER comments.
   ii. Update 95% design to reflect changes in OWNER specifications and engineering conditions dated 2023.

2. ENGINEER will prepare 95% Plans to include proposed plan/profile for the transmission main, existing utilities, property lines with legal descriptions (Lot Nos., Block Nos., and Addition Names), property ownership, proposed permanent and temporary construction easements, geotechnical bore and hydroexcavation

locations, details for connections to the existing water lines, applicable OWNER's standard details (modified as necessary), all other standard and special details required, and other pertinent information needed to construct the project.

3. ENGINEER will prepare 100% Final Design Plans to include proposed plan/profile for the transmission main, existing utilities, property lines with legal descriptions (Lot Nos., Block Nos., and Addition Names), property ownership, proposed permanent and temporary construction easements, geotechnical bore and hydroexcavation locations, details for connections to the existing water lines, applicable OWNER's standard details (modified as necessary), other standard and special details required, and other pertinent information needed to construct the project.

4. ENGINEER will prepare a design that complies with the most recent amendment of all applicable portions of Oklahoma Administrative Code including but not limited to OAC 252:626, Public Water Supply Construction Standards.

5. After completion of the 100% quality control review meeting and prior to the advertisement for bids, ENGINEER will prepare and submit an ODEQ Permit to Construction and three (3) sets of half size plans and specifications to ODEQ for review. If necessary, incorporate modifications requested by permitting entities and obtain all required design approvals and permits. OWNER will be responsible for fees associated with the permitting process.

    i. OWNER will be responsible for providing hydraulic analysis, including fireflow, as required for ODEQ construction permit.

    ii. ENGINEER will review the hydraulic analysis and incorporate the required outputs into the ODEQ Permit to Construction application.

6. OWNER will obtain all necessary ROW prior to award of any construction contract(s). Submit plans as required to all parties associated with PROJECT including OWNER, ODEQ and private utility companies. ENGINEER will provide a written response to OWNER comments and will modify documents incorporating required changes. ENGINEER will provide sealed construction contract documents to OWNER.

Task 3 – Specifications

a. ENGINEER will prepare specifications to fully describe the intended work and convey the intent of the design. ENGINEER will utilize City of Norman Standard Specifications and Construction Drawings (City Specifications) to the maximum extent possible.

    1. All specification sections, including front-end documents, will be provided by the ENGINEER with the 95% design.
    2. The 100% Final Design will include all specifications.

b. ENGINEER will prepare the bid forms for the proposed work on a unit price basis. Specifications shall include a measurement and payment section fully describing each bid item.

c. Bid documents shall be prepared by ENGINEER to allow differing construction techniques (i.e. open trench, boring and jacking, or directional boring) and materials (i.e. fusible PVC, HDPE) whenever possible.

d. The use of additive alternates shall be evaluated by the ENGINEER and incorporated if feasible to provide flexibility in awarding portions of the work that are within the OWNER's budget.

Task 4 – Opinion of Probable Construction Cost (OPCC) Development

a. ENGINEER will prepare an OPCC for review by the OWNER. This OPCC will be prepared and submitted with 95% (Class 1 Estimate) quality control review of the plans and specifications. The ENGINEER will update the OPCC for submittal with the final sealed plans and specifications.

b. Preparation of additional construction packages, separate procurement packages or additional OPCC's if requested by the OWNER shall be provided as an ADDITIONAL SERVICE.

Deliverables

a. 95% quality control review plans and specifications
b. 95% OPCC
c. Final sealed plans and specifications
    1. 7 sets of half size (11-in x 17-in) plans (3 to ODEQ, 4 to OWNER)
    2. 4 sets of specification books
    3. Electronic (PDF OCR) files of plans and specifications via optical disc
d. Final OPCC
e. ODEQ Permit to Construct Application
    1. Hydraulic Analysis for ODEQ Permit to Construct provided by City
    2. Additional Information requested by permitting authority

ACTIVITY C – BID PHASE SERVICES

Task 1 - Pre-Bid Activities

Assist the OWNER in the advertisement of the project for competitive bids.

a. Assist the OWNER in securing bids, preparing addenda, issuing notice to bidders and notifying construction news publications. The notice to bidders will be furnished to the OWNER for publication in the local news media. The cost for publications shall be paid by the OWNER. The ENGINEER will post the bidding documents to Civcast (www.civcastusa.com), a bid management and online bidding service. Prospective bidders can obtain bidding documents from this website free of charge.

b. Coordinate and conduct a pre-bid conference for the project bid package included in Basic Services.
c. In conjunction with the OWNER, the ENGINEER will issue addenda in response to questions raised during the bidding process. ENGINEER will transmit addenda to all plan holders via Civcast.

Task 2 – Post-Bid Activities

a. Assist the OWNER in opening and tabulation of bids for construction of project and recommend to the OWNER as to the proper action on all proposals received.
b. Following opening of bids, the ENGINEER shall conform the contract documents including all addendum changes. The following contract document sets shall be provided:
    1. Four sets of half size (11-in x 17-in) conformed plans.
    2. One set of full since (24-in x 36-in) conformed plans.
    3. Two conformed specification books for execution by the respective parties.
    4. Electronic (PDF OCR) files of the plans and specifications via ftp site or optical disc.
c. Assist the OWNER in coordinating the execution of the conformed contract documents.
d. Preparation of additional copies of the documents for the OWNER or other parties will be performed by the ENGINEER as an ADDITIONAL SERVICE.

Deliverables

a. Written responses to inquiries made during the bidding processes and written addenda to bid package, if required.
b. Written minutes from pre-bid meeting, including attendance records.
c. Bid Tabulation Tables, including OPCC comparison.
d. Written recommendation for Contractor selection.

ACTIVITY D – CONSTRUCTION PHASE SERVICES

The ENGINEER will provide construction phase services for the construction of the 30-in transmission main. This includes construction meetings, submittal processing, and requests for information (RFIs) to support the City of Norman in reaching substantial and final completion of the construction project.

Task 1 – Project Management

The ENGINEER Project Manager will be responsible for coordinating the ENGINEER's team, obtaining and organizing project resources, organizing meetings, monitoring and controlling budget and progress, and communicating with the OWNER.

a. Project Set-up. ENGINEER Project Manager will set up project, charter initial team and review contractor's baseline schedule for acceptance.
b. Project Coordination. ENGINEER Project Manager will coordinate with work team members and communicate with OWNER Project Manager/Contract Coordinator to facilitate efficient and effective progression of the work. ENGINEER Project

Manager will monitor budget and progress and otherwise guide the project to successful completion.

c. General Meetings. ENGINEER Project Manager will prepare meeting agendas, act as the meeting facilitator, take meeting notes, document action items, responsible parties, and required due dates, and distribute meeting notes to participants.

Task 2 – Submittal Reviews

The construction specifications require review and approval of various material specifications prior to installation/construction, with ultimate approval authority resting with OWNER. ENGINEER will utilize either OWNER's preferred software or ProjectSight.

Construction Contractor will prepare an initial overall project baseline schedule that identifies both contractor construction tasks and associated ENGINEER tasks. It is assumed that the construction contractor will prepare this schedule and be responsible for meeting the schedule and updating it. ENGINEER will review the schedule and provide input as it relates to meeting the intent of the design. Critical path work tasks shall be clearly identified, and the overall schedule shall conform to the Subtask milestones and deliverables. OWNER will review monthly contractor schedule updates.

The process of submittal reviews shall be as follows:

1. Construction Contractor uploads submittal to software, which automatically notifies the OWNER Project Manager and ENGINEER of pending action item.
2. ENGINEER will review submittal, discuss it with OWNER and the construction contractor as needed, and provide a recommendation for Approval, Approval with Revisions, or Revise and Resubmit, and forward the documentation back to the OWNER and Construction Contractor.
3. Resubmittals shall be processed in a similar manner.

The scope of expected submittals is identified in the Project Specifications. Budget for the subtask assumes a total of 24 submittals with the assumption that approximately half of submittals will require a resubmittal. Submittals beyond this amount will not be reviewed without a contract amendment.

Deliverables:

a. Upload to software of all submittal review comments and recommendations.
b. Upload to software of any supporting documentation pertinent to the submittal review.
c. Weekly updates to the OWNER Project Manager of submittal status.

Task 3 – Contractor Requests for Information (RFIs)

ENGINEER will review and respond to Construction Contractor's requests for information or clarifications during construction. Construction Contractors will upload RFIs to software. Budget assumption for this subtask is based on the Construction Contractor submitting a total of 36 RFIs. RFIs beyond this amount will not be reviewed without a contract amendment.

Deliverables:

a. Written response to RFI via software.

Task 4 – Contract Modification Requests

ENGINEER shall provide office support for engineering and technical evaluations, and re-drafting and re-issue of drawings and specifications as needed to address construction issues identified by construction observations, quality assurance testing, and inspections. Budget for this subtask assumes that a maximum of 3 drawings and 2 specs will be re-issued.

Deliverables:

a. Electronic copy of any engineering and technical evaluations performed.
b. Original format (CAD, Word, etc.) and electronic copies (pdf) of stamped and signed revised drawings and specifications, as applicable.

Task 5 – Final Inspection and Punch list

ENGINEER shall make 1 site visit near the end of construction to assist OWNER in developing a punch list of outstanding items that the contractor needs to complete to fulfill the construction contract.

Deliverables:

a. Field report summarizing the site visit and "punch list" of outstanding items that the contractor needs to complete).

Task 6 – Record Drawings and Final Project Documentation

ENGINEER shall prepare record drawings and specifications incorporating revisions and changes made during construction (based upon contractor's record drawing submittal), submit these for OWNER review, make final changes based on the OWNER's comments, and issue final record drawings. It is assumed that the contractor will maintain the as-builts for incorporation into the record drawings.

Deliverables:

a. Electronic (pdf) copy of the final set of record drawings.

b. "As-Built" specifications in original Word, and pdf format Record Drawings in digital format (PDF)

ACTIVITY E – ENGINEERING SUBCONTRACTS

a. Additional Geotechnical Investigation

Based on alignment, the geotechnical investigation scope of work will include the following ADDITIONAL tasks:

1. The geotechnical investigation firm will submit a utility locate request for all test pit and boring locations to OKIE811.

2. The purpose of the geotechnical subsurface evaluation is to obtain data and information regarding subsurface conditions for the design and construction of the Robinson 30-inch Transmission Main 12th Ave NE to 24th Ave NE, plus the bid alternate to extend the main just east of Carter Ave.

3. Boring and test pit locations will be provided by the ENGINEER.

4. In the borings, Standard Penetration Tests (SPT) will be conducted every 2.5 feet in the overburden materials in the upper 10 feet, then increase to 5-foot intervals to the boring termination depth. Shelby tubes will be collected in cohesive overburden materials. If bedrock is encountered prior to the proposed boring termination depth, the rock will be tested using Texas Cone Penetrometer (TCP) testing.

5. Groundwater levels will be monitored in all of the boring prior to the borings being grouted or backfilled with the exception of any piezometer locations where a 72hour reading will be taken. If groundwater is encountered in the test pits, the rate of groundwater flow into the excavation will be estimated.

6. Laboratory testing will be conducted as directed by the ENGINEER. Soil samples will be classified in accordance with the Unified Soil Classification System (USCS).

7. After completing the field exploration and laboratory testing, the data and conditions will be analyzed, and the laboratory testing results will be provided. These results will be added as an appendix to the original geotechnical reports already provided for the project.

Geotechnical Deliverables

- ten (10) additional Boring with Boring logs

3.0 ADDITIONAL SERVICES

Additional Services are those services not included in General Services that may be required for the Project but cannot be defined sufficiently at this time to establish a Scope of Work. These include, but are not necessarily limited to the following:

a. Other services not included in Basic Services that are approved by the OWNER.

b. Modification of design criteria or significant design changes following review and comment on the 95% and 100% design document submittals.

c. Labor and Analytical costs associated with water quality sampling, not included in Basic Services or Allowance Tasks.

d. Archeological investigations

e. GIS processing of geophysical and/or geotechnical data beyond the assumptions provided in Basic Services or Allowance Tasks

f. Preparing applications and supporting documents for grants, loans, or planning advances for providing data for detailed applications.

g. Providing additional copies of reports, plans, specifications, OPCC's and contract documents beyond those specifically described in Basic Services or Allowance Tasks.

h. Preparing environmental impact statements, storm water discharge permits, and 404permit applications, except as specifically included in the Basic Services.

i. Appearing before regulatory agencies or courts as an expert witness in any litigation with third parties other than condemnation proceedings arising from the development or construction of the Project, including the preparation of engineering data and reports for assistance to the OWNER.

j. Payment of fees for permit applications and publication(s) of notices.

k. Public relation activities and consulting services.

l. Services known to be required for completion of the PROJECT that the OWNER agrees are to be furnished by the ENGINEER or by a sub-consultant that cannot be defined sufficiently at this time to establish the maximum compensation.

ASSUMPTIONS AND EXCLUSIONS

- Design will be based on federal, state, and local codes and standards in effect at the start of the project. Any changes in these codes may necessitate a change in scope.

- Design documents will be prepared for a single construction contract.

- OWNER will provide record drawings and Geographic Information System (GIS) files showing locations of existing utilities. ENGINEER will confirm locations of critical utilities using hydroexcavation and will not rely solely on information from the OWNER.

- MicroStation will be used to develop project drawings. The drawings will follow the ENGINEER's CAE/CAD standards.

- Design quality control review meetings with OWNER's personnel will occur in concert with a monthly progress meeting.

- OWNER's Land Department will utilize the contact information and will be responsible for securing ROE so that ENGINEER can access the properties as needed to perform various engineering support tasks.
- OWNER will be responsible for fees associated with ODEQ and any other permitting processes.
- OWNER will obtain all necessary ROW prior to award of any construction contract(s).
- The cost for publications of notice to bidders shall be paid by the OWNER.
- Survey control point locations shall be supplied by the OWNER.
- Abstracting services and title work for property, easement and ROW line workup of proposed easement parcels will be provided to the surveyor by the OWNER. Current platting and/or deed information available at the County will be used for all other project property, easement and ROW lines.
- ENGINEER will be allowed up to 30 calendar days to respond to a submittal, witha goal of 14 calendar days for review, then up to 7 calendar days for OWNER to provide any additional comments.
- Unless otherwise advised by OWNER, the design will specify contractor requirements to obtain any special permits such as those which require work at night and/or noise abatement.
- It is anticipated that no public meetings or external meetings will require ENGINEER attendance.
- Traffic control plans will not be reviewed by the ENGINEER during construction.
- OWNER will be responsible for approving pay requests from contractor. No coordination will be required from ENGINEER.

ATTACHMENT B ROBINSON WATERLINE REPLACEMENT 24TH AVE NE TO WTP – SCHEDULE UPDATE

Project: Robinson 30-inch Transmission Main 12th Ave NE to 24th Ave NE (refer to Table 1 below for Project Schedule)

ENGINEER shall complete and submit 95% plans and specifications to the OWNER within 90 Calendar days following receipt of Contract amendment from the OWNER. Additional survey and Geotechnical investigation will commence once OWNER accepts 95% plans and specifications. ENGINEER shall complete and submit final 100% plans and specifications to the OWNER within 30 working days following completion of additional survey and geotechnical work. ENGINEER shall complete bid phase services within 60 days of acceptance of 100% plans and specifications by OWNER and approval of construction permit by ODEQ.

Table 1: Updated Schedule for Project Completion

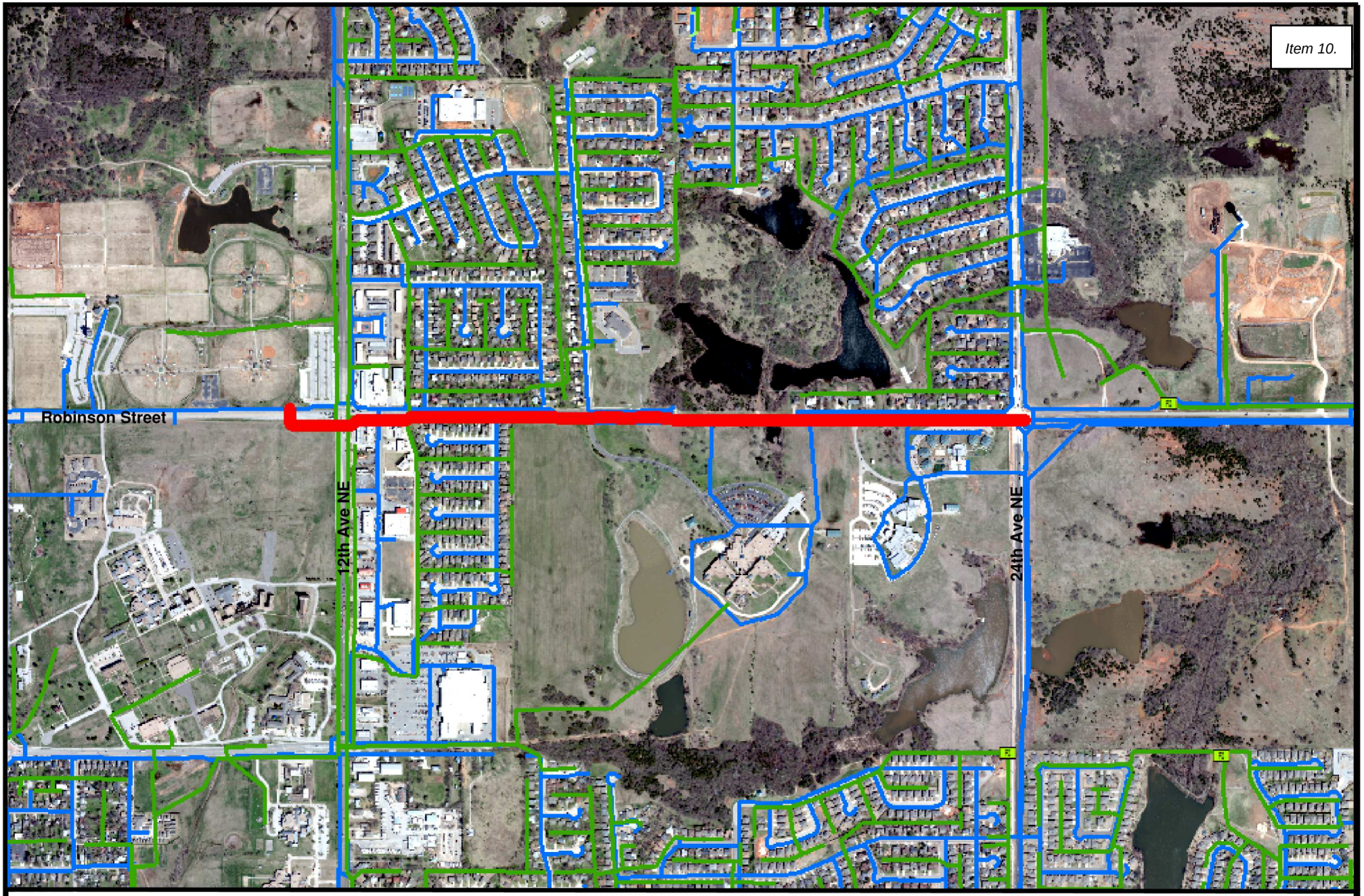
Task	***Duration Per Contract (Calendar Dates) from NTP***	***Baseline Schedule Milestones***	***Actual / Forecast Schedule Milestones***
Preliminary Design	N/A	02/17/20	02/17/20
35% Submittal	90	04/10/20	06/30/20
65% Submittal	N/A	06/12/20	02/03/21
95% Submittal	25	07/17/20	05/06/22
95% Re-Submittal	90	N/A	7/1/2026 (Assuming NTP on 04/01/25)
Additional Survey / Geotech	N/A	N/A	7/1/2026
100% Design	30	12/25/20	8/1/2026
Permitting Assistance (ODOT and ODEQ)	30	12/28/20	8/1/2026
Bid Phase Support	60	04/16/21	10/1/2026
Construction NTP			10/15/2026
Construction Completion	365	10/01/21	10/15/2027
Post Construction-As-Builts and Close out	30	10/29/21	11/15/2027

ATTACHMENT C ROBINSON WATERLINE REPLACEMENT 24TH AVE NE TO WTP – COMPENSATION

The OWNER will compensate ENGINEER on a lump sum basis for the SERVICES rendered for Activities A, B, C and D. The lump sum fee for Activities A, B, C and D and the not-to-exceed amount for Activity E is broken down below by task as defined in the Scope of Services:

Activity	Task Description	Original Amount	Increase (Decrease)	Revised Amount
A	Project Coordination	$29,810	$2,404	$32,214
B	Pipeline Design	$127,104	$51,269	$178,373
C	Bid Phase Services	$14,364	$8,921	$23,285
D	Construction Phase Services	--	$57,093	$57,093
	Expenses (Travel, Documents)	--	$2,000	$2,000
	Subtotal for Lump Sum Activities	**$171,278**	**$121,687**	**$292,965**
Time & Materials Activities				
E	Engineering Allowances			
E1	Survey	$33,996	$23,400	$57,396
E2	Geotechnical	$35,000	$6,384	$41,384
E3	Hydroexcavation	$5,000	($5,000)	$0
E4	Real Estate	$34,973	($24,784)	$10,189
	Subtotal for Time & Materials Activities	**$108,969**	**$0**	**$108,969**
	Total Fee	**$280,247**	**$121,687**	**$401,934**

No budgetary allowance has been established for Additional Services. Additional services must be authorized by amendment of the agreement.



WA0242 - 30" Robinson Transmission Main
12th Ave NE to 24th Ave NE

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 1,500 3,000 feet

March 5, 2026

- Existing Water Lines
- Existing Gravity Sewer
- 30" Robinson Transmission Main 12th Ave NE to 24th Ave NE

N W E S

File Attachments for Item:

11. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT TWO TO CONTRACT K-2021-67: BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND GREELEY AND HANSEN, L.L.C., INCREASING THE CONTRACT AMOUNT BY $149,700 FOR A REVISED CONTRACT AMOUNT OF $587,301 FOR THE NORMAN WATER RECLAMATION MAIN CONTROL BUILDING RENOVATION AND WATER RECLAMATION FACILITY NEW MAINTENANCE STORAGE BUILDING PROJECTS AND FUND TRANSFER AS OUTLINED IN THE STAFF REPORT. (CITY)

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 03/24/2026

REQUESTER: Ken Giannone

PRESENTER: Ken Giannone, Capital Projects Engineer

ITEM TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT TWO TO CONTRACT K-2021-67: BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND GREELEY AND HANSEN, L.L.C., INCREASING THE CONTRACT AMOUNT BY $149,700 FOR A REVISED CONTRACT AMOUNT OF $587,301 FOR THE NORMAN WATER RECLAMATION MAIN CONTROL BUILDING RENOVATION AND WATER RECLAMATION FACILITY NEW MAINTENANCE STORAGE BUILDING PROJECTS AND FUND TRANSFER AS OUTLINED IN THE STAFF REPORT. (CITY)

BACKGROUND:

The laboratory in the Main Control Building at the Norman Water Reclamation Facility (WRF) was constructed in 1982. In spite of changing regulations that have consistently expanded the quantity and types of testing required, the laboratory has only had minimal improvements in the years since. As a result, it has become increasingly critical that the laboratory facilities at the WRF be both improved and expanded in order for the facilities to continue to comply with current and future regulations. In addition, over the past several decades, areas in the Main Control Building that were originally dedicated to WRF maintenance activities have been gradually repurposed to accommodate other critical needs. An expansion of the laboratory would necessarily result in the repurposing of the limited remaining maintenance space. For all of these reasons, a renovation of the Main Control Building including upgrades and expansion of the laboratory and the construction of a new dedicated Maintenance Building were deemed necessary.

A Request for Proposal was issued on August 14, 2020 for a project combining the WRF Main Control Building Renovation (WW0325) and the WRF New Maintenance Storage Building (WW0318) projects. Greeley and Hansen, L.L.C., (G&H) was selected as the consultant, and Norman Utilities Authority (NUA) approved Contract K-2021-67 for Consulting Services in the amount of $384,000 on June 8, 2021, which called for completing these projects using Construction Management at Risk (CMAR) project delivery. Design efforts commenced immediately thereafter. In June 2022, when final design was ongoing but before procurement of the Construction Manager at Risk commenced, NUA decided to defer construction of this project so that other critical projects at the WRF could proceed. As a result, G&H was directed

to complete final design on the basis of a traditional design-bid-build (DBB) project delivery in lieu of CMAR with final design to be completed immediately and with the project to be bid at a future date to be determined. Amendment No. 1 to the contract, in the amount of $50,601.00, was executed on December 12, 2023, and it covered additional fees related to minor scope revisions and fee impacts to the design and bidding processes resulting from changing the project delivery method from CMAR to DBB.

In March 2024, NUA learned that it had awarded a federal Community Funding Grant administered by United Stated Environmental Protection Agency (USEPA) in the amount of $5,000,000 for the construction of an unrelated project at the WRF. However, that project had been bid in 2023, and the bidding documents had not been compliant with newly-updated USEPA funding requirements. For this reason, USEPA approved a technical correction in September 2024 that allowed this grant to be used for the construction of these two projects instead.

DISCUSSION:

Proposed Amendment No. 2 would cover the following fee revisions to their Contract:

- Review and update technical specifications to meet requirements of USEPA Community Funding Grant;
- Review and update final design for compliance with latest building codes;
- Revise construction administration services associated with the change in project delivery methodology from CMAR to DBB; and
- Revise construction administration services associated with requirements of USEPA Community Funding Grant.

The proposed amendment would increase the contract by $149,700 for a revised contract amount of $587,301. Funding is proposed to be from the WRF Main Control Building Renovation design account (32999911-46201 / Project WW0325) which has an available balance of $53,117. To fully fund the project, a budget transfer of $100,000 is proposed from the WRF Main Control Building Renovation construction account (32999911-46101 / Project WW0325), which has an available balance of $3,000,000, into the WRF Main Control Building Renovation design account. With the transfer, the new available balance in the WRF Main Control Building Renovation design account (32999911-46201 / Project WW0325) will be $153,117.

The EPA Community Funding Grant has been awarded and funding should be available for drawdown as soon as construction costs on this project are incurred. Upon approval of the amendment, G&H will immediately commence review and updating of design documents, and project should be ready for bidding by in summer 2026.

RECOMMENDATION NO 1:

Staff recommends Norman Utilities Authority approve Amendment Two to Contract K-2021-67 by and between Norman Utilities Authority and Greeley and Hansen, L.L.C., increasing the contract by $149,700 for a revised contract total of $587,301 for the Norman WRF Water Reclamation Facility Main Control Building Renovation (WW0325) and the Norman WRF New Maintenance Storage Building (WW0318).

RECOMMENDATION NO. 2:

Staff recommends that NUA approve the fund transfer as outlined in the Staff Report.

AMENDMENT NO. 2
CONTRACT K-2021-67
AGREEMENT FOR ENGINEERING SERVICES

This Amendment No. 2, dated this ____24____ day of _____February_____, 20**26** is made a part of Contract K-2021-67 (AGREEMENT) dated **June 8, 2021**, between Norman Utilities Authority (OWNER) and Greeley and Hansen LLC (CONSULTANT) for professional engineering services.

The following items are hereby amended and supplemented as described:

1. Project Schedule, as amended and supplemented by Exhibit A to Amendment No. 2, attached hereto and incorporated by reference herein.
2. Scope of Services as amended and supplemented by Exhibit B to Amendment No. 2, attached hereto and incorporated by reference herein.
3. Compensation, as amended and supplemented by Exhibit C to Amendment No. 2, attached hereto and incorporated by reference herein.

Acceptance of the terms of this Amendment is acknowledged by the following authorized signatures of the parties to the Agreement. All other particulars in the original Agreement and Amendment No. 1, and not specifically referenced in Amendment No. 2, remain in effect and unchanged.

IN WITNESS WHEREOF, OWNER and ENGINEER have executed this AMENDMENT dated this __24_____ day of _____February_____, 20**26**.

Greeley and Hansen LLC - CONSULTANT

		ATTEST
By:		
Printed Name:	Joseph Teusch, P.E.	Brent Sevcik, AIA
Title:	Authorized Agent, Vice President of Greeley and Hansen	Project Manager

Norman Utilities Authority- OWNER

APPROVED as to form and legality this 20th day of March, 20**26**.

City Attorney

APPROVED by the Trustees of the Norman Utilities Authority this_____day of_____, 20**26**

ATTEST

By:		
Printed Name:		
Title:		

Exhibit A
Amendment No. 2 to Contract K-2021-67
Agreement for Engineering Services
SCHEDULE

SCHEDULE is amended by the following:

B. CONSULTANT agrees to recommence and complete the services described in Exhibit A, Scope of Services, in accordance with the following revised project schedule. Revised project schedule to superseded prior AGREEMENT project schedule on Attachment A.

ACTIVITY	START	FINISH
Preliminary Design	June 2021	October 2021
Final Design (Phase 1 - completed 9/22)	October 2021	September 2022
Notice to Recommence - 10/24		
Final Design (Phase 2)	February 2026	May 2026*
Bidding	June 2026	August 2026
Construction Administration**	September 2026	August 2027

*Dependent of Oklahoma Department of Environmental Quality (ODEQ) review time

**Consultant reserves the right request additional fees for Construction Administration services if the construction period extends past 12 months from the CONTRACTOR'S start date of construction.

Exhibit B
to Amendment No. 2 to Contract K-2021-67
Agreement for Engineering Services
SCOPE OF SERVICES

SCOPE OF SERVICES is amended by the following:

B.3 FINAL DESIGN

B.3.2 100% Construction Documents. **(DELETED)**

B.3.2 100% Construction Documents (Final Design Phase 2). **(ADDED)**

A. **Phase 1 of Final Design ended in September of 2022. After Notice to Recommence and an agreed upon updated schedule and fee, begin Final Design Phase 2.**

B. Conduct code review to identify applicable codes revisions including but not limited to the IBEC which was updated from the 2015 version to 2018 in June of 2023 following the first phase of Final Design. Identify the necessary updates to the contract documents. Update plans and specifications together with contract documents to comply with code updates.

C. Review OWNER's grant requirements, specifically Build America, Buy American updates. Identify the necessary updates to the technical specifications and contract drawings. Update plans and specifications together with contract documents to comply with OWNER's grant requirements. Perform QA/QC review on the deliverable.
Deliverable – 98% Plans and Specifications

D. Lead workshop review with OWNER and receive comments. Revise 98% Construction Documents as appropriate to address review comments and submit final document. This is a Final Design activity held over from the original agreement, no amended fee.

E. Furnish one digital copy of the 100% Contract Documents for use by OWNER.
Deliverable – 100% Plans and Specifications

F. Permitting Documents: Prepare Construction Documents and Permit Application Form(s) as necessary to facilitate construction permit(s). Respond to any comments relating to approval and issuance of a construction permit. This is a Final Design activity held over from the original agreement, no amended fee.

B.4 BIDDING:

SECTION B.4.1 AND B.4.2 AMENDED TO THE FOLLOWING:

B.4.1 Prepare Construction Document(s) consisting of plans, specifications and contract documents necessary for bidding.
Deliverable – Digital Bidding Documents

B.4.2 Attend and participate in virtual Pre-Bid Meeting.
Deliverable – meeting notes

B.5 CONSTRUCTION ADMINISTRATION: **(DELETED)**

B.5 CONSTRUCTION ADMINISTRATION: Design/Bid/Build Delivery **(ADDED)**

B.5.1 Attend virtual Pre-construction Conference. Provide digital copy of conformed plans at the time of reflecting any redesign work or revisions made thru Addenda. CONTRACTOR to prepare and issue all meeting notes for CONSULTANT review and comment.

B.5.2 Assist the OWNER'S Resident Project Representative to review and approve or take appropriate action on shop drawings and product information submitted by contractors for conformance with the design concept of the PROJECT and compliance with the information given in the Contract Documents. The OWNER'S Resident Project Representative will provide first review of submittals to verify complete and accurate contents, before transferring to CONSULTANT for review and approval. Submittals shall not extend to means, methods, techniques, sequences, or procedures of construction or to safety precautions and programs incident thereof. Up to one hundred (100) submittals with up to two rounds of submittal review each included. CONSULTANT reserves the right to request additional compensation for the review of more than one hundred (100) submittals and submittal reviews exceeding two rounds, at an average of 3 hours per submittal round. Language will be added to the construction documents establishing the CONTRACTOR'S obligation to reimburse the client for the CONSULTANT'S costs associated with submittal review exceeding two rounds. The CONSULTANT will work with the client to recommend associated retainage or withholding during CONTRACTOR payment review.
Deliverables – Approved or Approved as Noted shop drawings and submittals, Revise and Resubmit show drawings and submittals, Acknowledged submittals, Incomplete shop drawings and submittals

B.5.3 Assist the OWNER'S Resident Project Representative to respond to routine clarifications of the contract documents in response to OWNER-initiated inquiries and Contractor-initiated Requests for Clarification (RFCs). Respond to suggestions made by CONTRACTOR or Authority regarding minor changes to the work shown on drawings or in specifications. Prepare written clarifications and supplemental drawings when necessary, to clarify the Contract Documents, and transmit to Contractor and maintain an RFC log. Up to fifteen (15) RFCs to be included. CONSULTANT reserves the right to request additional compensation for the review of more than fifteen (15) RFCs, at an average of 8 hours per RFC.
Deliverables – Written response to RFCs, Supplementary drawings as needed

B.5.4 Change Order documentation will be prepared by the OWNER for execution. If required, CONSULTANT will review Change Orders and assist with justification, negotiation, recommendation, and execution of change orders including those that OWNER driven, CONTRACTOR driven, or necessary to resolve field conditions encountered. Review of up to eight (8) Change Orders to be included. CONSULTANT reserves the right to request additional compensation for more than eight (8) Change Orders excluding those pertaining to the CONSULTANT's standard of care per Article 7, at an average of 10 hours per change order.

Deliverables – Recommendation on prepared change order documentation

B.5.5 Review estimates of partial and final payments to the contractor and submit same to City staff with a recommendation. One payment application review per month.
Deliverables – Partial and Final Payment Review Documentation

B.5.6 Attend monthly virtual progress meetings with CONTRACTOR, OWNER, City staff and OWNER'S Resident Project Representative. Following the meeting, CONTRACTOR to prepare and issue all meeting notes for CONSULTANT review and comment.

B.5.7 Revise the Contract Drawings to show conditions as recorded by the CONTRACTOR on prints of the contract drawings maintained by the CONTRACTOR in the field. Delivered digital record drawing files will not be sealed or signed.

Deliverables – One full-size hard copy of Record Drawings and electronic copies of Record Drawings in CAD and PDF formats

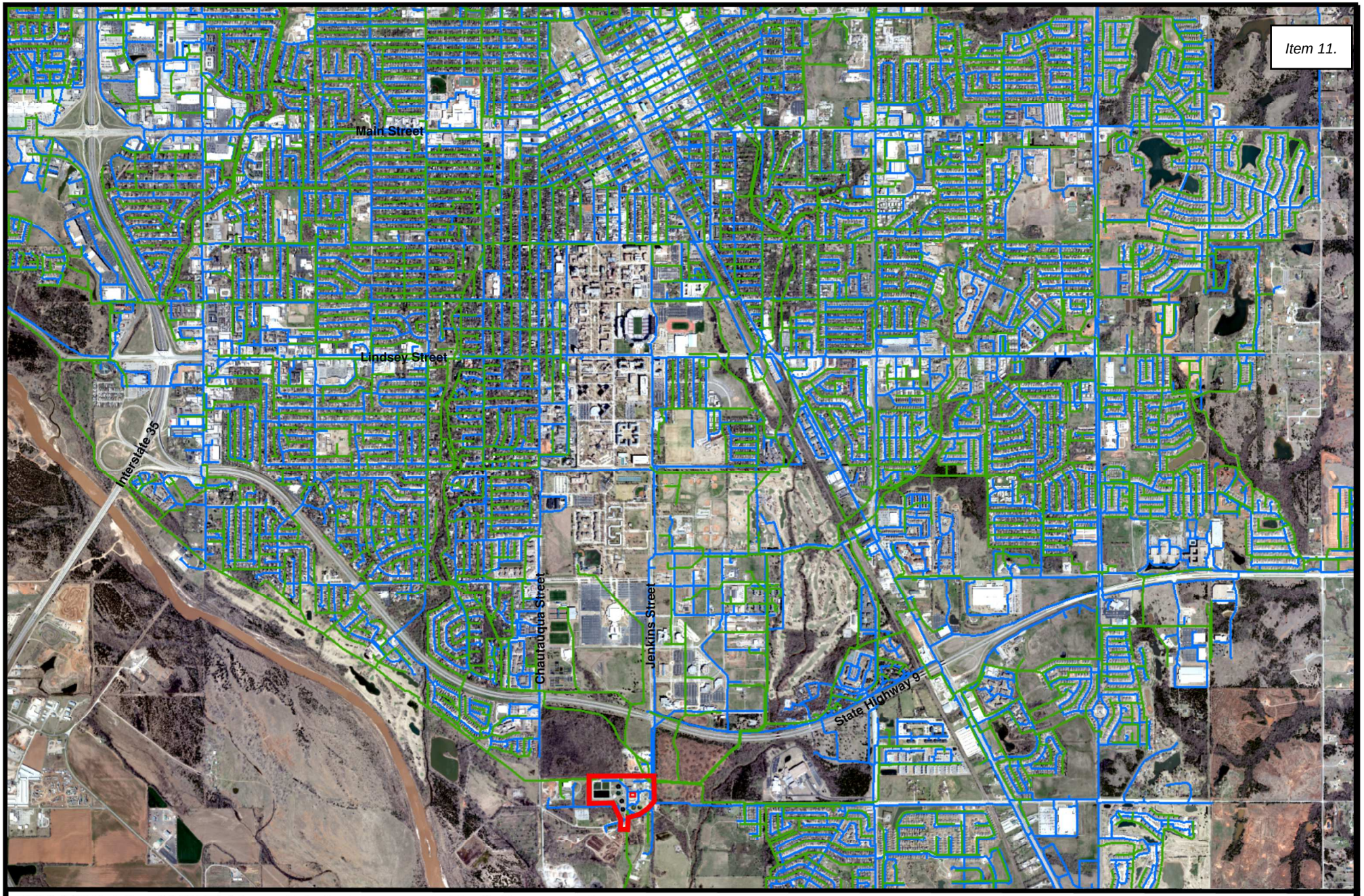
Exhibit C
Amendment No. 2 to Contract K-2021-67
Agreement for Engineering Services

COMPENSATION

COMPENSATION is amended by the following:

Activity	Current Fee Per Amendment No. 1	Revision Per Amendment No. 2	Revised Fee Subtotals
Preliminary Design	$183,481		**$183,481**
Final Design Phase 1	$162,120		
Final Design Phase 2*			
Project Management		$7,300	
Contract Document Review and Site Visit		$22,200	
Code Review and Updates		$18,100	
BABA Updates		$16,500	
Final Design Subtotals =			**$226,220**
Bidding	$20,000	$1000	**$21,000**
Construction Administration* (12 month construction period**)	$59,000	$3,000	
Additional Services – Submittal review time for change in design and construction delivery		$56,300	
Additional Services –RFC review time change in design and construction delivery		$13,800	
Additional Services –CO review time for change in design and construction delivery		$8,200	
CA Services for Additional Scope – Cart Entrance, Fire Alarm Panel, and UPS		$5,800	
Construction Administration Subtotals =			**$146,100**
As-Build Record Documents	$10,000	$500	**$10,500**
CONTRACT TOTALS =	**$434,601**	**$149,700**	**$587,301**

*Compensation amendments include a 2026/2027 labor rate adjustments for all remaining activities.**Consultant reserves the right request additional fees for Construction Administration services if the construction period extends past 12 months from the CONTRACTOR'S start date of construction.



WW0318 - WRF New Maintenance Building and WW0325 - WRF Main Control Building Renovation

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 1,500 3,000 feet

March 3, 2026

Existing Water Lines

Existing Gravity Sewer

Footprint of Norman WRF (Project Location)

N W E S

File Attachments for Item:

12.

CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER THREE FOR CONTRACT K-2324-70: BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND KRAPFF REYNOLDS CONSTRUCTION COMPANY INC., INCREASING THE CONTRACT AMOUNT BY $161,798.25 FOR A REVISED CONTRACT AMOUNT OF $5,582,788.75 FOR THE SEWER MAINTENANCE PROGRAM 2019, FINAL ACCEPTANCE AND FINAL PAYMENT OF THE PROJECT. (WARD 2)

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 03/24/2026

REQUESTER: Ken Giannone, PE

PRESENTER: Ken Giannone, PE, Capital Projects Engineer

ITEM TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER THREE FOR CONTRACT K-2324-70: BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND KRAPFF REYNOLDS CONSTRUCTION COMPANY INC., INCREASING THE CONTRACT AMOUNT BY $161,798.25 FOR A REVISED CONTRACT AMOUNT OF $5,582,788.75 FOR THE SEWER MAINTENANCE PROGRAM 2019, FINAL ACCEPTANCE AND FINAL PAYMENT OF THE PROJECT. (WARD 2)

BACKGROUND:

In 2001, the citizens of Norman approved a five dollar per month sewer maintenance fee to provide for the systematic replacement of aged and deteriorating neighborhood sewer lines. The FYE19 Sewer Maintenance Program 2019 (SMP-19) study area is shown on the attached map. After extensive study by Norman Utilities Authority's (NUA's) Consultant, Parkhill, and by NUA Sewer Line Maintenance Division and Utilities Engineering staff, the sanitary sewer lines within the study area were categorized into segments requiring replacement, rehabilitation using pipe-bursting, rehabilitation using cured-in-place-piping, or no action due to the pipe and appurtenances being in good condition.

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

DISCUSSION:

Quantities for existing unit price pay items are modified by this change order to match field conditions. Specific increases include additional pipe footage, additional paving, and reduction to internal reconnections. The total net cost of all of these revisions was $55,032.25.

In addition, the following items that were not part of the original contract were also encountered:

No.	Description	Cost
1	Decrease of 19 Manhole Ring and Lid Replacements	-$ 9,500.00
2	Additional 2 Vertical Feet for Add Seal and Coat Additional Vertical Footage of Manhole Wall Greater than Depth 6' with Strong MS-2C	$ 750.00
3	Additional 25 Feet for Add 4" Service Line & Fittings beyond 10' from Centerline of Sewer Mainline	$ 300.00
4	Emergency Repair of Collapsed 24" Sewer Line on Alameda	$101,231.00
5	Emergency Repair of Collapsed 8" Sewer Line at Truman Elementary	$ 13,985.00
6	In Lieu of Completing Line Item B2, "Lateral Launch of Push Camera Inspection": Starting at Final Acceptance, Contractor will furnish a 5-year warranty for all services reconnected under this Contract and at no extra cost.	$ 0.00

This results in the total cost for proposed Change Order No. 3 to be $161,798.25. The revised Contract cost, including previously approved Change Order Nos. 1 and 2, would be $5,582,788.75, which is a 2.1% increase over the original contract price. Funding for proposed Change Order No. 3 would come from the SMP-19 construction account (32193338-46101 / Project WW0321) which has an available balance of $240,265.39.

Over the course of several days in December 2025, ending on December 18, 2025, a final inspection of all manholes and sewer lines replaced or rehabilitated on this project was attended by City of Norman and KRCC staff, and a punchlist was generated. As of March 6, 2026, all items on the punchlist have been satisfactorily addressed. Therefore, staff recommends final acceptance of the project and final payment in the amount of $453,957.82.

RECOMMENDATION NO. 1:

Staff recommends that NUA approve Change Order No. 3 to Contract K-2324-70, by and between the Norman Utilities Authority and Krapff Reynolds Construction Company Inc., increasing the contract by $161,798.25 for a revised contract amount of $5,582,788.75.

RECOMMENDATION NO. 2:

Staff recommends that NUA approve final acceptance of Contract K-2324-70 by and between the Norman Utilities Authority and Krapff Reynolds Construction Company Inc.

RECOMMENDATION NO. 3:

Staff recommends that NUA approve final payment to Krapff Reynolds Construction Company Inc., for Contract K-2324-70 in the amount of $453,957.82.

NORMAN UTILITIES AUTHORITY
CITY OF NORMAN
CLEVELAND COUNTY, OKLAHOMA

DATE: March 6, 2026
CHANGE ORDER NO.: 3
CONTRACT NO.: K-2324-70
PROJECT: WW0321, Sewer Maintenance Program (SMP) - 19
CONTRACTOR: Krapff-Reynolds Construction Co.
2400 NE 4th Street, Oklahoma City, OK 73117

	Contract Time		Contract Amount	
ORIGINAL:	550	calendar days	$5,468,900.50	
PREVIOUS CHANGE ORDERS:	0	calendar days	-$47,910.00	-0.9%
THIS CHANGE ORDER:	0	calendar days	$161,798.25	3.0%
REVISED AMOUNT:	550	calendar days	$5,582,788.75	2.1%
ORIGINAL START DATE:	February 15, 2024			
ORIGINAL COMPLETION DATE:	August 18, 2025			
PREVIOUS COMPLETION DATE:	August 18, 2025			
NEW COMPLETION DATE:	August 18, 2025			

DESCRIPTION:	Increase/Decrease	
	Cost ($)	Time (Cal. Days)
Amendment Items:		
Revise quantities of line item nos. 5, 6, 7, 8, 9, 10, 12, 13, 14, 14A, 16, 17, 18, 22, 23, 24, 25, 26, 27, 28, 29 and B1 as described on Page 2 of 2 of this Change Order document	$55,032.25	0
Change Order Items:		
1: Delete Replace Manhole Ring and Lid	-$9,500.00	0
2: Add Seal & Coat Additional VF MH Wall Greater than Depth 6' with Strong MS-2C	$300.00	0
3: Add 4" Service Line & Fittings Beyond 10' from Centerline of Sewer	$750.00	0
4: Emergency Repair of Collapsed 24" Sewer Line on Alameda	$101,231.00	0
5: Emergency Repair of Collapsed 8" Sewer Line at Truman Elementary	$13,985.00	0
6: In lieu of completing Line Item No. B2, "Lateral Launch or Push Camera Inspection": Starting at Final Acceptance, Contractor will furnish a 5-year warranty for all services reconnected under this Contract and at no extra cost	$0.00	0
TOTAL for Change Order No. 3 =	$161,798.25	0

Krapff-Reynolds Construction Co. agrees to complete the work as amended and modified by Change Order No. 3 as described above.

CONTRACTOR: Krapff-Reynolds Construction Co. Date: 3-10-26

RECOMMENDED BY ENGINEER: Sara Senyondo, PE, Parkhill Date: 3-10-26

APPROVED AS TO FORM AND LEGALITY: City Attorney Date: 3/19/26

ACCEPTED BY NORMAN UTILITIES AUTHORITY: Mayor Date:

Change Order No. 3
Project No./Name: WW0321, Sewer Maintenance Program (SMP) - 19

Contract No. K-2324-70

Attachment 1

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

No.	Description	Units	Original Contract Quantity	Unit Price	Original Contract Amount	Proposed Qty Increase/ Decrease	Cost Increase / Decrease	Percent Change
5	Open Trench Pipe Replacement - 10 Inch	LF	201	$105.00	$21,105.00	144.0	$15,120.00	71.64%
6	Open Trench Pipe Replacement - 8 Inch	LF	296	$98.00	$29,008.00	118.5	$11,613.00	40.03%
7	Pipe Bursting - 12 Inch	LF	1,634	$110.00	$179,740.00	423.0	$46,530.00	25.89%
8	Pipe Bursting - 10 Inch	LF	1,637	$100.00	$163,700.00	9.0	$900.00	0.55%
9	Pipe Bursting - 8 Inch	LF	24,694	$96.00	$2,370,624.00	467.5	$44,880.00	1.89%
10	Cured-In-Place Pipe - 12 Inch	LF	1,009	$163.00	$164,467.00	27.0	$4,401.00	2.68%
12	Cured-In-Place Pipe - 8 Inch	LF	2,791	$143.00	$399,113.00	-96.0	-$13,728.00	-3.44%
13	Seal & Coat Manhole with New Ring & Lid to 6 Foot Depth	EA	158	$3,150.00	$497,700.00	8.0	$25,200.00	5.06%
14	Seal & Coat Additional Manhole Wall Greater Than 6 Foot	VF	440	$441.00	$194,040.00	15.0	$6,615.00	3.41%
14*	Seal & Coat Additional Manhole Wall Greater Than 6 Foot Correction of Error in Change Order No. 1 (242 VF were deleted but unit price was incorrectly listed at $440/VF instead	VF	440	$1.00	$440.00	-242.0	-$242.00	N/A
16	Construct 4 Foot ID Manhole to 6' Depth	Ea	4	$3,000.00	$12,000.00	1.0	$3,000.00	25.00%
17	Additional Depth Manhole Wall Greater Than 6 Foot Depth	VF	10	$200.00	$2,000.00	6.0	$1,200.00	60.00%
18	Abandon Existing Manhole	EA	1	$1,000.00	$1,000.00	-1.0	-$1,000.00	-100.00%
22	Re-Connect Existing Service to New HDPE Sewer	EA	565	$600.00	$339,000.00	-7.0	-$4,200.00	-1.24%
23	Re-Connect Existing Service to New PVC Sewer	EA	8	$600.00	$4,800.00	9.0	$5,400.00	112.50%
24	Re-Connect Existing Service to New CIPP Sewer	EA	39	$8,000.00	$312,000.00	-21.0	-$168,000.00	-53.85%
25	Curb & Gutter Removal and Replacement	LF	62	$125.00	$7,750.00	108.0	$13,500.00	174.19%
26	Sidewalk Removal & Replacement	SY	36	$100.00	$3,600.00	3.0	$300.00	8.33%
27	Pavement Removal & Replacement	SY	384	$150.00	$57,600.00	10.0	$1,500.00	2.60%
28	Street Pavement Removeal & Replacement	SY	301	$200.00	$60,200.00	281.0	$56,200.00	93.36%
29	Concrete Flume Removal & Replacement	SY	15	$100.00	$1,500.00	13.8	$1,380.00	92.00%
B1	Post Construction TV Inspection	LF	32,381	$1.50	$48,571.50	2,975.5	$4,463.25	9.19%
						Subtotal Amendment Items =	$55,032.25	1.01%

*This is correction of an error in Change Order No. 1. 242 VF of Line Item 14 were deleted from contract, but Change Order inadvertently listed the Unit Price as $440/VF instead of the contractual value of $441/VF. This item deletes the additional $1/VF that should have been deleted by Change Order No. 1.

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

No.	Description	Units	Original Contract Quantity	Unit Price	Original Contract Amount	Proposed Quantity Increase/ Decrease	Cost Increase / Decrease	Percent Change
1	Delete Replace Manhole Ring and Lid	Ea	0	$500.00	$0.00	-19	-$9,500.00	-0.17%
2	Add Seal & Coat Additional VF MH Wall Greater than Depth 6' with Strong MS-2C	VF	0	$150.00	$0.00	2	$300.00	0.01%
3	Add 4" Service Line & Fittings Beyond 10' from Centerline of Sewer	LF	0	$30.00	$0.00	25	$750.00	0.01%
4	Emergency Repair of Collapsed 24" Sewer Line on Alameda	LS	0	$101,231.00	$0.00	1	$101,231.00	1.85%
5	Emergency Repair of Collapsed 8" Sewer Line at Truman Elementary	LS	0	$13,985.00	$0.00	1	$13,985.00	0.26%
6	In lieu of completing Line Item No. B2, "Lateral Launch or Push Camera Inspection": Starting at Final Acceptance, Contractor will furnish a 5-year warranty for all services reconnected under this Contract	LS	0	$0.00	$0.00	1	$0.00	0.00%
						Subtotal Change Order Items: Cost =	$106,766.00	1.95%
						Net Total for Change Order No. 3: Cost =	$161,798.25	2.96%

Summary

Original Contract Amount	**$5,468,900.50**	
Executed Change Order No. 1	-$180,336.00	-3.30%
Executed Change Order No. 2	$132,426.00	2.42%
Proposed Change Order No. 3	$161,798.25	2.96%
Revised Contract Amount	**$5,582,788.75**	102.08%

APPLICATION AND CERTIFICATE FOR PAYMENT

Owner: Norman Utilities Authority
Project Name: Sewer Maintenance Program 19 WW-0321
Contract No. K-2324-70 PO No. 24005537
Start Date: February 15, 2024 End Date: August 18, 2025

Contractor: Krapff-Reynolds Construction Co.
Address: 2400 NE 4th Street, OKLAHOMA CITY, OK 73117

Application No. 18 FINAL Application Date: March 10, 2026

For the period: July 1, 2025 through August 18, 2025 , inclusive.

CONTRACTOR'S APPLICATION FOR PAYMENT

1	Original Contract Amount	$5,468,900.50
2	Net Change by Change Order(s)	$113,888.25
3	Revised Contract Amount (Line 1 + Line 2)	$5,582,788.75
4	Total Completed To Date	$5,582,788.75
5	Materials This Date	$0.00
6	Total Completed and Materials (Line 4 + Line 5)	$5,582,788.75
7	Retainage:	
	a Completed Work at 0% of Line 4	$0.00
	b 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)	$5,582,788.75
9	Previous Payments:	
	a Previously Paid to Contractor	$4,659,215.96
	b Previously Paid to Vendors	$468,738.97
	Total Previously Paid (Lines 9a + 9b)	$5,127,954.93
10	Amount Due This Estimate	
	a Invoices to be Paid by NUA (new materials)	$876.00
	b **Amount Due to Contractor**	**$453,957.82**
	Total Amount Due This Estimate (Line 8 less Line 9)	$454,833.82
11	Balance to Complete, Including Retainage	$0.00

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: Krapff-Reynolds Construction Co.

By: President Date: March 10, 2026
(Insert Name and Title Here)

State of: Oklahoma

County of: Oklahoma

Subscribed and sworn to before me this

10th day of March, 2026.

Notary Public:

My Commission expires: 12/12/27

WADE VAKULICK NOTARY PUBLIC # 11011133 EXP. 12/12/27 STATE OF OKLAHOMA

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: $ 453,957.82

Engineer:

By: Sara Senyondo, PE Date: 3/10/2026
(Insert Name and Title Here)

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: Date:
(Insert Name and Title Here)

INVOICE AFFIDAVIT

State of: Oklahoma

County of: Oklahoma

P. O. No. WW-0321

Invoice No. 26035

Amount $453,957.82

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 Moore, 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: Krapff-Reynolds Construction Co.

By: [signature] President

(Insert Name and Title Here)

Subscribed and sworn to before me this

10th day of March, 2026

Notary Public: [signature]

WADE VAKULICK NOTARY PUBLIC # 11011133 EXP. 12/12/27 STATE OF OKLAHOMA

My Commission expires: 12/12/27

THIS FORM MUST BE COMPLETED AND SUBMITTED BEFORE ANY INVOICE OVER $12,500.00 CAN BE PROCESSED FOR PAYMENT.

Krapff-Reynolds Construction Co.
Sewer Maintenance Program 19 WW-0321

Payment Request No. 18 FINAL

Period Ending: 08/18/25

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE	QTY THIS ESTIMATE	QTY PREVIOUS ESTIMATES	QTY TO DATE	AMOUNT THIS ESTIMATE	AMOUNT PREVIOUS ESTIMATES	AMOUNT TO DATE
1	Mobilization/Demobilization	1	LS	$125,000.00	$125,000.00	0	1	1	$0.00	$125,000.00	$125,000.00
2	OSHA Trench Safety	1	LS	$32,000.00	$32,000.00	0	1	1	$0.00	$32,000.00	$32,000.00
3	Workzone Traffic Control Plan	1	LS	$27,000.00	$27,000.00	0	1	1	$0.00	$27,000.00	$27,000.00
4	Point Repair - 8 Inch	4	EA	$25,000.00	$100,000.00	0	4	4	$0.00	$100,000.00	$100,000.00
5	Open Trench pipe Replacement - 10 Inch	345	LF	$105.00	$36,225.00	0	345	345	$0.00	$36,225.00	$36,225.00
6	Open Trench pipe Replacement - 8 Inch	414.5	LF	$98.00	$40,621.00	0	414.5	414.50	$0.00	$40,621.00	$40,621.00
7	Pipe Bursting - 12 Inch	2,057	LF	$110.00	$226,270.00	0	2057	2057	$0.00	$226,270.00	$226,270.00
8	Pipe Bursting - 10 Inch	1,646	LF	$100.00	$164,600.00	0	1646	1646	$0.00	$164,600.00	$164,600.00
9	Pipe Bursting - 8 Inch	27,044.0	LF	$96.00	$2,596,224.00	0	27044.0	27044.0	$0.00	$2,596,224.00	$2,596,224.00
10	Cured-in-Place Pipe - 12 Inch	1,036	LF	$163.00	$168,868.00	0	1036	1036	$0.00	$168,868.00	$168,868.00
11	Cured-in-Place Pipe - 10 Inch	119	LF	$170.00	$20,230.00	0	119	119	$0.00	$20,230.00	$20,230.00
12	Cured-in-Place Pipe - 8 Inch	2,695	LF	$143.00	$385,385.00	0	2695	2695	$0.00	$385,385.00	$385,385.00
13	Seal & Coat Manhole w/ new Ring & lid to 6 Foot Depth	30	EA	$3,150.00	$94,500.00	0	30	30	$0.00	$94,500.00	$94,500.00
14	Seal & Coat Additional Manhole Wall Greater Than 6' Depth	213	VF	$441.00	$93,933.00	55.5	157.5	213.0	$24,475.50	$69,457.50	$93,933.00
15	Remove Existing Manhole	4	EA	$500.00	$2,000.00	0	4	4	$0.00	$2,000.00	$2,000.00
16	Construct 4 Foot ID Manhole to 6' Depth	6	EA	$3,000.00	$18,000.00	0	6	6	$0.00	$18,000.00	$18,000.00
17	Additional Depth Manhole Wall Greater Than 6' Depth	16	VF	$200.00	$3,200.00	0	16	16	$0.00	$3,200.00	$3,200.00
18	Abandon Existing Manhole	0	EA	$1,000.00	$0.00	0	0	0	$0.00	$0.00	$0.00
19	Plug Existing Sewer - 8 Inch	2	EA	$1,000.00	$2,000.00	0	2	2	$0.00	$2,000.00	$2,000.00
20	Remove Manhole Internal Fitting	1	EA	$1,500.00	$1,500.00	0	1	1	$0.00	$1,500.00	$1,500.00
21	Bypass Pumping	1	LS	$50,000.00	$50,000.00	0	1	1	$0.00	$50,000.00	$50,000.00
22	Re-Connect Existing Service to New HDPE Sewer	558	EA	$600.00	$334,800.00	0	558	558	$0.00	$334,800.00	$334,800.00
23	Re-connect Existing Service to New PVC Sewer	17	EA	$600.00	$10,200.00	0	17	17	$0.00	$10,200.00	$10,200.00
24	Re-connect Existing Service to New CIPP Sewer	18	EA	$8,000.00	$144,000.00	0	18	18	$0.00	$144,000.00	$144,000.00
25	Curb & Gutter Removal and replacement	170	LF	$125.00	$21,250.00	0	170	170	$0.00	$21,250.00	$21,250.00
26	Sidewalk Removal & Replacement	39	SY	$100.00	$3,900.00	0	39	39	$0.00	$3,900.00	$3,900.00
27	Pavement Removal & Replacement	394	SY	$150.00	$59,100.00	10	384	394	$1,500.00	$57,600.00	$59,100.00
28	Street Pavement Removal & Replacament	582	SY	$200.00	$116,400.00	0	582	582	$0.00	$116,400.00	$116,400.00
29	Concrete Flume Removal & Replacament	28.8	SY	$100.00	$ 2,880.00	0	28.8	28.8	$0.00	$2,880.00	$2,880.00
30	Landscaping and Sprinkler Repair Allowance	1	LS	$35,000.00	$35,000.00	0	1	1	$0.00	$35,000.00	$35,000.00
31	Site Restoration	1	LS	$150,000.00	$150,000.00	0	1	1	$0.00	$150,000.00	$150,000.00
B1	Post Construction TV Inspection	31,054	LF	$1.50	$46,581.00	4302.5	31054	35356.5	$6,453.75	$46,581.00	$53,034.75
B2	Lateral Launch or Push Camera Inspection	612	EA	$171.00	$ 104,652.00	20.01	591.99	612	$3,421.71	$101,230.29	$104,652.00
	ORIGINAL CONTRACT TOTAL				**$5,468,900.50**				**$35,850.96**	**$5,186,921.79**	**$5,222,772.75**
	AMMENDED BASE CONTRACT TOTAL				**$5,216,319.00**						
	Change Order # 1										
CO1.1	Seal & Coat Manhole to 6' Depth (Strong MS-2C)	158	EA	$900.00	$142,200.00	16	142	158	$14,400.00	$127,800.00	$142,200.00
CO1.2	Replace Manhole Ring & Lid	1	EA	$500.00	$500.00	1	0	1	$500.00	$0.00	$500.00
CO1.3	Seal & Coat Additional MH Wall Greater Than 6' Depth (MS-2C)	442	VF	$150.00	$66,300.00	126.5	315.5	442.0	$18,975.00	$47,325.00	$66,300.00
CO1.4	4" PVC Service Line & Fittings in Excess of 10'	125	LF	$30.00	$3,750.00	0	125	125	$0.00	$3,750.00	$3,750.00
CO2.1	Furnish Static Equipment for Bursting	1	LS	$32,050.00	$32,050.00	0	1	1	$0.00	$32,050.00	$32,050.00
CO3.1	Repair Collapsed 16" Sewer Line on Alameda	1	LS	$101,231.00	$101,231.00	1	0	1	$101,231.00	$0.00	$101,231.00
CO3.2	Repair Collapsed 8" Sewer Line Truman Elementary	1	LS	$13,985.00	$13,985.00	1	0	1	$13,985.00	$0.00	$13,985.00
CO3.3	5 Year Warranty on Service Connections	1	LS	$0.00	$0.00	0	0	0	$0.00	$0.00	$0.00
	REVISED CONTRACT TOTAL				**$5,576,335.00**				**$184,941.96**	**$5,397,846.79**	**$5,582,788.75**

Krapff-Reynolds Construction Co. **Payment Request No: 18 FINAL** **Period Ending: 8/18/2025**
Sewer Maintenance Program 19 WW-0321 **NUA PAID MATERIALS** **Page 5 of 7**

Pay Est	Supplier	Invoice Number	Invoice Date	Invoice Total	Total Amount Paid	% Paid	Invoice Balance
1	ISCO	11118895	02/14/24	$ 146,322.00	$ 146,322.00	100%	$ -
1	ISCO	11119031	02/21/24	$ 81,404.50	$ 81,404.50	100%	$ -
2	Pioneer Supply	65878	04/12/24	$ 8,668.90	$ 8,668.90	100%	$ -
2	Pioneer Supply	65895	04/12/24	$ 2,570.40	$ 2,570.40	100%	$ -
2	ISCO	11119824	04/02/24	$ 22,053.24	$ 22,053.24	100%	$ -
2	ISCO	11119386	03/12/24	$ 4,455.20	$ 4,455.20	100%	$ -
3	Dolese	AG24048647	04/19/24	$ 525.09	$ 525.09	100%	$ -
3	Dolese	AG24052454	04/29/24	$ 257.56	$ 257.56	100%	$ -
3	Dolese	AG24056915	05/08/24	$ 359.89	$ 359.89	100%	$ -
3	Pioneer Supply	66195	04/24/24	$ 294.00	$ 294.00	100%	$ -
3	Pioneer Supply	66200	04/24/24	$ 25.25	$ 25.25	100%	$ -
3	Pioneer Supply	66442	04/30/24	$ 745.90	$ 745.90	100%	$ -
3	Pioneer Supply	66727	05/08/24	$ 2,570.40	$ 2,570.40	100%	$ -
3	Pioneer Supply	66771	05/08/24	$ 375.66	$ 375.66	100%	$ -
3	Pioneer Supply	CM60302	05/14/24	$ (197.76)	$ (197.76)	100%	$ -
3	ISCO	11119651	03/25/24	$ 36,421.26	$ 36,421.26	100%	$ -
4	Dolese	AG24060408	05/15/24	$ 322.70	$ 322.70	100%	$ -
4	Pioneer Supply	68091	06/14/24	$ 39.00	$ 39.00	100%	$ -
5	KRCC, LLC	C-240444	06/18/24	$ 370.00	$ 370.00	100%	$ -
5	Pioneer Supply	68453	06/26/24	$ 2,070.60	$ 2,070.60	100%	$ -
5	Pioneer Supply	68884	07/10/24	$ 30.64	$ 30.64	100%	$ -
6	Dolese	AG24087264	07/16/24	$ 311.33	$ 311.33	100%	$ -
6	KRCC, LLC	C-240550	07/26/24	$ 242.00	$ 242.00	100%	$ -
6	Pioneer Supply	69723	07/31/24	$ 3,318.10	$ 3,318.10	100%	$ -
6	Pioneer Supply	70263	08/09/24	$ 820.75	$ 820.75	100%	$ -
6	Dolese	AG24098761	08/09/24	$ 259.41	$ 259.41	100%	$ -
6	Dolese	AG24098125	08/11/24	$ 313.30	$ 313.30	100%	$ -
7	Dolese	AG24102558	08/19/24	$ 618.69	$ 618.69	100%	$ -
7	Dolese	AG24102559	08/19/24	$ 770.83	$ 770.83	100%	$ -
7	Dolese	AG24104529	08/22/24	$ 621.64	$ 621.64	100%	$ -
7	Dolese	AG24104530	08/22/24	$ 764.62	$ 764.62	100%	$ -
7	KRCC, LLC	C-240638	08/20/24	$ 640.00	$ 640.00	100%	$ -
7	KRCC, LLC	C-240689	09/03/24	$ 720.00	$ 720.00	100%	$ -
7	Pioneer Supply	70360	08/14/24	$ 6,739.77	$ 6,739.77	100%	$ -
7	Pioneer Supply	70452	08/16/24	$ 6,385.94	$ 6,385.94	100%	$ -
7	Pioneer Supply	70495	08/16/24	$ 259.78	$ 259.78	100%	$ -
7	Pioneer Supply	70751	08/21/24	$ 219.05	$ 219.05	100%	$ -
7	Pioneer Supply	70753	08/21/24	$ 1,551.80	$ 1,551.80	100%	$ -
7	Pioneer Supply	71023	08/30/24	$ 5,007.75	$ 5,007.75	100%	$ -
7	Pioneer Supply	71025	08/30/24	$ 1,551.80	$ 1,551.80	100%	$ -
7	PPG	8082297367	08/13/24	$ 21,080.99	$ 21,080.99	100%	$ -
8	Pioneer Supply	71687	09/13/24	$ 506.79	$ 506.79	100%	$ -
8	KRCC, LLC	C-240724	09/16/24	$ 490.00	$ 490.00	100%	$ -
8	Pioneer Supply	72085	09/25/24	$ 7,824.70	$ 7,824.70	100%	$ -
8	Pioneer Supply	72362	09/30/24	$ 35.58	$ 35.58	100%	$ -
8	Dolese	AG24122205	10/03/24	$ 249.44	$ 249.44	100%	$ -
8	Dolese	AG24122927	10/04/24	$ 260.76	$ 260.76	100%	$ -
9	Dolese	AG24123547	10/07/24	$ 512.66	$ 512.66	100%	$ -
9	Dolese	AG24125384	10/10/24	$ 321.03	$ 321.03	100%	$ -
9	KRCC, LLC	C-240786	10/09/24	$ 897.00	$ 897.00	100%	$ -
9	KRCC, LLC	C-240790	10/10/24	$ 1,053.00	$ 1,053.00	100%	$ -
9	KRCC, LLC	C-240792	10/10/24	$ 702.00	$ 702.00	100%	$ -
9	KRCC, LLC	C-240797	10/11/24	$ 1,200.00	$ 1,200.00	100%	$ -

9	Dolese	AG24124771	10/09/24	$ 257.44	$ 257.44	100%	$ -
9	KRCC, LLC	C-240802	10/14/24	$ 840.00	$ 840.00	100%	$ -
9	Pioneer Supply	72890	10/16/24	$ 2,831.30	$ 2,831.30	100%	$ -
9	Pioneer Supply	72891	10/16/24	$ 2,399.08	$ 2,399.08	100%	$ -
9	KRCC, LLC	C-240808	10/15/24	$ 1,280.00	$ 1,280.00	100%	$ -
9	Pioneer Supply	72992	10/23/24	$ 1,785.00	$ 1,785.00	100%	$ -
9	Pioneer Supply	73002	10/23/24	$ 11.25	$ 11.25	100%	$ -
9	KRCC, LLC	C-240856	10/29/24	$ 1,521.00	$ 1,521.00	100%	$ -
9	Pioneer Supply	73425	10/30/24	$ 310.36	$ 310.36	100%	$ -
9	KRCC, LLC	C-240859	10/30/24	$ 1,000.00	$ 1,000.00	100%	$ -
9	KRCC, LLC	C-240865	10/31/24	$ 702.00	$ 702.00	100%	$ -
9	KRCC, LLC	C-240871	11/01/24	$ 519.00	$ 519.00	100%	$ -
10	Dolese	AG24136076	11/06/24	$ 257.56	$ 257.56	100%	$ -
10	Dolese	AG24137122	11/08/24	$ 256.70	$ 256.70	100%	$ -
10	Dolese	AG24138771	11/13/24	$ 268.26	$ 268.26	100%	$ -
10	Dolese	AG24137505	11/11/24	$ 530.14	$ 530.14	100%	$ -
10	KRCC, LLC	C-240875	11/05/24	$ 1,240.00	$ 1,240.00	100%	$ -
10	KRCC, LLC	C-240879	11/06/24	$ 250.00	$ 250.00	100%	$ -
10	KRCC, LLC	C-240885	11/09/24	$ 720.00	$ 720.00	100%	$ -
10	KRCC, LLC	C-240886	11/11/24	$ 520.00	$ 520.00	100%	$ -
10	Pioneer Supply	73717	11/06/24	$ 330.96	$ 330.96	100%	$ -
10	Pioneer Supply	73720	11/06/24	$ 146.94	$ 146.94	100%	$ -
10	Pioneer Supply	73773	11/08/24	$ 269.67	$ 269.67	100%	$ -
10	Pioneer Supply	73952	11/13/24	$ 1,036.07	$ 1,036.07	100%	$ -
10	Pioneer Supply	73960	11/13/24	$ 310.36	$ 310.36	100%	$ -
10	Pioneer Supply	74081	11/15/24	$ 2,073.40	$ 2,073.40	100%	$ -
10	Pioneer Supply	74084	11/15/24	$ 2,070.60	$ 2,070.60	100%	$ -
10	Pioneer Supply	74087	11/15/24	$ 385.00	$ 385.00	100%	$ -
10	Pioneer Supply	74145	11/15/24	$ 54.14	$ 54.14	100%	$ -
10	Pioneer Supply	74580	11/29/24	$ 796.95	$ 796.95	100%	$ -
10	Pioneer Supply	74612	11/29/24	$ 2,239.13	$ 2,239.13	100%	$ -
10	Pioneer Supply	74614	11/29/24	$ 291.85	$ 291.85	100%	$ -
11	Pioneer Supply	72892	10/16/24	$ 4,166.50	$ 4,166.50	100%	$ -
11	Pioneer Supply	74707	12/05/24	$ 6,002.50	$ 6,002.50	100%	$ -
11	Dolese	AG24148497	12/06/24	$ 974.91	$ 974.91	100%	$ -
11	Dolese	AG24148498	12/06/24	$ 788.86	$ 788.86	100%	$ -
11	ISCO	11124388	12/09/24	$ 7,053.20	$ 7,053.20	100%	$ -
11	Dolese	AG24149776	12/10/24	$ 964.20	$ 964.20	100%	$ -
11	Pioneer Supply	74903	12/10/24	$ 935.10	$ 935.10	100%	$ -
11	Dolese	AG24151058	12/12/24	$ 964.94	$ 964.94	100%	$ -
11	Pioneer Supply	CM60936	12/17/24	$ (1,487.50)	$ (1,487.50)	100%	$ -
11	KRCC, LLC	C-240969	12/17/24	$ 975.00	$ 975.00	100%	$ -
11	Dolese	AG24153571	12/18/24	$ 257.19	$ 257.19	100%	$ -
11	KRCC, LLC	C-240974	12/18/24	$ 1,159.50	$ 1,159.50	100%	$ -
11	Pioneer Supply	75326	12/18/24	$ 256.20	$ 256.20	100%	$ -
11	KRCC, LLC	C-240980	12/20/24	$ 1,521.00	$ 1,521.00	100%	$ -
11	Pioneer Supply	75579	12/26/24	$ 971.17	$ 971.17	100%	$ -
12	Dolese	AG24157160	12/31/24	$ 719.27	$ 719.27	100%	$ -
12	Dolese	AG25001931	01/08/25	$ 521.27	$ 521.27	100%	$ -
12	KRCC, LLC	C-250004	01/08/25	$ 546.00	$ 546.00	100%	$ -
12	KRCC, LLC	C-250011	01/15/25	$ 1,840.00	$ 1,840.00	100%	$ -
12	Pioneer Supply	76351	01/17/25	$ 140.50	$ 140.50	100%	$ -
12	KRCC, LLC	C-250018	01/17/25	$ 1,040.00	$ 1,040.00	100%	$ -
12	Pioneer Supply	76436	01/22/25	$ 525.29	$ 525.29	100%	$ -
12	KRCC, LLC	C-250021	01/23/25	$ 2,640.00	$ 2,640.00	100%	$ -
12	KRCC, LLC	C-250027	01/25/25	$ 1,840.00	$ 1,840.00	100%	$ -
12	Dolese	AG25007473	01/27/25	$ 541.45	$ 541.45	100%	$ -

12	KRCC, LLC	C-250032	01/28/25	$ 1,080.00	$ 1,080.00	100%	$	-
12	Pioneer Supply	76918	01/31/25	$ 184.55	$ 184.55	100%	$	-
12	Pioneer Supply	77071	02/05/25	$ 65.84	$ 65.84	100%	$	-
13	Pioneer Supply	77225	02/07/25	$ 743.58	$ 743.58	100%	$	-
13	Pioneer Supply	77245	02/07/25	$ 2,641.80	$ 2,641.80	100%	$	-
13	KRCC, LLC	C-250067	02/11/25	$ 640.00	$ 640.00	100%	$	-
13	Pioneer Supply	77441	02/12/25	$ 94.90	$ 94.90	100%	$	-
13	Pioneer Supply	77443	02/12/25	$ 60.15	$ 60.15	100%	$	-
13	Pioneer Supply	77444	02/12/25	$ 235.78	$ 235.78	100%	$	-
13	KRCC, LLC	CMC-250027	02/25/25	$ (100.00)	$ (100.00)	100%	$	-
14	Pioneer Supply	78239	02/28/25	$ 281.82	$ 281.82	100%	$	-
14	Dolese	AG25020914	03/05/25	$ 553.63	$ 553.63	100%	$	-
14	Dolese	AG25021553	03/06/25	$ 370.94	$ 370.94	100%	$	-
14	Pioneer Supply	78612	03/12/25	$ 754.54	$ 754.54	100%	$	-
14	ISCO	11126031	03/17/25	$ 2,500.40	$ 2,500.40	100%	$	-
14	Pioneer Supply	79636	03/28/25	$ 25.00	$ 25.00	100%	$	-
14	KRCC, LLC	C-250086	02/27/25	$ 1,080.00	$ 1,080.00	100%	$	-
14	KRCC, LLC	C-250097	03/06/25	$ 507.00	$ 507.00	100%	$	-
14	KRCC, LLC	C-250108	03/12/25	$ 2,480.00	$ 2,480.00	100%	$	-
14	KRCC, LLC	C-250115	03/13/25	$ 530.00	$ 530.00	100%	$	-
14	KRCC, LLC	C-250117	03/13/25	$ 250.00	$ 250.00	100%	$	-
14	KRCC, LLC	C-250126	03/18/25	$ 530.00	$ 530.00	100%	$	-
14	KRCC, LLC	C-250135	03/20/25	$ 478.00	$ 478.00	100%	$	-
14	KRCC, LLC	C-250141	03/24/25	$ 290.00	$ 290.00	100%	$	-
14	KRCC, LLC	C-250143	03/25/25	$ 873.00	$ 873.00	100%	$	-
15	Pioneer Supply	79943	04/08/25	$ 139.50	$ 139.50	100%	$	-
15	Pioneer Supply	81135	04/30/25	$ 804.00	$ 804.00	100%	$	-
16	Dolese	AG25045778	04/28/25	$ 355.30	$ 355.30	100%	$	-
16	Dolese	AG25047108	05/01/25	$ 355.13	$ 355.13	100%	$	-
16	Dolese	AG25048299	05/05/25	$ 777.98	$ 777.98	100%	$	-
16	Dolese	AG25048936	05/06/25	$ 261.01	$ 261.01	100%	$	-
16	Dolese	AG25049399	05/07/25	$ 798.27	$ 798.27	100%	$	-
16	KRCC, LLC	C-250233	05/02/25	$ 410.00	$ 410.00	100%	$	-
16	KRCC, LLC	C-250243	05/07/25	$ 1,240.00	$ 1,240.00	100%	$	-
16	KRCC, LLC	C-250250	05/09/25	$ 4,920.00	$ 4,920.00	100%	$	-
17	KRCC, LLC	C-250348	06/17/25	$ 330.00	$ 330.00	100%	$	-
17	Pioneer Supply	83030	06/13/25	$ 184.02	$ 184.02	100%	$	-
17	Pioneer Supply	83033	06/13/25	$ 138.18	$ 138.18	100%	$	-
17	Primary Structures	261725	06/17/25	$ 1,170.00	$ 1,170.00	100%	$	-
17	Pioneer Supply	80327	04/11/25	$ 409.00	$ 409.00	100%	$	-
18	Primary Structures	1380525	08/05/25	$ 876.00	$ -	0%	$	876.00
	Totals			$ 469,614.97	$ 468,738.97		$	876.00

Krapff-Reynolds Construction Co. **Payment Request No. 18 FINAL** **Period Ending: 08/18/25**
Sewer Maintenance Program 19 WW-0321 **Materials On Job** **Page 6 of 7**

Pay Est #	Supplier	Invoice Number	Materials Description	Invoiced Amount	% Used	% Stored	Materials Installed	Materials Remaining
1	ISCO	11118895	HDPE Pipe	$ 146,322.00	100%	0%	$ 146,322.00	$ -
1	ISCO	11119031	HDPE Pipe	$ 81,404.50	100%	0%	$ 81,404.50	$ -
2	Pioneer Supply	65878	Fittings	$ 8,668.90	100%	0%	$ 8,668.90	$ -
2	Pioneer Supply	65895	Pipe	$ 2,570.40	100%	0%	$ 2,570.40	$ -
2	ISCO	11119824	Saddles	$ 22,053.24	100%	0%	$ 22,053.24	$ -
2	ISCO	11119386	Saddles	$ 4,455.20	100%	0%	$ 4,455.20	$ -
3	Dolese	AG24048647	Aggregates	$ 525.09	100%	0%	$ 525.09	$ -
3	Dolese	AG24052454	Aggregates	$ 257.56	100%	0%	$ 257.56	$ -
3	Dolese	AG24056915	Aggregates	$ 359.89	100%	0%	$ 359.89	$ -
3	Pioneer Supply	66195	Fittings	$ 294.00	100%	0%	$ 294.00	$ -
3	Pioneer Supply	66200	Fittings	$ 25.25	100%	0%	$ 25.25	$ -
3	Pioneer Supply	66442	Fittings	$ 745.90	100%	0%	$ 745.90	$ -
3	Pioneer Supply	66727	Pipe	$ 2,570.40	100%	0%	$ 2,570.40	$ -
3	Pioneer Supply	66771	Fittings	$ 375.66	100%	0%	$ 375.66	$ -
3	Pioneer Supply	CM60302	Credit Memo	$ (197.76)	100%	0%	$ (197.76)	$ -
3	ISCO	11119651	Saddles	$ 36,421.26	100%	0%	$ 36,421.26	$ -
4	Dolese	AG24060408	Aggregates	$ 322.70	100%	0%	$ 322.70	$ -
4	Pioneer Supply	68091	Fittings	$ 39.00	100%	0%	$ 39.00	$ -
5	KRCC, LLC	C-240444	Concrete	$ 370.00	100%	0%	$ 370.00	$ -
5	Pioneer Supply	68453	Pipe	$ 2,070.60	100%	0%	$ 2,070.60	$ -
5	Pioneer Supply	68884	Fittings	$ 30.64	100%	0%	$ 30.64	$ -
6	Dolese	AG24087264	Aggregates	$ 311.33	100%	0%	$ 311.33	$ -
6	KRCC, LLC	C-240550	Concrete	$ 242.00	100%	0%	$ 242.00	$ -
6	Pioneer Supply	69723	Fittings	$ 3,318.10	100%	0%	$ 3,318.10	$ -
6	Pioneer Supply	70263	Fittings	$ 820.75	100%	0%	$ 820.75	$ -
6	Dolese	AG24098761	Aggregates	$ 259.41	100%	0%	$ 259.41	$ -
6	Dolese	AG24098125	Aggregates	$ 313.30	100%	0%	$ 313.30	$ -
7	Dolese	AG24102558	Aggregates	$ 618.69	100%	0%	$ 618.69	$ -
7	Dolese	AG24102559	Aggregates	$ 770.83	100%	0%	$ 770.83	$ -
7	Dolese	AG24104529	Aggregates	$ 621.64	100%	0%	$ 621.64	$ -
7	Dolese	AG24104530	Aggregates	$ 764.62	100%	0%	$ 764.62	$ -
7	KRCC, LLC	C-240638	Concrete	$ 640.00	100%	0%	$ 640.00	$ -
7	KRCC, LLC	C-240689	Concrete	$ 720.00	100%	0%	$ 720.00	$ -
7	Pioneer Supply	70360	Pipe	$ 6,739.77	100%	0%	$ 6,739.77	$ -
7	Pioneer Supply	70452	Rings/Lids	$ 6,385.94	100%	0%	$ 6,385.94	$ -
7	Pioneer Supply	70495	Fittings	$ 259.78	100%	0%	$ 259.78	$ -
7	Pioneer Supply	70751	Gaskets	$ 219.05	100%	0%	$ 219.05	$ -
7	Pioneer Supply	70753	Rings/Lids	$ 1,551.80	100%	0%	$ 1,551.80	$ -
7	Pioneer Supply	71023	Fittings	$ 5,007.75	100%	0%	$ 5,007.75	$ -
7	Pioneer Supply	71025	Rings/Lids	$ 1,551.80	100%	0%	$ 1,551.80	$ -
7	PPG	8082297367	Epoxy	$ 21,080.99	100%	0%	$ 21,080.99	$ -
8	Pioneer Supply	71687	Pipe	$ 506.79	100%	0%	$ 506.79	$ -
8	KRCC, LLC	C-240724	Concrete	$ 490.00	100%	0%	$ 490.00	$ -
8	Pioneer Supply	72085	Fittings	$ 7,824.70	100%	0%	$ 7,824.70	$ -
8	Pioneer Supply	72362	Fittings	$ 35.58	100%	0%	$ 35.58	$ -
8	Dolese	AG24122205	Aggregates	$ 249.44	100%	0%	$ 249.44	$ -
8	Dolese	AG24122927	Aggregates	$ 260.76	100%	0%	$ 260.76	$ -
9	Dolese	AG24123547	Aggregates	$ 512.66	100%	0%	$ 512.66	$ -
9	Dolese	AG24125384	Aggregates	$ 321.03	100%	0%	$ 321.03	$ -
9	KRCC, LLC	C-240786	Concrete	$ 897.00	100%	0%	$ 897.00	$ -
9	KRCC, LLC	C-240790	Concrete	$ 1,053.00	100%	0%	$ 1,053.00	$ -
9	KRCC, LLC	C-240792	Concrete	$ 702.00	100%	0%	$ 702.00	$ -
9	KRCC, LLC	C-240797	Concrete	$ 1,200.00	100%	0%	$ 1,200.00	$ -
9	Dolese	AG24124771	Aggregates	$ 257.44	100%	0%	$ 257.44	$ -
9	KRCC, LLC	C240802	Concrete	$ 840.00	100%	0%	$ 840.00	$ -

9	Pioneer Supply	72890	Fittings	$ 2,831.30	100%	0%	$ 2,831.30	$ -
9	Pioneer Supply	72891	Fittings	$ 2,399.08	100%	0%	$ 2,399.08	$ -
9	KRCC, LLC	C240808	Concrete	$ 1,280.00	100%	0%	$ 1,280.00	$ -
9	Pioneer Supply	72992	Pipe	$ 1,785.00	100%	0%	$ 1,785.00	$ -
9	Pioneer Supply	73002	Fittings	$ 11.25	100%	0%	$ 11.25	$ -
9	KRCC, LLC	C-240856	Concrete	$ 1,521.00	100%	0%	$ 1,521.00	$ -
9	Pioneer Supply	73425	Fittings	$ 310.36	100%	0%	$ 310.36	$ -
9	KRCC, LLC	C-240859	Concrete	$ 1,000.00	100%	0%	$ 1,000.00	$ -
9	KRCC, LLC	C-240865	Concrete	$ 702.00	100%	0%	$ 702.00	$ -
9	KRCC, LLC	C-240871	Concrete	$ 519.00	100%	0%	$ 519.00	$ -
10	Dolese	AG24136076	Aggregates	$ 257.56	100%	0%	$ 257.56	$ -
10	Dolese	AG24137122	Aggregates	$ 256.70	100%	0%	$ 256.70	$ -
10	Dolese	AG24138771	Aggregates	$ 268.26	100%	0%	$ 268.26	$ -
10	Dolese	AG24137505	Aggregates	$ 530.14	100%	0%	$ 530.14	$ -
10	KRCC, LLC	C-240875	Concrete	$ 1,240.00	100%	0%	$ 1,240.00	$ -
10	KRCC, LLC	C-240879	Concrete	$ 250.00	100%	0%	$ 250.00	$ -
10	KRCC, LLC	C-240885	Concrete	$ 720.00	100%	0%	$ 720.00	$ -
10	KRCC, LLC	C-240886	Concrete	$ 520.00	100%	0%	$ 520.00	$ -
10	Pioneer Supply	73717	Pipe and Fittings	$ 330.96	100%	0%	$ 330.96	$ -
10	Pioneer Supply	73720	Pipe and Fittings	$ 146.94	100%	0%	$ 146.94	$ -
10	Pioneer Supply	73773	Pipe and Fittings	$ 269.67	100%	0%	$ 269.67	$ -
10	Pioneer Supply	73952	Pipe and Fittings	$ 1,036.07	100%	0%	$ 1,036.07	$ -
10	Pioneer Supply	73960	Pipe and Fittings	$ 310.36	100%	0%	$ 310.36	$ -
10	Pioneer Supply	74081	Pipe and Fittings	$ 2,073.40	100%	0%	$ 2,073.40	$ -
10	Pioneer Supply	74084	Pipe and Fittings	$ 2,070.60	100%	0%	$ 2,070.60	$ -
10	Pioneer Supply	74087	Pipe and Fittings	$ 385.00	100%	0%	$ 385.00	$ -
10	Pioneer Supply	74145	Pipe and Fittings	$ 54.14	100%	0%	$ 54.14	$ -
10	Pioneer Supply	74580	Pipe and Fittings	$ 796.95	100%	0%	$ 796.95	$ -
10	Pioneer Supply	74612	Pipe and Fittings	$ 2,239.13	100%	0%	$ 2,239.13	$ -
10	Pioneer Supply	74614	Pipe and Fittings	$ 291.85	100%	0%	$ 291.85	$ -
11	Pioneer Supply	72892	Pipe and Fittings	$ 4,166.50	100%	0%	$ 4,166.50	$ -
11	Pioneer Supply	74707	Pipe and Fittings	$ 6,002.50	100%	0%	$ 6,002.50	$ -
11	Dolese	AG24148497	Aggregates	$ 974.91	100%	0%	$ 974.91	$ -
11	Dolese	AG24148498	Aggregates	$ 788.86	100%	0%	$ 788.86	$ -
11	ISCO	11124388	Pipe	$ 7,053.20	100%	0%	$ 7,053.20	$ -
11	Dolese	AG24149776	Aggregates	$ 964.20	100%	0%	$ 964.20	$ -
11	Pioneer Supply	74903	Pipe and Fittings	$ 935.10	100%	0%	$ 935.10	$ -
11	Dolese	AG24151058	Aggregates	$ 964.94	100%	0%	$ 964.94	$ -
11	Pioneer Supply	CM60936	Pipe and Fittings	$ (1,487.50)	100%	0%	$ (1,487.50)	$ -
11	KRCC, LLC	C-240969	Concrete	$ 975.00	100%	0%	$ 975.00	$ -
11	Dolese	AG24153571	Aggregates	$ 257.19	100%	0%	$ 257.19	$ -
11	KRCC, LLC	C-240974	Concrete	$ 1,159.50	100%	0%	$ 1,159.50	$ -
11	Pioneer Supply	75326	Pipe and Fittings	$ 256.20	100%	0%	$ 256.20	$ -
11	KRCC, LLC	C-240980	Concrete	$ 1,521.00	100%	0%	$ 1,521.00	$ -
11	Pioneer Supply	75579	Pipe and Fittings	$ 971.17	100%	0%	$ 971.17	$ -
12	Dolese	AG24157160	Aggregates	$ 719.27	100%	0%	$ 719.27	$ -
12	Dolese	AG25001931	Aggregates	$ 521.27	100%	0%	$ 521.27	$ -
12	KRCC, LLC	C-250004	Concrete	$ 546.00	100%	0%	$ 546.00	$ -
12	KRCC, LLC	C-250011	Concrete	$ 1,840.00	100%	0%	$ 1,840.00	$ -
12	Pioneer Supply	76351	Pipe and Fittings	$ 140.50	100%	0%	$ 140.50	$ -
12	KRCC, LLC	C-250018	Concrete	$ 1,040.00	100%	0%	$ 1,040.00	$ -
12	Pioneer Supply	76436	Pipe and Fittings	$ 525.29	100%	0%	$ 525.29	$ -
12	KRCC, LLC	C-250021	Concrete	$ 2,640.00	100%	0%	$ 2,640.00	$ -
12	KRCC, LLC	C-250027	Concrete	$ 1,840.00	100%	0%	$ 1,840.00	$ -
12	Dolese	AG25007473	Aggregates	$ 541.45	100%	0%	$ 541.45	$ -
12	KRCC, LLC	C-250032	Concrete	$ 1,080.00	100%	0%	$ 1,080.00	$ -
12	Pioneer Supply	76918	Pipe and Fittings	$ 184.55	100%	0%	$ 184.55	$ -
12	Pioneer Supply	77071	Pipe and Fittings	$ 65.84	100%	0%	$ 65.84	$ -
13	Pioneer Supply	77225	Pipe and Fittings	$ 743.58	100%	0%	$ 743.58	$ -
13	Pioneer Supply	77245	Pipe and Fittings	$ 2,641.80	100%	0%	$ 2,641.80	$ -
13	KRCC, LLC	C-250067	Concrete	$ 640.00	100%	0%	$ 640.00	$ -
13	Pioneer Supply	77441	Pipe and Fittings	$ 94.90	100%	0%	$ 94.90	$ -
13	Pioneer Supply	77443	Pipe and Fittings	$ 60.15	100%	0%	$ 60.15	$ -

13	Pioneer Supply	77444	Pipe and Fittings	$ 235.78	100%	0%	$ 235.78	$ -
13	KRCC, LLC	CMC-250027	Concrete	$ (100.00)	100%	0%	$ (100.00)	$ -
14	Pioneer Supply	78239	Pipe and Fittings	$ 281.82	100%	0%	$ 281.82	$ -
14	Dolese	AG25020914	Aggregates	$ 553.63	100%	0%	$ 553.63	$ -
14	Dolese	AG25021553	Aggregates	$ 370.94	100%	0%	$ 370.94	$ -
14	Pioneer Supply	78612	Pipe and Fittings	$ 754.54	100%	0%	$ 754.54	$ -
14	ISCO	11126031	Pipe	$ 2,500.40	100%	0%	$ 2,500.40	$ -
14	Pioneer Supply	79636	Pipe and Fittings	$ 25.00	100%	0%	$ 25.00	$ -
14	KRCC, LLC	C-250086	Concrete	$ 1,080.00	100%	0%	$ 1,080.00	$ -
14	KRCC, LLC	C-250097	Concrete	$ 507.00	100%	0%	$ 507.00	$ -
14	KRCC, LLC	C-250108	Concrete	$ 2,480.00	100%	0%	$ 2,480.00	$ -
14	KRCC, LLC	C-250115	Concrete	$ 530.00	100%	0%	$ 530.00	$ -
14	KRCC, LLC	C-250117	Concrete	$ 250.00	100%	0%	$ 250.00	$ -
14	KRCC, LLC	C-250126	Concrete	$ 530.00	100%	0%	$ 530.00	$ -
14	KRCC, LLC	C-250135	Concrete	$ 478.00	100%	0%	$ 478.00	$ -
14	KRCC, LLC	C-250141	Concrete	$ 290.00	100%	0%	$ 290.00	$ -
14	KRCC, LLC	C-250143	Concrete	$ 873.00	100%	0%	$ 873.00	$ -
15	Pioneer Supply	79943	Gaskets	$ 139.50	100%	0%	$ 139.50	$ -
15	Pioneer Supply	81135	Pipe	$ 804.00	100%	0%	$ 804.00	$ -
16	Dolese	AG25045778	Aggregates	$ 355.30	100%	0%	$ 355.30	$ -
16	Dolese	AG25047108	Aggregates	$ 355.13	100%	0%	$ 355.13	$ -
16	Dolese	AG25048299	Aggregates	$ 777.98	100%	0%	$ 777.98	$ -
16	Dolese	AG25048936	Aggregates	$ 261.01	100%	0%	$ 261.01	$ -
16	Dolese	AG25049399	Aggregates	$ 798.27	100%	0%	$ 798.27	$ -
16	KRCC, LLC	C-250233	Concrete	$ 410.00	100%	0%	$ 410.00	$ -
16	KRCC, LLC	C-250243	Concrete	$ 1,240.00	100%	0%	$ 1,240.00	$ -
16	KRCC, LLC	C-250250	Concrete	$ 4,920.00	100%	0%	$ 4,920.00	$ -
17	KRCC, LLC	C-250348	Concrete	$ 330.00	100%	0%	$ 330.00	$ -
17	Pioneer Supply	83030	Fittings	$ 184.02	100%	0%	$ 184.02	$ -
17	Pioneer Supply	83033	Pipe	$ 138.18	100%	0%	$ 138.18	$ -
17	Primary Structures	261725	Manholes	$ 1,170.00	100%	0%	$ 1,170.00	$ -
17	Pioneer Supply	80327	Gaskets	$ 409.00	100%	0%	$ 409.00	$ -
18	Primary Structures	1380525	Manhole Materials	$ 876.00	100%	0%	$ 876.00	$ -
	Totals			$ 469,614.97			$ 469,614.97	$ -

Krapff-Reynolds Construction Co. **Payment Request No. 18 FINAL** **Period Ending: 08/18/25**
Sewer Maintenance Program 19 WW-0321 **Vendor List** **Page 7 of 7**

Vendor Name	Subcontract	Address	Phone #	Fed ID #	Total PO/Sub $	Received W-9
ISCO		100 Witherspoon Street 2 West, Louisville, KY 40202	800-345-4726	61-0600157	$ 290,656.00	X
Pioneer Supply		2008 Pole Rd Moore, OK 73160	405-794-7705	26-0891196	$ 103,118.00	X
KRCC, LLC		2400 NE 4th Street	405-733-9682	92-0521292	$ 15,000.00	X
Dolese Bros.		8300 N Oklahoma Ave. OKC, OK 73114	405-235-1515	73-1359190	$ 10,000.00	X
PPG		1 PPG Place, Pittsburgh, PA 15272	724-742-5775	25-1612585	$ 40,000.00	X
Primary Structures		1225 E Seward Rd, Guthrie, OK 73044	405-260-0823	73-1439639	$ 876.00	X

Billed To:
Norman Utilities Authority

Invoice Number: 1380525
Date Invoiced: 08/05/2025
Job Name: WW-0321
Job Location: OKC, OK
Date(s) Delivered: 5/1/2025

Invoice

PRIMARY STRUCTURE INC.
est. 1994

1225 E. Seward Rd. Guthrie, OK 73044
405-260-0823

Invoice Total	
Item Sum	$876.00
Tax	
Delivery	$0.00
Total Due	$876.00

ADDITIONAL ITEMS			
Item	Cost	QTY	TOTAL
24" Alok	$ 168.00	2	$ 336.00
5' ID Flat Top	$ 540.00	1	$ 540.00
	$ -		$ -
	$ -		$ -
	$ -		$ -
			$ 876.00

Invoice is due 30 days upon reciept. If tax exempt, please email documentation to primarystructureinc@gmail.com before the 15th of next month. If tax exemption documents are not sent on time, you will be required to pay the sales tax. Please include the invoice number on the check. 1.5% interest will be charged on accounts every 30 days past due.

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See *Specific Instructions* on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)
Primary Structure, Inc.

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☒ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . .

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

(Applies to accounts maintained outside the United States.)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . ☐

5 Address (number, street, and apt. or suite no.). See instructions.
1715 E Seward Rd

Requester's name and address (optional)

6 City, state, and ZIP code
Guthrie, OK 73044

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number
☐☐☐ - ☐☐ - ☐☐☐☐

or

Employer identification number
73-1439639

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here | **Signature of U.S. person** [signature] **Date** 3/9/2026

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

File Attachments for Item:

13. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER ONE TO CONTRACT K-2425-69: BY AND BETWEEN THE CITY OF NORMAN AND SAC SERVICES, INC., DECREASING THE CONTRACT AMOUNT FROM $1,406,744.80 TO $1,275,786.55, FINAL ACCEPTANCE AND FINAL PAYMENT OF $66,220.72 FOR THE BOYD STREET STORM SEWER REPLACEMENT PROJECT (WARD 4)

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 03/24/2026

REQUESTER: Jason Murphy, Stormwater Program Manager

PRESENTER: Scott Sturtz, Public Works Director

ITEM TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER ONE TO CONTRACT K-2425-69: BY AND BETWEEN THE CITY OF NORMAN AND SAC SERVICES, INC., DECREASING THE CONTRACT AMOUNT FROM $1,406,744.80 TO $1,275,786.55, FINAL ACCEPTANCE AND FINAL PAYMENT OF $66,220.72 FOR THE BOYD STREET STORM SEWER REPLACEMENT PROJECT (WARD 4)

BACKGROUND:

On April 6, 2023, Staff selected Crafton Tull & Associates, Inc., using a qualifications-based selection process to design the replacements of Findlay Avenue and Barton Street. On June 27, 2023, City Council approved contract K-2324-9 with Crafton Tull for $271,481.80 for the design of the Findlay Avenue and Barton Street storm sewer replacement.

On June 27, 2023, City Council approved Contract K-2324-9 with Crafton Tull for the Findlay Avenue and Barton Street Storm Sewer Replacement Project.

On November 8, 2023, the Action Center received an email from a citizen expressing concerns over an area of settlement located on Boyd Street near the South Lahoma Street intersection. On November 13, 2024 Staff mobilized the Stormwater camera truck to investigate the complaint. Upon review of the camera footage, it was found that a section of the existing stormwater line had detached at a joint and fallen approximately 18 inches. This failure led to a loss of backfill material which caused the roadway above to sink.

On December 19, 2023, City crews completed repairs of the failed line. When the area was excavated, City crews determined that the existing line was 20 inch clay pipe that was installed in 3 foot sections. A final asphalt patch was completed on January 10, 2024. After the repairs were completed, Staff discussed the necessary next steps. City crews remobilized the camera truck to determine the extents of the clay pipe beneath Boyd Street. It was discovered that the 20 inch clay pipe runs from College Avenue to South Pickard Avenue.

Staff determined that it was in the City's best interest to replace this section of storm sewer. Staff contacted Crafton Tull & Associates, Inc., to submit a scope and fee to design the replacement of the Boyd Street storm sewer.

On February 13, 2024, City Council approved Amendment No. 1 to Contract K-2324-9 to design the storm sewer replacement beneath Boyd Street between College Avenue and South Pickard Avenue in the amount of $120,500.00 for a revised contract amount of $391,981.80.

On December 10, 2024, City Council awarded Contract K-2425-69 to SAC Services INC., of Oklahoma City, Oklahoma in the amount of $1,406,744.80 for the construction of the Boyd Street Storm Sewer Replacement project.

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 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 fifty-one (51) bid items, thirty-five had quantity changes and five new pay items were created. Of the previously existing pay items there was a cost increase of $45,110.88, or 3.2%. Of the previously existing pay items there was a cost reduction of $208,822.43, or 14.84%. Of the newly created pay items there was a cost increase of $32,753.30, or 2.33%.

The final payment amount owed to SAC Services INC. is $66,220.72, which includes release of all retainage. Funds are available in Boyd Street Pipeline Replacement (Account No. 22595303-46101, Project DR0036).

RECOMMENDATION NO. 1:

Staff recommends the approval of Change Order No. 1 to Contract K-2425-69 with SAC Services Inc., reducing contract amount by $130,958.25 for a revised contract amount of $1,275,786.55 for construction of the Boyd Street Storm Sewer Replacement Project.

RECOMMENDATION NO. 2:

Staff recommends final acceptance of the Boyd Street Storm Sewer Replacement Project, Contract K-2425-69, and final payment to SAC Services Inc., in the amount of $66,220.72.

CHANGE ORDER SUMMARY
CITY OF NORMAN
CLEVELAND COUNTY, OKLAHOMA

CHANGE ORDER NO. 1 DATE: March 24, 2026

CONTRACT NO.: K-2425-69 SUBMITTED BY: Joseph Hill

PROJECT: Boyd Street Storm Sewer Replacement

CONTRACTOR: SAC Services, INC.
2509 SW 34th Street
Oklahoma City, Oklahoma 73119

Original Completion Date: September 16, 2025

Previous Completion Date: September 16, 2025 ORIGINAL CONTRACT AMOUNT $ 1,406,744.80

(Increase) this change order 66 Calendar Days

New Completion Date: November 21, 2025 PRESENT CONTRACT AMOUNT $ 1,406,744.80

DESCRIPTION	INCREASE	DECREASE
Change in Unit Prices	$77,864.18	($208,822.43)

NET CHANGE ($130,958.25)

CONTRACT AMOUNT $1,275,786.55

See Detailed Quantity Change on Page 2 of 2:

Detailed Quantity Change:

K-2425-69 Boyd Street Storm Sewer Replacement
Change Order No. 1

ITEM	DESCRIPTION	UNIT	QUANTITY	QUANTITY INCREASE	QUANTITY DECREASE	UNIT PRICE	COST INCREASE	COST DECREASE
1	Superpave, Type S5 (PG 70-28 OK)	CY	170.00		-63.86	$385.00		-$24,586.10
3	Tack Coat	LF	665.00		-53.22	$4.00		-$212.88
7	12" RCP	LB	120.00		-120.00	$55.00		-$6,600.00
8	15" RCP	EA	24.00		-8.00	$67.00		-$536.00
9	18" RCP	EA	24.00	48.00		$75.00	$3,600.00	
11	Removal of Asphalt Pavement	CY	1313.00	336.30		$14.00	$4,708.20	
12	Sawing Pavement	CY	3405.00		-380.50	$4.00		-$1,522.00
13	Removal of 12" Storm Drainage Pipe	LB	120.00		-60.00	$15.00		-$900.00
15	Removal of 18" Storm Drainage Pipe	LF	1750.00		-880.00	$15.00		-$13,200.00
16	Removal of 30" Storm Drainage Pipe	LF	40.00		-40.00	$20.00		-$800.00
17	Removal of Manhole	LF	5.00	1.00		$900.00	$900.00	
18	Removal of Curb and Gutter	EA	175.00		-22.00	$12.00		-$264.00
19	Traffic Stripe (Thermoplastic)(24" White)	SY	432.00		-432.00	$28.00		-$12,096.00
20	Traffic Stripe (Thermoplastic)(4" Yellow)	SF	2765.00		-2765.00	$4.00		-$11,060.00
21	Traffic Stripe (Thermoplastic)(6" White)	LF	710.00		-710.00	$4.50		-$3,195.00
22	Traffic Stripe (Arrow)	TON	2.00		-2.00	$450.00		-$900.00
23	Traffic Stripe (Word)	TON	1.00		-1.00	$550.00		-$550.00
24	Construction Sign 6.26SF to 15.99 SF	LF	5040.00	1289.00		$0.22	$283.58	
25	Drums	LF	1200.00	910.00		$0.22	$200.20	
26	Type III Barricade	LSUM	1200.00	2513.00		$3.30	$8,292.90	
27	Deliver Portable Longitudinal Barrier	LSUM	125.00		-41.00	$1,051.00		-$43,091.00
28	(PL)Portable Longitudinal Barrier Delineator	CY	15000.00		-9080.00	$1.50		-$13,620.00
29	18" Solid Slab Sodding	CY	50.00	6.00		$10.00	$60.00	
30	Inlet Protection Devices	LSUM	11.00		-11.00	$50.00		-$550.00
32	3" Surge Rock	EA	250.00		-250.00	$45.00		-$11,250.00
34	6" Barrier Curb and Gutter	CY	175.00		-22.00	$35.00		-$770.00
35	P.C. Concrete 6" Driveway (HES)	LF	43.00	13.50		$90.00	$1,215.00	
38	SWPPP Documentation and Management	SY	1.00		-1.00	$2,500.00		-$2,500.00
39	(PL) Remove and Reset Existing Signs	AC	2.00		-2.00	$350.00		-$700.00
41	Erosion Barrier	AC	50.00		-50.00	$5.00		-$250.00
44	Removal of Concrete Driveway	SY	43.00	13.50		$14.00	$189.00	
46	1" Service Line Removal and Replacement	TON	20.00		-5.50	$5,500.00		-$30,250.00
47	8" Concrete Utility Trench Repair (HES)	TON	1400.00	244.40		$105.00	$25,662.00	
48	P.C. Concrete (3500 PSI)	CY	50.00		-50.00	$485.00		-$24,250.00
Add 1	Superpave, Typse S5(PG 70-28OK)Overlay	LF	850.00		-31.33	$165.00		-$5,169.45
CO1-1	Doghouse Manhole (4' Diameter)	EA	1.00	1.00		$5,500.00	$5,500.00	
CO1-2	8" Sanitary Sewer Pipe	LSUM	15.00	15.00		$313.50	$4,702.50	
CO1-3	4' Diameter Manhole	LF	1.00	1.00		$5,500.00	$5,500.00	
CO1-4	Bypass Pumping	SY	1.00	1.00		$10,994.50	$10,994.50	
CO1-5	Pipe Size Increase to 15" SDR 26	SY	142.00	142.00		$42.65	$6,056.30	
					TOTALS		$77,864.18	-$208,822.43
					DIFFERENCE		-$130,958.25	

CONTRACTOR: _____ DATE: 2-17-2026

ENGINEER: _____ DATE: 2/18/26

CITY ATTORNEY: _____ DATE: 3/19/26

ACCEPTED BY: _____ DATE: _____

~~(City Manager)~~ Mayor

Signatory Notarization

STATE OF Oklahoma, COUNTY OF Oklahoma, SS:

Before me, the undersigned, a Notary Public in and for said SAC Services Inc., of the Arturo Martinez, its President, to me known to be the identical person(s) who executed the foregoing and acknowledged to me that they executed the same as their free and voluntary act and deed for the uses and purposes therein set forth.

WITNESS my hand and seal this 17 day of February, 2026.

My Commission Expires: June 30, 2029

Notary Public:

PATY MARTINEZ NOTARY # 09005424 EXP. 06/30/29 PUBLIC STATE OF OKLAHOMA

File Attachments for Item:

14. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE FINAL ACCEPTANCE OF CONTRACT K-2425-92: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND DOWNEY CONTRACTING, L.L.C., FOR THE ALAMEDA STORMWATER PARK CONSTRUCTION PROJECT AND FINAL PAYMENT OF $54,002.51. Ward 4

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 03/24/2026

REQUESTER: James Briggs, Park Development Manager

PRESENTER: Jason Olsen, Director of Parks and Recreation

ITEM TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE FINAL ACCEPTANCE OF CONTRACT K-2425-92: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND DOWNEY CONTRACTING, L.L.C., FOR THE ALAMEDA STORMWATER PARK CONSTRUCTION PROJECT AND FINAL PAYMENT OF $54,002.51. Ward 4

BACKGROUND:

On April 12, 2021, the City of Norman purchased land located at the corner of Alameda Street and Carter Avenue, just east of Porter Avenue. The land was undeveloped, with heavy tree cover and a large section of Bishop Creek passing through it. On April 27, 2021, the City of Norman entered into a contract with the Planning Design Group (P.D.G.) for design services for what was then called the “Norman Nature Park” Master Plan, to be created on this site as both a stormwater control project and a public park. On June 14, 2022, Council approved and allocated $1,500,000 in the Capital Improvements Projects Budget for FY23 for the final design documents and subsequent construction of the Norman Nature Park (then re-named as the “Carter/Alameda Stormwater Park”; and then later shortened to “Alameda Stormwater Park”) On June 24, 2025, City Council approved Contract Number K-2425-92 with Downey Contracting, L.L.C. (Downey), for the Alameda Stormwater Park Construction Project.

The project included construction of the new Stormwater control feature (detention pond), the park trails (including some boardwalk structures across the wetland areas), a parking lot with rain garden drainage control, all site grading and drainage work, solar-powered park security lighting, and preparation of the area for construction of a future playground. The site has been closed to public access during construction, with fence material installed by the City of Norman when the land was bought and first cleared of large debris, and items dumped there over the past 30 years.

As the project got started, the Park Board naming committee approved one final name change of the site to “Bishop Creek Eco Park”; however, all contract documents have kept the name “Alameda Stormwater Park”, which is what is being closed out with this agenda item. The final total cost to Downey for the work under the contract for Alameda Stormwater Park construction was $1,092,580.

DISCUSSION:

Work began in July 2025. Monthly progress payments were made during project construction, as work could be done during good weather in the summer and fall months and into mild winter weather. Staff from the Park Development Division were on-site with the architect and contractor every other week and independently throughout the project to manage construction and coordinate other work by city staff to help complete parts of the project that were not part of Downey's scope. Some adjustments were made to work items in the original project award to eliminate underground drainage and wall segments, and to add additional grading and paving for accessibility reasons.

The net effect of the changes is a slightly reduced amount owed to Downey upon project completion. The net amount of $12,529.88, not billed by Downey in their final pay application, will be returned to the project fund balance. Those funds, plus any funds not awarded to P.D.G. or Downey, will now be used by our internal staff project manager to complete other designed features of the park that were not awarded to Downey, such as new perimeter fencing, additional plantings and tree maintenance, hydroseeding with native species, and purchase and installation of park signage, furniture, and a small covered shelter overlooking the park. The site will remain fenced off until various local contractors complete these items.

On February 9, 2026, City of Norman Parks and Recreation Staff met with the Downey project managers and the project architect from P.D.G. for a final punch list walk-through of the site for the Alameda Stormwater Park (now Bishop Creek Eco Park) Project and found the work done by Downey to be complete as per specifications.

RECOMMENDATION:

It is recommended that the City Council accept the Alameda Stormwater Park Construction Project as complete and authorize final payment in the amount of $54,002.51 to Downey Contracting, L.L.C. Funding is available for this project in the Capital Fund Carter/Alameda Stormwater Park Construction Account (account 50794442-46101; project PR0028).

File Attachments for Item:

15. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER ONE TO CONTRACT K-2425-96: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA AND ELLSWORTH CONSTRUCTION OKC, L.L.C., INCREASING THE CONTRACT AMOUNT FROM $940,547.29 TO $958,371.31, FINAL ACCEPTANCE AND FINAL PAYMENT OF $47,918.54 FOR THE FYE 2025 URBAN RECONSTRUCTION PROJECT. (WARD 4)

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 03/24/2026

REQUESTER: Joseph Hill, Streets Program Manager

PRESENTER: Scott Sturtz, Public Works Director

ITEM TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER ONE TO CONTRACT K-2425-96: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA AND ELLSWORTH CONSTRUCTION OKC, L.L.C., INCREASING THE CONTRACT AMOUNT FROM $940,547.29 TO $958,371.31, FINAL ACCEPTANCE AND FINAL PAYMENT OF $47,918.54 FOR THE FYE 2025 URBAN RECONSTRUCTION PROJECT. (WARD 4)

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. The FYE 2025 urban road reconstruction project is South Pickard Avenue from West Imhoff Road to 2719 South Pickard Avenue, Oakbrook Drive from Fairfield Drive to South Pickard Avenue, and North Base Avenue from West Main Street to Kansas Street.

All three streets are in established residential neighborhoods. The current roadways are constructed of concrete pavement. The concrete pavement was in poor condition, and the substructure had failed in several locations. The reconstruction project involved removal of the existing pavement and curb, stabilizing/repairing the subgrade, and placing new concrete panels.

DISCUSSION:

Council awarded the contract to Ellsworth Construction OKC, L.L.C., of Oklahoma City, Oklahoma in the amount of $940,547.29 at the April 22, 2025, meeting. The project was completed on December 18, 2025.

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 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 sixty-five (65) bid items, thirty-six (36) require a quantity change. Twenty-four (24) items have a quantity change resulting in an increased cost of $87,146.61, and twelve (12) have a quantity change resulting in a decreased cost of $69,322.58 for a total increased cost of $17,824.02 or 1.90%. If approved, the overall contract will increase from $940,547.29 to $958,371.31. Please see attached Change Order No. 1 for a complete list of bid item cost increases and decreases.

The final payment amount owed to Ellsworth Construction OKC, L.L.C., is $47,918.54, which includes release of all retainage. Final payment will be funded as follows:

- $47,918.54 from Oak Dr.: Pickard to Fairfield (Account 50593385-46101 project number BP0579)

RECOMMENDATION NO. 1:

Staff recommends the approval of Change Order No. 1 to Contract K-2425-96 with Ellsworth Construction OKC, L.L.C., increasing contract amount by $17,824.02 for a revised contract amount of $958,371.31 for construction of the Post Oak Bridge Replacement Project.

RECOMMENDATION NO. 2:

Staff recommends final acceptance of the above mentioned street maintenance projects, Contract K-2425-96, and final payment to Ellsworth Construction OKC, L.L.C., in the amount of $47,918.54.

CHANGE ORDER SUMMARY
CITY OF NORMAN
CLEVELAND COUNTY, OKLAHOMA

CHANGE ORDER NO. 1 DATE: March 24, 2026

CONTRACT NO.: K-2425-96 SUBMITTED BY: Joseph Hill

PROJECT: Street Maintenance Bond Urban Reconstruction Project

CONTRACTOR: Ellsworth Construction
500 N. Vickie Drive
Oklahoma City, Oklahoma 73117

Original Completion Date: December 18, 2025

Previous Completion Date: December 18, 2025 ORIGINAL CONTRACT AMOUNT $ 940,547.29

(Increase) this change order 0 Calendar Days

New Completion Date: December 18, 2025 PRESENT CONTRACT AMOUNT $ 940,547.29

DESCRIPTION	INCREASE	DECREASE
Change in Unit Prices	$74,540.19	($66,509.35)

NET CHANGE $17,824.02

CONTRACT AMOUNT $958,371.31

See Detailed Quantity Change on Page 2 of 2:

Detailed Quantity Change:

K-2425-96 Street Maintenance Bond - Urban Reconstructions
Change Order No. 1

ITEM	DESCRIPTION	UNIT	QUANTITY	QUANTITY INCREASE	QUANTITY DECREASE	UNIT PRICE	COST INCREASE	COST DECREASE
3	Conc. Curb (6" Barrier - Integral)	LF	1455.00	6.58		$6.09	$40.07	
5	Double Grate And Curb Inlet	EA	2.00	1.00		$7,778.05	$7,778.05	
6	Concrete Pavement (5,9,13)	SY	2695.00	376.14		$45.15	$16,982.72	
8	18" Hp Storm Drainage Pipe	LF	45.00	28.00		$78.34	$2,193.52	
9	6" Concrete Driveway (H.E.S.)	SY	225.00		-197.15	$87.31		-$17,213.17
10	Pipe Bedding And Backfill	LF	45.00	8.00		$42.07	$336.56	
11	Removal Of Concrete Pavement And Curbs (2,6,8)	SY	2695.00	319.40		$10.62	$3,392.03	
12	Removal Of Driveway (6,8,19)	SY	255.00	19.99		$15.26	$305.05	
13	Saw-Cut Pavement (15)	LF	150.00	78.50		$4.93	$387.01	
14	Sidewalk (7)	SY	10.00	19.63		$61.61	$1,209.40	
15	Solid Slab Sodding (4)	SY	1584.00		-750.60	$8.93		-$6,702.86
21	Valve Boxes Adjust To Grade	EA	1.00	1.00		$479.75	$479.75	
26	Unclassified Excavation (3,6)	CY	5.00		-5.00	$42.42		-$212.10
29	Solid Slab Sodding (4)	SY	1090.00		-645.56	$8.93		-$5,764.85
30	Stabilized Subgrade	SY	2721.00	357.26		$14.69	$5,248.15	
31	Concrete Pavement (5,9,13)	SY	2721.00	146.12		$45.15	$6,597.32	
32	Conc.Curb(4" Barrier-Integral)	LF	1560.00	111.74		$5.46	$610.10	
33	6" Concrete Driveway (H.E.S.)	SY	416.00	34.76		$81.48	$2,832.24	
34	Valve Boxes Adjust To Grade	EA	1.00	1.00		$479.75	$479.75	
36	Removal Of Curb And Gutter (6)	LF	1560.00	15.00		$10.24	$153.60	
37	Removal Of Concrete Pavement (2,6,8)	SY	2721.00	156.56		$10.62	$1,662.67	
38	Removal Of Concrete Driveway (6,8,19)	SY	416.00	13.15		$15.31	$201.33	
40	Water Service Line Lowering (17,18)	EA	6.00		-6.00	$2,409.75		-$14,458.50
44	Unclassified Excavation (6,7)	CY	50.00		-34.00	$31.84		-$1,082.56
46	Remove Curb & Gutter (6,7)	LF	1140.00	368.00		$9.31	$3,426.08	
47	Remove Existing Pavement (2,6,7)	SY	2600.00		-231.70	$10.62		-$2,460.65
48	Remove Driveway (6,8,19)	SY	600.00	213.49		$18.87	$4,028.56	
52	Temporary Silt Fence (1)	LF	300.00		-14.00	$4.14		-$57.96
54	3000 PSI Concrete 6" Pavement (5,9,13)	SY	2600.00	204.56		$45.16	$9,237.93	
55	6" Concrete Driveway (H.E.S.)	SY	600.00	213.49		$80.71	$17,230.78	
56	Combined Curb and Gutter (4" Mountable)	LF	1100.00		-819.61	$24.21		-$19,842.76
57	Combined Curb and Gutter (6" Barrier)	LF	40.00		-17.37	$30.71		-$533.43
60	Type A ODOT Aggregate Base	TON	70.00	37.00		$58.35	$2,158.95	
62	Slab Sod (4)	SY	400.00		-11.08	$8.93		-$98.94
63	Repair existing Sprinkler head	EA	2.00	1.00		$175.00	$175.00	
64	Repair existing sprinkler line	LF	50.00		-40.00	$22.37		-$894.80
					TOTALS		$87,146.61	-$69,322.58
					DIFFERENCE		$17,824.02	

CONTRACTOR: Jim Hs DATE: 2/18/2026

ENGINEER: Brandon Brooks DATE: 2/24/26

CITY ATTORNEY: Elizabeth Luckabee DATE: 3/13/26

ACCEPTED BY: _____ DATE: _____

~~(City Manager)~~ Mayor

Signatory Notarization

STATE OF Oklahoma , COUNTY OF Oklahoma , SS:

Before me, the undersigned, a Notary Public in and for said Tim Lunday of the Ellsworth Construction, OKC LLC dba A-Tech Paving, its President , to me known to be the identical person(s) who executed the foregoing Change Order No. 1 for K-2425-96 and acknowledged to me that they executed the same as their free and voluntary act and deed for the uses and purposes therein set forth.

WITNESS my hand and seal this 18th day of February , 20 26

My Commission Expires: December 8, 2028

Notary Public: Rachel Cox

RACHEL COX
Notary Public
State of Oklahoma
Commission #20014828

File Attachments for Item:

16. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER ONE TO CONTRACT K-2425-105: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA AND FIRST WATER CONTRACTING, L.L.C., DECREASING THE CONTRACT AMOUNT FROM $1,794,115.75 TO $1,768,055.75, FINAL ACCEPTANCE AND FINAL PAYMENT OF $26,060.00 FOR THE ASPHALT PAVEMENT – FYE 2025 LOCATIONS PROJECT. (WARDS 3, 4, 5 AND 8)

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 03/24/2026

REQUESTER: Joseph Hill, Streets Program Manager

PRESENTER: Scott Sturtz, Public Works Director

ITEM TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER ONE TO CONTRACT K-2425-105: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA AND FIRST WATER CONTRACTING, L.L.C., DECREASING THE CONTRACT AMOUNT FROM $1,794,115.75 TO $1,768,055.75, FINAL ACCEPTANCE AND FINAL PAYMENT OF $26,060.00 FOR THE ASPHALT PAVEMENT – FYE 2025 LOCATIONS PROJECT. (WARDS 3, 4, 5 AND 8)

BACKGROUND:

On Tuesday, April 6, 2021, Norman residents voted to approve the 2021-2026 Street Maintenance Bond Program which includes the issuance of $27 million in bonds to fund the resurfacing, rehabilitation and reconstruction of neighborhood streets. The five categories of street maintenance include (1) Urban Asphalt Pavement Street Rehabilitation, (2) Urban Concrete Street Rehabilitation, (3) Urban Road Reconstruction, (4) Rural Road Rehabilitation, and (5) Preventive Maintenance. The FYE 2025 Asphalt Pavement locations are shown on the attached map.

The roadways included in this project were located in both urban and rural Norman. The current roadways are constructed of asphalt pavement which was in poor condition. This project involved rehabilitation of the existing pavement including milling, deep patching, and overlaying with new asphalt. The project included roughly 6 miles of roadway.

DISCUSSION:

Council awarded the contract to First Water Contracting, L.L.C., of Oklahoma City, Oklahoma in the amount of $1,794,115.75 at the May 27, 2025, meeting. The project was completed on January 15, 2026.

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 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-six (26) bid items, twenty-five (25) require a quantity change. Eleven (11) items have a quantity change resulting in an increased cost of $174,254.60, and fourteen (14) have a quantity change resulting in a decreased cost of $200,314.60 for a total decreased cost of $26,060.00 or 1.45%. If approved, the overall contract will decrease from $1,794,115.75 to $1,768,055.75. Please see attached Change Order 1 for a complete list of bid item cost increases and decreases.

The final payment amount owed to First Water Contracting, L.L.C., is $88,402.83, which includes release of all retainages. Final payment will be funded as follows:

- $32,382.08 from Crail Dr.: 36th NW to Astor Dr. (Account 50594401-46101 project number BP0668)
- $56,020.75 from Goddard Ave.: Flood to 2113 Goddard (Account 50594401-46101 project number BP0669)

RECOMMENDATION NO. 1:

Staff recommends the approval of Change Order No. 1 to Contract K-2425-105 with First Water Contracting, L.L.C., reducing contract amount by $26,060.00 for a revised contract amount of $1,768,055.75 for construction of the FYE 2021 Asphalt program.

RECOMMENDATION NO. 2:

Staff recommends final acceptance of the FYE 2021 Asphalt program, Contract K-2425-105, and final payment to First Water Contracting, L.L.C., in the amount of $88,402.83.

CHANGE ORDER SUMMARY
CITY OF NORMAN
CLEVELAND COUNTY, OKLAHOMA

CHANGE ORDER NO. 1 DATE: March 24, 2026

CONTRACT NO.: K-2425-105 SUBMITTED BY: Joseph Hill

PROJECT: Street Maintenance Bond – Asphalt Pavement

CONTRACTOR: First Water Contracting, LLC
2400 SE 15th Street
Oklahoma City, Oklahoma 73129

Original Completion Date: January 29, 2026

Previous Completion Date: January 29, 2026 ORIGINAL CONTRACT AMOUNT $ 1,794,115.75

(Decrease) this change order 14 Calendar Days

New Completion Date: January 15, 2026 PRESENT CONTRACT AMOUNT $ 1,794,115.75

DESCRIPTION	INCREASE	DECREASE
Change in Unit Prices	$174,254.60	($200,314.60)

NET CHANGE ($26,060.00)

CONTRACT AMOUNT $1,768,055.75

See Detailed Quantity Change on Page 2 of 2:

Detailed Quantity Change:

K-2425-105 Street Maintenance Bond - Asphalt
Change Order No. 1

ITEM	DESCRIPTION	UNIT	QUANTITY	QUANTITY INCREASE	QUANTITY DECREASE	UNIT PRICE	COST INCREASE	COST DECREASE
1	Mobilization	L. Sum	1.00	0.05		$84,700.00	$4,235.00	
2	Traffic Control	L. Sum	1.00	0.13		$47,850.00	$6,220.50	
3	Undercut	C.Y.	310.00		-310.00	$25.00		-$7,750.00
4	Saw Cut Pavement Full Depth	L.F.	1005.00	2264.00		$4.25	$9,622.00	
5	Remove Curb & Gutter (5)	L.F.	683.00	238.00		$10.50	$2,499.00	
6	Type A ODOT Aggregate Base	TON	10.00		-10.00	$74.50		-$745.00
8	Tack Coat (6)	GAL.	4985.00	3131.00		$3.50	$10,958.50	
9	Superpave, Type S3 (PG 64-22 OK) DEEP PATCH	TON	1250.00		-1037.71	$138.70		-$143,930.38
10	Superpave, Type S4 (PG 64-22 OK)	TON	11170.00	745.73		$107.30	$80,016.83	
11	1.5 to 1.75 in. Edge Mill (5)	S.Y.	12750.00		-12750.00	$1.65		-$21,037.50
12	1.5 to 2.0 in. Full Mill (5)	S.Y.	78746.00	15615.00		$1.75	$27,326.25	
13	6" Curb & Gutter (8)	L.F.	660.00	261.00		$30.00	$7,830.00	
14	Remove Sidewalk (5)	S.Y.	125.00		-17.84	$23.00		-$410.32
15	3000 PSI Concrete 4" Sidewalk (7,8)	S.Y.	76.00	27.16		$72.00	$1,955.52	
16	3000 PSI Concrete Sidewalk Ramps (7,8)	S.Y.	75.00		-19.00	$133.50		-$2,536.50
17	Detectable Warning Surface	S.F.	110.00	90.00		$20.00	$1,800.00	
18	Clean Topsoil (9)	C.Y.	60.00		-60.00	$98.25		-$5,895.00
19	Repair Existing Sprinkler Head	EA.	9.00		-7.00	$145.00		-$1,015.00
20	Repair Existing Sprinkler Line	L.F.	30.00		-20.00	$30.00		-$600.00
21	Adjust Valve Box	EA.	15.00		-11.00	$275.00		-$3,025.00
22	Adjust Manhole Ring to Grade	EA.	14.00		-6.00	$875.00		-$5,250.00
23	Slab Sod (10)	S.Y.	450.00		-238.00	$5.80		-$1,380.40
24	Remove Asphalt Pavement Full Depth (5)	S.Y.	3620.00		-2810.00	$1.95		-$5,479.50
25	3000 PSI High Early Strength Concrete 6" Pavement (D	S.Y.	134.00	283.00		$77.00	$21,791.00	
26	Pavement Repair Membrane(11)	S.Y.	225.00		-45.00	$28.00		-$1,260.00
					TOTALS		$174,254.60	-$200,314.60
					DIFFERENCE		-$26,060.00	

CONTRACTOR: _____ DATE: 2/20/2026
Greg Homan - President, General Manager

ENGINEER: _____ DATE: 2/24/26

CITY ATTORNEY: Elisabeth Ilnicki DATE: 3/19/26

ACCEPTED BY: _____ DATE: _____
~~(City Manager)~~ Mayor

Signatory Notarization

STATE OF Oklahoma, COUNTY OF Oklahoma, SS:

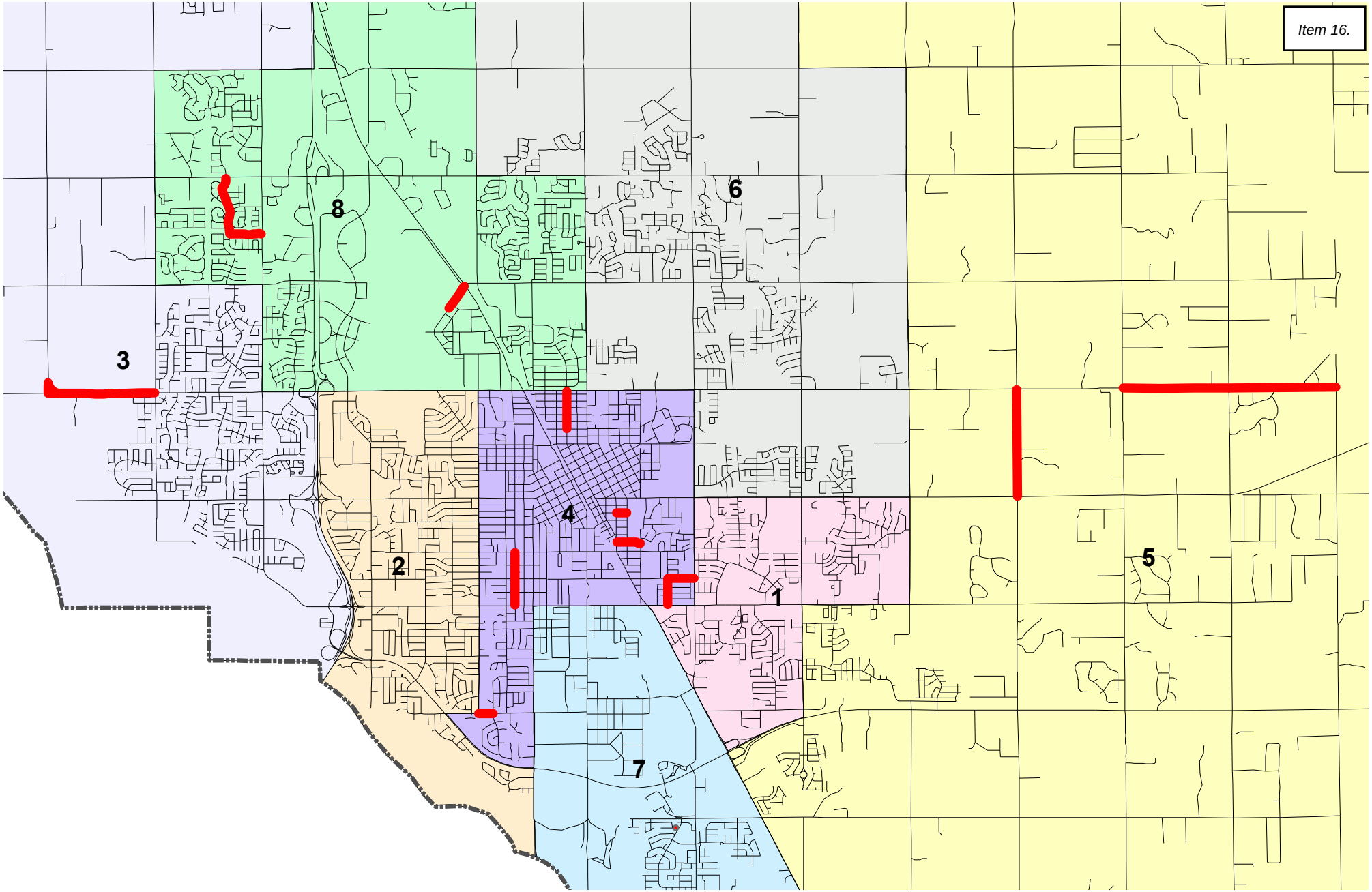
Before me, the undersigned, a Notary Public in and for said Grey Homan of the First Water Contracting, LLC, its President, General Manager to me known to be the identical person(s) who executed the foregoing K-2425-105 St. Maint. Bond - Asphalt Change Order #1 and acknowledged to me that they executed the same as their free and voluntary act and deed for the uses and purposes therein set forth.

WITNESS my hand and seal this 20th day of February, 2026.

My Commission Expires: 09/15/2027

Notary Public: Leslie Valdez

LESLIE VALDEZ NOTARY # 23012559 EXP. 09/15/27 PUBLIC STATE OF OKLAHOMA



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.

Project Locations

N

380

File Attachments for Item:

17. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER ONE TO K-2425-113: BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND SOUTHWEST WATER WORKS, L.L.C., INCREASING THE CONTRACT BY $348,120 FOR A REVISED CONTRACT AMOUNT OF $1,933,470 AND INCREASING THE CONTRACT TIME BY 60 CALENDAR DAYS FOR PROJECT WEST BROOKS WATERLINE PROJECT AND APPROPRIATION AND TRANSFER AS OUTLINED IN THE STAFF REPORT. (WARDS 2 & 3)

CITY OF NORMAN, OK
STAFF REPORT

MEETING DATE: 03/24/2026

REQUESTER: Peter Wolbach, Staff Engineer

PRESENTER: Peter Wolbach, Staff Engineer

ITEM TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER ONE TO K-2425-113: BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND SOUTHWEST WATER WORKS, L.L.C., INCREASING THE CONTRACT BY $348,120 FOR A REVISED CONTRACT AMOUNT OF $1,933,470 AND INCREASING THE CONTRACT TIME BY 60 CALENDAR DAYS FOR PROJECT WEST BROOKS WATERLINE PROJECT AND APPROPRIATION AND TRANSFER AS OUTLINED IN THE STAFF REPORT. (WARDS 2 & 3)

BACKGROUND:

The Danfield Waterline Replacement project (WA0379) includes replacement of aging waterlines in the Brookhaven neighborhood. The existing ductile iron waterlines installed in the 1980s and early 1990s are due for replacement to reduce the risk of corrosion and potential water main breaks that could impact water service in the area. The project includes installation of approximately 3,600 linear feet of 6-inch and 8-inch polyvinyl chloride (PVC) waterline along Danfield Drive and surrounding areas.

On June 10, 2025, the Norman Utilities Authority approved Contract K-2425-113 with Southwest Water Works, L.L.C. in the amount of $1,585,350 for construction of the Danfield Waterline Replacement project.

DISCUSSION:

Proposed Change Order No. 1 provides for additional waterline improvements along W. Brooks Street between S. Berry Road and S. Wylie Road. Replacement of this line will better facilitate the ongoing sidewalk project by the Public Works Department by relocating water meters outside of the proposed sidewalk. Additionally, old and undersized water lines will be replaced thereby reducing future impacts to the new sidewalk.

The work associated with this change order includes modification of existing bid items and the addition of five new pay items necessary to complete the waterline installation, service

connections, hydrant installations, and related infrastructure improvements along W. Brooks Street.

Change Order No. 1 increases the contract amount by $348,120, resulting in a revised contract amount of $1,933,470. The change order also increases the contract time by 60 calendar days to allow for completion of the additional work.

Funding for this change order will require a transfer of $82,130 from the Danfield Waterline Replacement Construction account (Account No. 31996683-46101; Project WA0379) to West Brooks Waterline (Account No. 31996683-461010, Project WA0394). An appropriation from the Water Fund Balance (31-29900) in the amount of $300,000 into the West Brooks Waterline (Account No. 31996683-46101; Project WA0394) is proposed to fully fund the additional work.

RECOMMENDATION 1:

Staff recommends the Norman Utilities Authority approve Change Order No. 1 to Contract K-2425-113 with Southwest Water Works, L.L.C., increasing the contract by $348,120 for a revised contract amount of $1,933,470 and increasing the contract time by 60 calendar days for the West Brooks Waterline Project (WA0394).

RECOMMENDATION 2:

Staff recommends appropriation as outlined in the staff report.

NORMAN UTILITIES AUTHORITY
CITY OF NORMAN
CLEVELAND COUNTY, OKLAHOMA

DATE:
CHANGE ORDER NO.: One (1)
CONTRACT NO.: K-2425-113
PROJECT: WA0379 - Danfield Waterline Replacement
CONTRACTOR: Southwest Water Works, LLC
201 NW 132nd Street, OKC, OK 73114

	Contract Time		Contract Amount	
ORIGINAL:	285	calendar days	$1,585,350.00	
PREVIOUS CHANGE ORDERS:	0	calendar days	$0.00	
THIS CHANGE ORDER:	60	calendar days	$348,120.00	21.96%
REVISED AMOUNT:	345	calendar days	$1,933,470.00	

ORIGINAL START DATE: November 12, 2025
ORIGINAL COMPLETION DATE: August 24, 2026
PREVIOUS COMPLETION DATE: August 24, 2026
NEW COMPLETION DATE: October 23, 2026

DESCRIPTION:	Increase / Decrease ($)
Item 1: Modify existing pay items for additional work along Brooks between S Berry Road and S Wylie Road	322,070.00
Item 2: New pay items (CO1-1 through CO1-5) for additional work along Brooks between S Berry Road and S Wylie Road	26,050.00
Southwest Water Works, LLC agrees to complete the work as amended and modified by Change Order No. 1 as described above.	

SUBMITTED BY
CONTRACTOR: _____ Date: 3-16-2026
Southwest Water Works, LLC

RECOMMENDED BY
ENGINEER: _____ Date: _____
Nathan Madenwald, PE

APPROVED AS TO FORM
AND LEGALITY: _____ Date: 3/20/26
City Attorney

ACCEPTED BY
NORMAN UTILITIES AUTHORITY: _____ Date: _____
Mayor

ge Order No. 1

act K-2425-113

Attachment 1

Bid Item	Description	Units	Original Contract Amount	Unit Price	Original Contract Amount	Proposed Quantity Increase/ Decrease	Cost Increase / Decrease	Percent Change
1	8-INCH DIAMETER C900 PVC BY OPEN CUT (DR-18)	LF	3200	$ 150.00	$ 480,000.00		$0.00	0%
2	6-INCH DIAMETER C900 PVC BY OPEN CUT (DR-18)	LF	340	$ 135.00	$ 45,900.00	1350	$182,250.00	397%
3	8-INCH GATE VALVE AND VALVE BOX	EA	15	$ 4,500.00	$ 67,500.00		$0.00	0%
4	6-INCH GATE VALVE AND VALVE BOX	EA	6	$ 3,500.00	$ 21,000.00	2	$7,000.00	33%
5	8-INCH X 8-INCH CROSS	EA	1	$ 1,500.00	$ 1,500.00		$0.00	0%
6	8-INCH X 6-INCH REDUCER	EA	4	$ 700.00	$ 2,800.00		$0.00	0%
7	8-INCH X 6-INCH TEE	EA	2	$ 1,500.00	$ 3,000.00		$0.00	0%
8	8-INCH X 8-INCH TEE	EA	4	$ 1,500.00	$ 6,000.00		$0.00	0%
9	8-INCH X 11.25 DEGREE BEND	EA	16	$ 800.00	$ 12,800.00		$0.00	0%
10	8-INCH X 22.5 DEGREE BEND	EA	4	$ 800.00	$ 3,200.00		$0.00	0%
11	8-INCH X 45 DEGREE BEND	EA	12	$ 800.00	$ 9,600.00		$0.00	0%
12	6-INCH X 45 DEGREE BEND	EA	2	$ 600.00	$ 1,200.00	4	$2,400.00	200%
13	6-INCH X 22.5 DEGREE BEND	EA	4	$ 600.00	$ 2,400.00	4	$2,400.00	100%
14	6-INCH X 11.25 DEGREE BEND	EA	8	$ 600.00	$ 4,800.00		$0.00	0%
15	6-INCH PLUG	EA	2	$ 400.00	$ 800.00	2	$800.00	100%
16	6-INCH CAP	EA	2	$ 400.00	$ 800.00	2	$800.00	100%
17	8-INCH CAP	EA	2	$ 500.00	$ 1,000.00		$0.00	0%
18	8-INCH PLUG	EA	2	$ 500.00	$ 1,000.00		$0.00	0%
19	CONNECT TO EXISTING WATERLINE (6- INCH, WET CONNECTION)	EA	2	$ 3,500.00	$ 7,000.00	1	$3,500.00	50%
20	CONNECT TO EXISTING WATERLINE (8- INCH, WET CONNECTION)	EA	4	$ 5,000.00	$ 20,000.00		$0.00	0%
21	FIRE HYDRANT ASSEMBLY	EA	14	$ 8,000.00	$ 112,000.00	3	$24,000.00	21%
22	SINGLE SHORT WATER SERVICE (1-INCH)	EA	22	$ 1,200.00	$ 26,400.00	17	$20,400.00	77%
23	SINGLE LONG WATER SERVICE (1-INCH)	EA	46	$ 1,500.00	$ 69,000.00	16	$24,000.00	35%
24	SOLID SLAB SODDING	SY	2260	$ 5.00	$ 11,300.00		$0.00	0%
25	REMOVE & RESET SIGN	EA	4	$ 150.00	$ 600.00		$0.00	0%
26	REMOVE & REPLACE SIDEWALK	SY	410	$ 175.00	$ 71,750.00		$0.00	0%
27	BORING 8-INCH C900 DR-18 PVC PIPE	LF	550	$ 190.00	$ 104,500.00		$0.00	0%
28	REMOVE & REPLACE ROADWAY PAVEMENT	SY	1000	$ 275.00	$ 275,000.00	30	$8,250.00	3%
29	REMOVE & REPLACE CURB AND GUTTER	LF	160	$ 150.00	$ 24,000.00		$0.00	0%
30	ADA TACTILE SURFACE	EA	5	$ 500.00	$ 2,500.00		$0.00	0%
31	TEMPORARY EROSION & SEDIMENT CONTROL	LS	1	$ 1,500.00	$ 1,500.00	0.38	$570.00	38%
32	MOBILIZATION/DEMOBILIZATION AND INSURANCE (5% MAX)	LS	1	$ 75,000.00	$ 75,000.00	0.38	$28,500.00	38%
33	CONSTRUCTION STAKING AND AS-BUILT SURVEY	LS	1	$ 5,000.00	$ 5,000.00	0.38	$1,900.00	38%
34	COLOR AUDIO/VIDEO RECORDING, PRE-POST CONSTRUCTION	LS	1	$ 10,000.00	$ 10,000.00	0.38	$3,800.00	38%
35	CONSTRUCTION TRAFFIC CONTROL	LS	1	$ 25,000.00	$ 25,000.00	0.38	$9,500.00	38%
36	REMOVAL OF FIRE HYDRANT	EA	12	$ 1,000.00	$ 12,000.00	2	$2,000.00	17%
37	REMOVE AND REPLACE DRIVEWAY	SY	300	$ 225.00	$ 67,500.00	0	$0.00	0%
SUBTOTAL					**$ 1,585,350.00**		**$322,070.00**	**20.32%**
CHANGE ORDER PAY ITEMS								
CO1-1	16-INCH x 6-INCH TAPPING SLEEVE	EA	1	$4,000.00	$0.00	1	$ 4,000.00	N/A
CO1-2	6-INCH TAPPING VALVE	EA	1	$3,250.00	$0.00	1	$ 3,250.00	N/A
CO1-3	6-INCH X 6-INCH TEE	EA	1	$1,250.00	$0.00	1	$ 1,250.00	N/A
CO1-4	6" BORE	LF	150	$85.00	$0.00	150	$ 12,750.00	N/A
CO1-5	ROCK BACKFILL	TON	0	$30.00	$0.00	160	$ 4,800.00	N/A
SUBTOTAL					**$0.00**		**$ 26,050.00**	**1.64%**

Original Contract Amount	**$**	**1,585,350.00**	
Change Order No. 1	*$*	*348,120.00*	21.96%
Final Contract Amount	**$**	**1,933,470.00**	

NORMAN UTILITIES AUTHORITY

Verification of Non-Discrimination

IN ACCORDANCE WITH OKLAHOMA STATUTES TITLE 21, SECTION 1289.31, THIS FORM MUST BE COMPLETED AND SUBMITTED BEFORE ANY AGREEMENT OVER $100,000 CAN BE APPROVED BY NORMAN UTILITIES AUTHORITY.

The undersigned person, of lawful age, being duly sworn, on oath represents, warrants, and covenants to the Norman Utilities Authority in accordance with and pursuant to 21 O.S. § 1289.31, if Southwest Water Works LLC, has 10 or more full-time employees during the term of this Agreement, and this Agreement has a value of one hundred thousand dollars ($100,000) or more, that Southwest Water Works LLC, does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association, and (ii) will not discriminate against a firearm entity or firearm trade association during the term of this Agreement.

Contractor agrees that this verification is hereby incorporated into and made part of Contract K-2425-113, as though fully set forth therein.

Southwest Water Works LLC,
(CONTRACTOR)

Signature _____

Name Jackson Matthews

Title C.O.O.

Date 3-20-2026

Attest:

Cole Matthews
Secretary

STATE OF OKLAHOMA

COUNTY OF Oklahoma

On this 20th day of March, 2026, the above signed personally appeared before me and affirmed that they are signing this document for the purposes stated herein and that they are signing in their representative capacity, having legal authority to sign this agreement on behalf of the entity identified herein.

_____
NOTARY PUBLIC

MY COMMISSION EXPIRES: 10/13/2028

MY COMMISSION NUMBER: 20012671

MATTHEW D. STUBENHOFER NOTARY PUBLIC # 20012671 EXP. 10/13/28 STATE OF OKLAHOMA

Acknowledgement. If Southwest Water Works LLC, has 10 or more full-time employees during the term of this Agreement, and this Agreement has a value of one hundred thousand dollars ($100,000) or more, Southwest Water Works LLC hereby represents, warrants, and covenants to the Norman Utilities Authority that, in accordance with and pursuant to 21 O.S. § 1289.31 (i) it does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association, and (ii) will not discriminate against a firearm entity or firearm trade association during the term of this Agreement.

File Attachments for Item:

18. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER ONE TO CONTRACT K-2526-11: BY AND BETWEEN THE CITY OF NORMAN AND ARROYO'S CONCRETE, L.L.C., INCREASING THE CONTRACT AMOUNT BY $2,235.55 FOR A REVISED AMOUNT OF $191,065.55, FINAL ACCEPTANCE, FINAL PAYMENT OF $9,553.27 FOR THE ALLEYS CENTER CITY TAX INCREMENT FINANCING – ALLEY RECONSTRUCTION PROJECT #1, AND BUDGET APPROPRIATION AS OUTLINED IN STAFF REPORT. (WARD 4)

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 03/24/2026

REQUESTER: Joseph Hill, Streets Program Manager

PRESENTER: Scott Sturtz, Director of Public Works

ITEM TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER ONE TO CONTRACT K-2526-11: BY AND BETWEEN THE CITY OF NORMAN AND ARROYO'S CONCRETE, L.L.C., INCREASING THE CONTRACT AMOUNT BY $2,235.55 FOR A REVISED AMOUNT OF $191,065.55, FINAL ACCEPTANCE, FINAL PAYMENT OF $9,553.27 FOR THE ALLEYS CENTER CITY TAX INCREMENT FINANCING – ALLEY RECONSTRUCTION PROJECT #1, AND BUDGET APPROPRIATION AS OUTLINED IN STAFF REPORT. (WARD 4)

BACKGROUND:

In November 2024, City Staff met with the Community Planning and Transportation Committee for a discussion regarding Alley improvements within the core Norman area. During this discussion, staff garnered support for funding alley improvements located within the CC overlay district utilizing funds from the Center City Tax Increment Financing District (CCTIF).

In February 2025, the Center City stakeholder Advisory Group met to discuss the Urban Development and Implementation plan currently under development for the Center City Form-Base Code (CCFBC) overlay area. During this meeting, members of the advisory group generally agreed to proposed alley typical sections.

The CCFBC was initially adopted on August 22nd of 2023, and it establishes that "for lots with alley access, existing curb cuts shall be eliminated/vacated at the time of redevelopment" (3.301.D.2.b.ii). The Center City TIF district was established on February 27th of 2018 to fund improvements within the district including Alley improvements such as paving.

DISCUSSION:

Council awarded the contract to Arroyo's Concrete, L.L.C., of Oklahoma City, Oklahoma in the amount of $188,830.00 at the August 12, 2025, meeting. The project was completed within the 100-day contract period.

Construction projects are awarded to the lowest responsible bidder. Contractor bids are determined using estimated plan quantities multiplied by the contractor's unit prices for all bid items of the contract. The total of all 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/o used.

Of the nineteen (19) bid items, two had quantity change. Pay item 7, Type A ODOT Aggregate base increased by 28 tons, and pay item 16, slab sod increased 111.11 square yards. Both items represent an increase of $2,235.55 to the contract, or 1.18% of the contract original award. An appropriation from Center City Fund Balance (Account No. 58-29000) to Center City Alleys 2025 (Account No. 58593369 – 46101, Project TC0287) is needed to fund the change order.

The final payment amount owed to Arroyo's Construction, L.L.C., is $9,553.27, which is the release of all retainage.

RECOMMENDATION NO. 1:

Staff recommends the approval of Change Order 1 to Contract K-2526-11 with Arroyo's Concrete, L.L.C., increasing contract amount by $2,235.55 for a revised contract amount of $191,065.55 for construction of the Alleys Center City Tax Increment Financing – Alley Reconstruction Project #1.

RECOMMENDATION NO. 2:

Staff recommends an appropriation of $2,236 from Center City Fund Balance (Account No. 58-29000) to Center City Alleys 2025 (Project TC0287, Account No. 58593369-46101).

RECOMMENDATION NO. 3:

Staff recommends final acceptance of the Alleys Center City Tax Increment Financing – Alley Reconstruction Project #1, Contract K-2526-11, and final payment to Arroyo's Concrete, L.L.C., in the amount of $9,553.27.

CHANGE ORDER SUMMARY
CITY OF NORMAN
CLEVELAND COUNTY, OKLAHOMA

CHANGE ORDER NO. 1

DATE: March 24, 2026

CONTRACT NO.: K-2526-11

SUBMITTED BY: Joseph Hill

PROJECT: CCTIF Alley Improvement Project FYE 2026 Locations

CONTRACTOR: Arroyo's Concrete, LLC
1233 SW 41st St.
Oklahoma City, OK 73109

ORIGINAL CONTRACT AMOUNT $188,830.00

(Increase) this change order 0 Calendar Days

PRESENT CONTRACT AMOUNT $188,830.00

DESCRIPTION	INCREASE	DECREASE
Change in Pay Quantities	$2,235.55	-

NET CHANGE $2,235.55

REVISED CONTRACT AMOUNT $191,065.55

See Detailed Quantity Change on Page 2 of 2:

Detailed Quantity Change:

K-2526-11 CCTIF Alley Improvement Project FYE 2026 Locations
Change Order No. 1

ITEM	DESCRIPTION	UNIT	QUANTITY INCREASE	QUANTITY DECREASE	UNIT PRICE	COST INCREASE	COST DECREASE
7	Type A ODOT Aggregate base	TON	28		$60.00	$1,680.00	
16	Slab Sod	SY	111.11		$5.00	$555.55	
				TOTALS		$2,235.55	
				DIFFERENCE		$2,235.55	

CONTRACTOR: _____ DATE: 03/02/2026

ENGINEER: _____ DATE: 03/05/2026

CITY ATTORNEY: _____ DATE: 3/13/26

ACCEPTED BY: _____ DATE: _____
(Mayor)

Signatory Notarization

STATE OF Oklahoma , COUNTY OF Oklahoma, SS:

Before me, the undersigned, a Notary Public in and for said Veronica Arroyo_____ of the _____Arroyo's Concrete LLC____, its ____Manager___, to me known to be the identical person(s) who executed the foregoing K-2526-11 CCTIF Alley Improvement Project FYE 2026 Locations Change Order No. 1 and acknowledged to me that they executed the same as their free and voluntary act and deed for the uses and purposes therein set forth.

WITNESS my hand and seal this __02_____ day of _____03__, 20_26___.

My Commission Expires: _____02/21/2027_____

Notary Public: Maria Fernanda Arroyo

NOTARY PUBLIC
Expires
02/21/2027
Maria Fernanda Arroyo
My Commission
19001887
STATE OF OKLAHOMA

File Attachments for Item:

19. CONSIDERATION OF APPROVAL, ACCEPTANCE, AMENDMENT, REJECTION, AND/OR POSTPONEMENT OF AWARDING BID 2526-27, CONTRACT K-2526-25: BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND VORTEX SERVICES, L.L.C., IN THE AMOUNT OF $5,302,033, PERFORMANCE BOND B-2526-47, STATUTORY BOND B-2526-48, AND MAINTENANCE BOND MB-2526-39 FOR THE SEWER MAINTENANCE PROJECT (SMP) FOR FISCAL YEAR ENDING 2018, BUDGET TRANSFERS, AND APPROPRIATION AS OUTLINED IN THE STAFF REPORT. (Ward 2 and 4)

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 3/24/2026

REQUESTER: Peter Wolbach

PRESENTER: Peter Wolbach, Staff Engineer - Utilities

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, AMENDMENT, REJECTION, AND/OR POSTPONEMENT OF AWARDING BID 2526-27, CONTRACT K-2526-25: BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND VORTEX SERVICES, L.L.C., IN THE AMOUNT OF $5,302,033, PERFORMANCE BOND B-2526-47, STATUTORY BOND B-2526-48, AND MAINTENANCE BOND MB-2526-39 FOR THE SEWER MAINTENANCE PROJECT (SMP) FOR FISCAL YEAR ENDING 2018, BUDGET TRANSFERS, AND APPROPRIATION AS OUTLINED IN THE STAFF REPORT. (Ward 2 and 4)

BACKGROUND:

In 2001, the citizens of Norman approved a five-dollar-per-month sewer maintenance fee to provide for the systematic replacement of aged and deteriorating neighborhood sewer lines. The Sewer Maintenance Project for Fiscal Year Ending 2018 (SMP-18) study area is shown on the attached map. After extensive study by Norman Utilities Authority (NUA) staff and the NUA Sewer Line Maintenance Division, sanitary sewer lines within the study area were categorized into segments requiring replacement or rehabilitation due to deteriorated pipe conditions.

The SMP-18 project area is generally bounded by Highway 9 to the south, Berry Road to the east, Homeland Avenue to the west, and several residential streets to the north with Vine Street representing the bounds of the northernmost portion of the project area. In addition to the original project area, staff identified several other areas that needed replacement or rehabilitation as part of the Base Bid. The project will include trenchless installation of approximately 45,000 linear feet of 8-inch sanitary sewer pipe and appurtenances, as well as open-cut installation of approximately 600 linear feet of 8-inch sanitary sewer pipe and appurtenances. Two alternates were also bid to for a small section of line proposed for sliplining and the Woodcrest Interceptor Realignment, which will occur east of Chardonnay Lane.

DISCUSSION:

The advertisement for bids was published in the Norman Transcript on January 15 and January 22, 2026, with bids received and opened on February 26, 2026 at 2:00 PM. A total of 27 plan holders were registered for the project and four bids were received.

As shown in the attached bid tabulation, the bids ranged from $4,844,463 to $9,444,420 with the lowest bid submitted by Vortex Services, L.L.C., (Vortex), in the amount of $4,844,463 for the Base Bid. The spread between the lowest and highest base bids was approximately $4.6 million, indicating a wide range in contractor pricing for the work. Despite this spread, the bid submitted by Vortex, is consistent with staff expectations for a project of this size and scope and is considered competitive.

Additionally, staff evaluated the bids for Alternates A and B. Alternate A proposed to slipline and existing 24-inch line along Westbrooke Terrace east of Berry Road. Based on the received bids for this work, staff recommends that Alternate A not be awarded and the work be deferred and alternative solutions be investigated. Bids for Alternate B for the Woodcrest Interceptor Realignment were reasonable so this work is proposed to be awarded.

Vortex was the low bid regardless of the combination of Base Bid and Alternates A and B awarded. Staff has reviewed the bid for responsiveness and recommends award of the Base Bid and Add Alternate B in the amount of $5,302,033 to Vortex as the lowest responsible bidder.

Upon approval by the Norman Utilities Authority, the contractor will be authorized to begin construction activities as soon as possible following execution of the contract documents and approval of required bonds. The contract time for completion of the project is 700 calendar days.

The current available balance in the Sewer Maintenance 2018 Construction Account (32193338-46101; Project WW0316) is $2,460,675.25. To fully fund the project, staff recommends the following transfers and appropriation to the Sewer Maintenance 2018 Construction Account (32193338-46101; Project WW0316):

- Transfer $2,100,000 from the Bishop Creek Interceptor Replacement Construction Account (32190048-46101; Project WW0174);
- Transfer $240,000 from the Brookhaven Creek Interceptor Replacement Construction Account (32190048-46101; Project WW0328);
- Appropriation of $900,000 in additional funds from Sewer Maintenance Fund 321 (321-29900).

With the transfers and appropriation, the new available balance in the Sewer Maintenance 2018 Construction Account (32193338-46101; Project WW0316) will be $5,700,675.25 which will leave $398,642.25 or approximately 7 percent for contingency. The Bishop Creek Interceptor project was recently recommended by the AIM Wastewater Master Plan but construction would be several years in the future. The Brookhaven Interceptor was not recommended so this project will be closed out in the future.

The City of Norman is exempt from the payment of sales or use taxes. Pursuant to Title 68 O.S., Section 1356 (10) and Oklahoma Tax Commission Rules Part 27 Trust Authority 710:65-13-140, vendors supplying equipment and materials directly to the Norman Utilities Authority are also exempt from these taxes. To minimize project costs, the NUA will make payment directly to vendors supplying equipment and materials for incorporation into the project.

RECOMMENDATION 1:

Staff recommends that the NUA accept bids meeting project specifications and award the Base Bid and Alternate B to Vortex Services, L.L.C., for the Sewer Maintenance Project for Fiscal Year Ending 2018 in the amount of $5,302,033.

RECOMMENDATION 2:

Staff recommends that the NUA approve Contract K-2526-25 for the Base Bid and Alternate B with Vortex Services, L.L.C., in the amount of $5,302,033 and approve Performance Bond B-2526-47, Statutory Bond B-2526-48, and Maintenance Bond MB-2526-39 for the Sewer Maintenance Project for Fiscal Year Ending 2018.

RECOMMENDATION 3:

Staff recommends that the NUA approve budget transfers in the amount of $2,340,000 as outlined in the staff report.

RECOMMENDATION 4:

Staff recommends that the NUA approve Sewer Maintenance Fund (321-29000) appropriation in the amount of $900,000 as outlined in the staff report.

RECOMMENDATION 5:

Staff recommends approval for the NUA to pay vendors for equipment and supplies for the Sewer Maintenance Project for Fiscal Year Ending 2018.

CONTRACT

THIS CONTRACT by and between the **NORMAN UTILITIES AUTHORITY**, a Public Trust of the State of Oklahoma, hereinafter designated as the AUTHORITY, and **Vortex Services, LLC** hereinafter designated as the CONTRACTOR, effective the date last executed below,

WITNESSETH

WHEREAS, the AUTHORITY has caused to be prepared in accordance with law, specifications and other Contract Documents for the work hereinafter described; and has approved and adopted all of said Contract Documents; and has given and advertised an Invitation to Bid as required by law; and has received sealed Bids for the furnishing of all labor, materials and equipment for the following project:

PROJECT WW0316
SEWER MAINTENANCE PROJECT 2018
NORMAN, OKLAHOMA

in accordance with and as outlined and set out in the terms and provisions of said Contract Documents; and,

WHEREAS, the CONTRACTOR in response to said Invitation to Bid, has submitted to the AUTHORITY in the manner and at the time specified, a sealed Bid in accordance with the terms of this said Contract Documents; and

WHEREAS, the AUTHORITY, in the manner provided by law, has publicly opened, examined, and canvassed the Bids submitted and has determined and declared the above-named CONTRACTOR to be the best Bidder on the above-prepared project, and has duly awarded said Bid to said CONTRACTOR, for the sum named in the proposal, to wit:

FIVE MILLION THREE HUNDRED TWO THOUSAND THIRTY-THREE DOLLARS AND ZERO CENTS ($5,302,033.00)

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 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 said CONTRACT Documents, per the Table of Contents, including, but not limited to:

- the Invitation to Bid published in the Norman Transcript
- Notice to Bidders
- the Instructions to Bidders;
- the CONTRACTOR'S Bid or Proposal;
- the Bonds thereto;
- Multiple affidavits
- the Conditions of the Contract
- the Technical Specifications and Construction Drawings

all of which documents are on file in the Office of the AUTHORITY, and are made a part of this CONTRACT as fully as if the same were set out in full, with the following additions and/or exceptions:

Addendum No. 1 - Released on January 25, 2026
Addendum No. 2 - Released on February 12, 2026
Addendum No. 3 - Released on February 20, 2026

2) The AUTHORITY shall make payments, minus a retainage as stipulated in the CONTRACT Documents, to the CONTRACTOR in the following manner: On or about the last day of each month, the project manager, or other appropriate person, will make accurate estimates of the value, based on CONTRACT prices, of 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 manager, or other appropriate person, such detailed information as he may request to aid him as a guide in the preparation of the monthly estimates.

Each monthly estimate for payment must contain or have attached an affidavit in accordance with the Constitution of the State of Oklahoma, Title 74, Section 3109-3110, and Title 62, Section 310.09.

On completion of the work, but prior to the acceptance thereof by the AUTHORITY, it shall be the duty of the project manager, 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 AUTHORITY.

The CONTRACTOR shall furnish proof that all claims and obligations incurred by him in connection with the performance of said work have been fully paid and settled; said information shall be in the form of an affidavit, which shall bear the approval of the surety on the CONTRACT Bonds for payment of the final estimate to the CONTRACTOR; thereupon, the final estimate (including retainage) will be approved and paid.

3) The CONTRACTOR shall commence said work within ten (10) calendar days following receipt of a NOTICE-TO-PROCEED, prosecute the same vigorously and continuously, and complete the same within seven hundred (700) consecutive calendar days calendar days following receipt of NOTICE-TO-PROCEED.

4) Time is of the essence in completion of this project and the AUTHORITY will suffer financial loss if the Work is not completed within the time(s) specified in preceding paragraph. CONTRACTOR and AUTHORITY also recognize the delays, expense, and difficulties involved in proving in a legal or arbitration proceeding such actual loss. Accordingly, instead of requiring any such proof, CONTRACTOR and AUTHORITY therefore further agree that as liquidated damages for delay (but not as a penalty) CONTRACTOR shall pay AUTHORITY $800 for each calendar day that expires after the time specified in preceding paragraph, plus any authorized extensions thereof, for completion and readiness for final payment of each portion of the Work.

5) The AUTHORITY 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. (or) Payment for the lump sum price items shall be at the price bid for actual construction complete in place.
   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. Should any defective work or materials be discovered or should a reasonable doubt arise at to the quality of any work completed, there will be deducted from the next estimate an amount equal to the value of the defective or questionable work and shall not be paid until the defects are remedied. And that the CONTRACTOR'S bid is hereby made a part of this CONTRACT.

6) The AUTHORITY reserves the right to add to or subtract from the estimated quantities or amount of work to be performed up to a maximum of 15% of the total bid price.

7) The CONTRACTOR shall 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 AUTHORITY; and that in the event any additions are provided by the CONTRACTOR without such authorization, the CONTRACTOR shall not be entitled to any compensation therefore whatsoever.

8) The parties mutually agree and acknowledge that this is an Oklahoma AGREEMENT and any dispute shall be resolved in accordance with the Laws of the State of Oklahoma and actions if necessary shall be brought in the District Court of Cleveland County. In the event of ambiguity in any of the terms of this AGREEMENT, it shall not be construed for or against any party on the basis that such party did or did not author the same

9) That if any additional work is performed or additional materials provided by the CONTRACTOR upon authorization by the AUTHORITY, the CONTRACTOR shall be compensated therefore at the unit price bid or as agreed to by both parties in the execution of a Change Order.

10) No provision of this CONTRACT or of any such aforementioned documents shall be interpreted or given legal effect to create an obligation on the part of the AUTHORITY to third persons, including, by way of illustration but not exclusion, sureties upon performance bonds, payment bonds or other bonds, assignees of the CONTRACTOR, subcontractors, and persons performing labor, furnishing material or in any other way contributing to or assisting in the performance of the obligations of the CONTRACTOR; nor shall any such provisions be interpreted or given legal effect to afford a defense against any obligation owed or assumed by such third person to the AUTHORITY or in any way to restrict the freedom of the AUTHORITY to exercise full discretion in its dealing with the Contractor.

11) The CONTRACTOR shall furnish surety bonds and certificate of insurance as specified herein which bonds and insurance must be approved by the AUTHORITY prior to issuance of the NOTICE-TO-PROCEED and commencement of work on the project.

The following statement must be signed and notarized before this Contract will become effective.

STATE OF Texas)

COUNTY OF Harris)

I certify that I am the duly authorized agent of Vortex Services LLC, CONTRACTOR.

I further certify that neither the CONTRACTOR nor the anyone subject to the his/her direction or control has paid, given or donated, or agreed to pay, give or donate to any officer or employee of the AUTHORITY, any money or other thing of value, either directly or indirectly, in the procuring of the CONTRACT.

Vortex Services LLC
(Bidder Company Name)

By: _____

Jedidiah Brewer, RVP
(printed/typed name and title)

Subscribed and sworn to before me this 16th day of March, 20 26.

_____
Notary Public (or Clerk or Judge)

My Commission Expires: 6/9/2026

(SEAL)

ADAM JOHN NICK
NOTARY PUBLIC
STATE OF TEXAS
MY COMM. EXP. 06/09/26
NOTARY ID 12851547-2

IN WITNESS WHEREOF, AUTHORITY and CONTRACTOR have executed this AGREEMENT;

DATED this _____ day of _____, 20__.

Vortex Services, LLC
PRINCIPAL

ATTEST

Signed: _____
Authorized Representative

_____
Corporate Secretary (where applicable)

Jedidiah Brewer, RVP
Name and Title

(Corporate Seal) (where applicable)

Address: 18150 Imperial Valley Dr
Houston, TX 77060

Telephone: 713-750-9081

NORMAN UTILITIES AUTHORITY

APPROVED as to form and legality this 20th day of March, 2026.

_____
AUTHORITY Attorney

Approved by the Trustees of the NORMAN UTILITIES AUTHORITY this _____ day of

_____, 20_____.

NORMAN UTILITIES AUTHORITY

ATTEST

By: _____ _____

Title: Chairman Secretary

Norman Utilities Authority
Project WW0316
Sewer Maintenance Project 2018

Contract K-2526-25
Bid No. 2526-27
B- 2526-48

STATUTORY BOND

Know all men by these presents that **Vortex Services, LLC,** as PRINCIPAL, **and SiriusPoint America Insurance Company,** a corporation organized under the laws of the State of New York, and authorized to transact business in the State of Oklahoma, as SURETY, are held and firmly bound unto NORMAN UTILITIES AUTHORITY, a Public Trust of the State of Oklahoma, herein called AUTHORITY, in the sum of **five million three hundred two thousand thirty-three dollars and zero cents ($5,302,033.00),** 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:

PROJECT WW0316
SEWER MAINTENANCE PROJECT 2018
NORMAN, OKLAHOMA

has entered into a written CONTRACT (K-2526-25) with the AUTHORITY, dated _____ to perform and complete said PROJECT, that CONTRACT being incorporated herein by reference as if fully set forth.

NOW, THEREFORE, if the PRINCIPAL, shall properly and promptly complete the work on this PROJECT in accordance with the CONTRACT, and shall well and truly pay all indebtedness incurred for labor and materials and repairs to and parts for equipment furnished in the making of the PROJECT, whether incurred by the PRINCIPAL, his subcontractors, or any material men, then this obligation shall be void. Otherwise, this obligation shall remain in full force and effect. If debts are not paid within thirty (30) days after the same becomes due and payable, the person, firm, or corporation entitled thereto may sue and recover on this Bond, subject to the provisions of 61 O.S. 1981 §2, for the amount so due and unpaid.

It is further expressly agreed and understood by the parties hereto that no changes or alterations in said CONTRACT and no deviations from the plan or mode of procedure herein fixed shall have the effect of releasing the SURETIES, or any of them, from the obligation of this Bond.

It is further expressly agreed that the PRINCIPAL'S obligations under this Bond include payment of not less than the prevailing hourly rate of wages as established by the Commissioner of Labor of the State of Oklahoma and by the Secretary of the U.S. Department of Labor or as determined by a court on appeal.

Norman Utilities Authority
Project WW0316
Sewer Maintenance Project 2018

Contract K-2526-25
Bid No. 2526-27
B- 2526-48

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 11th day of March, 2026.

(Corporate Seal) (where applicable)

ATTEST

Vortex Services, LLC
PRINCIPAL

Signed: _____
Authorized Representative

_____
Corporate Secretary (where applicable)

Jedidiah Brewer, RVP
Name and Title

Address: 18150 Imperial Valley Dr
Houston, TX 77060

Telephone: 713-750-9081

(Corporate Seal)

ATTEST

SiriusPoint America Insurance Company
SURETY

Signed: _____
Authorized Representative

_____
Corporate Secretary

Laura Kneitz, Attorney-in-Fact
Name and Title

Address: 3657 Briarpark Dr., Ste. 700 Houston, TX 77042

Telephone: 713-458-5433

Norman Utilities Authority
Project WW0316
Sewer Maintenance Project 2018

Contract K-2526-25
Bid No. 2526-27
B- 2526-48

CORPORATE ACKNOWLEDGEMENT

STATE OF ~~OKLAHOMA~~ Texas)
)§
COUNTY OF Harris)

The foregoing instrument was acknowledged before me this 16th day of March,
20 26, by Jedidiah Brewer, RVP of Vortex Services,
Name and Title
a LLC corporation, on behalf of the corporation.

WITNESS my hand and seal this 16th day of March 20 26.

Notary Public

My Commission Expires: 6/9/2026

ADAM JOHN NICK
NOTARY PUBLIC
STATE OF TEXAS
MY COMM. EXP. 06/09/26
NOTARY ID 12851547-2

INDIVIDUAL ACKNOWLEDGEMENT

STATE OF OKLAHOMA)
)§
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____,

20 _____, by _____ an individual.
Name and Title

WITNESS my hand and seal this ____ day of _____ 20 _____.

Notary Public

My Commission Expires: _____

Norman Utilities Authority
Project WW0316
Sewer Maintenance Project 2018

Contract K-2526-25
Bid No. 2526-27
B- 2526-48

PARTNERSHIP ACKNOWLEDGEMENT

STATE OF Texas)
)§
COUNTY OF Harris)

The foregoing instrument was acknowledged before me this 11th day of March,

20 26, by Laura Kneitz, Attorney-in-Fact partner (or agent) on behalf of
Name and Title

SiriusPoint America Insurance Company, a partnership.

WITNESS my hand and seal this 11th day of March 20 26.

Notary Public Tami Jones

My Commission Expires: June 12, 2027

TAMI JONES
NOTARY PUBLIC
STATE OF TEXAS
MY COMM. EXP. 06/12/27
NOTARY ID 13440271-5

NORMAN UTILITIES AUTHORITY

APPROVED as to form and legality this 26th day of March, 2026.

AUTHORITY Attorney

Approved by the Trustees of the NORMAN UTILITIES AUTHORITY this _____ day of _____, 20____.

NORMAN UTILITIES AUTHORITY

ATTEST

By: _____ _____

Title: Chairman Secretary

Norman Utilities Authority
Project WW0316
Sewer Maintenance Project 2018

Contract K-2526-25
Bid No. 2526-27
B-2526-47

PERFORMANCE BOND

Know all men by these presents that **Vortex Services, LLC,** as PRINCIPAL, and **SiriusPoint America Insurance Company,** a corporation organized under the laws of the State of New York, and authorized to transact business in the State of Oklahoma, as SURETY, are held and firmly bound unto NORMAN UTILITIES AUTHORITY, a Public Trust of the State of Oklahoma, herein called AUTHORITY, in the sum of **five million three hundred two thousand thirty-three dollars and zero cents($5,302,033.00),** 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 successful bidder on the following PROJECT:

PROJECT WW0316
SEWER MAINTENANCE PROJECT 2018
NORMAN, OKLAHOMA

has entered into a written CONTRACT (K-2526-25) with the AUTHORITY, dated _____ to perform and complete said PROJECT, that CONTRACT being incorporated herein by reference as if fully set forth.

NOW, THEREFORE, if PRINCIPAL shall, in all particulars, well and truly perform and abide by the CONTRACT and all specifications and covenants thereto; and if the PRINCIPAL shall promptly pay or cause to be paid all indebtedness incurred for labor and materials and repairs to and parts for equipment furnished in the making of this PROJECT, whether incurred by the PRINCIPAL or subcontractors; and if the PRINCIPAL shall protect and hold harmless the AUTHORITY from all loss, damage, and expense to life or property suffered or sustained by any person, firm, or corporation caused by the PRINCIPAL or his or its agents, servants, or employees in the construction of the PROJECT, or by or in consequence of any negligence, carelessness or misconduct in guarding and protecting the same, or from any act or omission of the PRINCIPAL or his or its agents, servants, or employees; and if the PRINCIPAL shall protect and save the AUTHORITY harmless from all suits and claims of infringement or alleged infringement or patent rights or processes, then this obligation shall be null and void. Otherwise, this obligation shall remain in full force and effect.

It is further expressly agreed and understood by the parties hereto that no changes or alterations in the CONTRACT and no deviations from the plan or mode of procedure herein fixed shall have the effect of releasing the sureties, or any of them, from the obligations of this Bond.

It is further expressly agreed that the PRINCIPAL'S obligations under this Bond include payment of not less than the prevailing hourly rate of wages as established by the Commissioner of Labor and by the Secretary of the U.S. Department of Labor or as determined by a court on appeal.

Norman Utilities Authority
Project WW0316
Sewer Maintenance Project 2018

Contract K-2526-25
Bid No. 2526-27
B-2526-47

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(s) on the 11th day of March, 2026.

(Corporate Seal) (where applicable)

ATTEST

Vortex Services, LLC
PRINCIPAL

Signed: _____
Authorized Representative

_____
Corporate Secretary (where applicable)

Jedidiah Brewer, RVP
Name and Title

Address: 18150 Imperial Valley Dr
Houston, TX 77060

Telephone: 713-750-9081

(Corporate Seal)

ATTEST

SiriusPoint America Insurance Company
SURETY

Signed: _____
Authorized Representative

_____
Corporate Secretary

Laura Kneitz, Attorney-in-Fact
Name and Title

Address: 3657 Briarpark Dr., Ste. 700 Houston, TX 77042

Telephone: 713-458-5433

Norman Utilities Authority
Project WW0316
Sewer Maintenance Project 2018

Contract K-2526-25
Bid No. 2526-27
B-2526-47

CORPORATE ACKNOWLEDGEMENT

STATE OF Texas)
)§
COUNTY OF Harris)

The foregoing instrument was acknowledged before me this 16th day of March,
20 26, by Jedidiah Brewer, AVP of Vortex Services,
Name and Title Contractor
a LLC corporation, on behalf of the corporation.

WITNESS my hand and seal this 16 day of March 20 ____.

Notary Public

My Commission Expires: 6/9/2026

ADAM JOHN NICK
NOTARY PUBLIC
STATE OF TEXAS
MY COMM. EXP. 06/09/26
NOTARY ID 12851547-2

INDIVIDUAL ACKNOWLEDGEMENT

STATE OF _____)
)§
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____,
20 _____, by _____ an individual.
Name and Title

WITNESS my hand and seal this ____ day of _____ 20 _____.

Notary Public

My Commission Expires: _____

Norman Utilities Authority
Project WW0316
Sewer Maintenance Project 2018

Contract K-2526-25
Bid No. 2526-27
B-2526-47

PARTNERSHIP ACKNOWLEDGEMENT

STATE OF Texas)
)§
COUNTY OF Harris)

The foregoing instrument was acknowledged before me this 11th day of March,

20 26, by Laura Kneitz, Attorney-in-Fact partner (or agent) on behalf of
Name and Title

SiriusPoint America Insurance Company, a partnership.

WITNESS my hand and seal this 11th day of March 20 26.

Notary Public Tami Jones

My Commission Expires: June 12, 2027

TAMI JONES
NOTARY PUBLIC
STATE OF TEXAS
MY COMM. EXP. 06/12/27
NOTARY ID 13440271-5

NORMAN UTILITIES AUTHORITY

APPROVED as to form and legality this 20th day of March, 2026.

AUTHORITY Attorney

Approved by the Trustees of the NORMAN UTILITIES AUTHORITY this _____ day of

_____, 20____.

NORMAN UTILITIES AUTHORITY

ATTEST

By: _____ _____

Title: Chairman Secretary

MAINTENANCE BOND

Know all men by these presents that **Vortex Services, LLC,** as PRINCIPAL, and **SiriusPoint America Insurance Company**, a corporation organized under the laws of the State of New York, and authorized to transact business in the State of Oklahoma, as SURETY, are held and firmly bound unto NORMAN UTILITIES AUTHORITY, a Public Trust of the State of Oklahoma, herein called AUTHORITY, in the sum of **five million three hundred two thousand thirty-three dollars and zero cents ($5,302,033.00),** 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 successful bidder on the following PROJECT:

PROJECT WW0316
SEWER MAINTENANCE PROJECT 2018
NORMAN, OKLAHOMA

has entered into a written CONTRACT (K-2526-25) with the AUTHORITY, dated _____ to perform and complete said PROJECT, that CONTRACT being incorporated herein by reference as if fully set forth.

WHEREAS, under the ordinances of the AUTHORITY, the PRINCIPAL is required to furnish to the AUTHORITY 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 AUTHORITY or expense to the AUTHORITY any and all defects arising from improper workmanship, materials, or failure to protect new work until it is accepted; all for a period of two (2) years from the date of the written final acceptance by the AUTHORITY, then this obligation shall be null and void. Otherwise, this obligation shall remain in full force and effect at all times.

Provided further, however, that upon neglect, failure or refusal of the PRINCIPAL to maintain or make any needed repairs upon the construction on the PROJECT, as set out in the preceding paragraph, within ten (10) days after the mailing of notice to the PRINCIPAL by letter deposited in the United States Post Office at Norman, Oklahoma, addressed to the PRINCIPAL at the address set forth below, then the PRINCIPAL and SURETY shall jointly and severally be liable to the AUTHORITY for the cost and expense for making such repair, or otherwise maintaining the said construction.

If is further expressly agreed and understood by the parties hereto that no changes or alterations in said CONTRACT and no deviations from the plan or mode of procedure herein fixed shall have the effect of releasing the sureties, or any of them, from the obligations of this Bond.

Norman Utilities Authority
Project WW0316
Sewer Maintenance Project 2018

Contract K-2526-25
Bid No. 2526-27
MB-2526-39

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 and its corporate seal to be hereunto affixed by its authorized representative(s) on the 11th day of March, 2026.

(Corporate Seal) (where applicable)
ATTEST

_____
Corporate Secretary (where applicable)

Vortex Services, LLC
PRINCIPAL

Signed: _____
Authorized Representative

_____
Name and Title

Address: _____

Telephone: _____

(Corporate Seal)

ATTEST

_____
Corporate Secretary

SiriusPoint America Insurance Company
SURETY

Signed: _____
Authorized Representative

Laura Kneitz, Attorney-in-Fact
Name and Title

Address: 3657 Briarpark Dr., Ste. 700 Houston, TX 77042

Telephone: 713-458-5433

Norman Utilities Authority
Project WW0316
Sewer Maintenance Project 2018

Contract K-2526-25
Bid No. 2526-27
MB-2526-39

CORPORATE ACKNOWLEDGEMENT

STATE OF Texas)
)§
COUNTY OF Harris)

The foregoing instrument was acknowledged before me this 16th day of March,
20 26, by Jedidiah Brewer, RVP of Vortex Services,
Name and Title
a LLC corporation, on behalf of the corporation.

WITNESS my hand and seal this 16th day of March 20 ____.

Notary Public

My Commission Expires: 6/9/2026

ADAM JOHN NICK
NOTARY PUBLIC
STATE OF TEXAS
MY COMM. EXP. 06/09/26
NOTARY ID 12851547-2

INDIVIDUAL ACKNOWLEDGEMENT

STATE OF _____)
)§
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____,

20 _____, by _____ an individual.
Name and Title

WITNESS my hand and seal this ____ day of _____ 20 _____.

Notary Public

My Commission Expires: _____

Norman Utilities Authority
Project WW0316
Sewer Maintenance Project 2018

Contract K-2526-25
Bid No. 2526-27
B- 2526-48

PARTNERSHIP ACKNOWLEDGEMENT

STATE OF Texas)
)§
COUNTY OF Harris)

The foregoing instrument was acknowledged before me this 11th day of March,

20 26, by Laura Kneitz, Attorney-in-Fact partner (or agent) on behalf of
Name and Title

SiriusPoint America Insurance Company, a partnership.

WITNESS my hand and seal this 11th day of March 20 26.

Notary Public Tami Jones

My Commission Expires: June 12, 2027

TAMI JONES
NOTARY PUBLIC
STATE OF TEXAS
MY COMM. EXP. 06/12/27
NOTARY ID 13440271-5

NORMAN UTILITIES AUTHORITY

APPROVED as to form and legality this 20th day of March, 2026.

AUTHORITY Attorney

Approved by the Trustees of the NORMAN UTILITIES AUTHORITY this _____ day of _____, 20____.

NORMAN UTILITIES AUTHORITY

ATTEST

By: _____ _____

Title: Chairman Secretary

POWER OF ATTORNEY
SIRIUSPOINT AMERICA INSURANCE COMPANY
NEW YORK

TSBA0823

KNOW ALL MEN BY THESE PRESENTS: That SiriusPoint America Insurance Company (the "Company"), a New York corporation, having its principal office in the City of New York, pursuant to the following Resolution, which was adopted on August 27,2024 by Unanimous Written Consent of the Board of the Directors of the Company, to wit:

RESOLVED, that the President, Senior Vice President, Chief Financial Officer, Secretary or the Assistant Secretary is hereby authorized to execute Powers of Attorney appointing as attorneys-in-fact selected employees of certain surety companies who shall have the power for and on behalf of the Company to execute and affix the seal of the Company to surety contracts as co-surety. Such authority can be executed by use of facsimile signature.

Does hereby nominate, constitute and appoint: **Laura Kneitz**

BondNo: SPA150025_016
Principal: Vortex Services, LLC
Obligee: Norman Utilities Authority

Its true and lawful agent and attorney-in-fact, to make, execute, seal and deliver for and on its behalf, and its act and deed any and all bonds, contracts, agreements of indemnity and other undertakings in suretyship (NOT INCLUDING bonds without a fixed penalty or financial guarantee) and to bind the Company thereby as fully and to the same extent as of same were signed by the duly authorized officers of the Company, provided, however, that the penal sum of any one such instrument executed hereunder shall not exceed the sum of:

$63,971,000 single bond limit

All acts of said attorneys-in-fact pursuant to the authorities herein given are hereby ratified and confirmed. The President, Senior Vice President, Chief Financial Officer, Secretary or Assistant Secretary may from time to time and at any time remove such appointee and remove the power given to him or her.

The execution of such bonds or undertakings in pursuance of these presents, within one year of the date of these present, shall be binding under said Company, as fully and amply, to all intents and purposes, as if they had been duly executed and acknowledged by the regularly elected officers of the Company at its office in New York, New York, in their own proper persons.

IN WITNESS WHEREOF, SiriusPoint America Insurance Company has caused its corporate seal to be hereunto affixed and these presents to be signed by its President this tenth day of October, 2024.

SiriusPoint America Insurance Company

SIRIUSPOINT AMERICA INSURANCE COMPANY CORPORATE SEAL 1979 NEW YORK

Paul Mihulka
President

State of New York
County of New York

On this tenth day of October 2024, before me a Notary Public of the State of New York, in and for the County of New York, duly commissioned and qualified, came Paul Mihulka, President, of SiriusPoint America Insurance Company, to me personally known to be the individual and officer described in, and who executed the preceding instrument, and acknowledged the execution of the same, and being by me duly sworn, deposed and said that he is the officer of the said Company aforesaid, and that the seal affixed to the preceding instrument is the Corporate Seal of said Company, and the said Corporate seal and his signature as officer were duly affixed and subscribed to the said instrument by the authority and direction of the said Company, referred to in the preceding instrument is now in force.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal.

SUSAN HISCOCK
Notary Public - State of New York
NO. 01HI6444797
Qualified in Richmond County
My Commission Expires Dec 5, 2026

Susan Hiscock
Notary Public
My Commission expires Dec. 5, 2026

STATE OF New York
COUNTY OF New York

I, Paul Mihulka, President of SiriusPoint America Insurance Company, a New York corporation, do hereby certify that the above and foregoing is a full, true and correct copy of Power of Attorney, is still in full force and effect and has not been revoked.

IN WITNESS WHEREOF, I have hereunto set my hand, and affixed the Seal of said Company, on the 11th day of March , 2026

SIRIUSPOINT AMERICA INSURANCE COMPANY CORPORATE SEAL 1979 NEW YORK

Paul Mihulka
President

Acknowledgement. If Vortex Services, LLC has 10 or more full-time employees during the term of this Agreement, and this Agreement has a value of one hundred thousand dollars ($100,000) or more, Vortex Services, LLC hereby represents, warrants, and covenants to the Norman Utilities Authority that, in accordance with and pursuant to 21 O.S. § 1289.31 (i) it does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association, and (ii) will not discriminate against a firearm entity or firearm trade association during the term of this Agreement.

NORMAN UTILITIES AUTHORITY

Verification of Non-Discrimination

IN ACCORDANCE WITH OKLAHOMA STATUTES TITLE 21, SECTION 1289.31, THIS FORM MUST BE COMPLETED AND SUBMITTED BEFORE ANY AGREEMENT OVER $100,000 CAN BE APPROVED BY THE NORMAN UTILITIES AUTHORITY.

The undersigned person, of lawful age, being duly sworn, on oath represents, warrants, and covenants to the Norman Utilities Authority, in accordance with and pursuant to 21 O.S. § 1289.31, if Vortex Services, LLC has 10 or more full-time employees during the term of this Agreement, and this Agreement has a value of one hundred thousand dollars ($100,000) or more, that Vortex Services, LLC does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association, and (ii) will not discriminate against a firearm entity or firearm trade association during the term of this Agreement.

Contractor agrees that this verification is hereby incorporated into and made part of Contract K-2526-25, as though fully set forth therein.

Vortex Services, LLC
(CONTRACTOR)

Signature _____

Name Jedidiah Brewer

Title RVP

Date 3/20/2026

Attest: _____

Ronnie Ellison, PM
Title:

STATE OF TEXAS)

COUNTY OF HARRIS)

On this 20th day of March, 2026, the above signed personally appeared before me and affirmed that they are signing this document for the purposes stated herein and that they are signing in their representative capacity, having legal authority to sign this agreement on behalf of the entity identified herein.

_____
NOTARY PUBLIC

MY COMMISSION EXPIRES: 6/9/2026

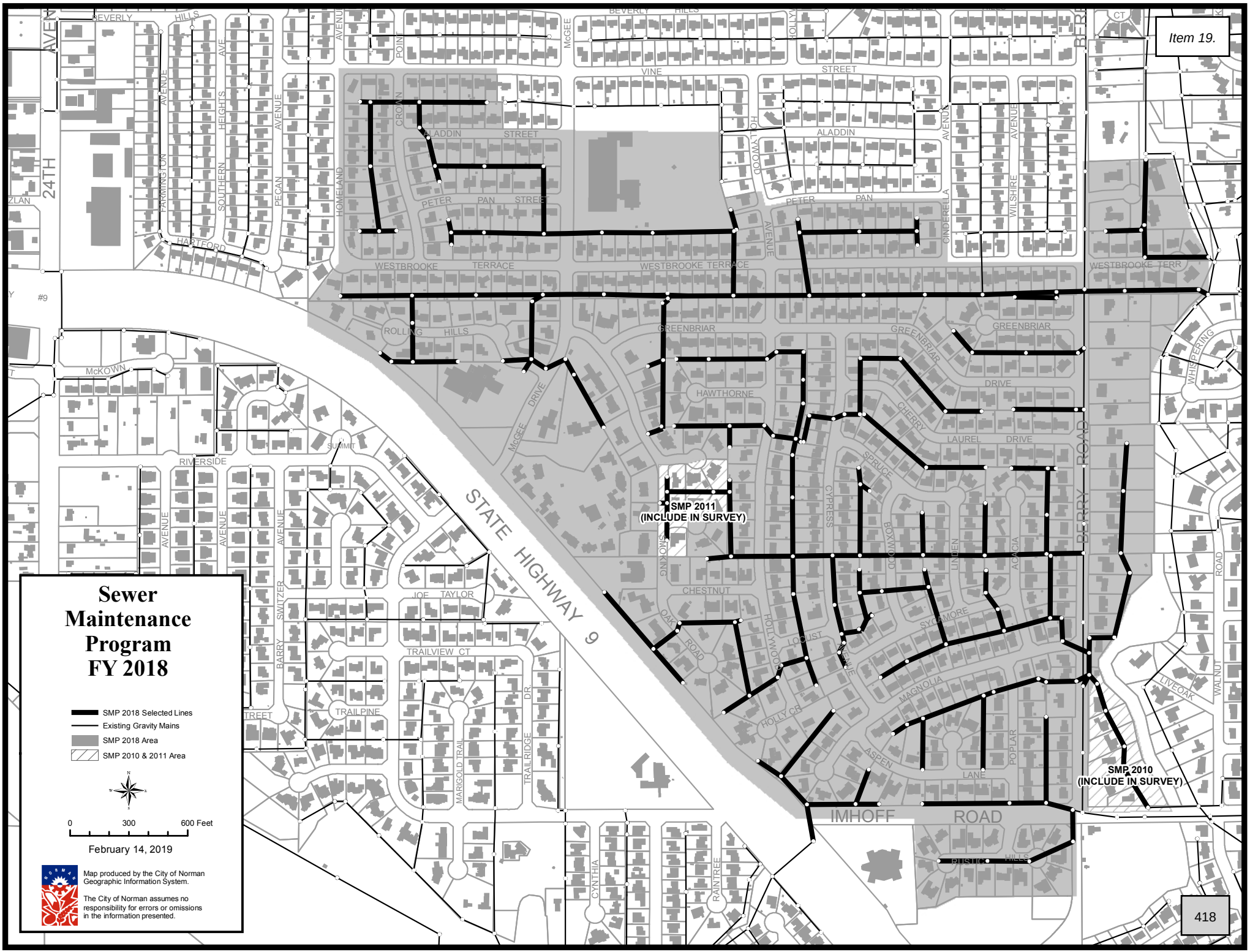
MY COMMISSION NUMBER: 12851547-2

ADAM JOHN NICK
NOTARY PUBLIC
STATE OF TEXAS
MY COMM. EXP. 06/09/26
NOTARY ID 12851547-2

NORMAN UTILITIES AUTHORITY
PROJECT WW0316 - SEWER MAINTENANCE PROJECT 2018
CONTRACT K-22526-25
BID 2526-27

Bid Opening Date **February 26, 2026**
Bid Opening Time **2:00 PM**

Company	Address	Total Base Bid	Add Alternate A	Add Alternate B	Total Base Bid with Alternate B
Vortex Services, LLC	18150 Imperial Valley Dr., Houston, TX 77060	$ 4,844,463.00	$ 195,000.00	$ 457,570.00	**$ 5,302,033.00**
PM Construction & Rehab, LLC	131 North Richey St., Pasadena, TX 77506	$ 6,343,768.00	$ 103,750.00	$ 246,550.00	**$ 6,590,318.00**
Horseshoe Construction	853 Innovation Drive, Bryan, TX 77808	$ 8,345,900.00	$ 130,000.00	$ 322,100.00	**$ 8,668,000.00**
Downey Contracting, LLC	3217 NE 63rd St., Oklahoma City, OK 73069	$ 9,444,420.00	$ 67,500.00	$ 316,770.00	**$ 9,761,190.00**


Sewer Maintenance Program FY 2018
SMP 2018 Selected Lines
Existing Gravity Mains
SMP 2018 Area
SMP 2010 & 2011 Area
0
300
600 Feet
February 14, 2019
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.
SMP 2011 (INCLUDE IN SURVEY)
SMP 2010 (INCLUDE IN SURVEY)
STATE HIGHWAY 9
BERRY ROAD
IMHOFF ROAD
24TH
McKOWN
RIVERSIDE
ROLLING HILLS
ALADDIN STREET
PETER PAN STREET
WESTBROOKE TERRACE
GREENBRIAR
HAWTHORNE
CHERRY
LAUREL DRIVE
SPRUCE
CYPRESS
SYCAMORE
MAGNOLIA
ASPEN
POPLAR
LOCUST
CHESTNUT
OAK ROAD
HOLLY CR
TRAILVIEW CT
TRAILPINE
JOE TAYLOR
SUMMIT
HARTFORD
VINE STREET
WHISPERING
WILSHIRE
CINDERELLA
HOLLYWOOD
HOMELAND
SOUTHERN HEIGHTS
FARMINGTON
PECAN
CROWN POINT
McGEE
SWITZER
BARRY
MARIGOLD TRAIL
TRAILRIDGE
CYNTHIA
RAINTREE
RUSTIC HILLS
LIVEOAK
WALNUT
ROAD
#9
418

File Attachments for Item:

20. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER ONE TO CONTRACT K-2526-33: BY AND BETWEEN THE CITY OF NORMAN AND K&R BUILDERS, INCREASING THE CONTRACT AMOUNT FROM $622,795.38 TO $703,039.17, FINAL ACCEPTANCE AND FINAL PAYMENT OF $103,754.26 FOR THE POST OAK BRIDGE REPLACEMENT PROJECT. (WARD 5)

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 03/24/2026

REQUESTER: Joseph Hill, Streets Program Manager

PRESENTER: Scott Sturtz, Public Works Director

ITEM TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER ONE TO CONTRACT K-2526-33: BY AND BETWEEN THE CITY OF NORMAN AND K&R BUILDERS, INCREASING THE CONTRACT AMOUNT FROM $622,795.38 TO $703,039.17, FINAL ACCEPTANCE AND FINAL PAYMENT OF $103,754.26 FOR THE POST OAK BRIDGE REPLACEMENT PROJECT. (WARD 5)

BACKGROUND:

On October 10, 2023, the citizens of Norman voted in favor of a $50 million bond issue dedicated to the replacement and rehabilitation of bridges throughout the city. The projects included in this bond are intended to be completed using bond funds, although the City will pursue federal funding opportunities wherever possible to supplement local resources.

On April 9, 2024, City Council approved contract K-2324-151 with MKEC Engineering Inc. to provide engineering design services for the replacement of the East Post Oak Bridge over a tributary to Jim Blue Creek, located 0.2 miles east of 96th Avenue SE. Replacement efforts include all roadway work necessary to tie the existing road into the new bridge. MKEC Engineering's Scope of Services included:

- Field Inspection and Assessment
- Detailed Topographic Survey
- Geotechnical Evaluation
- Environmental Permitting
- Design Plan submittals at 30%, 60%, 90%, and Final Plan stages
- Bidding Assistance and Construction Management
- Preparing Right-of-Way acquisition documents
- As-built Drawing Services

Final plans were received for this project on April 11, 2025. Bid documents and specifications for the East Post Oak Bridge Replacement Project were advertised on May 16, 2025, and

May 23, 2025, in accordance with State Law. Bids were opened on June 12, 2025, and K&R Builders, of Oklahoma City, was the lowest bidder.

Council awarded the contract to K&R Builders, of Oklahoma City, Oklahoma in the amount of $622,795.38 at the August 12, 2025, meeting. The project was completed on January 14, 2026.

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 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 forty (40) bid items, seventeen (17) require a quantity change. Nine (9) items have a quantity change resulting in an increased cost of $89,588.39, and eight (8) have a quantity change resulting in a decreased cost of $9,344.60 for a total increased cost of $80,243.79 or 12.88%. If approved, the overall contract will increase from $622,795.38 to $703,039.17. Please see attached Change Order No. 1 for a complete list of bid item cost increases and decreases.

The final payment amount owed to K&R Builders is $103,754.26, which includes release of all retainage. Final payment will be funded as follows:

- $103,754.26 from East Post Oak Road Bridge (Construction Account 50595367-46101 project number BP0611)

RECOMMENDATION NO. 1:

Staff recommends the approval of Change Order No. 1 to Contract K-2526-33 with K&R Builders increasing contract amount by $80,243.79 for a revised contract amount of $703,039.17 for construction of the Post Oak Bridge Replacement Project.

RECOMMENDATION NO. 2:

Staff recommends final acceptance of the East Post Oak Bridge Replacement Project, Contract K-2526-33, and final payment to K&R Builders in the amount of $103,754.26.

CHANGE ORDER SUMMARY
CITY OF NORMAN
CLEVELAND COUNTY, OKLAHOMA

CHANGE ORDER NO. 1

DATE: March 24, 2026

CONTRACT NO.: K-2526-33

SUBMITTED BY: Joseph Hill

PROJECT: E. Post Oak Bridge Replacement Project

CONTRACTOR: K&R Builders, INC
7701 S. Council Road
Oklahoma City, Oklahoma 73169

Original Completion Date: December 23, 2025

Previous Completion Date: December 23, 2025

ORIGINAL CONTRACT AMOUNT $ 622,795.38

(Increase) this change order 22 Calendar Days

New Completion Date: January 14, 2026

PRESENT CONTRACT AMOUNT $ 622,795.38

DESCRIPTION	INCREASE	DECREASE
Change in Unit Prices	$89,588.39	($9,344.60)

NET CHANGE $80,243.79

CONTRACT AMOUNT $703,039.17

See Detailed Quantity Change on Page 2 of 2:

Detailed Quantity Change:

K-2526-33 E. Post Oak Bridge Replacement
Change Order No. 1

ITEM	DESCRIPTION	UNIT	QUANTITY	QUANTITY INCREASE	QUANTITY DECREASE	UNIT PRICE	COST INCREASE	COST DECREASE
3	UNCLASSIFIED BORROW	CY	270.00		-270.00	$3.00		-$810.00
5	TEMPORARY SILT FENCE	LF	574.00	26.00		$3.00	$78.00	
6	TEMPORARY SILT DIKE	LF	21.00		-21.00	$20.00		-$420.00
7	SOLID SLAB SODDING	SY	882.00	285.00		$15.00	$4,275.00	
8	VEGETATIVE MULCHING	AC	0.18		-0.18	$250.00		-$45.00
9	MOWING	AC	0.36		-0.36	$235.00		-$84.60
10	AGGREGATE BASE TYPE A	CY	300.00		-42.00	$90.00		-$3,780.00
13	PRIME COAT	GAL	440.00		-440.00	$5.00		-$2,200.00
14	SUPERPAVE, TYPE S3(PG 64-22 OK)	TON	330.00	224.07		$132.00	$29,576.58	
15	SUPERPAVE TYPE S5(PG-64-22 OK)	TON	147.00	40.23		$187.00	$7,523.01	
16	CLASS C CONCRETE	CY	5.00		-5.00	$400.00		-$2,000.00
22	BEAM GUARDRAIL W-BEAM SINGLE	LF	50.00	50.00		$31.00	$1,550.00	
33	CONSTRUCTION SIGNS 0 TO 6.25 S.F.	SD	900.00	1298.00		$0.10	$129.80	
34	CONSTRUCTION SIGNS 6.26 S.F. TO 15.99 S.F.	SD	360.00	1210.00		$1.00	$1,210.00	
35	CONSTRUCTION SIGNS 16.0 S.F. TO 32.99 S.F.	SD	360.00	582.00		$1.00	$582.00	
36	CONSTRUCTION BARRICADES (TYPE III)	SD	1620.00		-50.00	$0.10		-$5.00
37	WARNING LIGHTS (TYPE A)	SD	360.00	3722.00		$12.00	$44,664.00	
					TOTALS		$89,588.39	-$9,344.60
					DIFFERENCE		$80,243.79	

CONTRACTOR: _____ DATE: 3-12-26

ENGINEER: _____ DATE: 3/12/26

CITY ATTORNEY: _____ DATE: 3/18/26

ACCEPTED BY: _____ DATE: _____
(City Manager)

Signatory Notarization

STATE OF _Oklahoma_____, COUNTY OF _Oklahoma_____, SS:

Before me, the undersigned, a Notary Public in and for said Michael Travis Lloyd of the K&R Builders its Project Manager to me known to be the identical person(s) who executed the foregoing Change Order #1 and acknowledged to me that they executed the same as their free and voluntary act and deed for the uses and purposes therein set forth.

WITNESS my hand and seal this 12 day of March, 2024.

My Commission Expires: 12/11/2027

Notary Public: Debbie Boehs

DEBBIE BOEHS NOTARY # 99017620 EXP. 12/11/27 PUBLIC STATE OF OKLAHOMA

K & R Builders, Inc.
PO Box 656 • Wheatland, OK 73097 • 405-745-4558

July 29, 2025

City of Norman
225 N. Webster Ave.
Norman, OK 73069

RE: K-2425-118, E. Post Oak Bridge Replacement

Dear Mr. Brooks:

Please be advised that Sean Bailey, Travis Lloyd and myself are authorized to sign the following items for this project:

1. Time and Diary Reports
2. Estimate Reports
3. Change Orders
4. Final Estimate

Sean Bailey
General Manager

Michael Travis Lloyd
Project Manager

Sincerely,

Gary K. Rohlmeier
President

Signatory Notarization

STATE OF Oklahoma, COUNTY OF Oklahoma SS:

Before me, the undersigned, a Notary Public in and for said Keith Rohlmeier of K&R Builders, its President, to me known to be the identical person(s) who executed the foregoing authorization to sign and acknowledged to me that they executed the same as their free and voluntary act and deed for the uses and purposes therein set forth.

WITNESS my hand and seal this 17 day of September, 2025

My Commission Expires: 11/17/2028



Notary Public: Allison Walls

File Attachments for Item:

21. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-109: BY AND BETWEEN NORMAN UTILITIES AUTHORITY AND COWAN GROUP ENGINEERING, L.L.C., IN THE AMOUNT OF $344,000 TO PROVIDE PROFESSIONAL ENGINEERING SERVICES FOR THE FISCAL YEAR ENDING 2024 SEWER MAINTENANCE PROJECT AND BUDGET TRANSFERS AS OUTLINED IN THE STAFF REPORT. (WARD 1)

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 03/24/2026

REQUESTER: Ken Giannone, P.E., Capital Projects Engineer

PRESENTER: Ken Giannone, P.E., Capital Projects Engineer

ITEM TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-109: BY AND BETWEEN NORMAN UTILITIES AUTHORITY AND COWAN GROUP ENGINEERING, L.L.C., IN THE AMOUNT OF $344,000 TO PROVIDE PROFESSIONAL ENGINEERING SERVICES FOR THE FISCAL YEAR ENDING 2024 SEWER MAINTENANCE PROJECT AND BUDGET TRANSFERS AS OUTLINED IN THE STAFF REPORT. (WARD 1)

BACKGROUND:

In 2001, the citizens of Norman approved a five dollar per month maintenance fee providing for the systematic replacement of aged and deteriorating sewer lines throughout our system. The Fiscal Year Ending 2024 (FYE2024) Sewer Maintenance Project (SMP 24) is rehabilitative in nature and includes replacement of approximately 32,000 linear feet of sewer and about 164 manholes. Deteriorated pipe will be replaced primarily using trenchless methods such as pipe bursting or cast in place pipe or open cut methods when absolutely necessary to correct pipe slope or alignment issues. The project area is generally from 12th Ave NE to 24th Ave NE between Lindsey and Alameda (refer to attached map).

On July 17, 2025, the Norman Utilities Authority (NUA) issued Request for Qualifications (RFQ) 2526-8 to engineering firms for various water and wastewater infrastructure projects including SMP 24 (Project WW0337), and Cowan Group Engineering, L.L.C., (Cowan Group) was selected to provide professional engineering services for this project.

DISCUSSION:

This contract provides for Cowan Group to perform the following services:

1. Preliminary Design Phase;
2. Final Design Phase;
3. Bid Phase Services;
4. Limited Construction Administration;
5. Preparation of As-Built Record Documents; and
6. Additional Services for potential Oklahoma Department of Environmental Quality (ODEQ) Requirements.

The proposed contract includes $182,000 in base services for Tasks 1-5 to complete the design for the project. The contract also includes $162,000 in Additional Services to account for potential new design and permitting requirements from the ODEQ. Should the ODEQ not require the additional services and those funds not be required for other efforts, the funds would be returned back to the project.

To fund the design, a budget transfer from the SMP 24 Construction account (32193338-46101 / WW0337) in the amount of $230,000, which has an available balance of $3,980,000, is proposed in the SMP 24 Design account (32193338-46201 / WW0337). With the budget transfer, the SMP 24 Design account (32193338-46201 / WW0337) would have an available balance of $350,000.

RECOMMENDATION NO. 1:

Staff recommends the NUA approve Contract No. K-2526-109 in the amount of $344,000.00 with Cowan Group Engineering, L.L.C., for professional engineering services associated with Fiscal Year Ending 2024 Sewer Maintenance Project (Project WW0337).

RECOMMENDATION NO. 2:

Staff recommends that NUA approve budget transfers within project account as described in this staff report.

AGREEMENT

FOR

ENGINEERING SERVICES

This AGREEMENT, between the Norman Utilities Authority (OWNER) and Cowan Group Engineering, LLC, (ENGINEER);

WITNESSETH

WHEREAS, OWNER intends to replace or rehabilitation approximately 32,000 linear feet of sanitary sewer line as shown in Exhibit 1;

WHEREAS, OWNER will need preliminary and final design services, bidding servies, limited construction services, and as-built services (the SERVICES); and,

WHEREAS, ENGINEER is prepared to provide said SERVICES; and.

NOW THEREFORE, in consideration of the promises contained in this AGREEMENT, OWNER and ENGINEER agree as follows:

ARTICLE 1 - EFFECTIVE DATE

The effective date of this AGREEMENT shall be _____.

ARTICLE 2 - COMPLETION DATE

ENGINEER shall complete the SERVICES in accordance with Attachment A, Project Schedule.

ARTICLE 3 - GOVERNING LAW

The laws of the state of Oklahoma shall govern this AGREEMENT.

ARTICLE 4 - SERVICES TO BE PERFORMED BY ENGINEER

ENGINEER shall perform the SERVICES described in Attachment B, Scope of Services.

ARTICLE 5 - COMPENSATION

OWNER shall pay ENGINEER in accordance with Attachment C, Compensation.

ARTICLE 6 - OWNER'S RESPONSIBILITIES

6.1. OWNER-Furnished Data: Upon request, OWNER will provide to ENGINEER all data in OWNER's possession relating to ENGINEER's SERVICES on the PROJECT. Such data may include electronic data available from the OWNER's Geographic Information System (GIS), data generated by OWNER's water distribution system model and existing water quality data. ENGINEER will reasonably rely upon the accuracy, timeliness, and completeness of the information provided by OWNER. OWNER's data is provided for temporary use or copying by ENGINEER.

6.2. Access to Facilities and Property: OWNER will make its facilities accessible to ENGINEER as required for ENGINEER's performance of its SERVICES.

6.3. Timely Review: OWNER will examine ENGINEER's studies, reports, sketches, drawings, specifications, proposals, and other documents; and transmit OWNER comments or other decisions to ENGINEER in a timely manner.

6.4. Meetings: OWNER will participate in monthly progress meetings or other meetings with ENGINEER or contractor(s) defined in Scope of Services.

6.5. Advertisements, Permits, and Access: Unless otherwise agreed to in the Scope of Services, OWNER will obtain, arrange, and pay for all advertisements for bids; permits and licenses required by local, state, or federal

authorities; and land, easements, rights-of-way, and access necessary for ENGINEER's SERVICES or PROJECT construction.

6.6. Hazardous Substances: If hazardous substances in any form are encountered or suspected, ENGINEER will stop its own work in the affected portions of the PROJECT to permit testing and evaluation. ENGINEER will, if requested by OWNER, conduct tests to determine the extent of the problem and will perform the necessary studies and recommend necessary remedial measures at an additional fee with contract terms to be negotiated.

ARTICLE 7 - STANDARD OF CARE

ENGINEER shall exercise the same degree of care skill and diligence in the performance of the SERVICES as is ordinarily possessed and exercised by a professional engineer under similar circumstances. ENGINEER shall correct the SERVICES that fail to satisfy this standard of care. No warranty, express or implied is included in this AGREEMENT or in any drawing, specifications, report or opinion produced pursuant to this AGREEMENT.

ARTICLE 8 - LIABILITY AND INDEMNIFICATION

8.1 General. Having considered the potential liabilities that may exist during the performance of the SERVICES, the benefits of the PROJECT, the ENGINEER's fee for the SERVICES and in consideration of the promises contained in this AGREEMENT, OWNER and ENGINEER agree to allocate and limit such liabilities in accordance with this Article.

8.2 Indemnification and Liability. The ENGINNER agrees to defend, indemnify, and hold harmless the OWNER, its officers, servants, and employees, from and against legal liability for all claims, losses, damage, cost, and expense (including reasonable attorneys' fees and accountants' fees) caused by a negligent act, error, or omission of the ENGINEER in the performance of services under this Agreement. OWNER agrees to defend, indemnify, and hold harmless the ENGINEER, its officers, servants, and employees, from and against legal liability for all claims, losses, damage, cost, and expense (including reasonable attorneys' fees and accountants' fees) caused by a negligent act, error, or omission of the OWNER in the performance of services under this Agreement, provided such indemnification shall be applicable only to the extent sovereign immunity has been waived pursuant to Oklahoma law. The ENGINEER and the OWNER each agree to promptly service notice on the other party of any claims arising hereunder, and shall cooperate in the defense of such claims. The acceptance by OWNER or its representatives of any certification of insurance providing for coverage other than as required in this Agreement to be furnished by the ENGINEER shall in no event be deemed a waiver of any of the provisions of this indemnity provision. None of the foregoing provisions shall deprive the OWNER of any action, right, or remedy otherwise available to OWNER at common law.

8.3 Employee Claims. ENGINEER shall indemnify OWNER against legal liability for damages arising out of claims by ENGINEER's employees. To the extent permitted by applicable law, OWNER shall indemnify ENGINEER against legal liability for damages arising out of claims by OWNER's employees.

8.4 Survival. Upon completion of all SERVICES obligations and duties provided for in this AGREEMENT or if this AGREEMENT is terminated for any reason the terms and conditions of this Article shall survive.

ARTICLE 9 - INSURANCE

During the performance of the SERVICES under this AGREEMENT ENGINEER shall maintain the following insurance:

9.1 Worker's compensation insurance for ENGINEER's employees as required by Oklahoma Workers Compensation Statutes.

9.2 Comprehensive general liability insurance with a minimum of $1,000,000 per each occurrence and $2,000,000 aggregate.

9.3 Comprehensive automobile liability insurance with a minimum of $1,000,000 combined limit.

9.4 Professional Liability (errors and omissions) insurance providing a minimum policy value of $2,000,000 aggregat.

ENGINEER shall furnish OWNER certificates of insurance that shall include a provision that such insurance shall not be canceled without at least thirty days written notice to OWNER. All PROJECT contractors shall be required to include OWNER and ENGINEER as additional insured on their General Liability Insurance policies.

ENGINEER and OWNER each shall require its insurance carriers to waive all rights of subrogation against the other and its directors, officers, partners, commissioners, officials, agents and employees for damages covered by property insurance during and after the SERVICES. A similar provision shall be incorporated into all contractual arrangements entered into by OWNER and shall protect OWNER and ENGINEER to the same extent.

ARTICLE 10 - LIMITATIONS OF RESPONSIBILITY

ENGINEER shall not be responsible for: (1) construction means, methods, techniques, sequences, procedures or safety precautions and programs in connection with the PROJECT; (2) the failure of any contractor, subcontractor, vendor or other PROJECT participant, not under contract to ENGINEER, to fulfill contractual responsibilities to the OWNER or to comply with federal, state or local laws, regulations, and codes; or (3) procuring permits, certificates and licenses required for any construction unless such responsibilities are specifically assigned to ENGINEER in Attachment B, Scope of Services.

ARTICLE 11 - OPINIONS OF COST AND SCHEDULE

Since ENGINEER has no control over the cost of labor, materials or equipment furnished by others or over the resources provided by others to meet PROJECT schedules, ENGINEER's opinion of probable costs and of PROJECT schedules shall be made on the basis of experience and qualifications as a professional engineer. ENGINEER does not guarantee that proposals, bids, or actual PROJECT costs will not vary from ENGINEER's cost estimates.

ARTICLE 12 - REUSE OF DOCUMENTS

Upon OWNER's request ENGINEER shall furnish OWNER with deliverables and/or other data on electronic media. All documents, including but not limited to, drawings, specifications and computer software prepared by ENGINEER pursuant to this AGREEMENT are instruments of Service in respect to the PROJECT. Said documents are not intended or represented to be suitable for reuse by OWNER or others on extensions of the PROJECT or on any other PROJECT.

ARTICLE 13 - TERMINATION

This AGREEMENT may be terminated by either party upon written notice in the event of substantial failure by the other party to perform in accordance with the terms of this AGREEMENT. The non-performing party shall have fifteen (15) calendar days from the date of the termination notice to cure or to submit a plan for cure acceptable to the other party.

OWNER may terminate or suspend performance of this AGREEMENT for OWNER's convenience upon written notice to ENGINEER. ENGINEER shall terminate or suspend performance of the SERVICES on a schedule acceptable to OWNER. If termination or suspension is for OWNER's convenience, OWNER shall pay ENGINEER for all the SERVICES performed to date, amount not to exceed the normal fee amount due for the SERVICES rendered and termination or suspension expenses. Upon restart, an equitable adjustment shall be made to ENGINEER's compensation.

ARTICLE 14 - DELAY IN PERFORMANCE

Neither OWNER nor ENGINEER shall be considered in default of this AGREEMENT for delays in performance caused by circumstances beyond the reasonable control of the non-performing party. For purposes of this AGREEMENT, such circumstances include, but are not limited to abnormal weather conditions; floods; earthquakes; fire; epidemics; war; riot and other civil disturbances; strikes, work slowdowns and other labor disturbances;

sabotage; judicial restraint; and inability to procure permits, licenses, or authorizations from any local, state, or federal agency for any of the supplies, materials, accesses, or SERVICES required to be provided by either OWNER or ENGINEER under this AGREEMENT.

Should such circumstances occur the non-performing party shall, within a reasonable period after being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of this AGREEMENT.

ARTICLE 15 - COMMUNICATIONS

Any communication required by this AGREEMENT shall be made in writing to the address specified below:

ENGINEER: Sean Fairbairn, PE, CFM - President
Cowan Group Engineering, LLC
7100 N Classen Blvd, Suite 500
Oklahoma City, OK 73116
405-463-3369
sean@cowangroup.co

OWNER: Kenneth Giannone, Capital Projects Engineer
City of Norman – Utilities Department
225 N Webster Avenue
P.O. Box 370
Norman OK 73069 / 73070
405-366-5443
kenneth.giannone@normanok.gov

Nothing contained in this Article shall be construed to restrict the transmission of routine communications between representatives of ENGINEER and OWNER.

ARTICLE 16 - WAIVER

A waiver by either OWNER or ENGINEER of any breach of this AGREEMENT shall be in writing. Such a waiver shall not affect the waiving party's rights with respect to any other or further breach.

ARTICLE 17 - SEVERABILITY

The invalidity, illegality, or unenforceability of any provision of this AGREEMENT or the occurrence of any event rendering any portion or provision of this AGREEMENT void shall in no way affect the validity or enforceability of any other portion or provision of this AGREEMENT. Any void provision shall be deemed severed from this AGREEMENT, and the balance of this AGREEMENT shall be construed and enforced as if this AGREEMENT did not contain the particular portion or provision held to be void. The parties further agree to amend this AGREEMENT to replace any stricken provision with a valid Provision that comes as close as possible to the intent of the stricken provision. The provisions of this Article shall not prevent this entire AGREEMENT from being void should a provision, which is of the essence of this AGREEMENT, be determined void.

ARTICLE 18 – NON-DISCRIMINATION

In connection with the performance of work under this contract, the ENGINEER agrees as follows:

A. The ENGINEER agrees not to discriminate against any employee or applicant for employment because of race, color, religion, ancestry, national origin, age, place of birth, disability, sex, sexual orientation, gender identity or expression, familial status, or marital status, including marriage to a person of the same sex. The ENGINEER shall take affirmative action to ensure that employees are treated without regard to their race, color, religion, ancestry, national origin, age, place of birth, disability, sex, sexual orientation, gender identity or expression, familial status, or marital status, including marriage to a person of the same sex. Such actions shall include, but not be limited to, the following: employment, upgrading, demotion or transfer,

recruiting or recruitment, advertising, lay-off, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The ENGINEER and any companies subcontracted shall agree to post in a conspicuous place, available to employees and applicants for employment, notices to be provided by the City Clerk of the City of Norman setting forth the provisions in this section.

B. In the event of the ENGINEER's noncompliance with this nondiscrimination clause, the contract may be canceled or terminated by the City Council. The ENGINEER may be declared by the City Council ineligible for further contracts with the said agency until satisfactory proof of intent to comply shall be made by the ENGINEER.

C. The ENGINEER agrees to include this nondiscrimination clause in any subcontracts connected with the performance of this agreement.

ARTICLE 19 - INTEGRATION

This AGREEMENT represents the entire and integrated AGREEMENT between OWNER and ENGINEER. It supersedes all prior and contemporaneous communications, representations, and agreements, whether oral or written, relating to the subject matter of this AGREEMENT. This AGREEMENT, including its attachments and schedules, may only be changed by a written amendment executed by both parties. The following attachments and schedules are hereby made a part of this AGREEMENT:

Attachment A - Schedule
Attachment B - Scope of Services
Attachment C - Compensation
Exhibit 1 – Project Location Map

ARTICLE 20 - SUCCESSORS AND ASSIGNS

OWNER and ENGINEER each binds itself and its directors, officers, partners, successors, executors, administrators, assigns, and legal representatives to the other party to this AGREEMENT and to the directors, officers, partners, successors, executors, administrators, assigns, and legal representatives of such other party in respect to all provisions of this AGREEMENT.

ARTICLE 21 - ACKNOWLEDGEMENT.

If ENGINEER has 10 or more full-time employees during the term of this Agreement, and this Agreement has a value of one hundred thousand dollars ($100,000) or more, ENGINEER hereby represents, warrants, and covenants to the OWNER that, in accordance with and pursuant to 21 O.S. § 1289.31 (i) it does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association, and (ii) will not discriminate against a firearm entity or firearm trade association during the term of this Agreement.

IN WITNESS WHEREOF, OWNER and ENGINEER have executed this AGREEMENT.

DATED this _____ day of _____ 20_____.

COMPANY

By: _____

Title: CEO

ATTEST

_____

PRESIDENT

STATE OF Oklahoma, COUNTY OF Oklahoma, SS:

Before me, the undersigned, a Notary Public in and for said Jeff Cowan [Name of Signatory] of the CowanGroup Eng [Name of Entity Signatory represents], its CEO [Title of Signatory with Entity], to me known to be the identical person(s) who executed the foregoing Engineering Agreement [Name of Executed Document] and acknowledged to me that they executed the same as their free and voluntary act and deed for the uses and purposes therein set forth.

WITNESS my hand and seal this 2nd day of March, 2026.

My Commission Expires: 5/20/26

Notary Public: _____

TONIA ALEXANDER NOTARY PUBLIC STATE OF OKLAHOMA # 02008759 EXP. 05/20/26

Norman Utilities Authority- OWNER

APPROVED as to form and legality this 20th day of March, 2026.

_____

City Attorney

APPROVED by the Trustees of the Norman Utilities Authority this _____ day of _____, 20_____.

ATTEST

By: _____ _____

Title: _____ _____

ATTACHMENT A

SCHEDULE

ENGINEER shall begin work under this Agreement within ten (10) days of a Notice to Proceed and shall complete the work in accordance with the schedule below:

Task		April 2026	May 2026	Jun 2026	July 2026	Aug 2026	Oct 2026 Mar 2028	May2028
1	Preliminary Design	■	■					
2	Final Design			■	■			
3	Bidding					■		
4	Limited Construction Administration						■	
5	As-Built Drawings / Documents							■

ATTACHMENT B
SCOPE OF SERVICES

General Scope of Services
The Sewer Maintenance Project for Fiscal Year Ending 2024 work are shown on the attached figure provided by the City. The area includes approximately 32,000 linear feet of sewer line and 130 manholes as identified in Exhibit 1. The general scope of services will be to provide engineering services for design, bidding support, construction administration, and record documents.

Task 1 – Preliminary Design
The Engineer will provide preliminary design services for the project based upon City GIS information including:

- Import of City GIS information in CAD design files;
  - Sewer Manholes
  - Sewer Gravity Mains
  - Parcels
- Review of sewer inspection data from Line Maintenance including CCTV, specifically but not limited to:
- Prepare preliminary sewer line replacement design and manhole plan from GIS data (plan view only)
- Prepare property lines from City GIS;
- Preparation of 65% preliminary plans;
- Participate in review meeting with Owner.

Task 2 – Final Design
The Engineer will provide final design services including:

- Incorporate review comments from 65% plan review;
- Prepare construction plans, specifications, and supporting documents for the project; The final construction plans will include, but are not limited to:
  - Title sheet
  - Location map
  - Estimated quantities and pay items
  - General construction notes
  - Construction quantity summary sheets
  - Plan sheets from City GIS (plan and profile sheets only required for open trench sections)
  - Construction detail sheets.
- Participate in review meeting for final plans;
- Incorporate final comments from review meeting; and
- Issue final construction plans and specifications, sealed by the Oklahoma licensed professional engineer, for Owner approval.
- Prepare engineering report per Oklahoma Department of Environmental Quality (ODEQ)
- Prepare and submit ODEQ permit applications, plan view only sheets, and specifications to ODEQ

Task 3 – Bidding

The Engineer will provide bidding services for the project including the following:

- Distribute hard copy plans at cost and electronic plans at no cost to prospective bidders and maintain plan holder list;
- Participate in pre-bid meeting including preparation of agenda and minutes;
- Prepare modifications as necessary for addenda;
- Prepare Engineer's Estimate for the proposed project incorporating addenda;
- Review bids, prepare bid tabulation, and provide contract award recommendation; and
- Provide conformed contract documents in electronic (PDF) format.

Task 4 – Limited Construction Administration

The owner will provide the overall project management and on-site construction inspection for the duration of the project's construction. The Engineer will provide limited construction administration and assist the owner in monitoring the construction progress for the project as follows:

- Participate in a pre-construction meeting;
- Review and respond to all requests for information (RFI's);
- Participate in monthly progress meetings at the project location;
- Review and approve monthly and final pay claims;
- Prepare documentation related to change orders and/or contract amendments;
- Provide recommendation to accept upon completion of the work in accordance with the contract documents.

Task 5 – As-Built Drawings / Documents

Upon completion of construction and acceptance of the project by the owner, the Engineer will:

- Update the original construction plans to reflect the project's actual construction. The as-built plans will reflect the owner provided mark-ups that will be provided by the owner and/or contractor to the Engineer at the final inspection. All changes and deviations from the original construction plans will be highlighted in red ink in accordance with standard drafting practices.
- The Engineer will provide all as-built drawing files, in the most current AutoCAD format, as well as an electronic copy (PDF file format) of the as-built plans and GIS layers for sanitary sewer lines and manholes

Additional Services – Included

The following scope of services shall be approved by Owner prior to proceeding with services.

Topographic Survey & Property Retracement

- Retrace property boundaries (as required)
- Call OKIE locates and survey located features
- Land survey to verify horizontal control, vertical control, land ties according Oklahoma State Plane coordinate system. Provide primary and secondary project control based on available NGS monumentation and/or ties to NGS CORS/OPUS. Project horizontal datum will be NAD1983 projected on Oklahoma State Plane Coordinates South Zone.
- Field topographic land survey for surface features including: manholes, buildings, roads, railroads, drainage features, bridges, culverts, fences, driveways, poles, sidewalks, edge of tree groupings, fire hydrants, manholes, catch basins, existing utilities, etc. Locate above-ground natural and man-made features, including fences, and drainage structures. Existing underground utilities will be shown based upon available records and Call-Okie locates.
- Provide a grid of ground points along with break lines will be collected for the purpose of creating a digital terrain model (DTM) and provide contours at 1-foot intervals from the DTM data.
- Provide tree survey for 18-inch caliper tree and greater (as required)
- Set and identify four (4) benchmarks relative to NAVD 88 for vertical control

- Coordinate underground piping locations and provide a detailed drawing for each pipe to include, but not limited to, depth, size, type, surveyed location of findings.

Plan & Profile Design

Upon completion of the topographic survey, the Engineer will provide the additional design services for the project as follows:

- Prepare plan and profile plan sheets for the sanitary sewer maintenance improvements including existing utility crossings and existing manhole data
- Submit Plan & Profile sanitary sewer plan sheets to ODEQ

Additional Services - Excluded

Other design services that are not strictly identified or specifically associated with the completion of the agreed upon General Scope of Services shall be considered as additional services. Additional services shall include Owner directed work that is clearly outside of the base contract and agreed upon in writing by both parties. The fee structure for additional services shall be negotiated prior to services being rendered. Additional services may include the following, but not limited to:

- Plan Revisions
    - Plan revisions (minor alterations) are expected and therefore are included as part of our services in the base contract. Although, if plan adjustments exceed normal revisions or if a complete redesign is required then additional services shall be negotiated to meet an adjusted scope of services.
- Wastewater modeling
- Phase I environmental study and clearance
- Permit fees for City, County or State
- Daily Construction Resident Engineer or Inspection
- Construction staking
- Easement preparation or staking

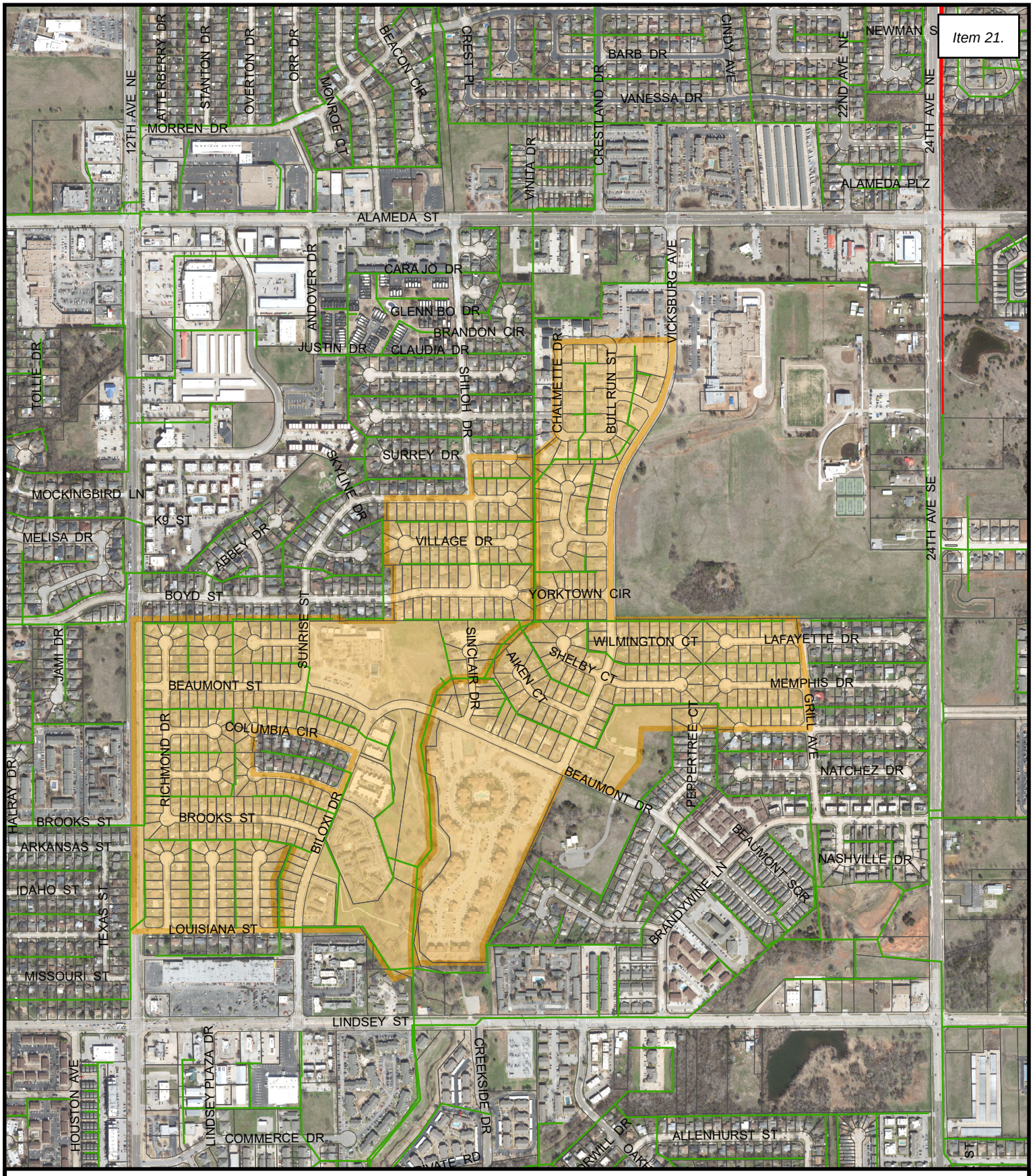
ATTACHMENT C

COMPENSATION

The OWNER will compensate the ENGINEER on a lump sum basis for the SERVICES rendered. The lump sum fee is broken down below by task as defined in the Scope of Services:

Task	Task Description	Total Fee Amount
1	Preliminary Design	$90,000
2	Final Design	$63,000
3	Bidding	$9,000
4	Limited Construction Administration	$12,000
5	As-Built Drawings/Documents	$8,000
Base Subtotal		**$182,000**
Additional Services		
	Topo Survey & Property Retracement	$45,700
	Plan & Profile Design	$116,300
Additional Services Subtotal		**$162,000**
Total		**$344,000**

ENGINEER may submit interim statements, not to exceed one per month, for partial payment for SERVICES rendered. The statements to OWNER will be by task for the percentage of work actually completed. The OWNER shall make interim payments within 30 calendar days in response to ENGINEER's interim statements.



Sewer Maintenance Project Area 2024 (WW0337)

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.

0 700 1,400 Feet

March 20, 2025

N W E S

SMP 2024 Area
Gravity Main
Force Main

File Attachments for Item:

22. CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A GRANT IN THE AMOUNT OF $1518.00 FROM PETCO LOVE TO BE USED BY THE ANIMAL WELFARE DIVISION OF THE POLICE DEPARTMENT AS A STIPEND FOR ADMINISTERING 506 VACCINES TO OWNED PETS AT NO COST TO RESIDENTS; APPROVAL OF CONTRACT K-2526-154; AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT.

CITY OF NORMAN, OK
STAFF REPORT

MEETING DATE: 3/24/2026

REQUESTER: Kellee Robertson, Animal Welfare Manager

PRESENTER: Kevin Foster, Chief of Police

ITEM TITLE: CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A GRANT IN THE AMOUNT OF $1518.00 FROM PETCO LOVE TO BE USED BY THE ANIMAL WELFARE DIVISION OF THE POLICE DEPARTMENT AS A STIPEND FOR ADMINISTERING 506 VACCINES TO OWNED PETS AT NO COST TO RESIDENTS; APPROVAL OF CONTRACT K-2526-154; AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT.

BACKGROUND:

Petco Love's Vaccinated and Loved initiative is a national program launched in 2021 to increase access to lifesaving, core vaccinations for dogs and cats by providing free vaccines through animal shelters and community partners. The program focuses on preventing deadly but vaccine-preventable diseases such as parvovirus, distemper, and panleukopenia, particularly in underserved and low-income communities where access to veterinary care may be limited. By removing cost barriers to preventative care, Vaccinated and Loved helps keep pets healthy, reduces the spread of disease in shelters and the community, and supports the human-animal bond by keeping pets safely in their homes.

DISCUSSION:

The Animal Welfare Division participated in Petco Love's Vaccinated and Loved initiative, a national program designed to increase access to core vaccinations and reduce the spread of vaccine-preventable diseases among owned pets within the City of Norman. Through this partnership, Norman Animal Welfare administered 506 vaccines to owned pets at no cost to residents. Petco Love provided a $3.00 stipend per vaccine administered to offset program-related expenses, resulting in a total award of $1,518.00 to the Animal Welfare Division. These funds support ongoing animal health services and community-based preventative care efforts.

RECOMMENDATION No 1: Acceptance of the grant by Council, and deposit funds into Special Grant Fund, Miscellaneous Police Grant Revenue Account (226-331343), and

RECOMMENDATION No 2: Appropriate $1,518.00 to Miscellaneous Police Grants: Other Supplies and Materials – Medical (account 22660211-43117).

petco love
A NONPROFIT CHANGING LIVES

January 14, 2026

Dear Petco Love Partner City of Norman Animal Welfare,

On behalf of everyone at Petco Love, we are pleased to provide you with the grant award of **$1,518.00** These funds reflect the $3 stipend for the total of **506** vaccines your organization ordered.

We're honored to partner with your organization to increase the number of vaccinated community pets AND reduce the spread of deadly vaccine-preventable diseases (parvovirus, distemper and panleukopenia).

All of us at Petco Love thank you for your lifesaving work that makes a difference every day for animals in need.

Chelsea Staley

Chelsea Staley
President
Petco Love

P.S. Petco Love desires that all funds and efforts be prioritized for lifesaving, and seeks to reduce our environmental footprint. Therefore, we respectfully request that no items are mailed to Petco Love and that any thank you letters be sent by email only to partners@petcolove.org. We welcome and appreciate recognition on social media, on your website, or in other print and digital communications. We ask that this recognition thank Petco Love, Petco and/or our Petco store partners collectively rather than individual employees of Petco or Petco Love.

Petco Foundation aka Petco Love is a 501(c)(3) nonprofit, tax exempt corporation. Tax I.D. 33-0845930

File Attachments for Item:

23. CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A GRANT IN THE AMOUNT OF $7,448.96 TO THE CITY OF NORMAN, FROM OKLAHOMA STATE BUREAU OF INVESTIGATION (OSBI) THROUGH THE INTERNET CRIMES AGAINST CHILDREN (ICAC) TASK FORCE TO BE USED BY THE NORMAN POLICE DEPARTMENT TO PURCHASE COMPUTER EQUIPMENT; CONTRACT K-2526-155; AND BUDGET APPROPRIATION FROM THE SPECIAL GRANT FUND BALANCE AS OUTLINED IN THE STAFF REPORT.

CITY OF NORMAN, OK
STAFF REPORT

MEETING DATE: 3/24/2026

REQUESTER: John Stege, Police Standards Administrator

PRESENTER: Kevin Foster, Chief of Police

ITEM TITLE: CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A GRANT IN THE AMOUNT OF $7,448.96 TO THE CITY OF NORMAN, FROM OKLAHOMA STATE BUREAU OF INVESTIGATION (OSBI) THROUGH THE INTERNET CRIMES AGAINST CHILDREN (ICAC) TASK FORCE TO BE USED BY THE NORMAN POLICE DEPARTMENT TO PURCHASE COMPUTER EQUIPMENT; CONTRACT K-2526-155; AND BUDGET APPROPRIATION FROM THE SPECIAL GRANT FUND BALANCE AS OUTLINED IN THE STAFF REPORT.

BACKGROUND:

The Oklahoma Internet Crimes Against Children (ICAC) Task Force is a multi-agency, multi-jurisdictional initiative, partially funded with a grant from the Office of Juvenile Justice and Delinquency Prevention (OJJDP) which is a component of the Office of Justice Programs within the U.S. Department of Justice. The Oklahoma State Bureau of Investigation (OSBI) is the recipient of the grant funds and distributes funds to task force members who are pre-approved and have an active Memorandum of Understanding (MOU) with the OSBI. These funds are used to reimburse affiliated agencies for the purchase of approved equipment and training. Only equipment approved by the OSBI ICAC Assistant Special Agent in Charge or Agent in Charge will be allowed.

DISCUSSION:

The Norman Police Department has been awarded $7,448.96 in grant funding from the OSBI for external hard drives, flash drives and laptop computers listed in the attached Sub-Grantee Request for Funds. The equipment will be used exclusively by police department personnel who are ICAC Task Force members and for ICAC purposes as described in the attached MOU.

The equipment will not be linked to the City's Information Technology infrastructure.

If accepted, the police department will purchase the equipment and submit receipts to OSBI for reimbursement.

RECOMMENDATION No. 1: Acceptance of the grant by Council, and authorization by the Mayor for the Chief of Police to act on his behalf to provide information requested throughout the contract package and to sign all documentation related to the grant.

RECOMMENDATION No. 2: Appropriation of $7,448.96 from the Special Grant Fund balance (account 22-29000); and allocate $ 7,448.96 to 22660211-43219, Maintenance Supplies-Computer.

RECOMMENDATION No. 3:
Upon reimbursement, deposit funds into Other Revenue-Misc. Police Grants (account 226-331343).

SIGNATURE AUTHORIZATION FORM

As the Chief Executive Officer for the City of Norman, I hereby authorize the individual(s) identified below to act on my behalf to provide the information requested throughout this contract package, and to sign all documentation related to this grant.

Stephen Tyler Holman, Mayor — Date
201 W. Gray St.
Norman, Oklahoma 73069
405.366.5406
Mayor@NormanOK.gov

Information regarding the signing authority, or the delegation of such authority, will be retained in the associated grant file and is available on-site for immediate review.

Primary Authorized Official:

Kevin Foster, Chief of Police — 3-9-26 — Date
112 W. Daws St., Ste. B
Norman, Oklahoma 73069
405.366.5201
PDChief@NormanOK.gov

Secondary Authorized Official:

Anthony Riddles, Captain — 3/9/26 — Date
1507 W. Lindsey St.
Norman, Oklahoma 73069
405.366.5235
anthony.riddles@normanok.gov

Oklahoma State Bureau of Investigation

GREG MASHBURN
Director

STEVEN CARTER
Deputy Director

Oklahoma Internet Crimes Against Children
Sub-Grantee Request for Funds

The Oklahoma Internet Crimes Against Children (ICAC) Task Force is a multi-agency, multi-jurisdictional initiative, partially funded with a grant from the Office of Juvenile Justice and Delinquency Prevention (OJJDP). The OSBI is the recipient of the grant funds and will distribute select funds only to task force members who are pre-approved and have an active MOU with the OSBI. These funds will be used to reimburse the affiliate agency for the purchase of approved equipment and training. All equipment must be purchased within 90 days for receipt of approved grant funding. Only equipment approved by the OSBI ICAC Assistant Special Agent in Charge or Agent in Charge will be allowed under this agreement. **Upon purchase of the equipment or completion of training, this document must be returned along with receipts to verify acquisition of the equipment or completion of training.**

THIS SECTION FOR **TRAINING/TRAVEL ONLY**:
To have lodging and per diem reimbursed, the following requirements must be met/adhered to:

- In order to be eligible for Per Diem, the trip must include an overnight stay.
- Per Diem eligibility is based on *actual* time periods in travel status; each day is calculated by 24 full hours. Anything less than 24 hours is prorated by the quarter hour. Travel time should be recorded on a "Traveler Time Form". Travel status cannot start more than 24 hours prior to scheduled class time and cannot extend longer than 24 hours from class end time.
- Per Diem cannot exceed the amount allowed by GSA for the destination city or county.
- Hotel rates cannot exceed the amount allowed by GSA for the destination city or county. *Note: It is the responsibility of the traveler to ensure the proper rate is obtained. **It is often necessary for the traveler to request this** rate at the time of booking. YOU MUST obtain and submit a ZERO BALANCE hotel bill.
- Car rentals are generally not required for ICAC training. In the event a car rental *is* necessary, it must be pre-approved by the OK ICAC Task Force Commander.
- Please contact TONIKKA.FOWLER@OSBI.OK.GOV for any questions or assistance regarding these guidelines. In most instances, a close estimate can be figured prior to travel.
- Federal GSA rates are available at: http://www.gsa.gov/portal/content/104877.

I certify I have read and understood the aforementioned travel requirements. _____.
Date & Initial

For OSBI ICAC Administrative Use Only:
Personnel & Agency: _____
Item: _____ Date: _____

HEADQUARTERS
6600 N. Harvey
Oklahoma City, OK 73116-7910
(405) 848-67[illegible]
Fax (405) 843-38[illegible]
TDD (405) 843-73[illegible]

Captain Tony Riddles requests grant funding for the equipment listed below. Items purchased with grant funds will be dedicated to the exclusive use of Task Force members. All software shall be properly acquired and licensed.

Describe Equipment information including make and model	**Estimated Cost**	**Date actually received**	**Actual Costs**
4 SanDisk 4 TB Extreme PRO Portable SSD External Hard drives ($506 each)	$ 2,036 total		
Aretop 16 GB Bulk Flash Drives (100 pack)	$213		
4 HP Elitebook 840 G11 (1 TB SSD-32GB ram) (1299.99 each)	$5,199.96 total		
TOTAL:	$7,448.96		

Any excess funding will be returned to the Oklahoma State Bureau of Investigation. All items of the receiving agency that relate to this contract are subject to examination by the OSBI, the State Auditor and Inspector, the State Purchasing Director, and OJJDP.

I certify that the funds received from the OSBI Internet Crimes Against Children grant will be used as described in the Memorandum of Understanding and this document. Any excess funds will be returned to the OSBI.

NORMAN PD — Agency Name

Tony Riddles — Signature

112 WEST DAWS — Agency Address

CAPTAIN — Title

NORMAN OK 73069 — Agency Address

2/25/26 — Date

73-6005350 — Agency FEI Number

ICAC Commander's Initial Approval for Reimbursement

The OSBI'S ICAC Commander or Agent in Charge approves this request for reimbursement through the ICAC Grant for the amount of $ 7448.96 and approves its purchase. Upon purchase of the requested items, please provide all receipts to the ICAC Commander for reimbursement.

ICAC Commander — Date: 02/25/2026

Acknowledgment of Receipt of Equipment or Verification of Training

I certify that the above equipment has been purchased and received or training has been completed; and the equipment will be used exclusively for the Task Force members.

Agency Name — Signature

Date — Title

Approval for Reimbursement of Purchase

I authorize this purchase and ask that a warrant be issued in the amount of $_____ to the law enforcement agency listed above.

ICAC Commander — Date

Agency: Norman Police Dept.

Oklahoma Internet Crimes Against Children Task Force

MEMORANDUM OF UNDERSTANDING

Parties

The Oklahoma Internet Crimes Against Children (ICAC) Task Force is a multi-agency, multi-jurisdictional initiative, funded with a grant from the Office of Juvenile Justice and Delinquency Prevention (OJJDP). This Memorandum of Understanding (MOU) is entered into by and between the Oklahoma State Bureau of Investigation (OSBI) and the various federal, state, tribal, and local law enforcement agencies that have signed this document. No part of this MOU shall be viewed as limiting or impeding the spirit of cooperation that exists among the agencies.

Mission

The mission of the Task Force is to deter, prevent, investigate, and prosecute predators who seek to exploit or engage minors in sexual activity through the use of computers and the Internet. The Task Force will engage in reactive and proactive investigations targeting those offenders who are actively involved in this type of criminal activity. Additionally, the Task Force will participate in a statewide effort to educate the public on issues regarding Internet safety for children. Training opportunities will be made available to Task Force members so they can become familiar with the most current trends and developments in the area of online child exploitation.

Purpose

The purpose of this MOU is to outline the relationship between all participating agencies in order to ensure that each understands and agrees to the guidelines concerning policy, supervision, planning, training, and public relations. This document is devised to formalize the association between agencies and to foster an understanding of each agency's role within the Task Force. The goal of this MOU is to promote efficiency in operations and provide guidelines necessary to ensure standardization in policies and procedures among Task Force participants.

Organizational Structure

The Oklahoma ICAC Task Force includes investigators and supervisors from various local, state, tribal, and federal law enforcement agencies who provide assistance, subject to availability.

Direction

All participants acknowledge the Task Force is a joint operation in which all agencies act as partners. The chain of command and supervision of the OSBI ICAC Unit is responsible for the policy and general direction of the Task Force. The Task Force supervisor will periodically contact supervisors and investigators from other participating

agencies to keep them informed of training opportunities, unusual circumstances, problems and successes of the Task Force.

Activities of the ICAC Task Force are further governed by the Operational and Investigative Standards of the United States Department of Justice, Office of Juvenile Justice and Delinquency Prevention. Member agencies must understand and comply with the standards. The standards are proprietary to the ICAC Board. Release of the standards is protected because release will likely jeopardize ongoing investigations.

Supervision

The day-to-day operational supervision of the Task Force is the responsibility of the OSBI Assistant Special Agent in Charge (ASAC) assigned to the ICAC Unit. The supervisor will work cooperatively with other supervisors and investigators from the participating agencies to keep them informed of Task Force issues and progress. Responsibility for the personal and professional conduct of Task Force members remains with the respective agencies, in keeping with each agency's rules regarding conduct. The administrative control of the Task Force is the responsibility of the OSBI Special Agent in Charge (SAC), who manages the OSBI ICAC Unit.

Investigator Selection Criteria

Each agency will identify specific officers who will be assigned to the Task Force. Only these officers will be permitted to conduct ICAC online investigations or perform forensic examinations pursuant to this agreement and ICAC operational and investigative standards.

Potential ICAC investigators should be evaluated for assignment to the Task Force based upon their work history, prior investigative experience, familiarity with computers and networks, court testimony skills, ability to handle sensitive information prudently, and a genuine interest in the protection of children. Each officer assigned to the Oklahoma ICAC Task Force must receive appropriate training prior to initiating online investigations.

The OSBI ICAC Unit ASAC is responsible for assigning and coordinating daily operational and administrative activities of the Task Force. The ICAC ASAC will maintain regular contact with ICAC Task Force officers in participating agencies to determine the status of investigations, provide supporting investigative and analytical information, and to identify and address issues pertaining to the overall operation of the Task Force. Each agency is responsible for the personal and professional conduct of its Task Force personnel.

Personnel

Personnel assigned to the Task Force will be evaluated by their respective agency heads/supervisors. Continued assignment to the Task Force will be dependent upon a satisfactory supervisory evaluation. At no time will the employees of a participating agency be deemed employees of another participating agency.

Investigations

All Task Force investigations will be conducted in the spirit of cooperation among agencies.

Proper execution and documentation of undercover operations provide the well-trained investigator with virtually incontrovertible evidence regarding a suspect's intent to exploit children. Investigations will follow ICAC operational and investigative standards and principles of law and due process.

Prosecution

When necessary, case-by-case analysis will be performed on each potential prosecution to determine in which jurisdiction the case will be prosecuted. A preference will be given to the jurisdiction initiating the prosecution. Those cases being considered for federal prosecution will be investigated pursuant to guidelines established by the appropriate United States Attorney.

Prevention and Education

Public education and awareness are key components of the ICAC initiative. Task Force agencies will provide information and guidance to children, parents, educators, and any other individuals concerned with child safety issues through public presentations. These presentations will not depict identifiable victims or use pornographic or sexually explicit images, nor will confidential investigative techniques be discussed. No member of the Task Force may endorse any product or service without the express consent of the OJJDP Program Manager. Statistics concerning the number of presentations and participants reached will be reported to the ICAC Task Force ASAC when requested.

Case Administration

As the lead law enforcement agency, the Oklahoma State Bureau of Investigation will be responsible for compiling and reporting Task Force activities to the ICAC Program Manager at OJJDP. Information on the activities of participating agencies will be collected in a prescribed format and reported in a timely fashion to the Oklahoma ICAC SAC.

Cases will be handled in compliance with each agency's case management policies and procedures.

Information Sharing

All Task Force members shall contribute case information for inclusion into one or more common databases. Access to the ICAC investigative website is available only to ICAC members and serves as a pointer system to assist in investigations. Basic case information (submitting Task Force information, Offender's screen name, identifiers, synopsis of investigation), as well as case update information (criminal proceedings, sentencing information, additional data on suspect) shall be submitted to the OSBI analyst assigned to support the ICAC Unit on a timely basis for inclusion in the database.

If any common target is identified, the initiating agency is responsible for contacting the other law enforcement agency targeting the suspect. Initiating agencies should also consider contacting other local, state, tribal, and federal agencies, which may be involved in similar investigations.

Records, Reports, and Evidence

Task Force members will maintain their own agency records and reports. All necessary case information will be provided to the OSBI analyst assigned to support the ICAC Unit on a timely basis for reporting purposes as outlined above.

Evidence will be impounded in the evidence room of the appropriate participating agency. Evidence will be handled by established rules of law regarding the chain of evidence and property release.

The storage, security and destruction of investigative information shall be consistent with agency policy. At a minimum, information should be maintained in locked cabinets and under the control of Task Force personnel. Access to these files should be restricted to authorized personnel with a legitimate need to know.

Absent the availability of a trained and experienced forensic examiner in the investigator's agency, the OSBI's Digital Evidence Unit or other trained Task Force member will conduct forensic examinations of computers and related evidence in ICAC cases.

Media Relations and Releases

No information pertaining to Task Force operations will be released to the media without prior approval of all agencies with an immediate investigative or prosecutorial interest in the case. Media releases may be made jointly by all agencies participating in the case. Media releases shall not include information regarding confidential investigative techniques.

For coordination purposes, media releases relating to ongoing prosecutions, crime alerts, or other matters concerning ICAC operations shall be made through the Oklahoma ICAC SAC.

Workplace and Equipment

Each participating agency agrees to make available its resources in support of a joint Task Force investigation. These may include, but are not limited to:

1. **Vehicles:** When appropriate, each agency will supply vehicles for its participating personnel.

2. **Communication Equipment:** Each agency will supply their personnel with two-way radios, and if available, cellular telephones. A list of current cellular telephone numbers will be provided to the ICAC ASAC. Email addresses, if

deemed security compliant with OSBI IT systems by OSBI/IT personnel, may be added to the OSBI ICAC Task Force message group.

3. **Safety Equipment:** Each agency will ensure its officers and agents assigned to the Task Force shall have all necessary equipment including, but not limited to, agency-authorized firearms, handcuffs, ballistic protective vests, audio recording devices, and any other equipment judged to be essential by the ICAC Commander.

4. **Dedicated Computer Hardware, Software, and Network Access Services:** Each agency shall provide or make available computer and peripheral hardware, software, and network access services dedicated to the exclusive use of its Task Force members. No personally owned equipment shall be used in ICAC investigations, and all software shall be properly acquired and licensed. The ICAC Commander, in an effort to standardize certain investigative and forensic procedures, may formulate guidelines for the selection, purchase, and use of equipment and software. If sufficient funds are available, the purchase of equipment and services may be made through the ICAC grant.

5. **Dedicated Work Space:** In lieu of establishing a centralized facility or regional locations, each agency shall make available to its Task Force personnel sufficient workspace and office equipment in a secure area. This space must allow officers, agents, and representatives to perform their duties away from public view and without undue distractions from personnel not assigned to the Task Force.

Compensation

Each participating agency agrees to provide wages and benefits for its personnel assigned to the Task Force. Payment of overtime expenses is the responsibility of each member agency.

Training

Task Force members will be provided advanced training to improve and enhance the job skills required to combat Internet crimes against children. Grant funds may be used to finance the training, subject to the availability of funding for this purpose.

Liability

Each agency shall assume responsibility and liability for the acts and omissions of its own officers, agents, or employees in connection with the performance of their official duties under this MOU. It is expressly understood and agreed that no agency or governmental entity executing this agreement in any way agrees to alter or waive in whole or in part any privileges or immunities otherwise enjoyed by the agency or governmental entity executing this agreement. All agencies and governmental entities to this agreement agree to hold harmless all other agencies and governmental entities to this agreement for any liability, claim or damages arising by reason of negligence or

other wrongful acts of any officer, agent or employee of any agency or governmental entity to this agreement.

Term of Agreement

It is agreed that this MOU will be in force one (1) year from the final date of execution. Unless either party gives notice of their intent to allow the MOU to expire, this MOU shall automatically renew for another one (1) year term on the anniversary of the effective date. The MOU may be terminated at any time by a participating agency or the OSBI Director by delivering a written notice of termination to the ICAC SAC, who will, in turn, notify all other participating agencies. An agency's termination of its involvement in ICAC will not negate the remaining agencies' participation and agreement under the MOU

In case any one or more of the provisions contained in this MOU shall be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision.

Kevin Foster — Signature
2/18/2026 — Date

Kevin Foster — Please Print Name Appearing as Signature
Chief — Title (e.g., Chief, Sheriff, Agent in Charge, etc.)

OK0140200 — Agency ORI Number
Norman Police Dept. — Agency Name

405-3616-5201 — Agency Telephone Number (with area code)
112 W Daws St, Norman, OK — Address

Director, OSBI — 02/27/2026 — Date

For OSBI ICAC Administrative Use Only:

EFFECTIVE DATE OF MOU: _____
RENEWAL DATE OF MOU: June 30, 2026
COPY ON FILE OSBI LEGAL: _____

ICAC Commander: _____
Inv. Div. Director: _____

ICAC AFFILIATE CONTACT INFORMATION SHEET

Affiliate Agency Name:	Norman Police Depart.
Physical Address:	112 W Daws St, Norman, OK 73069
Mailing Address:	PO Box 370, Norman, OK 73070
Main Office Phone Number:	405-366-5201
Main Office Fax Number:	
AUTHORIZER INFORMATION	
Name:	Kevin Foster
Title:	Chief
Business Phone Number:	405-366-5201
Email Address:	Kevin.Foster@normanok.gov
Cell/after hours contact number:	405-598-6061
ADDITIONAL STAFF/CONTACT	
1.) Name:	Anthony Riddles
Title:	Captain
Business Mailing Address:	as above
Business Phone Number:	405-217-7772
Email Address:	Anthony.Riddles@normanok.gov
Cell/after hours contact number:	405-229-8952
ADDITIONAL STAFF/CONTACT	
2.) Name:	Jeremy Bratcher
Title:	Lieutenant
Business Mailing Address:	same as above
Business Phone Number:	405-366-5268
Email Address:	Jeremy.Bratcher@normanok.gov
Cell/after hours contact number:	405-206-7794
ADDITIONAL STAFF/CONTACT	
3.) Name:	
Title:	
Business Mailing Address:	
Business Phone Number:	
Email Address:	
Cell/after hours contact number:	

If applicable, Please add additional contacts on an additional piece of paper

When OSBI receives a case in your jurisdiction, who should we contact to assign the case to you?

(Circle Choice)

Authorizer Additional Staff #1 Additional Staff #2 Additional Staff #3

Authorizer Signature: Kevin Foster Date: 2/18/2020

PLEASE RETURN THIS FORM TO ICAC TASK FORCE ADMIN VIA EMAIL: OKICAC@OSBI.OK.GOV OR VIA FAX: 405-858-5258

INTERNET CRIMES AGAINST CHILDREN
ICAC
OKLAHOMA TASK FORCE

File Attachments for Item:

24. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-159: BY AND BETWEEN THE CITY OF NORMAN AND E & E LAWN CARE, INC., FOR MOWING, SECURING OF STRUCTURES, AND THE REMOVAL OF HEALTH NUISANCES FOR THE CODE COMPLIANCE DIVISION FROM APRIL 1, 2026, THROUGH MARCH 31, 2027.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 3/24/2026

REQUESTER: Janita Hatley

PRESENTER: Janita Hatley, Code Compliance Supervisor

ITEM TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-159: BY AND BETWEEN THE CITY OF NORMAN AND E & E LAWN CARE, INC., FOR MOWING, SECURING OF STRUCTURES, AND THE REMOVAL OF HEALTH NUISANCES FOR THE CODE COMPLIANCE DIVISION FROM APRIL 1, 2026, THROUGH MARCH 31, 2027.

BACKGROUND:

On February 17, 2026, a notice was distributed with a Request for Qualifications (RFQ) from contractors to provide abatement services related to mowing, securing of structures, and removal of health nuisances on private property. Abatement work orders are issued when property owners fail to correct violations after notification by City Code Compliance Inspectors. Fees for service have been established by the City, and the RFQ process enables staff to assess each respondent's qualifications, equipment, and staffing capacity to ensure timely and effective completion of assigned work. To promote efficiency and responsiveness, the City seeks to maintain contracts with two qualified abatement contractors.

DISCUSSION:

A mandatory pre-submittal meeting was held on February 24, 2026, at which time seven (7) contractors were in attendance.

The contractors are ranked with the most important emphasis placed upon the ability of the company to complete the work assigned within the time frame set by the City; previous residential/commercial/municipal work experience; summary of equipment; and number of key personnel and employees.

Those who expressed an interest in working for the City submitted proposals before the deadline of 4 p.m. on Tuesday, March 3, 2026, were:

E & E Lawn Care, Inc.
Givens Property Maintenance and Weed Control, LLC
JRC Property Management, LLC
Razor Sharp Mowing

E & E Lawn Care, Inc. scored the highest of the four proposals submitted based upon the overall criteria and was selected as one of the abatement contractors for the City of Norman. Two abatement contractors are used to perform the Code Compliance abatements required. The second highest scoring contractor was Givens Property Maintenance and Weed Control, LLC, and was the other abatement contractor selected.

RECOMMENDATION:

Based on the submitted qualifications and positive work history, Staff recommends that Contract K-2526-159 with E & E Lawn Care, Inc. be approved as a City of Norman mowing/securing/easement/nuisance abatement contractor for the contract period of April 1, 2026 through March 31, 2027. Funds are budgeted for abatement in account number 10-00-4-40-152-0000-44114 (Mowing/Abatement).

MOWING, SECURING OF STRUCTURES AND REMOVAL OF HEALTH NUISANCES CONTRACT

THIS CONTRACT made and entered into this 1st day of April, 2026, by and between E & E Lawn Care, Inc. 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 as needed 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 a 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, 2026 through March 31, 2027 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 as-needed 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, incorporated herein by reference 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. Bond 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% of total invoice 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 a weeds abatement order to be paid at 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, or when only a portion of the lot can be mowed due to extensive tree coverage, etc. though still requires finish mowing.

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, or Code Compliance Inspector 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 (10) 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 designee. A penalty of 10% of invoice total 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, or Code Compliance Inspector.

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, bond 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 ten (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 hereby parties execute and approve and respectively set their hands and seals.

(Corporate Seal) (where applicable)

E & E Lawn Care, Inc.
Principal

ATTEST:

Signed: _____
Authorized Representative

_____
Corporate Secretary (where applicable)

Owner / managing Member
Title

Date: 3-16-2026

Address: 335 E Raleigh Terrace
Mustang OK 73064

Telephone: 405-343 0247

CITY OF NORMAN:

Approved as to form and legality this 20 day of March, 2026.

Elisabeth Muckala
City Attorney

Approved by the City of Norman, this _____day of_____, 2026.

ATTEST:

_____
City Clerk

Mayor

CONTRACT AFFIDAVIT

STATE OF Oklahoma)
) SS
COUNTY OF Cleveland)

Taylor Engles, 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, Inc. to submit the above Contract to the City of Norman, Oklahoma.

Affidavit further states that such firm has not paid, given or donated or agreed to pay, give, or donate to any officer or employee of the City of Norman, Oklahoma, any money or other thing of value, either directly or indirectly, in the procuring of the Contract.

CONTRACTOR

Subscribed and sworn to before me this 16 day of March, 2026.

Jamie Wright
Notary Public

My Commission Expires:
Aug 20, 2026.

JAMIE WRIGHT NOTARY PUBLIC IN AND FOR STATE OF OKLAHOMA #18008271 Exp. August 20, 2026

March 22, 2023

To Whom it May Concern:

My Company, E & E Lawn Care, Inc., is a corporation. I am the sole employee and I have no corporate secretary.

Taylor Engles
E & E Lawn Care, Inc.

FYE-26 to FYE-27 CONTRACT SPECIFICATIONS FOR MOWING OF WEEDS / SECURING OF STRUCTURES / REMOVAL OF HEALTH NUISANCES, EASEMENT & SIGHT OBSTRUCTIONS / FILLING OR COVERING OPEN CELLARS, WELLS, OR CISTERNS

1. INTENT

It is the intent of these specifications to provide the services required for the cutting, mowing, raking, and removal of all rank weeds, thickets, and noxious plants, hereinafter defined, upon property within the corporate limits of Norman, and also to include securing of structures, the removal of debris, and clearing easement and sight triangle obstructions, and covering or filling open cellars, wells, or cisterns to enable accomplishment of such services when such property has been found in violation of Chapter 16 of the Code of the City of Norman, as amended.

2. DEFINITIONS

Wherever the words, forms, or phrases herein defined, or pronouns used in their stead occur in these Specifications of the Contract, or in the advertisement, or in any document or instrument herein contemplated or to which the specifications apply, the intent or meaning shall be interpreted as follows:

City	The City of Norman
Section	The City of Norman Code Compliance Section
Official	Code Compliance Supervisor/Manager and/or his or her designee
Weeds	Vegetation as defined in Chapter 16, Section 310 of the Code of the City of Norman, as amended.
Unsecured Structure	Structures as defined in Chapter 16, Section 303 (e) (f) of the Code of the City of Norman, as amended.
Health Nuisance	Nuisances as defined in Chapter 16 Section 303 & 305 of the Code of the City of Norman, as amended.
Easement or Sight Triangle Obstruction	Obstructions as defined in Chapter 16, Section 306 of the Code of the City of Norman, as amended.
Uncovered Cellars, Wells or Cisterns	Nuisances as defined in Chapter 16, Section 308 of the Code of the City of Norman, as amended.
Strip Mowing	Some areas are required to maintain a fifty-foot buffer strip around the perimeter of the property as defined in Chapter 16, Section 310.
Calendar days	Exclude the following Holidays: Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans Day, Thanksgiving, The Friday Following Thanksgiving, Christmas Eve, Christmas Day, New Year's Day, and Martin Luther King Day.

3. GENERAL

The services to be provided under these specifications will be accomplished in a prompt and timely manner. All rules and regulations of the City under the contract will be strictly followed.

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. The Contract awarded as a result of this RFQ will be effective from the date awarded for one full year unless terminated by the City. Contract may be renewed at the City's sole option. If the City chooses to renew, the Contractor will be notified at least thirty (30) days prior to the end of the contractual period to renew the contract.

FYE-26 to FYE-27 CONTRACT SPECIFICATIONS
FOR MOWING OF WEEDS / SECURING OF STRUCTURES / REMOVAL OF HEALTH NUISANCES, EASEMENT & SIGHT OBSTRUCTIONS / FILLING OR COVERING OPEN CELLARS, WELLS, OR CISTERNS

4. SPECIFICATIONS

A. The Contractor(s) to whom a Contract is awarded shall, within seven (7) days after such award, sign and execute the necessary Contract and deliver the required proofs of insurance.

B. The Contractor shall not commence work under this contract until he has obtained all insurance required under these specifications, and such insurance has been approved by the Section.

C. The Contractor and his surety shall defend, indemnify, and save all suits, actions, or claims of any character brought for or on account of any injuries or damages received or sustained by any person, persons, or property caused by or from the Contractor or his employees or by or on account of any act of omission or neglect, or misconduct of the said Contractor or his employees, or from any claims or amounts arising or recovered under the Worker's Compensation Law or any other law, ordinance, order, or decree; and so much of the money due the said Contractor, under and by virtue of his Contract as shall be considered necessary by the Division may be retained for the use of the Division; or in case no money is due, his 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 Division.

D. The Contractor is prohibited from subcontracting this contract.

E. The Contractor shall maintain, during the life of this Contract, Worker's Compensation Insurance as prescribed by the laws of the State of Oklahoma, and Employer's Liability Insurance in the amount of not less than twenty-five thousand dollars ($25,000.00) for all his employees.

F. The Contractor shall maintain, during the life of this Contract, such Public Liability and Property Damage Insurance as will protect him from claims for damages for bodily injury, including accidental death, as well as claims from property damages which may arise from operations under the Contract, whether such operations be by himself or by any employee or by anyone directly or indirectly employed by Contractor, in an amount of not less than One Million Dollars ($1,000,000.00).

1. The policies of insurance shall be executed by insurance or indemnity carriers authorized to do business in the State of Oklahoma, and said insurance shall name the City of Norman and the Code Compliance Section, as co-insured. The Contractor shall furnish certificates evidencing such insurance shall not be cancelled or changed without giving the Division ten (10) days prior written notice.

2. During the performance of the Contract, the Contractor agrees not to discriminate because of race, creed, color, religion, sex, or national origin, against any employee or applicant for employment with such Contractor in any matter involving employment, promotion, demotion, transfer, recruiting, advertising, layoff, termination of employment, rates of pay or other form of compensation, selection for training, or apprenticeship.

   The Contractor's non-compliance with or violation of any of the aforesaid provisions shall constitute grounds for cancellation, termination, or suspension of the Division's Contract with the Contractor in whole, or in part, by the Division. The Contractor agrees to execute an approved form of a Certificate of Non-Discrimination.

G. A Performance Bond in the form of a Cash Surety in the amount of $1,500.00 is required and will be held in escrow during the term of the contract.

H. Potential Contractor(s) are required to submit qualifications upon the following express conditions:

1. Determination of the abatement requirements is based on several factors, which include, but are not limited to, the zoning of the property, and its size and status as determined by the Code Compliance Inspector, which will be clearly defined in the work order.

   a. In all areas that require finish mowing, the Contractor(s) will contract to cut, mow, trim, rake, and edge, and remove all weeds and clippings as defined in Chapter 16 Section 310 of the Norman

City Code within the area awarded to him within ten (10) calendar days of the date the work order was sent to the Contractor. Satisfactory performance of such cutting and mowing services shall be considered to include the obligation on the Contractor to remove and dispose of the necessary amount of rubble and debris to mow the required area as defined in the work order. Satisfactory performance of such cutting and mowing services shall also constitute the removal of weeds along fences and building walls with a string trimmer or similar device, as well as edging along curbs, sidewalks, and driveways. (Weed removal includes the property in its entirety and includes all adjacent public rights-of-way) Exclusive use of a "brush hog" is not acceptable for this category because it will not result in the finish mowing product required. When finished mowing, the remaining weeds/grass must be no taller than three inches (3").

b. In larger areas that require the entire property to be mowed (not a buffer strip), at the direction of the code officer, the Contractor(s) will contract to cut and mow with a brush hog or other similar and acceptable equipment, all weeds as defined in Chapter 16 Section 310 of the Norman City Code within the area awarded to him within ten (10) calendar days of the date the work order was sent to the Contractor. Satisfactory performance of such cutting and mowing services shall be considered to include the obligation on the Contractor to remove and dispose of the rubble and debris required to adequately mow the required area as defined in the work order.

c. In all areas requiring only a buffer strip to be mowed, at the direction of the code officer, the Contractor(s) will contract to cut and mow all weeds as defined in Chapter 16 Section 310 of the Norman City Code within the area awarded to him within ten (10) calendar days of the date the work order was sent to the Contractor. Areas that are determined by the Code Compliance Inspector to require a fifty (50) foot buffer strip along the perimeter of that property shall be mowed with a brush hog or other similar and acceptable equipment. The required fifty (50) feet shall be measured from the edge of the pavement or curb of the street. Satisfactory performance of such cutting and mowing services shall be considered to include the obligation on the Contractor to remove and dispose of the rubble and debris required to adequately mow the required area as defined in the work order.

d. For Removal of Health Nuisances, Easement or Sight Triangle Obstructions, or Covering/Filling Open Cellars, Wells, or Cisterns, the Contractor(s) will contract to remove all identified health nuisances, easement or sight triangle obstructions, or cover/fill an open cellar, well, or cistern as defined in Chapter 16, Sections 303, 305, 306, and 308 of the Norman City Code within ten (10) calendar days of the date the work order was sent to the Contractor. Satisfactory performance shall constitute the removal of all health nuisances or easement obstruction debris to an appropriate facility approved by the City, so that the property is no longer in violation of any applicable sections in Chapter 16 of the Norman City Code. Copies of any and all dumping and disposal receipts or purchased material receipts must accompany any invoice for payment.

e. For Securing of Structures, the Contractor(s) will contract to secure all unsecured structures as defined in Chapter 16, Section 303 of the Norman City Code within the area awarded to him within ten (10) calendar days of the date the work order was sent to the Contractor. Satisfactory performance of the work shall constitute the securing of the structure so that it is not readily accessible to people or animals. Copies of receipts for materials used for securing must accompany any invoice for payment.

2. The successful Contractor(s) shall be determined by an evaluation of the Contractor(s) proposals as specified in the RFQ.

3. The successful Contractor(s) shall be required to take ***multiple photographs*** of the work area immediately before and after the work performed, to be submitted with each invoice for services rendered. The photographs are to legally document the violations and the abatement thereof. Property identification, violation type and date of abatement are required in at least the first photograph for each property by the use of a dry erase board and markers, or similar equipment. All the employees working as a result of a work order (for all abatements dependent upon the number of employees being invoiced) to hold the board to verify the number of employees working. Camera, electronic media, and any related costs are the responsibility of the Contractor and will not be reimbursed. ***Digital Photography is the required photographic format for submittal.*** Digital

photographs must be submitted via electronic format with completed work orders or uploaded directly into the CityView software system in use by Code Compliance. For mowing abatement services, the photographs must clearly reflect that the weeds were in excess of twelve (12) inches in height, or 36 inches in height if applicable, utilizing a ruler and/or yardstick, prior to mowing. The before and after photographs of all abatement work orders should clearly indicate the complete amount of debris being hauled from the premises, excluding the removal of the cut weeds and any miscellaneous debris removed in order to mow, except when the $50 excess removal fee is approved. Buildings to be secured should also be photographed to document the unsecured areas of the buildings prior to securing, and the same areas following securing. For health violation, easement or sight triangle obstruction, and open cellar, well or cistern abatement, photographs should document all areas of the property in which the violations exist, before and after abatement. Failure to follow the documentation guidelines will result in the non-payment for services rendered.

4. All mowing work orders will be considered a finish mow by default unless directed otherwise by the work order itself, or a Code Compliance Inspector or Supervisor/Manager. Any additional mowing services done by the Contractor(s), unless specifically directed by the City, are not billable to the City.

5. The Contract is to be awarded with the understanding that work orders will be issued as work and funds to pay are available; that no specific frequency of issuance or number of work orders is guaranteed.

6. Furthermore, the City reserves the right to assess a **10% of total invoice per day penalty** against the mowing Contractor should the work not be performed within the period for completion specified by the work order.

7. The city also reserves the right to deny any payment due to the Contractor when the Contractor fails to submit a completed work order within five (5) calendar days of the due date. Further, a signed invoice required for payment must be submitted by the Contractor within ten (10) calendar days of the date the invoice for services rendered was sent to the Contractor for a signature or payment may be denied. Repeated failures to comply with these requirements could result in termination of the contract.

8. No part of the Administrative Fee as provided in Section 303(c) of Chapter 16 of the Norman City Code as amended, shall constitute any part of the Contract enumeration and shall not be considered by the Contractor.

FYE-26 to FYE-27 CONTRACT SPECIFICATIONS
FOR MOWING OF WEEDS / SECURING OF STRUCTURES / REMOVAL OF HEALTH NUISANCES, EASEMENT & SIGHT OBSTRUCTIONS / FILLING OR COVERING OPEN CELLARS, WELLS, OR CISTERNS

Exhibit "A" Payment Schedule

A. Finish Mowing (Contract Specification 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 accepted under this contract).

1. Up to .20 Acres $75.00
2. .21 to.40 Acres $100.00
3. .41 to .60 Acres $150.00
4. .61 to .80 Acres $200.00
5. .81 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 a weeds abatement order to be paid at 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, or when only a portion of the lot can be mowed due to extensive tree coverage, etc. though still requires finish mowing.

B. Rough Cut Mowing (Contract Specifications 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.

C. Strip Mowing (Contract Specifications 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.

D. 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.

1. When the abatement time exceeds one hour, then the minimum fee does not apply and the rate will be paid as described in section 2. Hourly rate per worker (Contract Specifications 4.H.1. Sections d and e).
2. Hourly rate per worker: $30.00 (no more than three workers per assigned work order will be paid under this section unless approved by a Code Compliance Inspector or Supervisor/Manager or his/her designee, or when designated on the work order before work begins). Hourly rates that exceed the first hour will be paid in half hour increments.

E. Reimbursement for landfill and other miscellaneous charges

1. The Contractor shall be reimbursed for actual costs incurred for landfill dumping, tire and appliance disposal charges, the purchasing of securing materials, tarps, fill dirt, or other materials necessary to accomplish the abatement, all of which require verification with a receipt that must be included with the billing.

2. An extra $50.00 may be added to the Contractors pay for mowing abatement when the grass/weeds is over 3 feet high in **50% of the entire lot or greater, as determined by the Code Compliance Inspector or Supervisor/Manager and written on the work order.** If the Contractor believes this fee should apply and it is not specified on the work order, the Code Compliance Inspector or Supervisor/Manager must be notified prior to commencement of the work and must verify and approve the extra fee before it can be paid to the Contractor. The Code Compliance Inspector or Supervisor/Manager will consider any delays by the mowing Contractor that result in the weeds reaching 3 feet in height. Documentation in Contract Specifications 4.H. section 3 must be followed for reimbursement as set forth in this section. This fee shall not apply to rough cut or buffer strip mowing (Contract Specifications 4.H.1. Sections b and c).

3. An extra $50.00 may be added to the Contractors pay for the removal of debris beyond that considered reasonable when performing a finish mowing abatement work order. If the Contractor believes this should apply, **the Code Compliance Inspector or Supervisor/Manager must be notified and then must verify and approve the extra fee before it can be paid to the Contractor.** Documentation in Contract Specifications 4.H. section 3 must be followed for reimbursement as set forth in this section.

4. When transporting refuse or debris from an abatement in which a work order has been issued for any work order, the hourly rate for employees shall not apply since no work is being performed. A flat fee of $30 may be charged for the transportation of refuse or debris from an abatement in which a work order has been issued. This flat fee shall not apply to work orders for weeds or securing.

5. Other expenses not usually incurred in normal abatements may be paid at the sole discretion of the Code Compliance Supervisor/Manager or his/her designee. All other expenses **must** be approved prior to the start of the job or prior to incurring the expense in order to be reimbursable. Rental of equipment to satisfy the work order will not be reimbursed if that equipment is listed in the Contractor's equipment list. Only an expense actually paid by the Contractor may be reimbursed, thus no invoice directly from a rental company to the city will be honored.

FYE-26 to FYE-27 CONTRACT SPECIFICATIONS
FOR MOWING OF WEEDS / SECURING OF STRUCTURES / REMOVAL OF HEALTH NUISANCES, EASEMENT & SIGHT OBSTRUCTIONS / FILLING OR COVERING OPEN CELLARS, WELLS, OR CISTERNS

Attachment A.

Category	Up to .20 Acres	.21 to .40 Acres	.41 to .60 Acres	.61 to .80 Acres	.81 to 1.0 Acres	More Than 1.0 Acres	Rough Cut Mowing	Strip Mowing
a. Finish Mowing	**$75.00**	**$100.00**	**$150.00**	**$200.00**	**$250.00**	**$250.00 X Legal Acreage Size***	**N/A**	**N/A**
b. Rough Cut Mowing	**N/A**	**N/A**	**N/A**	**N/A**	**N/A**	**N/A**	**$125.00 per Hr.****	**N/A**
c. Strip Mowing	**N/A**	**N/A**	**N/A**	**N/A**	**N/A**	**N/A**	**N/A**	**$125.00 per Hr.****
Exceptions	**The Inspector or Supervisor/Manager may elect to pay the hourly rate as set forth in the Health Abatement Specifications when terrain or obstacles prevent the use of mowers and require hand tools to complete, or when only a portion of a lot requires mowing due to tree coverage, etc. but still requires finish mowing. Deviations must be authorized before commencement of any work by the Contractor.**							

ALL OTHER ABATEMENT TYPES OR CATEGORIES					
d. & e.	**Clean Up & Removal of Health Nuisances, Removal of Easement & Sight Triangle Obstructions, Filling or Covering Open Cellars, Wells, or Cisterns, & Securing of Structures**	**$30.00**	**Per hour for up to three workers**	***Minimum Abatement Charge:	**$90.00**

**County Assessor assigned legal acreage size multiplied by the dollar amount listed based on the lot size and/or applicable mowing category. If the county acreage size appears incorrect, city GIS records will be used.*

***$125.00 is a minimum charge for Rough Cut Mowing or Strip Mowing, and billed at ½ hour increments after the first hour.*

****Minimum Abatement Charge only applies when the abatement does not exceed one hour. Abatements that exceed one hour have no minimum abatement charge and the Contractor shall be paid at the rate of $30 per hour for each worker utilized for the abatement, up to a maximum of three workers. Contractor abatement time exceeding one hour shall be billed in half-hour increments thereafter.*

File Attachments for Item:

25. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-160: BY AND BETWEEN THE CITY OF NORMAN AND GIVENS PROPERTY MAINTENANCE AND WEED CONTROL, L.L.C., FOR MOWING, SECURING OF STRUCTURES, AND THE REMOVAL OF HEALTH NUISANCES FOR THE CODE COMPLIANCE DIVISION FROM APRIL 1, 2026, THROUGH MARCH 31, 2027.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 03/24/2026

REQUESTER: Janita Hatley

PRESENTER: Janita Hatley, Code Compliance Supervisor

ITEM TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-160: BY AND BETWEEN THE CITY OF NORMAN AND GIVENS PROPERTY MAINTENANCE AND WEED CONTROL, L.L.C., FOR MOWING, SECURING OF STRUCTURES, AND THE REMOVAL OF HEALTH NUISANCES FOR THE CODE COMPLIANCE DIVISION FROM APRIL 1, 2026, THROUGH MARCH 31, 2027.

BACKGROUND:

On February 17, 2026, a notice was distributed with a Request for Qualifications (RFQ) from contractors to provide abatement services related to mowing, securing of structures, and removal of health nuisances on private property. Abatement work orders are issued when property owners fail to correct violations after notification by City Code Compliance Inspectors. Fees for service have been established by the City, and the RFQ process enables staff to assess each respondent's qualifications, equipment, and staffing capacity to ensure timely and effective completion of assigned work. To promote efficiency and responsiveness, the City seeks to maintain contracts with two qualified abatement contractors.

DISCUSSION:

A mandatory pre-submittal meeting was held on February 24, 2026, at which time seven (7) contractors were in attendance.

The contractors are ranked with the most important emphasis placed upon the ability of the company to complete the work assigned within the time frame set by the City; previous residential/commercial/municipal work experience; summary of equipment; and number of key personnel and employees.

Those who expressed an interest in working for the City submitted proposals before the deadline of 4 p.m. on Tuesday, March 3, 2026, were:

E & E Lawn Care, Inc.
Givens Property Maintenance and Weed Control, L.L.C.
JRC Property Management, L.L.C.

Razor Sharp Mowing

Givens Property Maintenance and Weed Control, L.L.C., scored the second highest of the four proposals submitted based upon the overall criteria and was selected as one of the abatement contractors for the City of Norman. Two abatement contractors are used to perform the Code Compliance abatements required. The highest scoring contractor was E & E Lawn Care, Inc. and was the other abatement contractor selected.

RECOMMENDATION:

Based on the submitted qualifications and positive work history, Staff recommends that Contract K-2526-160 with Givens Property Maintenance and Weed Control, L.L.C., be approved as a City of Norman mowing/securing/easement/nuisance abatement contractor for the contract period of April 1, 2026 through March 31, 2027. Funds are budgeted for abatement in account number 10-00-4-40-152-0000-44114 (Mowing/Abatement).

MOWING, SECURING OF STRUCTURES AND REMOVAL OF HEALTH NUISANCES CONTRACT

THIS CONTRACT made and entered into this 1st day of April, 2026, by and between Givens Property Maintenance and Weed Control, 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 as needed 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 a 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, 2026 through March 31, 2027 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 as-needed 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, incorporated herein by reference 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. Bond 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% of total invoice 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 a weeds abatement order to be paid at 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, or when only a portion of the lot can be mowed due to extensive tree coverage, etc. though still requires finish mowing.

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, or Code Compliance Inspector 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 (10) 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 designee. A penalty of 10% of invoice total 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, or Code Compliance Inspector.

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, bond 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 ten (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 hereby parties execute and approve and respectively set their hands and seals.

(Corporate Seal) (where applicable)

Givens Property Maintenance and Weed Control, LLC
Principal

ATTEST:

*Signed: _____
Authorized Representative

_____
Corporate Secretary (where applicable)

Managing Member
Title

*Date: 3/23/26

Address: 958 Pruitt Dr.
OKC, OK 73170

*Telephone: 405-206-1754

CITY OF NORMAN:

Approved as to form and legality this 20 day of March, 2026.

Elizabeth Buckelew
City Attorney

Approved by the City of Norman, this _____ day of _____, 2026.

ATTEST:

_____
City Clerk

_____
Mayor

CONTRACT AFFIDAVIT

STATE OF Oklahoma)
) SS
COUNTY OF Cleveland)

Damon Givens, of lawful age, being first duly sworn, on oath says that (s)he is the Agent authorized by the Firm of Givens Property Maintenance and Weed Control, U 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.

x _____
CONTRACTOR

x Subscribed and sworn to before me this 23 day of March, 2026.

x _____
Notary Public

My Commission Expires:

x June 7, 2028.

NOTARY PUBLIC IN AND FOR STATE OF OKLAHOMA
OFFICIAL SEAL
M A EVANS
Commission # 24007366
Expires June 7, 2028

FYE-26 to FYE-27 CONTRACT SPECIFICATIONS
FOR MOWING OF WEEDS / SECURING OF STRUCTURES / REMOVAL OF HEALTH NUISANCES, EASEMENT & SIGHT OBSTRUCTIONS / FILLING OR COVERING OPEN CELLARS, WELLS, OR CISTERNS

1. INTENT

It is the intent of these specifications to provide the services required for the cutting, mowing, raking, and removal of all rank weeds, thickets, and noxious plants, hereinafter defined, upon property within the corporate limits of Norman, and also to include securing of structures, the removal of debris, and clearing easement and sight triangle obstructions, and covering or filling open cellars, wells, or cisterns to enable accomplishment of such services when such property has been found in violation of Chapter 16 of the Code of the City of Norman, as amended.

2. DEFINITIONS

Wherever the words, forms, or phrases herein defined, or pronouns used in their stead occur in these Specifications of the Contract, or in the advertisement, or in any document or instrument herein contemplated or to which the specifications apply, the intent or meaning shall be interpreted as follows:

City	The City of Norman
Section	The City of Norman Code Compliance Section
Official	Code Compliance Supervisor/Manager and/or his or her designee
Weeds	Vegetation as defined in Chapter 16, Section 310 of the Code of the City of Norman, as amended.
Unsecured Structure	Structures as defined in Chapter 16, Section 303 (e) (f) of the Code of the City of Norman, as amended.
Health Nuisance	Nuisances as defined in Chapter 16 Section 303 & 305 of the Code of the City of Norman, as amended.
Easement or Sight Triangle Obstruction	Obstructions as defined in Chapter 16, Section 306 of the Code of the City of Norman, as amended.
Uncovered Cellars, Wells or Cisterns	Nuisances as defined in Chapter 16, Section 308 of the Code of the City of Norman, as amended.
Strip Mowing	Some areas are required to maintain a fifty-foot buffer strip around the perimeter of the property as defined in Chapter 16, Section 310.
Calendar days	Exclude the following Holidays: Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans Day, Thanksgiving, The Friday Following Thanksgiving, Christmas Eve, Christmas Day, New Year's Day, and Martin Luther King Day.

3. GENERAL

The services to be provided under these specifications will be accomplished in a prompt and timely manner. All rules and regulations of the City under the contract will be strictly followed.

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. The Contract awarded as a result of this RFQ will be effective from the date awarded for one full year unless terminated by the City. Contract may be renewed at the City's sole option. If the City chooses to renew, the Contractor will be notified at least thirty (30) days prior to the end of the contractual period to renew the contract.

FYE-26 to FYE-27 CONTRACT SPECIFICATIONS
FOR MOWING OF WEEDS / SECURING OF STRUCTURES / REMOVAL OF HEALTH NUISANCES, EASEMENT & SIGHT OBSTRUCTIONS / FILLING OR COVERING OPEN CELLARS, WELLS, OR CISTERNS

4. SPECIFICATIONS

A. The Contractor(s) to whom a Contract is awarded shall, within seven (7) days after such award, sign and execute the necessary Contract and deliver the required proofs of insurance.

B. The Contractor shall not commence work under this contract until he has obtained all insurance required under these specifications, and such insurance has been approved by the Section.

C. The Contractor and his surety shall defend, indemnify, and save all suits, actions, or claims of any character brought for or on account of any injuries or damages received or sustained by any person, persons, or property caused by or from the Contractor or his employees or by or on account of any act of omission or neglect, or misconduct of the said Contractor or his employees, or from any claims or amounts arising or recovered under the Worker's Compensation Law or any other law, ordinance, order, or decree; and so much of the money due the said Contractor, under and by virtue of his Contract as shall be considered necessary by the Division may be retained for the use of the Division; or in case no money is due, his 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 Division.

D. The Contractor is prohibited from subcontracting this contract.

E. The Contractor shall maintain, during the life of this Contract, Worker's Compensation Insurance as prescribed by the laws of the State of Oklahoma, and Employer's Liability Insurance in the amount of not less than twenty-five thousand dollars ($25,000.00) for all his employees.

F. The Contractor shall maintain, during the life of this Contract, such Public Liability and Property Damage Insurance as will protect him from claims for damages for bodily injury, including accidental death, as well as claims from property damages which may arise from operations under the Contract, whether such operations be by himself or by any employee or by anyone directly or indirectly employed by Contractor, in an amount of not less than One Million Dollars ($1,000,000.00).

1. The policies of insurance shall be executed by insurance or indemnity carriers authorized to do business in the State of Oklahoma, and said insurance shall name the City of Norman and the Code Compliance Section, as co-insured. The Contractor shall furnish certificates evidencing such insurance shall not be cancelled or changed without giving the Division ten (10) days prior written notice.

2. During the performance of the Contract, the Contractor agrees not to discriminate because of race, creed, color, religion, sex, or national origin, against any employee or applicant for employment with such Contractor in any matter involving employment, promotion, demotion, transfer, recruiting, advertising, layoff, termination of employment, rates of pay or other form of compensation, selection for training, or apprenticeship.

   The Contractor's non-compliance with or violation of any of the aforesaid provisions shall constitute grounds for cancellation, termination, or suspension of the Division's Contract with the Contractor in whole, or in part, by the Division. The Contractor agrees to execute an approved form of a Certificate of Non-Discrimination.

G. A Performance Bond in the form of a Cash Surety in the amount of $1,500.00 is required and will be held in escrow during the term of the contract.

H. Potential Contractor(s) are required to submit qualifications upon the following express conditions:

1. Determination of the abatement requirements is based on several factors, which include, but are not limited to, the zoning of the property, and its size and status as determined by the Code Compliance Inspector, which will be clearly defined in the work order.

   a. In all areas that require finish mowing, the Contractor(s) will contract to cut, mow, trim, rake, and edge, and remove all weeds and clippings as defined in Chapter 16 Section 310 of the Norman

City Code within the area awarded to him within ten (10) calendar days of the date the work order was sent to the Contractor. Satisfactory performance of such cutting and mowing services shall be considered to include the obligation on the Contractor to remove and dispose of the necessary amount of rubble and debris to mow the required area as defined in the work order. Satisfactory performance of such cutting and mowing services shall also constitute the removal of weeds along fences and building walls with a string trimmer or similar device, as well as edging along curbs, sidewalks, and driveways. (Weed removal includes the property in its entirety and includes all adjacent public rights-of-way) Exclusive use of a "brush hog" is not acceptable for this category because it will not result in the finish mowing product required. When finished mowing, the remaining weeds/grass must be no taller than three inches (3").

b. In larger areas that require the entire property to be mowed (not a buffer strip), at the direction of the code officer, the Contractor(s) will contract to cut and mow with a brush hog or other similar and acceptable equipment, all weeds as defined in Chapter 16 Section 310 of the Norman City Code within the area awarded to him within ten (10) calendar days of the date the work order was sent to the Contractor. Satisfactory performance of such cutting and mowing services shall be considered to include the obligation on the Contractor to remove and dispose of the rubble and debris required to adequately mow the required area as defined in the work order.

c. In all areas requiring only a buffer strip to be mowed, at the direction of the code officer, the Contractor(s) will contract to cut and mow all weeds as defined in Chapter 16 Section 310 of the Norman City Code within the area awarded to him within ten (10) calendar days of the date the work order was sent to the Contractor. Areas that are determined by the Code Compliance Inspector to require a fifty (50) foot buffer strip along the perimeter of that property shall be mowed with a brush hog or other similar and acceptable equipment. The required fifty (50) feet shall be measured from the edge of the pavement or curb of the street. Satisfactory performance of such cutting and mowing services shall be considered to include the obligation on the Contractor to remove and dispose of the rubble and debris required to adequately mow the required area as defined in the work order.

d. For Removal of Health Nuisances, Easement or Sight Triangle Obstructions, or Covering/Filling Open Cellars, Wells, or Cisterns, the Contractor(s) will contract to remove all identified health nuisances, easement or sight triangle obstructions, or cover/fill an open cellar, well, or cistern as defined in Chapter 16, Sections 303, 305, 306, and 308 of the Norman City Code within ten (10) calendar days of the date the work order was sent to the Contractor. Satisfactory performance shall constitute the removal of all health nuisances or easement obstruction debris to an appropriate facility approved by the City, so that the property is no longer in violation of any applicable sections in Chapter 16 of the Norman City Code. Copies of any and all dumping and disposal receipts or purchased material receipts must accompany any invoice for payment.

e. For Securing of Structures, the Contractor(s) will contract to secure all unsecured structures as defined in Chapter 16, Section 303 of the Norman City Code within the area awarded to him within ten (10) calendar days of the date the work order was sent to the Contractor. Satisfactory performance of the work shall constitute the securing of the structure so that it is not readily accessible to people or animals. Copies of receipts for materials used for securing must accompany any invoice for payment.

2. The successful Contractor(s) shall be determined by an evaluation of the Contractor(s) proposals as specified in the RFQ.

3. The successful Contractor(s) shall be required to take ***multiple photographs*** of the work area immediately before and after the work performed, to be submitted with each invoice for services rendered. The photographs are to legally document the violations and the abatement thereof. Property identification, violation type and date of abatement are required in at least the first photograph for each property by the use of a dry erase board and markers, or similar equipment. All the employees working as a result of a work order (for all abatements dependent upon the number of employees being invoiced) to hold the board to verify the number of employees working. Camera, electronic media, and any related costs are the responsibility of the Contractor and will not be reimbursed. ***Digital Photography is the required photographic format for submittal.*** Digital

photographs must be submitted via electronic format with completed work orders or uploaded directly into the CityView software system in use by Code Compliance. For mowing abatement services, the photographs must clearly reflect that the weeds were in excess of twelve (12) inches in height, or 36 inches in height if applicable, utilizing a ruler and/or yardstick, prior to mowing. The before and after photographs of all abatement work orders should clearly indicate the complete amount of debris being hauled from the premises, excluding the removal of the cut weeds and any miscellaneous debris removed in order to mow, except when the $50 excess removal fee is approved. Buildings to be secured should also be photographed to document the unsecured areas of the buildings prior to securing, and the same areas following securing. For health violation, easement or sight triangle obstruction, and open cellar, well or cistern abatement, photographs should document all areas of the property in which the violations exist, before and after abatement. Failure to follow the documentation guidelines will result in the non-payment for services rendered.

4. All mowing work orders will be considered a finish mow by default unless directed otherwise by the work order itself, or a Code Compliance Inspector or Supervisor/Manager. Any additional mowing services done by the Contractor(s), unless specifically directed by the City, are not billable to the City.

5. The Contract is to be awarded with the understanding that work orders will be issued as work and funds to pay are available; that no specific frequency of issuance or number of work orders is guaranteed.

6. Furthermore, the City reserves the right to assess a **10% of total invoice per day penalty** against the mowing Contractor should the work not be performed within the period for completion specified by the work order.

7. The city also reserves the right to deny any payment due to the Contractor when the Contractor fails to submit a completed work order within five (5) calendar days of the due date. Further, a signed invoice required for payment must be submitted by the Contractor within ten (10) calendar days of the date the invoice for services rendered was sent to the Contractor for a signature or payment may be denied. Repeated failures to comply with these requirements could result in termination of the contract.

8. No part of the Administrative Fee as provided in Section 303(c) of Chapter 16 of the Norman City Code as amended, shall constitute any part of the Contract enumeration and shall not be considered by the Contractor.

FYE-26 to FYE-27 CONTRACT SPECIFICATIONS
FOR MOWING OF WEEDS / SECURING OF STRUCTURES / REMOVAL OF HEALTH NUISANCES, EASEMENT & SIGHT OBSTRUCTIONS / FILLING OR COVERING OPEN CELLARS, WELLS, OR CISTERNS

Exhibit "A" Payment Schedule

A. Finish Mowing (Contract Specification 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 accepted under this contract).

1. Up to .20 Acres $75.00
2. .21 to.40 Acres $100.00
3. .41 to .60 Acres $150.00
4. .61 to .80 Acres $200.00
5. .81 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 a weeds abatement order to be paid at 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, or when only a portion of the lot can be mowed due to extensive tree coverage, etc. though still requires finish mowing.

B. Rough Cut Mowing (Contract Specifications 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.

C. Strip Mowing (Contract Specifications 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.

D. 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.

1. When the abatement time exceeds one hour, then the minimum fee does not apply and the rate will be paid as described in section 2. Hourly rate per worker (Contract Specifications 4.H.1. Sections d and e).
2. Hourly rate per worker: $30.00 (no more than three workers per assigned work order will be paid under this section unless approved by a Code Compliance Inspector or Supervisor/Manager or his/her designee, or when designated on the work order before work begins). Hourly rates that exceed the first hour will be paid in half hour increments.

E. Reimbursement for landfill and other miscellaneous charges

1. The Contractor shall be reimbursed for actual costs incurred for landfill dumping, tire and appliance disposal charges, the purchasing of securing materials, tarps, fill dirt, or other materials necessary to accomplish the abatement, all of which require verification with a receipt that must be included with the billing.

2. An extra $50.00 may be added to the Contractors pay for mowing abatement when the grass/weeds is over 3 feet high in **50% of the entire lot or greater, as determined by the Code Compliance Inspector or Supervisor/Manager and written on the work order.** If the Contractor believes this fee should apply and it is not specified on the work order, the Code Compliance Inspector or Supervisor/Manager must be notified prior to commencement of the work and must verify and approve the extra fee before it can be paid to the Contractor. The Code Compliance Inspector or Supervisor/Manager will consider any delays by the mowing Contractor that result in the weeds reaching 3 feet in height. Documentation in Contract Specifications 4.H. section 3 must be followed for reimbursement as set forth in this section. This fee shall not apply to rough cut or buffer strip mowing (Contract Specifications 4.H.1. Sections b and c).

3. An extra $50.00 may be added to the Contractors pay for the removal of debris beyond that considered reasonable when performing a finish mowing abatement work order. If the Contractor believes this should apply, **the Code Compliance Inspector or Supervisor/Manager must be notified and then must verify and approve the extra fee before it can be paid to the Contractor.** Documentation in Contract Specifications 4.H. section 3 must be followed for reimbursement as set forth in this section.

4. When transporting refuse or debris from an abatement in which a work order has been issued for any work order, the hourly rate for employees shall not apply since no work is being performed. A flat fee of $30 may be charged for the transportation of refuse or debris from an abatement in which a work order has been issued. This flat fee shall not apply to work orders for weeds or securing.

5. Other expenses not usually incurred in normal abatements may be paid at the sole discretion of the Code Compliance Supervisor/Manager or his/her designee. All other expenses **must** be approved prior to the start of the job or prior to incurring the expense in order to be reimbursable. Rental of equipment to satisfy the work order will not be reimbursed if that equipment is listed in the Contractor's equipment list. Only an expense actually paid by the Contractor may be reimbursed, thus no invoice directly from a rental company to the city will be honored.

FYE-26 to FYE-27 CONTRACT SPECIFICATIONS
FOR MOWING OF WEEDS / SECURING OF STRUCTURES / REMOVAL OF HEALTH NUISANCES, EASEMENT & SIGHT OBSTRUCTIONS / FILLING OR COVERING OPEN CELLARS, WELLS, OR CISTERNS

Attachment A.

Category	Up to .20 Acres	.21 to .40 Acres	.41 to .60 Acres	.61 to .80 Acres	.81 to 1.0 Acres	More Than 1.0 Acres	Rough Cut Mowing	Strip Mowing
a. Finish Mowing	**$75.00**	**$100.00**	**$150.00**	**$200.00**	**$250.00**	**$250.00 X Legal Acreage Size***	**N/A**	**N/A**
b. Rough Cut Mowing	**N/A**	**N/A**	**N/A**	**N/A**	**N/A**	**N/A**	**$125.00 per Hr.****	**N/A**
c. Strip Mowing	**N/A**	**N/A**	**N/A**	**N/A**	**N/A**	**N/A**	**N/A**	**$125.00 per Hr.****
Exceptions	**The Inspector or Supervisor/Manager may elect to pay the hourly rate as set forth in the Health Abatement Specifications when terrain or obstacles prevent the use of mowers and require hand tools to complete, or when only a portion of a lot requires mowing due to tree coverage, etc. but still requires finish mowing. Deviations must be authorized before commencement of any work by the Contractor.**							

ALL OTHER ABATEMENT TYPES OR CATEGORIES					
d. & e.	**Clean Up & Removal of Health Nuisances, Removal of Easement & Sight Triangle Obstructions, Filling or Covering Open Cellars, Wells, or Cisterns, & Securing of Structures**	**$30.00**	**Per hour for up to three workers**	***Minimum Abatement Charge:	**$90.00**

**County Assessor assigned legal acreage size multiplied by the dollar amount listed based on the lot size and/or applicable mowing category. If the county acreage size appears incorrect, city GIS records will be used.*

***$125.00 is a minimum charge for Rough Cut Mowing or Strip Mowing, and billed at ½ hour increments after the first hour.*

****Minimum Abatement Charge only applies when the abatement does not exceed one hour. Abatements that exceed one hour have no minimum abatement charge and the Contractor shall be paid at the rate of $30 per hour for each worker utilized for the abatement, up to a maximum of three workers. Contractor abatement time exceeding one hour shall be billed in half-hour increments thereafter.*

File Attachments for Item:

26. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RFP-2526-5 AND CONTRACT K-2526-161: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND CLARION ASSOCIATES, INC., IN THE AMOUNT OF $480,335, FOR THE DEVELOPMENT CODE UPDATE AND PARKING STUDY BEGINNING MARCH 25, 2026. (City)

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 3/24/2026

REQUESTER: Lora Hoggatt, Planning Services Manager

PRESENTER: Jane Hudson, Planning and Community Development Director

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RFP-2526-5 AND CONTRACT K-2526-161: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND CLARION ASSOCIATES, INC., IN THE AMOUNT OF $480,335, FOR THE DEVELOPMENT CODE UPDATE AND PARKING STUDY BEGINNING MARCH 25, 2026. (City)

BACKGROUND:

The Federal Department of Housing and Urban Development (HUD) Pathways to Removing Obstacles to Housing (PRO Housing) Grant (FR-6800-N-98) makes federal funding resources available to states and direct recipients to actively take steps to remove barriers to affordable housing, such as: barriers caused by outdated zoning, land use policies, or regulations; inefficient procedures; gaps in available resources for development; deteriorating or inadequate infrastructure; lack of neighborhood amenities; or challenges to preserving existing housing stock such as increasing threats from natural hazards, redevelopment pressures, or expiration of affordability requirements. Funding is provided through the competitive grant process. Grantees may use awards for sustainable actions to further develop, evaluate, and implement housing policy plans, improve housing strategies, and facilitate affordable housing production and preservation. Eligible activities include: Planning and policy activities supporting affordable housing, development activities, infrastructure activities, and preservation activities.

On October 8, 2024, the City Council voted in favor of allowing City Staff to submit a grant application to the HUD for the PRO Housing Grant.

On January 14, 2025, the City of Norman was recognized by HUD as an eligible recipient of federal funds and the PRO Housing Program. Eligible activities awarded, as defined in the grant application include a Zoning Code & Subdivision Regulation Overhaul, Neighborhood Pattern Book, Parking Study, and Affordable Housing Action Plan.

On February 11, 2025, the City Council approved a Funding Agreement with HUD for as much as $1,000,000 in approved grant funds, with a $200,000 local leverage amount, for a total potential project budget of $1.2M for all listed projects. The Funding Agreement referenced applicable federal laws and incorporated the terms of the Notice of Funding Opportunity for the grant.

On July 3, 2025, the City of Norman issued a Request for Proposals (RFP) for an update to the City's Development Codes - including the Zoning Ordinance and Subdivision Regulations - as well as for the preparation of a Parking Study and Plan. The deadline for proposal submissions was August 25, 2025.

A Selection Committee composed of five staff members and two citizen representatives reviewed and scored all submissions. Interviews were conducted on September 29, 2025. Following the selection of a firm, contract negotiations commenced while the City's Action Plan was under review by HUD.

Following a delay due to the federal government shutdown in late 2025, the City's Action Plan for the PRO Housing Grant was approved by HUD on December 2, 2025. This approval allows the City to begin work on the projects, including entering into contract with professional consultants. As outlined in the Action Plan, the first two projects will be the Development Code Update and Parking Study addressed by this contract.

DISCUSSION:

Obtaining a Development Code Update and new Parking Study are vital to pursuing the City's vision of Norman as a place that offers affordable housing opportunities for all residents, past, present, and future and to ensuring that Norman remains an attractive, lively place where people feel healthy and safe. The professional services secured by this are intended to build on the successes of previous efforts the City has taken to enhance housing affordability. The services covered by agreement are intended to serve the following purposes:

1. Update the City of Norman Zoning Code and Subdivision Regulations: The City of Norman's current Zoning Code, Chapter 36, adopted in 1954, has received updates throughout the years, but remains inflexible and unproductive, and it fails to anticipate or incorporate allowances, for the types of affordable development the City is looking to encourage. The Code also includes few provisions geared towards existing, non-conforming buildings, infill development, and could benefit from enhanced and streamlined administrative approval processes. The related Subdivision Regulations, while more recently adopted, are based on the type of development the Zoning Code was designed for – greenfield development of large-lot, single-family homes. An overhaul of the current Zoning Code and Subdivision Regulations, possibly for the creation of a Unified Development Ordinance (UDO), would lead to consistent, reliable regulations that positively benefit housing/overall development production for years to come.
2. Conduct a Parking Study to Determine the Impact of Minimum-Maximum Regulations on Housing Affordability: The City of Norman's minimum parking recommendations and requirements are often cited as inhibiting the construction of new housing. In 2022, the City updated parking requirements for all uses except single- and two-family dwellings, fraternity and sorority houses and mobile home parks, to recommendations. While this was a step in the right direction, the City is considering the implications of enacting maximum parking requirements as well and would benefit from a comprehensive study of these matters. Changes to parking standards can be adopted under the existing Comprehensive Plan and Zoning Code, but will require this comprehensive study to determine the extent to which these should be updated. As such, this project would include a comprehensive evaluation of parking supply and demand near OU campus, downtown, and for typical use categories.

The Professional Planning Services Agreement with Clarion, K-2526-161, establishes Clarion as an independent contractor leading a team of consultant subcontractors to implement the services described in the City's RFP. Clarion's proposal dated August 22, 2025, referenced and incorporated into this Agreement, identifies a team of sub-consultants including RDG Planning & Design, Nelson Nygaard Consulting Associates, Inc., and Parkalytics. Clarion, utilizing its team, proposes to provide the services set forth in Attachment A to the agreement, which includes detailed and separate scope documents for the Development Code Update and Parking Study.

The projects are projected to take 24 months to complete, as shown in Attachment B of this contract, and provided for a cost, and based upon a billing schedule, set forth in Attachment C. Approved Additional Services for this contract are included in the approved scope. No Additional Services will be performed without further City approvals.

The scope documents proposed accommodate the involvement of a Norman Project Team consisting of city project leadership staff and Clarion's team, residents and community members included through public outreach efforts planned throughout the process, a Working Group of as many as twenty (20) members including city staff and private-sector professionals with experience utilizing the affected codes that will contribute experience and insight to the process. The Agreement provides for regular public outreach, Norman Project Team meetings and at least quarterly updates to Planning Commission and City Council. The Agreement otherwise requires the City's standard professional insurances and contract terms for the provision of professional services of this nature. Other provisions particular to or required by the Notice of Funding Opportunity governing this Agreement and grant opportunity have also been included for the purposes of compliance.

Funds have already been appropriated into HUD Zoning Code & Subdivision Update (Project GC0099, Account No. 21240003-46201 Design) in the amount of $550,000 and to HUD Parking Study (Project GC0101, Account No. 21240003-46201 Design) in the amount $150,000. After reimbursement, funds will be received into PRO Housing Grant (Account No. 212-333380).

RECOMMENDATION:

Staff recommends that City Council approve Contract Number K-2526-161 between the City of Norman, Oklahoma, and Clarion Associates, Inc. in the amount of $480,335 for the Development Code Update and Parking Study beginning March 25, 2026.

Agreement Between
CITY OF NORMAN, OKLAHOMA
and
Clarion Associates, Inc.
for Professional Planning Services

This Agreement, made and entered into this 24th day of March, 2026 (Effective Date), by and between the City of Norman, a municipal corporation ("CITY" or "CLIENT") and Clarion Associates, LLC, a Colorado limited liability company registered to do business in the State of Oklahoma ("CLARION").

RECITALS

WHEREAS CLIENT requires professional planning services in order to develop and draft an updated Development Code for the City of Norman, including a new Zoning Code, updated Subdivision Regulations and other related provisions requiring evaluation/audit/diagnosis/mapping services; and also to conduct a Parking Study, including inventory/analysis/recommendation services, all as more fully described in this Agreement and as set forth in the attached Scope of Services, as outlined herein (hereinafter referred to as "Project Services"); and

WHEREAS, CLARION, itself and through its identified subcontractors, has offered to provide the Project Services defined herein;

NOW, THEREFORE, the parties hereby agree as follows:

AGREEMENT

1. Term of Agreement. This Agreement shall cover services rendered beginning March 25, 2026.

2. CLARION's Services. CLARION, itself and through its subcontractors, agrees to provide services described in **Attachment A**, which is attached hereto and incorporated by reference into this Agreement.

2.1 CLARION an Independent Contractor. The parties agree that CLARION shall act and be an independent contractor and not an employee of the CLIENT, and shall obtain no rights to any employee benefits which accrue to CLIENT's employees. All services performed pursuant to this Agreement shall be performed by CLARION as an independent contractor. CLARION shall not have the power to bind or obligate the CLIENT except as set forth in this Agreement or as otherwise approved by the CLIENT in writing.

2.2 CLARION Personnel and Subcontractors. CLARION has been selected pursuant to a Request for Proposals process wherein CLARION proposed its provision of the Project Services with a team composed of direct and indirect subcontractors (the "RFP Subcontractors"), and as may be further described in Attachment A. The RFP Subcontractors are identified in CLARION's August 22, 2025 response to the RFP (CLARION RFP Response) shall not be made a party to this Agreement, and take no rights hereunder; however, the RFP Subcontractors' involvement in the project is a material term to this Agreement. CLARION may not remove, replace or substitute any RFP Subcontractor with another subcontractor without the City's express and written consent. Any other or additional contractors, consultants or subcontractors from whom CLARION may wish to receive services as part of its performance of the Project Services, other than an RFP Subcontractors, shall be selected by CLARION in consultation with the CLIENT. Additionally, the team identified in CLARION's RFP Response was a material factor in CLARION's selection for this Project, and CLARION will work in consultation with the CLIENT regarding any proposed team member substitutions, additions or removals. CLARION shall be solely responsible for the payment of wages, salaries, fringe benefits and other compensation of, or claimed by, CLARION's personnel in the performance of the Project Services, including, without limitation, contributions to any employee benefit plans and all payroll taxes. CLARION shall be further be solely responsible for the payment of compensation claimed by its subcontractors in the performance of Project Services.

2.3 Additional Services and Reimbursables. Attachments A through C shall identify Project Services, Additional Services and Reimbursables. If, during the progress or upon completion of the Project Services, it is desirable or necessary to the CLIENT, CLARION may perform Additional Services. Any Reimbursables shall be submitted by CLARION only as outlined in the referenced Attachments, and shall not exceed the amounts set forth therein. To the extent the parties mutually agree to the provision of Additional Services or inclusion of Reimbursables not outlined in the referenced Attachments, any such further agreement shall be set forth in writing as an amendment to this contract, and shall approved and executed by both parties. Additional Services shall not be performed by CLARION, or any of its personnel or subcontractors, except upon written direction of the CLIENT.

2.4 Professional Responsibility. CLARION shall endeavor at all times to deliver the Project Services in a professional, effective, and timely manner pursuant to this Agreement and at all times provide the level of skill, care, and diligence in the performance of the Project Services hereunder in accordance with those customarily accepted in the respective profession(s). If CLARION or its subcontractors, including the RFP Subcontractors, fail to meet the foregoing standard, CLARION will perform at its own cost, and without reimbursement from the CLIENT, the professional services necessary to correct errors and omissions that are caused by this failure.

2.5 Schedule. CLARION's services shall be performed as expeditiously as is consistent with its professional skill and the Standard of Care stated herein, and according to the Schedule set forth in **Attachment B**.

2.6 Safety. In the performance of the Project Services, CLARION shall comply with the applicable provisions of the Federal Occupational Safety and Health Act, as well as any pertinent federal, state and/or local safety or environmental codes that are in effect at the time of this agreement.

3. Compensation. Excepting any Additional Services provided as set forth in Paragraph 2.3 or Reimbursables, CLARION's compensation for Project Services shall be in an amount not to exceed $480,335.00 as outlined in **Attachment C**, attached hereto and incorporated by reference into this Agreement, which includes certain Additional Services and Reimbursables.

3.1 Reimbursable Expenses. All travel, printing/duplication, and additional meeting costs will be billed to the CLIENT at cost not to exceed those amounts set forth in Attachment C.

3.2 Deliverables. CLARION and its subcontractors shall provide deliverables identified in Attachment A. All deliverable documents or reports will be provided in digital format in Microsoft Word, Excel, or PowerPoint, or in Adobe InDesign or Illustrator. Maps will be provided in GIS format. If requested by the project manager, CLARION will provide up to 10 hard copies of the final Development Code and/or Parking Study.

General Deliverables

Products produced as part of the Development Code and Parking Study process, including but not limited to GIS layers, studies, documents, drawing, etc., created specifically for this project and based on the City of Norman shall be the property of the City. Original files, including GIS mapping, Photoshop, illustrations, and renderings shall be provided to the City in totality, both digitally and via a secure device, such as a USB, to ensure integrity of the files.

3.3 Payment Terms. Payment for services shall be made per monthly invoices for services performed within 30 days of receipt of invoice. Upon written notice to CLARION, the CLIENT shall have the right to withhold payment to CLARION for any work not substantially completed as outlined in the scope until such time as CLARION completes such work. For Additional Services not already set by this Agreement, and for any extra public meeting attendance, payment by CLIENT shall be based on hourly rates included in Attachment C.

4. CLIENT Responsibilities.

4.1 Access to Work. The CLIENT shall make best efforts to arrange access to and make provisions for CLARION and its personnel, contractors or sub-contractors to enter upon public and private lands as required to perform such work as inventories, field surveys, and inspections in the development of the Project.

4.2 Records, Files, and Previous Planning Efforts. CLIENT agrees to provide CLARION with all information, surveys, reports, CAD files, and professional recommendations and any other related items reasonably requested by CLARION in order to provide its professional services to the extent CLIENT is legally permitted to do so. CLARION may rely on the accuracy

and completeness of these items. CLIENT agrees to provide such items and to render decisions in a timely manner so as not to unduly delay the orderly and sequential progress of CLARION's services.

4.3 Mapping. The CLIENT will provide all land use data in a GIS format. The collection of this necessary data through a land use inventory conducted by CLARION will constitute additional services beyond the scope of work identified in Attachment A. The CLIENT will assist CLARION in obtaining all available electronic maps in a form reasonably usable by CLARION, including recent plats and other changes since the completion of the community comprehensive plans.

4.4 Consideration of CLARION's Work. The CLIENT shall give thorough consideration to all reports, drawings, and other documents presented for review by CLARION and shall inform CLARION of all decisions in a reasonably timely manner avoid undue delays.

4.5 Working Group Involvement. The CLIENT shall identify a working group for participation program of the planning processes outlined in Attachment A.

4.6 Meetings. The CLIENT shall provide logistical support for all meetings, including arranging for meeting places and required public notifications. The CLIENT shall be responsible for any costs associated with required public meetings, public notices, and other meetings associated with the Project, excluding any items included within the scope outlined in Attachment A. CLARION agrees to attend public meetings in Norman, OK as identified in Attachment A.

4.7 CLIENT's Representative. The CLIENT's representative, the Director of Planning and Community Development, and their designee the Planning Services Manager, or such other person as designated by the CLIENT, shall be responsible for communications regarding the CLIENT's portion of the Project management.

5. Insurance Requirements. During the term of this Agreement, CLARION shall maintain, and where work is subcontracted or sublet, CLARION shall ensure all subcontractors (including the RFP Subcontractors) maintain, at a minimum, the following insurances:

5.1 General Liability. Commercial general liability insurance in the amount of $1,000,000 per occurrence/$2,000,000 annual aggregate, which provides coverage for claims for claims arising from personal injury, bodily injury and property damage.

5.2 Automobile Liability. Automobile liability coverage for non-owned and hired autos, in the amount of $1,000,000.00 per occurrence which protects CLARION/subcontractors from claims for bodily injury and property damage.

5.3 Workers' Compensation Insurance. Workers' Compensation Insurance as required by all applicable State statutes, for all of their respective employees, and in case any

work is sublet, CLARION shall require any subcontractors to provide Workers' in compliance with Oklahoma law.

5.4 Professional Liability. CLARION and its contractors and subcontractors shall maintain insurance protection from damages arising from its professional acts, errors and omissions in the amount of $1,000,000 per claim and $2,000,000 in the aggregate.

5.5 Additional Terms. The CLIENT shall be listed as an additional insured as respects the General Liability and Automobile Liability policies required herein. CLARION hereby indemnifies the CLIENT for any damage resulting to it from failure of either CLARION or any of its contractors or subcontractors to obtain and maintain such insurance according to the terms of this agreement. Prior to commencing services, and on an annual basis thereafter, CLARION shall, if requested, provide CLIENT with certificates of insurance establishing and attesting to the existence of the insurance coverage required by this Agreement. Such certificates shall provide that no coverage shall be cancelled without 10 days written notice to CLIENT. In the event CLARION does not obtain or maintain the coverage required by this Agreement, CLIENT may, at its option, immediately terminate this Agreement.

6. Termination. Either party may terminate this Agreement at any time, with or without cause, by giving ten (10) calendar days' notice to the other party in writing. In the event of termination, all finished or unfinished reports, or other material prepared by CLARION pursuant to this Agreement, shall be provided to the CLIENT. Upon termination the CLIENT shall pay CLARION for all undisputed services rendered and costs incurred up through the termination date for any substantially complete work on the project prior to the date of termination. The CLIENT shall have all remedies available at law in pursuing recover relating to any breach of this Contract by CLARION.

7. Indemnification. To the extent allowed by law, including the Constitution of the State of Oklahoma, CLIENT and CLARION agree to indemnify, and hold each other harmless from and against any and all claims, liabilities, suits, demands, losses, costs and expenses, including, but not limited to reasonable attorneys' fees and all legal expenses and fees incurred through appeal, and all interest thereon, resulting to any and all persons, firms or any other legal entities on account of any damages or losses to property or persons, including injuries or death, arising out of the Project and/or this Agreement, to the extent such damages or losses are found by a court or forum of competent jurisdiction to be caused by that party's negligent errors or omissions arising during performance of this Agreement.

8. Ownership of Work Product. Upon receipt of valid payment, all documents and materials prepared pursuant to this Agreement are the property of the CLIENT, although CLARION may retain physical possession of them for the convenience of the CLIENT. CLIENT shall have the unrestricted authority publish, disclose, distribute, and otherwise use, in whole or in part, any reports, data, or other materials prepared under this agreement. Unless, otherwise specified in writing by the CLIENT. CLARION may presume that any document delivered to the CLIENT is

a public document. To the extent allowed under applicable law, CLIENT shall indemnify and hold harmless CLARION and its subconsultants against all claims, losses, damages, injuries, and expenses, including reasonable attorneys' fees arising out of change to, or re-use of deliverables by an authorized third party consultant of the CLIENT for any other project.

9. Disputes and Mediation. In the event of a dispute between the CLIENT, or either of them, and CLARION arising out of or related to this Agreement, the aggrieved party shall notify the other party of the dispute within a reasonable time after such dispute arises in an effort to resolve the dispute by direct negotiation or mediation. During the pending of any dispute, the parties shall continue diligently to fulfill their respective obligations hereunder. CLIENT and CLARION agree that any Party initiating a claim relating to the services provided by this agreement shall be entitled, but not obligated in all cases, to demand mediation of the claim before pursuing any other types of relief or litigation. The mediation shall be conducted by a third party mediator acceptable to the parties located in the Norman or Oklahoma City areas. The aggrieved party shall make a demand for mediation within a reasonable time after a claim or dispute arises, and the parties agree to mediate in good faith. In no event shall any demand for mediation be made after such claim or dispute would be barred by applicable law. Excepting particular or unusual circumstances or other agreements between the parties, mediation fees shall generally be shared equally.

10. Notices. All notices here under shall be given in writing and mailed postage prepaid, addressed as follows:

A. To CLIENT:

(All Notices sent to ALL listed persons)

Jane Hudson
Director of Planning and Community Development
Lora Hoggatt
Planning Services Manager
Development Center
225 N. Webster Ave
Norman, OK 73069

Scott Sturtz
Public Works Director
Development Center
225 N. Webster Ave.
Norman, OK 73069

Ricky J. Knighton
City Attorney
201 W. Gray
Norman, OK 73069

B. To CLARION:

Clarion Associates, LLC
Attn: Elizabeth Garvin, Esq., AICP
1630 Welton St., Suite 1000C
Denver, CO 80202
egarvin@clarionassoiates.com

Gabby Hart, AICP
1630 Welton St., Suite 1000C
Denver, CO 80202
ghart@clarionassociates.com

Nothing contained in this section shall be construed to restrict the transmission of routine communications between representatives of the CLIENT and CLARION.

11. **Public and Media Relations.** CLARION shall be permitted to identify CLIENT as a customer, to use CLIENT's name in connection with proposals to prospective customers, to reference CLIENT on the CLARION website and to otherwise refer to CLIENT in print or electronic form for marketing, publicity or reference purposes. However, CLARION shall not publish CLIENT's confidential or proprietary information, including where the CLIENT has previously advised CLARION in writing of the specific information considered by CLIENT to be confidential or proprietary. CLARION shall coordinate all publicity efforts relating to the work covered in this Agreement with CLIENT and shall include in all such communications the City's Chief Communications Officer, as available. Each party agrees to assist the other party in seeking to promote the work completed under this Agreement and to mention the other party in press and promotional materials. CLIENT agrees to credit and reference CLARION in all material (print or electronic) relating to the work covered in this Agreement and to seek prior written approval for content that makes reference to CLARION beyond simple mention.

12. Grant Funding Certifications. CLARION shall herein certify awareness of and compliance with all known federal, state, and local laws, ordinances, and regulations applicable to the Project Services. CLARION shall secure all licenses, permits, etc. from public and private sources necessary for the fulfillment of its obligations under this Agreement. To the extent a change in applicable law materially alters the services provided by CLARION hereunder, CLARION shall submit a proposal for Additional Services allowing CLARION's compliance with said change in law. CLARION acknowledges receiving a copy of the Notice of Funding Opportunity (NOFO) particularly applicable to the Pathways to Removing Obstacles to Housing (PRO Housing) grant program under which the CLIENT is a grant funding recipient, pursuant to which CLARION further certifies as follows:

12.1 No Conflict of Interest. CLARION covenants that no officers or employees of any governing board of CLARION, nor of any subcontractor hired by CLARION for the Project Work, have any interest, direct or indirect, and that none shall acquire any such interest during their tenure or for one year thereafter that would conflict with the full and complete execution of this contract. CLARION further covenants that in the performance of this contract no person having

any such interest will be employed by CLARION or any of its subcontractors for the Project Services. CLARION further certifies that it, and any of its subcontractors for the Project Services, have made no payment, given, donated or agreed to pay, give or donate, either directly or indirectly, to any elected official, officer or employee of the City of Norman, money or any other thing of value to obtain the award of this contract.

12.2 Duplicative Services. CLARION will not perform duplicative services under this contract and shall proactively engage in discussions with the City of Norman regarding the potential for any duplication of services or costs in order to avoid said duplication.

12.3 Responsible Contractor. CLARION is a responsible contractor, and it and its chosen subcontractors for the Project Services possess the ability perform successfully under the terms and conditions of this contract.

12.4 Disadvantaged Businesses. CLARION recognizes a duty, when possible, to ensure that small businesses, minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms (See U.S. Department of Labor's list) are considered for use in providing the Project Services under this contract.

12.5 Compliance with Federal Laws. To the extent applicable to the Project Services, CLARION agrees to comply with applicable federal laws, including the Build America, Buy America (BABA) Act, 41 USC § 8301, and further set forth in 2 CFR part 184; the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976 as amended, 42 U.S.C. 6962, and further addressed in 40 CFR part 247; Executive Order 14057, section 101, Policy; federal waste fraud, abuse and whistleblower protections pursuant to 41 U.S.C. § 4712; the Davis-Bacon Act, as amended (40 U.S.C. 3141-3148), as supplemented by 29 SCR Part 5; the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3); Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708), as supplemented by Department of Labor Regulations (29 CFR Part 5); Clean Air Act (42 U.S.C. 7401-7671q and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), and applicable standards, order or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended; and the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352).

12.6 Equal Employment, Non-Discrimination and Non-Abridgement. CLARION affirms its policy to recruit and hire employees without regard to race, age, color, religion, sex, sexual preference/orientation, gender identity and expression, marital status or familial status, including marriage to a person of the same sex, citizen status, national origin or ancestry, place of birth, presence of a disability or status as a Veteran of the Vietnam era or any other legally protected status, including receipt of public assistance, and shall not discriminate or abridge any rights on the basis thereof. CLARION further certifies compliance with applicable federal laws relating to equal employment opportunity, non-discrimination and non-abridgement.

12.7 Debarment and Suspension. CLARION is not listed on the government

exclusions in the System for Award Management (SAM), in accordance with the OMB Guidelines at 2 CFV 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp. p. 235), "Debarment and Suspension."

13. General Contract Terms.

13.1 Waiver. A waiver by any party of any breach of this Agreement by any other party shall only be in writing. Such a waiver shall not affect the waiving party's rights with respect to any other or further breach or the same kind of breach on another occasion.

13.2 Force Majeure. No Party will be liable for inadequate performance to the extent caused by a condition (for example, natural disaster, act of terrorism, riot, labor condition) that was beyond the Party's reasonable control.

13.3 Assignments. No Party shall assign any rights or duties under this Agreement without the prior written consent of the other Party, which consent may be granted or withheld in such other party's absolute discretion. Nothing contained in this Section shall prevent CLARION from engaging independent consultants, associates, and subcontractors to assist in performance of the Project Services. Each Party binds itself and its successors and assigns to all provisions of this Agreement.

13.4 No Third Party Rights. The provisions of this Agreement shall not be deemed to create any third party benefit hereunder for any member of the public or to authorize any one, not a party hereto, to maintain suit pursuant to the terms of this Agreement.

13.5 Severability. The invalidity, illegality, or unenforceability of any provision of this Agreement or the occurrence of any event rendering any portion or provision of this Agreement void shall in no way affect the validity or enforceability of any other portion or provision of this Agreement. Any invalid, illegal or unenforceable provision shall be deemed severed from this Agreement, and the balance of this Agreement shall be construed and enforced as if it did not contain the particular portion or provision held to be invalid, illegal or unenforceable. The parties further agree to amend this Agreement to replace any stricken provision with a valid, legal and enforceable provision that comes as close as possible to the intent of the stricken provision. The provisions of this Section shall not prevent this entire Agreement from being invalidated should a provision which is of the essence of this Agreement be determined to be invalid, illegal or unenforceable.

13.6 Changes to this Agreement. Except as provided herein, this Agreement may be modified only by a written agreement executed by CLIENT and CLARION.

13.7 Governing Law, Situs and Forum. The parties agree that the situs of the Project subject to this Agreement is Norman, Cleveland County, State of Oklahoma. This Agreement shall be construed, interpreted and applied in accordance with the laws of the State of Oklahoma and any action shall be properly brought in the Oklahoma District Court in and for Cleveland County or the United States District Court for the Western District of Oklahoma.

13.8 Entire Agreement. This Agreement, and its Attachments A, B and C incorporated by this reference, represents the entire and integrated agreement between CLIENT and CLARION and supersedes all prior negotiations, statements or agreements, either written or oral. There are no conditions, agreements or representations between the parties except as expressed herein. Nothing in this Agreement shall be construed as creating a contractual relationship for the benefit of any third party.

13.9 Authority. Each Party represents to the other Party that it has the power and authority to enter into this Agreement and that the person(s) executing it on its behalf has the power to do so and to bind it to the terms of this Agreement. CLARION represents that it has taken all action necessary or appropriate to authorize it to execute, deliver and perform this Agreement and to cause it to be binding upon CLARION.

13.10 Covenant Against Contingent Fees. CLARION warrants that CLARION has not employed or retained any company or person, other than a bona fide employee working for CLARION, to solicit or secure this Agreement, and that CLARION has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gifts, or any other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the CLIENT shall have the right to annul this Agreement without liability or, at its discretion, to deduct from the contract price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

13.11 Acknowledgement. If CLARION has 10 or more full-time employees during the term of this Agreement, and this Agreement has a value of one hundred thousand dollars ($100,000) or more, CLARION hereby represents, warrants, covenants to the OWNER that, in accordance with and pursuant to 21 O.S. § 1289.31 (i) it does not have a practice, policy, guidance or directive that discriminates against a firearm entity or firearm trade association, and (ii) will not discriminate against a firearm entity or firearm trade association during the term of this Agreement.

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IN WITNESS WHEREOF, CLARION and the CLIENT have executed this Agreement as of the Effective Date.

CLARION ASSOCIATES, LLC (CLARION):

BY:

Elizabeth Garvin

Elizabeth Garvin, Director

ATTEST:

SKM_C450i23072015530

Final Audit Report 2026-03-18

Created:	2026-03-18
By:	Lora Hoggatt (lora.hoggatt@normanok.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAQgLMkSGljDVnrtiqCXuV6b-Y3t025aLd

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Document created by Lora Hoggatt (lora.hoggatt@normanok.gov)
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Document e-signed by Elizabeth Garvin (egarvin@clarionassociates.com)
Signature Date: 2026-03-18 - 8:42:42 PM GMT - Time Source: server

Agreement completed.
2026-03-18 - 8:42:42 PM GMT

CITY OF NORMAN, OKLAHOMA (CITY):

BY:

_____

Stephen Tyler Holman, Mayor

ATTEST:

_____

Jamie Meyer, Interim City Clerk

Approved as to legality and form this 18 **day of** March **, 2026.**

Christine C Buckala

City Attorney's Office

DEVELOPMENT CODE UPDATE SCOPE OF WORK

This Scope of Work refers to the Norman Zoning Code and Subdivision Code jointly as the "Development Codes."

PARTICIPANTS AND PROJECT COMMITTEES

Norman Project Team (NPT) – City's Project Manager and core project leadership staff (e.g., Planning and Community Development, Public Works, City Attorney's Office).

- Role: Project management
- Meeting Frequency: At least twice a month

Residents and Community Members – Members of the public who will be asked for input and feedback about topics in the NDC that are important to the community (typically as identified in Norman's adopted plans).

- Role: input and feedback about regulatory preferences, identification of community concerns
- Meeting frequency: one set of meetings (2-3 meetings) for each draft installment; multiple meeting options for public draft review, as determined by the Public Engagement Plan.

Working Group (WG) –Project support group of up to 20 members that includes representatives from: (1) all City departments who use the Development Codes, and (2) private-sector professionals who use the Development Code frequently as part of their work (e.g., developers and builders, design professionals, civil engineers, and land use attorneys) who will provide input and comment on the NDC Technical Draft and the Parking Study.

- Role: Technical and subject matter input about draft regulations, parking, and City review processes
- Meeting frequency: Monthly

Planning Commission and City Council (PC and CC) –The primary elected and appointed decision-making bodies who provide feedback and guidance about policy implementation and Development Code updates, we may also interact with the Board of Adjustment and other boards and commissions whose missions are impacted by the NDC.

- Role: Policy clarification and drafting guidance/instruction
- Meeting frequency: at least quarterly, more often as needed

The meetings addressed in this scope are exclusive of those addressed in the Parking Study scope. Every effort will be made to conduct meetings efficiently for the purposes of both drafts and Clarion shall ensure meeting attendance of only necessary team personnel and leads.

TASK 1. PROJECT STARTUP

This task is designed to establish and set in motion the processes and conversations that will lay the foundation for the success of the project.

1.1: PROJECT MANAGEMENT MEETING

An initial virtual kick-off meeting will be held with the Norman Project Team (NPT) to confirm project roles and responsibilities, gather background data and information, and establish an agenda and dates for the initial round of project orientation meetings. As part of this Task, the consultant team will prepare:

PUBLIC ENGAGEMENT PLAN (ONGOING)

Building on the conversations started with the AIM Norman process, the PEP will establish an engagement process that helps educate and inform community members who are eager to work on zoning about how they can participate in the Development Code update and Parking Study across the course of both processes. The Public Engagement Plan will describe our overall approach to public participation, incorporate methods to secure and maintain community participation, and identify key milestones to reflect on the success of the engagement process and switch modes as needed to respond to changing circumstances throughout the duration of the project. We will work with the City Communications team to incorporate key deadlines, refine outreach messages to ensure they resonate with the community, and follow through on consistent project messaging and information sharing throughout the project.

PROJECT MANAGEMENT (ONGOING)

We rely on effective project management as an essential component of getting to adoption. Our goal is to complete our projects on time and within budget and we find that our success at this is due in part to our communication with our clients throughout the project. As the project gets underway, we will schedule regular consultant/staff project coordination calls – typically every other week. We use these calls to talk through the full range of project scheduling, community outreach, and drafting issues.

1.2: ORIENTATION MEETINGS

The Clarion team will start the project with a series of live and virtual project orientation meetings with City staff from all departments that interact with the NDC as well as Norman's elected and appointed officials. Topics will include overall project goals, scope and schedule, ongoing City activities that may impact the NDC update, initial strategies for public involvement, and key issues for the new NDC. The Clarion team will be on-site for two full days and will schedule as many orientation meetings as possible during that time, with the remaining orientation meetings scheduled virtually over a two-to three-week period to accommodate the schedules of the various participants.

TASK 1 SUMMARY			
	CLARION RESPONSIBILITIES	NPT ESPONSIBILITIES	OUTREACH PARTICIPANTS
TASK 1.1 Project Management	• Draft and maintain Public Engagement Plan and Project Management Plan • Organize project management calls • Start project branding and website creation	• Provide background materials • Comment on Public Engagement Plan • Provide public schedule updates • Participate in project management calls	• NPT

TASK 1 SUMMARY			
	CLARION RESPONSIBILITIES	NPT ESPONSIBILITIES	OUTREACH PARTICIPANTS
TASK 1.2 Orientation Meetings (in person and virtual)	• Draft invitations and agenda(s) • Facilitate meetings • Initial and wrap-up meetings with NPT	• Schedule meetings with City staff and officials • Participate in meetings	• All Community Development divisions • PC/CC members • Downtown Development Authority • Historic District Commission • Public Works • Engineering • GIS • Other Departments as determined by NPT

Task 1 Deliverables

1. Project Kickoff Memo
2. Public Engagement Plan
3. Project Management Workbook
4. Project Coordination Meetings Rolling Agenda
5. Orientation Meetings Invitation and Agenda
6. In-Person Orientation Meetings
7. Project Website

TASK 2. NDC EXISTING CODES ASSESSMENT [RFP TASK 1]

The Existing Codes Assessment helps us create a project roadmap for future drafting. We also use the Existing Codes Assessment to start educating the community about the importance of the Development Code update project and invite them to join in the project when they are ready.

2.1: NDC EXISTING CODES ASSESSMENT: STAFF REVIEW DRAFT

The Clarion team will conduct an analysis of the current Development Codes, AIM Norman Comprehensive Plans, and parking issues and combine our findings with information gathered during the project orientation meetings and issues identified by staff to prepare a detailed Assessment of topics that will be addressed as part of the NDC update. This Existing Codes Assessment will determine how well the current regulations support AIM Norman highlight areas where the Development Codes, including the City's approach to parking, are out of alignment with best practices, and identify contradictions, outdated terminology, or over-complicated processes that hinder development and enforcement.

The Existing Codes Assessment will also include descriptions of conceptual regulatory approaches and high-level parking requirement changes that could be used to resolve existing issues. Where appropriate, we will present several possible solutions, and work with the NDC to

ascertain which approach would work best in Norman based on staff capabilities, elected official preferences, and development community practices.

We will also use the Existing Codes Assessment to explore some of the big pictures issues the City has identified in the RFP, such as:

- By-right allowance for multiple housing types that are currently infeasible under the current code, with a focus on removing obstacles to affordable housing;
- Increasing overall flexibility of different uses in an effort to minimize the use of PUD/SPUD;
- Enhancing neighborhood walkability, limiting cut-through traffic, and improving connectivity;
- Exploring the possibility of minimum density requirements in key areas of the city;
- Promoting greater density along the proposed RTA corridor; and
- Coordination between the Development Code and the City of Norman Engineering Design Criteria and Standard Specifications and Construction Drawings for Streets, Storm Drainage, Water Lines, and Sanitary Sewers.

For each of these issues, we will provide a background explanation of why the topic is a key planning issue, some discussion of how peer communities have been addressing this issue, high level regulatory options, and recommendations for further community discussion to help identify concerns and possibilities.

Finally, the Clarion Team will provide a short summary of the pros and cons of creating a Unified Development Code in Norman. While our team usually recommends regulatory consolidation to make the Code as comprehensive as possible and help code users find needed information, we understand there are legitimate reasons for assigning some regulatory topics to other locations.

We will share the Existing Codes Assessment first draft internally with staff and WG to review and provide substantive feedback. Following staff preparation of one round of written comments, the Clarion team will revise the NDC Existing Codes Assessment and prepare the Public Review Draft.

2.2: NDC EXISTING CODES ASSESSMENT: PUBLIC REVIEW DRAFT

In this task, the Clarion team will work with the NDC Project Team to schedule in-person update presentations for the Planning Commission and City Council followed by up to four in-person community meetings, as detailed in the Public Engagement Plan, to share the NDC Existing Codes Assessment and collect community comments. The objectives of these meetings will be to invite the public into the NDC update conversation, preview the general scope and parameters of the issues that the project will address, and identify critical topics where more extensive community-based conversation will be needed to move toward shared resolution. We will summarize the feedback from the public outreach meetings and share it as an addendum to the NDC Existing Codes Assessment.

2.3: STOP-GAP MEASURES

As requested in the RFP, we will review the existing regulations to identify standards and provisions for infill and redevelopment to identify standards that can address project design to

help avoid undesirable or inappropriate development in the community. We will frame this task as a preliminary discussion between the consultant team and the NPT. Based on the outcomes of that discussion, the Clarion team will work with the City Attorney's Office and WG to either draft targeted revisions to the current Development Codes to address these issues or identify how these changes will be folded into the overall Development Codes update.

TASK 2 SUMMARY			
	CLARION RESPONSIBILITIES	NPT RESPONSIBILITIES	OUTREACH PARTICIPANTS
TASK 2.1 Staff Draft Existing Codes Assessment	• Staff draft NDC Code Assessment • Public Review draft NDC Code Assessment	• Provide consolidated written staff comments	• NPT
TASK 2.2 NDC Existing Codes Assessment Rollout	• Presentation materials as necessary (PowerPoints, handouts, boards) • Post NDC Issues Assessment to website for additional comment • Present assessment to PC, CC, and public	• Coordinate meeting logistics (scheduling, meeting space, food) • Comment on presentation materials • Post-outreach comments (any edits will be reflected during drafting)	• CAC, PC and CC • NDC Partners • Public
TASK 2.3 Stop-Gap Measures	• Stop-Gap Measures Memo identifying potential interim or short-term Development Code updates	• Provide consolidated written staff comments • Identify next steps for any necessary Development Code amendments and updates to PC and CC	• NPT • PC and CC

Task 2 Deliverables

1. Existing Codes Assessment: Issues List
2. Existing Codes Assessment: Staff Review Draft
3. Existing Codes Assessment: Public Review Draft
4. Public Presentation Materials
5. In-Person Presentations and Outreach Meetings
6. Public Comment Matrix
7. Stop Gap Measures Memo

TASK 3. PREPARE TECHNICAL DRAFT DEVELOPMENT CODE AND REMAPPING PROCESS [RFP TASKS 2,3]

With the Existing Codes Assessment and community feedback gathered, the Clarion team will begin drafting the new NDC. Historically, we have drafted a new Development Code in three installments (Zoning Districts and Land Uses, Development and Subdivision Standards, and Code Administration and Development Review Procedures) and collected both City and public feedback with each installment. This approach works well when the process primarily involves people who

are familiar with both the existing Development Code and the development process. However, over the past five to 10 years, we've noticed an increase in general public and interest groups (e.g., bicyclists, neighborhood organizations, and sustainability advocates) and know this is also the case in Norman.

To keep participants engaged and maintain a transparent and accessible process, we are evolving our engagement approach. For the new NDC, we propose creating a full Technical Draft during the first half of the project and doing outreach for a full Public Review Draft during the second half of the project. This brings the public into the project at a juncture where there is content and information that addresses their topic of interest and allows them to respond to concrete content and regulations as proposed in the draft. It also allows the public to see progress more quickly, by showing the connection between AIM Norman and the updates to the Development Code.

3.1: TECHNICAL DRAFT DEVELOPMENT CODE: STAFF REVIEW DRAFT

The Technical Draft of the NDC will incorporate the substantive changes agreed upon through the Existing Codes Assessment process. The draft will include graphics, tables, and charts to explain zoning and land use concepts, instead of voluminous text. Areas that will benefit from illustrations will be noted, though actual illustrations may not be finalized until final language is agreed in later drafts. The updated NDC will likely include a substantial amount of new information, presented in a new format. To make the review process more manageable for staff, each installment will include commentary and footnotes to explain changes in regulations and practice and the rationale behind each new provision. The commentary and footnotes will also demonstrate how the revised code addresses the issues noted in the Existing Codes Assessment.

DRAFTING ORGANIZATION

Installment 1 – Districts and Uses

This installment focuses on updating the current lineup of zoning districts to align with relevant City plans and policies. Revisions to dimensional standards accompany zoning district adjustments, and this installment also looks at needed improvements for any special districts or overlays the City has. Updates to the use regulations will also be included in this installment. This work includes revisiting the categories, specific use types, review type (e.g., permitted use, special use) and use-specific standards for clarity, relevance (do the standards reflect how this use is developed now?), and potential for approval streamlining. A proposed updated zoning map will be prepared in this installment and will be revised based on conversations throughout the drafting process.

Installment 2 – Development Standards

This installment focuses on the development quality standards, such as parking, landscaping, sustainability/resilience, access and circulation, sensitive area protection, building and site design, and exterior lighting. Context-sensitive design standards will be considered with the development standards and will be integrated and reconciled with any standards drafted during the zoning districts installment. The development standards are often the most complex part of a Development Code because of the breadth of standards and their relationship to standards that often live outside the Development Code (such as street standards and other engineering standards). We will work with staff to identify the appropriate location for and potential integration of standards within and outside the Development Code.

Installment 3 – Administration and Procedures

This installment focuses on streamlining the current procedures for development review applications. Clarion's expert drafters are experienced in establishing procedures that are easy to understand, are based on a consistent and predictable foundation, and apply objective approval criteria, while offering flexibility where appropriate. This installment will also include the general provisions of the Development Code, which contain important elements to ensure the new Development Code functions effectively (e.g., legal authority to regulate land development, relationship to other codes, nonconformities, and enforcement of the Development Code).

DRAFTING SEQUENCE

1. We will prepare the Technical Draft iteratively, first sharing all of the content for the current installment with the WG and NPT. We will schedule 90-minute to two-hour monthly WG meetings to discuss the proposed content
2. When a full installment has been reviewed by the WG, we will work with the NPT to identify appropriate updates and keep a list of issues for community or policy-maker discussion.
3. As we move into the second and third installments, we will maintain this review schedule and add the new installments to a consolidated draft that includes the content from the earlier installments. We will also incorporate notes or comments from Task 3.2, Community Engagement.

At the completion of the consolidated Technical Draft, we will work with the NPT to determine whether any additional review is needed before sharing the draft with the community.

3.2: TECHNICAL DRAFT DEVELOPMENT CODE: COMMUNITY ENGAGEMENT

While the Clarion team is working with the WG and NPT to prepare the full Public Review Draft of the new NDC, we will also be reaching out to the community to gather information to help us draft a new NDC that is unique to Norman, not an adjusted version of a code from a different community. We have had recent success with community-based outreach using some of the following exercises:

- Meeting-in-a-Box activity (live and online) to explore how neighborhoods and individuals see what is important to keep or change;
- Posting an interactive ESRI StoryMap to explain existing zoning and to gather feedback about potential zoning changes; and
- Project fact sheets and surveys to continue education from AIM Norman about density and housing choices and start a community-wide discussion about anticipating change.

Members of the Clarion team will schedule in-person meetings over a two-day session for each installment to initiate each of the community outreach activities and to help facilitate focus group discussions about both the outreach exercise and the draft NDC status. As allowed by the schedule, we will also provide project updates to the Planning Commission and City Council in-person during the community outreach sessions.

We will organize the comments received from the Planning Commission, City Council, and the public to review with the NPT. Our goal will be to identify any additional edits that need to be made to the Technical Draft.

3.3: PUBLIC REVIEW DRAFT DEVELOPMENT CODE: STAFF REVIEW DRAFT

Based on the comments received, the Clarion Team will revise the Technical Draft and create a staff review draft of the Public Review Development Code and a revised Zoning Map. Staff will have the opportunity to provide guidance on unclear or conflicting comments received during the community engagement process, identify outstanding issues, and refine mapping decisions.

The Clarion Team will incorporate all staff edits, hold two in-person review session with the WG (and a follow-up virtual review sessions if needed), and finalize the Public Review Draft of the Development Code.

TASK 3 SUMMARY			
	CLARION RESPONSIBILITIES	NPT RESPONSIBILITIES	OUTREACH PARTICIPANTS
TASK 3.1 Technical Draft NDC	• Staff draft Installments 1, 2, 3, and full code • Facilitate WG meetings • Present project overview to PC and CC • Revisions per NDC Project Team instructions • Post Technical Draft to website	• Distribute drafts and coordinate internal review • Schedule outreach meetings • Provide one round of consolidated written staff comments per installment	• NPT • WG • CAC, PC, and CC
TASK 3.2 Technical Draft NDC - Community Engagement	• Prepare materials for outreach activities • Facilitate public meetings • Collect and catalogue comments • Share public comments	• Review and comment on activities • Review public comments to identify appropriate edits • Answer questions as needed	• NPT • CAC, PC, and CC • Public
TASK 3.3 Public Draft Development Code - Staff Review	• Revisions per public comments and NPT instructions	• Distribute drafts and coordinate internal review • Schedule outreach meetings • Provide one round of consolidated written staff comments	• NPT

Task 3 Deliverables

1. Technical Draft: Installment 1
    a. Staff Review Draft
    b. WG Materials
    c. Key Issues Engagement Materials and Comment Summary List
    d. PC/CC Project Update Materials
    e. In-Person Presentations (WG/PC/CC) and Community Outreach Meetings
2. Technical Draft: Installment 2
    a. Staff Review Draft
    b. WG Materials

   c. Key Issues Engagement Materials and Comment Summary List
   d. PC/CC Project Update Materials
   e. In-Person Presentations (WG/PC/CC) and Community Outreach Meetings
3. Technical Draft: Installment 3: Staff Review Draft
   a. Staff Review Draft
   b. WG Materials
   c. Key Issues Engagement Materials and Comment Summary List
   d. PC/CC Project Update Materials
   e. In-Person Presentations (WG/PC/CC) and Community Outreach Meetings
4. Norman Development Code Public Review Draft
   a. Staff Review Draft
   b. WG Meeting Materials and In-Person Meetings
   c. Revised NDC Public Review Draft

TASK 4. PUBLIC REVIEW DRAFT NDC

When the Technical Draft review process and editing is complete, the Clarion team will move into the Public Review Draft phase of the project.

4.1: PUBLIC REVIEW DRAFT DEVELOPMENT CODE: COMMUNITY ENGAGEMENT

The Clarion team will post the Public Review Draft on the project website for comment. While the Public Review Draft is open for review, the Clarion team will facilitate three in-person and concurrent online learning and Q&A sessions about the various components of the NDC. Each of the learning sessions will be recorded and posted on the project website for later viewing. We also anticipate providing two project updates to the Planning Commission and City Council in this timeframe.

4.2: ADOPTION DRAFT DEVELOPMENT CODE

We will organize the comments received from the Working Group, Planning Commission, City Council, and the general public for a discussion with the NPT about which revisions to incorporate in the Adoption Draft Development Code. As with the Technical Draft and Public Review Draft, we will first prepare a staff review draft of the Adoption Draft Development Code. After one round of consolidated feedback on the staff review draft, we will prepare the Adoption Draft to be carried forward into the adoption process. While we are working on final edits, we will ask the Planning Commission to host a series of three workshops, open to the public, to review and discuss the updated Norman Development Code. Any additional Planning Commission recommended changes will be reviewed for inclusion in the Adoption Draft. This draft will include final versions of illustrations, charts, tables, and revised text and will address any outstanding issues noted in earlier tasks.

TASK 4 SUMMARY			
	CLARION RESPONSIBILITIES	NPT DRESPONSIBILITIES	OUTREACH PARTICIPANTS
TASK 4.1 Public Draft Development Code - Community Engagement	• Post Public Review Draft to website • Prepare materials for outreach activities • Facilitate learning sessions	• Review and comment on activities Review public comments to identify appropriate edits • Answer questions as needed	• NPT • CAC, PC, and CC • Public
TASK 4.2 Adoption Version Development Code	• Revisions per public, PC, and CC and NPT instructions	• Distribute drafts and coordinate internal review • Schedule adoption hearings and additional meetings as needed • Provide one round of consolidated written staff comments	• NPT

Task 4 Deliverables

1. Community Engagement Materials (for in-person and virtual meetings)
2. Materials for and In-Person Planning Commission Workshops
3. Updated Comment Summary List
4. Adoption Draft NDC

TASK 5. ADOPTION PROCESS AND NEW NDC IMPLEMENTATION

5.1: ADOPTION MEETING SUPPORT AND PRESENTATIONS

Following posting and distribution of the Adoption Draft, the Clarion team will present the Adoption Draft in person at one Planning Commission meeting and one City Council meeting. As needed, we will also support the NPT with supplementary materials or revised ordinance language.

5.2: POST-ADOPTION CODE CLEAN-UP AND IMPLEMENTATION SUPPORT

Clarion will prepare a final adopted version of the new Norman Development Code that reflects comments and amendments that result from the public hearings on the Adoption Draft. NDC implementation support will start in Task 4 and continue through the first full year of NDC use. The Clarion team will provide resources to assist staff with implementation of the updated NDC, working with the NPT to determine what types of resources would be most beneficial. Examples of the resources we have provided previous clients include: the preparation of administrative manuals, procedural checklists for development review, training in Microsoft Word styles (to assist in maintaining the numbered outline format of the document as it is amended over time), crosswalks between old and new regulations, and training sessions to familiarize staff and developers with the updated NDC. We will schedule one, two-day in-person meeting session and provide additional support virtually.

TASK 5 SUMMARY			
	CLARION RESPONSIBILITIES	NPT DRESPONSIBILITIES	OUTREACH PARTICIPANTS
TASK 5.1 Adoption Meeting Support and Presentations	• Prepare for and attend adoption hearings • Draft anticipated support materials	• Review support materials • Coordinate presentation and question responses	• NPT • PC and CC • Public
TASK 5.2 Post-Adoption Code Clean-Up and Implementation	• Revise NDC with any final edits • Draft implementation support materials and facilitate trainings/ workshops as needed	• Review final NDC edits and coordinate codification • Select and review desired implementation materials	• NPT

Task 5 Deliverables

1. Adoption Support Materials
2. In-Person Presentations at Planning Commission and City Council Adoption Hearings
3. Post-Adoption Revised NDC
4. Zoning Map will be delivered as an ESRI layer package
5. Implementation Materials (content as identified through discussion with NPT)

PARKING STUDY

Task 1 Study Initiation & Project Management

The Parking Study Project Manager, which will be identified by Clarion prior to beginning work, and will not be changed without Clarion consulting with the City of Norman, will provide oversight throughout the duration of the project to guarantee the City receives the highest quality study outcomes. Our process throughout the study will ensure that:

- The scope of services is produced, adhered to, and revised if mutually agreed to with the project manager
- The team is regularly informed of project status and is an active partner in the execution of the project
- Meeting materials and all deliverables are of the highest quality

1.1 Kickoff Meeting

The Parking Study Project Manager will facilitate a kickoff meeting, bringing together the City's project leads, key members of our team, and the WG to develop/confirm a common understanding of the objectives, requirements, timeline, and performance expectations for this component of the overall study. This meeting will review proposed scope and timeline proposed here, **and make necessary adjustments to guarantee the project will meet all City needs for the overall study, and realize the optimal potential for the parking study.** Key elements of the study to be confirmed, and documented within a Project Work Plan to include:

- Study Area/s

- Land Uses of Focus – A key focus for this parking study will be to analyze the dynamic, complex relationship between existing land uses and: related City parking code standards and requirements, on-site parking supplies developed to meet their parking needs, and levels of parking demand generated by each land use.
  - As such, the parking study must include the collection of data that can inform this analysis
  - As such, our data collection plan will need to prioritize data that can inform analysis of the land use of greatest concern for the City
  - This includes those land uses that seem to be consistently oversupplied by developers, especially when oversupplied independent of code requirements
  - This also includes uses suspected of creating risk of "spillover" parking if undersupplied or supplied/managed in a way that incentivizes off-site street parking
  - It will also likely include land uses that are of key concern to the City for reasons that will be revealed at the Kickoff Meeting.
- Data Collection Zones: Those proposed later in this Scope of Work will be presented for discussion, review, and revision into a final set of clearly defined zones that respond to the goals, objectives, and specific requirements outlined for the in the RFP.
- Data Collection Plan: A reliable and accurate dataset is essential to ensure the study is informed by data that is both comprehensive and directly responsive to the study's intent, goals, and objectives. Beyond getting the data right, success will require that all details and deliverables be discussed in depth and all expectations are clear.
  - Our team will work with the City to develop a clear **data collection plan** that specifies deployed technologies, collection zones and sites, schedules, quality control and assurance, and deliverables to ensure full transparency.
  - We will also develop a data-collection **schedule** that meets schedule requirements and ensures appropriate collection dates and times to capture representative conditions, as relates to seasonal variations, events, and other temporary conditions like street closures and repairs.
  - We will work closely with the team to make sure that our schedule, and any changes that occur, are transparent and well communicated throughout the project.
- Community Engagement Plan: Detailed plan for engaging key community groups to be prioritized for interviews and focus groups, including the approach, timing, and follow-up for incorporating received input into study analysis and outcomes.

1.2 Project Work Plan

Following the Project Kickoff Meeting, the Parking Study Project Manager will provide a final Project Work Plan (PWP), which supersedes and elaborates upon this Scope of Work, incorporating changes, expansions, and clarifications that reflect input received and consensus achieved on key elements of the parking study approach. This PWP will also incorporate final Data Collection and Community Engagement plans, as outlined below.

1.3 Data Collection Plan

Following the Project Kickoff Meeting, the Parking Study Project Manager will provide a draft Data Collection Plan, revising/finalizing the approach outlined in Task 1 below, based on feedback received during the meeting and any necessary follow-up communications with the Parking Study

Project Manager. Of crucial importance for timely completion of the data collection tasks will be achieving a clear consensus on:

- Data that will be provided by the City,
- Data that is available via other sources, and
- Data to be collected by the Consultant Parking Study Team (PST).

1.4 Community Engagement

The Parking Study Project Manager will coordinate with the City parking study team to:

- Leverage past and concurrent community engagement efforts, as feasible, to inform the parking study
- Engage with key members of the **WG** to inform the parking study, with a particular focus on complementing data findings from Task 1, providing essential insights into the conditions that underly that data, and the implications of the data findings for the parking study, and the City's overall goals related to the PRO Housing grant.
- Facilitate a combination of **Subject Area Expert (SAE) Interviews** – with key City staff, parking operators, developers, etc. – as well as **focus groups with key members of the WG and Residents and Community Members group organized for the Code Update** – developers, property/business owners, residents, advocates, etc.

Our proposed budget assumes no more than six SAE interviews, and no more than four focus groups, all to be completed via a combination of video-conferencing calls and/or on-site, in-person interviews that can be coordinated to coincide with other in-person elements of proposed project tasks. These and other details will be confirmed in a final Community Engagement Plan, included with the final Project Work Plan outlined above.

The meetings addressed in this scope are exclusive of those addressed in the Development Code scope. Every effort will be made to conduct meetings efficiently for the purposes of both drafts and Clarion shall ensure meeting attendance of only necessary team personnel and leads.

1.5 Project Coordination Calls

The Parking Study Project Manager will facilitate regular meetings at intervals to be determined at the project kick-off between City project leads, our project manager, and subconsultant leads, as needed and appropriate, to review interim products, provide timely feedback, and plan upcoming activities ensuring seamless coordination and execution. These 30-minute to one-hour meetings will be conducted via teleconference.

Task 1 Deliverables:

- Parking Study Work Plan: Final, approved Scope of Work, Budget, and Timeline, including detailed Data Collection Plan and Community Engagement Plan

Task 2 Document Existing Conditions

The success of this study begins with developing an effective data collection plan. The compiled data set must be comprehensive enough to capture key variables in the relationship between land uses, context, and parking generation. The data set must also be deep enough to identify consistencies within common sets of variables. This is essential for data collected to reliably

capture current rates of parking generation from individual land uses and destinations. The success of the data collection plan will require collaboration with the City team to ensure the collected data is broad enough and deep enough to capture these consistencies and distinctions for the land uses and contexts prioritized by the City. Our team, led by our partners at Parkalytics, bring specialized expertise in both data collection plan designs, and effective plan execution.

The first three sub-tasks below outline our proposed approach for the data collection plan, to be refined and finalized with the City project team. These are followed by sub-tasks proposed for the analysis of the collected data and a review of the current parking and related elements of the City's zoning/development codes.

2.1 Assessment Zones

For this task, the PST will confirm, via GIS-based maps and data, the zones within which parking inventories will be compiled and utilization conditions will be documented for this study. The following zones are assumed to be the focus for the study, to be confirmed during the Project Kickoff meeting, with details of on-street blocks and off-street parking locations to be included in the Data Collection Plan, provided prior to commencing Task 2.

- Downtown CBD
- Campus Corner
- University North Park
- Special Use Area
- Suburban Area

2.2 Parking Inventories

Within each Assessment Zone, the PST will compile an inventory of parking resources. The resources will be defined for each zone in the Data Collection Plan and will be likely to include some or all of the following information:

- **Off-Street Parking**
  - City Owned/Managed lots, with sub-inventories defined based on:
    - Hourly parking spaces
    - Daily/Monthly (permit) parking spaces
    - Time Limited parking spaces
    - Other key space types
  - Privately Owned/Managed lots, including facility-level inventories for
    - Commercial lots
    - Shared lots
    - Restricted lots determined to have shared parking potential

- **On-Street Parking**

  Block-face level capacity measures, including sub-inventory counts for:

  - Metered parking
  - Time-limited parking

- ADA parking
- Loading zones
- Bus Stops
- Other Key Uses

Additionally, the PST will work with the City project team to identify any on-street parking spaces included in these inventories that may be out of conformance with applicable regulations, such as Manual on Uniform Traffic Control Devices (MUTCD). Spaces identified by the City project team will be assessed via aerial imagery and/or direct physical inspection, as necessary, to determine their compliance status, non-compliant elements, and options for achieving compliance. Finally, the PST will work with the City project team to assess compliance of public parking inventories with current Americans with Disabilities Act (ADA)/Public Right-of-Way Accessibility Guidelines (PROWAG) requirements and design standards.

At the discretion of the City's project manager, Assessment Zone inventories will be adjusted to account for non-compliant spaces, and spaces that may need to be redesignated as ADA-reserved spaces.

2.3 Utilization Surveys

The Parking Study team will complete a series of utilization surveys, within each Assessment Zone, to capture parking occupancy levels and utilization patterns, as defined for each zone in the final Data Collection Plan, but likely to include some combination of the following:

- **Peak-Hour Counts**

  Collected to capture parking demand in a given location, at key times, to:

  - Quantity peak parking generation rates for a specific land use
    - Key to informing zoning/development code updates
  - Quantify peak parking demand for a given location, facility, or area
    - Key to defining supply deficits/surpluses, thus highlighting supply/capacity expansion and/or demand-reduction needs.
    - Key to identifying opportunities for management strategies to shift demand, from constrained locations to those with excess capacity

- **Hourly Counts**

  Collected to capture parking demand in a given location, at a key time period, over a period of time, including changes in demand over that period

  - Completed to capture times and locations marked by constrained, balanced, and/or underutilized supply conditions
  - Can be useful for identifying the timing and duration of constrained conditions – to better assess the costs/benefits of potential supply vs. management improvement opportunities

- **Turnover/Duration Surveys**
  - Collected to assess the level of parking activity that a given space, or set of spaces, accommodates over a key period of time.
  - Often collected to assess compliance with limits on parking duration, or to identify opportunities to shift longer-stay parking away from high-demand spaces where turnover is a key management objective.

- **Additional Conditions**

  Additional areas of observation/analysis were also identified in the RFQ for Task 1.A that will need to be identified via staffed field observations, rather than quantified via data collection and analysis:

- Locations for Ped/Bike Improvements
- Accessibility & Ease of Use Opportunities

2.4 Utilization Data Analysis

The PST will review and organize the data collected during Task 1.1 and Task 1.2 for a comprehensive analysis of occupancy/utilization conditions within each Assessment Zone. This analysis will be sufficient to:

- Identify areas where parking is consistently underutilized/oversupplied

  Identify which of these areas could accommodate more parking via management/regulatory changes

  This includes private parking that could absorb demand from adjacent areas if made more accessible through shared parking
- Identify areas where parking supplies are constrained

  Identify the days, times of day, and duration of these constrained conditions

2.5 Code Evaluation

The PST will assess the applicable current parking ordinances, working with the City project team to identify critical areas for analysis, including aspects of the current code that may be over- or under-anticipating parking needs, as well as missed opportunities to better guide or incentivize desired approaches to parking supply and demand management among new developments. Key code-supportive practices will also be identified, including curbside management practices in key growth areas as well as any policies and programs that facilitate/encourage reduced parking demand.

Code evaluation findings will be compared to a set of established and emerging best practices, selected to respond to the key issues and opportunities that are emerging at this concluding stage of existing conditions analysis. Codes and practices for off-street parking as well as related parking management and TDM practices will be highlighted, as may be appropriate to Task 1 findings to date.

Task 2 Deliverables: Existing Conditions Report

- Existing Conditions Report - Summary of all Task 1 Findings
  - One (1) digital copy of the Existing Conditions Report in Adobe Acrobat format.

  - Assumed to include at least two rounds of revisions, based on a consolidated set of non-conflicting comments provided by the City's project manager for each round.

- Parking Inventory and Utilization Data, Maps, and GIS files
  - Excel, PDF, and ArcGIS files
- Evaluation/Diagnostic/Audit of Existing Regulations and Related Materials
  - One (1) digital copy of the Evaluation/Diagnostic/Audit in Adobe Acrobat format.

Task 3 Assess Future Demand

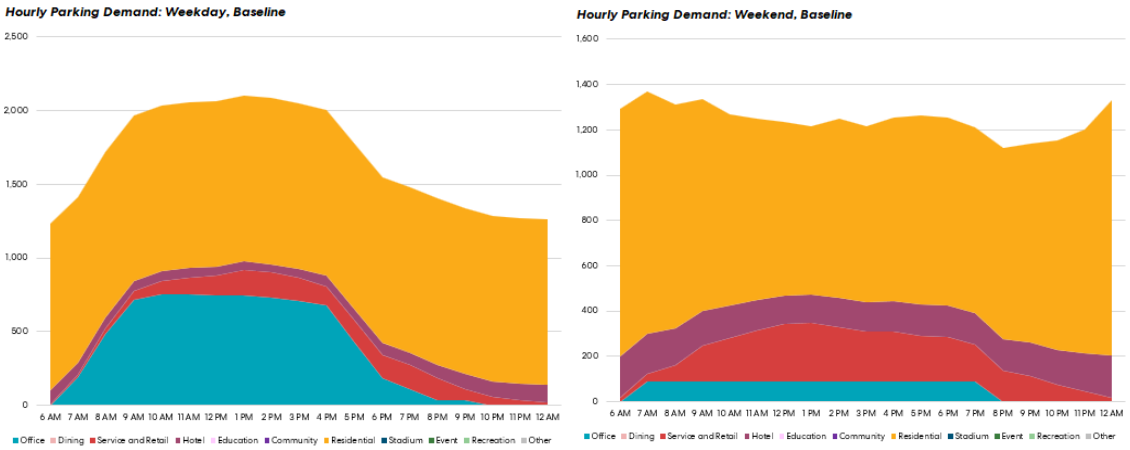
The PST will project potential future demand for parking within the study area, based on the existing demand levels and patterns documented in Task 2, as well as new demand based on current land use ordinances and projected business and residential growth, until at least 2045. To determine rates of growth for this assessment, we will work with the NPT to review recent growth trends, current and anticipated development projects, and any available growth forecasts determined to be reliable. This will include the types of land uses expected, including the number and types of housing units, as well as the levels of parking expected to be provided for each, based on historic norms, recent trends, and potential updates to code requirements, restrictions, and incentives.

Nelson\Nygaard's proprietary parking demand model will incorporate these anticipated measures to project future changes to:

- Study Area land use measures
- Study Area parking demand
- Study Area parking supplies

Nelson\Nygaard will use these inputs to develop up to three future-demand scenarios, and identify any significant demand/supply gaps projected for each – for key land use types, for each Assessment Zone, and for areas/districts that are expected to yield supply efficiencies through combinations of shared parking, land use mix, and non-driving mobility options. This "baseline" scenario will be assessed in comparison to two alternate scenarios, based on expected or potential changes, including anticipated implementation of recommendations from this study.

- **Scenario 1: Baseline Conditions**, minimal change that assumes no significant implementation of study recommendations expected to reduce parking demand rates/patterns within the study area
- **Scenario 2: Modest Change**, consistent implementation of recommendations that are likely to meaningfully reduce parking demand rates/patterns within the study area
- **Scenario 3: Transformative Change**, significant and sustained implementation of recommendations expected to transform the parking demand rates/patterns within the study area



The scenarios and their assumptions will be developed in coordination with the NPT and will reflect likely impacts of parking/mobility trends as well as implementation of study recommendations. For each scenario, the Parking Study team will assess model outputs, and articulate clear implications for:

- The adequacy of current parking supplies and development trends to meet short- and longer-term needs
- Areas and conditions in which parking is consistently undersupplied relative to demand, and potential zoning changes that could mitigate these conditions in the future, not limited to adjusting parking requirements
- Areas and conditions in which parking is consistently oversupplied relative to demand, any identifiable role that the current zoning likely plays in this, and potential zoning changes that could mitigate these conditions in the future
- The potential role of mobility improvements and parking/demand management in reducing parking demand in key growth areas, reducing needed parking supplies, and thus potentially increasing affordability for new homeowners, renters, and businesses

These findings and the overall approach and outcomes of this task will be summarized in text, tables, maps, and graphs and organized into a Future Demand Assessment summary memorandum.

Task 3 Deliverable: Future Demand Assessment Memo summarizing all task steps, analysis, and findings

Task 4 Parking Study Recommendations

4.1 City Team Workshop

The PST will facilitate a NPT workshop to develop a collaborative understanding of key Task 2 and Task 3 findings, introduce key considerations and available research on relevant strategies, and discuss implications for change options. Taking the time to build a shared understanding within the overall project team will be a critical step in creating a broader understanding of, and support for, eventual policy proposals. The workshop will culminate in documenting outcomes in the form of preliminary recommendations, based on a comprehensive review of potential recommendations. Potential recommendations will be organized for presentation and discussion, as suggested below, based on connections to key study objectives identified in the RFQ:

Supply, Demand, and Management Strategies for Meeting Current and Projected Public Parking Demand

- **Public-Private Partnerships**: Including creation of license agreements/memorandums of understanding for public use of private off-street parking lots and other innovative and creative parking solutions.
- **Pedestrian/Bicycle Connectivity Improvements**: Including signage, wayfinding, and lighting recommendations.
- **Area Specific Solutions:** For Transit-Oriented Development, Mobility Hubs, Public Transit, ridesharing, biking, micromobility, and pedestrian-friendly initiatives that affect parking demand.
- **Public Parking Supply/Location Changes:** Changes to public parking supply and locations, including establishing peripheral parking and repurposing existing parking spots where appropriate.
- **Parking Structures, Mobility Hubs, Loading Zones:** Including potential locations
- Curb Management Solutions: Seek to optimize space through strategies that balance competing demands, enhance mobility, and support economic activity while prioritizing accessibility and safety.
- **Comprehensive Information Programs and Initiatives**: Programs and initiatives such as educational, informational and/or marketing materials for local businesses and residents, rideshare and bike share programs, park and walk initiatives, employee and user incentives, parking demand management, and enforcement.
- **Paid Parking Strategies**: Changes to existing rates and locations for paid public parking that is managed by the City of Norman.

Code Strategies for Promoting Affordable & Workforce Housing

- **Minimum Parking Requirements/Recommendations**: Reducing, increasing, or eliminating, based on land use, location, and context

  Including specific requirements that will address the addition of ADUs as necessary.
- **Maximum Parking Ratios**: Based on fixed ratios or ratios that can be adjusted based on parking management, mobility improvements, and/or TDM commitments included with a proposal
- **On-Street Parking Credits**: Crediting available on-street parking toward a project's parking requirement
- **Off-Site Parking Allowances**: Crediting leased, existing but underutilized, off-site parking toward a project's parking requirement
- **Access Requirements**: Reframing off-street parking requirements as requirements for a blend of parking and mobility enhancements and demand-management initiatives that ensure optimal access to the proposed property
- **In Lieu Fees:** Providing the option to meet requirements via payment into fund for investments in public parking and/or mobility improvements
- **Bike parking standards**: Minimum requirements and design standards

- **ADA parking standards**: Minimum requirements as well as placement/distribution and design standards



From Petaluma City Council Workshop

4.2 Community Engagement with Residents and Community Members

Our community engagement approach will need to reflect the distinct topics of interest related to downtown parking management conditions – demand/supply constraints, management opportunities, stakeholder needs/expectations, etc. – as distinct from topics related to zoning-code update opportunities in the proposed assessment zones – parking demand generation patterns, available supplies, code update opportunities, and developer practices, interests, and decision-making parameters. As such, this task is organized into two distinct approaches as described below.

Downtown

Studies like this create unique opportunities to expand the ongoing conversation about parking and curb access within downtown districts. Critically, the conversation is expanded through the collection and analysis of supply and utilization data that provide a quantitative perspective on conditions that is both expansive – allowing assessment at the systemwide level – and detailed, enabling precise measures at key locations and times. However, parking is a very personal experience, and one that varies among those who rely on curb parking and access as residents, business owners/employees, and visitors. As such, engaging those most directly connected to downtown parking supply, demand, and management conditions will be critical to gaining a full understanding of current conditions, identifying critical needs, and developing solutions that deliver better experiences. Typically, we propose to meet with a small set of focus groups including downtown business/property owners, downtown employees, and downtown and adjacent-neighborhood residents.

Assessment Zones

The PST will meet with key members of the WG and the Residents and Community Members group, including those involved in the housing/land-use development process, such as developers, property owners, property managers, lenders, and real-estate brokers, as well as members of the

public with experience and understanding relevant to one or more assessment zones. These discussions will be coordinated with the Development Code Update meetings to encourage land use/parking discussions and help limit the creation of "meeting fatigue."

The goal of the discussions will be to assess the study findings and preliminary recommendations, to seek input on any perceived issues, opportunities, and related impacts from such changes. This includes understanding current decision-making around parking supply, and the extent to which changes to off-street requirements might remove barriers to investment in more and more affordable housing developments. It also includes insights into any unintended consequences that potential code updates might cause, as well as opportunities to avoid them while still advancing important code changes.

To support analysis of code change opportunities, the team will also seek Norman or regional cost data and information, including recent per-space costs for construction of on-site parking, parking fees charged to tenants (if any), and the rent premium associated with access to dedicated off-street parking. We anticipate that input will be gathered primarily from the WG, with additional outreach conducted as needed.

Discussions and interviews will be conducted in very small groups, without client attendance, to encourage frank discussions. Topics may include development finance issues, urban form considerations, discussion of other potential code updates, and development community coordination. The team will ask the City to provide available recent development application data as determined appropriate.

4.3 Draft Recommendations

At the conclusion of this task, our team will develop a set of draft recommendations for the following.

- Parking Ratio Changes, by land use and context, including potentially introducing parking-maximum ratios
- Complimentary changes to the zoning code, such as reduced requirements or flexible maximums that are tied to mobility programs/amenities and/or parking management proposed for developments
- Supportive parking management recommendations, for realizing potential efficiencies within existing and future parking supplies:

  Public-Private Partnerships

  Pedestrian/Bicycle Connectivity Improvements

  Area Specific Solutions

  Added Public Parking Structures, Mobility Hubs, Loading Zones, Etc.

  Public Parking Supply/Location Changes

  Curb Management Solutions

  Comprehensive Information Programs and Initiatives

  Paid Parking Strategies

  Accessibility and Ease of Use

Recommendations will be presented with key findings from previous tasks, highlighting data findings, best practices and case studies, and/or input from City staff and/or the WG that shaped their development and validate their potential to serve study objectives. Where applicable,

recommendations will be presented along with input from City staff and key stakeholders that identified the challenges they are meant to address, as well as any best-practice implementation examples that addressed similar risks linked to reduced parking requirements.

Task 4 Deliverable: Draft Recommendations Memo summarizing all task steps, analysis, and findings

Task 5 Final Comprehensive Parking Plan

All task-level deliverables will be finalized and compiled into a Comprehensive Parking Plan to document the Parking Study process, findings, and outcomes. This will culminate in a final set of recommendations that advance study goals, and a phased implementation plan to meet current and future parking needs.

Task 5 Deliverable: Final Comprehensive Parking Plan

- Draft of the Final Comprehensive Parking Plan
  - Assumed to include at least two rounds of revisions, based on a consolidated set of non-conflicting comments provided by the City's project manager for each round.
- Final Comprehensive Parking Plan – the following will be provided if requested:

  Up to ten (10) bound, color copies of the final Study, in 8 ½ x 11 vertical format. Maps and illustrations will be reproducible in 8 ½ x 11 or 11 x 17 format. Maps included in study should be delivered as ESRI layer packages.

  One (1) digital copy of the final Code in Microsoft Word and Adobe InDesign, Illustrator (for links and graphics) and Acrobat formats. The formats must allow for amendments, reproductions and direct web posting. Any maps included in study should be delivered as ESRI layer packages.

Presentations:

- Attending and presenting at up to two (2) Planning Commission meetings
- Attending and presenting at up to three (3) City Council and/or sub-committee meetings.

Norman Development Code Project Schedule

Key: Consultant Team Work | Staff Review | Meeting(s) ✦ | Schedule TBD; Prelim. Estimate:

Task	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
1: Project Startup																							
1.1 Project Management Meeting	■																						
1.2 Orientation Meetings	■																						
Norman Department Interviews	✦	✦																					
Working Group Interviews	✦	✦																					
2: NDC Existing Codes Assessment																							
2.1 NDC Existing Codes Assessment: Staff Review Draft		■	■	■																			
2.2 NDC Existing Codes Assessment: Public Review Draft					■																		
Working Group Meeting					✦																		
Community Engagement					✦																		
2.3: Stop Gap Measures		▒	▒	▒	▒	▒	▒	▒															
3: Technical Draft Development Code and Remapping Process																							
3.1: Technical Draft Development Code: Staff Review Draft																							
Installment 1 - Districts and Uses					■	■	■	■															
Installment 2 - Development Standards							■	■	■	■													
Installment 3 - Administration and Procedures									■	■	■	■											
3.2 Technical Draft Development Code: Community Engagement																							
Working Group Meetings									✦		✦		✦										
Outreach Meetings									✦		✦		✦										
3.3 Public Review Draft Development Code: Staff Review Draft												■	■	■									
Working Group Meetings														✦	✦								
4: Public Review Draft NDC																							
4.1: Public Review Draft Development Code: Community Engagement															■	■	■						
Outreach Meetings															✦	✦							
Planning Commission Workshops																	✦	✦	✦				
4.2: Adoption Draft Development Code																		■	■				
5: Adoption Process and New NDC Implementation																							
5.1 Adoption Meeting Support and Presentations																							
Planning Commission																							
City Council																				✦			
5.2: Post-Adoption Code Clean-up and Implementation Support																					✦		
MS Word Training																						▒	▒
Staff Training Session																						▒	▒
Developer Training Session																						▒	▒

Norman Parking Study Project Schedule

Key: Consultant Team Work | Staff Review | Meeting(s) ✦

Task	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
0.1 Kickoff Meeting			✦																				
0.2Project Work Plan																							
0.3Data Collection Plan																							
0.4Community Engagement Plan																							
0.5Project Coordination Calls				✦	✦	✦	✦	✦	✦	✦	✦	✦	✦	✦	✦	✦	✦	✦	✦	✦	✦	✦	✦	✦
Task 1Document Existing Conditions																							
1.1Assessment Zones																							
1.2Parking Inventories																							
1.3Utilization Surveys																							
1.4Utilization Data Analysis																							
1.5Code Evaluation																							
Existing Conditions Report																							
Task 2Assess Future Demand																							
Demand Assessment																							
Future Demand Assessment Memo																							
Task 3 Parking Study Recommendations																							
3.1City Team Workshop														✦	✦								
3.2 Working Group Engagement														✦	✦								
3.3Draft Recommendations																							
Draft Recommendations Memo																							
Task 4 Final Comprehensive Parking Plan																							
Final Comprehensive Parking Plan																							
Planning Commission Presentations																			✦	✦			
City Council and/or Sub-Committee Presentations																			✦	✦			

Development Codes Update and Parking Study- Norman, Oklahoma																	
	Clarion Associates					RDG Planning + Design				Nelson\ Nygaard							
	Clarion PM E. Garvin	**Assistant PM** G. Hart or J. Baker	**Senior Associate** M. Squyer	**Associate** E. Blood	**Graphics** H. White	**RDG PM** A. Haase	**Cons. & Comm.** M. Hanson	**Urban Planner** C. Cowell	**Urban Planner** M. Shukert	**Nelson\ Nygaard Project Manager** I. Banks	**Principal** R. Billings	**Principal** T. Brown	**Associate** S. Constantine	**Parking Data Analyst** M. Thoreau	**TOTAL**	**Project Percentage**
Hourly Rate	$225	$150	$125	$90	$110	$290	$150	$145	$290	$250	$275	$250	$160	$150		
Task 1. Project Startup																
1.1 Project Management Meeting	1	1	0	4	0	1	0	1	0	1	0	0	1	0	$1,580	
1.1.1 Project Logo	0	1	0	0	8	0	0	0	0	0	0	0	0	0	$1,030	
1.1.2 Project Website and Konveio Setup	0	0	4	0	6	0	0	0	0	0	0	0	0	0	$1,160	
1.2 Project Orientation Meetings	2	8	0	16	0	0	0	0	0	0	0	0	0	0	$1,650	
Hours	**3**	**10**	**4**	**20**	**14**	**1**	**0**	**1**	**0**	**1**	**0**	**0**	**1**	**0**	**55**	
Labor Costs	$675	$1,500	$500	$1,800	$1,540	$290	$0	$145	$0	$250	$0	$0	$160	$0	$6,860	
Travel/Trips	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Travel Expense	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	
Task Total															**$6,860**	**1.9%**
Task 2. NDC Existing Codes Assessment																
2.1 Prepare Staff Draft Existing Codes Assessment	8	10	40	20	10	4	0	0	0	4	0	0	0	0	$13,360	
2.1.1 Revew SD with Staff and Revise	4	8	20	10	6	2	0	6	0	2	0	0	0	0	$8,110	
2.1.1 Prepare Presentation and Engagement Materials for	0	4	0	20	0	2	0	2	0	2	0	0	0	0	$3,770	
2.2 Existing Codes Assessment Engagement	16	20	0	0	0	4	0	0	0	0	0	0	0	0	$7,760	
2.3 Stop-Gap Measures	6	2	20	0	0	0	0	0	0	0	0	0	0	0	$1,650	
Hours	**34**	**44**	**80**	**50**	**16**	**12**	**0**	**8**	**0**	**8**	**0**	**0**	**0**	**0**	**252**	
Labor Costs	$7,650	$6,600	$10,000	$4,500	$1,760	$3,480	$0	$1,160	$0	$2,000	$0	$0	$0	$0	$37,150	
Travel/Trips	1	1	0	0	1	1	1	0	0	0	0	0	0	0	$0	
Travel Expense	$1,325	$1,325	$0	$0	$1,325	$1,325	$1,325	$0	$0	$0	$0	$0	$0	$0	$6,625	
Task Total															**$43,775**	**11%**
Parking Study																
PS 1: Project Startup	0	0	0	0	0	0	0	0	0	44	0	12	56	28	**140**	
PS 2: Existing Conditions	0	0	0	0	0	0	0	0	0	26	0	18	70	186	**300**	
PS 3: Future Demand	0	0	0	0	0	0	0	0	0	10	0	8	32	0	**50**	
PS 4: Recommendations	0	0	0	0	0	0	0	0	0	28	0	26	60	0	**114**	
PS 5: Comprehensive Parking Plan	0	0	0	0	0	0	0	0	0	12	0	10	28	0	**50**	
Hours	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**120**	**0**	**74**	**246**	**214**	**654**	
Labor Costs	$0	$0	$0	$0	$0	$0	$0	$0	$0	$30,000	$0	$18,500	$39,360	$32,100	**$119,960**	
Travel/Trips	0	0	0	0	0	0	0	0	0	2	$0	$0	2	$0		
Travel Expense	$0	$0	$0	$0	$0	$0	$0	$0	$0	$1,750	$0	$0	$1,750	$0	**$3,500**	
Task Total															**$123,460**	
Task 3. Technical Draft Development Code																
3.1.1 Installment 1: Districts and Uses																
3.1.1.a Prepare Staff Review Draft	10	20	80	40	30	2	4	4	2	0	0	0	0	0	192	
3.1.1.b Confer with Staff/TAC and Revise Draft	8	38	44	24	12	2	4	4	0	0	0	0	0	0	136	
3.1.1.c Revise and Post I1 Draft for Public Review	2	6	10	0	0	0	0	0	0	0	0	0	0	0	18	
3.1.1.d Prepare Staff Draft Zoning District Conversion Map	0	4	0	0	0	4	0	40	0	0	0	0	0	0	48	394
3.1.2 Installment 2: Development Standards																**47%**
3.1.2.a Prepare Staff Review Draft	10	20	100	40	20	4	4	4	4	12	0	8	4	0	230	
3.1.2.b Confer with Staff/TAC and Revise Draft	8	28	44	24	12	2	4	4	0	4	0	4	2	0	136	
3.1.2.c Revise and Post I2 Draft for Public Review	2	6	10	0	0	0	0	0	0	0	0	0	0	0	18	
3.1.2.d Review and Revise Zoning District Conversion Map	1	4	0	0	0	2	0	30	0	0	0	0	0	0	37	421
3.1.3 Installment 3: Administration and Procedures																**62%**
3.1.3.a Prepare Staff Review Draft	10	20	66	40	20	2	0	0	0	0	0	0	0	0	158	
3.1.3.b Confer with Staff/TAC and Revise Draft	8	28	24	13	12	2	4	4	0	0	0	0	0	0	95	
3.1.3.d Revise and Post I3 Draft for Public Review	2	6	10	0	0	0	0	0	0	0	0	0	0	0	18	271
3.2 Technical Draft Community Engagement																**71%**
3.2.1 Installment 1 Engagement	2	16	10	0	0	4	4	4	0	0	0	0	0	0	40	
3.2.2 Installment 2 Engagement	2	16	10	0	0	4	16	4	0	4	0	0	0	0	56	
3.2.3 Installment 3 + Zoning Map Engagement	16	16	10	0	0	4	4	4	0	0	0	0	0	0	54	150
3.3 Prepare Public Draft Development Code																**76%**
3.4.1 Prepare Staff Review Draft	10	20	60	40	20	4	4	4	4	0	0	0	0	0	166	
3.4.2 Confer with Staff/TAC and Revise Draft	8	38	44	24	12	2	4	4	0	0	0	0	0	0	136	
Hours	**99**	**286**	**522**	**245**	**138**	**38**	**52**	**110**	**10**	**20**	**0**	**12**	**6**	**0**	**1,538**	**#REF!**
Labor Costs	$22,275	$42,900	$65,250	$22,050	$15,180	$11,020	$7,800	$15,950	$2,900	$5,000	$0	$3,000	$960	$0	$214,285	
Travel/Trips	1	2	0	0	0	0	1	1	0	0	0	0	0	0		
Travel Expense	$1,325	$2,650	$0	$0	$0	$0	$1,325	$1,325	$0	$0	$0	$0	$0	$0	$6,625	
Task Total															**$220,910**	
Task 4. Public Draft Development Code																
4.1 Community Engagement	32	32	24	0	10	32	40	0	0	0	0	0	0	0	**170**	**93%**
4.1 Adoption Version Development Code and Zoning Map	16	20	30	0	8	6	0	40	0	10	0	0	0	0	**130**	**97%**
Hours	**48**	**52**	**54**	**0**	**18**	**38**	**40**	**40**	**0**	**10**	**0**	**0**	**0**	**0**	**300**	
Labor Costs	$10,800	$7,800	$6,750	$0	$1,980	$11,020	$6,000	$5,800	$0	$2,500	$0	$0	$0	$0	$52,650	
Travel/Trips	2	2	0	0	0	2	2	0	0	0	0	0	0	0		
Travel Expense	$2,650	$2,650	$0	$0	$0	$2,650	$2,650	$0	$0	$0	$0	$0	$0	$0	$10,600	
Task Total															**$63,250**	
Task 5. Development Code Adoption																
5.1 Adoption Meeting Support and Presentations	20	8	8	0	0	0	0	0	0	0	0	0	0	0	$5,700	
5.2 Post-Adoption Code Clean-Up	2	8	30	0	0	0	0	0	0	0	0	0	0	0	$1,650	**100%**
Hours	**22**	**16**	**38**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**76**	**2,875**
Labor Costs	$4,950	$2,400	$4,750	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$12,100	
Travel/Trips	2	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0		
Travel Expense	$2,650	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$2,650	
Task Total															**$12,100**	
Subtotal for Reimbursable Expenses*															**$19,400**	
Additional Services upon City Written Approval – Extra Public Meeting Attendance, including Reimburseables															**$10,000**	
TOTAL															**$480,355**	

*Reimbursable expenses shall be invoiced as a separate task item with Clarion's monthly invoices.

File Attachments for Item:

27. CONSIDERATION OF ADOPTION, APPROVAL, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CONTRACT K-2526-161: A TERM SHEET BETWEEN SOONER FASHION MALL, L.L.C., AND THE CITY OF NORMAN, OKLAHOMA, SETTING FORTH PROPOSED TERMS FOR A SALES TAX REBATE AGREEMENT.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 03/24/2026

REQUESTER: Sooner Fashion Mall, L.L.C.

PRESENTER: Darrel Pyle, City Manager

ITEM TITLE: CONSIDERATION OF ADOPTION, APPROVAL, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CONTRACT K-2526-161: A TERM SHEET BETWEEN SOONER FASHION MALL, L.L.C., AND THE CITY OF NORMAN, OKLAHOMA, SETTING FORTH PROPOSED TERMS FOR A SALES TAX REBATE AGREEMENT.

BACKGROUND:

In recent months, Sooner Fashion Mall, L.L.C., ("Mall") approached the City about a possible sales tax rebate agreement. After discussion with Mall representatives, it was requested that the attached term sheet be brought forward to Council for discussion and consideration. The Mall is approaching its 50th anniversary operating in Norman and has contributed significantly to the City economy over the last 50 years. Council discussed the proposal at its Study Session on March 17, 2026, and expressed support for the proposal but requested feedback from the Economic Development Advisory Board.

The Economic Development Advisory Board (EDAB) met in a Special Meeting on March 18, 2026. The following members were present: Chairperson Chuck Thompson, Shelley Cox, Mayumi Windler, and Hailey Hopper. Although the Board is generally supportive of an arrangement for a sales tax rebate, during its discussion of the proposal, several concerns were noted. The primary concerns were about rebating 100% of the sales tax revenue growth and about allocating sales tax revenue growth to the mall for properties not owned by the mall (Dillards and possibly the Sears parcel in the future). Ultimately, the following motion was made and adopted unanimously:

> Motion to recommend to continue negotiating the term sheet based on discussions in this meeting, specifically, to address concerns about the impact of the agreement on other property owners included in Exhibit A to the term sheet, including if the Sears anchor is sold to another retailer; concerns about issuing a rebate of 100% of sales tax growth, with a preference for a 50/50 split in revenue growth between the Mall and the City with a higher cap of $500,000 or alternatively, a declining percentage that would allow for upfront investment by the mall while preserving sales tax growth revenue over time for the City.

DISCUSSION:
The request from the Mall is to receive a rebate of 100% of the non-dedicated portion of the City sales tax (2.3%) that is generated at the Mall in excess of the average annual non-dedicated portion of the City sales tax collected over 2022, 2023, and 2024 up to a maximum of $300,000 per year. In order to receive a rebate, the Mall must submit documented Property Costs for which it is seeking rebate. “Property Costs” are defined as any and all capital investment costs for the improvement of the Property or to draw new tenants to the Property, excluding routine maintenance. It can include tenant allowance, landlord work, interior lighting upgrades, exterior lighting upgrades, restroom remodels, common area amenities, play area upgrades, common area door replacement, construction of a community gathering place, exterior building refresh, signage, new landscaping, paving mill and overlay, and other such costs for the betterment/improvement of the Property.

Sales taxes collected at the Property from businesses that relocate to the Property from elsewhere in Norman will not be included in the calculation of the Sales Tax Rebate. Additionally, if available, and if desired by the City, the Mall is willing to provide police department substation space free of any rent or leasing fees.

The first rebate the Mall would be entitled to receiving under this agreement would be based on 2025 sales tax collection. Preliminary 2025 sales tax collection data indicates that the maximum rebate the Mall would be entitled to under this proposal during FYE27 as reimbursement for Property Costs would be approximately $60,735. If a new anchor tenant were to locate in the vacant Sears space or if additional retail space were added, this number could increase substantially depending on the sales of the new retailers. Under the proposal, the rebate could not exceed $300,000 per year. The initial term of the agreement is 5 years. The agreement may be renewed for a maximum of two 3-year renewal periods based on progress and approval by the City Council.

RECOMMENDATION:
Approval of the Proposed Sales Tax Rebate Term Sheet is being forwarded to Council for your review. If approved, Staff will work with legal counsel for the mall to finalize a formal rebate agreement.

PROPOSED TERM SHEET:
SALES TAX REBATE FOR SOONER MALL

<table>
<tr><td>Parties:</td><td>Sooner Fashion Mall, LLC (“Owner”) and the City of Norman (the “City”).</td></tr>
<tr><td>Property:</td><td>The Sooner Mall located at 3301 W. Main Street, Norman, OK 73072, including all businesses located on the property set forth on Exhibit A attached hereto (collectively, the “Property”).</td></tr>
<tr><td>Sales Tax Rebate:</td><td>Owner will receive a rebate of 100% of the non-dedicated portion of the City sales tax (2.3%) collected at the Property in excess of the average annual non-dedicated portion of the City sales tax collected at the Property over the last three (3) years of 2022, 2023 and 2024 (the “Fixed Baseline”), up to a maximum amount of $300,000 per calendar year (the “Sales Tax Rebate Funds”), upon submission of sufficiently documented Property Costs, as defined herein, to the City and subject to an adequate appropriation by City Council for such purpose. The Fixed Baseline shall remain fixed during the entire term (the initial term and any applicable renewal period).</td></tr>
<tr><td>Term:</td><td>Initial term of 5 years. The agreement may be renewed for a maximum of two 3-year renewal periods based on progress and approval by the City Council. All multi-year agreements are subject to an annual appropriation by the City for this purpose.</td></tr>
<tr><td>Sales Tax Collection Period; Reimbursement and Payment Period; Property Costs Incurred Period</td><td>The amount of annual Sales Tax Rebate Funds which Owner will be entitled to receive will be based on sales tax collected at the Property during the period beginning on January 1st and ending on December 31st of a given calendar year (in each instance, the “Sales Tax Collection Period”), beginning on January 1, 2025 thru December 31, 2025, as set forth below in the column entitled “Sales Tax Collection Period.” Owner will be entitled to receive the annual Sales Tax Rebate Funds as a reimbursement for Owner’s Property Costs (as defined and described below) during the period beginning on July 1st immediately following each Sales Tax Collection Period and ending on the subsequent June 30th, beginning on July 1, 2026 thru June 30, 2027 (in each instance, the “Reimbursement/Payment Period”), as set forth below in the column entitled “Reimbursement/Payment Period.” Further, the payment of the Sales Tax Rebate Funds to Owner is meant to be a reimbursement to Owner for funds Owner has expended on Property Costs (as defined below). In order for Owner to be entitled to receive a payment of the Sales Tax Rebate Funds during the Reimbursement/Payment Period, Owner must deliver to the City sufficient documentation to evidence that Owner has expended funds on Property Costs (as defined below) in an amount equal to or exceeding the amount of the Sales Tax Rebate Funds then being requested by Owner during the period beginning on January 1st immediately following each Sales Tax Collection Period and ending on June 30th of the following year (the “Property Costs Incurred Period”), as set forth below in the column entitled “Property Costs Incurred Period.”

Initial Term:

<table>
<tr><th>Year</th><th>Sales Tax Collection Period</th><th>Reimbursement/Payment Period</th><th>Property Costs Incurred Period</th></tr>
<tr><td>1</td><td>January 1, 2025 – December 31, 2025</td><td>July 1, 2026 – June 30, 2027</td><td>January 1, 2026 – June 30, 2027</td></tr>
<tr><td>2</td><td>January 1, 2026 – December 31, 2026</td><td>July 1, 2027 – June 30, 2028</td><td>January 1, 2027 – June 30, 2028</td></tr>
<tr><td>3</td><td>January 1, 2027 – December 31, 2027</td><td>July 1, 2028 – June 30, 2029</td><td>January 1, 2028 – June 30, 2029</td></tr>
<tr><td>4</td><td>January 1, 2028 – December 31, 2028</td><td>July 1, 2029 – June 30, 2030</td><td>January 1, 2029 – June 30, 2030</td></tr>
<tr><td>5</td><td>January 1, 2029 – December 31, 2029</td><td>July 1, 2030 – June 30, 2031</td><td>January 1, 2030 – June 30, 2031</td></tr>
</table>

First Renewal Term:

<table>
<tr><th>Year</th><th>Sales Tax Collection Period</th><th>Reimbursement/Payment Period</th><th>Property Costs Incurred Period</th></tr>
<tr><td>6</td><td>January 1, 2030 – December 31, 2030</td><td>July 1, 2031 – June 30, 2032</td><td>January 1, 2031 – June 30, 2032</td></tr>
<tr><td>7</td><td>January 1, 2031 – December 31, 2031</td><td>July 1, 2032 – June 30, 2033</td><td>January 1, 2032 – June 30, 2033</td></tr>
<tr><td>8</td><td>January 1, 2032 – December 31, 2032</td><td>July 1, 2033 – June 30, 2034</td><td>January 1, 2033 – June 30, 2034</td></tr>
</table>
</td></tr>
</table>

<table>
<tr><td></td><td>Second Renewal Term:

<table>
<tr><th>Year</th><th>Sales Tax Collection Period</th><th>Reimbursement/Payment Period</th><th>Property Costs Incurred Period</th></tr>
<tr><td>9</td><td>January 1, 2033 – December 31, 2033</td><td>July 1, 2034 – June 30, 2035</td><td>January 1, 2034 – June 30, 2035</td></tr>
<tr><td>10</td><td>January 1, 2034 – December 31, 2034</td><td>July 1, 2035 – June 30, 2036</td><td>January 1, 2035 – June 30, 2036</td></tr>
<tr><td>11</td><td>January 1, 2035 – December 31, 2035</td><td>July 1, 2036 – June 30, 2037</td><td>January 1, 2036 – June 30, 2037</td></tr>
<tr><td></td><td></td><td></td><td></td></tr>
</table></td></tr>
<tr><td>Property Costs:</td><td>“Property Costs” means any and all capital investment costs for the improvement of the Property or to draw new tenants to the Property, excluding routine maintenance. Examples of Property Costs include, but are not limited to, the following: tenant allowance; landlord work; interior lighting upgrades; exterior lighting upgrades; restroom remodels; common area amenities (flooring, furniture, wall coverings, interior, exterior); play area upgrades; common area door replacement; construction of a community gathering place; exterior building refresh; exterior/interior common area signage; new landscaping installation; paving mill and overlay; and other costs for the betterment/improvement of the Property.</td></tr>
<tr><td>Tenant Allowance:</td><td>In the event Owner is seeking Sales Tax Rebate Funds for Property Costs that are for a tenant allowance, that tenant shall not receive any additional incentive from the City without the prior written consent of the City.</td></tr>
<tr><td>Anti-Cannibalization</td><td>Sales taxes collected at the Property from businesses that relocate to the Property from other areas of the City will not be included in the calculation of the Sales Tax Rebate Funds payment.</td></tr>
<tr><td>Police Department Substation Space:</td><td>If available, Owner will provide a space at the Property to the City free of any rent or leasing fees for the addition and construction of a Police Department Substation, which will only be used for office space. The costs of construction of space build out and utilities shall be the sole responsibility of the City. Owner and the City will negotiate and enter into a lease agreement for the space</td></tr>
<tr><td>Legal Effect; Non-Binding</td><td>This Term Sheet is not intended to be, and does not constitute, a legally binding obligation of the parties. No legally binding obligations on the parties will be created, implied, or inferred until appropriate documents in final form are executed regarding the subject matter of this Term Sheet and containing all other essential terms and delivered by the parties. The final definitive agreement for the sales tax rebate incentive will provide that the final definitive agreement, and the entitlement to the sales tax incentives therein and the obligations therein, will inure to the benefit of, and be binding upon, any successor owner(s) of the Property.</td></tr>
</table>

Executed this _____ day of _____, 2026.

OWNER: SOONER FASHION MALL, LLC

By: _____
Name: _____
Title: _____

CITY: CITY OF NORMAN

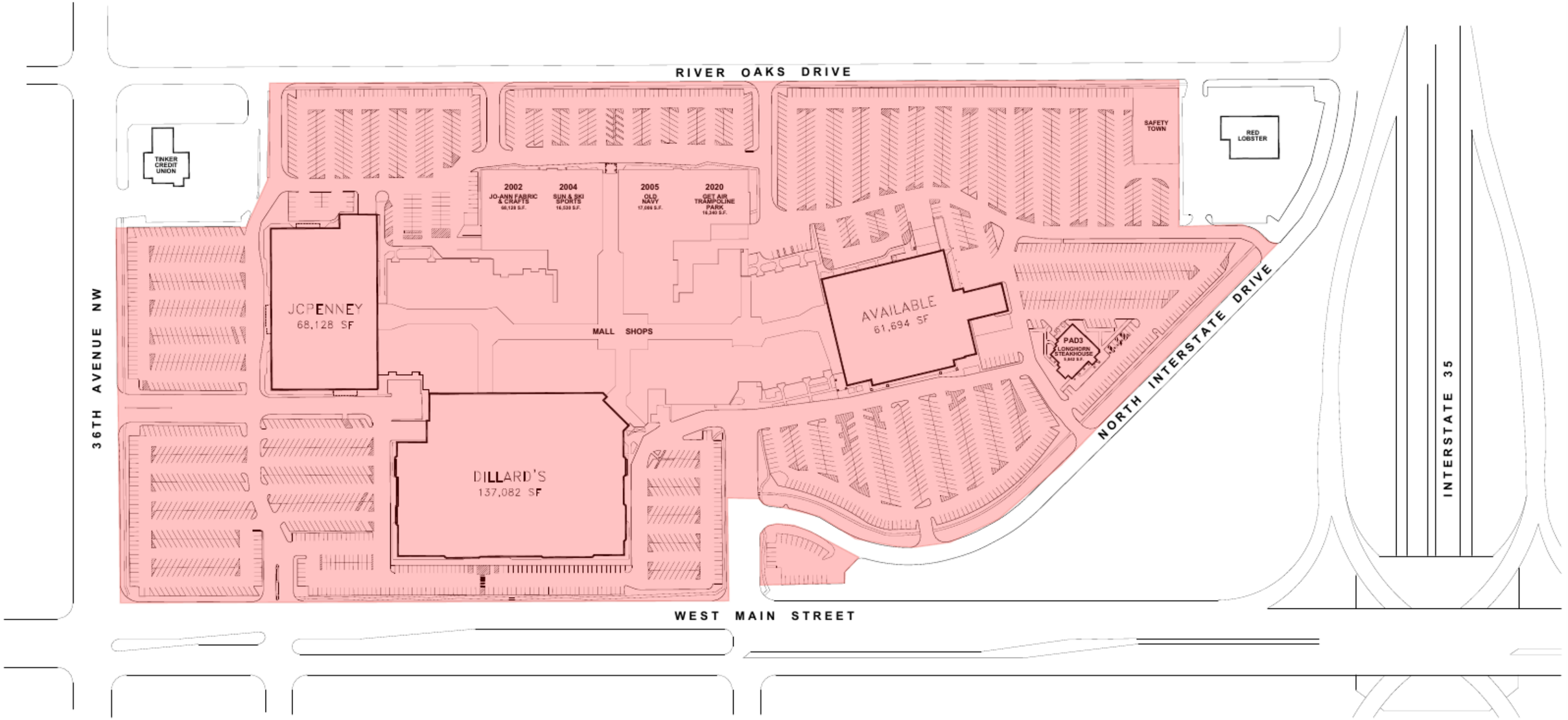
By: _____
Name: _____
Title: _____

Exhibit A

Property

[See Attached.]

EXHIBIT A



PARCEL A	33.47 AC.
PARCEL B	0.3 AC.
PARCEL C	0.145 AC.
PARCEL D	0.01 AC.
TOTAL	33.925 AC.

Brookfield Properties

SOONER MALL

3301 WEST MAIN STREET

NORMAN, OK | OKLAHOMA 73072

PROJECT NO: 2276

DRAWN BY: PLG

© Brookfield Property REIT

DESCRIPTION

SITE PLAN

SP1

File Attachments for Item:

28. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-125: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROPRIATING $30,288.15 FROM REFUNDS / REIMBURSEMENTS MISCELLANEOUS ACCOUNTS TO PAY FOR REPAIRS TO CITY OF NORMAN VEHICLES DAMAGED BY OTHER DRIVERS IN TRAFFIC COLLISIONS.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 03/24/2026

REQUESTER: Ryan Riddel, Assistant City Attorney

PRESENTER: Ryan Riddel, Assistant City Attorney

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-125: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROPRIATING $30,288.15 FROM REFUNDS / REIMBURSEMENTS MISCELLANEOUS ACCOUNTS TO PAY FOR REPAIRS TO CITY OF NORMAN VEHICLES DAMAGED BY OTHER DRIVERS IN TRAFFIC COLLISIONS.

BACKGROUND:

Funding is required to repair City vehicles that are damaged by other drivers in traffic collisions. A large portion of these funds are collected by the City's vendor, Alternative Claims Management (ACM), who pursues payment from the other driver's insurance policy to reimburse the City for damage. This item requests appropriation of payments from ACM which have been received to pay for repairs to City vehicles.

DISCUSSION:

Reimbursement has been received for the following incidents:

On March 5, 2018, three (3) Police Department vehicles received damage when they were involved in the pursuit of a fleeing suspect driver. USAA insurance determined their driver was at fault and additional damage and loss of use costs were collected by ACM and remitted to the City in the following amounts: $941.40 for Unit 1221; $1,647.51 for Unit 1128; $2,259.36 for Unit 1206.

On July 12, 2025, a Police Department vehicle (Unit 171141) with active lights and sirens received damage when it was struck by another driver who failed to yield at an intersection. Traders Insurance determined their driver was at fault and payment for damage was collected by ACM and remitted to the City in the amount of $16,237.50.

On January 31, 2025, a Transit Division vehicle (Unit 5-2348) received damage when it was struck by another driver who failed to yield at an intersection. Hartford insurance determined their driver was at fault and payment for damage costs was collected by ACM and remitted to the City in the amount of $9,202.38.

The collections outlined above, totaling $30,288.15, were received by the City and forwarded for deposit into Refunds/Reimbursements accounts. Staff now submits this request to reimburse the Transit Division for their expense as well as to place funds into the Fleet Division vehicle repair account for the other damaged City vehicles.

RECOMMENDATION:

Staff recommends approval of Resolution R-2526-125 for the appropriation of the following amounts to reimburse repair expenses of City of Norman vehicles:

$9,202.38 from Risk Management Fund, Refunds/Reimbursements (Account 439-365264) to Public Transit Fund, Transit Maintenance & Repair Services-Auto (Account 27550276-44201); and

$21,085.77 from Risk Management Fund, Refunds/Reimbursements (Account 439-365264) to Miscellaneous Services/Uninsured Losses (Account 43330104-44798).

Resolution

R-2526-125

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROPRIATING $30,288.15 FROM REFUNDS / REIMBURSEMENTS MISCELLANEOUS ACCOUNTS TO PAY FOR REPAIRS TO CITY OF NORMAN VEHICLES DAMAGED BY OTHER DRIVERS IN TRAFFIC COLLISIONS.

§ 1. WHEREAS, Alternative Claims Management (ACM) assists the City of Norman to collect insurance funds when a City vehicle is damaged by another driver during an auto collision; and

§ 2. WHEREAS, payments were received from ACM in the total amount of $30,288.15. These funds were forwarded for deposit into the City's Refunds / Reimbursements Miscellaneous accounts; and

§ 3. WHEREAS, these funds should be appropriated to the City Transit Division account and to the City Fleet Division account so reimbursement for repair expenses can be made;

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

§ 4. THAT the following appropriation be made as follows:

Account Name	Losing Account	Gaining Account	Amount
Transit Maintenance & Repair Svs-Auto	239-365264	27550276-44201	$9,202.38
Misc Serv – Uninsured Losses	439-365264	43330104-44798	$21,085.77
		Total	$30,288.15

PASSED AND ADOPTED this 24th day of March, 2026.

Stephen T. Holman, Mayor

ATTEST:

Jamie Meyer, City Clerk

File Attachments for Item:

29. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-126: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA REQUESTING $14,468.65 APPROPRIATION OF FUNDS FROM RISK MANAGEMENT MISCELLANEOUS REIMBURSEMENTS/REFUNDS ACCOUNT TO REPAIR AND REPLACE TRAFFIC SIGNAL EQUIPMENT OR TRAFFIC SIGNS DAMAGED IN TRAFFIC COLLISIONS.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: March 24, 2026

REQUESTER: Katherine Coffin

PRESENTER: Awet Frezgi, Traffic Engineer

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-126: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA REQUESTING $14,468.65 APPROPRIATION OF FUNDS FROM RISK MANAGEMENT MISCELLANEOUS REIMBURSEMENTS/REFUNDS ACCOUNT TO REPAIR AND REPLACE TRAFFIC SIGNAL EQUIPMENT OR TRAFFIC SIGNS DAMAGED IN TRAFFIC COLLISIONS.

BACKGROUND:

The City's Traffic Control Division maintains more than 170 traffic and pedestrian signals citywide using $105,291 in the Division's operating budget (approximately $620 per signalized intersection per year). These funds are used for the purchase of replacement traffic signal system components needed for the safe and efficient operation of our traffic signals. In addition, the Division also maintains approximately 30,000 traffic control signs throughout the City of Norman using $44,480 in the Division's operating budget (approximately $1.49 per sign per year). These funds are used for the purchase of the replacement sign components needed for the safe and efficient navigation of our roadways.

On May 3, 2020, a traffic collision occurred at the intersection of Lindsey Street and McGee Drive causing damage to a pedestrian traffic pole installation. The driver responsible was identified for collection purposes. City forces repaired the damage at the location totaling $5,783.25. On July 14, 2025, $60.00 in cash was collected from the party responsible for partial payments and a balance of $643.25 remains. The cash was deposited into the Refunds/Reimbursements Risk Management account. A file name for this collision was given as DCR 2020-00028734.

On September 12, 2022, a traffic collision occurred at the southeast side of Pickard Avenue and

Boyd Street damaging a STOP sign installation. The driver responsible was identified for collection purposes. City forces repair the damage at this location. On May 1, 2025, a $173.84 check was collected from the party responsible. The check was deposited into the Refunds/Reimbursements Risk Management account. A file name for this collision was given as DCR 2022-00056605.

On February 22, 2023, a traffic collision occurred near the intersection of State Highway 9 and 36th Avenue SE causing damage to a traffic signal pole located at the southeast corner. The driver responsible was identified for collection purposes. City forces repaired the damage at this location. On April 29, 2025, a $667.08 check was collected from the insurance company of the party responsible. The check was deposited into the Refunds/Reimbursements Risk Management account. A file name for this collision was given as DCR 2023-00011474.

On March 21, 2023, a traffic collision occurred at the southeast corner of State Highway 9 and 24th Avenue SE causing damage to a pedestal pole assembly installation. The driver responsible was identified for collection purposes. City forces repaired the damage at this location. On May 12, 2025, a $1,950.92 check was collected from the insurance company of the party responsible. The check was deposited into the Refunds/Reimbursements Risk Management account. A file name for this collision was given as DCR 2023-00018110.

On August 13, 2024, a traffic collision occurred on Tecumseh Road at the BNSF railroad tracks damaging a KEEP RIGHT symbol sign installation. The driver responsible was identified for collection purposes. City forces repair the damage at this location. On April 16, 2025, a $256.21 check was collected from the party responsible. The check was deposited into the Refunds/Reimbursements Risk Management account. A file name for this collision was given as DCR 2024-00058229.

On December 27, 2024, a traffic collision occurred on Flood Avenue and Rock Creek Road causing damage to a traffic signal pole located at the northeast corner. The driver responsible was identified for collection purposes. City forces repaired the damage at this location. On December 9, 2025, a $118.97 check was collected from the insurance company of the party responsible. The check was deposited into the Refunds/Reimbursements Risk Management account. A file name for this collision was given as DCR 2024-00093389.

On February 5, 2025, a traffic collision occurred near 84th Avenue SE and Lindsey Street damaging a NO PARKING sign installation north of Lindsey Street. The driver responsible was identified for collection purposes. City forces repair the damage at this location. On September 9, 2025, a $165.97 check was collected from the party responsible. The check was deposited into the Refunds/Reimbursements Risk Management account. A file name for this collision was given as DCR 2025-00008134.

On March 25, 2025, a traffic collision occurred at the intersection of State Highway 9 and 24th Avenue SW on the northwest corner causing damage to a pedestrian pedestal pole assembly

installation. The driver responsible was identified for collection purposes. City forces repaired the damage at this location. On June 10, 2025, a $3,819.50 check was collected from the insurance company of the party responsible. The check was deposited into the Refunds/Reimbursements Risk Management account. A file name for this collision was given as DCR 2025-00021461.

On July 5, 2025, a traffic collision occurred on Flood Avenue and Tecumseh Road causing damage to a traffic signal pole located at the northwest corner. The driver responsible was identified for collection purposes. City forces repaired the damage at this location. On December 9, 2025, a $1,598.44 check was collected from the insurance company of the party responsible. The check was deposited into the Refunds/Reimbursements Risk Management account. A file name for this collision was given as DCR 2025-00049265.

On July 18, 2025, a traffic collision occurred at the 1000 block of 36th Avenue SE southbound causing damage to a solar powered flashing school beacon assembly installation. The driver responsible was identified for collection purposes. City forces repaired the damage at this location. On August 12, 2025, a $5,190.19 check was collected from the insurance company of the party responsible. The check was deposited into the Refunds/Reimbursements Risk Management account. A file name for this collision was given as DCR 2025-00052823.

On July 21, 2025, a traffic collision occurred near 12th Avenue SE and Oak Tree Avenue damaging a NO PARKING ANY TIME sign installation east of Oak Tree Avenue. The driver responsible was identified for collection purposes. City forces repair the damage at this location. On November 4, 2025, a $191.11 check was collected from the responsible party. The check was deposited into the Refunds/Reimbursements Risk Management account. A file name for this collision was given as DCR 2025-00053098.

On January 16, 2026, a traffic collision occurred at the northwest corner of 84th Avenue NE and Franklin Road damaging a STOP sign and ALL WAY plaque installation. The driver responsible was identified for collection purposes. City forces repair the damage at this location. On February 17, 2026, a $276.42 check was collected from the party responsible. The check was deposited into the Refunds/Reimbursements Risk Management account. A file name for this collision was given as DCR 2026-00003488.

DISCUSSION:

The continuing number of traffic collisions involving damage to traffic control equipment depletes the City's inventory of spare units. Replacement units are necessary to address future emergency situations. The Division does not have adequate funding in its operating budget to purchase replacements units and needs to access the funds collected from the insurance companies to do so. Funds collected to date from the previously described incidents total $13,405.10 for damages to traffic signal/street light equipment and $1,063.55 for damages to traffic signs.

RECOMMENDATION:

Staff recommend the approval of Resolution R-2526-126 for the appropriation of $13,405.10 from Refunds/Reimbursements Risk Management (Account No. 439-365264) to Traffic Signal Parts (Account No. 10550223-43212). These funds will be used for the purchase of replacements for the equipment damaged in the respective collisions. In addition, staff recommend the appropriation of $1,063.55 from Refunds/Reimbursements Risk Management (Account No. 439-365264) to Traffic & Street Signs (Account No. 10550223-43213). These funds will be used for the purchase of replacements for the signs damaged in the respective collisions.

Resolution

R-2526-126

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, REQUESTING $14,468.65 APPROPRIATION OF FUNDS FROM RISK MANAGEMENT MISCELLANEOUS REIMBURSEMENTS/REFUNDS ACCOUNT TO REPAIR AND REPLACE TRAFFIC SIGNAL EQUIPMENT OR TRAFFIC SIGNS DAMAGED IN TRAFFIC COLLISIONS.

§ 1. WHEREAS, the City's Traffic Control Division maintains more than 170 traffic and pedestrian signals citywide using $105,291 in the Division's operating budget for the purchase of replacement traffic signal system components needed for safe and efficient operation; and

§ 2. WHEREAS, the City's Traffic Control Division does not have adequate funding in its operating budget to make repairs and purchase replacement units and needs to access the funds collected from the insurance companies in order to do so; and

§ 3. WHEREAS, responsible drivers and/or the insurance companies of the responsible drivers have reimbursed the City a total of $14,468.65, that will be used to replace the damaged traffic signal equipment, was deposited into Refunds/Reimbursements Miscellaneous Risk Management; and

§ 4. WHEREAS, these funds should be appropriated to repair and replace traffic signal equipment damaged in traffic collisions.

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

§ 5. THAT the following receipt and appropriation be made for reasons as stated above:

Account Name	Losing Account	Gaining Account	Amount
Traffic Signal Parts	439-365264	10550223-43212	$14,468.65

PASSED AND APPROVED this 24th day of March, 2026.

_____
Mayor, Stephen T. Holman

ATTEST:

_____
City Clerk

File Attachments for Item:

30. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-31 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF CHAPTER 36 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE A REPLAT OF THE EAST 236 FEET OF LOT SIX (6) AND THE EAST 200 FEET OF LOT SEVEN (7), OF ELMWOOD ADDITION, AND LOT TWELVE (12), IN BLOCK ONE (1), OF PARKVIEW ADDITION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM A CCPUD, CENTER CITY PLANNED UNIT DEVELOPMENT, AND PLACE SAME IN A CCPUD, CENTER CITY PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (THE NOUN HOTEL 542 AND 534 S. UNIVERSITY BOULEVARD; WARD 4) ***APPLICANT REQUESTED POSTPONEMENT TO APRIL 14, 2026.***

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 3/24/2026

REQUESTER: Noun Hotel, LLC

PRESENTER: Jane Hudson, Planning & Community Development Director

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-31 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF CHAPTER 36 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE A REPLAT OF THE EAST 236 FEET OF LOT SIX (6) AND THE EAST 200 FEET OF LOT SEVEN (7), OF ELMWOOD ADDITION, AND LOT TWELVE (12), IN BLOCK ONE (1), OF PARKVIEW ADDITION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM A CCPUD, CENTER CITY PLANNED UNIT DEVELOPMENT, AND PLACE SAME IN A CCPUD, CENTER CITY PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (THE NOUN HOTEL 542 AND 534 S. UNIVERSITY BOULEVARD; WARD 4) ***APPLICANT REQUESTED POSTPONEMENT TO APRIL 14, 2026.***

APPLICANT/REPRESENTATIVE	The NOUN Hotel LLC /Rieger Sadler Joyce, LLC
LOCATION	534 & 542 S. University Boulevard
WARD	4
CORE AREA	Yes
EXISTING ZONING	CCPUD, Center City Planned Unit Development
EXISTING LAND USE DESIGNATIONS	Urban High
CHARACTER AREA	Core Neighborhood
PROPOSED ZONING	CCPUD, Center City Planned Unit Development

PROPOSED LAND USE No Change

REQUESTED ACTION Amendment of the adopted CCPUD for this site

SUMMARY:

The applicant, NOUN Hotel LLC, is requesting an amendment to the existing CCPUD, Center City Planned Unit Development (O-1920-52). The proposed amendment will allow the expansion of the existing hotel north to the lot at 534 S. University Boulevard. The existing CCPUD initially called for this 534 S. University Boulevard site to be utilized for the relocation of the Presbyterian Thrift Store from its current location on Toberman Drive. The Thrift Store relocation has not occurred to date; the applicant is moving forward with plans for expansion of the NOUN Hotel to this site. The proposed expansion may include guest rooms, meeting rooms and office space.

EXISTING CONDITIONS:

SIZE OF SITE: 1.22 Acres

SURROUNDING PROPERTIES

	Subject Property	North	East	South	West
Zoning (BFS)	CCPUD	CCFBC (Urban Residential)	CCFBC (Urban Residential)	CCFBC (Urban General)	CCFBC (Detached)
Land Use	Urban High	Urban High	Core Business District	Urban High & Civic	Urban Low
Current Use	Hotel & Associated Uses for the NOUN	Residential (Duplexes)	Residential (Multi-family), Office & Parking Lot	Commercial Parking Lot and OU Property	Residential (Single-Family & Duplexes) Thrift Store

ZONING DESIGNATIONS
CCPUD, Center City Planned Unit Development

SEC. 520 CENTER CITY PLANNED UNIT DEVELOPMENT
A. Statement of Purpose: It is the intent of this section to provide an alternative zoning district for the Center City Area as defined in the Center City Form Based Code (CCFBC). This Center City Planned Unit Development District (CCPUD) is specifically catering to the Center City Area because of the size of lots, the lack of vacant land and other distinguishing characteristics in this area that make the use of the existing PUD regulations not feasible. The CCPUD encourages developments that create the character of development envisioned in the CCFBC.

LAND USE DESIGNATION
Urban High (UH)

Highly compact, walkable pattern of urban development prioritizing alternative means of transportation. Low to no building space and separation of uses. This area is intended to create opportunities for economic activities attracting a city-wide audience, and place residents closer to services and jobs.

High-intensity areas strive for more residential than non-residential uses with frequent master-planned mixed-use development nodes. Non-residential uses may be more common in UH than in UM or UL due to higher concentrations of population. Gross densities in any single development should be greater than 12 units per acre.

CHARACTER AREA DESIGNATIONS

Core Neighborhood Areas

The Core Neighborhood is a focal point of the city, the traditional central business district, with a concentration of activities such as general retail, service commercial, professional office, mixed-density housing, mixed-use spaces, and appropriate public and open space easily accessible by pedestrians. This area frames the University of Oklahoma campus.

The Core Neighborhood encompasses all historic districts and some existing neighborhood planning areas. One notable aspect of this area is the reinvestment that has been occurring over the past decade.

The Core Neighborhood is defined by smaller, traditionally platted lots and older homes. Most streets within this Character Area are designed on a grid pattern, radiating from the BNSF rail line, and are highly connected to one another. Alleys are prominent and, although often used by local traffic, are in disrepair and in need of maintenance. Towards the commercial centers of this Character Area, taller buildings are more common, with the overarching height of residential structures being three stories or less.

NEAREST PUBLIC PARK

Centennial Park is located approximately .22 miles northwest of the development site. Legacy Trail Park is located approximately .62 miles east of the development site. Each of these parks can be accessed using available sidewalks and crosswalks along the streets.

PROCEDURAL REQUIREMENTS:

PRE-DEVELOPMENT: PD25-34 December 18, 2025

Several neighboring residents were in attendance and shared concerns regarding the proposed height of the hotel addition. They stated that the CCFBC Regulating Plan limits the height to three stories on the west side of S. University Boulevard and that this should be maintained. Some inquired if there was a way to lower the height of the proposed addition. Other concerns raised by neighbors included: stormwater runoff, proposed landscaping and use for the open area, how the addition would be serviced, and if additional parking was proposed. Neighbors had questions regarding whether the gate onto Park Drive would be opened and if the walkway would be altered.

BOARD OF PARKS COMMISSIONERS:

This property does not require platting; therefore, dedication of parkland or fee in-lieu of parkland dedication is not required.

REVIEW COMMENTS:

This application was submitted to the following agencies, departments, and/or divisions for review and comment. An asterisk (*****) indicates that the agency, department, and/or division responded with review comments "inconsistent" with AIM Norman Plan. Items italicized and blue in these sections represent City Staff analysis.

CITY DEPARTMENTS

1. Fire Department
2. Building Permitting Review
3. Public Works/Engineering
4. Transportation Engineer
5. Planning
6. Utilities

FIRE DEPARTMENT

Fire codes will be addressed at the building permit stage.

BUILDING REVIEW

Building codes and all applicable trades will be addressed at the building permit stage.

PUBLIC WORKS/ENGINEERING

The subject property is comprised of two lots which are part of the Elmwood Addition and Parkview Addition Plats. An application for a Lot Line Adjustment to join the existing lot occupied by the NOUN Hotel and the lot at 534 S. University Boulevard will be necessary prior to building permit issuance.

TRANSPORTATION ENGINEER

A traffic impact analysis is not required for this project. However, the applicant has provided a Traffic Impact Memo, which is attached as a supporting document.

PLANNING

ZONING CODE CONSIDERATIONS
Purpose – CCPUD, Center City Planned Unit Development

Appendix B

SEC. 520 CENTER CITY PLANNED UNIT DEVELOPMENT

A. Statement of Purpose: It is the intent of this section to provide an alternative zoning district for the Center City Area as defined in the Center City Form Based Code (CCFBC). This Center City Planned Unit Development District (CCPUD) is specifically catering to the Center City Area because of the size of lots, the lack of vacant land and other distinguishing characteristics in this area that make the use of the existing PUD regulations not feasible. The CCPUD encourages developments that create the character of development envisioned in the CCFBC.

Specifically, the purposes of this section are to:

1. Provide an alternative zoning district to the CCFBC where a property owner proposes a development that does not meet the strict regulations required in the CCFBC.
2. Provide open space/street space that is compatible with the concepts of the CCFBC.
3. Provide comprehensive and innovative planning and design for a development which is consistent and compatible with surrounding developments.
4. Provide more efficient and economic use of land resulting in an urban/pedestrian environment.
5. Provide complete and useful information which will enable the Planning Commission and City Council to make more informed decisions on land use.
6. Encourage developments that achieve community goals, such as, but not limited to, aging in place, or affordable housing, or other emerging trends in housing, that may not be able to meet all the required elements of the Center City Form Based Code.

*The applicant is requesting an amendment to the property's existing CCPUD to allow for an expansion of the NOUN Hotel to accommodate an office, a ballroom, and additional guest rooms. This proposal is **consistent** with the purpose of the CCPUD process.*

Uses Permitted

- The proposed amendment will allow for a four-story addition with office, and ballroom/ meeting space on the first floor. The second, third, and fourth floors will have guest rooms. A complete list of uses can be found within the attached CCPUD Narrative as Exhibit C.

*The applicant requests an amendment to the existing CCPUD to allow for the expansion of the existing four-story hotel. The proposed uses for the addition include an office, a ballroom/meeting space, and 54 guest rooms. The applicant submitted amendments to the adopted CCPUD Narrative and Site Development Plan to meet this proposed expansion. The project fronts onto S. University Boulevard and is located just north of the University of Oklahoma. Additionally, the proposal is across from the commercial area known as Campus Corner. The proposal is generally **consistent** with the surrounding uses to the north, east and south of the property, and follows the existing CCPUD Narrative.*

Area Regulations

- The CCPUD proposes an addition of the hotel structure to the north along the Required Build Line, as prescribed by the CCFBC Regulating Plan. The amendment proposes a 10-foot setback from the north property line and a 17-foot setback from the rear property line, along the western side of the lot.

The applicant proposes to follow the Required Building Line (RBL)/the build to line on this lot for the hotel expansion, meeting the CCFBC regulations. The CCFBC, in Section 402.D.1.b., limits structures to a height of 30 feet when placed within 50 feet of a common lot line with property designated Detached Frontage Building Form Standard, as is the case here (to the west). While the CCPUD proposes a 17-foot setback along the western property line abutting property designated as Detached Frontage, it does not meet the required 50-foot setback in the CCFBC. This proposed expansion will be 54 feet in height, which is the same height as the existing structure.

The CCPUD Site Plan designates the west and north side setback areas as Open Space and places limitations on these areas in the CCPUD Narrative to prohibit any structures or programming in the space. The Open Space provides a buffer between the hotel structure and existing residential properties to the north and west while allowing access for maintenance purposes to the rear of the proposed addition and Open Space area.

*The proposed height of the expansion is a continuation of the existing building, but it does not meet the 50-foot rear setback requirements of CCFBC Urban Residential Frontage, the proposed addition is **inconsistent** with the area regulations. (Also noted in the Height Regulations section below.)*

Height Regulations

- The proposed expansion will maintain the current four-story height of the existing hotel.

*The CCFBC Building Height Map limits the height on the west side of S. University Boulevard to three stories. The properties to the north and east of the proposed hotel expansion are designated CCFBC, Urban Residential, which allow a maximum of three-stories. The residential properties to the west are designated CCFBC, Detached Frontage, and are limited to a maximum of two stories. The proposed four-story building is **inconsistent** with the height regulations of the CCFBC.*

Open Space

- The CCPUD Narrative states that a minimum of 15% will be maintained for the entire development. The CCFBC requires one tree per 800 square feet of Open Space. The CCPUD Site Development Plan proposes trees along the west property line adjacent to the west perimeter fence.

*Staff requested the applicant submit a plan indicating the common open space and additional details regarding the amount of open space shown on the site plan. The applicant did not submit a verified Open Space Site Plan demonstrating where the required 15% is located for this Property. If developed with 15% Open Space as provided for in the Narrative, this project will be **consistent** with the Open Space regulations of the CCFBC; however, without additional detail staff cannot currently verify the site plan demonstrates the required 15%.*

Landscaping

- The existing perimeter fence is proposed to be extended along the west property line and north property line of 534 S. University Boulevard. Proposed landscaping will be placed adjacent to the proposed perimeter fence. Locations and types of trees and shrubs to be finalized at the time of building permit in conjunction with City staff.

As shown on the Site Development Plan, Exhibit A, the applicant is providing seven (7) trees along the proposed perimeter fence on the west property line of the new/expanded area of the NOUN Hotel. Landscaping is to be coordinated with the City's Forester.

Per the Narrative, landscaping shall be provided and maintained on the Property. The Narrative also states In lieu of Street Trees along S. University Boulevard, the applicant shall utilize large landscaping beds and potted large holly trees.

The Site Development Plan, Exhibit A, depicts areas outside the Property and beyond the reach of these CCPUD provisions. Though staff requested, Applicant declined to demonstrate

*the CCPUD boundary lines on the applicant-submitted site plan. The **NOUN CCPUD Boundary Site Plan** included with this Staff Report was created by staff for City's Council's reference. One area depicted beyond the CCPUD Boundary is a patio on the right-of-way fronting S. University Boulevard. This patio is not a part of this CCPUD approval and applicant must seek a separate Revocable Right-of-Way Agreement approval from City Council to construct or locate it, which has not been yet requested. Areas outside the CCPUD boundary cannot satisfy nor alter open space, landscaping or other CCPUD requirements addressed herein.*

*Because the applicant is not planting the required CCFBC Street Trees in the Tree Lawn, the proposed development is **inconsistent** with the CCFBC regulations.*

Traffic Access, Circulation, Parking, and Sidewalks

- Traffic circulation and access to the Property shall be allowed in the manner shown on the attached Site Development Plan. No additional curb cuts beyond the existing access to University Boulevard are proposed. No changes are proposed to the existing parking lots or internal walkways found at 542 S. University Boulevard.
- A traffic impact report was submitted by the applicant which states no traffic related issues are anticipated with the development of the proposed hotel expansion.
- A five-foot sidewalk will be added where there is currently driveway access to 534 S. University Boulevard.
- No new parking areas are planned for the 534 S. University Boulevard.

*This property is in the CCFBC District which does not typically permit curb cuts along street frontages. No additional vehicle access points are proposed for the site beyond the existing access off S. University Boulevard at the main entrance of the NOUN Hotel. An internal walkway along the north side of the existing hotel leading from Park Drive to S. University Boulevard will be maintained and an extension of the existing five-foot sidewalk along S. University Boulevard is proposed. For this reason, the proposed site plan is **consistent** with the surrounding area's traffic access, circulation, parking, and sidewalk standards.*

*The proposed development is **consistent** with the City's traffic access, parking, and sidewalks, regulations.*

Lighting

- All exterior lighting shall be installed in accordance with the applicable regulations of Section 36-549, Commercial Outdoor Lighting Standards, as amended from time to time.

*Lighting within the development will be **consistent** with applicable City regulations.*

Signage

- No signage is proposed for the addition's exterior elevations. However, the CCPUD Narrative has been amended to allow temporary sidewalk easel signs in the dooryard area in front of the addition. Any additional signage for the development will be constructed in accordance with the Center City Form Based Code, as outlined in Exhibit D of the CCPUD Narrative.

*The proposed development will be **consistent** with the regulations under CCFBC Sign standards.*

Screening

- Perimeter fencing is proposed by the CCPUD Narrative along the north and west property lines. The CCPUD Site Plan proposes an eight-foot masonry perimeter fence on the west property line and an eight-foot wood fence on the north property line.

*The CCFBC regulations require a four- to six-foot garden wall along property lines that abut Detached Frontage. The property to the west is designated Detached Frontage and the property to the north is Urban Residential Frontage. The applicant proposes an eight-foot masonry wall on the west property line and an eight-foot wood fence on the north property line. The proposed screening meets and exceeds the CCFBC requirements and is therefore **consistent** with the regulations.*

COMPREHENSIVE PLAN CONSIDERATIONS

Character Area Policies
General Policies

Non-Residential Policies

- New non-residential development should use high quality building materials such as glass, brick, stone, wood or cementitious siding.
- Require that loading areas be located to the rear and sides of buildings and screened from view.
- Ensure that all sides of a parking garage that are visible from public view are architecturally consistent with the buildings it serves.
- Buildings in a corporate campus should have an internal pedestrian network between buildings.

*The proposed addition will utilize brick and façade designs found on the existing hotel, as shown in Exhibit B, Exterior Renderings. Loading areas are to the rear of the existing hotel and no new loading area is proposed for the addition. The existing parking lots located south and west of the NOUN Hotel provide parking spaces, as noted on the Site Plan, and are screened with existing landscaping. Any additional parking needed for the addition will be provided via a lease with the property owner to the south of hotel. The existing internal walkways allow pedestrians to access the surrounding commercial and residential areas. The proposed development is **consistent** with the Character Area General Non-Residential Policies because it promotes a commercial building with a design and use that is desired in the Core Area.*

Core Neighborhood Areas Policies

- Continue to maintain and improve public facilities and infrastructure that supports infill development and reinvestment.
- Residential development should reinforce the Core through a combination of rehabilitation in the downtown area and compatible new infill development targeted to a broad range of income levels, including multi-unit townhomes, apartments, lofts, and condominiums.
- Focus mobility infrastructure on pedestrian comfort, safety, and convenience where there are smaller lots and greater proximity to a range of services.

- Ensure that redevelopment and infill developments:
  - Address the impacts of parking and access:
    - Off-street parking should be screened from public right-of-way, and placed in the rear of the lot for all development.
    - For residential development, access to garages and parking pads are encouraged from a rear loaded alley.
    - Alternative modes of transportation, including walking, rolling, biking, and public transit should be a priority with safe, clear connections. This includes improving sidewalks and filling gaps in the sidewalk network during development.
    - Reflects the scale and characters of surrounding properties:
      - Structures should not be significantly taller, further from the front property line, or be inconsistent with the massing of neighboring properties.
    - Reduce the impact of higher intensity uses to adjacent lower intensity uses with screening and landscaping. Native landscaping is encouraged.
    - Encourage activation of the street space along arterials with pedestrian amenities.
- Increased impervious area coverage should be mitigated using LID stormwater BMPs regardless of parcel size or existing impervious area coverage.
- New architecture should be compatible with existing neighborhoods. Modern, contemporary architecture should be limited but can be accommodated as long as scale transitions and architectural elements achieve continuity.

The proposed expansion exceeds the height of the single-family residential properties located to the west. While the setback, landscaping, and fencing along the western property line do not fully eliminate the apparent height difference between the residences and the hotel addition, these elements are intended to help mitigate the transition in scale while providing a high-quality commercial structure within the Core Area. Internal walkways connect to the public sidewalk system, offering safe and convenient pedestrian access to Campus Corner, nearby neighborhoods, and the University of Oklahoma campus. Outdoor seating, including chairs and tables, is proposed in front of the hotel addition, further supporting an active streetscape along the NOUN Hotel frontage. Overall, the proposed development is largely ***consistent*** *with the Core Neighborhood Character Area policies.*

Land Use Development Policies

Urban High Policies

- Highly compact, walkable pattern of urban development prioritizing alternative means of transportation. Low to no building spacing and separation of uses. This area is intended to create opportunities for economic activities, attracting a city-wide audience, and place residents closer to services and jobs.
- High-intensity areas strive for more residential than non-residential uses with frequent master-planned mixed-use development nodes. Non-residential uses may be more common in UH than in UM or UL due to higher concentrations of population.
- Gross densities in any single development should be greater than 12 units per acre.

The proposed development consists of a four-story addition to the existing hotel to accommodate an office, ballroom/meeting space and 54 additional guest rooms. While the development does not provide residential housing, the hotel expansion will increase economic

*growth in Core Norman by providing accommodations for visitors to Norman. For these reasons, the development is **consistent** with the Urban High Land Use policy.*

Building Types

- Medium and Small-scale 3- to 5-story buildings are common. Within existing developed areas, buildings may go up to 2-stories higher than surrounding properties.
- Multi-unit structures are the priority, but a variety of housing types from townhomes to apartments are expected.
- Mixed-use buildings including retail, work-spaces, and residences are most common.
- Public and private spaces (i.e. balconies, recreational roof decks, outdoor dining, etc.) are clearly defined and cultivate a sense of place.
- New developments that are single-use developments or predominantly single-unit or garden apartments are not appropriate.

*The proposed development features a four-story building, while surrounding properties are one-story and two-story structures. The Urban High Character Area allows for structures to be two-stories higher than surrounding properties. The hotel expansion also offers a clearly defined outdoor seating area along the front of the building facing S. University Boulevard, thereby creating a public space. For these reasons, the proposed development is **consistent** with the Urban High Land Use policy for Building Types.*

Site Design

- The scale and layout of the built environment are conducive to walking. Trails and pathways are integrated throughout developments to connect to parks, neighborhoods, and community destinations.
- Multi-unit developments without connections to neighboring properties and uses weakens the development pattern and should be limited or avoided altogether.
- Street trees should form a continuous urban canopy over public areas and rights-of-way.
- Stormwater to be addressed at the project level, but designed as part of a larger neighborhood or sub-basin system.
- Site layout should take every opportunity to maximize the public infrastructure available in this area.

A public sidewalk is present along the property line in front of the proposed addition. A walking path that leads from Park Drive to S. University Boulevard along the north edge of the existing hotel will be maintained with the development of the proposed addition.

Per the Narrative, landscaping shall be provided and maintained on the Property. In lieu of Street Trees along S. University Boulevard, the applicant shall utilize large landscaping beds and potted large holly trees.

The CCPUD Narrative proposes 78% of impervious coverage. The CCFBC allows up to 85% impervious coverage if engineered solutions are proposed to mitigate the effects of the increase in coverage, as is proposed in this case. The applicant proposes low-impact development techniques to mitigate stormwater, including the installation of raingarden at the rear yard of the addition to the hotel. This raingarden will retain stormwater before releasing to existing drainage inlet located near the rear of the existing hotel structure.

*The proposed site plan does meet the AIM Core Neighborhood goal of encouraging activation of the street space. For these reasons, the development is **consistent** with the Urban High Land Use Development Policies.*

Areas included on applicant's CCPUD site plan that are outside the CCPUD boundary are separately depicted on the NOUN CCPUD Boundary Site Plan provided with this staff report.

Transportation

- This area features a relatively dense grid of streets and sidewalks. A full street hierarchy provides a variety of connections and route choices to people moving to, through, and within the area. Parking is a secondary use and should be as small as possible due to character and value of land in the area. Most of these areas have, or will have, easy access to public transportation (less than one half-mile walk of a stop). Improving access for pedestrians and bicyclists will continue to be a priority, including modernizing multi-modal infrastructure.

*The development site is located less than half a mile from the University of Oklahoma's campus bus hub located on Asp Avenue, east of the South Oval. Additionally, there are two Embark bus stops near the hotel's entrance on S. University Boulevard. Bicycle racks are currently located on the south side of the hotel, further supporting multimodal transportation. For these reasons, the development is **consistent** with the Urban High Land Use policy.*

Utility Access

- A full range of utilities should be available. If services are not already in place, they must be extended by the developer during the lot split process to be suitable for development. If development occurs adjacent to existing facilities that are determined to be insufficient to meet the demands of the proposed development, the developer must upgrade the existing facilities to enhance the capacity of the utility systems.

*The proposed development has existing water and sewer access. The development is **consistent** with Utility Access policies.*

Public Space

- Consisting of appropriately scaled public spaces including small parks, plazas, parklets, regional trail connections, and walking paths. Pedestrian amenities should be commonly integrated into public and private projects.

*The existing development has internal walkways linked to the public sidewalk system. Additionally, the existing hotel and the expansion will offer sidewalk tables and chairs in a recessed section of the hotel addition along S. University Boulevard. This expansion of the existing NOUN Hotel development is **consistent** with the Urban High Land Use policy.*

Neighborhood and/or Special Area Plans

*This location **is not** within a Neighborhood or Special Planning Area*.

UTILITIES

AIM NORMAN PLAN CONFORMANCE

Proposed development is in accordance with AIM Water and Wastewater Utility Master Plans.

SOLID WASTE MANAGEMENT

Proposed development meets requirements for City streets and provides access for solid waste services. An existing dumpster is shown on the Site Plan and is adequate for servicing the NOUN Hotel and the expansion.

WATER/WASTEWATER AVAILABILITY

Water Availability

Adequate capacity within the water system exists to serve the proposed development. Existing water service(s), if not to be reused, must be abandoned at the water main. If existing service(s) is to be reused, it must have materials identified.

Wastewater Availability

Adequate capacity within the wastewater system exists to serve the proposed development. Existing sewer service(s), if not to be reused, must be abandoned at the sewer main.

DISCUSSION:
Overall, the proposed development largely aligns with the AIM Norman Land Use and Character Area objectives. This proposal will provide additional commercial activity to this area of Norman.

The CCPUD Narrative proposes amendments to allow for the expansion of the NOUN Hotel. The proposed addition will have ballroom/meeting event space, office space, and 54 additional guest rooms.

As discussed in this Staff Report, this Ordinance only applies to the area within the CCPUD boundary as shown on the attached document, “NOUN CCPUD Boundary Site Plan””.

CONCLUSION:
Staff forwards this request to amend the existing CCPUD as O-2526-31 for consideration by City Council.

PLANNING COMMISSION RESULTS:
At their meeting on February 12, 2026, the Planning Commission recommended approval of Ordinance O-2526-31 by a vote of 7-0.

STAFF NOTE: Since this item was posted for the Planning Commission meeting, the applicant has informed staff that 54 guest rooms are planned for the expansion instead of 48. Staff has updated this report to reflect the new guest room count.

O-2526-31

AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF CHAPTER 36 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE A REPLAT OF THE EAST 236 FEET OF LOT SIX (6) AND THE EAST 200 FEET OF LOT SEVEN (7), OF ELMWOOD ADDITION, AND LOT TWELVE (12), IN BLOCK ONE (1), OF PARKVIEW ADDITION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM A CCPUD, CENTER CITY PLANNED UNIT DEVELOPMENT, AND PLACE SAME IN A CCPUD, CENTER CITY PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (542 AND 534 S. UNIVERSITY BOULEVARD; WARD 4)

§ 1. WHEREAS, Noun Hotel, LLC, the owners of the hereinafter described property, have made application to have the subject property removed from a CCPUD, Center City Planned Unit Development, and placed in a CCPUD, Center City Planned Unit Development; and

§ 2. WHEREAS, said application has been referred to the Planning Commission of said City and said body has, after conducting a public hearing on February 12, 2026 as required by law, considered the same and recommended that the same should be granted and an ordinance adopted to effect and accomplish such rezoning; and

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

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

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

542 S University Blvd:

Replat of the East 286 feet of Lot Six (6) and the East 200 feet of Lot Seven (7), of Elmwood Addition, to the City of Norman, Cleveland County, Oklahoma, according to the recorded plat thereof.

534 S University Blvd:

Lot Twelve (12), in Block One (1), of Parkview Addition, to Norman, Cleveland County, Oklahoma, according to the recorded plat thereof.

§ 5. Further, pursuant to the provisions of Section 36-540 Appendix B of the Code of the City of Norman, as amended, the following condition is hereby attached to the zoning of the tract:

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

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

ADOPTED this _____ day of _____, 2026.

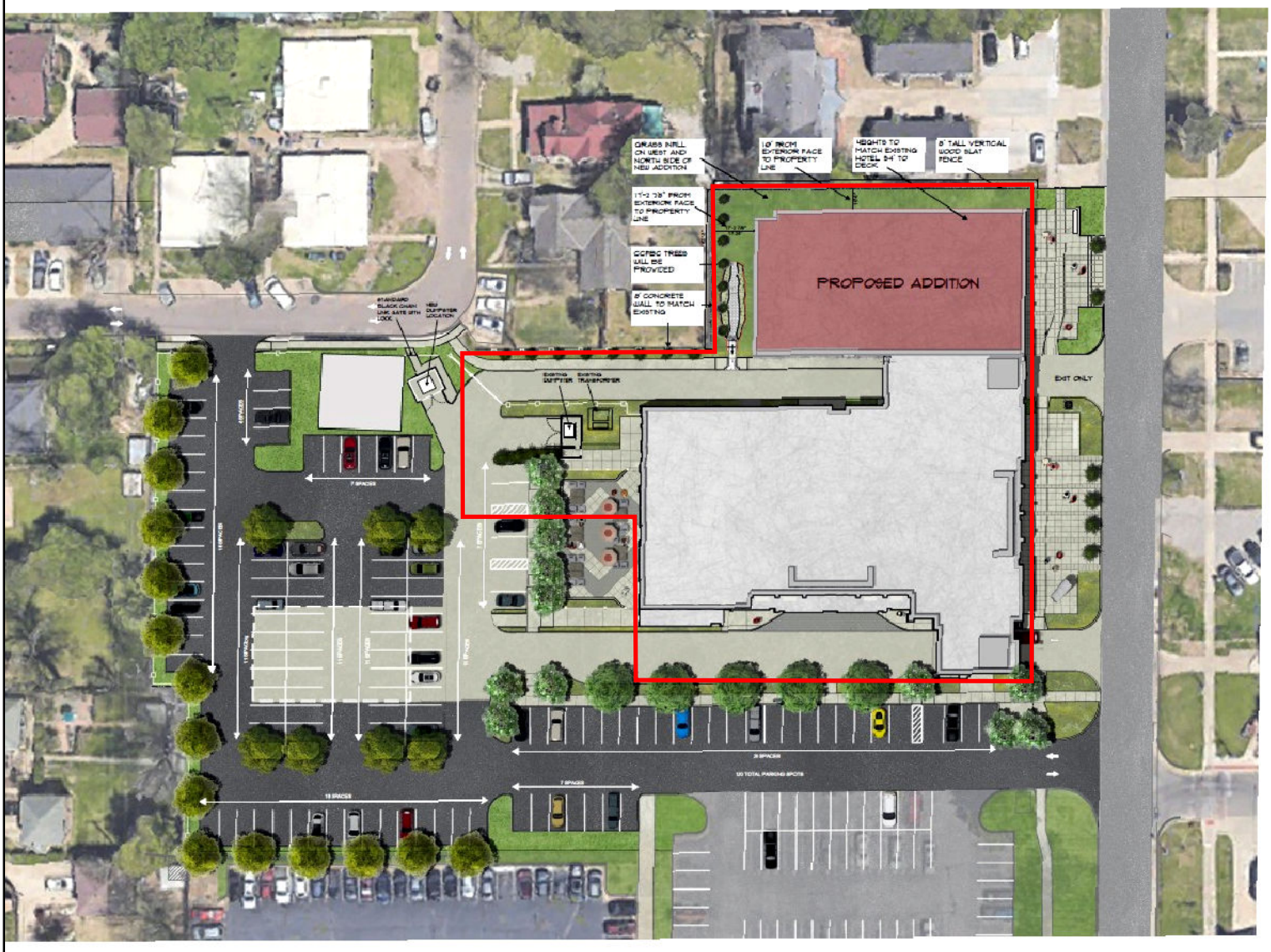
_____
(Mayor)

ATTEST:

_____
(City Clerk)

NOT ADOPTED this _____day of _____, 2026.

_____
(Mayor)



CCPUD\Radius Map Subject Tract

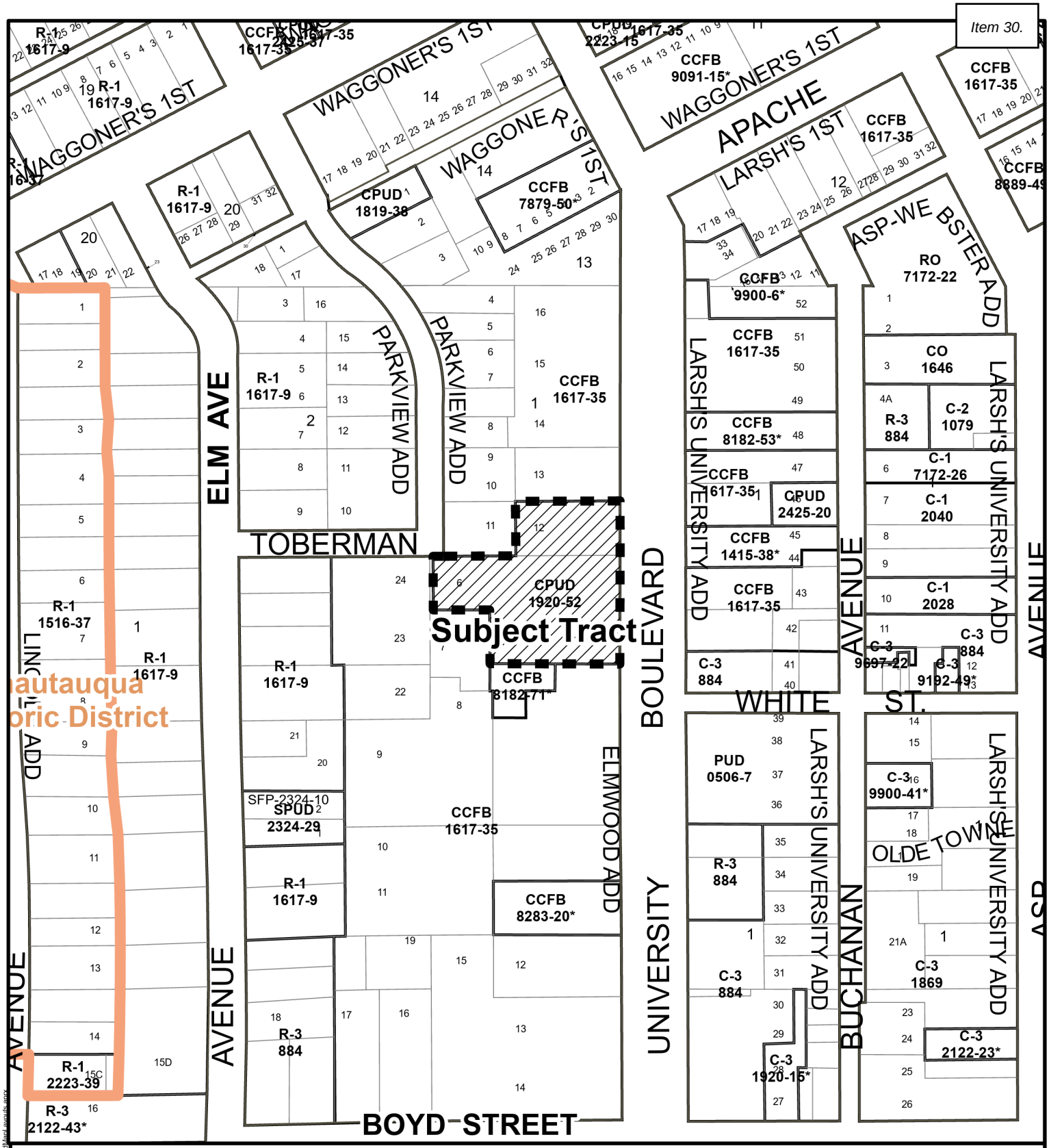
City Council Meeting

February 11, 2026

0 40 80 Ft.

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



Location Map

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

N W E S

December 2, 2025

0 100 200 Ft.

Subject Tract

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THE NOUN

A Boutique Hotel Development by Noun Hotel LLC

542 & 534 S. University Blvd.,

Norman, Oklahoma

Application for:

Center City Planned Unit Development

Submitted December 1, 2025

Revised February 5, 2026

PREPARED BY:

RIEGER SADLER JOYCE LLC

136 Thompson Drive

Norman, Oklahoma 73069

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- F. Fire Protection Services
- G. Traffic Circulation and Access

III. DEVELOPMENT PLAN AND DESIGN CONCEPT
- A. Permissible Uses
- B. Development Criteria

EXHIBITS

- A. Site Development Plan
- B. Exterior Renderings
- C. Allowable Uses
- D. Additional Signage
- E. Allowable Tree Species List

I. INTRODUCTION

A. **Background and Intent**. The Noun is a boutique hotel development operated by Noun Hotel LLC (the "**Applicant**"). This amendment to the Center City Planned Unit Development ("**CCPUD**"), located at 542 and 534 South University Boulevard, Norman, Oklahoma (collectively, the "**Property**"), is intended to allow for expansion of the existing hotel. The Property contains approximately 1.22 acres (as combined across two parcels of 542 and 534 University). This CCPUD is intended to put forth the parameters for which the Property shall be developed in order to facilitate the expansion and operation of the Noun, as well as other compatible uses as more specifically described herein. The Property is located in the Campus Corner area and offers a unique opportunity for a boutique hotel to continue serving the City of Norman's thriving Downtown, Campus Corner Restaurants and Merchants, the University of Oklahoma, and the City's numerous festivals and events, including but not limited to the Norman Music Festival, OU gamedays and events, and various other gatherings. The expansion of the Noun builds upon the success of the existing hotel and will enhance its ability to support the thriving districts of the core area.

B. **Development Team**. The Applicant is Noun Hotel LLC. The architects for the project are GH2 Architects. SMC Consulting Engineers are serving as the civil engineers for the project. Traffic Engineering Consultants, Inc. are providing traffic analysis for the project.

II. PROPERTY DESCRIPTION/GENERAL SITE CONDITIONS

A. **Location**. The Property is situated West of University Boulevard, North of Boyd Street, East of Elm Avenue, and touches the corner of Toberman Drive and Park Drive. The specific location is illustrated on the Site Development Plan, attached hereto as "**Exhibit A**."

B. **Existing Land Use and Zoning**. The Property is situated within the Center City Form Based Code ("**CCFBC**") District and is currently zoned as a CCPUD. 542 South University is improved with the existing Noun Hotel, and 534 South University is currently developed with a single-family residence.

C. **Elevation and Topography.** The Property is essentially flat with little elevation change throughout the entirety of the development. 542 South University is currently developed with the existing hotel and associated paved areas, resulting in little to no pervious surface. 534 South University currently contains a residential home.

D. **Drainage**. The Applicant proposes stormwater and drainage management systems that meet or exceed the City's applicable ordinances and regulations, and that will include features of Low Impact Development and Best Management Practices.

E. **Utility Services**. All necessary utilities for this project (including water, sewer, gas, telecommunications, and electric) are currently located within the necessary

proximity to serve the Property, or they will be extended by the Applicant, as necessary.

F. **Fire Protection Services**. Fire protection services will be provided by the City of Norman Fire Department and by the Owner of the Property where required by building and fire protection codes in the structures.

G. **Traffic Circulation and Access**. Access to the Property shall remain as currently existing. A curb cut exists at the south boundary of the Property at S. University Blvd., which shall serve as the two-way entrance and exit to the Property, and serve as the primary access point to the hotel. The curb cut on the north end of 542 South University and south of 534 South University shall function to merely a one-way service road exiting the Property. The existing curb cut to 534 South University shall be removed.

III. DEVELOPMENT PLAN AND DESIGN CONCEPT

The Property shall be developed in compliance with the Site Development Plan, attached as **Exhibit A**, and the development criteria contained herein. The Exhibits attached to this CCPUD narrative are incorporated herein by reference.

A. **Permissible Uses**.

The Property is situated within the Center City Form Based Code District. This CCPUD is sought in order to allow for more flexible development, in fulfillment of the stated goals of the Center City Area of the Property, than what would be allowed under the applicable provisions of the Center City Form Based Code. Each respective lot shall retain its current allowable uses and shall add the additional uses stated below. An exhaustive list of the allowable uses is shown below and duplicated as attached hereto as **Exhibit C**.

Additional Permissible Uses:

- Hotel/Overnight Lodging and related support services and amenities (limited to the hotel and restaurant/bar operations)
- Banquet Hall, Conference Center, Reception Area, Ballroom and/or Meeting Space, and associated activities (limited to the hotel and restaurant/bar operations)
- Restaurant and/or Bar
- Art Gallery or Display Space (limited to the hotel and restaurant/bar operations)
- Office Uses (limited to the hotel and restaurant/bar operations)
- Fitness (limited to hotel guests and hotel operations)
- It is noted that the Center City Code already allows for this Property to be used as: "*residential/**overnight lodging and related support services**, such as lobbies, leasing offices, resident exercise facilities, etc*." Therefore, much of the requested uses herein are already allowed under the existing CCFBC.

B. Development Criteria.

1. **Area Regulations**. The development shall comply with the setbacks shown on the Site Plan. As shown on the Site Plan, the addition to the hotel shall have a seventeen (17') foot setback from the West property line and a ten (10') foot setback from the North property line. Original documents will be provided in large scale to better read the setbacks shown.

2. **Building Height**. The hotel shall be allowed to reach a maximum height of four stories and 54' at roof deck, excluding any necessary mechanical units, equipment, screening, or parapet walls. It is noted that the CCFBC allows for 46 feet in height on the west side of University Blvd. Thus, this request is a mere 8 feet more in height. The additional height requested herein shall be utilized only for the existing portions of the hotel already constructed to 54' and the expansion to the hotel as shown on the site plan.

3. **Exterior Materials**. The exterior of the building shall be constructed in substantial compliance with the Exterior Renderings, attached hereto as **Exhibit B**. The exterior materials of the building to be constructed on the property may be brick, stone, synthetic stone, high impact quality stucco or EIFS, masonry, metal accents, and any combination thereof. The project shall comply with the materials requirements of CCFBC under 402. General Provisions; J. Architectural Materials (exteriors).

4. **Sanitation**. Trash dumpster will be located as depicted on the Site Development Plan or in locations approved by City sanitation services and will be screened with similar materials similar in character as the hotel building. The location of the dumpster is located more than thirty feet from the nearest property line.

5. **Signage**. Signage for the Property shall be allowed in the locations and manners depicted on the Exterior Renderings. Additional signage on the Property shall be allowed to comply with the restrictions and provisions attached hereto as **Exhibit D**.

6. **Traffic access/circulation and sidewalks**. Access to the Property shall be in the locations and in the manner depicted on the Site Development Plan. Sidewalks will be constructed along University Boulevard and Toberman Drive in accordance with applicable City of Norman standards. Landscaping shall accommodate all City of Norman traffic sight triangle requirements. While the Thrift Store remains in its current location, the existing curb cut located on Toberman Drive will be gated and closed at all times, except for the Thrift Store's operating hours. Should the Thrift Store permanently discontinue its

operations at the current location, the existing curb cut located on Toberman Drive will be permanently closed by the Applicant and the 8-foot-tall precast concrete wall will be placed in the location where the gate and building stood (if building is removed). A paved Pedestrian Pathway shall run from the corner of Toberman Drive and Park Drive to S. University Blvd, as depicted on the Site Plan. A portion of the Pedestrian Pathway will run along the north fire/service exit lane but shall be separated from the vehicular traffic through the use of a mountable curb or similar safety measures in order to allow fire access to the north portion of the building in the event of an emergency. The Applicant will install security cameras on the Property to enhance the security of the Property, including the parking lot and pedestrian pathway.

7. **Lighting**. All exterior lighting shall comply with the City of Norman commercial lighting ordinance, including the submission of a photometric lighting plan at time of building permit review. Lighting of the North and West sides of the hotel structure and the proposed addition shall be limited to the extent practicable, and as necessary for safety considerations, in order to be sensitive to the nearby residences. Streetlights shall be installed along the portion of South University Boulevard abutting the Property at a distance of 140' feet apart due to the proposed drop-off location on the east side of the Property. Ample exterior lighting will also be provided in the street frontage area around the drop off to assist with use of that area after dark.

8. **Open Space**. Open space shall be utilized on the Property in the locations and manners depicted on the Site Development Plan. Open Space for the project shall not be less than 15%. The development will incorporate features of low impact development (LID) solutions, allowing for a maximum impervious area for the project of 85%. Applicant shall provide street furniture on the Property in the form of multiple tables, chairs, benches, and a seat wall on the Property.

9. **Landscaping; Fencing**. Landscaping shall be provided and maintained on the Property. In lieu of Street Trees along S. University Boulevard, the Applicant shall utilize large landscaping beds and potted large Holly Trees. Landscaping, to include trees, fencing and walls for perimeter treatment, shall be featured along the North and West borders of the Property to provide a buffer to the residential neighborhood to minimize light, noise and other effects to the residentially zoned properties. In accordance with the Site Development Plan, an eight (8') foot tall concrete wall, matching the existing wall on the North and West sides of the hotel, shall be installed along the West side of the addition. An eight (8') foot tall wooden fence shall be installed along the North border of the Property. All perimeter fencing and walls shall be coordinated with the City Forester as to best manner of size and installation in order to preserve the existing mature trees along the boundary to the extent reasonably possible.

Additionally, in accordance with the Site Development Plan, trees will be installed along the West boundary of the addition as an added buffer to the residential neighborhood. All trees to be planted on the Property shall be of a minimum of 2-inch caliper and shall be of the type listed on the tree species list attached hereto as **Exhibit E**. A rain garden to filter and reduce stormwater runoff shall also be installed along the West boundary of the addition. The location and design of the rain garden shall be subject to change based on engineer calculations at the time of installation. Except for instances in which repairs are needed due to causation of damage by neighboring property owners or their guests, invitees, agents, or contractors, Applicant shall be responsible to maintain the required perimeter fencing and wall, landscaping, and trees; and, as necessary, to replace any required perimeter fencing and wall, landscaping, or trees to ensure compliance with the requirements herein. Perimeter fencing and wall is to be constructed prior to an occupancy permit being issued for the hotel.

10. **Parking**. Parking shall meet or exceed 94 parking spaces. Parking will be as depicted on the Site Development Plan and the Applicant will participate in shared parking with the owner of the parking lot located to the South of the Property for additional parking for the hotel guests. Bike parking shall be provided on the Property, with a minimum of 12 bike racks. Applicant shall be responsible for maintaining the stormwater infrastructure to ensure its proper operation as proposed.

11. **Outdoor Space**. As shown on the Site Plan, an open-air, outdoor space connects to the hotel that will be used to support meetings, events, and other functions at the hotel. The outdoor space will not be utilized for any functions later than 9:00 pm on Sunday through Wednesday, and 10:00 pm on Thursday through Saturday. No amplified live instruments shall be used in the outdoor space. No drums, amplified or not, shall be used in the outdoor space. No televisions or video screens may be located or oriented in a manner that can be seen from abutting residentially zoned properties. No loudspeakers, televisions, phonographs, radios, or other audio devices shall be used in a manner to be heard in excess of noise ordinance limits, from neighboring residentially zoned properties. Any speakers or audio devices shall be oriented and directed only in a direction that is away from abutting residentially zoned properties. The Applicant may obtain noise variances as is allowed by the City of Norman ordinances. A six (6) foot masonry (or similar wall, such as a living wall, etc.) will enclose the outdoor space to reduce any effects of noise, light, and other issues to the abutting residentially zoned properties. Additionally, the seventeen foot (17') setback area west of the addition to the hotel shall be maintained as open space on the Property and shall not be used for any outdoor programs or events. This paragraph 11, and the restrictions herein as to operations of the

outdoor space, shall not be in effect on days in which the University of Oklahoma is having a regular season, or playoff, home football game.

EXHIBIT A

SITE DEVELOPMENT PLAN

Full Size Document Submitted to City Staff



EXHIBIT B

EXTERIOR RENDERINGS

Full Size Documents Submitted to City Staff





EXHIBIT C

Allowable Uses

The intent is to keep the existing allowable uses for each property under the CCFBC and add the additional uses enumerated in this CCPUD. In the event of an ambiguity or conflict, this list shall control the allowable uses for the Property.

Additional Permissible Uses:

- Hotel/Overnight Lodging and related support services and amenities (limited to the hotel operations)
- Banquet Hall, Conference Center, Reception Area, Ballroom, and/or Meeting Space, and associated activities (limited to the hotel and restaurant/bar operations)
- Restaurant and/or Bar
- Art Gallery or Display Space (limited to the hotel and restaurant/bar operations)
- Office Uses (limited to the hotel and restaurant/bar operations)
- Fitness (limited to hotel guests and hotel operations)
- It is noted that the Center City Code already allows for this Property to be used as: "*residential/**overnight lodging and related support services**, such as lobbies, leasing offices, resident exercise facilities, etc*." Therefore, much of the requested uses herein are already allowed under the existing CCFBC.
- Thrift Store/Donation Center as an ancillary function of a church

EXHIBIT D

Additional Signage Provisions

Any signage additional to the signage shown on the Exterior Renderings shall comply with the provisions contained herein:

[This is based on the Signage language of the CCFBC, but in the event of ambiguity or conflict, this exhibit shall control]

1. Intent and Guiding Illustrations

Signs along commercial and mixed-use frontages should be clear, informative and should weather well. Signage is desirable for advertising shops and offices, and as decoration. Signs should be scaled to the District: mixed-use, pedestrian-oriented, with slow-moving automobile traffic. Signage that is glaring or too large creates distraction, intrudes into, and lessens the district experience, and creates visual clutter.

2. General Standards

a. Wall signs are permitted within the area between the second story floor line and the first-floor ceiling with a horizontal band not to exceed 2 feet in height. In no case shall this band be higher than 20 feet or lower than 11 feet above the adjacent sidewalk.

b. Letters shall not exceed 18 inches in height or width. Signs shall not come closer than 2 feet to an adjacent common lot line.

c. Additionally company logos or names may be placed within this horizontal band or placed or painted within ground floor or second story windows.

d. A masonry or bronze plaque bearing an owner's or building's name may be placed in the building's cornice/parapet wall or under the eaves, and above the upper story windows. Any such plaque shall be no larger than a rectangle of 18 square feet.

e. Blade signs (perpendicular to the required building line) not more than 5 feet wide containing a maximum of 25 square feet per side and minimum 9 feet clear height above the sidewalk may be hung from the facade, or from an overhang or awning. Vertically oriented blade signs less than 30 inches wide may contain up to 30 square feet per side.

f. Neon signs are allowed within shopfront windows throughout the Property.

g. No more than 25% of a shop or store window may be covered by signage.

h. Temporary sidewalk easel signs of up to 36" in height are permitted within the dooryard area of both the existing hotel and addition to the hotel. They may also be considered a permitted obstruction to the sidewalk or right-of-way, with prior approval from the City.

i. All illumination of signs and buildings shall be by constant light—flashing, traveling, animated, or intermittent lighting shall not be mounted on the exterior of any building, whether such lighting is temporary or permanent.

3. Prohibited Signs

Outdoor advertising signs, roof signs, free-standing pole signs, monument signs, any kind of animation, and signs painted on the exterior walls of buildings. No digital, flashing, scrolling, traveling, animated, or intermittent lighting shall be on the exterior of any building whether such lighting is of temporary or long-term duration. Portable or wheeled signs and advertising located outside any building are not allowed.

EXHIBIT E

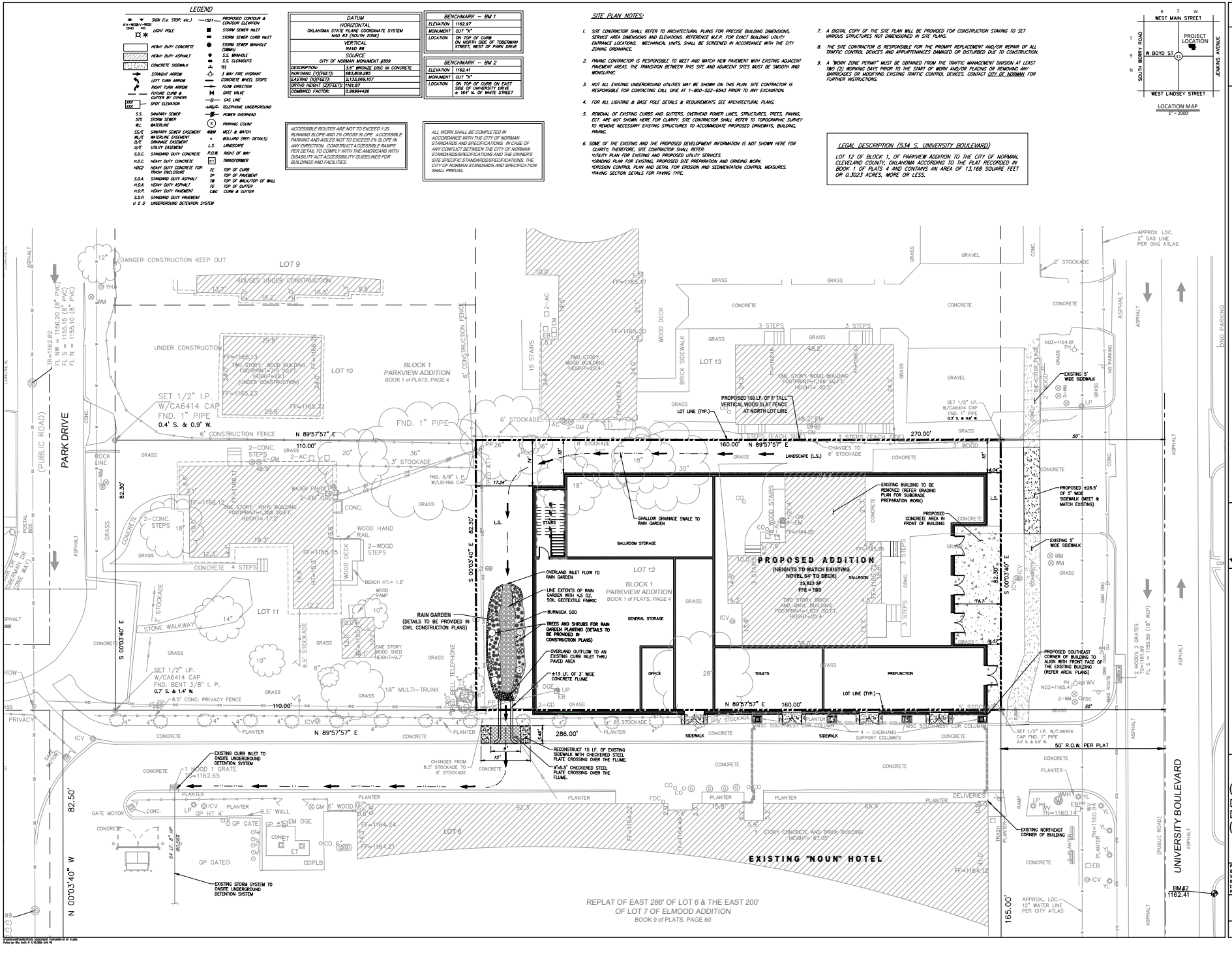
Allowable Tree Species List

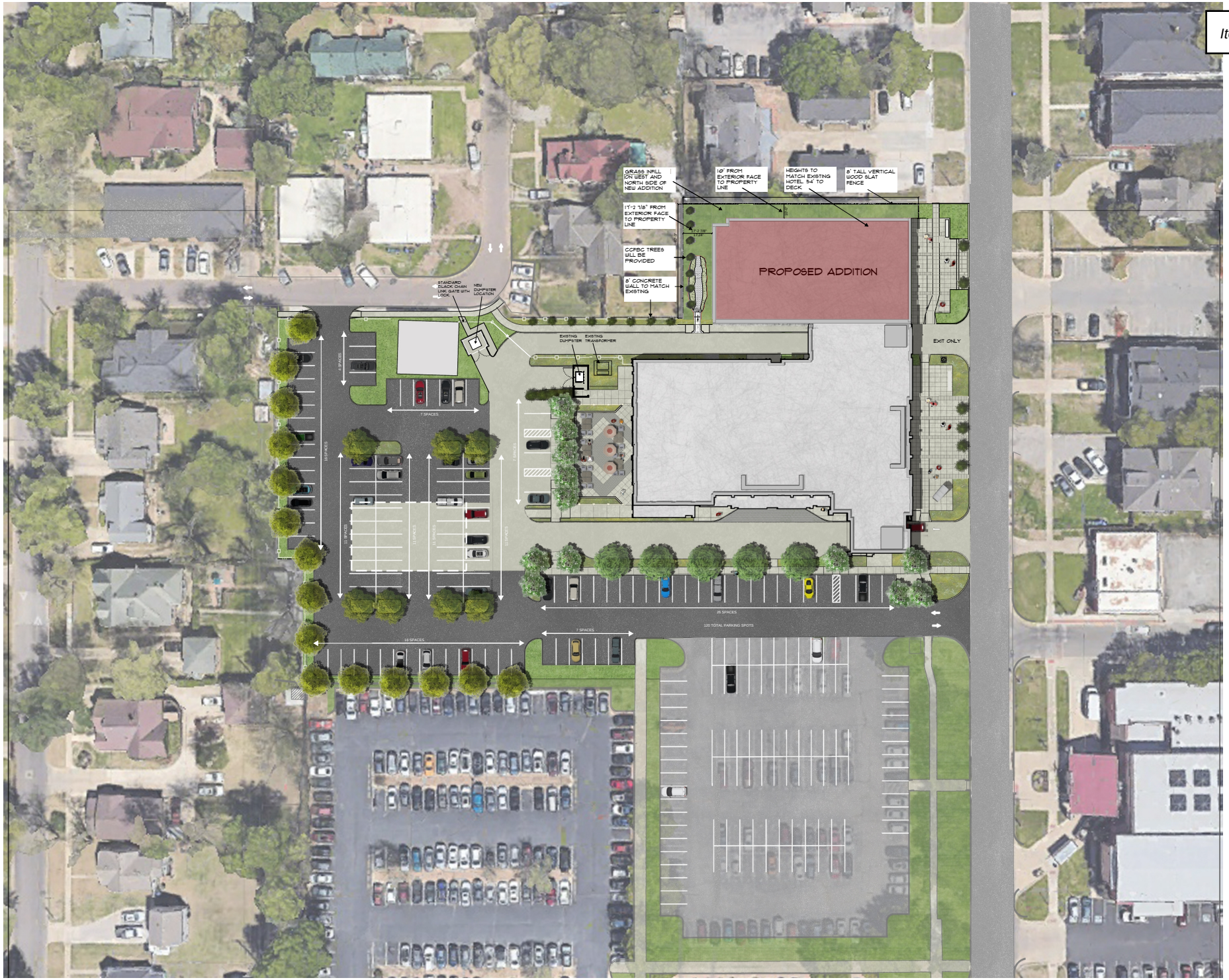
This list is based on the City of Norman's allowable tree species lists contained in the CCFBC. In the event of ambiguity or conflict, this list shall control.

The following trees species shall be allowable on the Property. The Applicant shall consider size, location, and surrounding area in determining which of the following species shall be used throughout different locations of the Property.

Carya illinoinensis	Pecan
Cerus canadisis var. texensis	Texas Redbud
Cerus x texensis	Oklahoma Redbud
Juglans nigra	Black Walnut
Magnolia grandiflora	Magnolia
Quercus macrocarpa	Bur Oak
Quercus muhlenbergii	Chinquapin Oak
Taxodium ascendens	Pond Cypress
Taxodium distichum	Bald Cypress

Celtis occidentalis	Common Hackberry
Ginkgo biloba	Ginkgo (male only)
Gleditsia triacanthos var. inermis	Thornless Honey Locust
Platanus acerifolia 'Yarwood'	Yarwood Plane tree
Platanus occidentalis 'Bloodgood'	London Plane tree
Quercus acutissima	Sawtooth Oak
Quercus alba	White Oak
Quercus coccinea	Scarlet Oak
Quercus muhlenbergii	Chinquapin Oak
Quercus palustris	Pin Oak
Quercus phellos	Willow Oak
Quercus buckleyi shumardii	Red Oak
Quercus velutina	Black Oak
Tilia Americana	Basswood/American Linden
Ulmus hollandica 'Groenveldt'	Groenveldt Elm
Ulmus americana "libertas"	Liberty Elm
Ulmus parvifolia	Chinese/Lacebark/Drake Elm


LEGEND
SIGN (i.e. STOP, etc.)
PROPOSED CONTOUR & CONTOUR ELEVATION
LIGHT POLE
STORM SEWER INLET
STORM SEWER CURB INLET
STORM SEWER MANHOLE (TYPE)
HEAVY DUTY CONCRETE
HEAVY DUTY ASPHALT
S.S. MANHOLE
S.S. CLEANOUT
CONCRETE SIDEWALK
TEE
STRAIGHT ARROW
3 WAY FIRE HYDRANT
LEFT TURN ARROW
CONCRETE WHEEL STOPS
RIGHT TURN ARROW
FLOW DIRECTION
FUTURE CURB & GUTTER BY OTHERS
GATE VALVE
GAS LINE
SPOT ELEVATION
TELEPHONE UNDERGROUND
S.S. SANITARY SEWER
POWER OVERHEAD
STS STORM SEWER
PARKING COUNT
W.L. WATERLINE
SS/E SANITARY SEWER EASEMENT
MBM MEET & MATCH
WL/E WATERLINE EASEMENT
BOLLARD (REF. DETAILS)
D/E DRAINAGE EASEMENT
L.S. LANDSCAPE
U/E UTILITY EASEMENT
S.D.C. STANDARD DUTY CONCRETE
R.O.W. RIGHT OF WAY
H.D.C. HEAVY DUTY CONCRETE
TRANSFORMER
HDC2 HEAVY DUTY CONCRETE FOR TRASH ENCLOSURE
TC TOP OF CURB
TP TOP OF PAVEMENT
S.D.A. STANDARD DUTY ASPHALT
TW TOP OF WALK/TOP OF WALL
H.D.A. HEAVY DUTY ASPHALT
TG TOP OF GUTTER
H.D.P. HEAVY DUTY PAVEMENT
C&G CURB & GUTTER
S.D.P. STANDARD DUTY PAVEMENT
U G D UNDERGROUND DETENTION SYSTEM
DATUM
HORIZONTAL
OKLAHOMA STATE PLANE COORDINATE SYSTEM NAD 83 (SOUTH ZONE)
VERTICAL
NAVD 88
SOURCE:
CITY OF NORMAN MONUMENT #309
DESCRIPTION: 3.5" BRONZE DISC IN CONCRETE
NORTHING (Y)(FEET): 683,809.285
EASTING (X)(FEET): 2,133,066.107
ORTHO HEIGHT (Z)(FEET): 1161.87
COMBINED FACTOR: 0.99994426
BENCHMARK – BM 1
ELEVATION 1162.97
MONUMENT CUT "X"
LOCATION ON TOP OF CURB ON NORTH SIDE OF TOBERMAN STREET, WEST OF PARK DRIVE
BENCHMARK – BM 2
ELEVATION 1162.41
MONUMENT CUT "X"
LOCATION ON TOP OF CURB ON EAST SIDE OF UNIVERSITY DRIVE ± 164' N. OF WHITE STREET
ACCESSIBLE ROUTES ARE NOT TO EXCEED 1:20 RUNNING SLOPE AND 2% CROSS SLOPE. ACCESSIBLE PARKING AND AISLES NOT TO EXCEED 2% SLOPE IN ANY DIRECTION. CONSTRUCT ACCESSIBLE RAMPS PER DETAIL TO COMPLY WITH THE AMERICANS WITH DISABILITY ACT ACCESSIBILITY GUIDELINES FOR BUILDINGS AND FACILITIES.
ALL WORK SHALL BE COMPLETED IN ACCORDANCE WITH THE CITY OF NORMAN STANDARDS AND SPECIFICATIONS. IN CASE OF ANY CONFLICT BETWEEN THE CITY OF NORMAN STANDARDS/SPECIFICATIONS AND THE OWNER'S SITE SPECIFIC STANDARDS/SPECIFICATIONS, THE CITY OF NORMAN STANDARDS AND SPECIFICATION SHALL PREVAIL.
SITE PLAN NOTES:
1. SITE CONTRACTOR SHALL REFER TO ARCHITECTURAL PLANS FOR PRECISE BUILDING DIMENSIONS, SERVICE AREA DIMENSIONS AND ELEVATIONS. REFERENCE M.E.P. FOR EXACT BUILDING UTILITY ENTRANCE LOCATIONS. MECHANICAL UNITS, SHALL BE SCREENED IN ACCORDANCE WITH THE CITY ZONING ORDINANCE.
2. PAVING CONTRACTOR IS RESPONSIBLE TO MEET AND MATCH NEW PAVEMENT WITH EXISTING ADJACENT PAVEMENT AREAS. THE TRANSITION BETWEEN THIS SITE AND ADJACENT SITES MUST BE SMOOTH AND MONOLITHIC.
3. NOT ALL EXISTING UNDERGROUND UTILITIES MAY BE SHOWN ON THIS PLAN. SITE CONTRACTOR IS RESPONSIBLE FOR CONTACTING CALL OKIE AT 1-800-522-6543 PRIOR TO ANY EXCAVATION.
4. FOR ALL LIGHTING & BASE POLE DETAILS & REQUIREMENTS SEE ARCHITECTURAL PLANS.
5. REMOVAL OF EXISTING CURBS AND GUTTERS, OVERHEAD POWER LINES, STRUCTURES, TREES, PAVING, ECT. ARE NOT SHOWN HERE FOR CLARITY. SITE CONTRACTOR SHALL REFER TO TOPOGRAPHIC SURVEY TO REMOVE NECESSARY EXISTING STRUCTURES TO ACCOMMODATE PROPOSED DRIVEWAYS, BUILDING, PAVING.
6. SOME OF THE EXISTING AND THE PROPOSED DEVELOPMENT INFORMATION IS NOT SHOWN HERE FOR CLARITY; THEREFORE, SITE CONTRACTOR SHALL REFER:
*UTILITY PLAN FOR EXISTING AND PROPOSED UTILITY SERVICES.
*GRADING PLAN FOR EXISTING, PROPOSED SITE PREPARATION AND GRADING WORK.
*EROSION CONTROL PLAN AND DETAIL FOR EROSION AND SEDIMENTATION CONTROL MEASURES.
*PAVING SECTION DETAILS FOR PAVING TYPE.
7. A DIGITAL COPY OF THE SITE PLAN WILL BE PROVIDED FOR CONSTRUCTION STAKING TO SET VARIOUS STRUCTURES NOT DIMENSIONED IN SITE PLANS.
8. THE SITE CONTRACTOR IS RESPONSIBLE FOR THE PROMPT REPLACEMENT AND/OR REPAIR OF ALL TRAFFIC CONTROL DEVICES AND APPURTENANCES DAMAGED OR DISTURBED DUE TO CONSTRUCTION.
9. A "WORK ZONE PERMIT" MUST BE OBTAINED FROM THE TRAFFIC MANAGEMENT DIVISION AT LEAST TWO (2) WORKING DAYS PRIOR TO THE START OF WORK AND/OR PLACING OR REMOVING ANY BARRICADES OR MODIFYING EXISTING TRAFFIC CONTROL DEVICES. CONTACT CITY OF NORMAN FOR FURTHER INSTRUCTIONS.
LEGAL DESCRIPTION (5.34 S. UNIVERSITY BOULEVARD)
LOT 12 OF BLOCK 1, OF PARKVIEW ADDITION TO THE CITY OF NORMAN, CLEVELAND COUNTY, OKLAHOMA ACCORDING TO THE PLAT RECORDED IN BOOK 1 OF PLATS 4 AND CONTAINS AN AREA OF 13,168 SQUARE FEET OR 0.3023 ACRES, MORE OR LESS.
LOCATION MAP
1" = 2000'
WEST MAIN STREET
W BOYD ST
SOUTH BERRY ROAD
JENKINS AVENUE
WEST LINDSEY STREET
PROJECT LOCATION
DANGER CONSTRUCTION KEEP OUT
HOUSES UNDER CONSTRUCTION
LOT 9
LOT 10
LOT 11
LOT 12
LOT 13
LOT 6
BLOCK 1 PARKVIEW ADDITION BOOK 1 of PLATS, PAGE 4
PARK DRIVE (PUBLIC ROAD)
UNDER CONSTRUCTION
TWO STORY WOOD BUILDING FOOTPRINT=2175 SQ.FT. HEIGHT=9.0' (UNDER CONSTRUCTION)
ONE STORY WOOD BUILDING FOOTPRINT=1,165 SQ.FT. HEIGHT= 10.5'
ONE STORY WOOD BUILDING FOOTPRINT=1,165 SQ.FT. HEIGHT= 10.5'
ONE STORY VINYL BUILDING FOOTPRINT=1,358 SQ.FT. HEIGHT= 17.2'
TWO STORY BRICK AND VINYL BUILDING FOOTPRINT=1,877 SQ.FT. HEIGHT=25.4'
ONE STORY WOOD SHED HEIGHT=9.7'
TWO STORY WOOD BUILDING HEIGHT=20.9'
3 STORY CONCRETE AND BRICK BUILDING HEIGHT= 87.09'
EXISTING "NOUN" HOTEL
PROPOSED ADDITION (HEIGHTS TO MATCH EXISTING HOTEL 54' TO DECK) 15,823 SF FFE = TBD
BALLROOM STORAGE
BALLROOM
GENERAL STORAGE
OFFICE
TOILETS
PREFUNCTION
SET 1/2" I.P. W/CA6414 CAP FND. 1" PIPE 0.4' S. & 0.9' W.
FND. 1" PIPE
FND. 3/8" I. P. W/LS1469 CAP
SET 1/2" I.P. W/CA6414 CAP FND. BENT 3/8" I. P. 0.7' S. & 1.4' W.
SET 1/2" I.P. W/CA6414 CAP FND. 1" PIPE 0.4' S. & 0.5' W.
TR=1162.82
FL NW = 1156.20 (8" PVC)
FL S = 1155.15 (8" PVC)
FL N = 1155.10 (8" PVC)
N 89°57'57" E
S 00°03'40" E
N 00°03'40" W
110.00'
160.00'
270.00'
286.00'
82.30'
82.50'
165.00'
50' R.O.W. PER PLAT
6' CONSTRUCTION FENCE
8.5' CONC. PRIVACY FENCE
6' WOOD PRIVACY FENCE
WATER FENCE
BRICK SIDEWALK
WOOD DECK
WOOD RAMP
WOOD HAND RAIL
2-WOOD STEPS
CONCRETE 4 STEPS
STONE WALKWAY
RAIN GARDEN (DETAILS TO BE PROVIDED IN CIVIL CONSTRUCTION PLANS)
OVERLAND INLET FLOW TO RAIN GARDEN
LINE EXTENTS OF RAIN GARDEN WITH 4.5 OZ. SOIL GEOTEXTILE FABRIC
BURMUDA SOD
TREES AND SHRUBS FOR RAIN GARDEN PLANTING (DETAILS TO BE PROVIDED IN CONSTRUCTION PLANS)
OVERLAND OUTFLOW TO AN EXISTING CURB INLET THRU PAVED AREA
±13 LF. OF 3' WIDE CONCRETE FLUME
SHALLOW DRAINAGE SWALE TO RAIN GARDEN
PROPOSED 160 L.F. OF 8' TALL VERTICAL WOOD SLAT FENCE AT NORTH LOT LINE
EXISTING BUILDING TO BE REMOVED (REFER GRADING PLAN FOR SUBGRADE PREPARATION WORK)
PROPOSED CONCRETE AREA IN FRONT OF BUILDING
PROPOSED ±26.5' OF 5' WIDE SIDEWALK (MEET & MATCH EXISTING)
EXISTING 5' WIDE SIDEWALK
PROPOSED SOUTHEAST CORNER OF BUILDING TO ALIGN WITH FRONT FACE OF THE EXISTING BUILDING (REFER ARCH. PLANS)
EXISTING NORTHEAST CORNER OF BUILDING
RECONSTRUCT 15 LF. OF EXISTING SIDEWALK WITH CHECKERED STEEL PLATE CROSSING OVER THE FLUME.
9'x5.5' CHECKERED STEEL PLATE CROSSING OVER THE FLUME.
EXISTING CURB INLET TO ONSITE UNDERGROUND DETENTION SYSTEM
EXISTING STORM SYSTEM TO ONSITE UNDERGROUND DETENTION SYSTEM
1 HOOD 1 GRATE TC=1162.65
2 HOODS 2 GRATES TC=1161.99 FL S = 1159.59 (18" RCP)
4 – OVERHANG SUPPORT COLUMN'S
APPROX. LOC. 12" WATER LINE PER CITY ATLAS
APPROX. LOC. 2" GAS LINE PER ONG ATLAS
REPLAT OF EAST 286' OF LOT 6 & THE EAST 200' OF LOT 7 OF ELMOOD ADDITION
BOOK 9 of PLATS, PAGE 60
BM#2 1162.41
UNIVERSITY BOULEVARD
SIDEWALK
DELIVERIES
TRASH
RAMP
NO PARKING
GRAPHIC SCALE
10' 0 5' 10'
SCALE: 1" = 10'
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NOT VALID FOR CONSTRUCTION
PROFESSIONAL ENGINEERING
MUHAMMAD ASIF KHAN
18318
OKLAHOMA
UNLESS SIGNED IN THIS BLOCK
THE NOUN BOUTIQUE HOTEL EXPANSION
534 S. UNIVERSITY BOULEVARD NORMAN, OKLAHOMA
SMC
SMC Consulting Engineers, P.C.
1917 S. Bryant, Edmond, OK 73013
Ph: 405-341-3115 Fax: 405-330-1604
CERTIFICATE OF AUTHORIZATION NO. 6A1 EXP. 6/30/2027
No. Revision By Date
PROJECT NO.: 6408.30
DATE: 10/22/2025
SCALE: 1"=10'
DRAWN BY: MAK
CHECKED BY: MAK
587
SHEET NO.
C6



GH2 ARCHITECTS

INTERIM REVIEW ONLY

THESE DOCUMENTS ARE INCOMPLETE. THEY ARE NOT INTENDED TO BE USED FOR BIDDING, PERMIT OR CONSTRUCTION.

1/5/2026 1:30:47 PM

NOUN BOUTIQUE HOTEL

542 S. University Blvd, Norman, Oklahoma

AS101

ARCHITECTURAL SITE PLAN

GH2 HOSPITALITY ARCHITECTS

GH2.COM

GH2 PROJECT NUMBER:
20190079

ISSUE DATE:
JUNE 21, 2021

ISSUE:
FOR CONSTRUCTION

OTHER ISSUE DATES:

NO.	DESCRIPTION	DATE

SHEET NAME:
ARCHITECTURAL SITE PLAN

1/5/2026 1:30:47 PM



NOUN BOUTIQUE HOTEL
542 S. University Blvd, Norman, Oklahoma

AS101
ARCHITECTURAL SITE PLAN

INTERIM REVIEW ONLY
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1/5/2026 1:30:47 PM

GH2 HOSPITALITY ARCHITECTS
GH2.COM

PROJECT NUMBER
2019.0079
ISSUE DATE
JUNE 21, 2021
ISSUE
FOR CONSTRUCTION

OTHER ISSUE DATES
NO. DESCRIPTION DATE

SHEET NAME
ARCHITECTURAL SITE PLAN

GH2 ARCHITECTS

MEMORANDUM

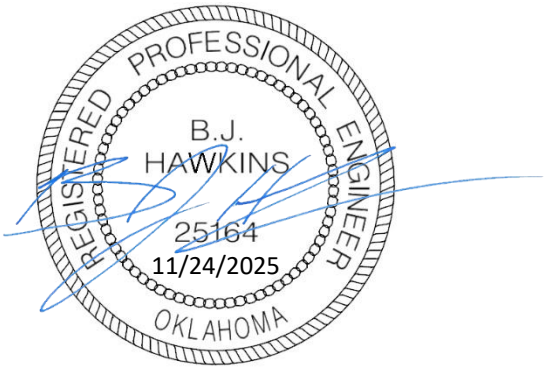
November 24, 2025

TO: Scott Lambert
NOUN Hotel

FROM: B.J. Hawkins, P.E., PTOE

SUBJECT: NOUN Hotel Expansion

LOCATION: University Boulevard and White Street
Norman, Oklahoma



INTRODUCTION

Traffic Engineering Consultants, Inc. (TEC) was retained to conduct a traffic impact review on a proposed hotel expansion which is to be located west of University Boulevard opposite White Street in Norman, Oklahoma as shown in **Figure 1** in **Attachment A**. The site of the expansion is the residential lot directly north of the existing hotel. The existing hotel currently has 92 rooms, and the proposed addition would add an additional 57 rooms as shown in **Figure 2** in **Attachment A**. Access to the development is proposed via the existing three driveways (two full-access driveways and one exit-only driveway) on University Boulevard and one existing full-access driveway on Toberman Drive.

University Boulevard is a two-lane north/south collector – urban with a posted speed limit of 25 miles per hour (mph) and an approximate annual average daily traffic volume of 2,500 vehicles per day (vpd) in the vicinity. University Boulevard features dedicated bicycle lanes on both sides of the street.

SITE GENERATED TRIPS

To determine the effects a new development will have on an existing street system, new or additional trips must be projected. The latest edition of the *Trip Generation Manual*, published by the Institute of Transportation Engineers, was used to determine the number of trips the development is expected to generate. The report is a nationally accepted reference which provides trip rates for determining the trips expected to be generated by different land use types.

Available information was utilized regarding the anticipated land use to determine the additional site generated trips the hotel expansion would be expected to generate. The *Hotel* land use category was utilized to determine the trip generation of the hotel expansion. The resulting trips projected to be generated by the expansion once completed and operational are indicated in **Table 1**.

TABLE 1

Projected Site Generated Trips

Building Type (Land Use)	ITE Land Use Code	Approximate Gross Floor Area or Other	Average Weekday Vehicle Trips			Average AM Peak Hour Directional Distribution		Average AM Peak Hour Directional Trips (vph)		Average PM Peak Hour Directional Distribution		Average PM Peak Hour Directional Trips (vph)	
			Per Day	Per Peak Hour of Adjacent Street Traffic									
				One Hour Between 7am & 9am	One Hour Between 4pm & 6pm								
			(vpd)	(vph)	(vph)	IN	OUT	IN	OUT	IN	OUT	IN	OUT
Trip Rate*	310	(Rooms)	5.84	0.34	0.47	52%	48%	10	9	51%	49%	14	13
Hotel		57	333	19	27								

* Trip Rates from "TRIP GENERATION MANUAL", 12th Ed., Institute of Transportation Engineers.

The hotel expansion would be expected to generate an additional 333 vehicle trips per day, 19 trips occurring during the a.m. peak hour, and 27 trips occurring during the p.m. peak hour than the existing hotel development.

SUMMARY

The traffic generated by the proposed hotel expansion would have minimal effects on the surrounding intersections and roadways and no traffic related issues are anticipated.

Should you have any questions or require additional information regarding these findings, please let me know.

ATTACHMENT A

FIGURES

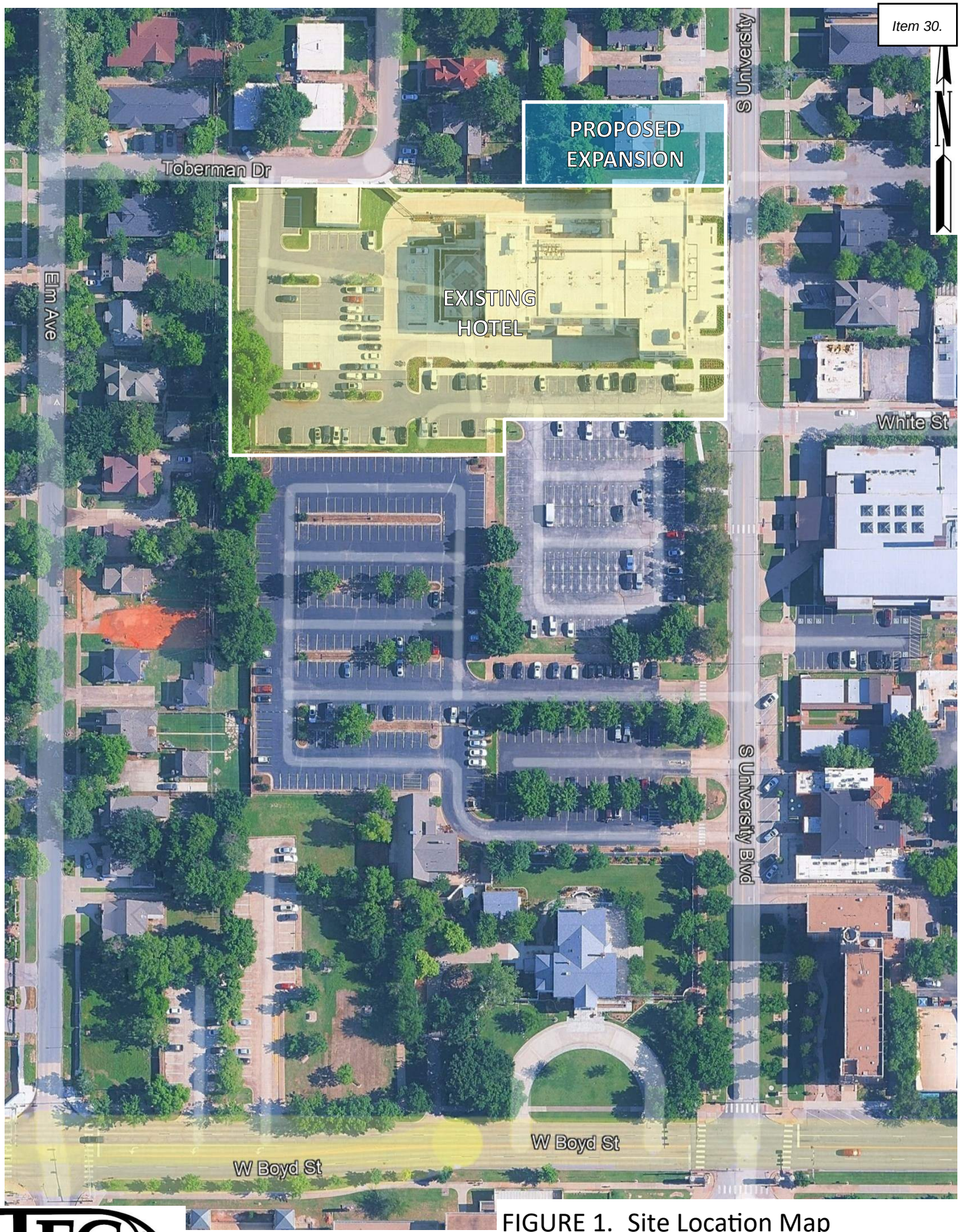


FIGURE 1. Site Location Map
University Blvd and White St
Norman, Oklahoma

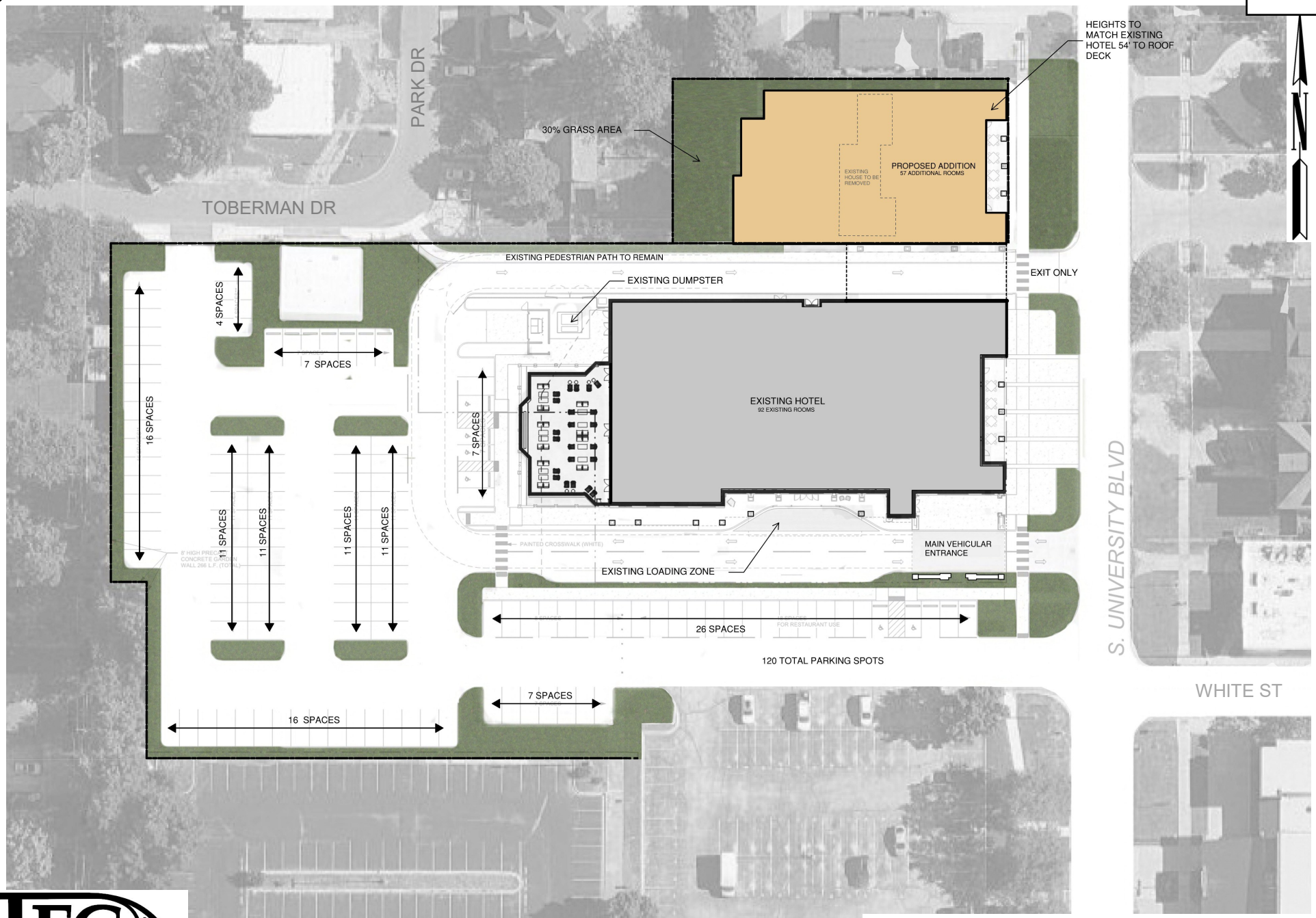


FIGURE 2. Proposed Site Plan
NOUN Hotel Expansion

Applicant: The Noun Hotel, LLC

Project Location: 534 & 542 S University Boulevard

Case Number: PD25-34

Time: 5:30 p.m.

Applicant Representative:
Sean Rieger, Rieger Joyce Sadler LLC

Attendees:
Scott Lambert
Mark & Jayne Crumpley
Glenn & Michelle Secrest
Mitch Baroff
Judy J. Hatfield
Aimee Hardesty
Justin George
Helen Grant
Marielle Hoefnagels
Doug Gaffin
Cindy Rogers

City Staff:
Anais Starr, Planner II

Application Summary:
The applicant requests an amendment to the existing CCPUD for this site to allow the expansion of the NOUN Hotel to the parcel at 534 S. University Boulevard. The proposed addition will be four stories and will have the same design, and exterior material, primarily brick. The expansion will allow for a ballroom/meeting space and 54 additional guest rooms. The proposed rear setback will be 30 feet from the west property line. The proposed north setback will be ten feet. The existing driveway at 534 S. University Boulevard will be removed, and no additional vehicular access points or parking are proposed for the parcel.

Neighbors' Comments/Concerns/Responses:
The neighbors in attendance at the meeting expressed concern regarding the proposed height of the hotel addition. They stated that the CCFBC Regulating Plan limits the height to three stories on the west side of University Boulevard and that this should be maintained. Some inquired if there was a way to lower the height of the proposed addition.

The applicant indicated that the request was for a four-story addition to match the existing hotel. The NOUN Hotel owner, Scott Lambert, stated that there would be no

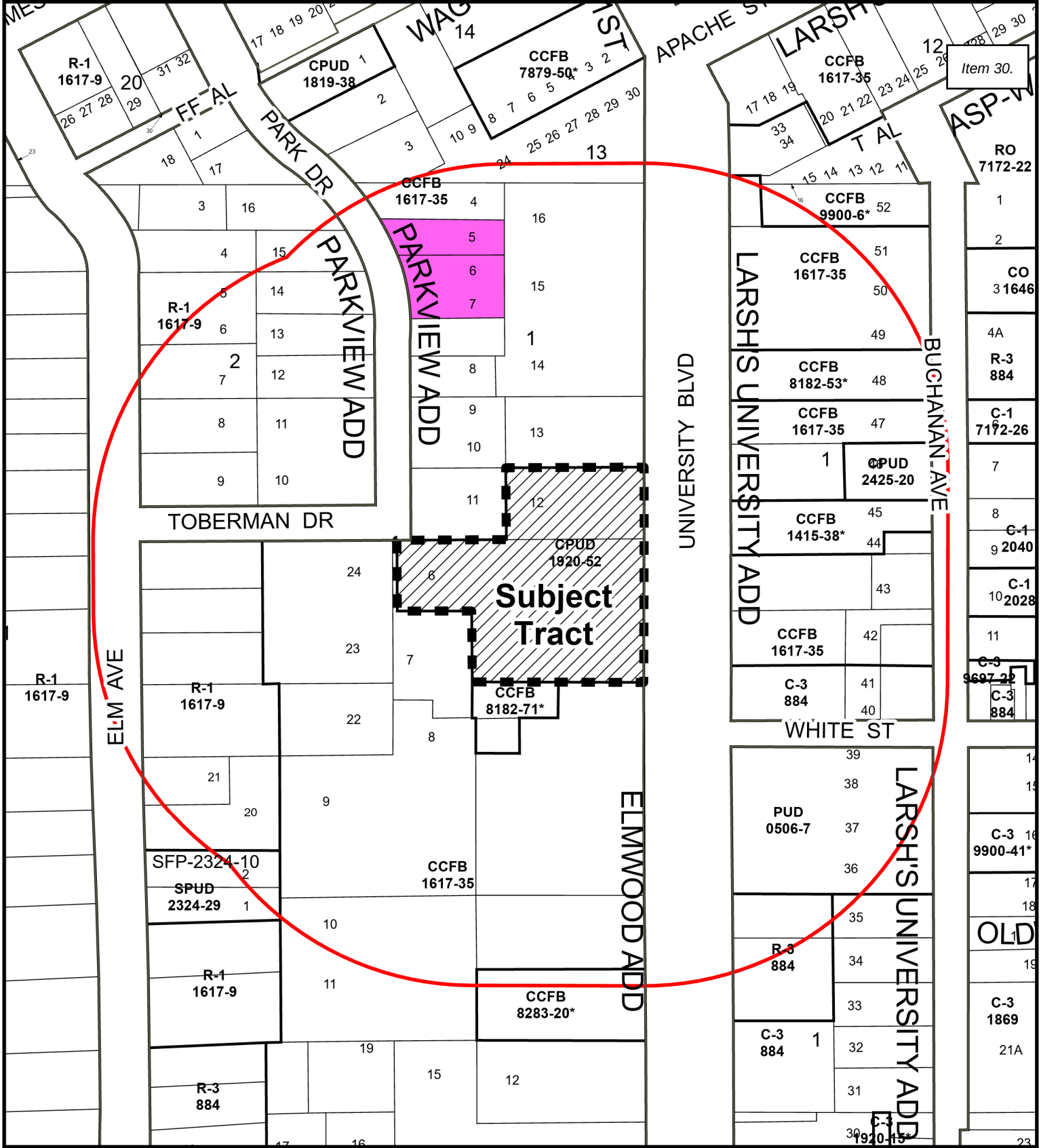
windows at the rear of the building and that the proposed perimeter fence would be designed to meet Paul Harris's approval. The applicant representative said a lowering and lengthening of the proposed structure would cause it to encroach on the proposed 30' setback for the addition.

Other concerns raised by neighbors included: stormwater runoff, proposed landscaping and use for the open area, how the addition would be serviced, and where additional parking was proposed.

The applicant representative stated that drainage, along with landscaping, was being developed and would be available at the time of Planning Commission review. He indicated that stormwater runoff would be captured on-site, as was done with the NOUN Hotel construction. He further stated the hotel was to be serviced with the existing loading area off University Boulevard. He indicated a total of 120 parking spaces were provided south of the existing hotel. He added the hotel could lease additional parking spaces from the church if a temporary need arose. Furthermore, he stated there would be no window openings on the rear of the building and no hotel programming in the open space behind the proposed addition.

A neighbor inquired how the expansion would alter the existing walkway from Park Drive to University Boulevard. The applicant representative stated there were no proposed changes to the walkway.

A question by a neighbor about whether the gate onto Park Drive would be open either for construction or on a more permanent basis. The applicant representative stated it would remain closed except on the days when the Presbyterian Thrift Store was in operation.



Protest Map

2.4% Protest Within Notification Area

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

N W E S

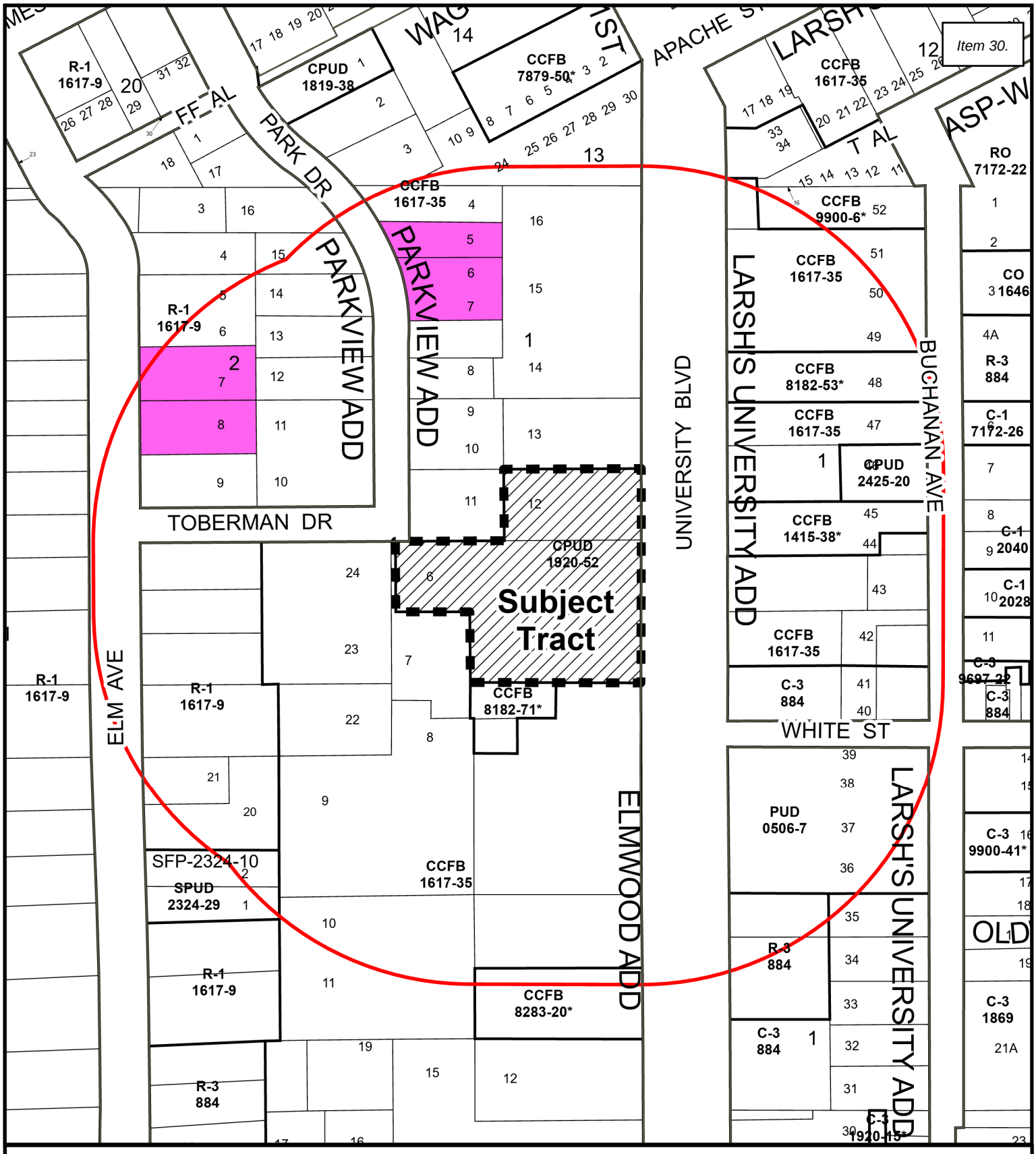
0 75 150 Feet

February 5, 2026

Subject Tract

Notification Area

Protest



Protest Map

5.2% Protest Within Notification Area

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

N W E S

0 75 150 Feet

March 23, 2026

Subject Tract

Notification Area

Protest

598

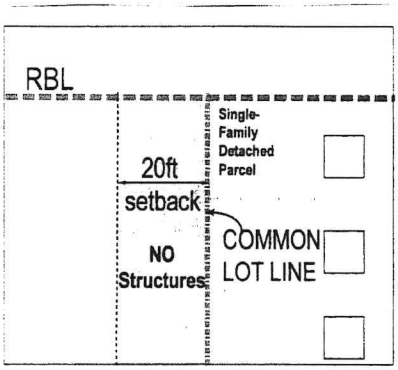
Noun Hotel. Case PD25-34 PROTEST LETTER. December 31, 2025.

I support the proposed annex expansion of the Noun Hotel. What I object to is the annex's height of more than 50 feet rather than the already stipulated 'neighborhood manners' height limit of three stories given that it is adjacent to the Park Drive R-1 Single Family Residential neighborhood.

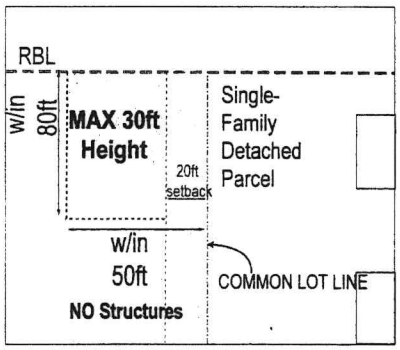
The existing Noun 'Boutique' Hotel is 91 guest rooms. The proposed addition (annex) will add 48 guest rooms. The Annex is immediately adjacent to my R-1 residential neighborhood. At the time the Center City Code was approved, it was agreed to limit the height of development adjacent to my neighborhood. One of the goals of the Center City Code is to ensure good relationships with surrounding neighborhoods. I request that the City Planning Commission and City Council limit the Annex's height as previously agreed.

Thank you. Mitch Baroff. 419 and 421 Park Drive.

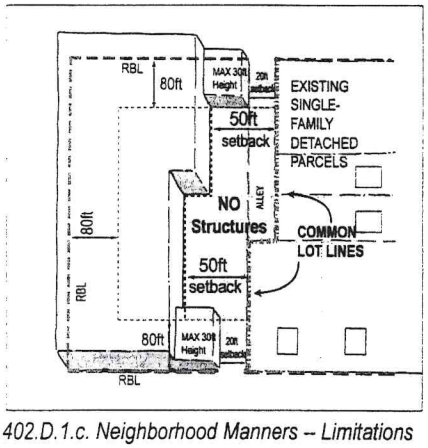
Written
ON BEHALF OF THE MITCH BAROFF TRUST
Written by, TRUSTEE



402.D.1.a. Neighborhood Manners – Required setback



402.D.1.b. Neighborhood Manners – Height limitations and required setbacks



402.D.1.c. Neighborhood Manners – Limitations on buildable envelope

FILED IN THE OFFICE
OF THE CITY CLERK
ON 01-02-26 DR

March 16, 2026

City of Norman
Planning Commission and City Council Members
225 N. Webster Ave.
Norman, OK 73069

I am writing to respectfully ask you to **deny the proposal for the expansion of the NOUN hotel** because it undermines the Center City Form Based Code and sets a precedent that could permanently change our neighborhood.

When the NOUN hotel's CCPUD was approved, it included an exception to the height limit specified by CCFBC. Although many of us had concerns about setting a precedent for the height of buildings on University, the large parking lot between the NOUN and most homes on Park and Elm buffers its impact on the nearby neighborhood.

This proposal is different. The expansion would be 17 feet from the fence line that the NOUN's property shares with a single-family home on Park. There would be no buffer. A 54-foot-tall brick wall would rise directly behind that property, blocking sunlight for much of the day and fundamentally changing the livability of that home.

There's also the broader issue of precedent. Even if approving this request does not legally obligate the City to approve future exceptions, it will certainly be cited in future requests. If these requests are approved, Park's homes will gradually be shaded by large new buildings blocking the sun from the east.

I understand the hotel's financial goals and the potential for additional tax revenue. But private financial gain should not override the building height limits that CCFBC thoughtfully put in place with the **specific goal of safeguarding the single-family homes on Park.**

Please do not undermine CCFBC; please vote no on this project.

Thank you for taking the time to read this letter.

Mariëlle Hoefnagels
425 Elm Ave., Norman, OK 73069

FILED IN THE OFFICE
OF THE CITY CLERK
ON 03/16/26-KW

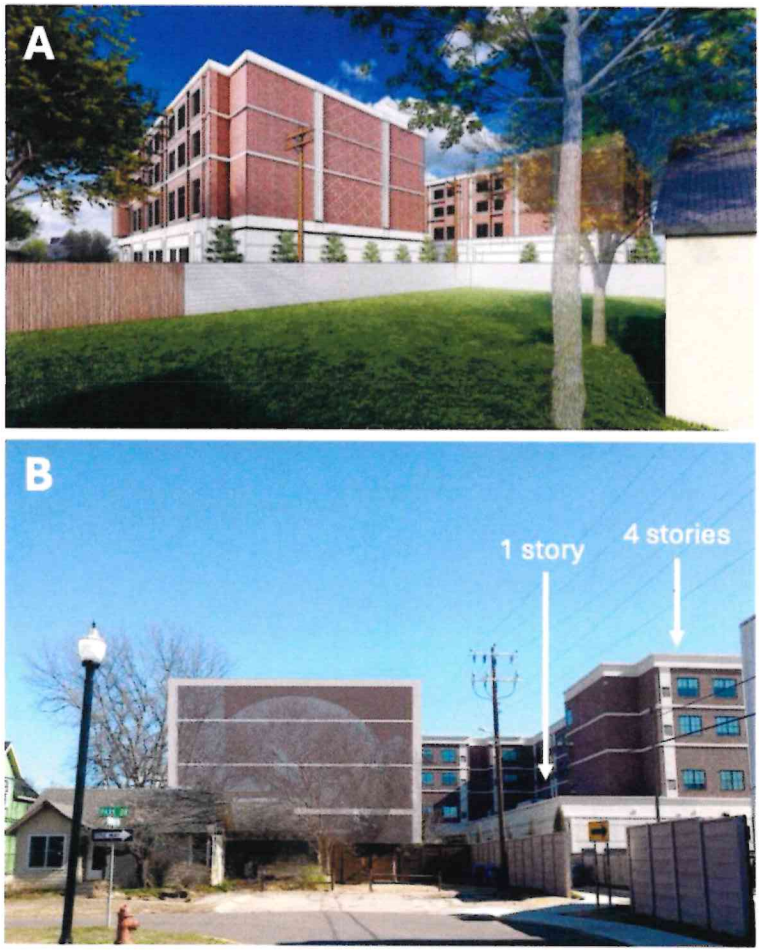
2026-03-22

FILED IN THE OFFICE
OF THE CITY CLERK
ON 03/23/26-kw

City of Norman
Planning Commission and City Council Members
225 N. Webster Ave.
Norman, OK 73069

I urge you to deny the expansion of the NOUN hotel in the proposal's current form. I feel strongly that the proposal does not show the spirit of compromise to preserve the adjacent neighborhood that was used to justify the CCFBC exceptions granted for the development of the current hotel. I also feel that granting a variance to this property will set a bad precedent that could endanger additional portions of the Park Drive neighborhood.

First, I feel the new architectural renderings of the neighborhood-facing aspects (which were not provided for the planning commission meeting) are misleading. An example is shown in A of the figure at right. First, the drawing has a fisheye effect, with steep vanishing points to the left and right. Second, the view is not from the most affected property at the corner of Park and Toberman. Rather it is from the backyard of the property to the north (there is a fence there now that is not shown in A). In B, I took my own stab at mocking up images of how I think the new addition will look.



Also, the current NOUN is taller than what was specified in CCFBC, at four stories or 54 feet. The developers agreed to keep the main mass of the hotel away from the direct neighbors. This can be seen in B, where the NOUN steps down to one story (14 ft) near the property at the intersection of Park and Toberman; the main mass of the building is situated along University Ave and the parking lot to the south, away from the neighborhood. While not perfect, that move helped appease some concerns of the neighborhood and was in the spirit of compromise. With this current proposal, the four-story (54 foot) mass will be just a few steps from the neighborhood. What happened to the spirit of compromise?

Second, I worry that approving this expansion will set a precedent for similar proposals to the north along University Avenue, further blocking the morning sun and degrading the valuable Park Drive

neighborhood (which has been described by many as one of the most charming drives in the city). In the figure below, I tried to give a visual sense of what expansion might be like.



Simply put, I think there could and should be room for compromise – a stepping down of the hotel's mass near the Park neighborhood – as was put forward in the arguments for the initial building.

Thank you for your time and consideration.

Doug Gaffin
425 Elm Ave., Norman, OK 73069

3/22/2025

City of Norman
City Council Members
225 N. Webster Ave
Norman, OK 73069

We strongly urge you to disapprove the proposal for the expansion of the NOUN hotel. Our primary concern is the proximity of the proposed structure to the neighbors on the east side of Park Drive. The original NOUN project at least kept the bulk of the structure away from the neighborhood by stepping the height down on the north side of the building. The proposed expansion is 54 feet tall with no step down as it approaches the neighborhood back yards.

While this project most directly affects only one resident on Park Drive, we fear that allowing the proposed building will compromise the city's ability to defend against future attacks on the neighborhood protections built into the Center City Form Based Code along University Blvd, potentially resulting in every resident on the east side of Park Drive staring at a 54 foot tall wall behind their back fence.

Thank you for your consideration.

Mark and Jayne Crumpley
423 Elm Avenue
Norman, OK 73069

FILED IN THE OFFICE
OF THE CITY CLERK
ON 03/23/26-KW

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 2/12/26

REQUESTER: Noun Hotel, LLC

PRESENTER: Anais Starr, Planner II

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-31: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF CHAPTER 36 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE A REPLAT OF THE EAST 236 FEET OF LOT SIX (6) AND THE EAST 200 FEET OF LOT SEVEN (7), OF ELMWOOD ADDITION, AND LOT TWELVE (12), IN BLOCK ONE (1), OF PARKVIEW ADDITION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM A CCPUD, CENTER CITY PLANNED UNIT DEVELOPMENT, AND PLACE SAME IN A CCPUD, CENTER CITY PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (542 AND 534 S. UNIVERSITY BOULEVARD; WARD 4)

APPLICANT/REPRESENTATIVE	The NOUN Hotel LLC /Rieger Sadler Joyce, LLC
LOCATION	534 & 542 S. University Boulevard
WARD	4
CORE AREA	Yes
EXISTING ZONING	CCPUD, Center City Planned Unit Development
EXISTING LAND USE DESIGNATIONS	Urban High
CHARACTER AREA	Core Neighborhood
PROPOSED ZONING	CCPUD, Center City Planned Unit Development
PROPOSED LAND USE	No Change

REQUESTED ACTION Amendment of the adopted CCPUD for this site

SUMMARY:

The applicant, NOUN Hotel LLC, is requesting an amendment to the existing CCPUD, Center City Planned Unit Development (O-1920-52). The proposed amendment will allow the expansion of the existing hotel north to the lot at 534 S. University Boulevard. The existing CCPUD initially called for this 534 S. University Boulevard site to be utilized for the relocation of the Presbyterian Thrift Store from its current location on Toberman Drive. The Thrift Store relocation has not occurred to date; the applicant is moving forward with plans for expansion of the NOUN Hotel to this site. The proposed expansion may include guest rooms, meeting rooms and office space.

EXISTING CONDITIONS:

SIZE OF SITE: 1.22 Acres

SURROUNDING PROPERTIES

	Subject Property	North	East	South	West
Zoning (BFS)	CCPUD	CCFBC (Urban Residential)	CCFBC (Urban Residential)	CCFBC (Urban General)	CCFBC (Detached)
Land Use	Urban High	Urban High	Core Business District	Urban High & Civic	Urban Low
Current Use	Hotel & Associated Uses for the NOUN	Residential (Duplexes)	Residential (Multi-family), Office & Parking Lot	Commercial Parking Lot and OU Property	Residential (Single-Family & Duplexes) Thrift Store

ZONING DESIGNATIONS
CCPUD, Center City Planned Unit Development

SEC. 520 CENTER CITY PLANNED UNIT DEVELOPMENT
A. Statement of Purpose: It is the intent of this section to provide an alternative zoning district for the Center City Area as defined in the Center City Form Based Code (CCFBC). This Center City Planned Unit Development District (CCPUD) is specifically catering to the Center City Area because of the size of lots, the lack of vacant land and other distinguishing characteristics in this area that make the use of the existing PUD regulations not feasible. The CCPUD encourages developments that create the character of development envisioned in the CCFBC.

LAND USE DESIGNATION
Urban High (UH)
Highly compact, walkable pattern of urban development prioritizing alternative means of transportation. Low to no building space and separation of uses. This area is intended to

create opportunities for economic activities attracting a city-wide audience, and place residents closer to services and jobs.

High-intensity areas strive for more residential than non-residential uses with frequent master-planned mixed-use development nodes. Non-residential uses may be more common in UH than in UM or UL due to higher concentrations of population. Gross densities in any single development should be greater than 12 units per acre.

CHARACTER AREA DESIGNATIONS

Core Neighborhood Areas

The Core Neighborhood is a focal point of the city, the traditional central business district, with a concentration of activities such as general retail, service commercial, professional office, mixed-density housing, mixed-use spaces, and appropriate public and open space easily accessible by pedestrians. This area frames the University of Oklahoma campus.

The Core Neighborhood encompasses all historic districts and some existing neighborhood planning areas. One notable aspect of this area is the reinvestment that has been occurring over the past decade.

The Core Neighborhood is defined by smaller, traditionally platted lots and older homes. Most streets within this Character Area are designed on a grid pattern, radiating from the BNSF rail line, and are highly connected to one another. Alleys are prominent and, although often used by local traffic, are in disrepair and in need of maintenance. Towards the commercial centers of this Character Area, taller buildings are more common, with the overarching height of residential structures being three stories or less.

NEAREST PUBLIC PARK

Centennial Park is located approximately .22 miles northwest of the development site. Legacy Trail Park is located approximately .62 miles east of the development site. Each of these parks can be accessed using available sidewalks and crosswalks along the streets.

PROCEDURAL REQUIREMENTS:

PRE-DEVELOPMENT: PD25-34 December 18, 2025

Several neighboring residents were in attendance and shared concerns regarding the proposed height of the hotel addition. They stated that the CCFBC Regulating Plan limits the height to three stories on the west side of S. University Boulevard and that this should be maintained. Some inquired if there was a way to lower the height of the proposed addition. Other concerns raised by neighbors included: stormwater runoff, proposed landscaping and use for the open area, how the addition would be serviced, and if additional parking was proposed. Neighbors had questions regarding whether the gate onto Park Drive would be opened and if the walkway would be altered.

BOARD OF PARKS COMMISSIONERS:

This property does not require platting; therefore, dedication of parkland or fee in-lieu of parkland dedication is not required.

REVIEW COMMENTS:

This application was submitted to the following agencies, departments, and/or divisions for review and comment. An asterisk (*) indicates that the agency, department, and/or division responded with review comments "inconsistent" with AIM Norman Plan. Items italicized and blue in these sections represent City Staff analysis.

CITY DEPARTMENTS

1. Fire Department
2. Building Permitting Review
3. Public Works/Engineering
4. Transportation Engineer
5. Planning
6. Utilities

FIRE DEPARTMENT

Fire codes will be addressed at the building permit stage.

BUILDING REVIEW

Building codes and all applicable trades will be addressed at the building permit stage.

PUBLIC WORKS/ENGINEERING

The subject property is comprised of two lots which are part of the Elmwood Addition and Parkview Addition Plats. An application for a Lot Line Adjustment to join the existing lot occupied by the NOUN Hotel and the lot at 534 S. University Boulevard will be necessary prior to building permit issuance.

TRANSPORTATION ENGINEER

A traffic impact analysis is not required for this project. However, the applicant has provided a Traffic Impact Memo, which is attached as a supporting document.

PLANNING

ZONING CODE CONSIDERATIONS
Purpose – CCPUD, Center City Planned Unit Development

Appendix B

SEC. 520 CENTER CITY PLANNED UNIT DEVELOPMENT

A. Statement of Purpose: It is the intent of this section to provide an alternative zoning district for the Center City Area as defined in the Center City Form Based Code (CCFBC). This Center City Planned Unit Development District (CCPUD) is specifically catering to the Center City Area because of the size of lots, the lack of vacant land and other distinguishing characteristics in this area that make the use of the existing PUD regulations not feasible. The CCPUD encourages developments that create the character of development envisioned in the CCFBC.

Specifically, the purposes of this section are to:

1. Provide an alternative zoning district to the CCFBC where a property owner proposes a development that does not meet the strict regulations required in the CCFBC.

2. Provide open space/street space that is compatible with the concepts of the CCFBC.
3. Provide comprehensive and innovative planning and design for a development which is consistent and compatible with surrounding developments.
4. Provide more efficient and economic use of land resulting in an urban/pedestrian environment.
5. Provide complete and useful information which will enable the Planning Commission and City Council to make more informed decisions on land use.
6. Encourage developments that achieve community goals, such as, but not limited to, aging in place, or affordable housing, or other emerging trends in housing, that may not be able to meet all the required elements of the Center City Form Based Code.

*The applicant is requesting an amendment to the property's existing CCPUD to allow for an expansion of the NOUN Hotel to accommodate an office, a ballroom, and additional guest rooms. This proposal is **consistent** with the purpose of the CCPUD process.*

Uses Permitted

- The proposed amendment will allow for a four-story addition with office, and ballroom/ meeting space on the first floor. The second, third, and fourth floors will have guest rooms. A complete list of uses can be found within the attached CCPUD Narrative as Exhibit C.

*The applicant requests an amendment to the existing CCPUD to allow for the expansion of the existing four-story hotel. The proposed uses for the addition include an office, a ballroom/meeting space, and 48 guest rooms. The applicant submitted amendments to the adopted CCPUD Narrative and Site Development Plan to meet this proposed expansion. The project fronts onto S. University Boulevard and is located just north of the University of Oklahoma. Additionally, the proposal is across from the commercial area known as Campus Corner. The proposal is generally **consistent** with the surrounding uses to the north, east and south of the property, and follows the existing CCPUD Narrative.*

Area Regulations

- The CCPUD proposes an addition of the hotel structure to the north along the Required Build Line, as prescribed by the CCFBC Regulating Plan. The amendment proposes a 10-foot setback from the north property line and a 17-foot setback from the rear property line, along the western side of the lot.

The applicant proposes to follow the Required Building Line (RBL)/the build to line on this lot for the hotel expansion, meeting the CCFBC regulations. The CCFBC, in Section 402.D.1.b., limits structures to a height of 30 feet when placed within 50 feet of a common lot line with property designated Detached Frontage Building Form Standard, as is the case here (to the west). While the CCPUD proposes a 17-foot setback along the western property line abutting property designated as Detached Frontage, it does not meet the required 50-foot setback in the CCFBC. This proposed expansion will be 54 feet in height, which is the same height as the existing structure.

The CCPUD Site Plan designates the west and north side setback areas as Open Space and places limitations on these areas in the CCPUD Narrative to prohibit any structures or programming in the space. The Open Space provides a buffer between the hotel structure and

existing residential properties to the north and west while allowing access for maintenance purposes to the rear of the proposed addition and Open Space area.

*The proposed height of the expansion is a continuation of the existing building, but it does not meet the 50-foot rear setback requirements of CCFBC Urban Residential Frontage, the proposed addition is **inconsistent** with the area regulations. (Also noted in the Height Regulations section below.)*

Height Regulations

- The proposed expansion will maintain the current four-story height of the existing hotel.

*The CCFBC Building Height Map limits the height on the west side of S. University Boulevard to three stories. The properties to the north and east of the proposed hotel expansion are designated CCFBC, Urban Residential, which allow a maximum of three-stories. The residential properties to the west are designated CCFBC, Detached Frontage, and are limited to a maximum of two stories. The proposed four-story building is **inconsistent** with the height regulations of the CCFBC.*

Open Space

- The CCPUD Narrative proposes 15% of Open Space along the north and west sides of the addition. The CCPUD Narrative states that a minimum of 15% will be maintained for the entire development. The CCFBC requires one tree per 800 square feet of Open Space. The CCPUD Site Development Plan proposes trees along the west property line adjacent to the west perimeter.

*The proposed Open Space is **consistent** with the Open Space regulations of the CCFBC.*

Landscaping

- The existing perimeter fence is proposed to be extended along the west property line and north property line of 534 S. University Boulevard. Proposed landscaping will be placed adjacent to the proposed perimeter fence. Locations and types of trees and shrubs to be finalized at the time of building permit in conjunction with City staff.

*The CCPUD proposes to install landscaping in the form of trees adjacent to the proposed perimeter fence along the west property line. Landscaping is to be coordinated with the City's Forester. CCFBC requires street trees in front of the proposed addition along University Boulevard. Due to the planned front patio area, the CCPUD Site Plan proposes large potted holly trees instead of street trees. This will continue the landscaping found currently at the front of the existing hotel. The proposed landscaping is **inconsistent** with the CCFBC regulations, as the applicant is proposing alternative landscaping that does not meet those regulations. However, the proposed patio area is a continuation of the existing development and meets the AIM Core Neighborhood goal of encouraging the activation of the street space.*

Traffic Access, Circulation, Parking, and Sidewalks

- Traffic circulation and access to the Property shall be allowed in the manner shown on the attached Site Development Plan. No additional curb cuts beyond the existing access to University Boulevard are proposed. No changes are proposed to the existing parking lots or internal walkways found at 542 S. University Boulevard.

- A traffic impact report was submitted by the applicant which states no traffic related issues are anticipated with the development of the proposed hotel expansion.
- A five-foot sidewalk will be added where there is currently driveway access to 534 S. University Boulevard.
- No new parking areas are planned for the 534 S. University Boulevard.

*This property is in the CCFBC District which does not typically permit curb cuts along street frontages. No additional vehicle access points are proposed for the site beyond the existing access off S. University Boulevard at the main entrance of the NOUN Hotel. An internal walkway along the north side of the existing hotel leading from Park Drive to S. University Boulevard will be maintained and an extension of the existing five-foot sidewalk along S. University Boulevard is proposed. For this reason, the proposed site plan is **consistent** with the surrounding area's traffic access, circulation, parking, and sidewalk standards.*

*The proposed development is **consistent** with the City's traffic access, parking, and sidewalks, regulations.*

Lighting

- All exterior lighting shall be installed in accordance with the applicable regulations of Section 36-549, Commercial Outdoor Lighting Standards, as amended from time to time.

*Lighting within the development will be **consistent** with applicable City regulations.*

Signage

- No signage is proposed for the addition's exterior elevations. However, the CCPUD Narrative has been amended to allow temporary sidewalk easel signs in the dooryard area in front of the addition. Any additional signage for the development will be constructed in accordance with the Center City Form Based Code, as outlined in Exhibit D of the CCPUD Narrative.

*The proposed development will be **consistent** with the regulations under CCFBC Sign standards.*

Screening

- Perimeter fencing is proposed by the CCPUD Narrative along the north and west property lines. The CCPUD Site Plan proposes an eight-foot masonry perimeter fence on the west property line and an eight-foot wood fence on the north property line.

*The CCFBC regulations require a four- to six-foot garden wall along property lines that abut Detached Frontage. The property to the west is designated Detached Frontage and the property to the north is Urban Residential Frontage. The applicant proposes an eight-foot masonry wall on the west property line and an eight-foot wood fence on the north property line. The proposed screening meets and exceeds the CCFBC requirements and is therefore **consistent** with the regulations.*

COMPREHENSIVE PLAN CONSIDERATIONS

Character Area Policies
General Policies

Non-Residential Policies

- New non-residential development should use high quality building materials such as glass, brick, stone, wood or cementitious siding.
- Require that loading areas be located to the rear and sides of buildings and screened from view.
- Ensure that all sides of a parking garage that are visible from public view are architecturally consistent with the buildings it serves.
- Buildings in a corporate campus should have an internal pedestrian network between buildings.

*The proposed addition will utilize brick and façade designs found on the existing hotel, as shown in Exhibit B, Exterior Renderings. Loading areas are to the rear of the existing hotel and no new loading area is proposed for the addition. The existing parking lots located south and west of the NOUN Hotel provide parking spaces, as noted on the Site Plan, and are screened with existing landscaping. Any additional parking needed for the addition will be provided via a lease with the property owner to the south of hotel. The existing internal walkways allow pedestrians to access the surrounding commercial and residential areas. The proposed development is **consistent** with the Character Area General Non-Residential Policies because it promotes a commercial building with a design and use that is desired in the Core Area.*

Core Neighborhood Areas Policies

- Continue to maintain and improve public facilities and infrastructure that supports infill development and reinvestment.
- Residential development should reinforce the Core through a combination of rehabilitation in the downtown area and compatible new infill development targeted to a broad range of income levels, including multi-unit townhomes, apartments, lofts, and condominiums.
- Focus mobility infrastructure on pedestrian comfort, safety, and convenience where there are smaller lots and greater proximity to a range of services.
- Ensure that redevelopment and infill developments:
    - Address the impacts of parking and access:
        - Off-street parking should be screened from public right-of-way, and placed in the rear of the lot for all development.
        - For residential development, access to garages and parking pads are encouraged from a rear loaded alley.
        - Alternative modes of transportation, including walking, rolling, biking, and public transit should be a priority with safe, clear connections. This includes improving sidewalks and filling gaps in the sidewalk network during development.
        - Reflects the scale and characters of surrounding properties:
            - Structures should not be significantly taller, further from the front property line, or be inconsistent with the massing of neighboring properties.
        - Reduce the impact of higher intensity uses to adjacent lower intensity uses with screening and landscaping. Native landscaping is encouraged.
        - Encourage activation of the street space along arterials with pedestrian amenities.
- Increased impervious area coverage should be mitigated using LID stormwater BMPs regardless of parcel size or existing impervious area coverage.

- New architecture should be compatible with existing neighborhoods. Modern, contemporary architecture should be limited but can be accommodated as long as scale transitions and architectural elements achieve continuity.

*The proposed expansion exceeds the height of the single-family residential properties located to the west. While the setback, landscaping, and fencing along the western property line do not fully eliminate the apparent height difference between the residences and the hotel addition, these elements are intended to help mitigate the transition in scale while providing a high-quality commercial structure within the Core Area. Internal walkways connect to the public sidewalk system, offering safe and convenient pedestrian access to Campus Corner, nearby neighborhoods, and the University of Oklahoma campus. Outdoor seating, including chairs and tables, is proposed in front of the hotel addition, further supporting an active streetscape along the NOUN Hotel frontage. Overall, the proposed development is largely **consistent** with the Core Neighborhood Character Area policies.*

Land Use Development Policies

Urban High Policies

- Highly compact, walkable pattern of urban development prioritizing alternative means of transportation. Low to no building spacing and separation of uses. This area is intended to create opportunities for economic activities, attracting a city-wide audience, and place residents closer to services and jobs.
- High-intensity areas strive for more residential than non-residential uses with frequent master-planned mixed-use development nodes. Non-residential uses may be more common in UH than in UM or UL due to higher concentrations of population.
- Gross densities in any single development should be greater than 12 units per acre.

*The proposed development consists of a four-story addition to the existing hotel to accommodate an office, ballroom/meeting space and 48 additional guest rooms. While the development does not provide residential housing, the hotel expansion will increase economic growth in Core Norman by providing accommodations for visitors to Norman. For these reasons, the development is **consistent** with the Urban High Land Use policy.*

Building Types

- Medium and Small-scale 3- to 5-story buildings are common. Within existing developed areas, buildings may go up to 2-stories higher than surrounding properties.
- Multi-unit structures are the priority, but a variety of housing types from townhomes to apartments are expected.
- Mixed-use buildings including retail, work-spaces, and residences are most common.
- Public and private spaces (i.e. balconies, recreational roof decks, outdoor dining, etc.) are clearly defined and cultivate a sense of place.
- New developments that are single-use developments or predominantly single-unit or garden apartments are not appropriate.

The proposed development features a four-story building, while surrounding properties are one-story and two-story structures. The Urban High Character Area allows for structures to be two-stories higher than surrounding properties. The hotel expansion also offers a clearly defined outdoor seating area along the front of the building facing S. University Boulevard, thereby

*creating a public space. For these reasons, the proposed development is **consistent** with the Urban High Land Use policy for Building Types.*

Site Design

- The scale and layout of the built environment are conducive to walking. Trails and pathways are integrated throughout developments to connect to parks, neighborhoods, and community destinations.
- Multi-unit developments without connections to neighboring properties and uses weakens the development pattern and should be limited or avoided altogether.
- Street trees should form a continuous urban canopy over public areas and rights-of-way.
- Stormwater to be addressed at the project level, but designed as part of a larger neighborhood or sub-basin system.
- Site layout should take every opportunity to maximize the public infrastructure available in this area.

A public sidewalk is present along a portion of the property line in front of the proposed addition. This existing sidewalk will be extended to meet the adjacent sidewalk to the north and south. A walking path that leads from Park Drive to S. University Boulevard along the north edge of the existing hotel will be maintained with the development of the proposed addition.

The applicant proposes hardscaping for a patio area with potted holly trees in lieu of street trees along S. University Boulevard; this would match the landscaping of the existing hotel building. As a continuation of the existing development, the proposed patio area in front of the addition would require a separate request to the City Council to utilize the right-of-way in this manner.

*The CCPUD Narrative proposes 78% of impervious coverage. The CCFBC allows up to 85% impervious coverage if engineered solutions are proposed to mitigate the effects of the increase in coverage, as is proposed in this case. The applicant proposes low-impact development techniques to mitigate stormwater, including the installation of raingarden at the rear yard of the addition to the hotel. This raingarden will retain stormwater before releasing to existing drainage inlet located near the rear of the existing hotel structure. For these reasons, the development is **consistent** with the Urban High Land Use policies.*

Transportation

- This area features a relatively dense grid of streets and sidewalks. A full street hierarchy provides a variety of connections and route choices to people moving to, through, and within the area. Parking is a secondary use and should be as small as possible due to character and value of land in the area. Most of these areas have, or will have, easy access to public transportation (less than one half-mile walk of a stop). Improving access for pedestrians and bicyclists will continue to be a priority, including modernizing multi-modal infrastructure.

*The development site is located less than half a mile from the University of Oklahoma's campus bus hub located on Asp Avenue, east of the South Oval. Additionally, there are two Embark bus stops near the hotel's entrance on S. University Boulevard. Bicycle racks are currently located on the south side of the hotel, further supporting multimodal transportation. For these reasons, the development is **consistent** with the Urban High Land Use policy.*

Utility Access

- A full range of utilities should be available. If services are not already in place, they must be extended by the developer during the lot split process to be suitable for development. If development occurs adjacent to existing facilities that are determined to be insufficient to meet the demands of the proposed development, the developer must upgrade the existing facilities to enhance the capacity of the utility systems.

*The proposed development has existing water and sewer access. The development is **consistent** with Utility Access policies.*

Public Space

- Consisting of appropriately scaled public spaces including small parks, plazas, parklets, regional trail connections, and walking paths. Pedestrian amenities should be commonly integrated into public and private projects.

*The existing development has internal walkways linked to the public sidewalk system. Additionally, the existing hotel and the expansion will offer sidewalk tables and chairs in a recessed section of the hotel addition along S. University Boulevard. This expansion of the existing NOUN Hotel development is **consistent** with the Urban High Land Use policy.*

Neighborhood and/or Special Area Plans

*This location **is not** within a Neighborhood or Special Planning Area.*

UTILITIES

AIM NORMAN PLAN CONFORMANCE

Proposed development is in accordance with AIM Water and Wastewater Utility Master Plans.

SOLID WASTE MANAGEMENT

Proposed development meets requirements for City streets and provides access for solid waste services. An existing dumpster is shown on the Site Plan and is adequate for servicing the NOUN Hotel and the expansion.

WATER/WASTEWATER AVAILABILITY

Water Availability

Adequate capacity within the water system exists to serve the proposed development. Existing water service(s), if not to be reused, must be abandoned at the water main. If existing service(s) is to be reused, it must have materials identified.

Wastewater Availability

Adequate capacity within the wastewater system exists to serve the proposed development. Existing sewer service(s), if not to be reused, must be abandoned at the sewer main.

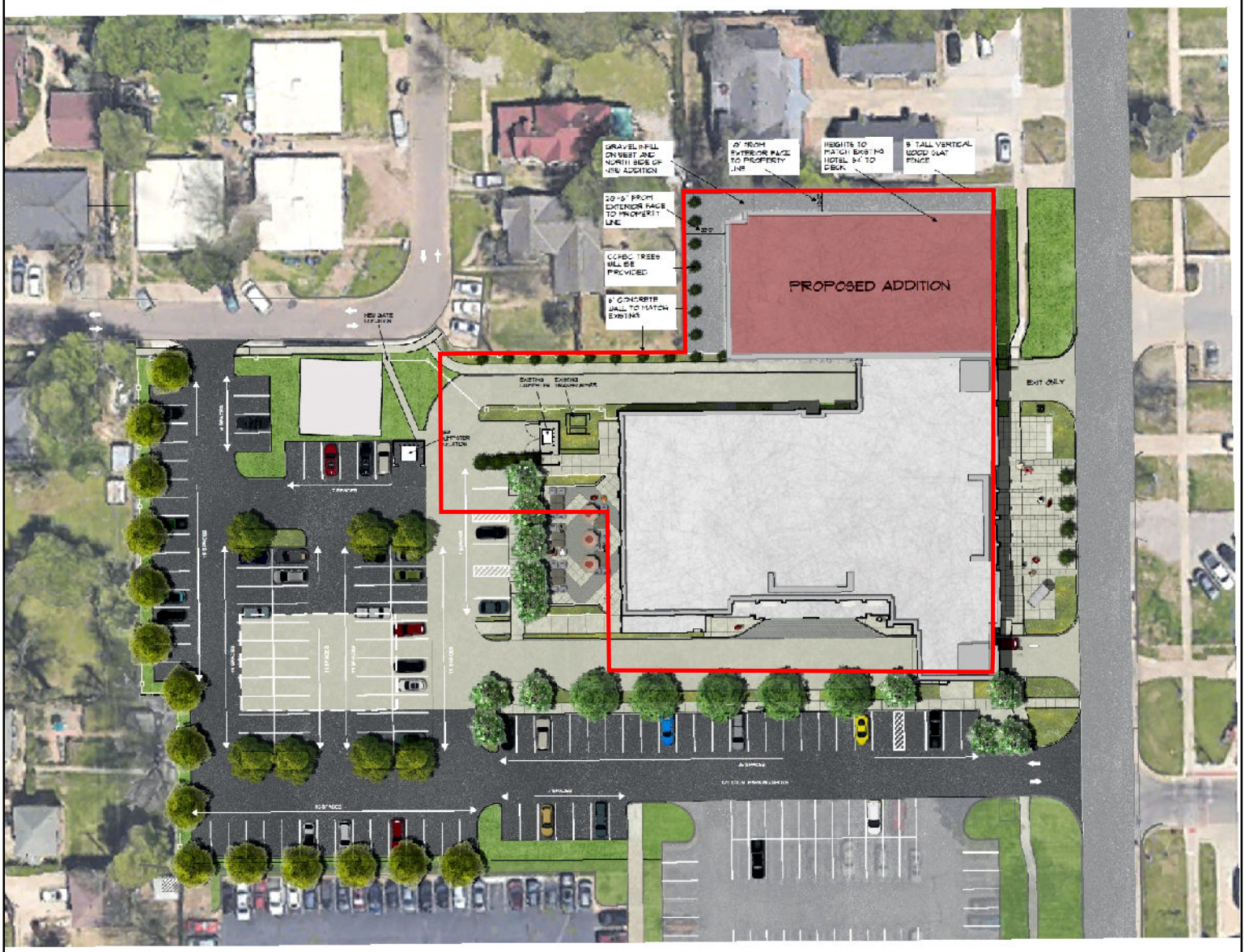
DISCUSSION:

Overall, the proposed development largely aligns with the AIM Norman Land Use and Character Area objectives. This proposal will provide additional commercial activity to this area of Norman.

The CCPUD Narrative proposes amendments to allow for the expansion of the NOUN Hotel. The proposed addition will have ballroom/meeting event space, office space, and 48 additional guest rooms. The proposed expansion of the existing NOUN Hotel will continue the design elements and alignment of the NOUN Hotel structure to the new addition.

The Ordinance will apply to the area shown on the attached document, “CCPUD/Radius Map Subject Tract”. The areas shown on the CCPUD Site Plan located outside the Subject Tract are not controlled by this Ordinance, O-2526-31.

CONCLUSION: Staff forwards this request to amend the existing CCPUD as O-2526-31 to the Planning Commission for consideration and recommendation to City Council.



CCPUD\Radius Map Subject Tract

February 2, 2026

0 40 80 Ft.

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

The Noun Hotel Rezoning

4. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-31: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF CHAPTER 36 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE A REPLAT OF THE EAST 236 FEET OF LOT SIX (6) AND THE EAST 200 FEET OF LOT SEVEN (7), OF ELMWOOD ADDITION, AND LOT TWELVE (12), IN BLOCK ONE (1), OF PARKVIEW ADDITION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM A CCPUD, CENTER CITY PLANNED UNIT DEVELOPMENT, AND PLACE SAME IN A CCPUD, CENTER CITY PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (542 AND 534 S. UNIVERSITY BOULEVARD; WARD 4)

ITEMS SUBMITTED FOR THE RECORD

1.Staff Report
2. Subject Tract
3. Location Map
3. Narrative
4.Site Plan
6. Traffic Impact Memo
7.Pre-Development Summary, 12-18-25
8.Prostest Map & Letters

Staff Presentation

Anais Starr, Planner II, presented The Noun Hotel application.

Commissioner Jablonski noted that the CCPUD signage section refers to the Center City Form Based Code (CCFBC), stating in cases of ambiguity or conflict, the CCPUD exhibit shall control. He asked if there are any conflicts with the proposed signage.

Ms. Starr responded stating the existing hotel and the new structure already have approved signage, and no additional permanent signage is proposed. The applicant is requesting temporary signage, which is currently permitted for the hotel and is being extended to an additional lot. She confirmed the proposal complies with the referenced city code.

Applicant Presentation

Sean Rieger, representative of the applicant, presented the PowerPoint for The Noun Hotel

application.

Commissioner Brewer asked whether the economic impact figures presented by the applicant reflect the combined effect of the existing hotel and the proposed addition.

Mr. Rieger confirmed the figures represent the estimated impact of the existing hotel and the new addition.

Commissioner Brewer asked about the dumpster's location, noting public concerns and questioning its necessity.

Mr. Rieger explained City staff and the Sanitation department determine dumpster placement to ensure safe truck access and prevent property damage. After extensive coordination, the current location is considered the safest and most functional option.

Commissioner Brewer asked whether the dumpster was added for operational needs or at staffs request.

Gunner Joyce, the applicant's second representative, stated the dumpster was added solely to support the thrift store's operations.

Public Comments

Marielle Hoefnagels, 425 Elm Ave., Norman, OK (protest)
Mark Crumpley, 423 Elm Ave., Norman, OK (protest)
Jayne Crumpley, 423 Elm Ave., Norman, OK (protest)
Mitch Baroff, 421 Park Dr., Norman, OK (protest)
Doug Gaffin, 425 Elm Ave., Norman, OK (protest)
Carol Baylor, 2424 Cypress Ave., Norman, OK (protest)

Planning Commission Discussion

Commissioner Brewer asked whether the developer had considered a setback like the previous application and whether it would still allow for the required number of rooms.

Mr. Rieger invited Kara Hall, the project architect, to respond.

Ms. Hall explained given the required number of rooms for the project, moving the setback would force the building to be taller to fit them all.

Mr. Rieger added AIM Norman explicitly allows buildings in this urban high-character area to be up to two stories taller than surrounding properties. The proposal places four-story sections next to two-story structures, adhering to AIM guidance.

Commissioner Jablonski noted the adjacent property is one-story and asked if the design could do a step up from three to four stories to reduce the height near neighboring homes.

Mr. Rieger stated all options were considered, and the current design is the only way to accommodate the number of rooms required for the project's economic viability.

Commissioner Kindel asked whether alternative designs were considered, specifically placing the ballroom on the top floor with higher windowsills. She noted this could allow natural light, improve the building's appearance and limit privacy impacts on neighbors. She acknowledged larger windows would increase costs and asked if design adjustments could reduce the visual impact of a tall blank wall while maintaining building height.

Mr. Rieger explained placing the ballroom on the top floor would create logistical challenges, for moving large numbers of guests efficiently via elevators or escalators. He also noted potential noise and privacy concerns, emphasizing a rooftop ballroom with windows could negatively impact neighbors.

Commissioner Kindel clarified her suggestion for higher windowsills was primarily for aesthetic purposes, interior and exterior, rather than for improving views. She acknowledged it may not solve all concerns but viewed it as a potential design improvement where setbacks or other adjustments are not feasible.

Commissioner Brewer praised the project's stormwater plan, noting it is exceptional and unlikely to negatively impact neighbors. He commended the developers for improving the project over time and following through on commitments, which he noted is uncommon in development. Regarding building mass and height, he stated that the proposed two- to four-story scale is appropriate under AIM Norman, but recommended design strategies such as landscaping, green walls, or varied materials to soften visual impact.

Commissioner Brewer further cautioned removing windows entirely can create an imposing wall, while retaining windows may raise privacy concerns. He highlighted site buffering efforts, including planting a row of trees behind the existing eight-foot concrete wall to create a softer edge over time. Overall, he expressed support for the project while encouraging thoughtful mitigation of visual impacts.

Mr. Rieger stated a “tree wall” is planned along the back of the property, behind the existing eight-foot concrete wall, to soften the building’s edge creating a more visually appealing buffer over time.

Commissioner Jablonski asked about the expected size of the trees at maturity and their size at planting.

Mr. Rieger responded the trees will meet a two-inch caliber at planting and they have a list of suitable species, with plans to coordinate with the City Forester for recommendations.

Commissioner Jablonski stated The Noun Hotel project is a positive addition to the community and a good neighbor. He acknowledged nearby residents’ concerns, noting that quieter neighborhoods naturally experience “growing pains” as higher-density development occurs, consistent with the AIM Norman Plan. He suggested softening impacts, through artistic approaches, like murals or other creative design, rather than solely physical modifications. While these measures cannot address issues like sunlight loss, they can help the building feel more integrated. He emphasized the importance of maintaining good neighborly relations, noting the hotel has consistently been a considerate presence in the area.

Motion made by Commissioner McKown, **Seconded** by Commissioner Brewer.
Voting Yea: Commissioner Brewer, Commissioner McKown, Secretary Parker, Vice Chair Jablonski, Commissioner McDaniel, Commissioner Griffith, Commissioner Kindel

Planning Commission recommended approval of O-2526-31.







File Attachments for Item:

31. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CONTRACT K-2526-139: BY AND BETWEEN THE CITY OF NORMAN AND THE OKLAHOMA TURNPIKE AUTHORITY FOR THE EAST-WEST CONNECTOR UTILITY RELOCATION AGREEMENT, FOR THE RELOCATION OF WATER WELLS AND WATERLINES GENERALLY BETWEEN 48TH AVENUE NW AND 24TH AVENUE NW AND ASSOCIATED BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT. (WARDS 3 & 8)

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 03/24/2026

REQUESTER: Nathan Madenwald, Utilities Engineer

PRESENTER: Nathan Madenwald, Utilities Engineer

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CONTRACT K-2526-139: BY AND BETWEEN THE CITY OF NORMAN AND THE OKLAHOMA TURNPIKE AUTHORITY FOR THE EAST-WEST CONNECTOR UTILITY RELOCATION AGREEMENT, FOR THE RELOCATION OF WATER WELLS AND WATERLINES GENERALLY BETWEEN 48TH AVENUE NW AND 24TH AVENUE NW AND ASSOCIATED BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT. (WARDS 3 & 8)

BACKGROUND:

The Oklahoma Turnpike Authority (OTA) is currently constructing the East-West Connector (EWC) turnpike across the north side of Norman. From west to east, the alignment generally follows along the Indian Hills Road corridor until 84th Avenue NE, where the future turnpike will turn northeasterly for several miles before connecting to the existing Kickapoo Turnpike and Interstate 40.

With large transportation projects, impacts to local infrastructure are common and will typically require one or more agreements to formalize the responsibilities for all entities involved. This occurred recently with the modifications to Interstate 35 by the Oklahoma Department of Transportation (ODOT) when the latest expansion occurred through Norman where additional lanes were added and various interchanges were improved. With the EWC, specifically the sections from I-35 Interchange to the west, the OTA contacted City staff regarding potential agreements for the 36th Avenue NW corridor and water system impacts and relocations. City staff from multiple departments have been working closely together on two separate agreements with OTA that you will consider tonight.

DISCUSSION:

Contract K-2526-139 is a proposed Utility Relocation Agreement that addresses the City of Norman's water infrastructure that will be impacted by the proposed EWC generally between 48th Avenue NW and 24th Avenue NW. No wastewater facilities are impacted within this corridor.

For the utility relocation process, the EWC was evaluated against Norman water and wastewater facilities to determine conflicts and where relocations were required. The facilities impacted are:

1. Two active water wells – 19 (currently out of service due to car accident) and 20
2. Two inactive water wells – 17 and 18
3. Approximately 17,500 feet of water line and appurtenances

Pursuant to State regulations, facilities that are located within private easement or right-of-way are eligible for relocation by the OTA. The wells and water lines were evaluated against this criteria with the majority of water lines and the wells meeting this requirement. Additionally, staff considered future infrastructure needs, specifically the most recent AIM Water Master Plan, to determine betterments for improvement of the water system.

OTA Responsibilities	**Norman Responsibilities**
Pay $8,950,000 for the City to relocate four water wells	Pay $1,964,400 for water line relocations and betterments
Construct approximately $11.7 million in water line relocations and betterments	Provide design requirements
Provide engineering services	Review and adopt design plans for water line relocations and betterments
Obtain all right-of-way for water line relocations and betterments	Plug Wells 17-20 by December 31, 2026

This proposed agreement will allow several capital needs to be addressed for the water system. The following sections discuss each capital improvement in greater detail.

Groundwater Wells

The Norman Utilities Authority is currently under design for the Norman Groundwater Facility at 4020 E Tecumseh Road to provide disinfection of the groundwater supply. Wells 19 and 20 are not within a feasible range to pipe east to this facility. Additionally, these wells were installed in the 1950s and, for Wells 19 and 20, have exceeded their useful life. Wells 17 and 18 are not currently in use or planned to be brought back into service.

Additionally, the Area & Infrastructure Master (AIM) Water Plan recommended water supply improvements to meet future water demands; specifically, increased supplies from Oklahoma City and additional groundwater wells for additional water in the next 10 years. The $8.95 million from this agreement for the four wells to be relocated could provide an offset for those required capital funds.

24-Inch Water Transmission Main

The AIM Water Master Plan recommended a 24-inch water transmission main along Indian Hills from 36th Avenue NW east to 48th Avenue NE including a bore under Interstate 35. Under this agreement, approximately 3,350 linear feet of 24-inch water line would be constructed from 36th Avenue NW to east of Huettner Road including the required bore. Additionally, the construction of this line would be expedited as part of the EWC. This section of line is considered a betterment since it is increasing the size of the new line; however, other segments of water lines were determined not to be required based on the proposed EWC alignment which allowed for these unnecessary segments to offset the cost of the betterment. The cost for this betterment is $772,320 but the full estimated, if completed by the City as a separate project, is estimated to cost approximately $5 to $6 million for engineering and construction.

12-Inch Water Line Replacement on Interstate Drive East of Interstate 35

The existing 12-inch water line running parallel to Interstate Drive was constructed with the water wells in the 1950s and has shown increased rates of failure. With the proximity to Interstate 35, repairing and replacing this water line can be challenging for staff. This agreement will replace this line from Indian Hills north to Well 20 as part of the relocations without funding from the City. If completed as a separate project by the City, this project would be expected to cost between $2 to $3 million.

Other relocations and betterments in the agreement are not currently programmed but will renew existing water system infrastructure including a new 12-inch line under Interstate 35 near Well 20, new water lines along the north and south sides of the EWC, and other relocations required. In total, the City share for the agreement is a maximum of $1,964,400 or about 10 percent of the estimated overall capital cost of $20 million.

Funding for the relocations and betterments that are the responsibility for the City of Norman will be from the Water Fund Balance. Staff proposes to appropriate $1,964,400 from the Water Fund Balance (Account 31-29000) into the OTA Waterline Relocation – 48th-24th NW construction account (Account 31997727-46101 / Project WA0393). Funds received from the OTA to be deposited into Other Revenue – Sale of Fixed Assets account within the Water Fund (Account 319-373153).

RECOMMENDATION 1:

Staff recommends the City of Norman approve Contract K-2625-139 with the Oklahoma Turnpike Authority for the East-West Connector Utility Relocation Agreement between 48th Avenue NW and 24th Avenue NW.

RECOMMENDATION 2:

Staff recommends the City of Norman appropriate $1,964,400 from the Water Fund Balance (Account 31-29000) into OTA Waterline Relocation – 48th-24th NW construction account (Account 31997727-46101 / Project WA0393).

UTILITY RELOCATION AGREEMENT BETWEEN

OKLAHOMA TURNPIKE AUTHORITY

and

CITY OF NORMAN, OKLAHOMA

RE: EWC-28103A, URA #63 - WATER WELL AND WATER LINE RELOCATIONS

This Agreement is entered into this _____ day of _____ 2026 by and between the Oklahoma Turnpike Authority (hereinafter referred to as the "**AUTHORITY**"), and the City of Norman, Oklahoma, a Municipal Corporation (hereinafter referred to as "**CITY**"), for the following intents and purposes.

WITNESSETH

WHEREAS, the **AUTHORITY** has commenced a 15-year, long-range turnpike improvement and expansion program for projects defined in the Advancing and Connecting Communities and Economies Safely Statewide "ACCESS Program"; and

WHEREAS, the ACCESS Program includes new turnpike routes in the south Oklahoma City metro area as well as major improvements to the existing turnpike system by expanding capacity and constructing new interchanges; and

WHEREAS, the ACCESS Program includes the construction of a new turnpike route from the I-44 Tri-City area (Newcastle, Blanchard, Tuttle) at SH-37, crossing the South Canadian River, east to I-35, then continuing east along Indian Hills Road and then northeast to I-40, connecting to the new Kickapoo Turnpike (hereinafter "EWC Project"); and

WHEREAS, Title 69 O.S. §1722 governs the location, removal and relocation of utility facilities constructed or in place upon, across or under any turnpike. Section 1722 also describes the extent to which the **AUTHORITY** and utility owners may be obligated for the expense of utility rearrangements, and that utility locations on all turnpikes are governed by the regulations and policies adopted by the **AUTHORITY** for the protection and maintenance of the turnpike system and for the safety of turnpike users; and

WHEREAS, portions of the **CITY**'s existing water lines and four water wells will need to be relocated to accommodate the construction of the EWC Project, with locations identified in Exhibit "A" (relocation of CITY's existing water lines are hereinafter referred to as "Relocations"); and

WHEREAS, in connection with the Relocations, the **City** has determined that replacing an existing 12" waterline, identified as line 4 on Exhibit A" with a 24" waterline along with upsizing the proposed waterline along the north side of the EWC between 48th and 36th Avenues NW from a 10-inch to a 12-inch line would be in the best interest of the **CITY**, and would create a betterment and a cost split by the **AUTHORITY** and by the **CITY** (hereinafter "Betterments"); and

WHEREAS, the **CITY** requests the **AUTHORITY** to construct the Relocations and Betterments as part of the construction of the EWC Project; and

WHEREAS, the **CITY** has expressed a preference for the **AUTHORITY** to oversee the design plans of the Relocations and Betterments; and

WHEREAS, the **CITY** has expressed a preference for the **AUTHORITY** to oversee the construction of the Relocations and Betterments; and

WHEREAS, the **CITY** will undertake the replacement of the water wells at its discretion upon the successful transfer or amendment of all related Oklahoma Water Resources Board (OWRB) permits; and

WHEREAS, in coordination the **AUTHORITY** and the **CITY** agree that the construction of Relocations and Betterments identified in Exhibit "A" as part of the construction of the EWC Project by the **AUTHORITY** would be economical and beneficial to the State of Oklahoma and the **CITY**; and

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS AND AGREEMENTS HEREIN CONTAINED, THE PARTIES AGREE AS FOLLOWS:

A. The **CITY** agrees:

1. That CITY staff will review and, upon compliance with CITY utility design requirements, adopt the **AUTHORITY** design plans for the Relocations and Betterments (hereinafter "Project Design Plans") that will be incorporated into the construction plans for the EWC Project.

2. To provide the **AUTHORITY** with the recommended utility construction specifications for the Relocations and Betterments.

3. To hereby grant to the **AUTHORITY** the right of access to and the use of all rights-of-way belonging to or controlled by the **CITY** associated with and necessary to facilitate the construction of the Relocations and Betterments as identified in Exhibit "A".

4. Upon completion of the project in accordance with the adopted Project Design Plans and provision of as-built record documents, to maintain all newly re-established Relocations and Betterments, as referenced in this Agreement, constructed by the **AUTHORITY** pursuant to the EWC Project.

5. To pay the **Authority** a single lump sum of **$1,964,400.00** within forty-five (45) days of execution of this agreement for the Betterments. However, under no circumstances shall the cost to the CITY for the Relocations and Betterments be greater than CITY's estimated split, as identified in Exhibit A.

6. To plug and remove all well equipment from the four wells on or before December 31, 2026.

B. The **AUTHORITY** agrees:

1. To oversee the Project Design Plans of the Relocations and Betterments in accordance with City standards.

2. To provide the CITY staff with a copy of the Project Design Plans, including all modifications or changes made by the AUTHORITY pursuant to (B)(3), for the Relocations and Betterments for review and approval.

3. To complete the construction of the Relocations and Betterments in accordance with the Project Design Plans as the same may be modified or changed as necessary for the proper construction, operation, and maintenance of the Turnpike as determined by the **AUTHORITY.**

4. To cover 100% of the cost of design of the EWC Project, inclusive of the Relocations and Betterments.

5. To pay the **CITY** a single lump sum of **$8,950,000.00** for the relocation of four water wells, inclusive of the CITY's cost of design, right-of-way acquisition, and construction. However, CITY's water rights and easement shall remain in-place until such time as all corresponding OWRB permits are successfully transferred or amended to preserve any existing rights of CITY. The **AUTHORITY** shall make payment to the **CITY** within forty-five (45) days of execution of this Agreement.

6. To secure all right-of-way needed for the Relocations and Betterments.

C. The Parties Agree:

1. The **AUTHORITY** shall administer and inspect all work performed by the contractor and will provide such engineering, inspection, and testing services as may be required to ensure that the construction is accomplished in accordance with the **Project Design Plans.**

2. During and after completion of the **Relocations and Betterments**, the **CITY** shall be allowed to inspect the work relating to the **Relocations and Betterments.**

3. Upon completion of Relocations and Betterments and final acceptance by the **AUTHORITY** and the **CITY**, including the submission of as-built record documents, the Relocations and Betterments will then be owned by the **CITY** and all maintenance responsibilities will be in accordance with Oklahoma law as reflected in this agreement. All rights-of-way necessary for the **Relocations and Betterments** that is determined by the **AUTHORITY** to be surplus to the operation and maintenance of its Turnpike facilities will be conveyed to the **CITY** in compliance with the **AUTHORITY's** real property disposal policies.

4. This Agreement shall be effective upon provision of a completely executed copy to each of the parties and shall remain in full force and effect until jointly agreed to terminate by **AUTHORITY** and **CITY**, provided this Agreement may not be terminated once the

Relocations and Betterments construction contract is awarded by the **AUTHORITY.** It is understood this Agreement does not change the rights of the **AUTHORITY** and the **CITY** as they exist in accordance with present State law, including the application of Section 1722 to any future removal or relocation of the **CITY's** facilities as necessitated by the **AUTHORITY's** turnpike projects.

5. After the completion of the Relocations and Betterments and EWC Project, any future **CITY** maintenance or relocation work, impacting the **AUTHORITY's** rights-of-way, must be approved at least one week in advance with the **AUTHORITY's** Director of Maintenance.

6. The Parties agree that the **AUTHORITY** has the right to cancel this Agreement at any time prior to the beginning of the adjustment of the **CITY's** facilities.

7. The **AUTHORITY** and the **CITY** are both governmental entities subject to the provisions of and afforded protections under the Governmental Tort Claims Ac, 51O.S. §§ 151 et seq. Neither the **AUTHORITY** nor the **CITY** shall be liable for the acts or omissions of the other party or for failure to inspect or supervise the performance of the other Party. Each party shall be responsible for negligent acts of its own employees acting within the scope of their employment. Notwithstanding anything herein to the contrary, neither **CITY** nor **AUTHORITY** waive any rights or privileges in its favor under the laws of Oklahoma for political subdivisions, political subdivisions liability, instrumentalities of the state and the Governmental Tort Claims Act

8. This Agreement is intended to conform to the requirements of the Constitution and Laws of the State of Oklahoma and in particular to the provisions of Title 69 of the Oklahoma Statutes. Any provision contained herein which is contrary to the Constitution and Laws of the State of Oklahoma shall be void and unenforceable. Venue for any action brought for the enforcement of this Agreement shall be in the District Court of Oklahoma County.

9. In connection with the **PROJECT,** this Agreement incorporates and reduces to writing all prior understandings, promises, agreements, commitments, covenants, or conditions, and constitutes the full and complete understanding and contractual relationship of the Parties.

10. No changes, revisions or amendments to this Agreement, or alterations in the manner, scope, or type of work contemplated herein shall be effective unless reduced to writing and executed by the Parties with same formalities as are observed in the execution of this Agreement.

11. This Agreement may be executed in counterparts, each of which shall be deemed an original document, but all of which will constitute a single document. This document will not be binding on or constitute evidence of a contract between the Parties until all have executed and delivered this document.

IN WITNESS WHEREOF, the Parties hereto set their hand and seal on the date first written above.

FOR THE CITY:

CITY OF Norman

ATTEST:

_____ _____

CITY Clerk Mayor

APPROVED AS TO FORM:

_____

General Counsel

FOR THE AUTHORITY:

OKLAHOMA TURNPIKE AUTHORITY

_____

Todd Gore, Director of Right-of-Way & Utilities

APPROVED AS TO FORM:

_____

OTA General Counsel

Exhibit "A" - Page 2

48th AVENUE. NW

36th AVENUE NW

24th AVENUE NW

PROPOSED WATER LINE

MARKET PLACE

PROPOSED WATER LINE

PROPOSED WATER LINE

PROPOSED WATER LINE

PROPOSED WATER LINE

PROPOSED WATER LINE

PROPOSED WATER LINE

BETTERMENT

35

W INDIAN HILLS RD.

HUETTNER DRIVE

PROPOSED WATER LINE

0 400' 800'

PROPOSED WATERLINE

PROPOSED ABANDONMENT

PROPOSED BETTERMENT

PROPOSED ABANDONMENT
USED TOWARD BETTERMENT

TEM DESIGN	DESIGNED:	CONTRACT NO.	633
	DRAWN:		
	CHECKED:	JP NO.	SHEET NO.

W:\ET1428-00\EWC-28004 Norman Water\Sheet-Location Map.dwg, 01, 1/8/2026 10:10:54 AM, jgibbs

EWC-28803B,EWC-28804A_Norman_Cost Breakdown_2026-02-12					
Location	Diameter (IN)	Length of Pipe (FT)	Estimated Cost of Relocation	Estimated Length of Pipe in Private RW*	Cost to City of Norman*
Parallel north of Indian Hill Rd west of 36th Ave NW, Mainline Turnpike Station 364+00 to 416+05	10	5205	$ 2,082,000.00	5205	$ -
Parallel south of Indian Hill Rd west of 36th Ave NW, connection to parallel line south of Indian Hills Rd, Mainline Turnpike Station 364+00 to 396+00	12	3525	$ 1,692,000.00	3525	$ -
Parallel south of Indian Hill Rd west of 36th Ave NW, connection to parallel line south of Indian Hills Rd, Mainline Turnpike Station 396+00 to 413+90	12	1685	$ 808,800.00	525	$ 556,800.00
Crossing Indian Hill Rd west of 36th Ave NW, Mainline Turnpike Station 413+85	8	625	$ 200,000.00	625	$ -
Crossing 36th Ave NW, north of Indian Hills Rd, Mainline Turnpike Station 414+50	12	100	$ 48,000.00	100	$ -
Crossing Indian Hill Rd east of 36th Ave NW, Mainline Turnpike Station 415+00	24	545	$ 523,200.00	545	$ -
Parallel north of Indian Hill Rd east of 36th Ave NW, Mainline Turnpike Station 416+05 to 432+25	12	1620	$ 777,600.00	1620	$ -
Parallel west of I-35 from Indian Hill Rd to Market Pl, I-35 Station 130+00 to 139+75	12	975	$ 468,000.00	975	$ -
Parallel east of I-35, I-35 Station 77+80 to 170+75	12	7110	$ 3,412,800.00	7,044	$ 31,680.00
Parallel north of Interstate Dr, Mainline Turnpike Station 437+50 442+00	8	450	$ 144,000.00	450	$ -
Crossing I-35 north of Hillsdale Free Will Baptist Rd, I-35 Station 165+00	12	390	$ 187,200.00	0	$ 187,200.00
Parallel west of I-35 near Hillsdale Free Will Baptist Rd, I-35 Station 160+00 to 165+00	12	500	$ 240,000.00	500	$ -
Water Well 17, East of I-35 north of Huettner Dr, Station 107+25			$ 2,237,500.00		$ -
Water Well 18, East of I-35 south east of the I-35 Interchange, I-35 Station 125+25			$ 2,237,500.00		$ -
Water Well 19, East of I-35 north of I-35 Interchange, Station 144+90			$ 2,237,500.00		$ -
Water Well 20, East of I-35 north of Moore Waste Water Treatment Plant, Station 165+10			$ 2,237,500.00		$ -
		Project Total:	$ 19,533,600.00	**Norman Total:**	$ 775,680.00
Project Total With Betterments:			**$ 20,722,320.00**	**Norman**	**$ 1,964,400.00**

Location (Betterment)	Diameter (IN)	Length of Pipe (FT)	Estimated Cost of Relocation	In Kind Cost	Estimated Cost to City of Norman*
Parallel north of Indian Hill Rd west of 36th Ave NW, Mainline Turnpike Station 364+00 to 416+05	12	5205	$ 2,498,400.00	$ 2,082,000.00	$ 416,400.00
Parallel north of Indian Hill Rd, crossing I-35, continuing east to rail road tracks.	24	3347	$ 3,213,120.00	$ 2,440,800.00	$ 772,320.00

City of Norman

City Council

March 24, 2026

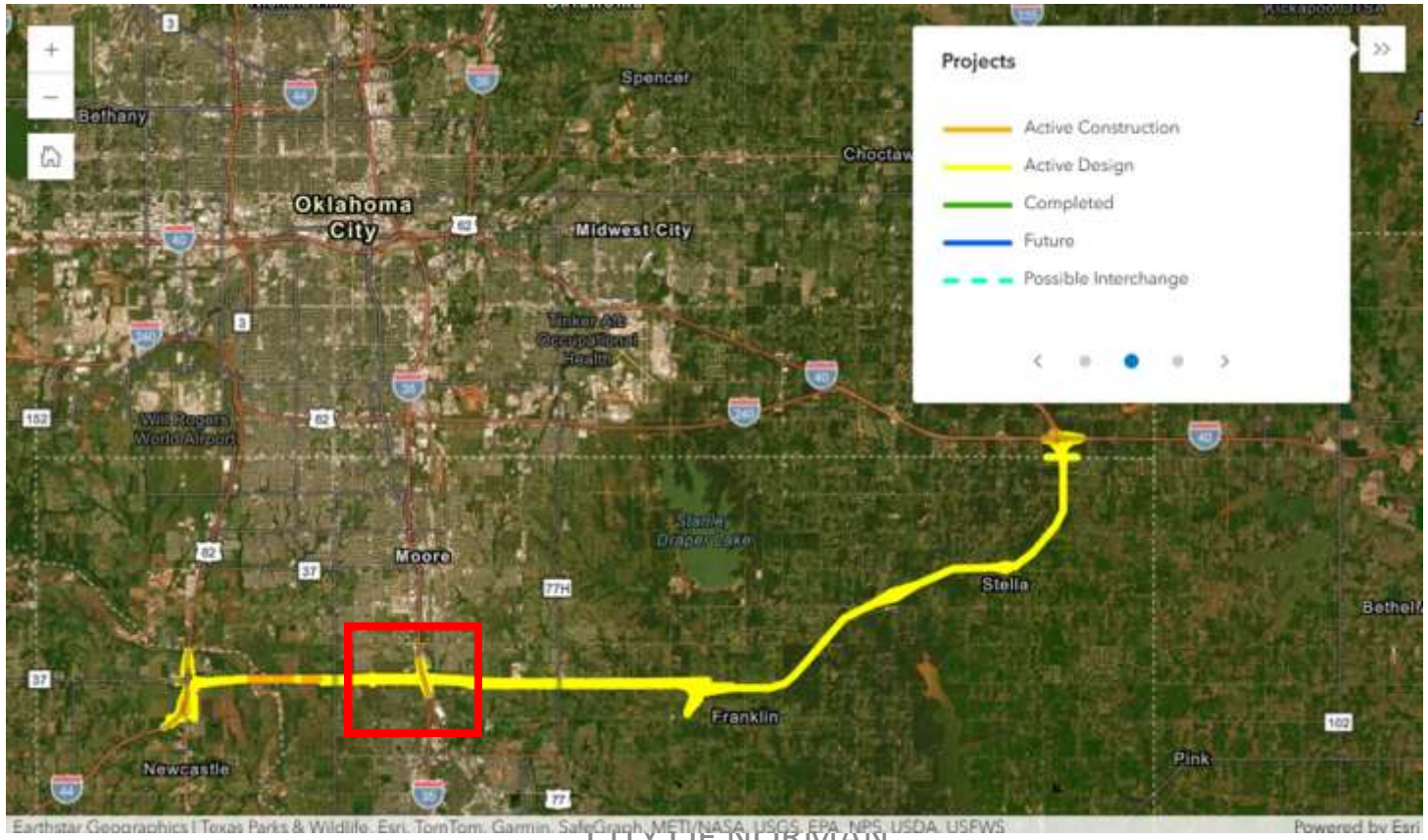
K-2526-139 & K-2526-156

Agreements with OTA: Utilities and Roadway

March 24, 2026

Background

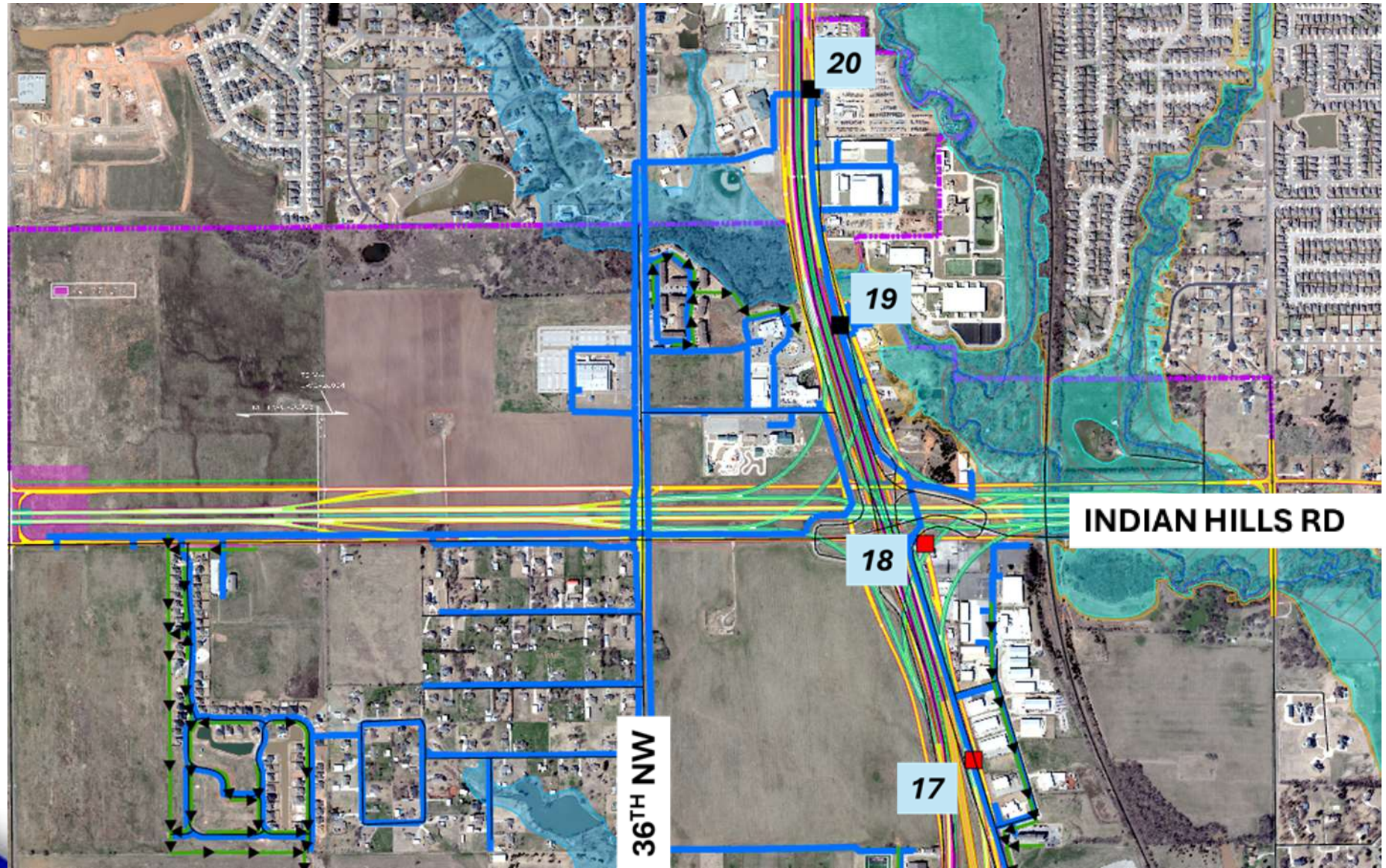
- Norman infrastructure impacted by OTA's construction of East-West Connector
- Waterlines, water wells and roadway/drainage



Impacted Waterline Infrastructure



Overlay with EWC



Summary of Utilities Agreement

- **Discussions between NUA staff and OTA to identify best approach for City:**
  - Cost benefits for upgrades and added components
  - Early accomplishment of City planned projects
  - Less disruption to right-of-way and affected residents

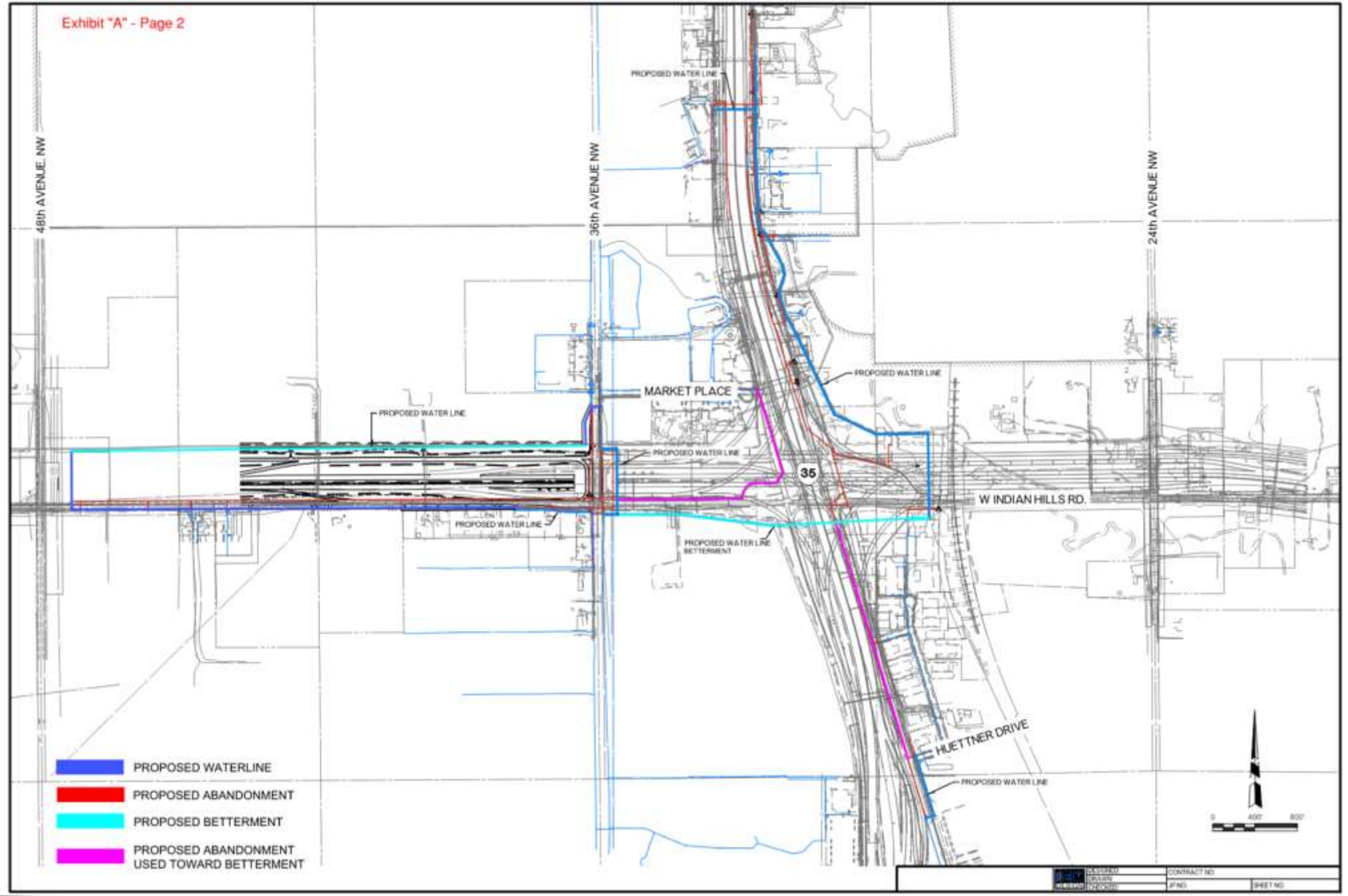
- **OTA shall:**
  - Incorporate City standards into construction of relocation and betterments
  - Cover 100% of design costs for relocation and betterments
  - Secure all ROW for relocation/betterments
  - Cover 100% of construction costs of impacted City infrastructure
  - Pay 100% relocation cost of water well relocation

- **City shall:**
  - Provide City design requirements and review/approve designs
  - Cover costs for construction of betterments and relocation of infrastructure in shared rights-of-way
  - Allow access for relocation work
  - Plug and remove water well equipment from four wells by December 31, 2026

Summary of Utilities Agreement

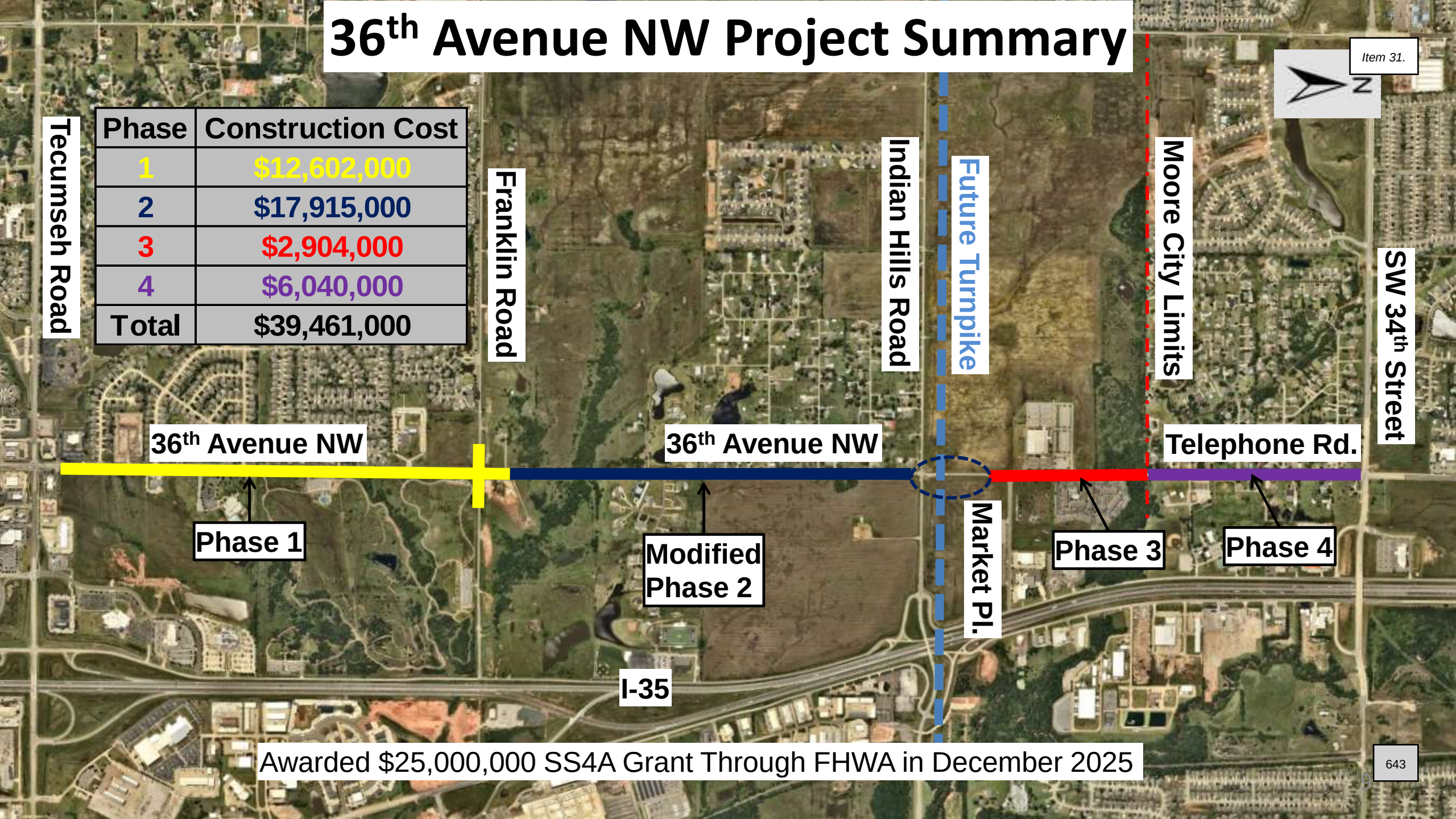
- **Waterline Relocation Component:**
  - Approximately 20,000 linear feet of water lines affected
  - OTA covers 100% affected City ROW infrastructure in existing condition (Est. $11,632,400)
  - CITY covers cost of shared ROW relocation and any extensions/extras= $775,680
  - Betterment: increase 5205 LF of line from 10” to 12” = $416,400
  - Betterment: increase 3347 LF of line from 12” to 24” = $772,320
  - City responsibility - **$1,964,400**

- **Water Well Component:**
  - Two active wells: 19 (temp out of service – car accident) and 20
  - Two inactive wells: 17 and 18
  - All wells constructed in 1950s
  - TOTAL OWED BY OTA: **$8,950,000**


Exhibit "A" - Page 2
48th AVENUE NW
36th AVENUE NW
24th AVENUE NW
PROPOSED WATER LINE
MARKET PLACE
35
W INDIAN HILLS RD.
HUETTNER DRIVE
PROPOSED WATER LINE BETTERMENT
PROPOSED WATERLINE
PROPOSED ABANDONMENT
PROPOSED BETTERMENT
PROPOSED ABANDONMENT USED TOWARD BETTERMENT

36th Avenue NW Project Summary

Phase	Construction Cost
1	$12,602,000
2	$17,915,000
3	$2,904,000
4	$6,040,000
Total	$39,461,000



Awarded $25,000,000 SS4A Grant Through FHWA in December 2025

36th Avenue NW Phase 2 Location



Summary of Roadway Agreement

- **Also between the OTA and the City of Norman**

- **Negotiated arrangement pursuant to 74 Okla. Stat. § 1008 for EWC/36th Avenue Bond Project**
  - A stormwater structure is required to transfer stormwater from north of Indian Hills Road
  - **OTA Proposal:** construct SW infrastructure & ***part*** of 36th Ave NW Modified Phase 2 with the EWC
  - **City Proposal:** construct SW infrastructure & ***all*** of 36th Ave NW Modified Phase 2 with EWC
    - **OTA:** $14.7 million construction responsibility
    - **City:** $2.2 million (with credit for $2.7M previously expended)

- **City benefits of 36th Ave NW Modified Phase 2 Proposal:**
  - Cost savings
  - Earlier and more efficient construction
  - Less disruption to citizens

Summary of Roadway Agreement

- **OTA shall:**
  - Incorporate City design for 36th Ave NW into EWC plans
  - Reconstruct 36th Ave NW Modified Phase 2 (estimated cost of $14,744,461)
  - Construct drainage for drainage area north of Indian Hills in conjunction with 36th Ave NW drainage

- **City shall:**
  - Provide OTA with engineering plans for 36th Ave NW (modified Phase 2)
  - Allow access for roadway and drainage construction
  - Maintain City roads following construction (already a City responsibility)
  - City responsibility - **$2,200,000** for construction of 36th Ave NW
  - Acquire right-of-way and relocate utilities for 36th Ave NW(completed)

City Project Cost Impact

Project Description	Cost to City - No OTA Agreement	Cost to City - With OTA Agreement
Replacement of Aged/Inactive Wells (Capacity)	$8.95 million	$0
24-Inch Water Line Upgrade Under I-35 (AIM)	$5.0 million	$780K
12-Inch Water Line Upgrade (Ind. Hills to Well 20)	$2.5 million	$420K
Water Subtotal:	$16.45 million	$1.2 million
36th Ave NW Phase 2*	$25.35 million	$2.2 million
Grand Total:	$41.8 million	$3.4 million

*The most conservative cost savings for 36th Ave NW is utilized; however, potential savings could range from $3.7 to as much as $8.9 million depending upon other factors.

Questions

City of Norman

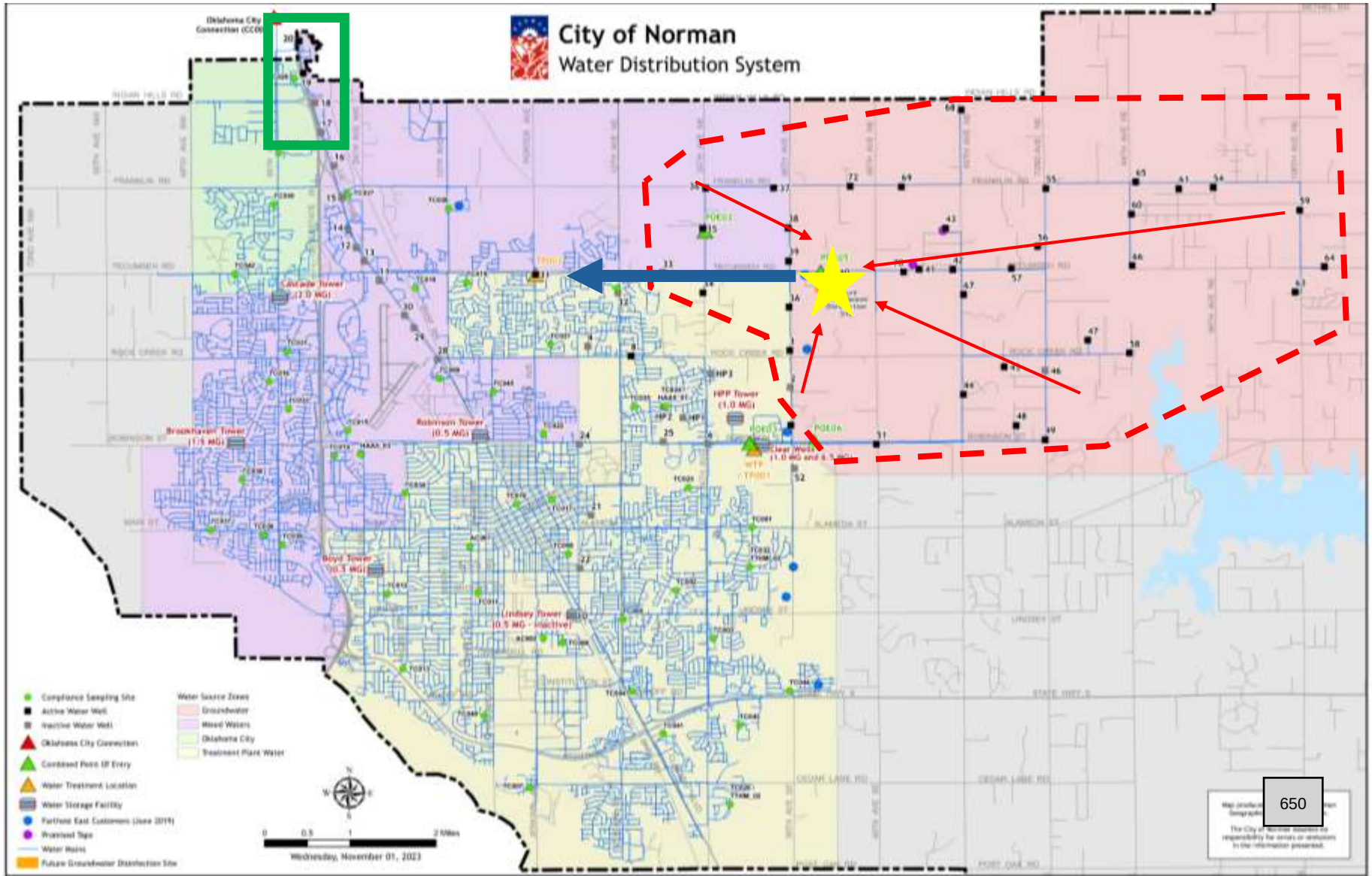
City Council

March 24, 2026

NUA Planned Projects – Norman GWF/AIM

Norman GW Facility

- 4020 E Tecumseh
- Zoning and Preliminary Plat approved 3/25/25
- 90% design
- Disinfection for GW
- Bidding in mid-2026
- Wells 17-20 not included (cost/age)



NUA Planned Projects – AIM 24-Inch Water

- AIM Water Master Plan
- Evaluated water system
- Recommended capital improvements

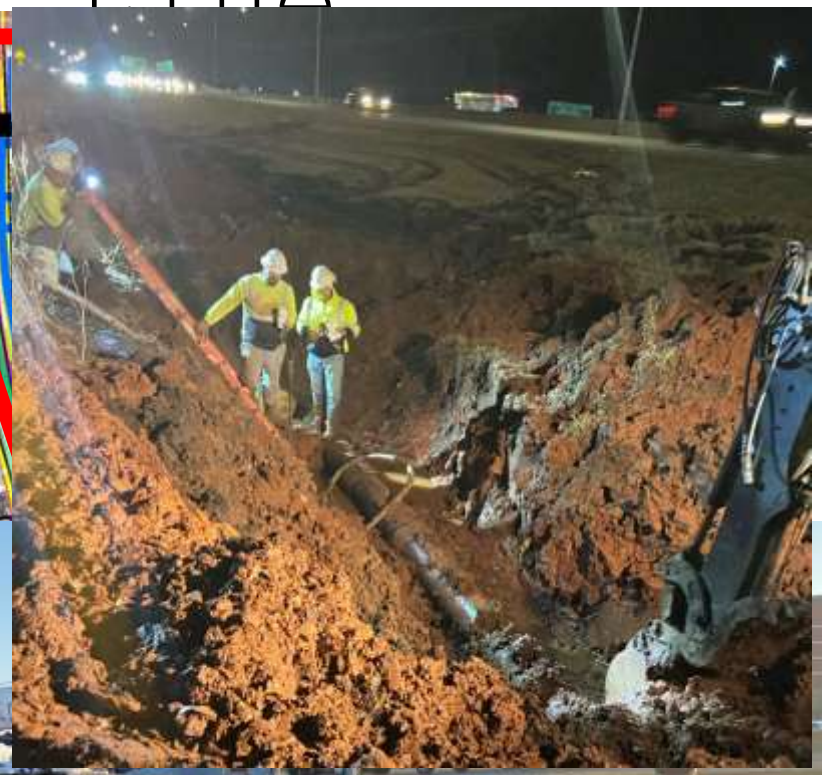
- 24-inch water transmission line along Indian Hills corridor



NUA Planned Projects – Flood/Interstate Dr Water Line

- Replacement necessary due to frequent breaks
- Challenging work environment
  - ODOT ROW
  - Fast moving











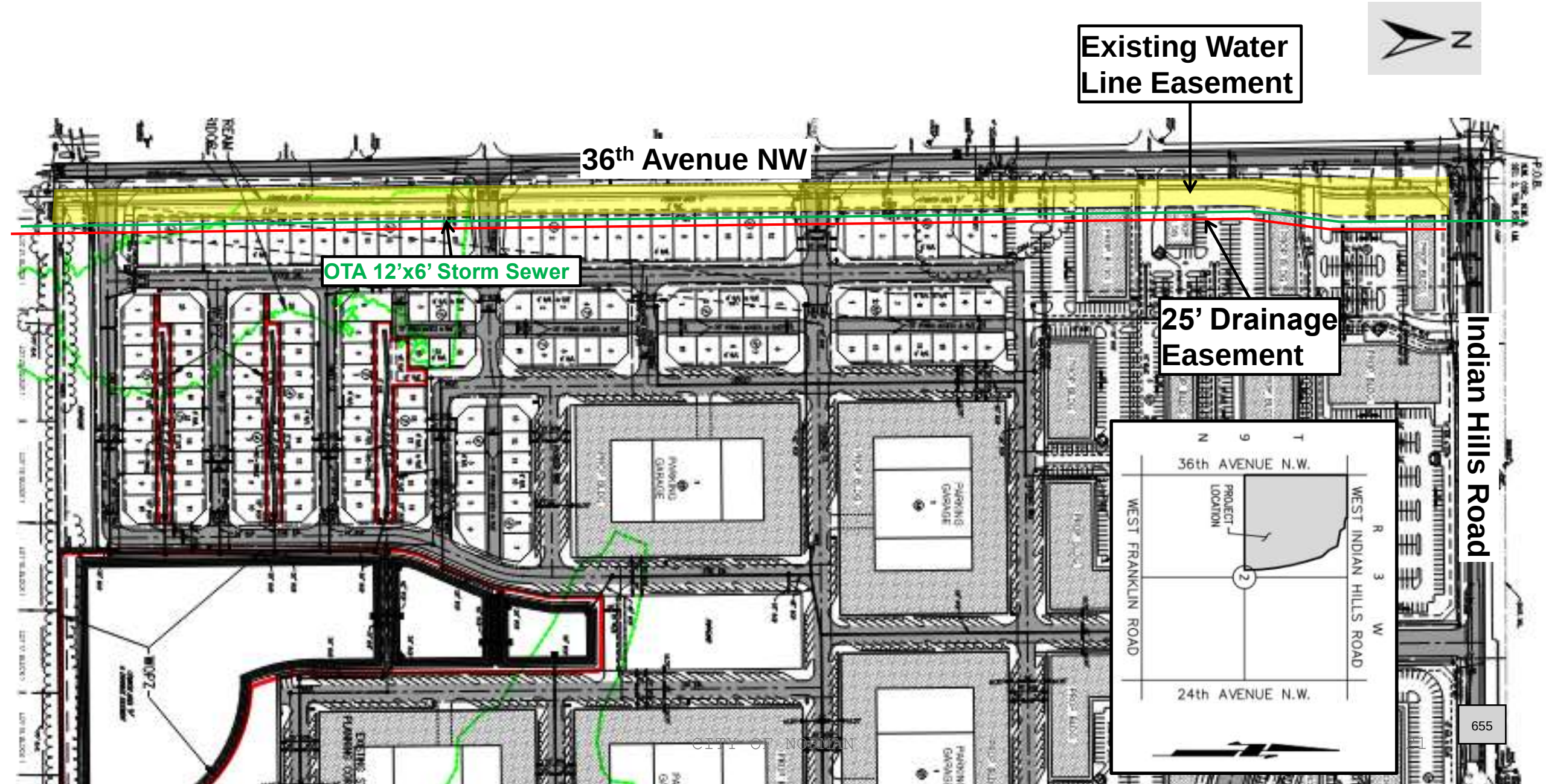
36th Avenue NW Phase 2 Location



Crystal Springs Addition



North Norman Village Preliminary Site



CITY OF NORMAN

City of Norman

City Council

March 24, 2026

File Attachments for Item:

32. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-156: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND OKLAHOMA TURNPIKE AUTHORITY (OTA), IN THE AMOUNT OF $2,200,000 FOR THE CONSTRUCTION OF 36TH AVENUE NW PHASE 2 PROJECT FROM 700 FEET NORTH FRANKLIN ROAD TO INDIAN HILLS ROAD AND RELATING TO THE EAST-WEST CONNECTOR AND ASSOCIATED MAINTENANCE AND ACCESS AGREEMENTS, AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT. (WARD 3)

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 3/24/2026

REQUESTER: Tim Miles, City Engineer

PRESENTER: Scott Sturtz, Public Works Director

ITEM TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-156: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND OKLAHOMA TURNPIKE AUTHORITY (OTA), IN THE AMOUNT OF $2,200,000 FOR THE CONSTRUCTION OF 36TH AVENUE NW PHASE 2 PROJECT FROM 700 FEET NORTH FRANKLIN ROAD TO INDIAN HILLS ROAD AND RELATING TO THE EAST-WEST CONNECTOR AND ASSOCIATED MAINTENANCE AND ACCESS AGREEMENTS, AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT. (WARD 3)

BACKGROUND:

The Oklahoma Turnpike Authority (OTA) is currently constructing the East-West Connector (EWC) turnpike across the north side of Norman. From west to east, the alignment generally follows along the Indian Hills Road corridor until 84th Avenue NE, where the future turnpike will turn northeasterly for several miles before connecting to the existing Kickapoo Turnpike and Interstate 40.

With large transportation projects, impacts to local infrastructure are common and will typically require one or more agreements to formalize the responsibilities for all entities involved. This occurred recently with the modifications to Interstate 35 by the Oklahoma Department of Transportation (ODOT) when the latest expansion occurred through Norman where additional lanes were added and various interchanges were improved. With the EWC, specifically the sections from I-35 Interchange to the west, the OTA contacted City staff regarding potential agreements for the 36th Avenue NW corridor and water system impacts and relocations. City staff from multiple departments have been working closely together on two separate agreements with OTA that you will consider tonight.

On August 28, 2012, the citizens of Norman voted in favor of a Bond Issue to finance the local share of eight transportation/stormwater improvement projects. One of the eight 2012 bond projects is the 36th Avenue Northwest Bond Project between Tecumseh Road and Indian Hills Road. Tonight's agenda item for your consideration is an agreement with OTA to construct the 36th Avenue NW Phase 2 Bond Project from north of Franklin Road to Indian Hills Road. Please see the attached location map showing the Phase 2 project boundaries.

Proposed improvements for the 36h Avenue NW Phase 2 Bond Project include:

1. Widen the roadway from two lanes to four lanes
2. Interconnect all traffic signals between Tecumseh Road and Indian Hills Road
3. Storm water improvements
4. Continuous sidewalks along the west side of 36th Avenue NW with a 10-foot wide multiuse trail on the east side

DISCUSSION:

The drainage area for the 36th Avenue NW Phase 2 project generally extends north of Indian Hills Road about a half mile near the Moore City Limits and west about a mile to 48th Avenue NW. All of the 36th Avenue NW Phase 2 Project stormwater runoff drains to a Tributary of Little River that crosses 36th Avenue NW approximately 700 feet north of Franklin Road. Since OTA's future East-West Connector parallels Indian Hills Road, their turnpike project will now need to intercept a large amount of the stormwater drainage area of the above-mentioned Phase 2 Project. As a result, OTA intends to collect the stormwater north of Indian Hills Road and transport it southward along 36th Avenue NW in an underground reinforced concrete box (RCB) storm sewer system until it can be released into the Tributary to Little River. This is the same location as the stormwater travels today via open ditches. This drainage area was also accounted for in the 36th Avenue NW Bond Project with a similar RCB structure.

OTA's design consultants evaluated various options for the actual storm sewer alignment. They determined that there was not enough room within existing right-of-way on 36th Avenue NW to install their own RCB storm sewer system, which left OTA two options including:

- Purchase additional right-of-way east of 36th Avenue NW and install their storm sewer within that easement
- Enter into an agreement with the City of Norman to construct a common RCB storm sewer system under the west side of 36th Avenue NW that would handle the stormwater runoff for both the City and OTA.

After several weeks of discussion and negotiations between OTA and City staff in conjunction with their design consultants, OTA determined that its best course of action would be to construct a common storm sewer system within existing 36th Avenue NW right-of-way. However, a portion of this new RCB is located under existing 36th Avenue NW pavement, which would require reconstruction of 36th Avenue NW roadway. This realization created an opportunity for the City and OTA to streamline construction schedules and impact on surrounding residents and communities by coordinating the completion of Phase 2 of 36th Avenue NW cooperatively with the OTA's EWC construction. Such agreements can be reached between governmental entities for purposes of accomplishing mutual benefit.

Tonight's agenda item consists of an Agreement Between Oklahoma Turnpike Authority and City of Norman ("Agreement"). Pursuant to the Agreement, the OTA shall bid and construct the entire 36th Avenue NW Phase 2 Bond Project from just north of Franklin Road to Indian Hills Road, where the project will tie into the future OTA turnpike. Phase 2 of the 36th Ave Bond project has an estimated construction cost of approximately $16.0 million dollars. By coordinating efforts with the OTA pursuant to this agreement, the City's payment responsibility

is reduced to $2.2 million dollars, or 13.75%, of the construction cost. In reaching this agreement on cost split, the OTA considered previously expended project costs incurred by the City for design, right-of-way acquisition and utility relocation totaling $2,680,479 as additional project participation. The remainder of costs associated with the construction of Phase 2 of 36th Ave NW, as well as the entirety of costs associated with the EWC, are attributed to OTA per the Agreement. Please refer to Paragraph C(2), Table A in the Agreement for the detailed cost breakdown. Additionally, the Agreement addresses matters of access and maintenance responsibility for reconstructed City roads. Following construction by the OTA, the City will be responsible for future maintenance of this segment of 36th Avenue NW, as it is today. With City Council approval of this contract, OTA intends to bid this project this fall (2026) with construction starting in late 2026. City staff estimate that this project will take approximately 9 months to complete.

Funding for this project is proposed to come from two sources. $200,000 is proposed to come from the 2012 Transportation Bond 36th Avenue NW Project Construction Account (Project BP0197, Account No. 50595552-46101). The remaining $2,000,000 will come from the 2019 Transportation Bond Indian Hills Road and I-35 Interchange Match Funds Project Construction Account (Project BP0430, Account No. 50594019-46101). These $2,000,000 in funds were set aside as seed money to expedite a new interchange at I-35/Indian Hills Road intersection. Since OTA is reconstructing this interchange as a part of the EWC, the City will pay the $2,000,000 to OTA toward this interchange project and in turn, OTA will credit the City $2,000,000 towards the City's 36th Avenue NW Phase 2 participation. Bond funds have not been deposited in this interchange project account yet, so an appropriation of $2,000,000 in funds from the Capital Fund Balance – 2019 General Obligation Bonds (Account No. 50-29000) to the 2019 Transportation Bond Indian Hills Road and I-35 Interchange Match Funds Project Construction Account (Project BP0430, Account No. 50594019-46101) is necessary as a part of this agenda item.

RECOMMENDATION No. 1:

Staff recommends an appropriation of $2,000,000 in funds from the Capital Fund Balance – 2019 General Obligation Bonds (Account No. 50-29000) to the 2019 Transportation Bond Indian Hills Road and I-35 Interchange Match Funds Project Construction Account (Project BP0430, Account No. 50594019-46101)

RECOMMENDATION No. 2:

Staff further recommends approval of Contract K-2526-156 with OTA for the construction of Phase 2 of the 36th Avenue NW Bond Project in conjunction with the OTA's EWC construction, in the amount of $2,200,000.

AGREEMENT BETWEEN

OKLAHOMA TURNPIKE AUTHORITY

and

CITY OF NORMAN, OKLAHOMA

RE: OTA EAST-WEST CONNECTOR TURNPIKE PROJECT

This Agreement is entered into this _____ day of _____ 2026 by and between the Oklahoma Turnpike Authority (hereinafter referred to as the "**AUTHORITY"**) and the City of Norman, Oklahoma, a Municipal Corporation (hereinafter referred to as "**CITY**"), for the following intents and purposes.

WITNESSETH

WHEREAS, consistent with its statutory authorization the **AUTHORITY** operates and maintains turnpike projects throughout the State of Oklahoma at locations authorized by the Oklahoma State Legislature (the "**TURNPIKE SYSTEM**"); and

WHEREAS, the **TURNPIKE SYSTEM** is designed to connect seamlessly with the state highway/interstate and local road system; and

WHEREAS, improvements to Oklahoma's interconnected transportation system of turnpikes, state highways and local roads must be coordinated to leverage resources, improve safety and ensure a seamless operation for the benefit of all Oklahomans; and

WHEREAS, the **AUTHORITY** has announced a 15-year, long-range turnpike improvement and expansion program for projects defined in the Advancing and Connecting Communities and Economies Safely Statewide "ACCESS Oklahoma Program"; and

WHEREAS, the Oklahoma Supreme Court affirmed on August 1, 2023, that the OTA has statutory authority to build new turnpike alignments proposed in the ACCESS Oklahoma Program, including within the city limits of **CITY**, as set forth in *In re Application of Okla. Turnpike Auth.*, 2023 OK 84, 535 P.3d 1248; and

WHEREAS, the ACCESS Oklahoma Program includes the construction of a new turnpike route from the I-44 Tri-City area (Newcastle, Blanchard, Tuttle) at SH-37, crossing the South Canadian River, east to I-35, then continuing east along Indian Hills Road and then northeast to I-40, connecting to the new Kickapoo Turnpike (hereinafter referred **East-West Connector** or **EWC** or **EWC PROJECT**); and

WHEREAS, the **EWC** project will involve improvements to roadways that either interchange with **EWC** or are grade-separated from the **EWC** project; and

WHEREAS, the **EWC** project will receive all required Federal and State permits including but not limited to the Federal Highway Administration, Oklahoma Department of Environmental Quality and US Army Corps of Engineers; and

WHEREAS, the **CITY** recognizes construction of access points along the **EWC** to include 60th Avenue NW, 36th Avenue NW, I-35, 12th Avenue NW/Broadway, SH-77H (12th Avenue NE), 36th Avenue NE, South Extension Turnpike, 120th Avenue NE (Choctaw Road), and 156th Avenue NE (S. Peebly Road); and

WHEREAS, the **CITY** recognizes the construction of one-way service roads along the **EWC** from 72nd Avenue NW to 48th Avenue NE which are to be maintained by Cleveland County as will be set forth in a separate agreement between **AUTHORITY** and Cleveland County; and

WHEREAS, both the **CITY** and the City of Moore have committed to municipal projects to reconstruct and widen to 4 lanes of 36th Avenue NW/Telephone Road from W. Tecumseh Road in Norman through S.W. 34th Street in Moore; and

WHEREAS, the citizens of **CITY** approved 2012 and 2019 transportation bond issues that included improvements and widening of 36th Ave NW in Norman from Tecumseh Road through the Norman's northern municipal boundary with the City of Moore, and **CITY** thus has existing responsibilities for the construction of the **36th PROJECT**; and

WHEREAS, the **CITY** and the **AUTHORITY** are each committed to ensuring that 36th Avenue NW be improved and widened to 4-lanes per **CITY's** design plans from **EWC** South toward Franklin Road (**36th PROJECT**); and

WHEREAS, the **CITY** and the **AUTHORITY** are each committed to ensuring that drainage of **EWC** surface water runoff at 36th Avenue NW is handled appropriately through the **AUTHORITY**'s inclusion of drainage structures as part of the **EWC**; and

WHEREAS, the **CITY's** engineering design, drawings and specifications for the construction of the **36th PROJECT** will be incorporated in the design of the **EWC** (as incorporation, hereinafter the "**PROJECT DESIGN PLANS**");

WHEREAS, this Agreement enables **AUTHORITY** and **CITY** to accomplish both projects in a timely and expeditious manner that avoids duplicative work and costs on both projects, and further avoids unnecessary impact on Norman residents by coordinating one construction schedule to address matters of joint concern, rather than completing two separate projects at different times; and

WHEREAS, Oklahoma law, Title 74 O.S. Section 1008, permits governmental entities to make the most efficient use of their powers by enabling them to contract with other governmental entities on the basis of mutual advantage and thereby to provide services and facilities in a manner and pursuant to forms of governmental organization that will accord best with geographic, economic, population and other factors influencing the needs and development of local communities and Title 69 O.S. Section 1716(b) authorizes towns to lease, grant or convey to the **AUTHORITY** on terms the granting authority deems reasonable and fair, without advertisement, order of the court or other action or formality other than action by the **CITY**, any real property to affect the authorized purposes of the **AUTHORITY** and Title 69 O.S. Section 1705(k) authorizes the **AUTHORITY** to enter into agreements necessary or incidental to the performance of its duties to construct, maintain, repair and operate turnpike projects and highways, including their access and connecting roads; and

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS AND AGREEMENTS HEREIN CONTAINED, THE PARTIES AGREE AS FOLLOWS:

A. The **AUTHORITY** agrees:

1. To complete the construction of the **EWC PROJECT** in accordance with the **PROJECT DESIGN PLANS** as the same may be modified or changed as necessary for the proper construction, operation and maintenance of the Turnpike, as determined by the **AUTHORITY** and otherwise consistent with this Agreement.

2. To reconstruct 36th Avenue NW to a 4-lane facility per the City of Norman's design plans for the **36TH PROJECT** from the **East-West Connector** South through Station 60+00 (approximately 700 feet north of Franklin Road) of the 36th PROJECT by **AUTHORITY** as depicted in Exhibit 1.

3. To ensure that the designed drainage of the EWC surface water runoff in the vicinity of 36th Avenue NW is constructed in conjunction with and accommodating the drainage for the **36th PROJECT**.

B. The **CITY** agrees:

1. To provide to the **AUTHORITY** the engineering plans for the **36th PROJECT**.

2. To secure all right-of-way needed for the reconstruction of **36th PROJECT**.

3. To facilitate and fund the relocation of all conflicting utilities related to **36th PROJECT.**

4. To hereby grant to the **AUTHORITY** right of access to and the use of all rights-of-way belonging to or controlled by the **CITY** associated to and necessary to facilitate the construction of **36th PROJECT** and **EWC**.

5. To maintain all **CITY** roads as identified in this Agreement, which are re-established and newly constructed by the **AUTHORITY** pursuant to the **EWC** project.

6. To forward the funding associated with the **CITY**'s existing responsibility for the **36th PROJECT**, inclusive of all costs including construction, to the **AUTHORITY** within forty-five (45) days of execution of this agreement in a single lump sum of Two Million Two Hundred Thousand Dollars (**$2,200,000.00**), as further set forth in (C)(2) below.

C. The Parties Agree:

1. The **AUTHORITY** shall administer and inspect all work performed by the construction contractor and will provide such engineering, inspection and testing services as may be required to ensure that the construction of the **EWC** is accomplished in accordance with the **PROJECT DESIGN PLANS.**

2. The **AUTHORITY** and the **CITY** agree that the split participation for the **EWC** and **36th PROJECT** consists, as shown in the table below, of OTA being responsible for all costs (exclusive of the engineering, right-of-way and utility costs of the **36th PROJECT**) as follows:

TABLE A			
	AUTHORITY	**CITY**	**TOTAL**
36TH Engineering Cost	$0.00	$657,530	$657,530
36TH Right-of-Way & Utility Relocation	$0.00	$2,023,219	$2,023,219
36TH Construction	$13,785,341	$2,200,000	$15,985,341
36TH Construction Inspection & Testing	$959,120	$0	$959,120
EWC-28303A Engineering Cost	$857,487	$0	$857,487
EWC-28303A Construction	$14,899,400	$0	$14,899,400
EWC-28303A Construction Inspection & Testing	$906,920	$0	$906,920
TOTAL COST	$31,408,268	$4,880,749	$36,289,017

3. After completion of all work, the **CITY** shall be afforded an opportunity to attend the final inspection of the **36th PROJECT**.

4. Upon completion of work and final acceptance by the **AUTHORITY**, the completed **East-West Connector** improvements will be owned respectively by **AUTHORITY** and the **36th PROJECT** improvements will be owned by the **CITY** and all maintenance responsibilities will be in accordance with Oklahoma law as reflected in this agreement.
5. This Agreement shall be effective upon provision of a completely executed copy to each of the parties and shall remain in full force and effect until jointly agreed to terminate by **AUTHORITY** and **CITY**, provided this Agreement may not be terminated once the **EWC** construction contract is awarded by the **AUTHORITY**.

6. The **AUTHORITY** and the **CITY** are both governmental entities subject to the provisions of and afforded protections under the Governmental Tort Claims Ac, 51O.S. §§ 151 et seq. Neither the **AUTHORITY** nor the **CITY** shall be liable for the acts or omissions of the other party or for failure to inspect or supervise the performance of the other Party. Each party shall be responsible for negligent acts of its own employees acting within the scope of their employment. Notwithstanding anything herein to the contrary, neither **CITY** nor **AUTHORITY** waive any rights or privileges in its favor under the laws of Oklahoma for political subdivisions, political subdivisions liability, instrumentalities of the state and the Governmental Tort Claims Act

7. This Agreement is intended to conform to the requirements of the Constitution and Laws of the State of Oklahoma and in particular to the provisions of Title 69 of the Oklahoma Statutes. Any provision contained herein which is contrary to the Constitution and Laws of the State of Oklahoma shall be void and unenforceable. Venue for any action brought for the enforcement of this Agreement shall be in the District Court of Oklahoma County, Oklahoma.

8. In connection with the **EWC** and the **36th PROJECT,** this Agreement incorporates and reduces to writing all prior understandings, promises, agreements, commitments, covenants, or conditions, and constitutes the full and complete understanding and contractual relationship of the Parties.

9. No changes, revisions or amendments to this Agreement, or alterations in the manner, scope, or type of work contemplated herein shall be effective unless reduced to writing and executed by the Parties with same formalities as are observed in the execution of this Agreement.

10. This Agreement may be executed in counterparts, each of which shall be deemed an original document, but all of which will constitute a single document. This document will not be binding on or constitute evidence of a contract between the Parties until all have executed and delivered this document.

IN WITNESS WHEREOF, the Parties hereto set their hand and seal on the date first written above.

FOR THE CITY:

CITY OF NORMAN

ATTEST:

_____
CITY Clerk

_____
Mayor

APPROVED AS TO FORM:

Elisabeth C Muckala
_____
General Counsel

FOR THE AUTHORITY:

OKLAHOMA TURNPIKE AUTHORITY

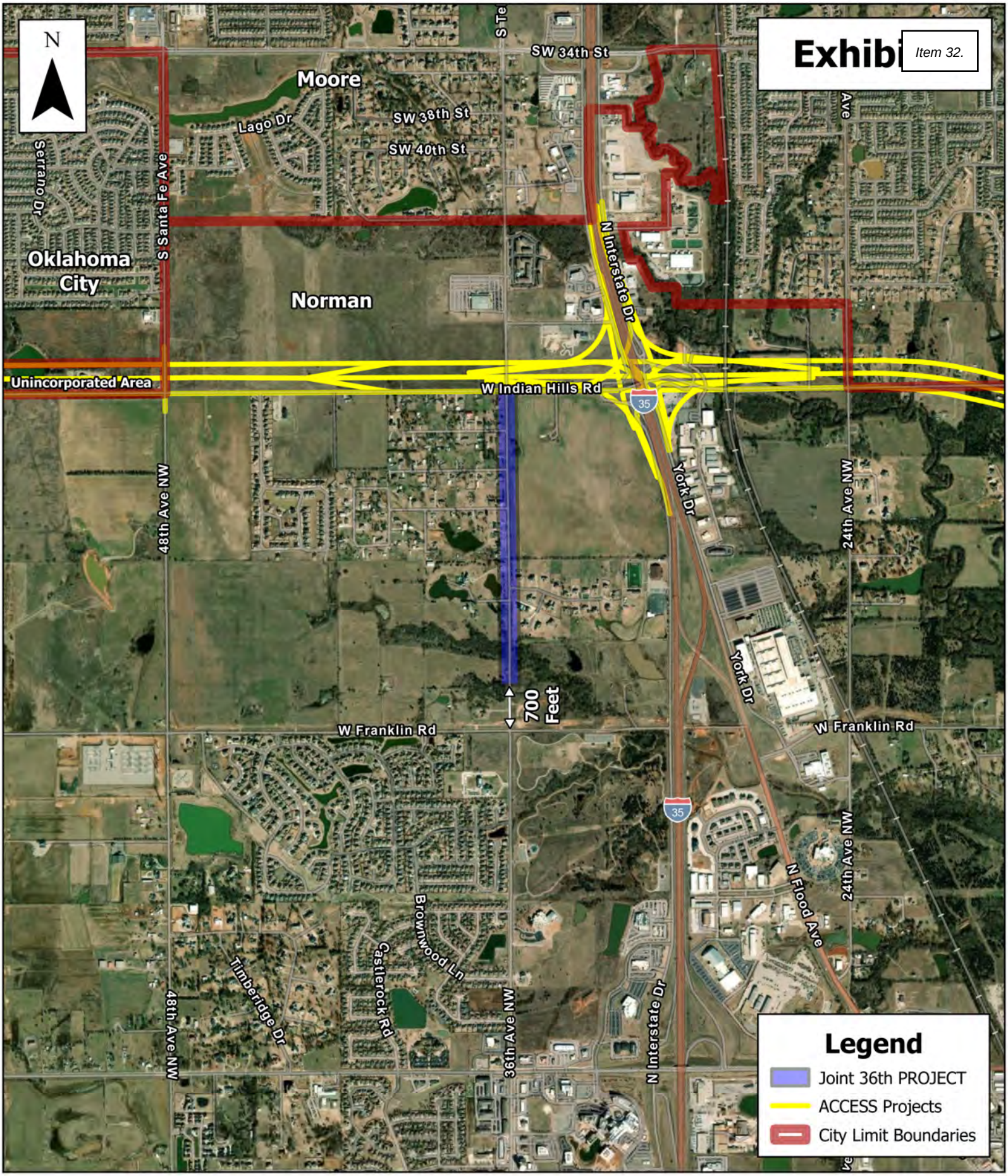
_____
Joe Echelle, Executive Director

APPROVED AS TO FORM:

ATTEST:

_____

_____
OTA General Counsel



ACCESS Projects

East-West Connector

36th Avenue NW Widening

OKLAHOMA Turnpike Authority

ACCESS OKLAHOMA

36th Avenue NW Phase 2 Location Map



City of Norman

City Council

March 24, 2026

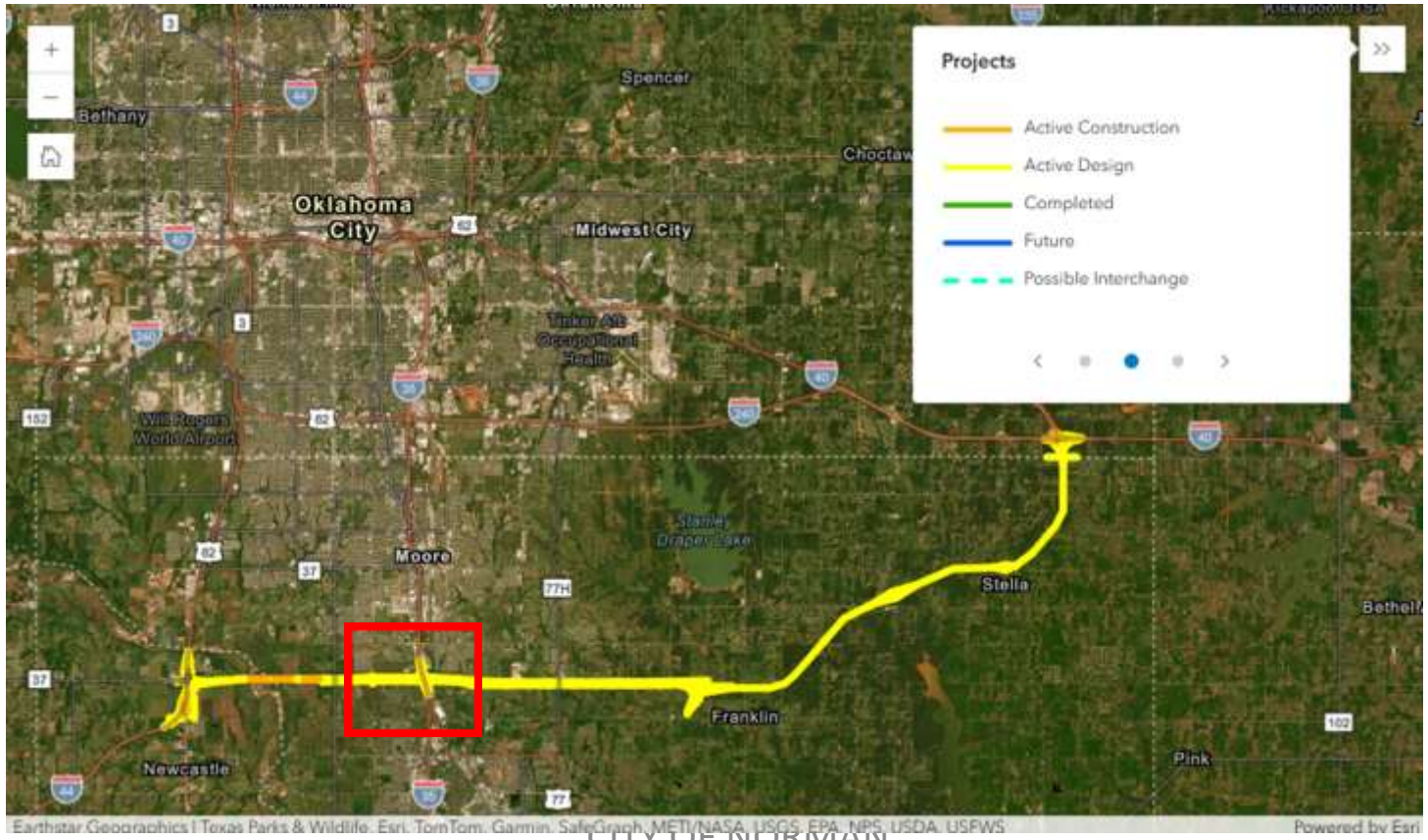
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Agreements with OTA: Utilities and Roadway

March 24, 2026

Background

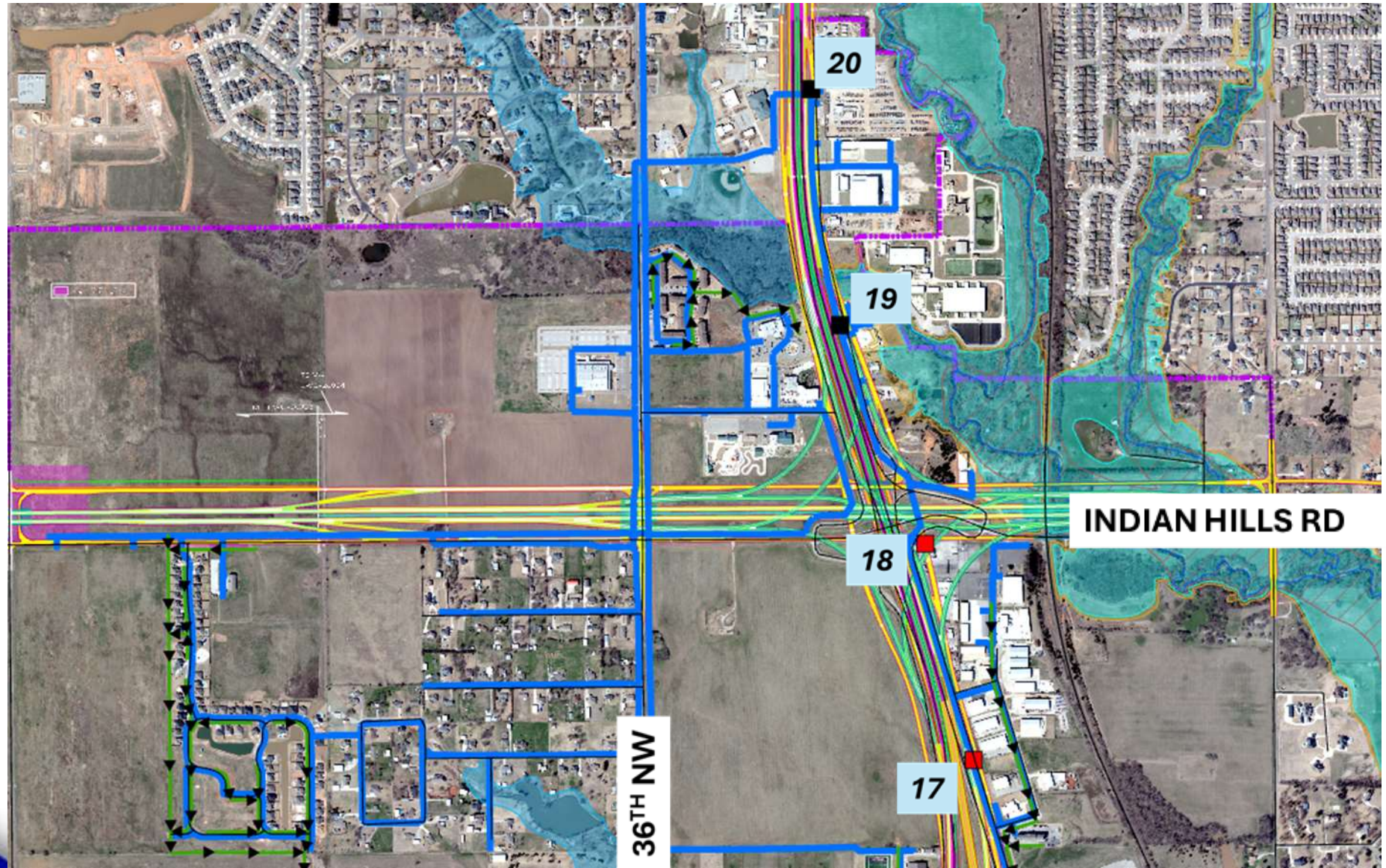
- Norman infrastructure impacted by OTA's construction of East-West Connector
- Waterlines, water wells and roadway/drainage



Impacted Waterline Infrastructure



Overlay with EWC



Summary of Utilities Agreement

- **Discussions between NUA staff and OTA to identify best approach for City:**
  - Cost benefits for upgrades and added components
  - Early accomplishment of City planned projects
  - Less disruption to right-of-way and affected residents

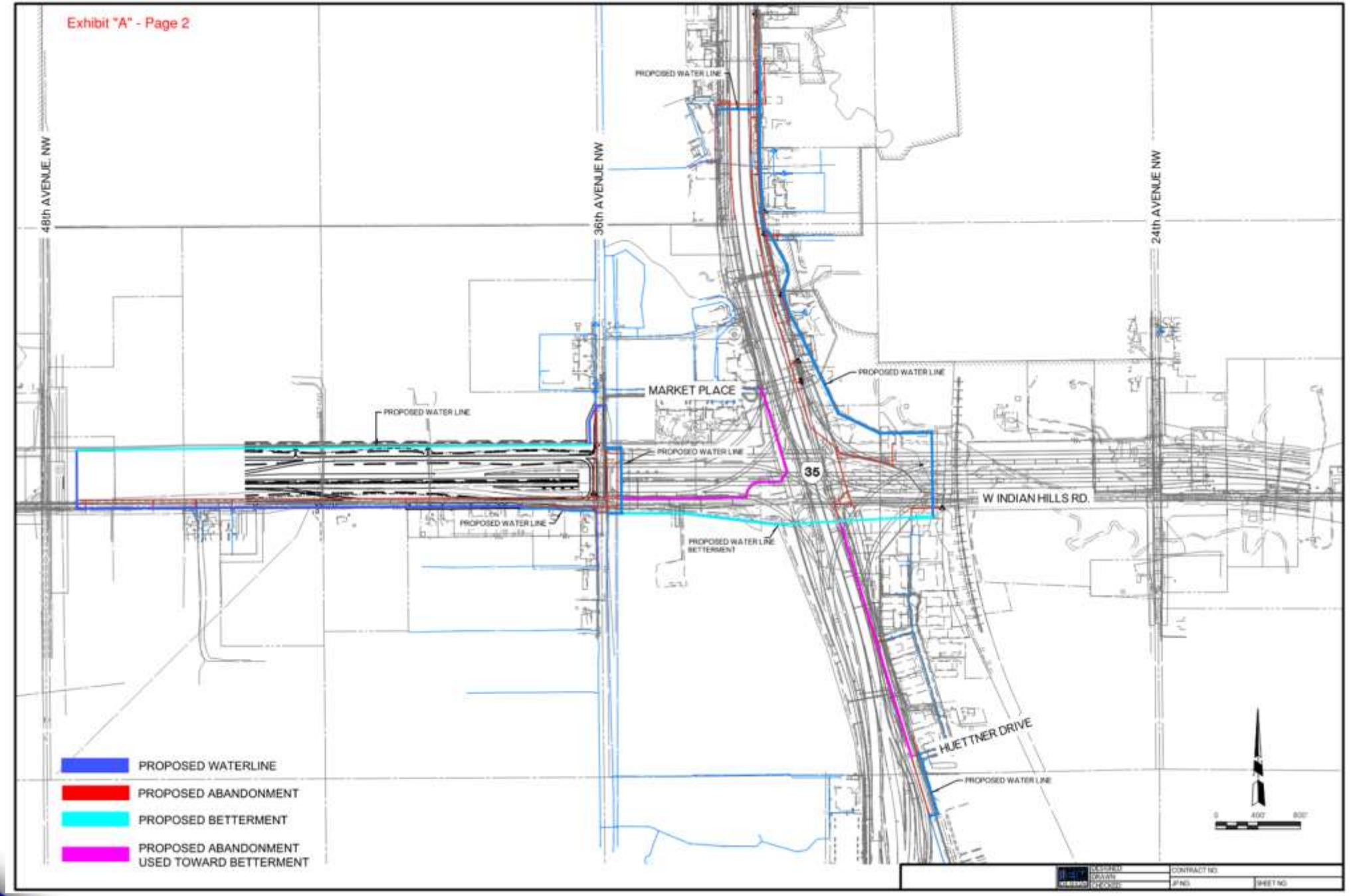
- **OTA shall:**
  - Incorporate City standards into construction of relocation and betterments
  - Cover 100% of design costs for relocation and betterments
  - Secure all ROW for relocation/betterments
  - Cover 100% of construction costs of impacted City infrastructure
  - Pay 100% relocation cost of water well relocation

- **City shall:**
  - Provide City design requirements and review/approve designs
  - Cover costs for construction of betterments and relocation of infrastructure in shared rights-of-way
  - Allow access for relocation work
  - Plug and remove water well equipment from four wells by December 31, 2026

Summary of Utilities Agreement

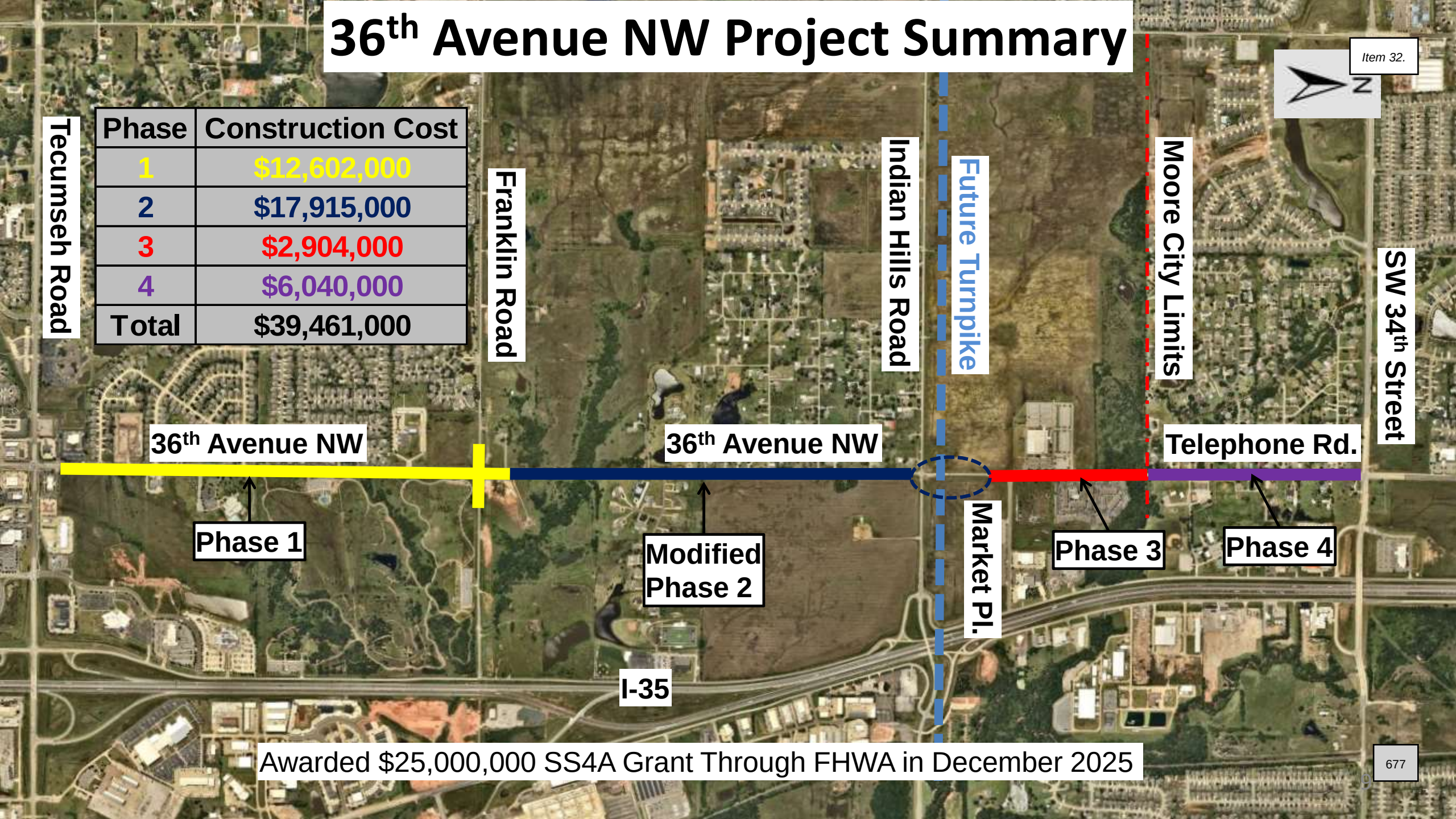
- **Waterline Relocation Component:**
  - Approximately 20,000 linear feet of water lines affected
  - OTA covers 100% affected City ROW infrastructure in existing condition (Est. $11,632,400)
  - CITY covers cost of shared ROW relocation and any extensions/extras= $775,680
  - Betterment: increase 5205 LF of line from 10” to 12” = $416,400
  - Betterment: increase 3347 LF of line from 12” to 24” = $772,320
  - City responsibility - **$1,964,400**

- **Water Well Component:**
  - Two active wells: 19 (temp out of service – car accident) and 20
  - Two inactive wells: 17 and 18
  - All wells constructed in 1950s
  - TOTAL OWED BY OTA: **$8,950,000**


Exhibit "A" - Page 2
48th AVENUE NW
36th AVENUE NW
24th AVENUE NW
PROPOSED WATER LINE
MARKET PLACE
35
W INDIAN HILLS RD.
HUETTNER DRIVE
PROPOSED WATER LINE BETTERMENT
PROPOSED WATERLINE
PROPOSED ABANDONMENT
PROPOSED BETTERMENT
PROPOSED ABANDONMENT USED TOWARD BETTERMENT

36th Avenue NW Project Summary

Phase	Construction Cost
1	$12,602,000
2	$17,915,000
3	$2,904,000
4	$6,040,000
Total	$39,461,000



Awarded $25,000,000 SS4A Grant Through FHWA in December 2025

36th Avenue NW Phase 2 Location



Summary of Roadway Agreement

- **Also between the OTA and the City of Norman**

- **Negotiated arrangement pursuant to 74 Okla. Stat. § 1008 for EWC/36th Avenue Bond Project**
  - A stormwater structure is required to transfer stormwater from north of Indian Hills Road
  - **OTA Proposal:** construct SW infrastructure & ***part*** of 36th Ave NW Modified Phase 2 with the EWC
  - **City Proposal:** construct SW infrastructure & ***all*** of 36th Ave NW Modified Phase 2 with EWC
    - **OTA:** $14.7 million construction responsibility
    - **City:** $2.2 million (with credit for $2.7M previously expended)

- **City benefits of 36th Ave NW Modified Phase 2 Proposal:**
  - Cost savings
  - Earlier and more efficient construction
  - Less disruption to citizens

Summary of Roadway Agreement

- **OTA shall:**
  - Incorporate City design for 36th Ave NW into EWC plans
  - Reconstruct 36th Ave NW Modified Phase 2 (estimated cost of $14,744,461)
  - Construct drainage for drainage area north of Indian Hills in conjunction with 36th Ave NW drainage

- **City shall:**
  - Provide OTA with engineering plans for 36th Ave NW (modified Phase 2)
  - Allow access for roadway and drainage construction
  - Maintain City roads following construction (already a City responsibility)
  - City responsibility - **$2,200,000** for construction of 36th Ave NW
  - Acquire right-of-way and relocate utilities for 36th Ave NW(completed)

City Project Cost Impact

Project Description	Cost to City - No OTA Agreement	Cost to City - With OTA Agreement
Replacement of Aged/Inactive Wells (Capacity)	$8.95 million	$0
24-Inch Water Line Upgrade Under I-35 (AIM)	$5.0 million	$780K
12-Inch Water Line Upgrade (Ind. Hills to Well 20)	$2.5 million	$420K
Water Subtotal:	$16.45 million	$1.2 million
36th Ave NW Phase 2*	$25.35 million	$2.2 million
Grand Total:	$41.8 million	$3.4 million

*The most conservative cost savings for 36th Ave NW is utilized; however, potential savings could range from $3.7 to as much as $8.9 million depending upon other factors.

Questions

City of Norman

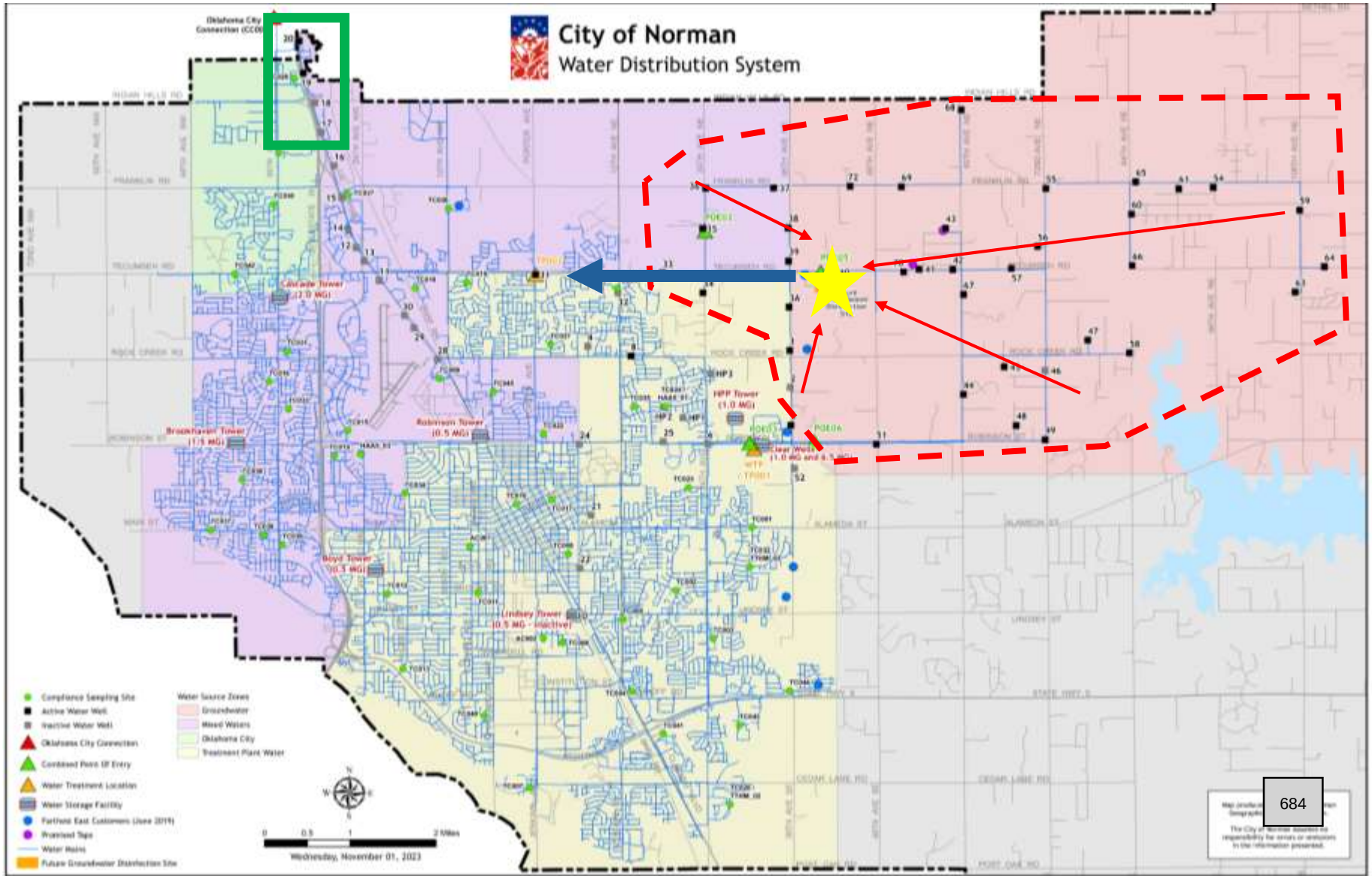
City Council

March 24, 2026

NUA Planned Projects – Norman GWF/AIM

Norman GW Facility

- 4020 E Tecumseh
- Zoning and Preliminary Plat approved 3/25/25
- 90% design
- Disinfection for GW
- Bidding in mid-2026
- Wells 17-20 not included (cost/age)



NUA Planned Projects – AIM 24-Inch Water

- AIM Water Master Plan
- Evaluated water system
- Recommended capital improvements

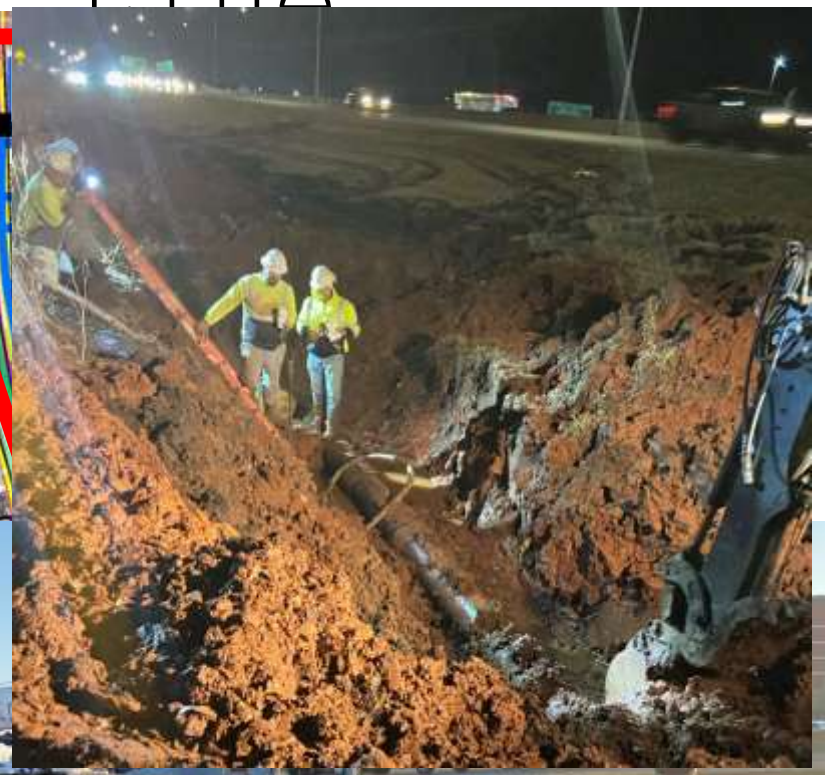
- 24-inch water transmission line along Indian Hills corridor



NUA Planned Projects – Flood/Interstate Dr Water Line

- Replacement necessary due to frequent breaks
- Challenging work environment
  - ODOT ROW
  - Fast moving











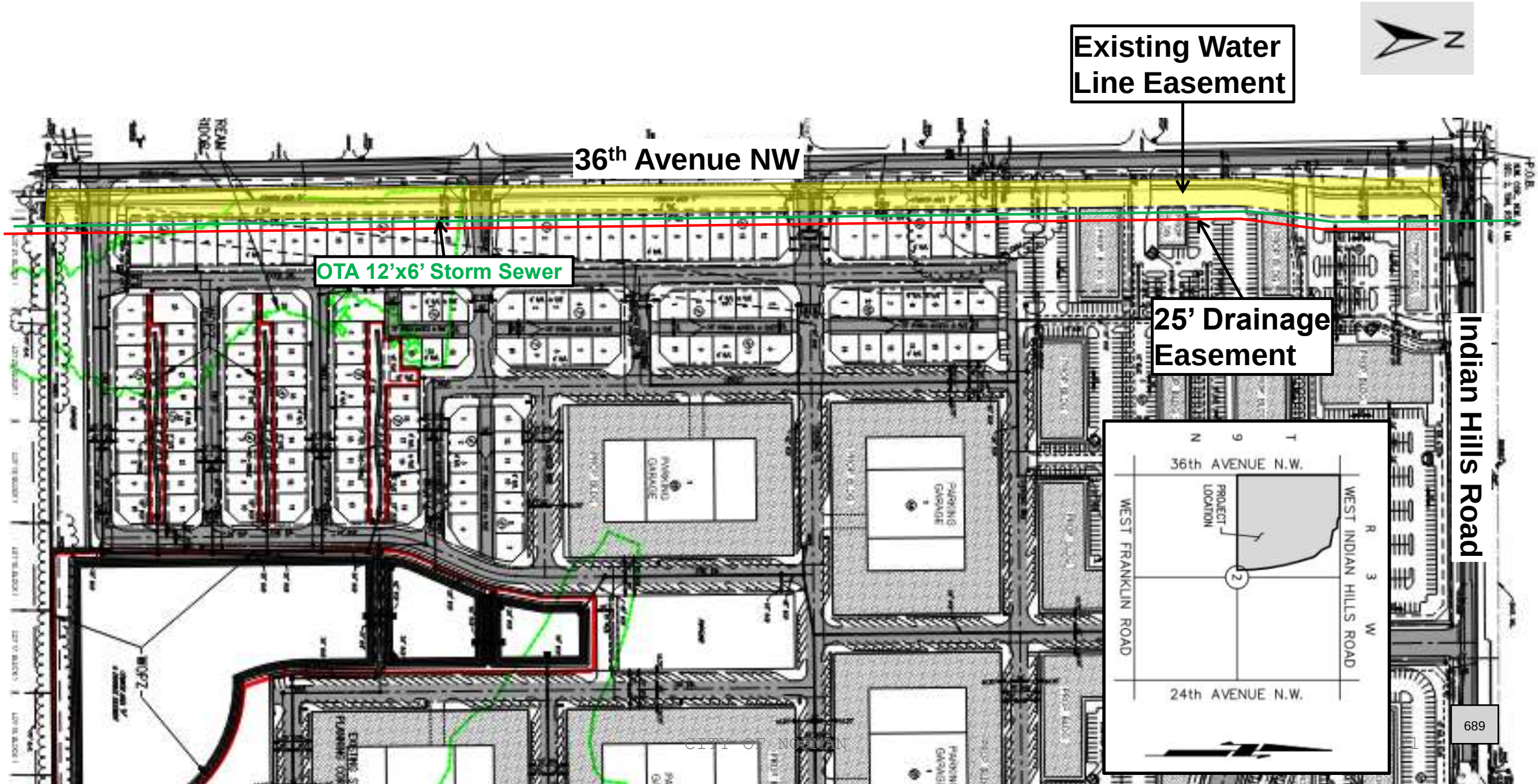
36th Avenue NW Phase 2 Location



Crystal Springs Addition



North Norman Village Preliminary Site



CITY OF NORMAN

City of Norman

City Council

March 24, 2026